City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

June 16, 2020
6:00 PM

CITY COUNCIL

PLEASE NOTE: The June 16, 2020 Woodland City Council will be conducted pursuant to the Governor's Executive Order N-29-20.

The meeting will be held via teleconference and Council members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the City Council meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings.

If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom City Council meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) Leave a voice mail message at (530) 661-5900, press Option 1. All voice mail messages received by 6:00 p.m. will be played during the City Council meeting and read into the record at the appropriate time; 3) If you are watching the live stream and wish to make a comment on an item as it is being heard, you may submit an email to the City Clerk at CouncilMeetings@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.

Please click on link below to join the public comment portion of the meeting:
https://zoom.us/j/99759026181

Or Phone: US: +16699006833,,99759026181# or +13462487799,,99759026181#

Or Telephone: Dial: US : +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Meeting ID: 997 5902 6181

CLOSED SESSION
5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. **Conference with Labor Negotiators,**
   Pursuant to Government Code Section 54957.6
   Agency Designated Representatives: Interim City Manager, Human Resources Manager and City Attorney
   Employee Organization(s): Confidential Employees, Woodland Professional Firefighters' Association, Fire Mid-Management Employees, Mid-Management Unit Employees, Woodland City Employees Association (General Services), Woodland Police Mid-Management, Woodland Police Officers' Association and Woodland Police Supervisors Association

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING
6:00 PM

C. CALL TO ORDER

D. ROLL CALL

E. PLEDGE OF ALLEGIANCE

F. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

2. SUBJECT: Long Range Calendar

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

H. PRESENTATIONS

3. SUBJECT: Greater Sacramento Economic Council

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation from Barry Broome, President and CEO of Greater Sacramento Economic Council on Return on Investment and Service Delivery Report which details local community return on investment and cost/benefit analysis, total impact through job creation and future continued service delivery value examples.

I. CONSENT CALENDAR

4. SUBJECT: Joint Statement from Woodland City Council Regarding Current Events Surrounding the Death of George Floyd

RECOMMENDATION FOR ACTION: Staff recommends that the City Council review and sign the attached statement to the community regarding current events surrounding the death of George Floyd.

5. SUBJECT: Public Works Quarterly Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of March through May 2020.

6. SUBJECT: Changes within the Public Works Department - Utilities Division

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving a new job classification and job description for Utility Administrator (Range 141) effective July 1, 2020 and job description for the current job classification of Treatment Plant Superintendent (Range 137) previously budgeted in FY 2019/20 budget.

7. SUBJECT: Approve Consultant Services Agreement with Mark Thomas for Gibson Road at SR-113 Interchange Modification Project, CIP 19-13

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant design services agreement with Mark Thomas, in an amount not to exceed $285,025 (total cost without optional tasks) for the Gibson Road at SR-113 Interchange Modification Project, CIP 19-13 and authorize the City Manager to execute the agreement and amendments as necessary up to 15% of the agreement amount.

8. SUBJECT: Sewer Collection System Wastewater Treatment Master Plan, CIP 14-07; Approve Contract with Brown and Caldwell for Professional Engineering Services to Prepare Phase I of the Water Pollution Control Facility Master Plan

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with Brown and Caldwell for preparation of the Water Pollution Control Facility Master Plan Phase I for an amount up to $423,276.

9. SUBJECT: Contract for Independent Auditing Services

   Recommendation for Action: Staff recommends that the City Council adopts Resolution No. ____ authorizing the City Manager to execute a contract with Lance, Soll & Lunghard, LLP for independent auditing services for three fiscal years (FY2019/20 through FY21/22), with an optional three year extension.

10. SUBJECT: Agreement for Municipal Advisor Services

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to enter into contract with Del Rio Advisors LLC for Municipal Financial Advisor Services.

11. SUBJECT: Budget Appropriation Request: PulsePoint Marketing Grant Award

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council Adopt Resolution No. _____, authorizing the City Manager to appropriate $2,057 to the General Fund Fire Department operations budget.

12. SUBJECT: FY20 Coronavirus Emergency Supplemental Funding Program Grant Award Acceptance

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) authorizing the Police Chief to accept the FY20 Coronavirus Emergency Supplemental Funding Program Grant Award in the amount of $50,562 for the purchase of critical equipment; and (2) authorizing the City Manager to appropriate $50,562 to the Federal Grants Fund (330).

13. SUBJECT: 2019 Homeland Security Grant Award Acceptance and Budget Appropriation

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the Police Department to accept the 2019 Homeland Security Grant Award in the amount of $79,271 for the purchase of 11 portable all-band radios, and authorizing the City Manager to appropriate $79,271 to Other Federal Grants Fund (330) for the purchase of the awarded equipment.

14. SUBJECT: Annual Appropriations Limit

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the City of Woodland's Fiscal Year (FY) 2018/19, FY2019/20, and FY2020/21 Appropriations Limits.

15. SUBJECT: Appoint Council Member as Liaison to Yolo County Election Working Group - November 3, 2020 Election

RECOMMENDATION FOR ACTION: Staff recommends that the City Council appoint Council Member Enrique Fernandez as liaison to the Yolo County Election Working Group for the upcoming November 3, 2020 election.

16. SUBJECT: Appoint Members to various Boards, Commissions and Committees

RECOMMENDATION FOR ACTION: Staff recommends that the City Council appoint members to the various Boards, Commissions and Committees

17. SUBJECT: Waste Management Delinquent Garbage/Refuse Accounts - Call for a Public Hearing

RECOMMENDATION FOR ACTION: Staff recommends that the City Council set a Public Hearing for July 21, 2020 to hear and approve the list of Delinquent Refuse Accounts and direct the Tax Collector of Yolo County to assess liens against real property to collect delinquent payments.

18. SUBJECT: Weed Abatement Program Parcels not in Compliance - Call for Public Hearing

RECOMMENDATION FOR ACTION: Staff recommends that the City Council set a Public Hearing for July 21, 2020 to hear and approve the list of parcels that were out of compliance for weed abatement requirements for the year 2019 and direct the Tax Collector of Yolo County to assess liens against real property to reimburse the City for the cost of removal of weeds, refuse, and dirt from the property.

19. SUBJECT: Ordinance No. 1665 Extending 1/4 Cent Sales Tax (Measure J)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Ordinance No. 1665, Amending Chapter 3.28 of Title 3 of the Woodland Municipal Code to Extend the 1/4% Transactions and Use Tax for General Purposes, which shall continue to be administered by the California Department of Tax and Fee Administration.

20. SUBJECT: Council Member Election and General Tax Measure and Four Advisory Measures - November 3, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. Calling a General Municipal Election of Three Council Members by District and Calling a Special Election for the Purpose of Submitting a General Tax Measure to Continue a One Quarter Cent Sales Tax That Would Expire in Ten Years and Four Advisory Measures, Said Elections to be Held in the City of Woodland on November 3, 2020, and Directing the Consolidation of the Elections with the Statewide General Election and All Other Elections.

J. PUBLIC HEARINGS

21. SUBJECT: PUBLIC HEARING - Gibson Ranch Lighting & Landscaping District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the Gibson Ranch Lighting and Landscaping District.

22. SUBJECT: PUBLIC HEARING - North Park Lighting and Landscaping District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the North Park Lighting and Landscaping District.

23. SUBJECT: PUBLIC HEARING - Streng Pond Landscape Maintenance District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the Streng Pond Landscape Maintenance District.

24. SUBJECT: PUBLIC HEARING - West Wood Lighting and Landscaping District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the West Wood Lighting and Landscaping District.

25. SUBJECT: PUBLIC HEARING - Gateway Landscaping & Lighting District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Gateway Lighting and Landscaping District.

26. SUBJECT: PUBLIC HEARING - Spring Lake Lighting & Landscaping District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Spring Lake Lighting and Landscaping District.

K. REPORTS OF THE CITY MANAGER

27. SUBJECT: Update on COVID-19 Response and Preparedness

RECOMMENDATION FOR ACTION: Receive an update and discuss next steps.

28. SUBJECT: Fiscal Year 2020/21 Budget

RECOMMENDATION FOR ACTION: Staff recommends that the City Council formally adopt Resolution No.____, approving a) the Fiscal Year (FY) 2020/21 Annual Budget of $185.24 million and b) 311 Full-time equivalent positions by classification as detailed in Exhibit B.

29. SUBJECT: Approval of Construction of Emergency Homeless Shelter Project, CIP #20-12

RECOMMENDATION FOR ACTION: Staff recommends that the City Council take the following actions.
1. Determine by a four-fifths vote that there is a need to continue the emergency action to construct a homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050;
2. Adopt Resolution No. _____, (a) approving appropriations of $1,251,000 from the Affordable Housing In-Lieu Fees Fund (327) and $149,000 from the Spring Lake Off Site Affordable Housing Fund (321), which will be transferred to the Homeless Housing Fund (331) for construction of the Emergency Shelter Project and appropriate the same $1,251,000 and $149,000 from the Homeless Housing Fund (331) where the expenses will be incurred for the project; (b) approving an appropriation of $500,000 from the Homeless Housing Fund (331) based on funds that will be provided by the County of Yolo; and (c) approving an appropriation of $400,000 from the Homeless Housing Fund (331) based on funds that will be provided by Friends of the Mission.
3. Adopt Resolution No. _____, approving the plans and specifications for the construction of emergency shelter at County Road 102 and East Beamer Street;
4. Adopt Resolution No. _____, authorizing the City Manager to negotiate and award a construction contract in the amount of $1,952,745 to Broward Brothers, Inc. for the construction of the Emergency Shelter Project (CIP 20-12) and authorize a contract contingency of up to 5% ($97,637) of the total contract amount;
5. Adopt Resolution No. _____, authorizing the City Manager to execute a contract for geotechnical engineering services for the Emergency Shelter Project (CIP 20-12) with Wallace-Kuhl & Associates in an amount up to $55,000;
6. Review the proposed terms of an Operating Agreement for the operation of the Emergency Shelter Project (CIP 20-12) and adopt Resolution No._ authorizing the City Manager to continue negotiating such Operating Agreement and to execute such Operating Agreement with the Yolo Wayfarer Center (dba Fourth and Hope) and Friends of the Mission;
7. Adopt Resolution No. _____, authorizing the City Manager to execute an agreement with the County of Yolo to receive funding for construction of the Emergency Shelter Project (CIP 20-12);
8. Adopt Resolution No. _____, authorizing the City Manager to enter into an agreement with Friends of the Mission to receive funding for construction of the Emergency Shelter Project (CIP 20-12).

L. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, June 16, 2020 was posted on Friday, June 12, 2020 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

Ana B. Gonzalez
City Clerk

In order to minimize the spread of the COVID-19 virus, the City of Woodland is providing multiple alternatives to viewing City Council meetings and providing comments on items on the agenda. These alternatives allow the City to adhere to social distancing requirements, follow the Governor's Executive Order N-29-20 (which suspends certain requirements of the Brown Act), and provide a way for the public to provide public comment live during the meeting.

VIEWING MEETINGS ONLINE
You are able to view meetings online here: https://www.cityofwoodland.org/meetings

Click on the meeting to view the video. It will say LIVE next to the meeting.

SUBMITTING COMMENTS BY E-MAIL
If you wish to make a comment during general public comment or on a specific agenda item, please submit your comment via email to CouncilMeetings@cityofwoodland.org prior to Public Comment on that item. Emails comments submitted, to be read into the record, shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.

SUBMITTING COMMENTS BY VOICE MAIL
If you wish to leave a voice mail message, please dial (530) 661-5900, press Option 1. All voice mail messages received by 6:00 p.m. will be played during the City Council meeting and read into the record at the appropriate time. Voice mail messages should be three (3) minutes in length.

VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING
The City of Woodland is now offering the ability to view and participate in City Council meetings via video meetings and telephonic conferencing via "Zoom" video conferencing computer technology. Instructions for participating via Zoom are provided below.

How do I join the City Council meeting via Zoom Video Conferencing?
Please visit: https://zoom.us/j/99759026181 from a smart phone or computer. You will be prompted to install the Zoom app on your smart phone or computer. From a computer there is an option to view the meeting within the browser without installing the app. You are now ready to join the meeting.

If you have previously installed the Zoom app, you can enter the following meeting ID to join the meeting: 997 5902 6181

I don't have a computer or smart phone; can I still use Zoom?
If you do not have a smart phone or computer to access the meeting via Zoom, no problem! You can participate on the phone.

Call 1-669-900-6833 (Toll Free) and enter meeting ID 997 5902 6181.

How can I provide Public Comment on Zoom?
The Mayor will request public comment during the Public Comment period on the agenda and during each Public Hearing and Regular Calendar Item. Once the Mayor has announced the public comment period, please do one of the following:

USING A COMPUTER OR SMART PHONE:

- Click on the "Raise Hand" feature in the webinar controls. This will notify City staff that you have raised your hand.
- City staff will unmute your microphone when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted and then you will have three (3) minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

USING A REGULAR PHONE:

- Dial *9 (star 9), this will notify City staff that you have "raised your hand" for public comment.
- City staff will unmute your microphone when it is your turn to provide public comment.
- You will hear "you are unmuted" and then you will have three (3) minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?
Yes, please visit Zoom's website support page on helpful tips to prepare for the meeting:

https://support.zoom.us/hc/en-us/categories/201146643

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such requests must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.

Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: G.2
SUBJECT: Long Range Calendar

Recommendation for Action: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

Staff Contact:
Ana B. Gonzalez, City Clerk, (530) 661-5806, ana.gonzalez@cityofwoodland.org

Background:
This calendar is being provided for planning purposes only and is intended to keep the Council apprised of upcoming agenda items and plan for upcoming Council items.

Ken Hiatt
Interim City Manager

Attachments:
1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

JULY 7TH **REGULAR MEETING**

IT Presentation
City Council Meeting Minutes of June 2, 2020 and June 16, 2020
Traffic Calming Update – Pilot Projects
Crawford Park Rain Garden – Grant Contract
NOC I-5/CR102 Landscape Project, CIP 11-24
EPIC Bros. CUP Mod

JULY 21ST **REGULAR MEETING**

Public Hearing - Waste Management Liens
Public Hearing – Weed Abatement Liens
Woodland Research & Tech Park – Specific Plan
Apprenticeship / Workforce Development Programs

SUMMER RECESS - July 22 thru August 17, 2020

AUGUST 18TH **REGULAR MEETING**

Woodland Chamber Presentation

Future Topics / Study Sessions:

August Council Recess 7/22 – 8/17 Merritt DA	**September**
October	**TBD** Youth Master Plan MOU (Summer) Comprehensive Zoning Update (Fall) Flood Project Certification of Final EIR (Fall) E. Main Street Mini-Storage CUP - PH Beeghly Ranch R-15 – PH N. Regional Pond & Pump Station #17-09

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	June 16, 2020
ITEM #:	H.3
SUBJECT:	Greater Sacramento Economic Council

Recommendation for Action: Staff recommends that the City Council receive a presentation from Barry Broome, President and CEO of Greater Sacramento Economic Council on Return on Investment and Service Delivery Report which details local community return on investment and cost/benefit analysis, total impact through job creation and future continued service delivery value examples.

Ken Hiatt
Interim City Manager

Attachments:

1. 2020_CityofWoodland_CommunitiesCostBenefit

GREATER SACRAMENTO
ECONOMIC COUNCIL

RETURN ON INVESTMENT AND SERVICE DELIVERY REPORT

Prepared for the City of Woodland
June 2020

Local Community Return on Investment and Cost/Benefit Analysis

Delivering economic impact and programs, services and resources at a fraction of independent cost due to economies of scale

5-YEAR IMPACTS TO THE CITY OF WOODLAND

Since GSEC's inception in 2015, it has delivered the following impacts to the City of Woodland:

$115,726
Total investment over 5 years

$1,112,715
5-year local tax revenue

$10:1 Return on Investment on Direct Local Tax Revenue

$1,232:1 Return on Investment on Economic Output

5-YEAR IMPACTS TO THE CITY OF WOODLAND

Since GSEC's inception in 2015, it has delivered the following impacts to the City of Woodland:

TOTAL LOCATES
3

DIRECT & INDIRECT JOBS
413

PAYROLL GENERATED
$41 M

TOTAL ECONOMIC OUTPUT
$143 M

FY 19/20 ADDITIONAL VALUES TO THE CITY OF WOODLAND

DIRECT PROJECT OPPORTUNITIES (RFI's) ISSUED
27

LOCAL ENGAGEMENT OPPORTUNITIES
20

TRADE SHOW AND MARKET VISIT OPPORTUNITIES
6

NEW QUALIFIED PROSPECTS
85

REGIONAL MARKETING IMPRESSIONS
380 m
($6.9 m ad value)

FY 19/20 ADDITIONAL AND CUSTOM SUPPORT SERVICES DELIVERED

- **Support of the Woodland Ag Innovation Forum** through in-kind services and promotion
- Promotion and co-branding for **The Food Front and AgStart initiatives**
- Provided first tenant for **AgStart new location (Saturas)** and corresponding press release
- Aquafil project recognized by Select USA/Dept. of Commerce team as a success story and **featured in a Comstock's magazine special edition**

DUPLICATION COST OF DATA SOURCES AND SERVICES AVAILABLE TO THE CITY OF WOODLAND VIA GSEC

MARKETING & WEB PRESENCE, VIDEO PRODUCTION AND PAID AND EARNED SOCIAL MEDIA

Website hosting and maintenance cost to provide a trackable, regional promotional tool with integrated data sets and sources, along with social media management and tools.

GIS BASED BUSINESS DATA TOOLS, STORY MAPS AND COMMERCIAL REAL ESTATE LISTINGS

ESRI Business Analytics and Big Data available through GreaterSacramentoSites.com along with property listing tools and custom community demographics, business data and infographics. GSEC also holds licenses to CoStar, allowing access to all marketed listings and analytics.

GRANULAR LABOR DATA ANALYSIS AND CUSTOM LOCAL DEMOGRAPHICS

Using EMSI, GSEC can analyze labor, job posting, demographic, industry and occupational trends to the 6-digit NAICS code level. Cost of living C2ER database provides cost comparisons to articulate value proposition to prospects. The recently launched SizeUp small business tool supports local small business and is free to all.

LEAD GENERATION AND PROSPECTING TOOLS FOR NEW OPPORTUNITIES

GSEC, on behalf of the region, subscribes to Pitchbook and other data sets such as external market lists, Hoovers D&B, Fortune 500 and Inc. 5000 for lead generation purposes for the region.

ECONOMIC IMPACT ANALYSIS AND METRO COMPARISON MODEL

Hosting and maintaining an economic impact model, tourism impact model and a metro comparison model allows GSEC to produce impact reports for all projects and analyze return on investment for local incentives.

Estimated replacement cost of data services including subscription and hosting costs as well as associated staff management time: $250,000 + annually

Total Impact Through Job Creation and Service Delivery

Current fiscal year and historical figures

TOTAL IMPACT DELIVERY SINCE GSEC'S INCEPTION

The following statistics are the total economic impact to the region and California since 2015:

Total jobs:
14,787

Direct economic impact:
$3.58 billion

Average wage:
$61,762

Total local tax revenue:
$76.5 million

Total economic impact to California:
$7.05 billion

Total jobs added to California:
15,637

Total tax revenue to California:
$129 million

Future Continued Service Delivery Value Examples

FY 20/21 Key Efforts

RECOVERY MESSAGING MARKETING CAMPAIGN AND REGIONAL RECOVERY STRATEGY

- Launch of comprehensive marketing strategy to promote recovery and maintain brand visibility
- Continued brand promotion and paid social media campaigns
- National PR efforts for region
- Launch of pivoted regional business retention and attraction strategy with focus on *life sciences, fintech, 5G/broadband, workforce development and talent retention and attraction*

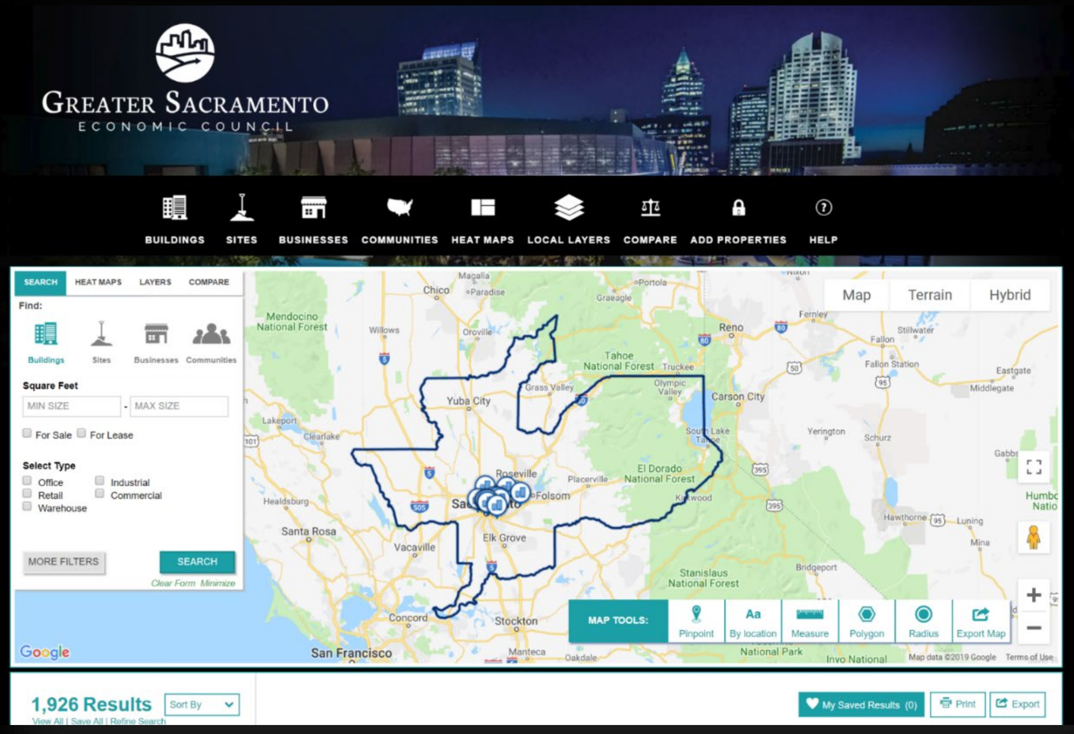
GREATER SAC BOUNCE BACK

Recovery messaging campaign

Delivery Value:
$300,000+

RESEARCH SERVICES, LEAD GENERATION, VALUE PROPOSITION REFINEMENT AND ONLINE TOOLS

- GSEC will continue to be the hub for developing critical value proposition data sets.
- It will maintain critical research tool licenses and provide economic impact and labor analyses.



Delivery Value:
$200,000+

COMPREHENSIVE AND POLISHED NATIONAL SITE SELECTION PROGRAM

- GSEC will continue to host, at no additional cost to communities, at least one annual national site selection consultant tour with up to 10 consultants.

- Quarterly 'Virtual Familiarization Tours' will be continued and perfected.

Delivery Value:
$25,000

Greater Sacramento
ECONOMIC COUNCIL

THANK YOU.

Barry Broome, President & CEO
Greater Sacramento Economic Council
GreaterSacramento.com

@selectsac
@GreaterSac
@SelectSacramento

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.4
SUBJECT: Joint Statement from Woodland City Council Regarding Current Events Surrounding the Death of George Floyd

Recommendation for Action: Staff recommends that the City Council review and sign the attached joint statement to the community regarding the current events surrounding the death of George Floyd.

Ken Hiatt
Interim City Manager

Attachments:
1. COW Statement June 2020-c3_XR edits (FINAL)

City of Woodland

CITY COUNCIL 300 FIRST STREET WOODLAND, CALIFORNIA 95695 (530) 661-5800
FAX: (530) 661-5813

Rich Lansburgh, Mayor
Tom Stallard, Mayor Pro Tempore
Angel Barajas, Council Member
Enrique Fernandez, Council Member
Xochitl Rodriguez, Council Member

June 16, 2020

To the Woodland Community,

In light of the abhorrent and senseless murder of George Floyd in Minneapolis and the subsequent social shockwaves of protests and riots throughout our nation, it remains regrettably clear that racism and systemic oppression towards people of color remain prevalent in our society. It is painful to accept the fact that humanity, in 2020, has yet to rid the world of the perils that shackle the dreams, hamper the hope, and stagnate the advancement of our brothers and sisters—living both down the street and across the globe—simply due to the color of their skin. Unfortunately, Mr. Floyd's death, and the death of our neighbors who look like him, has been a common occurrence in communities of color and in communities of poverty. Sadly, the presence of institutional oppression continues as a reoccurring theme in the story of our nation's democracy. The tragedy accompanying Mr. Floyd's death serves not only as a sober reminder that both the traditions of oppression and racial biases linger in our society, but it also serves as a call to action to those equipped with moral courage.

Knowing the current state in which our country is suspended, this council understands the need for action at every level of government, especially the local level. How we respond individually and collectively in the wake of these events will determine how quickly we begin to heal and to unite. As your elected City Council representatives, charged with protecting the health, safety and welfare of all in our community, we respond, first and foremost, by condemning the acts of violence that have been carried out against people. We condemn all acts of senseless violence and hope and trust that these types of violent acts that we have seen in other communities will not occur here or anywhere ever again.

The City Council offers our collective sympathy to the families of George Floyd, Ahmaud Arbery, Breonna Taylor, law enforcement officers, and the numerous others who have died needlessly and tragically. At the same time, we recognize that words of condolences or instruction or judgment hold little weight when not preceded by meaningful intention or succeeded by effective action. Therefore, this council vows to begin a community conversation, which we hope will lead to tangible transformation in how the city provides its public safety services. We vow to ensure that the City of Woodland is a safe place to live, work, visit, learn, and call home for all people. We vow to strengthen our communication with all segments of our community, regardless of any race, ethnicity, gender, religion, sexual orientation, or economic status.

The City of Woodland and the Woodland Police Department are committed to the safety and welfare of all residents. We take pride in the honorable men and women of the Woodland Police Department who dutifully and properly safeguard the inalienable liberties of the public. At the same time, this council will not tolerate the actions of any police officer or any city employee that infringes upon the rights of any person or that further the traditions of systemic oppression and racial prejudice. As a city, we are committed to expanding training for police officers and city staff, including, but not limited to, training related to de-escalation, implicit bias, and anti-bias. Moreover, this council, along with our city manager and police chief, plan to review and dissect current policies and expand community-building programs that empower residents and improve the quality of life for everyone.

Your City Council commits itself to working together with you for equity through understanding, compassion, and opportunity and to embrace not only being more inclusive but also reject racism in any form. Words must be backed by meaningful changes, large and small, individually and collectively, until we truly live up to the core principles and values of equal justice for all, a principle upon which this country was founded.

We hear you. We see you. We will do better for you, and with you.

Richard Lansburgh, Mayor and Councilmember - District 1

Tom Stallard, Mayor Pro Tempore and Councilmember - District 2

Angel Barajas, Councilmember - District 3

Enrique Fernandez, Councilmember - District 4

Xochitl Rodriguez, Council Member - District 5

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.5
SUBJECT: Public Works Quarterly Staff Report

Recommendation for Action: Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of March through May 2020.

Staff Contact:
Johanna Currie, Senior Management Analyst, 530-661-5902, johanna.currie@cityofwoodland.org

Fiscal Impact:
None.

Background:
This quarterly report covers the period of March through May 2020. The report presents a summary of Service Requests and Work Orders received, and also contains a narrative description of major work performed and/or notable department highlights.

Conclusion:
Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of March through May 2020.

Prepared By: Johanna Currie, Senior Management Analyst

Reviewed By: Craig Locke, Public Works Director

Ken Hiatt
Interim City Manager

Attachments:
1. Mar-May 20 PW Quarterly Report

Public Works Department

Quarterly Status Report

March through May 2020

Public Works

Service and Work Order Requests

For the Months of Mar-May 2020		
Division	**Service Requests**	**Work Orders**
Administration	321	-
Electrical	44	33
Environmental Services	-	252
Facilities	88	136
Fleet	-	262
Pretreatment	-	103
Sewer	55	224
Signs & Markings	7	65
Storm Drain	6	85
Streets	52	201
WPCF	-	82
Water	146	329
Grand Total	**719**	**1,772**

Service Requests – Every time a request for Public Works services is made by phone call, written request, emailed request, or an actual one-on-one request to a PW employee, a **'Service Request'** is generated. This builds a computerized record of all requests made.

Work Orders – A **'Work Order'** is created each time a work crew or individual is assigned a task as a result of either service requests, pre-planned maintenance projects, or by other situations as they arise. This produces a database of work accomplished and the time and materials it took to do the work.

Total for Calendar Year 2020 Through 05/31/20	
Service Requests	Work Orders
2,046	**3,228**

65 Working Days This Quarter = 11 Requests for Service per Day

Environmental Services Division

- Sustainability Advisory Committee: The committee continues to work within ad-hoc sub-committees to finalize the priorities in their work plan for Climate Action Plan (CAP) implementation. The Committee has not met as a whole during the quarter due to shelter-in-place orders.
- Climate Action Plan: Jianelli Morones, our Civic Spark Fellow, is finalizing the online dashboard to show progress made on CAP goals. She is also continuing her work on preparing an outreach guide which will identify groups and communities that will be most impacted by climate change, and will provide outreach and engagement strategies to help direct CAP implementation and support the work of the Sustainability Advisory Committee.
- Solid Waste: Staff has been working with Waste Management (WM) to continue safe and efficient waste collections. WM offered additional waste pickups in personal trash cans for residents during the shelter-in-place order. Additionally, staff

has been working with WM to prepare for a scheduled reroute of residential collection services.

- Water Conservation: Continued outreach for residences and business owners to register for AquaHawk Alerting. There were 159 new users this quarter, bringing the total user count to 4,915 registered users. Water losses are reduced through targeted leak notifications and leak detection resources – initiated 46 leak detection conversations with residents or businesses during the quarter. Continued outreach regarding water conservation and City programs, such as rebates, events and AquaHawk through bill inserts, advertisements, and on social media. Gave out 50 rebates during the quarter (109 YTD), mostly for mulch and weather-based irrigation controllers.
- Solar project: Received third quarter Asset Management Report for the City's solar photovoltaic (PV) system for fiscal year 2019-20. From the report: An analysis of the PV system production shows that over the course of this period, the City's PV systems produced 93% of what would be expected in a typical weather adjusted year. The electricity usage from PG&E has been reduced by 45% over this period as compared to the baseline year and the City has used approximately 1% more electricity overall compared to the baseline year.

Fleet & Facilities Division

- Fleet Services: Fleet Services in-processed and delivered four vehicles. Police received three new vehicles, including a new pickup truck for Cannabis Control operations, a motorcycle replacing one damaged earlier this year, and a cargo van for Evidence operations. Environmental Services also received an all-electric Nissan Leaf replacing an older hybrid Honda Civic.
- Facilities Services: To protect City personnel, plexiglass shields have been installed at locations where staff interacts with the public. These locations include the customer service counters at City Hall, Community Center, Library, and the Municipal Services Center, as well as the interview room at the Police Department. The janitorial service interval has been increased at City Hall and the Library and includes added disinfectant service at commonly touched areas five days a week. These initiatives will enable City staff to safely return to work.

Right-of-Way Division

Due to the COVID-19 pandemic, Right-of-Way projects have been hindered. Though most full-time employees were able to continue working from the office or home, temporary employees were unable to do so, causing a decline in project completion. As we all start working towards a new normalcy, we continue moving forward completing our goals.

- Geographic Information System: The GIS group has completed 80% of the creation of new informational maps for Admin, Electrical, Facilities/Parks, Sewer/Storm, Signs & Markings, and Water. These maps provide all City departments with current Public Works asset and division information.
- GIS-Signs & Markings: The GIS group is working with Signs & Markings on the completion of the 2020 East Main St. Improvement Project. New Street Markers are being added to the City utilities map on East Main St., from East St. to Pioneer Ave.

Having completed approximately 10%, we expect to complete this project by Spring of 2021.

- GIS-Sewer: Working with Sewer, the GIS Group has completed 80% of Sewer Tap Video verification. All incorrect and incomplete information is compiled and sent biweekly to the Sewer department. By the end of 2020, Sewer will have a complete list of problem areas, which will need underground video to be verified.
- GIS-Streets: The GIS Group has added approximately 90% of repaired Trip Hazards to the Utility map. The location of these hazards are south of Gibson Rd between College St. and East St. We expect to complete this project by the end of 2020. In addition, the GIS Group has been working closely with Streets to verify and compile information to assist with the Sidewalk Replacement Project.
- GIS-Electrical: The GIS and Electrical Group are now in the process of adding cameras to our utilities map. This will not only allow utility department access to facility cameras but Fire and Police Department access as well. Cameras have been installed at various locations throughout the City (e.g., Library, MSC and City Hall). Having completed approximately 90% of the camera installations, we are expecting to have this available to all City departments by end of 2020.

USA Tickets for Calendar Year **2020**
Quarter March 2020-May 2020 **5,935**

- Electrical – Battery Backup Systems: Currently all of the City's 70 traffic signals have Battery Backup Systems (BBS) installed.
- Electrical- MSC Electric Vehicle Chargers: In anticipation for the summer 2020 arrival of two new fully electric utilities vehicles, the Electrical Group has begun installing new infrastructure at the Municipal Service Center. Work includes a new-metered PG&E service as well as two Level 3 DC fast chargers. This project is on track to be completed in unison with vehicle deliveries.
- Electrical – CIP/Development Projects: The ROW Electrical Group is currently overseeing the inspection of five separate projects ranging from streetlight installations to the installation of new Traffic Signal Equipment. The closest project to completion is the West Main St. intersection, with an estimated turn-on date by end of FY 19/20.
- Signs & Markings - Sign Knockdowns: The Signs & Markings Group responded to and repaired 5 Knockdown signs this Quarter.
- Streets – Road Maintenance: Continued filling pot holes throughout the City on a daily basis. We have filled hundreds of pot holes this past quarter. We also responded to miscellaneous service requests throughout this past quarter. Routine annual road maintenance was put on hold as we could only work with a split crew due to COVID-19.

- Streets – Sidewalk Maintenance: Identified sidewalk locations to be replaced. This will be performed by a contractor with assistance from the Street Group. The bid process is almost complete.

Utilities Collections - Sewer and Storm Division

The Public Work's Collections Department has been focused on sewer and storm related maintenance and repairs as well as working with multiple contractors on current and upcoming City Capital Improvements Projects throughout the City. With the COVID-19 pandemic, in order to stay safe and keep crews operational, we have worked with a split crew which has somewhat disrupted operations. Collections staff performed the following:

- Ditch maintenance including removing trash, tulles and debris within the 15 miles of open channel storm ditch & 14 detention ponds
- Weed abatement along ditches/roads, ponds, as well as other City owned locations
- Routine inspection/maintenance on City Storm Lift Stations and backup generators
- Currently working with multiple contractors on the Gibson Rd. sewer & water rehab project in preparation for lining the sewer mains along Gibson Rd.
- Awarded contract for 54 sewer service laterals to be lined due to root intrusion
- Replaced 108 feet of sewer pipe this last quarter
- Rodded 842 feet of sewer service laterals due to root intrusion
- Responded to 72 Service Requests, averaging a 21-minute response time
- Worked with Yolo County Probation crews & the HOST program with the cleanup of multiple homeless camps
- HVVC crew cleaned 46,672 feet of sewer pipe, followed up by Closed Circuit Television inspection of 20,684 feet of mainline pipe

Collections staff have been working closely with Utilities Engineering Division on multiple Capital Improvement Projects, as well as the Community Development Department and Transportation Engineering on various Capital projects such as the sewer & storm infrastructure for the W. Main St. & E. Main St. road rehab project, Spring Lake Development final & warranty inspections, plan review of multiple sewer lateral lining contracts, and continuing preliminary investigation on multiple upcoming CIP projects.

Utilities - Water Production and Distribution Division

- Wells: All groundwater wells are currently off or in the "standby" position.
- ASR: Aquifer Storage and Recovery (ASR) Wells 28, 29, & 30 are ready to be used when our water curtailment comes into play.
- Distribution Division: Crews continue working on system repairs and improvements.
- Gibson Road Project: All water mains, hydrant laterals and hydrants are installed from West to 6th St. Approximately 5,400' of 6, 8 & 10' C900 pipe will be installed from 6th St. to East St. shortly.
- Preventive Maintenance: Crews are continuing to make progress on 2020 valve and fire hydrant maintenance.
- Water Main Breaks: 6
- Water Main Valves, Fire Hydrants Replaced: 20
- Water Main Valves Exercised: 349
- Water Meters Tested: 176
- Water Meters Replaced: 37

- Water Quality Calls: 13

Wastewater Operations Division

Laboratory:

- The lab is currently operating under the April 2019-2021 Lab Certification that is posted at the Water Pollution Control Facility.
- Staff continues to test final effluent for coliform bacteria 7-days/week in support of the recycled water project.
- Laboratory staff have been attending trainings and preparing for the National Environmental Laboratory Accreditation (NELAC) Institute (TNI) regulations and the California Quality Management Systems Regulation taking effect October 2020.
- Laboratory performed first quarter Toxicity Testing for 2020.
- Annual Proficiency Testing and Discharge Monitoring Report-Quality Assurance (DMRQA) studies are planned for summer 2020.

Pretreatment:

- Performed Local Limits Monitoring for the second quarter of 2020.
- Conducted non-contact inspections of local business.

Regulatory Compliance:

- Prepared and submitted quarterly and monthly reports to the Regional Board in accordance with our National Pollutant Discharge Elimination System (NPDES) Permit.
- Continued participation in the Central Valley Clean Water Association (CVCWA) special studies on Methyl Mercury, Freshwater Mussels, and Low-Level Toxicity.
- Pretreatment staff continues issuing an information binder with all new pretreatment permits with relevant information to the specific discharger.

Water Pollution Control Facility

- Plant Operations: The Treatment Plant staff is operating the Modified Ludzack-Ettinger (MLE) Treatment System and continues to monitor the plant response to upsets, changes in operating procedures, and changing weather, ensuring consistent effluent quality. Operations and Maintenance have been working on preventative maintenance including replacing ultra violet (UV) lamps, oil, cleaning and replacing high speed blower air filters, working with Electrical & Instrumentation staff on replacing process meters, adding some new solids monitoring meters to the Returned Activated Sludge (RAS) pump station, and helping with operation and maintenance of the treatment system. The City will be contracting with Ramcon to remove solids from south pond 11 this Summer/Fall. The City provided the Cache Creek sewer treatment plant 55,000 gallons of seed sludge to restart their treatment process following their Covid 19 plant closure.
- Recycled Water Delivery: The City will resume delivering recycled water to the system's primary customer, Biomass on June 15. Staff from Wastewater Operations, Water Distribution/ Production, and Utilities Engineering continue to work together to provide our customers with recycled water. Utilities Engineering is researching additional storage capacity, and Operations is fine-tuning the system in order to better serve our customers and to ensure a consistent and reliable recycled

water supply. Water Production has been monitoring offsite infrastructure and maintaining surge tanks.

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.6
SUBJECT: Job Descriptions within the Public Works Department - Utilities Division

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving a new job classification and job description for Utility Administrator (Range 141) effective July 1, 2020 and job description for the current job classification of Treatment Plant Superintendent (Range 137) previously budgeted in FY 2019/20 budget.

Staff Contact
Sheila McShane, Human Resources Manager, (530) 661-5807, sheila.mcshane@cityofwoodland.org

Fiscal Impact
These changes effective July 1, 2020, do not result in any additional budget allocations as the Public Works Department has already budgeted for these positions.

Discussion
Staff reviewed the Public Works organizational chart and recommends creating a Utility Administrator (Range 141) job classification to benefit the City by uniting all the "wet utilities" under the direction of one superintendent. Allocating an Administrator to manage the Utilities provides consistency of roles and responsibilities within the department. The creation of this position is consistent with the February 2016 Management Partners analysis of the PW department, recommending a Deputy Director of Utilities to unite the sewer and water functions of the department. Creating the Administrator position to manage the linear assets of water and sewer is more cost effective and meets the objectives of the report more economically with existing staff. Creation of this position eliminates the need for a Water Systems Administrator and is budget neutral. This position will attend to the administrative functions of both divisions while Chief System Operators will retain technical management of the systems. The salary range for the Utility Administrator (Range 141) is in alignment with other Administrators in Public Works

The Treatment Plant Superintendent (Range 137) job classification was approved during the FY 2019/20 budget cycle; however, a job description did not exist. The creation of a job description will allow the City to have a Superintendent over the Water Pollution Control Facility. This position unites all of the functions of the Water Pollution Control Facility under a single position. These functions include Industrial Pretreatment and the Lab, both of which are necessary for efficient waste water treatment in today's regulatory environment. This unification will provide a more immediate and efficient reaction to potential upsets in the treatment process and more accurate reporting to regulators about the activities of the facility.

Conclusion
Staff recommends that the City Council adopt Resolution No. _____, approving a new job classification and job description for Utility Administrator (Range 141) effective July 1, 2020 and job description for the current job classification of Treatment Plant Superintendent (Range 137) previously budgeted in FY 2019/20 budget.

Prepared By: Sheila McShane, Human Resources Manager

Ken Hiatt
Interim City Manager

Attachments:
1. Resolution
2. Utility Administrator
3. Treatment Plant Superintendent

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CHANGES WITHIN THE PUBLIC WORKS DEPARTMENT – UTILITIES DIVISION.

WHEREAS, staff reviewed the Utilities Division and made changes to the structure; and

WHEREAS, staff worked with the Division to create a new job classification and job description for Utility Administrator (Range 141); and

WHEREAS, staff worked with the Division to create a new job description for the current job classification of Treatment Plant Superintendent (Range 137); and

WHEREAS, staff is recommending adding the Utility Administrator to the fiscal year 2020/21 budget;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND HEREBY RESOLVES:

Approve the new job classification and job description for Utility Administrator (Range 141) and approve a new job description for the current job classification of Treatment Plant Superintendent (Range 137).

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 16th day of June, 2020, by the following vote

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

City of Woodland

UTILITY ADMINISTRATOR

DEFINITION
To plan, direct, and manage the Water Distribution, Water Storage, Wastewater Collection and Storm Drainage Systems Operations; including wells, storage, transmission, treatment, distribution of City water, sewage collection, storm drainage infrastructure. Act in a lead capacity representing the City's interests in other operations. May act as the designee on collaborative agreements such as the Woodland-Davis Clean Water Agency, or other Joint Powers Authorities (JPA).

SUPERVISION RECEIVED AND EXERCISED
The Public Works Director or designee provides general direction. Responsibilities include direct and indirect supervision of assigned staff.

EXAMPLE OF DUTIES – The following are typical illustrations of duties encompassed by the job class (not an all-inclusive or limiting list):

- Plan, prioritize, assign, supervise and review the work of Public Works staff responsible for the pumping, storage, transmission, treatment, and distribution of City potable water, recycled water, wastewater collection, storm systems and their related infrastructure.
- Directs potable and recycled water distribution, sewer collection and storm runoff operations to provide service to customers in accordance with City, State, and Federal standards.
- Ensure the proper management, operation, maintenance and repair of all the City's collection and distribution systems.
- Develop and implement goals, objectives, policies, procedures, schedules, and work standards for the various operating workgroups within the Utility Divisions.
- Participate in budget preparation and administration: prepare cost estimates for budget recommendations and submit justification for needed supplies, materials, equipment, repairs and new construction; monitor and control expenditures for all assigned Work Groups and areas of responsibilities.
- Develop and manage training programs for personnel in order to achieve continuity within the Utility Divisions.
- When applicable, coordinate with Utility Engineering for all pertinent reports to the various governing boards to ensure continued compliance with State and Federal regulations.
- Respond to complaints and inquiries from citizens' regarding water quality, sewer Collection and storm runoff issues.
- Participate in professional groups and committees and the public regarding water, recycled water, surface water, aquifer storage and recovery (ASR) wells, sewer collections, storm runoff, etc…

- Review and check plans for accuracy and conformance with City standards, codes, ordinances and departmental requirements as they relate to areas of assigned responsibility.
- Work with various Divisions, Departments, and/or contractors on all wet utilities. This includes coordination with Utility Engineering in the planning, design, construction and repair of the City water, sewer and storm infrastructure, and other public works; utilizing various field and office crews as assigned.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present in order to supervise and communicate essential information to other employees, as well as to satisfy shifting public service needs and business concerns.

OTHER JOB FUNCTIONS

- Coordinates with other Divisions/Departments on the selection and management of consultant contracts.
- Review and check plans for accuracy and conformance with City standards, codes, ordinances and Division/Departmental requirements as they relate to areas of assigned responsibility.
- Participate in the review of projects before, during and after construction; coordinate the activities of field and facility staff; resolve complaints and problems in the field between the assigned staff, contractors, the public, and/or other stakeholders.
- Manage and oversee documentation entered into the City's project and program databases and infrastructure management systems.
- Ensure timely and effective coordination between Engineering and Operations and Maintenance personnel.
- Ability to work collaboratively with other Departments/Consultants in the City in support of State and Federal funding programs. Assist with the process of obtaining grant funding for projects.
- Maintain cooperative working relationship with others both internal and external to the City. Interpret and apply relevant codes, ordinances, rules, and regulations.
- Works collaboratively with other Departments on the management of and development of infrastructure master plans and system maintenance.
- Prepare, write, and present general correspondence, technical reports, statistical reports and Council Communications.
- Participate in the selection, supervision, training, and evaluations of assigned staff.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of budget preparation and control.
- Principles and practices necessary in operation and maintenance of California State Water Resource Control Board (SWRCB) Community Water Systems.
- Principles and practices necessary in operation and maintenance of a community wastewater and collections systems.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Understand State required sampling and reporting requirements including the required response(s) associated with potable water and storm water system contamination/permit

violations.
- Operation, use and applications of computer systems and related software.
- Safety principles, practices and procedures; and work safety and accident prevention programs; as related to water system facilities.
- Budget management of assigned programs.
- As needed, assist other Departments on the budget development and expenditure control related to capital improvement plans.
- Working knowledge of a Supervisory Control and Data Acquisition (SCADA) control systems and the data management needed for compliance with local, State and Federal regulations.
- State and Federal water rules and regulations governing the treatment and distribution of potable and recycled water, sewer, storm drains and related programs.
- Safety programs related to water facilities and the effective use, handling and disposal of hazardous chemicals associated with water treatment.
- Contract administration.

Skill to:
- Plan, coordinate, manage and prioritize a variety of public works operations, maintenance, repairs, and replacement projects.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:
- Effectively train assigned staff in technical procedures, techniques, and related skills.
- Manage a SWRCB Community Water System.
- Understand and assists with the management of the City storm system to stay in compliance with the City's MS4 permit.
- Develop, maintain, and implement administrative rules, procedures, and budgets.
- Write clear and concise reports and correspondence.
- Develop and implement long-range programs and goals for the improvement of operations and facilities.
- Establish and maintain effective working relations with subordinates, contractors, regulatory agency personnel, the public, City staff, and others encountered in the course of assigned duties.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties for this position.
- Strong communication skills, both written and verbal
- Familiar with the various suite of Microsoft office products and other enterprise assets systems.
- Work independently and make appropriate decisions.

Experience and Training:
Any combination of experience and training that would likely provide the required knowledge

and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Associate Degree from an accredited college or university with major coursework in engineering, construction management, business, or public administration or a closely related field, or two years of operating a D-5 water system or municipal sewer collections system in a supervisory, chief or senior role while supplemented by appropriate college classes.
- A Bachelor's degree is highly desirable.

Experience:

- Four years of verifiable increasingly responsible and varied water, sewer collection and storm runoff program experience, including significant supervisory/management responsibilities.
- Treatment facility experience highly desirable.
- ASR Well experience a plus.

License or Certificate:

- Possession of a valid California Driver's License.
- Grade-2 Distribution Operator Certificates issued by the California SWRCB, as well as a California Water Environment Association (CWEA) Grade-3 Collection System Maintenance Certificate or
- Possession of a current D3 Distribution Operator Certificate issued by the California SWRCB and CWEA Grade-1.

ADA COMPLIANCE

- **Physical Ability:** Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.
- **Light Work:** Exerting in excess of 50 pounds of force occasionally, and/or in excess of 25 pounds of force frequently.

Other Requirements:

- **Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.
- **Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

City of Woodland

Treatment Plant Superintendent

DEFINITION:

To plan, organize and manage the Water Pollution Control Facility Operations, Recycled Water Production, Laboratory Operations and the Industrial Pretreatment Program. Working with Engineering, ensures the City's Water Pollution Control Facility operates complies within applicable Federal, State and Local regulations that including its NPDES discharge permit.

SUPERVISION RECEIVED AND EXERCISED:

The Director of Public Works or designee provides general direction. Provides direct or indirect supervision of all assigned personnel.

EXAMPLES OF DUTIES:

The following are typical illustrations of duties encompassed by the job class but are not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

- Ensure the proper management, operation, and maintenance of wastewater treatment, and recycled water production, as well as, additional City properties assigned to the Water Pollution Control program.
- Coordinate efforts to obtain and comply with State and Federal permits for wastewater discharge.
- Develop and implement goals, objectives and priorities. Monitor and make recommendations concerning compliance issues related to wastewater NPDES issues.
- Responsible for proper management of the Laboratory, the Industrial Pretreatment Program, and other programs assigned to Laboratory and Industrial Pretreatment staff…
- Provide information regarding the City's operation(s) on routine basis with State and Federal agencies, and other public entities.
- Participate in professional groups, committees and interact with the public regarding wastewater, pretreatment, and related programs.
- Coordinate maintenance operations and contract activities with vendors, contractors, and with other City Divisions as needed.
- Develop and manage annual budgets for assigned program areas.
- Implements policy and procedures based on the needs of the City/Programs.
- Hire, train, supervise and evaluate personnel. Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources.
- As part of a team, work with the City to compile, sign, and submit monitoring and compliance reports to appropriate State and Federal agencies.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present to work on facilities and equipment affecting the public's health and safety.

OTHER JOB FUNCTIONS:

- Comply with applicable guidelines regarding the purchase of equipment and maintenance items.
- Develop or assist in developing equipment specifications and requisition of supplies and materials.
- Plan safety and training programs; ensure that safety precautions and regulations are adhered to by personnel assigned to the group and those working at sites under the purview of this position.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices necessary in operation and maintenance of a Class V Tertiary Wastewater Treatment Facility with flows over 10 MGD.
- Recycled water production, regulations and operations.
- State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater, laboratory operations, recycled water and industrial pretreatment programs.
- Handling, use, storage and disposal of hazardous materials associated with treatment and analysis of wastewater.
- Occupational hazards and safety precautions related to the collection, treatment, reuse, and disposal of wastewater.
- Basic understanding of chemical, biological and physical laboratory testing methods and procedures.
- Basic understanding of municipal storm water NPDES requirements.
- Work safety and accident prevention programs.
- Budget development and expenditure control, including development of capital improvement plans, SCADA control systems and the data management needed for evaluating treatment plant efficiency and overall performance.
- Personnel principles and practices including supervising, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building and conflict resolution.

Skill to:

- Develop, interpret and implement Department policies.
- Plan, organize, and implement a comprehensive program for the maintenance and operations of the Water Pollution Control Facility, laboratory and pretreatment programs
- Read, write, and provide critical review of technical reports. Read and understand permits, which must be complied with in the operation of the facilities assigned to this position.
- Manage, coordinate, and evaluate the work of assigned personnel.

Ability to:

- Manage and direct a Class V Wastewater Tertiary Treatment Facility with flows over 10 MGD, Recycled Water, Laboratory Operations and the Industrial Pretreatment Program.
- Use a variety of computer software to control plant process and prepare a variety of reports, spreadsheets and records.

- Work independently, making appropriate decisions in fast paced, high-pressure situations.
- Prepare and present clear, concise competent reports.
- Communicate clearly and concisely, both orally and in writing.
- Supervise and train assigned personnel.
- Establish and maintain effective work relationships with other City Departments, divisions within Public Works and contractors in the performance of required duties.

Minimum Education and Experience:

Education:

Requires an Associate's degree in a technical field related to wastewater plant operations or closely related field, such as engineering, mechanical science, chemistry or biology.

A Bachelor's degree is desirable.

Experience:

Five (5) years of work experience involving the maintenance and operation of a water pollution control facility, (including laboratory), at least three (3) years of supervisory experience.

License and Certificate:

Required upon hire, possession of a valid California Driver's License.

Possession of a current Grade V Wastewater Treatment Plant Operators Certificate issued by the State of California Water Resources Control Board is desired.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, climbing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 25 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.7
SUBJECT: Approve Consultant Services Agreement with Mark Thomas for Gibson Road at SR-113 Interchange Modification Project, CIP 19-13

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant design services agreement with Mark Thomas, in an amount not to exceed $285,025 for the Gibson Road at SR-113 Interchange Modification Project, CIP 19-13 and authorize the City Manager to execute the agreement and amendments as necessary up to 15% of the agreement amount.

Staff Contact
Ed Wisniewski, Senior Civil Engineer, (530) 661-5975, ed.wisniewski@cityofwoodland.org

Fiscal Impact
The approved Capital Budget includes $1,985,000 in funding for the project consisting of $1,950,000 in Spring Lake Infrastructure – Roads funding (Fund 682) and $35,000 in Road development funding.
There is no impact to the General Fund.

Background
The project consists of realigning the northbound off-ramp from SR 113 at Gibson Road by removing the free right turn ramp and aligning the off-ramp movement to utilize the traffic signal. A new pedestrian crosswalk will be added on the east leg of the intersection and the existing traffic signal and lighting system will be modified for the changes at the intersection.

Other project improvements include widening over the existing drainage ditch between SR 113 and Harry Lorenzo Avenue to construct new curb and gutter, 10-foot wide planter strip, and 10-foot wide multi-use pathway and a 15-foot wide landscape buffer behind the new sidewalk.

Storm drain facilities will be included with the new curb, gutter and pathway section. New pedestrian-scale street lights along Gibson Road are also included with the design.

The costs of the improvements in the State Right of Way is anticipated to be less than $1,000,000 and therefore could be approved using the Caltrans Encroachment Permit Process, rather than the more expensive and time-consuming Permit Engineering Evaluation Report (PEER) or standard Project Development Improvement (PID) process.

Discussion
The City received Statements of Qualification from consultants in response to the Request for Qualifications advertised in December 2, 2019. Staff reviewed, scored and ranked the statements received and Mark Thomas was the top rated consultant. Staff has concluded negotiations for the final contract amount with the consultant and is requesting that Council approve the consultant agreement in an amount not to exceed $285,025.
Staff anticipates executing the contract for design of the interchange improvements by the end of June. Staff will work with the consultant to complete preliminary engineering and CEQA approval in the next 6-12 months. Construction is expected to occur in Spring/Summer 2021.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant design services agreement with Mark Thomas, in an amount not to exceed $285,025 for the Gibson Road at SR-113 Interchange Modification Project, CIP 19-13 and authorize the City Manager to execute the agreement and amendments as necessary up to 15% of the agreement amount.

Prepared by: Ed Wisniewski, Senior Civil Engineer

Reviewed by: Brent Meyer, Acting Community Development Director/ City Engineer

Ken Hiatt
Interim City Manager

Attachments:

1. Resolution
2. Consultant Proposal

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE A CONSULTANT AGREEMENT WITH MARK THOMAS FOR THE GIBSON ROAD AT SR-113 INTERCHANGE MODIFICATION PROJECT, CIP 19-13

WHEREAS, the City of Woodland has funding in the Capital Budget for the Gibson Road at SR-113 Interchange Modification Project, CIP 19-13 (the "Project"), for various improvements to realign the northbound off-ramp; and

WHEREAS, the Capital Budget includes $1,950,000 Spring Lake Infrastructure – Roads funding and $35,000 of road development funding, for a total Project budget of $1,985,000; and

WHEREAS, the City wishes to enter into and approve the consultant services agreement with Mark Thomas through the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. The City Council hereby approves the consultant services agreement with Mark Thomas, in an amount not to exceed $285,025 for the Gibson Road at SR-113 Interchange Modification Project, CIP 19-13, and authorize the City Manager to execute the agreement and amendments as necessary up to 15% ($42,754).

PASSED AND ADOPTED this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

Project Understanding

The City of Woodland (City) desires to construct modifications to the Gibson Road interchange with the State Route (SR) 113 freeway. The project will realign the Northbound off-ramp from SR 113 by removing the free right turn ramp and align the off-ramp movement to utilize the traffic signal. A new pedestrian crosswalk will be added ono the east leg of the intersection. The existing traffic signal and lighting system will be modified for the changes at the intersection.

Other project improvements include widening over the existing drainage ditch between SR 113 and Harry Lorenzo Avenue to construct new curb and gutter, 10-foot wide planter strip, and 10-foot wide multi-use pathway and a 15-foot wide landscape buffer behind the new sidewalk. Storm drain facilities will be included with the new curb, gutter and pathway section. It is anticipated the storm drain would discharge into the existing City storm drain system near Harry Lorenzo Avenue. New pedestrian-scale street lights along Gibson Road are included with the design. Design of the roadway, landscape and lighting improvements will comply with the Spring Lake Specific Plan Design Standards.

This scope of work assumes the existing lane configuration on Gibson Road will not be changed to serve the freeway on-ramps and that a single northbound left turn land and two northbound right turn lanes will serve the northbound SR 113 off ramp. The ramp intersection will remain signalized. The design speed for Gibson Road approaching the ramp intersection will remain 45 MPH. Fehr & Peers will conduct a traffic study and prepare a report to document existing and future traffic conditions at the intersection and to obtain Caltrans approval for the changes. The City is currently designing a new traffic signal at the intersection of Gibson Road and Harry Lorenzo Avenue. For design and coordination purposes, we are assuming the construction of the traffic signal, and associated improvements on Gibson Road, will be subsequent to the completion of this project.

The costs of the improvements in the State Right of Way is anticipated to be less than $1,000,000 and therefore could be approved using the Caltrans Encroachment Permit Process, rather than the more expensive and time-consuming Permit Engineering Evaluation Report (PEER) or standard Project Development Improvement (PID) process. We have not identified any potential Design Exceptions for this project and therefor, do not anticipate preparation of a Design Standard Decision Document (DSDD) for the project.

This scope of services includes testing for Aerial Deposited Lead (ADL) as required by Caltrans.

Scope of Work

Task 1 PROJECT MANAGEMENT

Task 1.1 Project Management

Mark Thomas will provide overall project management of the project and subconsultants in the performance of their work. Monthly progress reports and invoicing will be submitted in enough detail to track our performance. Other management tasks, such as normal communication with the City, maintaining project files and coordination with subconsultants is included in this task.

Task 1.2 Coordination Meetings

Mark Thomas will attend a kickoff meeting with the City and meet with the City on an ongoing basis during the design period. We will hold an initial meeting with the Caltrans Encroachment Engineer to discuss the proposed scope of work, after we have completed the initial traffic analysis and prepared draft Concept Plans.

Task 1.3 Quality Control/ Quality Assurance

Prior to each major deliverable, Mark Thomas will complete an independent technical review. The Project Manager and the Principal-in-Charge will be responsible for resolving QA/QC issues. Standard Mark Thomas forms will be used to document the QA/QC process and will be retained in the project files.

Task 1 Deliverables

- *Progress Reports*
- *Invoices*
- *Meeting Agenda's and Meeting Notes*

TASK 2 SURVEYING AND MAPPING

Task 2.1 Topographic Survey and Mapping

Mark Thomas will bring accurate control onto the site by utilizing GPS surveys, Total Stations, and digital levels. Project control will be based on the California State Plane Coordinate system, Zone 2, and vertically based on NAVD88, unless other datum is provided. A narrative will be prepared describing the vertical and horizontal datum, benchmarks and points held.

Mark Thomas will provide topographic surveys along Gibson Road from the east side of SR 113 at the existing overcrossing structure through the intersection with Harry Lorenzo Avenue to collect design level topography. Topographic data will be collected for approximately 300 feet of the northbound SR 113 off-ramp and 100 feet along the northbound SR 113 slip and loop on-ramps.

The survey will utilize conventional survey and/or terrestrial scanning methods and include crown of road, edge of pavement, hinge point, ditches, top & toe of slopes, grade breaks, trees minimum 6” (DBH), surface visible utilities, such as utility poles, wet and dry utility boxes, street lights and fences. Topographic data will be collected at 50 foot intervals and extend approximately 35 feet beyond edge of pavement except where limited by existing fences.

Mark Thomas will obtain an encroachment permit from Caltrans to be issued through the City and will be designated as the “authorized agent” to circumvent the need for a double permit.

Task 2.2 Right of Way Retracement

Mark Thomas will perform record research to locate recorded information such as right of way maps, records of survey, corner records, and other official maps of record available at the office of the County Recorder that will be necessary to determine the southern right of way limits of Gibson Road (directly east of SR 113) and the demarcation of State and City right of way limits. Mark Thomas will perform a field survey to search and locate existing survey monuments and physical evidence required to retrace the existing right of way. This data will be analyzed and the existing Right of Way will be delineated. Mark Thomas assumes centerline monuments or reference marks thereto shown on various maps will be available to retrace right of way without convoluted surveys outside the project limits. It is assumed the City will provide a preliminary title report for APN 041-301-007 including vesting info and all documents referenced in the title report. Easements and encumbrances described in the title reports and supporting documents will be plotted and included in the right of way retracement deliverable.

Survey Assumptions and Exclusions

- We assume no more than a mobile shoulder closure will be required to conduct surveys along Caltrans roadways. Full ramp closures or one way flagging will not be required.
- Mark Thomas will coordinate with Caltrans inspectors to adequately provide our own traffic control utilizing signs, cones and light bars.
- Mapping deliverable is included in the 30% Design Plans

Task 2.3 POTHOLING OF UTILITIES

Mark Thomas will utilize a qualified potholing company to provide positive horizontal location and verification of depth of existing subsurface utilities at locations identified as potential conflict points with the new storm drain facilities to be constructed with the project. We will perform up to five (5) potholes as part of this scope of services. Positive verification of existing utilities will still need to be conducted by the Contractor at the start of construction to verify the locations and depths of existing facilities for other design features including street lights, signs, and traffic signals.

Task 2.4 UTILITY RELOCATION COORDINATION

Mark Thomas will be responsible for utility coordination throughout the project development. This will follow the “A, B, C” Utility Process, including but not limited to:

- Identifying utility conflicts
- Facilitating relocation designs; and
- Obtaining commitments for relocation schedules.

We will reach out to utility owners with facilities in the project area and to the City of Woodland Water and Sewers utilities to request their latest facility maps and as-builts.

Utility relocations will be identified and coordinated as the design is refined and potholing is completed. It is assumed that all relocations will be completed by the utility owner prior to the start of construction and that no new facility upgrades or replacements will need to be addressed with the project for private or public utilities.

Task 2 Deliverables

- *Topographic survey and base map (AutoCAD Format)*
- *Right of Way delineation base map (AutoCAD Format)*
- *Pothole Reports for existing utilities (Up to 5 Locations)*
- *Utility "A, B & C Letters" and Coordination Matrix*

TASK 3 PRELIMINARY DESIGN

Task 3.1 Traffic Study

As a subconsultant to Mark Thomas, Fehr & Peers will complete the following scope of work for traffic studies at the SR 113 / Gibson Road interchange in Woodland.

Construction Year 2022 Traffic Analysis

Fehr & Peers will complete the Construction Year 2022 AM and PM Peak Hour Analysis for the SR 113 / Gibson Road interchange for the following three study intersections:

1. State Route 113 Northbound Ramps / E. Gibson Road;
2. Harry Lorenzo Avenue / E. Gibson Road; and
3. State Route 113 Northbound Ramps / E. Gibson Road

The analysis will include projected growth in traffic volumes (cars, trucks, pedestrians and bicyclists). The results will be documented in terms of movement delay, level of service and queue length for all movements at the three (3) study intersections.

General Plan Year 2035 Traffic Analysis

Fehr & Peers will complete the General Plan Year 2035 AM and PM Peak Hour Analysis for the SR 113 / Gibson Road interchange for the following three study intersections:

1. State Route 113 Northbound Ramps / E. Gibson Road;
2. Harry Lorenzo Avenue / E. Gibson Road; and
3. State Route 113 Northbound Ramps / E. Gibson Road

The analysis will include projected growth in traffic volumes (cars, trucks, pedestrians and bicyclists). The results will be documented in terms of movement delay, level of service and queue length for all movements at the three (3) study intersections.

VMT Analysis

An AB 743 Vehicle Miles Traveled (VMT) analysis will be completed for the SR 113 / Gibson Road Interchange Modification Project comparing the results of the General Plan Year 2035 No Project VMT to the General Plan Year 2035 Plus Project VMT analysis.

Traffic Study Report

The results of the traffic and VMT analysis will be documented in a Traffic Study Report that includes Tables and Figures for submittal to Caltrans District 3 – Encroachment Permit Office.

Task 3.2 Geotechnical Report

As a subconsultant to Mark Thomas, Crawford & Associates, Inc. (CAInc) will prepare a Draft Geotechnical Design/Materials Report consistent with current Caltrans Standards for embankment, new pavement, and drainage (if applicable). The report will include: Scope of Work and Project Description; Physical Setting, including topography, drainage and regional/local geology; Summary of subsurface soil and groundwater conditions; Summary of previous explorations; Laboratory test results; Grading recommendations; Existing structural impacts; Materials Sources; New Pavement Recommendations; Embankment Stability; Settlement (if applicable); Construction Considerations; Vicinity Map; Site Plan with boring locations; Boring logs and legend.

CAInc will perform two to three shallow (4 to 5 feet deep) hand auger borings to collect samples for R-value testing and two borings to depths ranging from 15 to 25 feet deep. The shallow hand auger borings will be located along Gibson Road. The deeper boring will be located along the proposed turn pocket on Northbound off-ramp toward Gibson Road. Traffic control along the Northbound off-ramp of SR 113 will be in accordance with Caltrans Standards.

Our Engineer/Geologist will direct the sampling and log the borings. At a minimum, we will sample at 5-foot intervals. We will deliver the samples to our laboratory for testing. The drilling contractor will advance the borings with a rubber-tired, truck- or track- mounted drill rig using 6 to 8-inch-diameter hollow stem augers, solid stem augers and/or mud-rotary techniques. Standard Penetration Testing (SPT) and California Modified sampling will be performed within the borings to obtain samples and blow count information.

CAInc will perform the following laboratory tests (if applicable) on relatively undisturbed samples obtained from the exploratory borings: Moisture Content and Unit Weight for slope/embankment stability and settlement analysis; Consolidation for settlement analysis; Sieve Analysis, #200 Wash and Plasticity Index testing for pavement analysis; corrosion analysis; and Resistance Value for pavement design.

CAInc will perform engineering analysis (using computer software where applicable) for the following: settlement estimates; and pavement section recommendations (based on Traffic Index values provides by the design team).

CAInc will coordinate with the design team and City to discuss the project needs and schedule, review published geologic mapping, review the 1972 Log of Test Borings (prepared by Caltrans) for the overcrossing structure and review preliminary project data. We will review the site for drill rig access, mark exploratory boring locations and notify Underground Service Alert (USA). We will obtain boring permits required by the City and County. We will obtain the required Caltrans encroachment permits for our fieldwork.

A Draft Geotechnical Design/Materials Report will be prepared and submitted to the City and Caltrans for review. Following receipt of all Draft Report comments with the City and Caltrans, CAInc will prepare Final Reports.

Task 3.3 Aerially Deposited Lead Testing

CAInc will perform limited sampling and testing to evaluate if concentrations of aerially deposited lead (ADL) exceed the hazardous waste threshold in soil adjacent to the Northbound off-ramp of SR 113. The sampling will be performed at up to four locations adjacent to the existing off ramp, the proposed turn pocket additions, and/or Gibson Road widening sections. At each of the four locations, soil samples will be collected at three discrete depth intervals (0 to 6", 12" to 18", and 24" to 30") below ground surface. All soil samples will be analyzed for total lead (EPA Method 6010B). Samples with total lead concentrations above 50 milligrams/kilogram will be further analyzed for soluble lead (both WET and TCLP methodologies); for budgeting purposes we have assumed four (4) of the soil samples will be analyzed for soluble lead. One (1) soil sample will also be analyzed for pH. CAInc will review and analyze the test data, and will then prepare a draft ADL memo that summarizes the sample collection procedures, analytical test methods, and results of the analytical testing. The draft memo will include recommendations for additional testing as warranted by the data. The draft memo will be submitted to the City, Design Team and Caltrans for review and comment.

Although unlikely, additional ADL testing may be needed/warranted based on the results of this limited screening and are not included in the cost proposal.

Task 3.4 Drainage Memo

Mark Thomas will prepare a drainage design memo to include watersheds and how existing and proposed roadway drainage is to be addressed. This will evaluate the impact of increasing the impervious areas associated with the new sidewalk and any water quality features that are needed as a result of the proposed improvements.

Task 3.5 30% Design Plans and Estimate

Mark Thomas will prepare a 30% design plan using the mapping obtained in Task 2.1 to show the proposed roadway geometrics and drainage modifications in layout format (No vertical information). This concept plan will be prepared at 50-scale, to fit on a single plan sheet. We will use these plan sheets and the Traffic and Geotechnical Reports to discuss the project with the City and the Caltrans District Encroachment Engineer. We will incorporate the City and Caltrans comments into the final PS&E submittal.

The Mark Thomas landscape architecture team will prepare a colored 30% landscape concept plan based on the design criteria outlined in the Spring Lake Specific Plan. This concept plan will be prepared at 50-scale, to fit on a single plan sheet, and will include an illustrative planting palette to illustrate recommended plant material, sizes at maturity, growth characteristics and specialized features. This plan will be suitable for review by City staff and maintenance personnel. Comments received will be incorporated into PS&E submittals.

Revisions to and resubmittal of the 30% design plans is not anticipated.

Mark Thomas will prepare an Engineer's Estimate and verify the project cost is less than $1,000,000 in the State Right of Way and will be eligible for the Caltrans Encroachment Permit process.

Task 3 Deliverables

- *Draft and Final Traffic Study Report*
- *Draft and Final Geotechnical Design Report*
- *Draft and Final ADL Memo*
- *Draft and Final Drainage Memo*
- *30% Design Roadway and Landscape Concept Plans*
- *Meeting Notes and Comment Resolution for City and Caltrans 30% Design Review Meeting*

TASK 4 FINAL DESIGN

Task 4.1 Prepare 95% PS&E

Based on feedback received from the City and Caltrans on the 30% concept plans, Mark Thomas and Y&C will prepare plans, specifications and estimate (PS&E) for the City's use in bidding and constructing the project. The following plan sheets are anticipated and show a general understanding of the required scope of work:

Sheet Type	# of Sheets	Scale	Notes
Title	1	NA	
Typical Cross Sections	1	NA	
Project Control	1	NA	
Layout Plans and Profiles	3	1"=20'	2 plan sheets for Gibson Road and 1 plan sheet for SR113 NB Off-ramp
Contour Grading	3	1"=20'	
Construction Details	2	As needed	Paving details and curb ramp grading
Utility and Drainage Plans	3	1"=20'	Includes 2 plan and profile sheets and 1 detail sheet
Signing and Striping Plan	2	1"=40'	Assumes resetting existing sign panels. Combined sign & PD sheets
Construction Area Signs	1	NA	
Summary of Quantities	1	NA	Breakdown of work in the State R/W
Erosion Control & Details	2	1"=40'	
Landscape and Irrigation Plans and Details	9	1"=20'	Includes 6 plan sheets and 3 detail sheets
Electrical	5	Var	Includes traffic signal and lighting plans by Y&C
Total Sheets	34		

Electrical Design

As a subconsultant to Mark Thomas, Y&C will obtain electronic base plan and as-built traffic signal and freeway lighting plans from Mark Thomas and verify them in the field. Y&C will also use VISUAL software to prepare photometric analysis for the trail on south side of Gibson Road between SR 113 NB off-ramp and Harry Lorenzo Avenue. It is assumed that the lighting design for the trail will be based on the Spring Lake Specific Plan (SLSP) Design Guidelines.

Based on the photometric analysis result and the obtained information, Y&C will PS&E for modifications of traffic signal and freeway lighting system at the SR 113 NB off-ramp/Gibson Road intersection. The PS&E will also include lighting system for the trail on south side of Gibson Road between SR 113 NB off-ramp and Harry Lorenzo Avenue. Y&C will submit the PS&E for City and Caltrans for review at the 95% level.

Mark Thomas and Y&C will prepare Draft Specifications using Caltrans 2018 Standard Specifications. The City will provide the front-end contract and bidding information to incorporate into the Special Provisions.

Mark Thomas will submit the electronic copies of the 95% PS&E to the City for review and comment. Any comments received will be incorporated into the 100% (Bid) PS&E.

Final Design Assumptions and Exclusions

- Stage construction/ traffic staging/ detours sheets will not be required because the construction activities are straight forward and should not be needed
- No new freeway signage or additional ramp lighting will be required

Task 4.2 Encroachment Permit

Mark Thomas will prepare the Caltrans Encroachment Permit for City signature based on the 95% PS&E submittal package. We will print the necessary paper copies and submit the plans and specifications to Caltrans

Task 4.3 Revise and Resubmit 100% PS&E to Caltrans

Mark Thomas will formally respond to City and Caltrans comments on the 95% PS&E and resubmit to Caltrans for approval of the Encroachment Permit. Preparation of more than one round of plan revisions for Caltrans' approval of the Encroachment Permit will be considered additional services and be completed for additional fee to be approved by the City prior to the start of work by Mark Thomas.

Task 4.4 100% (Bid) PS&E to City

Mark Thomas will submit the electronic copies of the 100% (Bid) PS&E for the City to advertise the project.

Task 4.5 Landscape Design

Mark Thomas' in-house landscape architecture team will obtain electronic base information, as-built conditions, research documentation within the specific plan, and will verify all such information in the field. In addition, our field investigation will include soil sampling to provide testing for soil fertility.

Based on feedback provided on the 30% landscape concept plan and coordination with the design team, the Mark Thomas landscape architectural team will prepare planting and irrigation PS&E within the project area and submit the plans, with the civil engineering package at the 95% level. Any comments received will be incorporated into the 100% (Bid) PS&E.

Landscape Design Assumptions and Exclusions

- The City of Woodland will enter into a maintenance agreement with Caltrans for the portion of work that encroaches into Caltrans right of way.

Task 4 Deliverables

- *95% PS&E*
- *100% (Bid) PS&E*
- *Encroachment Permit Application with Printed Copies for Caltrans*
- *All Project Deliverables are in electronic format only unless noted*

TASK 5 ENVIRONMENTAL SERVICES

Environmental Understanding and Approach

The Project will realign the northbound off-ramp from SR 113 by removing the free right turn ramp and align the off-ramp movement to utilize the traffic signal. Approximately 700 feet of new curb, gutter, and multi-use path will be installed along the south side of Gibson Road from the ramp terminal to Harry Lorenzo Avenue. Although the realignment of the northbound off-ramp would occur entirely within the existing off-ramp footprint, the Project will require a Caltrans Encroachment Permit.

The Yolo Habitat Conservation Plan (HCP)/Natural Community Conservation Plan (NCCP) requires all plan signatories, which includes the City of Woodland, to apply for coverage for planned projects within the Yolo HCP/NCCP Plan Area. Documentation in accordance with the NHP/NCCP requirements is discussed below.

As a subconsultant to Mark Thomas, LSA will support the City in preparing environmental clearance documentation for the SR 113/Gibson Road Modification Project. Based on a review of the existing conditions and the proposed improvements, LSA is recommending that the proposed Project be processed as a California Environmental Quality Act (CEQA) Categorical Exemption (CE) (Section 15301(c)). Should field surveys indicate the presence of a protected species or federal or State waters, a CEQA negative declaration may be required, in which case LSA may require an augment to the scope and budget.

Task 5.1 Biological Resources

LSA will evaluate the biological resources present on the Project site and determine potential project-related effects to those resources. A key objective of the evaluation will be to identify any special-status plant or animal species, or sensitive habitats, which may be affected by the proposed Project. Based on a preliminary review, the proposed Project site is in an urban area at the southern end of the City of Woodland and is completely surrounded by residential development. The interstitial spaces in the interchange itself may provide suitable habitat for western burrowing owl and Swainson's hawk. While sensitive biological resources potentially occurring in the Project site are extremely low, western burrowing owl, Swainson's hawk and other nesting birds have the potential to occur in the vicinity.

Additionally, the Yolo Habitat Conservation Plan (HCP)/Natural Community Conservation Plan (NCCP) requires all plan signatories, which includes the City of Woodland, to apply for coverage for planned projects within the Yolo HCP/NCCP Plan Area. However, if LSA, as a Yolo HCP/NCCP qualified biological consultant, determines that the project would not affect sensitive natural communities or covered species, the Project does not require permit coverage under the Yolo HCP/NCCP. A written assessment outlining the rationale for this determination, including relevant maps and Avoidance and Minimization Measures (AMMs) must be provided to the Yolo Habitat Conservancy. This option is only available if the project is on developed land.

Research/Record Searches

LSA will request a report of special-status species from the U.S. Fish and Wildlife Service through their IPaC Trust Resources and will query the California Natural Diversity Data Base and California Native Plant Society Online Database to determine if special status species have been recorded on the Project site.

Field Surveys

The following field surveys are proposed.

- **General Field Survey**. LSA will conduct a general field survey to map plant communities, assess habitat conditions for special-status species, and evaluate potential impacts to sensitive biological resources from the proposed Project.
- **Swainson's Hawk, Burrowing Owl, and Nesting Bird Survey**. LSA will conduct a nesting bird survey focusing on Swainson's hawk and western burrowing owl during the nesting season to determine if any nesting birds occur on or in the vicinity of the Project site. This survey will be conducted concurrent with the general field survey.

Documentation

LSA proposes to prepare the following reports to document biological resources in the Project area and evaluate potential Project effects to biological resources.

Yolo HCP/NCCP Application

LSA will complete all screening forms, figures and attachments as required by the Yolo Habitat Conservancy to apply for coverage under the Yolo HCP/NCCP. LSA will submit the forms to the Conservancy, on behalf of the City.

We have budgeted 4 hours during review of the application materials for revisions and updates.

Task 5.2 CEQA Document Preparation

LSA will prepare a brief memorandum following the format of the CEQA Initial Study Checklist and a Notice of Exemption (NOE) form. The memorandum will provide an assessment of Project impacts under the various resources. Based on LSA's understanding of the project, a CEQA CE is the appropriate CEQA determination. The memorandum will provide staff with the basis for preparing the staff report to present to the City Council.

Task 5.3 Caltrans Encroachment Permit Support

LSA will provide support during the preparation of the Caltrans Encroachment Permit application. LSA will provide the requisite materials related to environmental documentation.

Task 5 Deliverables

- Yolo HCP/NCCP Application
- Memorandum summarizing findings for CEQA CE
- Notice of Exemption
- *All Project Deliverables are in electronic format only unless noted*

Task 6 – CONSTRUCTION SUPPORT

Mark Thomas will perform this work at a time and materials basis. Additional effort will be provided by Y&C Engineering to support the traffic signal bidding and construction activities.

6.1 Bidding Support

Mark Thomas and Y&C will provide assistance, as required, to the City during bidding of the project. The work may include answering questions from prospective bidders, assisting the City in the preparation of addenda to the PS&E during the advertisement period, and providing consultation and interpretation of the construction documents.

6.2 Construction Support

This task assumes that the City will perform the construction management in-house with qualifications that include past experience with public works projects. The construction manager will be responsible for managing the project through construction including overseeing the Contractor and day-to-day construction activities and inspection.

During the construction phase, Mark Thomas and Y&C will work with the Resident Engineer (RE) that is provided by the City to assist and advise the RE in order to minimize construction conflicts and to expedite project completion.

Mark Thomas and Y&C will prepare Contract Change Order (CCO) plans, respond to Request for Information (RFIs) and review shop drawings, if necessary. For this scope of work, a budget has been specified. After the budget is exhausted, the assistance will be on a time and materials basis.

6.3 Record Drawings

Mark Thomas will provide Record Drawings to the City after construction is complete. These drawings will be based on red-lined as-builts provided by the City Construction Manager or City Contractor.

Construction Support Exclusions & Conditions

Unless specifically described above, additional task may be completed for an additional fee to be negotiated upon receipt of written approval from the City. Optional tasks that may be included in the scope of work include:

- Preparation of an RE file
- Conducting construction surveys and providing construction staking
- Geotechnical services during construction

TASK 7 OPTIONAL TASKS

Task 7.1 Appraisal Mapping

If required, after the existing right of way has been delineated and the City has approved the proposed line work for acquisition with agreement from Caltrans for the dedication, appraisal map(s) will be prepared. Mark Thomas will prepare (11” x 17”) exhibits for the acquisition parcel, and will be no more than two (2) sheets. These exhibits will show the impacted area. Areas of acquisition, easement and encumbrances will be shown to assist in the appraisal process.

Task 7.2 Plat and Legal Description

Mark Thomas shall prepare legal descriptions and (8 ½” x 11”) plats for the acquisition/transfer of real property. These will undergo one review by the City and Caltrans for technical accuracy before being signed and wet-stamped. It is assumed that one (1) Legal descriptions and plat will be drafted for this task.

COST PROPOSAL FOR PROJECT SCOPE: Woodland-Gibson Rd at SR 113 IC

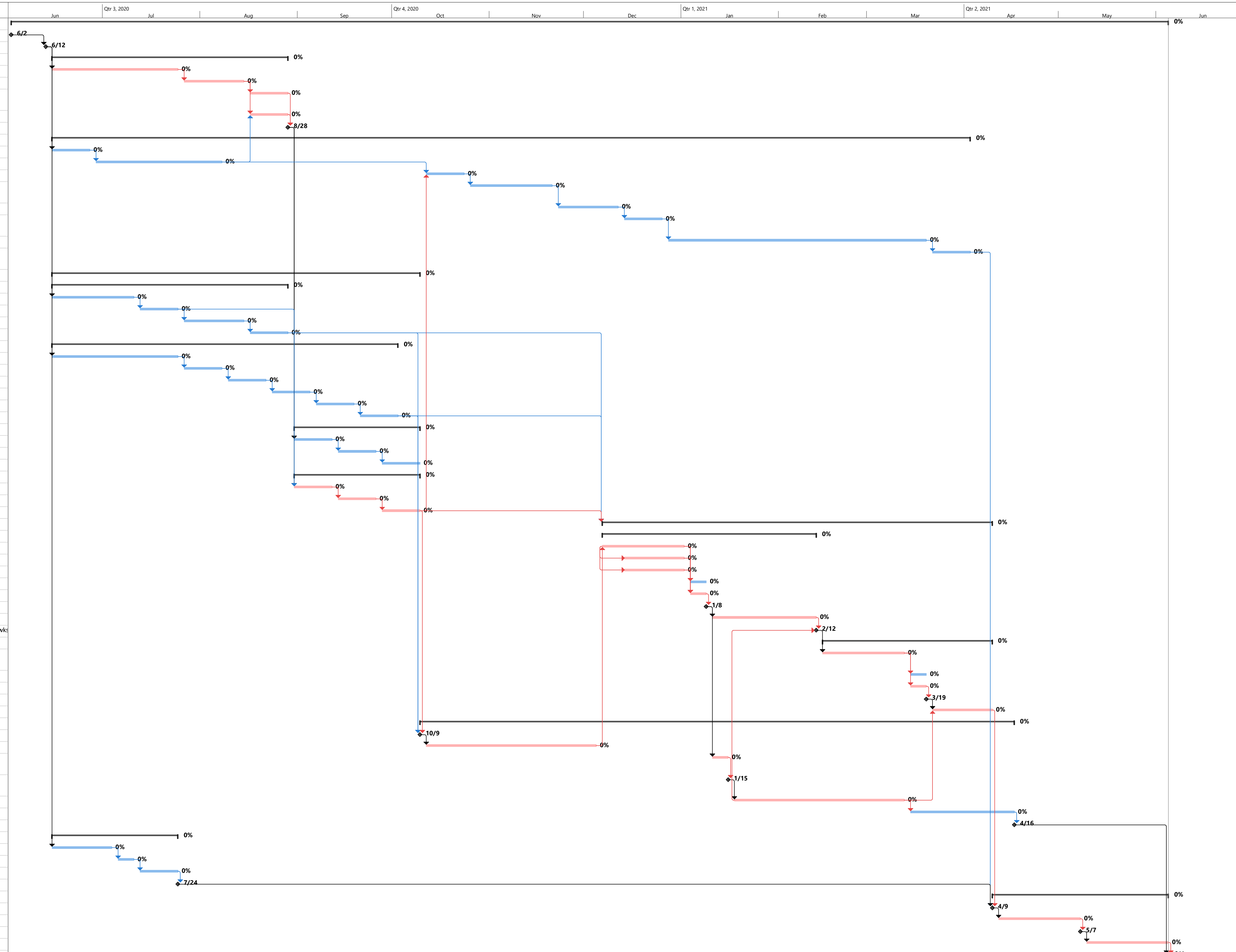
MARK THOMAS

		Principal $415	Project Manager $205	Sr. Project Engineer $177	Design Engineer I $108	Intern $62	Survey Manager $210	Project Surveyor $163	Sr. Survey Technician $125	2 Person Field Crew $275	LAUD Project Manager $188	Landscape Architect $147	Landscape Designer $112	Sr. Project Accountant $142	Sr. Project Coordinator $129	Total Hours	Total MT Cost	Subconsultants: Fehr & Peers	Subconsultants: Crawford & Associates	Subconsultants: Y&C Transportation	Subconsultants: LSA	TOTAL COST
1.0	**PROJECT MANAGEMENT**																					
1.1	Project Management	6	12											16	16	50	$9,286	-	-	-	-	$9,286
1.2	Coordination Meetings	6	16								6					28	$6,898	-	-	-	-	$6,898
1.3	Quality Control/Quality Assurance		24													24	$4,920	-	-	-	-	$4,920
	Subtotal Phase 1	**12**	**52**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**6**	**0**	**0**	**16**	**16**	**102**	**$21,104**	**$0**	**$0**	**$0**	**$0**	**$21,104**
2.0	**SURVEYING & MAPPING**																					
2.1	Topographic Survey & Mapping		2	2			4	12	24	32						76	$15,360	-	-	-	-	$15,360
2.2	Right of Way Retracement		2	2			8	24	24	10						70	$12,106	-	-	-	-	$12,106
2.3	Potholing of Utilities		2	2	4											8	$1,196	-	-	-	-	$1,196
2.4	Utility Relocation Coordination		2	16	8	16										42	$5,098	-	-	-	-	$5,098
	Subtotal Phase 2	**0**	**8**	**22**	**12**	**16**	**12**	**36**	**48**	**42**	**0**	**0**	**0**	**0**	**0**	**196**	**$33,760**	**$0**	**$0**	**$0**	**$0**	**$33,760**
3.0	**PRELIMINARY DESIGN**																					
3.1	Traffic Study		2													2	$410	13,839	-	-	-	$14,249
3.2	Geotechnical Report		2													2	$410	-	9,398	-	-	$9,808
3.3	ADL Testing		2													2	$410	-	8,462	-	-	$8,872
3.4	Drainage Memo			8	24											32	$4,008	-	-	-	-	$4,008
3.5	30% Design Plans & Estimate		10	24	48	24					10	28	60			204	$25,686	-	-	-	-	$25,686
	Subtotal Phase 3	**0**	**16**	**32**	**72**	**24**	**0**	**0**	**0**	**0**	**10**	**28**	**60**	**0**	**0**	**242**	**$30,924**	**$13,839**	**$17,860**	**$0**	**$0**	**$62,623**
4.0	**FINAL DESIGN**																					
4.1	Prepare 95% PS&E		24	40	140	60										264	$30,840	-	-	12,380	-	$43,220
4.2	Encroachment Permit	2	2	12	8											24	$4,228	-	-	-	-	$4,228
4.3	Revise & Resubmit 100% PS&E to Caltrans		8	16	24	16										64	$8,056	-	-	8,920	-	$16,976
4.4	100% (Bidding) PS&E to City	2	8	16	24	24										74	$9,382	-	-	3,490	-	$12,872
4.5	Landscape Design										20	60	80			160	$21,540	-	-	-	-	$21,540
	Subtotal Phase 4	**4**	**42**	**84**	**196**	**100**	**0**	**0**	**0**	**0**	**20**	**60**	**80**	**0**	**0**	**586**	**$74,046**	**$0**	**$0**	**$24,790**	**$0**	**$98,836**
5.0	**ENVIRONMENTAL SERVICES**																					
5.1	Biological Resources			2												2	$354	-	-	-	10,427	$10,781
5.2	CEQA Document Preparation		2													2	$410	-	-	-	2,804	$3,214
5.3	Caltrans Encroachment Permit Support															0	$0	-	-	-	1,139	$1,139
	Subtotal Phase 5	**0**	**2**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**4**	**$764**	**$0**	**$0**	**$0**	**$14,369**	**$15,133**
6.0	**CONSTRUCTION SUPPORT**																					
6.1	Bidding Support		4	4	12							2	4			26	$3,566	-	-	-	-	$3,566
6.2	Construction Support		24	16	24						4	4	8			80	$12,580	-	-	2,455	-	$15,035
6.3	Record Drawings			4		24						4	16			48	$4,576	-	-	-	-	$4,576
	Subtotal Phase 6	**0**	**28**	**24**	**36**	**24**	**0**	**0**	**0**	**0**	**4**	**10**	**28**	**0**	**0**	**154**	**$20,722**	**$0**	**$0**	**$2,455**	**$0**	**$23,177**
TOTAL HOURS		**16**	**148**	**164**	**316**	**164**	**12**	**36**	**48**	**42**	**40**	**98**	**168**	**16**	**16**	**1284**						
OTHER DIRECT COSTS																	**$16,600**	**$140**	**$13,228**	**$255**	**$169**	**$30,392**
TOTAL COST		**$6,640**	**$30,340**	**$29,028**	**$34,128**	**$10,168**	**$2,520**	**$5,868**	**$6,000**	**$11,550**	**$7,520**	**$14,406**	**$18,816**	**$2,272**	**$2,064**		**$197,920**	**$13,979**	**$31,088**	**$27,500**	**$14,538**	**$285,025**
	OPTIONAL TASKS																					
7.1	Appraisal Mapping						6	24	40							70	$10,172	-	-	-	-	$10,172
7.2	Plat & Legal Description						2	8	16							26	$3,724	-	-	-	-	$3,724
	Subtotal Optional Tasks	**0**	**0**	**0**	**0**	**0**	**8**	**32**	**56**	**0**	**0**	**0**	**0**	**0**	**0**	**96**	**$13,896**	**$0**	**$0**	**$0**	**$0**	**$13,896**
TOTAL HOURS - OPTIONAL		**0**	**0**	**0**	**0**	**0**	**8**	**32**	**56**	**0**	**0**	**0**	**0**	**0**	**0**	**96**						
OTHER DIRECT COSTS - OPTIONAL																	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL COST - OPTIONAL		**$0**	**$0**	**$0**	**$0**	**$0**	**$1,680**	**$5,216**	**$7,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**		**$13,896**	**$0**	**$0**	**$0**	**$0**	**$13,896**

5/14/2020

Woodland Gibson-SR 113 Modifications_04-16-2020.mpp

ID	Task Name	Duration	Start	Finish	Predecessors
1	**GIBSON ROAD AND SR 113 MODIFICATIONS**	**264 days**	**Tue 6/2/20**	**Fri 6/4/21**	
2	Contract Award by City Council	0 days	Tue 6/2/20	Tue 6/2/20	
3	Issue NTP and Kick-off Meeting	0 days	Fri 6/12/20	Fri 6/12/20	2FS+9 days
4	**SURVEYS AND MAPPING**	**55 days**	**Mon 6/15/20**	**Fri 8/28/20**	
5	Coordination/Permits	6 wks	Mon 6/15/20	Fri 7/24/20	3
6	Survey and Base Mapping	3 wks	Mon 7/27/20	Fri 8/14/20	5
7	Right of Way Retracement/Boundary Mapping	2 wks	Mon 8/17/20	Fri 8/28/20	6
8	Existing Utility Mapping	2 wks	Mon 8/17/20	Fri 8/28/20	6,12
9	Compiled Base Map	0 days	Fri 8/28/20	Fri 8/28/20	8,7
10	**UTILITY RELOCATION COORDINATION**	**210 days**	**Mon 6/15/20**	**Fri 4/2/21**	
11	Verification 'A' Letters to Owners	2 wks	Mon 6/15/20	Fri 6/26/20	3
12	Receive Facility Maps	6 wks	Mon 6/29/20	Fri 8/7/20	11
13	Request Quotes for Utility Potholes	2 wks	Mon 10/12/20	Fri 10/23/20	12,39
14	Contract Execution for Potholes and Permitting	4 wks	Mon 10/26/20	Fri 11/20/20	13
15	Conduct Potholing	3 wks	Mon 11/23/20	Fri 12/11/20	14
16	Send Conflict Mapping to Utilities - 'B' Letters	2 wks	Mon 12/14/20	Fri 12/25/20	15
17	Utility Review and Coordination	12 wks	Mon 12/28/20	Fri 3/19/21	16
18	Issue Relocation Notice to Owner - 'C' Letters	2 wks	Mon 3/22/21	Fri 4/2/21	17
19	**PRELIMINARY DESIGN**	**85 days**	**Mon 6/15/20**	**Fri 10/9/20**	
20	**Traffic Study [By Fehr & Peers]**	**55 days**	**Mon 6/15/20**	**Fri 8/28/20**	
21	Conduct PEER Traffic Analysis	4 wks	Mon 6/15/20	Fri 7/10/20	3
22	Prepare Draft Traffic Report	2 wks	Mon 7/13/20	Fri 7/24/20	21
23	City and Caltrans Review	3 wks	Mon 7/27/20	Fri 8/14/20	22
24	Prepare Final Traffic Report	2 wks	Mon 8/17/20	Fri 8/28/20	23
25	**Geotechnical Report [By Crawford]**	**80 days**	**Mon 6/15/20**	**Fri 10/2/20**	
26	Coordination/Permits	6 wks	Mon 6/15/20	Fri 7/24/20	3
27	Subsurface Exploration and Testing	2 wks	Mon 7/27/20	Fri 8/7/20	26
28	Engineering Review and Analysis	2 wks	Mon 8/10/20	Fri 8/21/20	27
29	Draft Geotechnical Report	2 wks	Mon 8/24/20	Fri 9/4/20	28
30	City Review	2 wks	Mon 9/7/20	Fri 9/18/20	29
31	Final Geotechnical Report	2 wks	Mon 9/21/20	Fri 10/2/20	30
32	**Drainage Memo**	**30 days**	**Mon 8/31/20**	**Fri 10/9/20**	
33	Draft Drainage Study	2 wks	Mon 8/31/20	Fri 9/11/20	9
34	City Review	2 wks	Mon 9/14/20	Fri 9/25/20	33
35	Final Drainage Study	2 wks	Mon 9/28/20	Fri 10/9/20	34
36	**30% Design**	**30 days**	**Mon 8/31/20**	**Fri 10/9/20**	
37	Prepare Draft 30% Plans and Estimate	2 wks	Mon 8/31/20	Fri 9/11/20	9,22
38	City Review	2 wks	Mon 9/14/20	Fri 9/25/20	37
39	Finalize 30% Design Plans	2 wks	Mon 9/28/20	Fri 10/9/20	38
40	**FINAL DESIGN**	**90 days**	**Mon 12/7/20**	**Fri 4/9/21**	**39,24,31**
41	**95% Plans**	**50 days**	**Mon 12/7/20**	**Fri 2/12/21**	
42	Civil Design	4 wks	Mon 12/7/20	Fri 1/1/21	58
43	Landscape Design	3 wks	Mon 12/14/20	Fri 1/1/21	42SS+1 wk
44	Signalization & Lighting Design [By Y&C]	3 wks	Mon 12/14/20	Fri 1/1/21	42SS+1 wk
45	Quantity Takeoffs/Cost Estimates	1 wk	Mon 1/4/21	Fri 1/8/21	42,43,44
46	Specifications	1 wk	Mon 1/4/21	Fri 1/8/21	42,43,44
47	95% Plan Submittal	0 days	Fri 1/8/21	Fri 1/8/21	46
48	City Review	5 wks	Mon 1/11/21	Fri 2/12/21	47
49	PDT Meeting	0 days	Fri 2/12/21	Fri 2/12/21	48,61SS+4 wks
50	**100% (Bid) PS&E Submittal**	**40 days**	**Mon 2/15/21**	**Fri 4/9/21**	
51	Update Plans [Civil, Lanscape, & Signal/Lighting]	4 wks	Mon 2/15/21	Fri 3/12/21	49
52	Quantity Takeoffs/Cost Estimates	1 wk	Mon 3/15/21	Fri 3/19/21	51
53	Specifications	1 wk	Mon 3/15/21	Fri 3/19/21	51
54	100% (Bid) PS&E Submittal	0 days	Fri 3/19/21	Fri 3/19/21	53
55	City Approval	3 wks	Mon 3/22/21	Fri 4/9/21	54,61
56	**CALTRANS ENCROACHMENT PERMIT**	**135 days**	**Fri 10/9/20**	**Fri 4/16/21**	
57	Submit PEER Docs for Caltrans Review	0 days	Fri 10/9/20	Fri 10/9/20	39,31,24
58	Caltrans PEER Review	8 wks	Mon 10/12/20	Fri 12/4/20	57
59	Prepare Caltrans Encroachment Permit Application	1 wk	Mon 1/11/21	Fri 1/15/21	47
60	Caltrans Encroachment Permit Application Submittal	0 days	Fri 1/15/21	Fri 1/15/21	59
61	Caltrans Review and Design Revisions	8 wks	Mon 1/18/21	Fri 3/12/21	60
62	Caltrans Permitting	5 wks	Mon 3/15/21	Fri 4/16/21	61
63	Caltrans Permit Issued	0 days	Fri 4/16/21	Fri 4/16/21	62
64	**ENVIRONMENTAL CLEARANCE**	**30 days**	**Mon 6/15/20**	**Fri 7/24/20**	
65	Biological Resources Review	3 wks	Mon 6/15/20	Fri 7/3/20	3
66	Prepare Yolo HCP/NCCP Applicaton	1 wk	Mon 7/6/20	Fri 7/10/20	65
67	Prepae CEQA Categorical Exemption	2 wks	Mon 7/13/20	Fri 7/24/20	66
68	CEQA Approval [Issued by City]	0 days	Fri 7/24/20	Fri 7/24/20	67
69	**BIDDING & CONSTRUCTION PERIOD**	**40 days**	**Fri 4/9/21**	**Fri 6/4/21**	
70	City Council Authorizes Advertising	0 days	Fri 4/9/21	Fri 4/9/21	55,68,18
71	Project Advertisement	4 wks	Mon 4/12/21	Fri 5/7/21	70
72	Bid Opening	0 days	Fri 5/7/21	Fri 5/7/21	71
73	Contract Execution	4 wks	Mon 5/10/21	Fri 6/4/21	72
74	Begin Construction	0 days	Fri 6/4/21	Fri 6/4/21	73,63



Critical | Critical Split | Critical Progress | Task | Split | Task Progress | Manual Task | Start-only | Finish-only | Duration-only | Baseline | Baseline Split | Baseline Milestone | Milestone | Summary Progress | Summary | Manual Summary | Project Summary | External Tasks | External Milestone | Inactive Task | Inactive Milestone | Inactive Summary | Deadline

Page 1

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	June 16, 2020
ITEM #:	I.8
SUBJECT:	Sewer Collection System Wastewater Treatment Master Plan, CIP 14-07; Approve Contract with Brown and Caldwell for Professional Engineering Services to Prepare Phase I of the Water Pollution Control Facility Master Plan

Recommendation for Action: Staff recommends that the City Council approve Resolution No. ______, authorizing the City Manager to execute the consultant services agreement with Brown and Caldwell for preparation of the Water Pollution Control Facility Master Plan Phase I for an amount up to $423,276.

Staff Contact:
Tim Busch, Principal Utilities Civil Engineer, 530-661-5963, tim.busch@cityofwoodland.org

Fiscal Impact:
Funding for preparation of the Water Pollution Control Facility Master Plan (WPCF MP) was programmed into CIP 14-07 in the FY 2019/20 Capital Budget, which was approved by City Council on July 2, 2019. The CIP budget is $591,500 funded by the Sewer Enterprise Fund. The proposed contract with Brown and Caldwell (BC) for preparation of the WPCF MP Phase I is for an amount not to exceed $423,276. Staff anticipates returning to City Council in FY 2020/21 for funding of the WPCF MP Phase II. Phase II will finalize the Master Plan and will rely on results of analyses being conducted concurrently with Phase I. The Master Plan will serve as guidance for wastewater treatment improvements needed to accommodate future shifts in population, regulations and to maintain successful treatment processes. The resulting list of recommended projects will be the basis for future capital improvement projects at the WPCF, which will be authorized individually by City Council through the budget.

There is no impact to the General Fund.

Background:
The City of Woodland owns, operates and maintains the Water Pollution Control Facility (WPCF) which provides tertiary-level wastewater treatment and disposal services in compliance with the Clean Water Act to more than 60,000 residents as well as all commercial and industrial businesses within the City. The original WPCF was designed in 1986, built in 1988, and has since been periodically upgraded and expanded to accommodate for changes in regulations, operations and population. Considerable investments have been made into the numerous assets that allow the WPCF to work as designed. All of these assets have a finite life before functionality languishes and either the asset needs to be replaced or the treatment process needs to be reevaluated. Wastewater treatment facilities like the WPCF utilize master plans to assist with this strategic replacement and evaluation of assets and to remain in compliance with regulatory requirements. The WPCF Master Plan has not been updated since the 1986 design of the original WPCF. Individual replacement projects have been identified and funded over several years through the ongoing Capital Improvement Project (CIP) No. 14-02 and planning efforts have occurred over the past several years for certain processes, such as the Aeration Retrofit Project, CIP No. 12-02. As a result, the WPCF contains assets of varying ages and is in need of a comprehensive evaluation in order to minimize operations and management costs while maintaining treatment standards and preparing for future growth of the City of Woodland.

Many parts of the original Facility, such as the aeration basins and the clarifiers, have been rehabilitated as a result of proactive staff evaluation and funded through CIP 14-02. A major WPCF upgrade was completed in 2016 with CIP 12-02 which upgraded the secondary treatment process from extended aeration and surface brush rotors to diffused aeration and the Modified Ludzack Ettinger process. Some assets, such as Secondary Clarifier No. 3 and the South Pond Pump Station are currently being rehabilitated or have recently been rehabilitated (CIP No.'s 20-11 and 18-07, respectively). These rehabilitated WPCF assets and those that have not yet been rehabilitated are logged in the WPCF Asset Management System. A comprehensive planning effort needs to be performed in order to reconcile those past improvements, current concerns, and future projects to meet current City Council goals for continued safe, cost-effective and sustainable wastewater treatment and effluent discharge and to accommodate the planned development included in the General Plan. The scope of work for the WPCF Master Plan includes reevaluations of the Facility's hydraulic and treatment capacities and modernization of the WPCF laboratory, Asset Management System and recommended Capital Improvement Program. It is the intention of the master planning effort to produce a Master Plan that is flexible enough to account for future changes in regulations, operations and population, yet actionable so that the City will have a clear roadmap for the continued provision of quality, safe and cost-effective wastewater treatment and effluent discharge through final urban buildout.

Discussion:

Operation of the WPCF must comply with the treated effluent, receiving water, groundwater, and pond disposal limitations required under its existing National Pollutant Discharge Elimination System (NPDES) permit (No. CA0077950). The WPCF currently provides extended aeration (full nitrification) and tertiary-level treatment, disinfection, and discharge to the Tule Canal. The WPCF is permitted to discharge to the Tule Canal up to 10.4 million gallons per day (MGD) on an average annual flow basis during dry weather; however, effluent flows have peaked at only 8.8 MGD in the past four years and the average annual effluent flow was 3.5 MGD in 2018. In the past decade, wastewater influent flows have decreased as a result of water conservation but influent organic loadings and thus concentrations have increased as a result of continued population growth. This poses a novel problem to the City as more treatment capacity is needed to process the increased loading of organics yet no hydraulic capacity expansion is required because flows have not been increasing. Due to this new dynamic and also the changes in regulations, the diverse and aging assets existing at the WPCF, and the absence of an existing Master Plan for wastewater treatment, City Staff underwent a Qualifications-Based Selection (QBS) and procurement process for preparation of the WPCF Master Plan.

The City advertised a Request for Proposals for preparation of the WPCF Master Plan in September 2019 and received five proposals on November 1, 2019. Through the QBS process, a proposal review committee evaluated and ranked the proposals based on each firms' project approach, work plan, project team qualifications and project experience. The proposal review committee ranked Brown and Caldwell (BC) as the most qualified and innovative proposer. BC's cost proposal is $423,276 and is within the cost estimate for this work. The actual services will be billed on a time and materials basis limited to the amount proposed unless otherwise approved by the City.

In April 2020, the City was issued a renewed NPDES permit by the Regional Water Quality Control Board. The permit requires the City to complete a groundwater analysis which will be completed concurrently with Phase I of the WPCF MP. The findings from the groundwater analysis potentially impact conclusions in the finalized Master Plan. As such, Staff envisions a two phase Master Plan; Phase I will examine elements that are not possibly impacted by the groundwater study and associated analysis, while Phase II will coordinate results of that analysis with the best practical implementation strategies.

Ultimately, all sewage within Woodland flows to the WPCF. The WPCF has successfully provided wastewater treatment and disposal services for the City since 1988 but is in need of a comprehensive guidance document for its expansion and/or improvement to accommodate for anticipated population growth and changes in influent loadings and discharge regulations. Once the master planning effort is approved by City Council, BC will endeavor to provide a Master Plan that addresses these issues and opportunities and delineates a clear path forward to confirm and forecast funding needs for the WPCF.

Conclusion:
Staff recommends that the City Council approve Resolution No. ______, authorizing the City Manager to execute the consultant services agreement with Brown and Caldwell for preparation of the Water Pollution Control Facility Master Plan Phase I for an amount up to $423,276.

Prepared By: Mark Miller, Assistant Engineer

Reviewed By: Tim Busch, Principal Utilities Civil Engineer
Brent Meyer, Acting Community Development Department Director/ City Engineer

Ken Hiatt
Interim City Manager

Attachments:
1. Resolution
2. Scope

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH BROWN AND CALDWELL FOR PROFESSIONAL ENGINEERING SERVICES TO PREPARE PHASE I OF THE WATER POLLUTION CONTROL FACILITY MASTER PLAN, CIP #14-07

WHEREAS, the **CITY OF WOODLAND** (the "City") wishes to enter into a Consultant Services Agreement (the "Agreement") with Brown and Caldwell ("BC") for preparation of Phase I of the Water Pollution Control Facility Master Plan ("WPCF MP") for the Sewer Collections System Wastewater Treatment Master Plan, CIP 14-07 (the "Project"), for an amount not to exceed $423,276; and

WHEREAS, the City Council wishes to prioritize necessary maintenance and replacement projects throughout the City to ensure continuity of service; and

WHEREAS, the City Council wishes to actively manage continuous process improvements at the WPCF to facilitate expansion of the City and to protect and enhance the natural qualities of surface water resources; and

WHEREAS, the City identified the Sewer Collections System Wastewater Treatment Master Plan, CIP 14-07, to be a priority by its inclusion as part of the FY 2019/20 Capital Budget approved by the City Council on July 2, 2019; and

WHEREAS, BC was identified as the most qualified firm for preparation of the WPCF MP through a qualifications-based selection procedure; and

WHEREAS, BC is experienced in the planning, design, and evaluation of wastewater treatment facilities in the modern regulatory environment; and

WHEREAS, the City Council wishes to approve the Agreement with Brown and Caldwell and authorize its execution through the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. The above recitals are true and correct and incorporated as if fully set forth herein.

Section 2. The City Council hereby authorizes and directs the City Manager, or his or her designee, to execute the Consultant Agreement with Brown and Caldwell in the amount not to exceed $423,276 for preparation of the WPCF Master Plan, subject to such additions or modifications thereto as the City Manager, or his or her designee, may deem necessary in the best interests of the City.

Section 3. This Resolution shall be effective as of the date of adoption.

PASSED AND ADOPTED this 16th day of June 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

City of Woodland
WPCF Master Plan
Scope of Services – Updated 6/11/2020

Scope of Services

The following sections describes Brown and Caldwell's Scope of Services for the WPCF Master Plan. We have revised our original scope to accommodate the City's new National Pollutant Discharge Elimination System (NPDES) permit issued by the Regional Water Quality Control Board. The permit requires the City to complete a groundwater study which will be completed by Nexgen Engineering. The findings from the groundwater study potentially impact the conclusion in the master plan.

Our scope is divided into two phases of work. Phase 1 scope is detailed below and includes task that will not be impacted by the groundwater study. Phase 2 scope, fee and revised project schedule will be provided upon completion groundwater study. We understand that the phase 2 work will be completed as part of a future contract amendment. Detailed Fee estimate is included as Attachment A. Fee schedule is included as Attachment B. Preliminary Project Schedule is included as Attachment C.

Task 050 Project Management

The Project Management Task includes project setup, weekly internal project team meetings and client phone meetings, preparation of a project plan, developing and implementing a Quality Assurance/ Quality Control (QA/QC) plan, developing a Field Work Safety Plan (FWSP), monthly preparation of invoices/status reports, overall project tracking, and maintaining the risk register and decision log.

Senior BC staff will review all deliverables prior to submittal to City. Formal QC review comments, and responses to comments will be documented and saved in BC's WorkSmart system. Mike Harrison, BC's proposed project manager, will confirm reviews were completed prior to submitting deliverables to the City.

Task 001 Flow and Loading Projections

BC will develop flow and loading projections, conduct a review workshop, and prepare Draft and Final Technical Memoranda (TM) documenting the existing and future flows and loadings for the WPCF.

Subtask 001.001 Review and Evaluate Existing Flow and Loading Data

The City shall supply BC with all the background information required to complete the flow and loading projections.

Flow and loading background information shall include:

1. Growth projections will be provided by the City and will be incorporated into flow and loadings.
2. Hourly Influent flow and loading data for three years.

The flow and loading analysis will be based on an evaluation of three years of historical plant data provided by the City. This data review will be used to develop raw influent annual average, minimum, maximum, dry weather and wet weather flows and loadings, as well as peaking factors for use in the capacity evaluation in Task 200. Future projections will integrate historical plant loadings, population growth projections (provided by City) and impacts from water conservation.

Subtask 001.002 Conduct Flow and Loading Workshop (Workshop 1)

BC will present the results of influent flows and loading evaluation to the City and confirm per-capita biochemical oxygen demand (BOD) loading, per-capita flows, peaking factors, and mass balance assumptions. The goal of the workshop is to agree on the flow and loading projections to allow BC to proceed with Subtask 001.003.

Deliverables

- Workshop Agenda and Presentation

Meetings

- Flow and Loading Workshop

Subtask 001.003 Prepare Draft Flow and Loading TM (TM No. 1)

A Draft TM will be prepared that will summarize the findings from our review of the influent flow and loading data and development of future flow and loading projections and peaking factors. Feedback from Workshop 1 will be incorporated into Draft TM No.1.

Deliverables

- Draft Flow and Loading TM

Meetings

- Review meeting with City staff and BC project manager and Task lead via Telephone

Subtask 001.004 Prepare Final Flow and Loading TM (TM No. 1)

BC team will incorporate City comments into a Final Flow and Loading TM.

Deliverables

- Final Flow and Loading TM
- Responses to comments on the Flow and Loading TM

Task 002 Capacity Evaluation

This work will be completed as part of phase 2.

Task 003 Condition Assessment

BC will perform a baseline condition assessment that takes inventory of major facilities and equipment, assesses the physical condition based on previous studies and visual examination, and estimates the remaining useful lives of the assets.

The baseline assessment will include a desktop evaluation, which is defined as a Level 1 evaluation. For selected assets, BC will perform a Level 2 evaluation which is a detailed visual inspection by subject matter experts (SMEs) with operational, mechanical, and structural backgrounds. Repair and Rehabilitation (R&R) projects will be identified as part of this task.

Subtask 003.001 Review Existing Asset Condition Information

City shall supply BC with all the applicable background information to perform the desktop condition assessment. Background information will be used to complete the flow and loading projections.

At a minimum, the condition assessment information will include:

1. Facility asset information including tag numbers, type of service, materials of construction, year of installation/placed into service.
2. Previous studies related to condition assessment.
3. A list of key WPCF operations and maintenance staff for interviews.

Subtask 003.002 Perform Level 1 Desktop Evaluations

BC will build a database of the existing assets that the City wishes to evaluate, such as major process equipment, structures, and buildings, to be included in the condition assessment.

This asset database will be the framework used to house and report the condition assessment information and results of the Level 1 Desktop Evaluations.

BC will conduct desktop evaluations of the existing facilities and provide a baseline condition assessment. Estimates of remaining useful service life of the assets will be based on the information provided by the City along with typical useful lives for each type of asset.

The desktop evaluations will be based on the review of the information provided and the results of the interviews with WPCF operations and maintenance staff.

Deliverables

- Initial database of assets with estimated remaining useful life

Subtask 003.003 Conduct Level 1 Condition Assessment Workshop

A workshop will be held by BC to meet with City staff to confirm assets to be included in the final database and to identify any specific evaluation criteria that will be collected during the Level 2 inspections. At this workshop, BC will discuss the condition of the assets with WPCF operations and maintenance staff with knowledge of the current physical and operating conditions of the assets. The workshop will also identify the specific assets that will be visually inspected for the Level 2 evaluations. It is anticipated that Erskine Pond, South Ponds, RAS pumping station, headworks, tertiary filters, and UV system will be inspected.

Deliverables

- Workshop Agenda and Presentation

Meetings

- Condition Assessment Workshop

Subtask 003.004 Perform Level 2 Visual Evaluations

BC discipline staff including structural, mechanical, and operations will conduct Level 2 Visual Evaluations of the facilities and provide a baseline condition assessment. The Subtask also includes the planning required to coordinate the visual inspections efficiently and to allow for the maximum visual coverage of the assets. BC will also use a cloud based mobile data collection tool to input the field observations.

Estimates of remaining useful service life of the assets will be revised based on the visual inspections. The results of Level 2 Visual Evaluations will be entered into the asset database.

Deliverables

- Revised database of assets with remaining useful life based on Level 2 inspections

Subtask 003.005 Develop R&R Costs and Implementation Schedule

Upon completion of the Level 2 Visual Evaluation, the remaining useful lives of the assets will be adjusted accordingly. Assets requiring rehabilitation or replacement prior to 2030 will be identified and a Class IV preliminary cost estimate will be completed for these specific assets. For assets that require rehabilitation or replacement after 2030, they will be identified, and Class III conceptual level cost estimates will be completed. One of the objectives of this task is to evaluate what type of UV system and disk filtration should be used and the extent of the rehabilitation needed for these specific facilities.

Subtask 003.006 Conduct R&R Projects Workshop TM (TM No. 3)

BC will conduct a review workshop to present the R&R projects and associated costs and solicit City feedback. The workshop will focus on development of the implementation schedule based on project size, criticality, and cash flow impact. A site layout showing the R&R project will be presented and included in the draft and final TM.

Deliverables

- Workshop Agenda and Presentation

Meetings

- RR Projects Workshop

Subtask 003.007 Prepare Draft Condition Assessment TM (TM No. 3)

A Draft TM will be prepared that present results of the Level 1 and Level 2 inspections, the associated costs, and implementation schedule for the R&R projects. The TM will incorporate the results of the R&R Projects workshop.

Deliverables

- Draft Condition Assessment TM

Meetings

- Review meeting with City staff and BC project manager and Task lead via Telephone

Subtask 003.008 Prepare Final Condition Assessment TM (TM No. 3)

BC team will incorporate City comments into a Final Condition Assessment TM.

Deliverables

- Final Condition Assessment TM
- Responses to comments on the Draft
- Condition Assessment TM

Task 004 Regulatory Requirements

BC will review future regulatory requirements that impact the WPCF. These include the existing discharge permit, current and future air emissions requirements, and future land application and landfill requirements.

Subtask 004.001 Summarize Current and Future Regulatory Requirements

BC will review the current regulatory requirements that impact the WPCF, while also looking at the future requirements and the specific risks that these have on the WPCF to identify what mitigation measures are needed to address these risks. These regulations include the organics diversion requirements impacting waste haulers. New phosphorus limits will be investigated. BC will summarize and present this information to the City in a meeting. BC and the City will collectively identify the probability and risks to the WPCF. Findings from this task will be summarized in a TM prepared under Subtask 004-002.

Subtask 004.002 Prepare Draft Regulatory Requirements TM (No. 4)

BC will prepare a TM summarizing the results of the regulatory requirements and will identify the following:

- Summary Current Discharge Requirements
- Future Regulatory Requirements
- Probability assessment of phosphorus
- Impacts to the WPCF
- Mitigation measures that can be deployed by the City

Deliverables

- Draft Regulatory Requirements TM

Task 005 Laboratory Assessment

BC will complete an assessment of the laboratory facilities at the WPCF. BC will look at the required facilities needed to complete current and future sampling and testing requirements.

Subtask 005.001 Conduct Laboratory Staff Interviews

Conduct Laboratory Staff Interviews. BC will interview City staff including Laboratory Staff to evaluate the current in-house sampling and testing needs and complete a visual inspection of the laboratory. Future Environmental Laboratory Accreditation Program (ELAP) regulations will be reviewed as part of this evaluation including the 2016 TNI standards.

Deliverables

- Laboratory Interview Agenda
- Minutes from the Laboratory Interview and Inspection

Subtask 005.002 Prepare Draft Laboratory Assessment TM (No. 5)

BC will prepare a TM summarizing the Laboratory Staff interviews and the results of the evaluation. Specific items that BC will address as part of this evaluation include:

- In house testing verses contracting with an outside laboratory
- Electrical Modifications, are there adequate electrical outlets
- Heating, Ventilation and Air conditioning (HVAC) improvements to help with fume hood air control
- Condition of existing chemical drain lines and recommended materials
- Laboratory Casework Material recommendations to maximize useful life
- Flooring materials to minimize maintenance
- Centralized verses decentralized gas storage
- Segregation of building space to accommodate “Clean Sampling” and “Dirty Sampling”

Deliverables

- Draft Laboratory Assessment TM (Ten hard copies and pdf)

Subtask 005.003 Prepare Final Laboratory Assessment TM (TM No. 5)

BC team will incorporate City comments into a Final Laboratory Assessment TM.

Deliverables

- Final Laboratory Assessment TM
- Responses to comments on the Draft Laboratory Assessment TM

Task 006 Energy Analysis

BC will assess the condition of the backup generators and develop options for standby power for the UV system. Evaluation criteria used in this task will include reliability, cost and ease of implementation.

Subtask 006.001 Field Inspection

BC electrical staff will perform a visual inspection of the standby generators and auxiliary systems and review maintenance logs and costs to evaluate the useful life of the equipment. The results will be incorporated into the database developed in Task 300.

Subtask 006.002 Develop Current Electrical Loads

BC will develop a load list the current WPCF electrical loads. Estimate future loads based on the planned expansion and optimization projects will be conducted in the phase 2 work.

Subtask 006.003 UV Electrical Backup Alternatives Analysis

The existing UV system currently does not have backup power and BC will look at alternatives to provide backup power to the UV system including:

- The use of other UV technologies that would allow for backup power (this would be coordinated with Subtask 003.005)
- Installation of electrical modifications to allow for backup power connection
- Installation of a separate backup power supply specifically for the UV system
- The use of Natural Gas generator(s) instead of diesel generators

Subtask 006.004 Draft Energy Analysis TM (No. 6)

The results of the standby power evaluation will be summarized in a TM along with the recommended UV system backup solution. Facility layout of the standby power facilities will be included in the TM. Prior to completing the Draft TM, the results of the evaluation will be discussed in a combined workshop that will address energy and laboratory needs.

Deliverables

- Draft Energy Analysis TM

Meetings

- Review meeting with City staff, BC project manager, and Task lead via Telephone

Subtask 006.005 Final Energy Analysis TM (No. 6)

BC team will incorporate City comments into a Final Energy Analysis TM.

Deliverables

- Final Energy Analysis TM
- Responses to comments on the Draft Energy Analysis TM

Task 007 Odor Mitigation Alternatives

This task has been removed.

Task 008 Solids Management Alternatives

BC will look at the long-term options for solids management at the WPCF.

BC will look at regulatory drivers that may lead to a change in solids management in the future, as well as completing an economic analysis to see if a future solids project can provide positive payback to the City. The most recent permit revision may force the City to eliminate the solids storage ponds and construct a new solids treatment facility. BC will look at potential options for solids treatment under this task. BC will also review potential organics diversion and waste-to-energy grant opportunities to minimize cost impacts.

Subtask 008.001 Prepare Solids Balance and Solids Water Energy Evaluation Tool (SWEET) Model

BC complete the process solids evaluation to provide data for the solids balance. BC will develop a solids balance based on future loading conditions. BC will use this information as inputs into BCs SWEET model, which will be used to evaluate solids treatment options to consider in the future assuming that the current method of storing solids in ponds is no longer allowed. Capital and O&M costs will be used for the evaluation and will support the City to provide the economic impact of eliminating the current method of solids disposal process.

These options include:

Main Process Treatment Options:

- Installing anaerobic digestion and primary treatment
- Installing High Strength Waste Receiving Facility

Solids Handling Options:

- Dewatering and Land Application
- Active Solar Drying
- Thermal Oxidation or heat drying

Digester Gas System Options:

- Biomethane pipeline Injection
- On-site cogeneration
- On-site Vehicle Fueling (renewable compressed natural gas)

Additional gas could be generated by receiving high strength waste from outside sources. BC will evaluate how much high strength waste should be accepted, and associated digester gas needed, to achieve a positive financial payback and assess if this quantity is feasible. Net present worth costs will be provided for each treatment train combination using electrical costs and life cycle parameters (interest rate and time period) factors acceptable to the City.

Subtask 008.002 Identify Grant Funding Opportunities

This task will be deferred to phase 2 work.

Subtask 008.003 SWEET Model Review Workshop

BC will conduct a review workshop to analyze the solids management options and to discuss the results of the SWEET model. The workshop will be an interactive session with City staff.

Deliverables

- Workshop Agenda and Presentation

Meetings

- SWEET Model Workshop

BC's SWEET model is an interactive tool allowing for easy evaluation of multiple options during the workshop. This offers quick updates with immediate outputs during the workshop process.

Subtask 008.004 Prepare Draft Solids Management Alternatives TM (No. 8)

The results of the solids alternatives analysis will be documented and summarized in a TM. Findings from the review workshop will also be incorporated into the TM. Conceptual site layouts of the solids management alternatives will be included in the TM.

Deliverables

Draft Solids Management TM

Meetings

- Review meeting with City staff and BC project manager and task lead via Telephone

Subtask 008.005 Final Solids Management Alternatives TM (No. 8)

BC team will incorporate City comments into a final Solids Management TM.

Deliverables

- Final Solids Management TM
- Responses to comments on the Draft Solids Management TM

Task 009 Future Reuse and Disposal Opportunities

This task is deferred to phase 2 work.

Task 010 Recommended Capital Improvement Program (CIP)

BC will combine the identified projects in prior tasks into a CIP and develop an implementation schedule for the City along with a cash flow analysis. The projects will be based on the projects identified in phase 1 work. This will be subsequently updated as part of phase 2 work.

Subtask 010.001 Prepare Cash Flow and Implementation Schedule

Using the projects identified in prior tasks, BC will identify the specific projects that will be needed over the first ten years and develop an implementation schedule showing when each project should be completed along with project durations and associated annual costs.

Subtask 010.002 Conduct CIP Review Workshop

BC will summarize the projects in a workshop along with an implementation schedule.

The goal of the workshop is to fine tune the implementation schedule for the projects based on the information presented in the workshop.

Deliverables

- Workshop Agenda and Presentation

Meetings

- CIP Workshop

Subtask 010.003 Prepare Draft CIP TM (No. 10)

The results of the capital improvement program will be documented and summarized in a TM. Findings from the CIP review workshop will also be incorporated into the TM.

Deliverables

- Draft CIP TM

Subtask 010.004 Prepare Final CIP TM (No. 10)

BC team will incorporate City comments into a Final CIP TM.

Deliverables

- Final CIP TM
- Responses to comments on the Draft CIP TM

Basis for Cost, Scope, and Schedule

BC's has included the following assumptions for our proposed cost, scope, and schedule.

General Assumptions

- Workshop durations are assumed to last 2 hours and attended by up to 4 BC staff.
- Phone meeting duration is assumed to last 1 hour and attended by up to 2 BC staff (PM and Task Lead).
- Workshop Presentation agenda, PowerPoint and Draft TM shall be electronic copies only (PDF).
- Final TM will be transmitted electronically via thumb drive (PDF) and hard copies (5).
- Client comments shall be screened and compiled by the City of Woodland and transmitted to BC via comment tracking spreadsheet or raw markups via PDF.
- City review period for deliverables is assumed to be 2 weeks.

Task 050: Project Management

- Project Management activities are based on a project duration of 10 months.
- Invoices shall include BC standard boilerplate invoice with a cover letter containing percent complete and percent spent for each major task with a general description of task activities completed during the invoice period.
- Budget is managed at the Task level and budgets can be transferred between sub-tasks.

Task 001 – Flow and Load Projections

- City of Woodland shall provide BC with the necessary land use or population information to develop the flow and loading projections.
- City of Woodland shall provide BC an EXCEL spreadsheet of influent flows and loading for a minimum of 3 years.

Task 002 – Capacity Evaluation

- Task deferred to phase 2 work

Task 003 - Condition Assessment

- City will provide BC will all relevant condition assessment data electronically for each major asset to evaluated in an EXCEL spreadsheet.

- City will provide BC, condition assessment studies completed by V&A including UV system and Clarifier Assessment.
- Detailed risk evaluation will not be completed for this task.
- Up to 20 distinct assets will be evaluated for this task. Assets are assumed to be major systems.
- Field Visits shall be completed by up to 4 BC staff over a 2-day period.
- Class V cost estimates shall be completed for up to 4 R&R projects.

Task 004 – Regulatory Requirements.

- Will evaluate two specific regulatory scenarios for new Phosphorus limit and new limits for selected contaminants of emerging concern.
- Task 004.003 is deferred to phase 2 work.

Task 005 Laboratory Assessment

- Laboratory staffing recommendations will not be provided.
- Lab Interviews will be conducted with Lab Manager and 2 BC staff for up to a 4-hour duration.
- Class V cost estimate shall be completed for one project.

Task 006 – Energy Analysis

- City of Woodland shall provide overall single line drawings and related information to allow BC to estimate current plant electrical load for entire plant and the UV system.
- Site visit will be conducted by 2 BC staff and Woodland Electrical staff for up to a 4-hour duration.

Task 007 – Odor Mitigation Alternatives

- Task Eliminated.

Task 008 – Solids Management Alternatives

- Class V cost estimates will be prepared for up to five solid treatment/disposal alternatives.
- Task 008.002 deferred to phase 2 work.

Task 009 – Future Reuse and Disposal Opportunities

- Task is deferred to phase 2 work.

Task 010 - Recommended Capital Improvement Program

- No unique assumptions for this task.

Task 011 - Master Plan Report.

- Task is deferred to phase 2 work.

Schedule Assumptions

- Notice to proceed will be provided to BC in July 2020 and project duration will be 10 months.
- Two-week turnaround for City comments on draft deliverables.
- No work completed between Christmas Day and New Year's Day Holidays.
- No work completed during Thanksgiving week City shall provide all required background information within 2 weeks of Notice to Proceed.

Cost Assumptions

- $8/hour additional project cost (APC) added to hourly rates.
- Fee based on attached BC rate schedule.
- A 3% escalation will be applied to rates after 12/31/2020.

Attachment A: Fee Estimate

City of Woodland WWTP Master Plan Fee Estimate

Phase	Phase Description	Harrison, Michael J	Okamura, Esther Elaine L	Romano, Christina C	Merlo, Rion P	Henneman, Seppi M	Ramanathan, Mallika	Beil, Ryan	Casey, Colin M	Hesby, James C	Romero Urbina, Mary Lou	Beggs, Robert A	Sierra, Natalie V	Mizel, Maxwell T	Pevec, William J	Ravisangar, Vasuthevan	Holmer, Melanie S	Agster, William P	Jimenez, Jose A	McEwen, David W	Pagendarm, Matthew R	Gagne, Daniel	Schock, Dawn M	Sicora, Susan M	Goodburn, Daniel L	Lee, Timothy	Knapp, Leslie A	Total Labor Hours	Total Labor Effort	APC	Other Travel	Total Expense Effort	Total Effort
		Chief Engineer	Project Analyst III	Executive Engineer	Vice President	Principal Engineer	Managing Engineer	Engineer II	Senior Engineer	Executive Engineer	Engineer II	Chief Engineer	Supervising Engineer	Engineer I	Engineer I	Managing Engineer	Chief Engineer	Supervising Construction Engineer	Vice President	Managing Engineer	Supervising Engineer	Principal Engineer	Word Processor IV	Sr. Marketing Graphic Designer	Supervising Construction Engineer	Engineer I	Engineer III						
		$289.00	$91.00	$289.00	$313.00	$185.00	$254.00	$111.00	$150.00	$289.00	$111.00	$289.00	$214.00	$91.00	$91.00	$254.00	$289.00	$214.00	$313.00	$254.00	$214.00	$185.00	$91.00	$111.00	$214.00	$91.00	$130.00						
050	**Project Management**	112	32	16	0	0	0	0	0	120	0	0	0	0	0	4	0	32	8	0	0	0	0	0	0	0	0	**324**	**86,149**	**2,592**	0	**2,592**	**88,741**
001	Project Plan	16	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**20**	5,953	160	0	**160**	**6,113**
002	Progress Reporting & Invoicing	32	32	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**76**	16,097	608	0	**608**	**16,705**
003	Team Coordination & Leadership	64	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**64**	19,051	512	0	**512**	**19,563**
004	QC Review	0	0	0	0	0	0	0	0	120	0	0	0	0	0	4	0	32	8	0	0	0	0	0	0	0	0	**164**	45,048	1312	0	**1,312**	**46,360**
001	**Flow and Load Projections**	8	0	0	16	56	0	0	0	0	130	0	0	0	0	0	0	0	0	0	0	0	12	6	0	0	0	**228**	**34,884**	**1,824**	200	**2,024**	**36,908**
001	Existing Flow/Loading Data Eval	2	0	0	4	24	0	0	0	0	72	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**102**	14,690	816	0	**816**	**15,506**
002	Conduct Flow & Loading Workshop	4	0	0	8	8	0	0	0	0	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**38**	7,352	304	200	**504**	**7,856**
003	Prepare Draft TM 1	2	0	0	4	16	0	0	0	0	24	0	0	0	0	0	0	0	0	0	0	0	8	4	0	0	0	**58**	8,885	464	0	**464**	**9,349**
004	Prepare Final TM 1	0	0	0	0	8	0	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	4	2	0	0	0	**30**	3,957	240	0	**240**	**4,197**
003	**Condition Assessment**	58	0	0	0	0	0	86	172	0	24	0	0	0	0	0	0	0	0	0	28	28	12	20	96	134	0	**658**	**105,054**	**5,264**	400	**5,664**	**110,718**
001	Existing Asset Condition Info	16	0	0	0	0	0	16	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	24	0	**84**	13,007	672	0	**672**	**13,679**
002	Level 1 Desktop Evaluations	4	0	0	0	0	0	16	48	0	24	0	0	0	0	0	0	0	0	0	0	0	0	4	0	24	0	**120**	15,887	960	0	**960**	**16,847**
003	Level 1 Condition Assess Workshop	12	0	0	0	0	0	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	**40**	7,737	320	200	**520**	**8,257**
004	Level 2 Visual Inspections	16	0	0	0	0	0	16	24	0	0	0	0	0	0	0	0	0	0	0	24	24	0	0	0	24	0	**128**	22,413	1024	0	**1,024**	**23,437**
005	RR Costs & Implementation Schedule	2	0	0	0	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	4	4	0	0	96	0	0	**122**	25,872	976	0	**976**	**26,848**
006	Conduct RR Project Workshop	6	0	0	0	0	0	6	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	6	0	**34**	5,346	272	200	**472**	**5,818**
007	Prepare Draft TM 3	2	0	0	0	0	0	24	16	0	0	0	0	0	0	0	0	0	0	0	0	0	8	4	0	40	0	**94**	10,768	752	0	**752**	**11,520**
008	Prepare Final TM 3	0	0	0	0	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	16	0	**36**	4,025	288	0	**288**	**4,313**
004	**Regulatory Requirements**	4	0	0	4	8	8	32	0	0	0	32	0	0	0	0	0	0	0	0	0	0	4	4	0	0	0	**96**	**20,114**	**768**	0	**768**	**20,882**
001	Summarize Regulatory Requirements	2	0	0	4	8	8	0	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**38**	10,265	304	0	**304**	**10,569**
002	Draft Regulatory Requirements TM 4	2	0	0	0	0	0	32	0	0	0	16	0	0	0	0	0	0	0	0	0	0	4	4	0	0	0	**58**	9,849	464	0	**464**	**10,313**
003	Final Regulatory Requirements TM 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0	0	0	**0**	**0**
005	**Laboratory Assessment**	52	0	0	0	32	0	48	32	0	0	0	0	0	0	0	0	0	0	0	0	0	8	4	28	0	0	**204**	**39,387**	**1,632**	0	**1,632**	**41,019**
001	Conduct Laboratory Staff Interviews	24	0	0	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**48**	11,717	384	0	**384**	**12,101**
002	Prepare Draft TM 5	24	0	0	0	8	0	40	24	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	28	0	0	**132**	23,954	1056	0	**1,056**	**25,010**
003	Prepare Final TM 5	4	0	0	0	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	**24**	3,716	192	0	**192**	**3,908**
006	**Energy Analysis**	6	0	0	0	2	0	0	0	0	0	0	0	0	8	0	0	0	0	0	120	0	8	0	0	0	0	**144**	**30,117**	**1,152**	200	**1,352**	**31,469**
001	Field Inspection	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	0	0	0	0	0	0	**16**	3,527	128	200	**328**	**3,855**
002	Current & Future Electrical Loads	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	0	0	0	0	0	0	**28**	6,267	224	0	**224**	**6,491**
003	UV Electrical Backup Analysis	2	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	40	0	0	0	0	0	0	**50**	10,162	400	0	**400**	**10,562**
004	Prepare Draft TM 6	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	0	6	0	0	0	0	**32**	6,448	256	0	**256**	**6,704**
005	Prepare Final TM 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	0	2	0	0	0	0	**18**	3,714	144	0	**144**	**3,858**
008	**Solids Management Alternatives**	14	0	0	2	4	38	68	0	0	0	0	8	0	184	0	0	0	0	16	0	0	12	6	60	0	0	**412**	**61,522**	**3,296**	200	**3,496**	**65,018**
001	Solids Balance & SWEET Model	4	0	0	2	4	20	68	0	0	0	0	8	0	64	0	0	0	0	16	0	0	0	0	60	0	0	**246**	40,778	1968	0	**1,968**	**42,746**
002	Identify Grant Funding Opport.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0	0		**0**	**0**
003	SWEET Model Review Workshop	8	0	0	0	0	12	0	0	0	0	0	0	0	32	0	0	0	0	0	0	0	0	0	0	0	0	**52**	8,520	416	200	**616**	**9,136**
004	Prepare Draft TM 8	2	0	0	0	0	4	0	0	0	0	0	0	0	64	0	0	0	0	0	0	0	8	4	0	0	0	**82**	8,848	656	0	**656**	**9,504**
005	Prepare Final TM 8	0	0	0	0	0	2	0	0	0	0	0	0	0	24	0	0	0	0	0	0	0	4	2	0	0	0	**32**	3,376	256	0	**256**	**3,632**
010	**Recom. Capital Improvement Program**	18	0	0	0	16	8	0	52	0	0	0	0	0	0	0	0	0	0	0	0	0	12	4	0	72	0	**182**	**26,864**	**1,456**	200	**1,656**	**28,520**
001	Cash Flow/Implementation Schedule	4	0	0	0	8	8	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32	0	**68**	10,279	544	0	**544**	**10,823**
002	Conduct CIP Review Workshop	8	0	0	0	8	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	8	4	0	0	0	**44**	7,585	352	200	**552**	**8,137**
003	Prepare Draft TM 10	4	0	0	0	0	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	24	0	**44**	5,669	352	0	**352**	**6,021**
004	Prepare Final TM 10	2	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	0	**26**	3,331	208	0	**208**	**3,539**
011	**Master Plan Report**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**	**0**	0	**0**	**0**
001	Prepare Draft Master Plan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0	0	0	**0**	**0**
002	Present Final Master Plan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0	0	0	**0**	**0**
	GRAND TOTAL	**272**	**32**	**16**	**22**	**118**	**54**	**234**	**256**	**120**	**154**	**32**	**8**	**0**	**192**	**4**	**0**	**32**	**8**	**16**	**148**	**28**	**68**	**44**	**184**	**206**	**0**	**2,248**	**404,092**	**17,984**	**1,200**	**19,184**	**423,276**

Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.

Attachment B: Rate Schedule

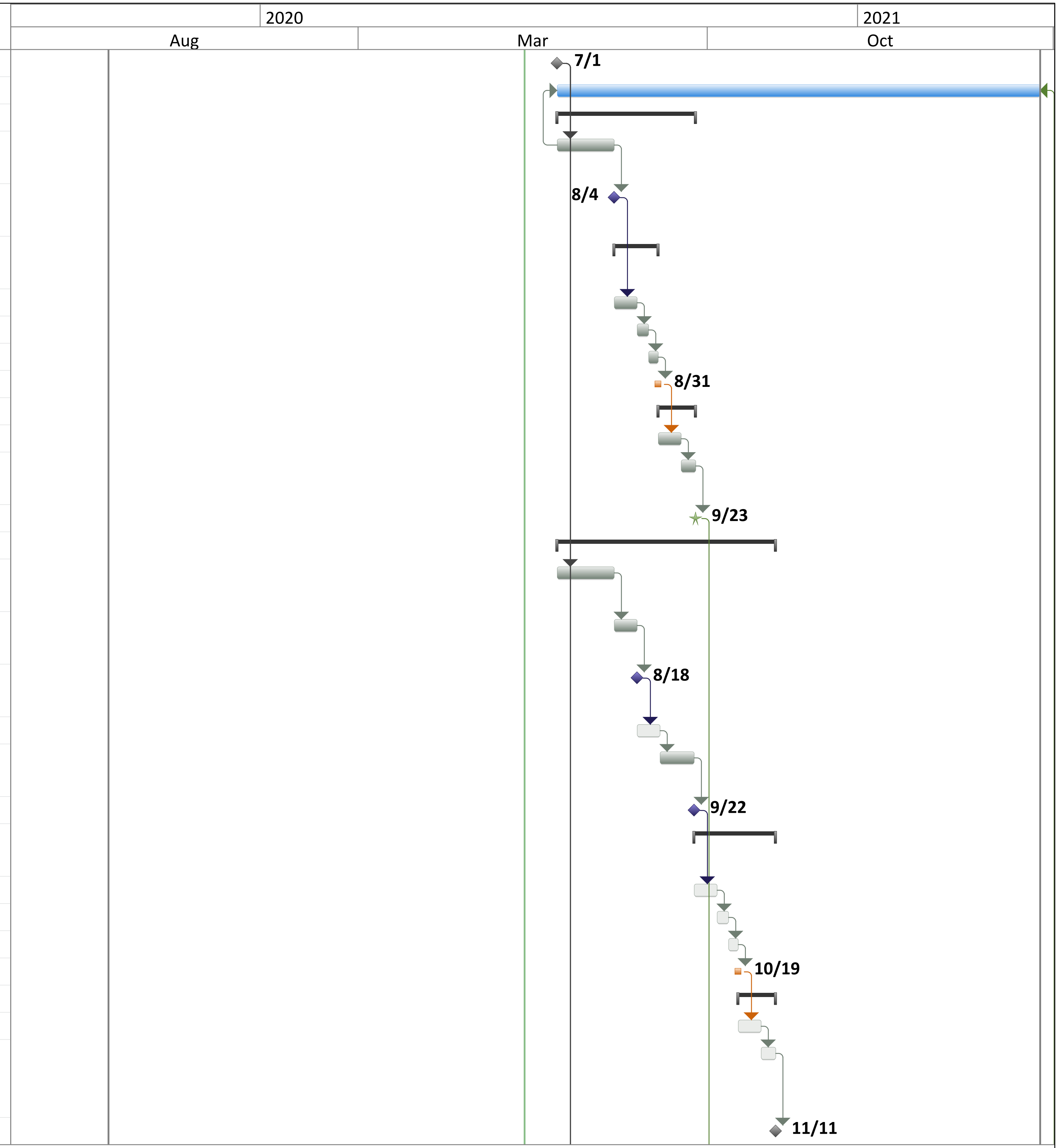
Brown and Caldwell Schedule of Hourly Billing Rates

Level	Engineering	Technical/Scientific	Administrative	Hourly Rate
A			Office/Support Services I	$70
B	Drafter Trainee	Field Service Technician I	Word Processor I Office/Support Services II	$73
C	Assistant Drafter	Field Service Technician II	Word Processor II Office/Support Services III	$79
D	Drafter Engineering Aide Inspection Aide	Field Service Technician III	Accountant I Word Processor III Office/Support Services IV	$83
E	Engineer I Senior Drafter Senior Illustrator Inspector I	Geologist/Hydrogeologist I Scientist I Senior Field Service Technician	Accountant II Word Processor IV	$91
F	Engineer II Inspector II Lead Drafter Lead Illustrator	Project Analyst III Geologist/Hydrogeologist II Scientist II	Accountant III Area Business Operations Mgr Technical Writer Word Processing Supervisor	$111
G	Engineer III Inspector III Senior Designer Supervising Drafter Supervising Illustrator	Geologist/Hydrogeologist III Scientist III	Accountant IV Administrative Manager	$130
H	Senior Engineer Principal Designer Senior Construction Engineer Senior Engineer	Senior Geologist/Hydrogeologist Senior Scientist	Senior Technical Writer	$150
I	Principal Engineer Principal Construction Engineer Supervising Designer	Principal Geologist/Hydrogeologist Principal Scientist	Corp.Contract Administrator	$185
J	Supervising Engineer Supervising Constr. Engineer Supervising Engineer	Supervising Scientist Supervising Geologist/ Hydrogeologist	Assistant Controller	$214
K	Managing Engineer	Managing Geologist/Hydrogeologist Managing Scientist	Area Bus Ops Mgr IV	$254
L	Chief Engineer Executive Engineer	Chief Scientist Chief Geologist/Hydrogeologist	Corp Marketing Comm. Mgr.	$289
M	Vice President			$313
N	Senior Vice President			$363
O	President/Executive Vice President			$363
P	Chief Executive Officer			$363

Note: Internal charges for phone, fax, copies and computers will be billed at a charge of $8 per labor hour.
These rates are effective for the 2019 calendar year and will be adjusted January 1, 2020.
The escalation rate is assumed to be 3%.

Attachment C: Project Schedule

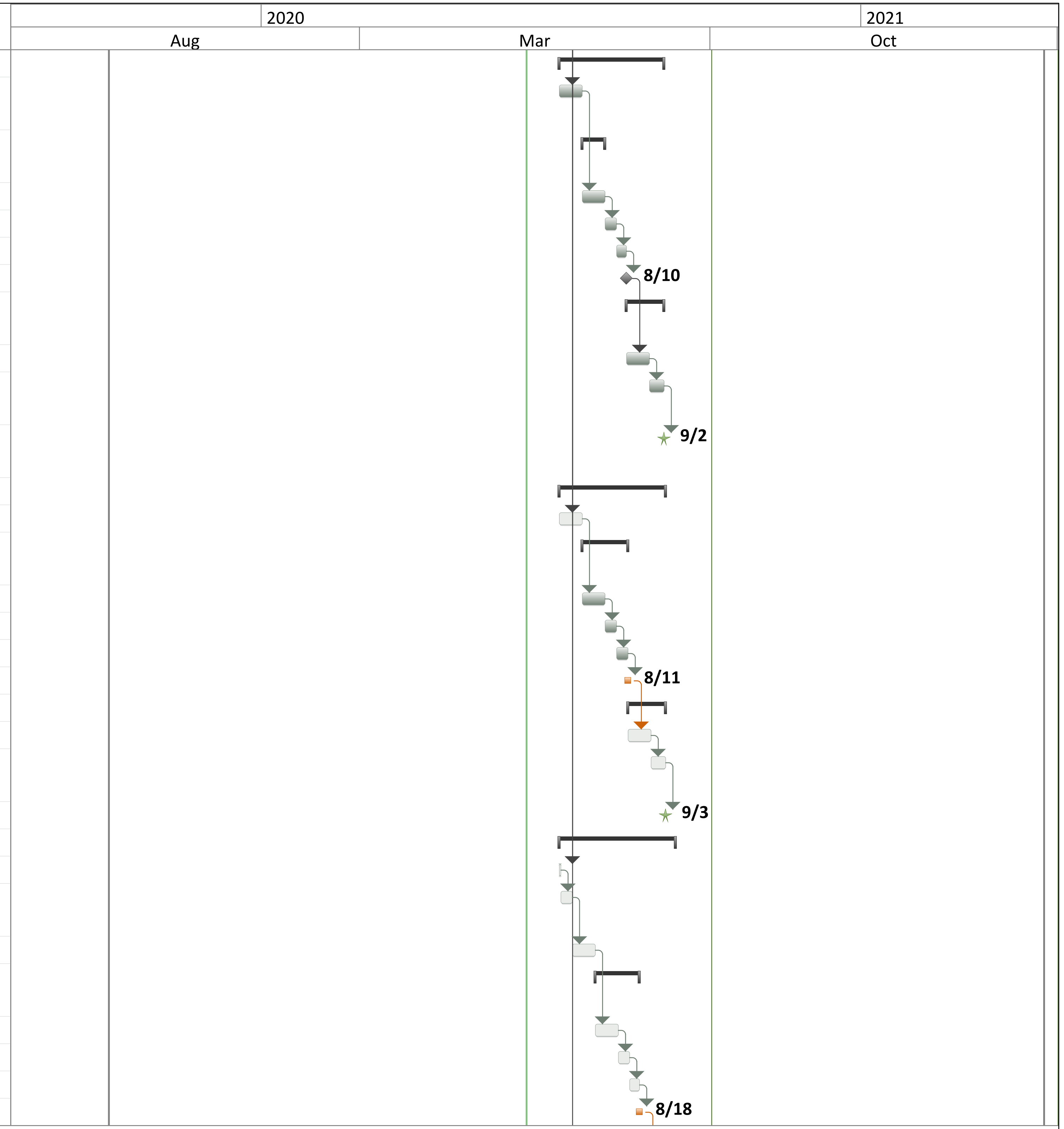
ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Notice to Proceed	0 days	Wed 7/1/20	Wed 7/1/20		
2	Task 050 Project management	212 days	Wed 7/1/20	Thu 4/22/21	4SS,111FF	
3	**Task 001 Flow and Load Projections**	**61 days**	**Wed 7/1/20**	**Wed 9/23/20**		
4	Sub task 001 Review and Evaluate Existing Flow and Loading Data	25 days	Wed 7/1/20	Tue 8/4/20	1	
5	Sub task 002 Conduct Flow and Loading Workshop No. 1	0 days	Tue 8/4/20	Tue 8/4/20	4	
6	**Sub task 003 Prepare Draft Flow and Loads TM No. 1**	**19 days**	**Wed 8/5/20**	**Mon 8/31/20**		
7	Prepare internal Draft TM No. 1	10 days	Wed 8/5/20	Tue 8/18/20	5	
8	Conduct Internal QC Review	5 days	Wed 8/19/20	Tue 8/25/20	7	
9	Address Internal QC comments	4 days	Wed 8/26/20	Mon 8/31/20	8	
10	Submit Draft Flow and Loads TM No. 1	0 days	Mon 8/31/20	Mon 8/31/20	9	
11	**Sub task 004 Prepare Final Flow and Loads**	**17 days**	**Tue 9/1/20**	**Wed 9/23/20**		
12	City Review	10 days	Tue 9/1/20	Mon 9/14/20	10	
13	Incorporate City Comments and Prepare Final Flow and Load TM	7 days	Tue 9/15/20	Wed 9/23/20	12	
14	Submit Final Flow and Load TM No. 1	0 days	Wed 9/23/20	Wed 9/23/20	13	
15	**Task 003 Condition Assessment**	**96 days**	**Wed 7/1/20**	**Wed 11/11/20**		
16	Sub task 001 Review Existing Asset Condition Information	25 days	Wed 7/1/20	Tue 8/4/20	1	
17	Sub task 002 Perform Level 1 Desktop Evaluations	10 days	Wed 8/5/20	Tue 8/18/20	16	
18	Sub task 003 Perform Level 1 Condition Assessment Workshop	0 days	Tue 8/18/20	Tue 8/18/20	17	
19	Sub task 004 Perform Level 2 Visual Inspect	10 days	Wed 8/19/20	Tue 9/1/20	18	
20	Sub task 005 Develop RR costs and implementation Schedule	15 days	Wed 9/2/20	Tue 9/22/20	19	
21	Sub task 006 Conduct RR project workshop	0 days	Tue 9/22/20	Tue 9/22/20	20	
22	**Sub task 007 Prepare Condition Assessment Draft TM No. 3**	**36 days**	**Wed 9/23/20**	**Wed 11/11/20**		
23	Prepare Internal Draft TM	10 days	Wed 9/23/20	Tue 10/6/20	21	
24	Conduct Internal QC Review	5 days	Wed 10/7/20	Tue 10/13/20	23	
25	Address Internal QC comments	4 days	Wed 10/14/2(	Mon 10/19/20	24	
26	Submit Draft Condition Assessment TM N	0 days	Mon 10/19/2(	Mon 10/19/20	25	
27	**Subtask 008 Prepare Final TM 3**	**17 days**	**Tue 10/20/20**	**Wed 11/11/20**		
28	City Review	10 days	Tue 10/20/20	Mon 11/2/20	26	
29	Incorporate City Comments and Prepare Final Condition Assessment TM	7 days	Tue 11/3/20	Wed 11/11/20	28	
30	Submit Final Condition Assessment TM	0 days	Wed 11/11/2(	Wed 11/11/20	29	



Project: Woodland WWTP Master
Date: Thu 6/11/20

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
Summary		Inactive Task		Duration-only		Finish-only			

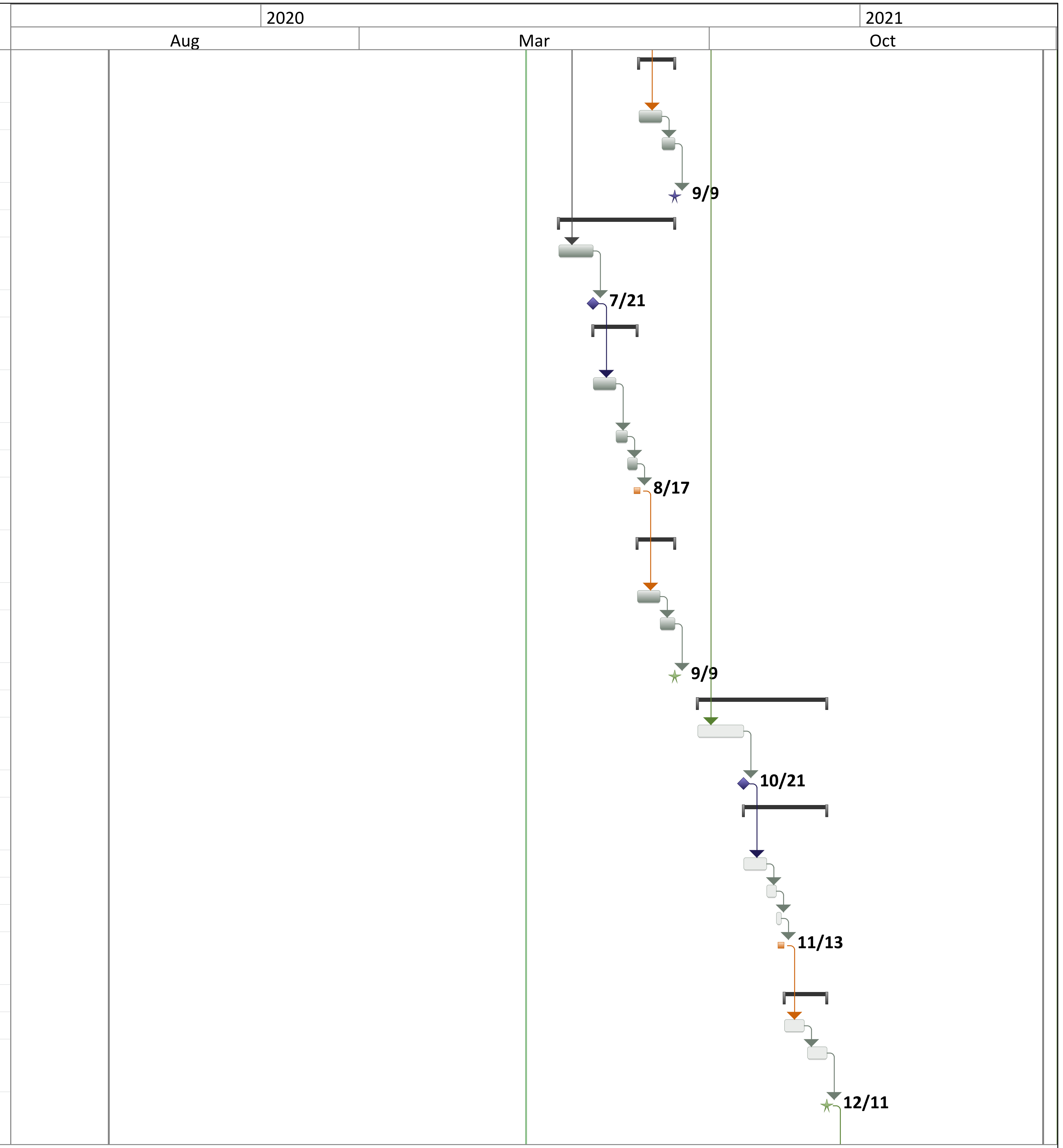
ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
31	**Task 004 Regulatory Requirements**	**46 days**	**Wed 7/1/20**	**Wed 9/2/20**		
32	Task 001 Summarize Current and Future Regulatory Requirements	10 days	Wed 7/1/20	Tue 7/14/20	1	
33	**Task 002 Prepare Draft Regulatory Requirements TM No. 4**	**10 days**	**Wed 7/15/20**	**Tue 7/28/20**		
34	Prepare Internal Draft TM	10 days	Wed 7/15/20	Tue 7/28/20	32	
35	Conduct Internal QC Review	5 days	Wed 7/29/20	Tue 8/4/20	34	
36	Address Internal QC comments	4 days	Wed 8/5/20	Mon 8/10/20	35	
37	Submit Draft Regulatory Requirements TM I	0 days	Mon 8/10/20	Mon 8/10/20	36	
38	**Task 003 Prepare Final Regulatory Requirements TM 4**	**17 days**	**Tue 8/11/20**	**Wed 9/2/20**		
39	City Review	10 days	Tue 8/11/20	Mon 8/24/20	37	
40	Incorporate City Comments and Prepare Final TM 4	7 days	Tue 8/25/20	Wed 9/2/20	39	
41	Submit Final Regulatory Requirements TM No. 4	0 days	Wed 9/2/20	Wed 9/2/20	40	
42	**Task 005 Laboratory Assessment**	**47 days**	**Wed 7/1/20**	**Thu 9/3/20**		
43	Task 001 Conduct Laboratory Staff Interviev	10 days	Wed 7/1/20	Tue 7/14/20	1	
44	**Sub Task 002 Prepare Draft Laboratory Assessment TM No. 5**	**20 days**	**Wed 7/15/20**	**Tue 8/11/20**		
45	Prepare Internal Draft TM	10 days	Wed 7/15/20	Tue 7/28/20	43	
46	Conduct Internal QC Review	5 days	Wed 7/29/20	Tue 8/4/20	45	
47	Address Internal QC Comments	5 days	Wed 8/5/20	Tue 8/11/20	46	
48	Submit Draft Laboratory Assessment TM	0 days	Tue 8/11/20	Tue 8/11/20	47	
49	**Sub Task 003 Prepare Final TM No. 5**	**17 days**	**Wed 8/12/20**	**Thu 9/3/20**		
50	City Review	10 days	Wed 8/12/20	Tue 8/25/20	48	
51	Incorporate City Comments and prepare Final Laboratory Assessment TM No. 5	7 days	Wed 8/26/20	Thu 9/3/20	50	
52	Submit Final Laboratory Assessment TM I	0 days	Thu 9/3/20	Thu 9/3/20	51	
53	**Task 006 Energy Analysis**	**51 days**	**Wed 7/1/20**	**Wed 9/9/20**		
54	Sub Task 001 Field Inspection	1 day	Wed 7/1/20	Wed 7/1/20	1	
55	Sub Task 002 Develop Current and Future Electrical Loads	5 days	Thu 7/2/20	Wed 7/8/20	54	
56	Sub Task 003 UV Electrical Backup Analysis	10 days	Thu 7/9/20	Wed 7/22/20	55	
57	**Sub Task 004 Prepare Draft Energy Analysis TM No. 6**	**19 days**	**Thu 7/23/20**	**Tue 8/18/20**		
58	Prepare Draft Energy Analysis TM No. 6	10 days	Thu 7/23/20	Wed 8/5/20	56	
59	Conduct Internal Review	5 days	Thu 8/6/20	Wed 8/12/20	58	
60	Address Internal QC Comments	4 days	Thu 8/13/20	Tue 8/18/20	59	
61	Submit Draft Energy Analysis TM No. 6	0 days	Tue 8/18/20	Tue 8/18/20	60	



Project: Woodland WWTP Master
Date: Thu 6/11/20

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
Summary		Inactive Task		Duration-only		Finish-only			

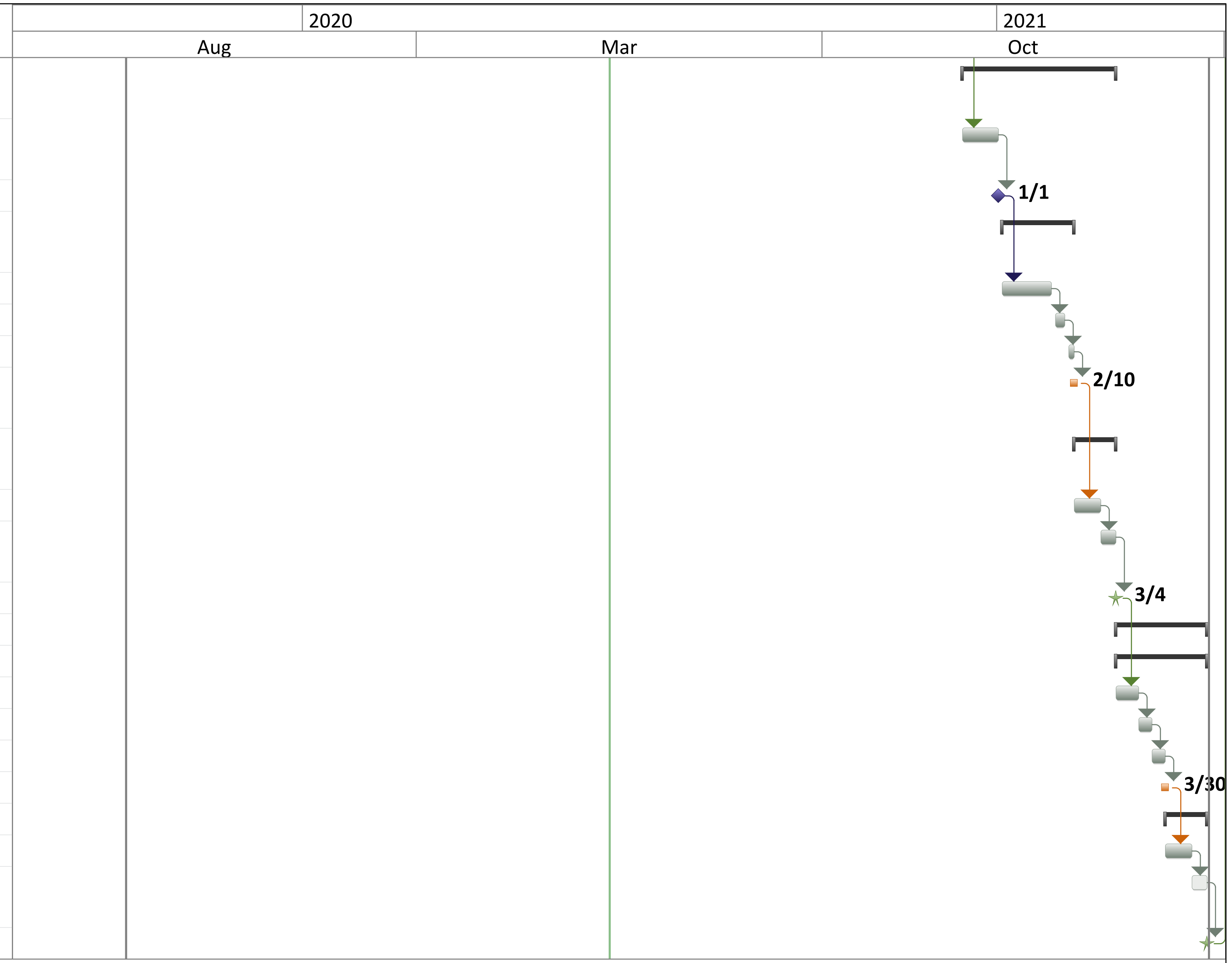
ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
62	**Sub Task 005 Prepare Final Energy Analysis TM No. 6**	**16 days**	**Wed 8/19/20**	**Wed 9/9/20**		
63	City Review	10 days	Wed 8/19/20	Tue 9/1/20	61	
64	Incorporate City Comments and prepare Final TM No. 6	6 days	Wed 9/2/20	Wed 9/9/20	63	
65	Submit Final Energy Analysis TM No. 6	0 days	Wed 9/9/20	Wed 9/9/20	64	
66	**Task 007 Odor Mitigation Alternatives**	**51 days**	**Wed 7/1/20**	**Wed 9/9/20**		
67	Sub Task 001 Review and Evaluate Odor Mitigation Measures	15 days	Wed 7/1/20	Tue 7/21/20	1	
68	Sub Task 002 Review Workshop	0 days	Tue 7/21/20	Tue 7/21/20	67	
69	**Sub Task 003 Prepare Draft Odor Mitigation Alternatives TM No. 7**	**19 days**	**Wed 7/22/20**	**Mon 8/17/20**		
70	Prepare Internal Draft Odor Mitigation Alternatives TM No. 7	10 days	Wed 7/22/20	Tue 8/4/20	68	
71	Conduct Internal Review	5 days	Wed 8/5/20	Tue 8/11/20	70	
72	Address Internal QC Comments	4 days	Wed 8/12/20	Mon 8/17/20	71	
73	Submit Draft Odor Mitigation Alternative TM No. 7	0 days	Mon 8/17/20	Mon 8/17/20	72	
74	**Sub Task 004 Prepare Final Odor Mitigation Alternaitives TM No. 7**	**17 days**	**Tue 8/18/20**	**Wed 9/9/20**		
75	City Review	10 days	Tue 8/18/20	Mon 8/31/20	73	
76	Incorporate City Comments and prepare Final Odor Mitigation TM No. 7	7 days	Tue 9/1/20	Wed 9/9/20	75	
77	Submit Final Odor Mitigation TM No. 7	0 days	Wed 9/9/20	Wed 9/9/20	76	
78	**Task 008 Solids Management Alternatives**	**57 days**	**Thu 9/24/20**	**Fri 12/11/20**		
79	Sub Task 001 Prepare Solids Balance and SWEET Model	20 days	Thu 9/24/20	Wed 10/21/20	14	
80	SubTask 003 SWEET Model Review Worksh	0 days	Wed 10/21/2	Wed 10/21/20	79	
81	**Sub Task 005 Prepare Draft Solids Management Alternatives TM No. 8**	**37 days**	**Thu 10/22/20**	**Fri 12/11/20**		
82	Prepare Internal Draft TM	10 days	Thu 10/22/20	Wed 11/4/20	80	
83	Conduct Internal QC Review	4 days	Thu 11/5/20	Tue 11/10/20	82	
84	Address Internal QC Comments	3 days	Wed 11/11/2	Fri 11/13/20	83	
85	Submit Draft Solids Management Alternatives TM No. 8	0 days	Fri 11/13/20	Fri 11/13/20	84	
86	**Sub Task 006 Prepare Final TM No. 9**	**20 days**	**Mon 11/16/2**	**Fri 12/11/20**		
87	City Review	10 days	Mon 11/16/2	Fri 11/27/20	85	
88	Incorporate City Comments and Prepare Final TM No.8	10 days	Mon 11/30/20	Fri 12/11/20	87	
89	Submit Final Solids Management Alternatives TM No. 8	0 days	Fri 12/11/20	Fri 12/11/20	88	



Project: Woodland WWTP Master
Date: Thu 6/11/20

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
Summary		Inactive Task		Duration-only		Finish-only			

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
90	**Task 010 Recommended Capital Improvement Program**	**59 days**	**Mon 12/14/20**	**Thu 3/4/21**		
91	Sub Task 001 Prepare Cash Flow and Implementation Schedule	15 days	Mon 12/14/20	Fri 1/1/21	89	
92	Sub Task 002 Conduct CIP Review Worksho	0 days	Fri 1/1/21	Fri 1/1/21	91	
93	**Sub Task 003 Prepare Draft Capital Improvement Program TM No. 10**	**28 days**	**Mon 1/4/21**	**Wed 2/10/21**		
94	Prepare Internal Draft TM	20 days	Mon 1/4/21	Fri 1/29/21	92	
95	Conduct Internal QC Review	5 days	Mon 2/1/21	Fri 2/5/21	94	
96	Address Internal QC Comments	3 days	Mon 2/8/21	Wed 2/10/21	95	
97	Submit Draft Capital Improvement Program TM No.10	0 days	Wed 2/10/21	Wed 2/10/21	96	
98	**Sub Task 004 Prepare Final Capital Improvement TM No. 10**	**16 days**	**Thu 2/11/21**	**Thu 3/4/21**		
99	City Review	10 days	Thu 2/11/21	Wed 2/24/21	97	
100	Incorporate City Comments and Prepare Final TM No.10	6 days	Thu 2/25/21	Thu 3/4/21	99	
101	Submit Final Capital Improvement TM Nc	0 days	Thu 3/4/21	Thu 3/4/21	100	
102	**Task 011 Master Plan Report**	**34 days**	**Fri 3/5/21**	**Wed 4/21/21**		
103	**Sub Task 001 Prepare Draft Master Plan**	**34 days**	**Fri 3/5/21**	**Wed 4/21/21**		
104	Prepare Internal Draft Masterplan	8 days	Fri 3/5/21	Tue 3/16/21	101	
105	Conduct Internal QC Review	5 days	Wed 3/17/21	Tue 3/23/21	104	
106	Address Internal QC Comments	5 days	Wed 3/24/21	Tue 3/30/21	105	
107	Submit Draft Master Plan	0 days	Tue 3/30/21	Tue 3/30/21	106	
108	**Sub Task 002 Prepare Final Master Plan**	**16 days**	**Wed 3/31/21**	**Wed 4/21/21**		
109	City Review	10 days	Wed 3/31/21	Tue 4/13/21	107	
110	Incorporate City Comments and Prepare Final Master Plan	6 days	Wed 4/14/21	Wed 4/21/21	109	
111	Submit Final Master Plan	0 days	Wed 4/21/21	Wed 4/21/21	110	



Project: Woodland WWTP Master
Date: Thu 6/11/20

Task	Project Summary	Inactive Milestone	Manual Summary Rollup	Deadline
Split	External Tasks	Inactive Summary	Manual Summary	Progress
Milestone	External Milestone	Manual Task	Start-only	Manual Progress
Summary	Inactive Task	Duration-only	Finish-only	

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.9
SUBJECT: Contract for Independent Auditing Services

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. ____ authorizing the City Manager to execute a contract with Lance, Soll & Lunghard, LLP for independent auditing services for three fiscal years (FY2019/20 through FY21/22), with an optional three year extension.

Staff Contact

Adam Devlin, Senior Accountant – (530)661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact

The cost for services is $72,680 for the FY2019/20 audits, $74,134 for FY2020/21 audits, and $75,617 for the FY2021/22 audits. The optional extension for FY2022/23 is $77,130, FY2023/24 is $78,673, and FY2024/25 is $80,246. The cost of the annual audit is built into the General Fund baseline budget.

Background

Each year, the City is required to have independent auditors perform audit work for the City, the Woodland Finance Authority, and for audits of federal grants (Single Audit). The City has utilized the services of Davis Farr LLP for the last six fiscal years and has reached the end of its contract. The State of California Government Code 12410.6 requires that local agencies shall not employ a public accounting firm to provide audit services for a term greater than six consecutive fiscal years. As a result, staff prepared a request for proposals (RFP) to provide independent audit services for a three year term beginning with the audit of fiscal year (FY) 2019/20 results, (performed during FY2020/21), with an option to extend the term of the contract an additional three years. The City received nine RFP responses, which were evaluated by staff.

Discussion

It is common practice to change audit firms every three to six years, and is mandated that audit firms cannot provide services for more than six years. As a result, staff prepared a request for proposal (RFP) to provide independent audit services for a three year term beginning with the audit of the FY2019/20 results (performed during FY2020/21), with an option to extend the term of the contract an additional three years. The City received nine RFP responses, which were evaluated by staff. Based on the evaluation, staff is proposing to award the audit contract to Lance, Soll & Lunghard, LLP (LSL). Fieldwork for this audit is expected to begin in the summer of 2020.

Conclusion

Staff recommends that the City Council adopt Resolution No. ____ authorizing the City Manager to execute a contract with Lance, Soll & Lunghard, LLP for independent auditing services for three fiscal years (FY2019/20 through FY21/22), with an optional three year extension.

Prepared by: Adam Devlin, Senior Accountant

Reviewed by: Kimberly McKinney, Finance Officer/Treasurer

Ken Hiatt
Interim City Manager

Attachments:

1. Resolution-Professional Auditing Services

RESOLUTION NO.__________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH LANCE, SOLL & LUNGHARD, LLP FOR INDEPENDENT AUDIT SERVICES

WHEREAS, the City of Woodland wishes to enter into a professional services agreement with Land, Soll & Lunghard LLP (LSL) for independent audit services ("Agreement"); and

WHEREAS, annual audits are required for the City and Woodland Finance Authority; and

WHEREAS, an annual Single Audit of federal grant awards is required by the U.S. Office of Management and Budget (OMB Circular A-133; and

WHEREAS, LSL has represented that it is qualified to perform these required audits; and

WHEREAS, the City Council wishes to approve the Agreement and authorize its execution through the adoption of the Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. The City Council hereby approved the Agreement. The City Manager is hereby authorized and directed to execute the Agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

Section 2. A copy of the Agreement is available and on file in the City Clerk's office, and is incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this _____ day of _____2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____

Rich Lansburgh, Mayor

ATTEST:

____

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

____

Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.10
SUBJECT: Municipal Financial Advisor Contract

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, approving and agreement with Del Rio Advisors, LLC for Municipal Financial Advisor Services, and authorize the City Manager to execute the related contract.

Staff Contact:
Kim McKinney, Finance Officer, (530) 661-5849, kimberly.mckinney@cityofwoodland.org

Fiscal Impact:

This contract is for a proposed three year term, with optional extension thereafter. Compensation under this contract will vary depending upon the types of financial advisor (FA) services used. FA services for bond issuances will be dependent upon the size of the bond and the type of offering (public or private). FA services for non-bond related items are based on an hourly rate. Expected fees are included in the budget.

Background:

The City has used the services of Del Rio Advisors, LLC (DRALLC) as a municipal financial advisor for a variety of transactions since 2002. The principal of DRALLC, Ken Dieker, has provided FA services for bond issuances and refundings, other long term debt transactions, and provision of general financial advice. The current contract with DRALLC expires June 30, 2020.

Effective July 1, 2014, the Securities and Exchange Commission (SEC) passed a new rule, the Dodd-Frank Act, which narrows the definition of a municipal financial advisor, and requires all who qualify under this definition to register with the SEC.

Discussion:

In order to comply with the Municipal Advisor Rule, DRALLC is required to make certain disclaimers, waivers and disclosures to the City. These have been incorporated in the attached draft contract. Inclusion of this information does not change the City's operating relationship with DRALLC. The majority of the impact from the Municipal Advisor Rule will relate to the communication between underwriters, the City and DRALLC.

Conclusion:
Staff recommends that the City Council approve Resolution No. _____, approving and agreement with Del Rio Advisors, LLC for Municipal Financial Advisor Services, and authorize the City Manager to execute the related contract

Prepared By: Kim McKinney, Finance Officer

Ken Hiatt
Interim City Manager

Attachments:

1. Resolution Awarding Municipal Financial Advisor Services 2020
2. DRALLC Engagement Agreement - Disclosure Letter

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH DEL RIO ADVISORS LLC FOR MUNICIPAL FINANCIAL ADVISOR SERVICES

WHEREAS, the City of Woodland wishes to enter into a professional services agreement with Del Rio Advisors LLC for municipal financial advisor services ("Agreement"); and

WHEREAS, municipal financial advisor services are required for the City and Woodland Finance Authority; and

WHEREAS, Del Rio Advisors LLC has represented that it is qualified to perform these services; and

WHEREAS, the City Council wishes to approve the Agreement and authorize its execution through the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

<u>Section 1</u>. The City Council hereby approves the Agreement. The City Manager is hereby authorized and directed to execute the Agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

<u>Section 2</u>. A copy of the Agreement is available and on file in the City Clerk's office, and is incorporated herein by reference and made a part of this Resolution..

PASSED AND ADOPTED this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

82093.00001\8555510.2

February 21, 2020

City of Woodland
Ms. Kim McKinney
Finance Officer
300 First Street
Woodland, CA 95695

RE: Engagement Agreement / Disclosures

Dear Ms. McKinney:

This letter specifies a proposed engagement agreement between Del Rio Advisors, LLC Municipal Advisor ("MA") and the City of Woodland including any Joint Exercise of Powers Authority ("JPA") related to the City of Woodland and used to issue bonds ("City / Authority"). This letter also provides certain written policies and disclosures to be provided by the Municipal Advisor to the Municipal Entity as now required by both the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"), effective July 1, 2014.

Scope of Municipal Advisory Activities to be Performed

Under the regulations, Municipal Advisors are required to provide a specific list of services to be performed while acting as Municipal Advisor. This list may be amended at any time upon written direction between the parties.

- Review all underwriter and placement agent proposals for specific transactions and make recommendations
- Either create or actively participate in the development of a sound financial plan
- Determine the most cost effective way to carry out the plan that is being considered including recommending innovative alternatives
- If requested, take primary responsibility for all quantitative analysis related to the project including: sources and uses of funds, debt service schedules, yield calculations, savings calculations, etc.
- Develop a detailed financing schedule and interested parties list

- Coordinate the efforts of bond counsel, disclosure counsel, underwriter(s), placement agent, trustee, etc. with respect to the preparation and approval of the financing documents
- Review and comment on all documents[1]
- Attend all meetings and present materials as needed
- If needed, prepare and coordinate comprehensive presentations to the rating agencies and bond insurers
- Prepare detailed costs of issuance and, if public sale, recommend a gross spread level
- Undertake pre-pricing analysis prior to sale; advise the issuer and help in the negotiation with respect to pricing on the day of sale
- Coordinate the approval, delivery and printing of all legal documents, closing certificates and the final official statement [1]
- Perform any other tasks or projects, as required, and amend this list as necessary to describe any new projects or tasks.
- If acting in the capacity of an Independent Registered Municipal Advisor ("IRMA") with regard to the IRMA exemption of the SEC Rule, MA will review all third party recommendations submitted to MA in writing by the City / Authority.

Note:

[1] MA will review and comment on all documents and assist in preparing any documents necessary for the sale of a new issue or reoffering of municipal securities, including the official statement, offering memorandum or similar disclosure documents. However, besides tables or charts specifically prepared by MA and footnoted as such, MA takes no responsibility for the accuracy or completeness of any of the data contained therein as provided by others including the City / Authority. MA may rely upon data provided by others in the preparation of tables and charts and takes no responsibility for the accuracy or completeness of the data provided.

Term of Engagement Agreement

The commencement date of the agreement is the execution date as indicated on the signature page of this agreement and the end date is the earlier of termination by either party or June 30, 2025.

Termination of Engagement Agreement

This engagement may be terminated by either party with 30 days written notice delivered by registered mail to the other party. If terminated, City / Authority will pay any standard reimbursable expenses accrued to date and otherwise contingent on the successful closing of the transaction or any outstanding invoices related to other projects as defined from time to time with amendments to this agreement.

Proposed Compensation and Out-of-Pocket Expenses:

Del Rio Advisors, LLC proposes a fee schedule for two issuance options (Public Offering and Direct Placement) that are contingent upon successful closing of the transaction as well as an hourly rate for special projects.

Option One – Public Offering

Public Offering

Low	High	Fee (1, 2)
$0	$5,000,000	$32,500
$5,000,001	$10,000,000	$42,500
$10,000,001	$20,000,000	$52,500
$20,000,001	$50,000,000	$62,500
>$50,000,000		$72,500

(1) Add to this figure up to a “not-to-exceed” $750 for normal reimbursable expenses.
(2) All fees assume negotiated bond sale; add $5,000.00 for competitive sale.

Reimbursable expenses would include normal travel items such as food or mileage at standard IRS rates.

Option Two – Direct Placement

Direct Placement

Low	High	Fee (1)
$0	$5,000,000	$17,500 (2)
$5,000,001	$10,000,000	$27,500
$10,000,001	$20,000,000	$37,500
$20,000,001	$50,000,000	$47,500
>50,000,000		$57,500

(1) Add to this figure up to a "not-to-exceed" $750 for normal reimbursable expenses.
(2) As previously agreed, $15,000 would be the fixed fee without expenses for subordinate private placements related to the Spring Lake CFD.

Reimbursable expenses would include normal items such as food or mileage at standard IRS rates.

Option Three – Hourly Charges

Del Rio Advisors, LLC charges one hourly rate for all special engagements and would require a separate agreement or notice to proceed on this basis:

Assigned Personnel	Hourly Rate
Kenneth L. Dieker, Principal	$175.00

Del Rio Advisors, LLC would also seek reimbursement of expenses that would include normal items such food or mileage at standard IRS rates.

Del Rio Advisors, LLC
1325 Country Club Drive
Modesto, CA 95356
Phone: (209) 543-8704
Fax: (209) 554-0427
Mobile: (209) 480-1862
Email: kdieker@delrioadvisors.com

Fiduciary Duty

MA is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board (MSRB). As such, MA has a Fiduciary duty to the City / Authority and must provide both a Duty of Care and Loyalty that entail the following:

Duty of Care

a) exercise due care in performing its municipal advisory activities;

b) possess the degree of knowledge and expertise needed to provide the City / Authority with informed advice;

c) make a reasonable inquiry as to the facts that are relevant to the City / Authority's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the City / Authority; and

d) undertake a reasonable investigation to determine that MA is not forming any recommendation on materially inaccurate or incomplete information; MA must have a reasonable basis for:

i. any advice provided to or on behalf of the City / Authority;

ii. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the City / Authority, any other party involved in the municipal securities transaction or municipal financial product, or investors in the City / Authority securities; and

iii. any information provided to the City / Authority or other parties involved in the municipal securities transaction when participating in the preparation of an official statement.

Duty of Loyalty

MA must deal honestly and with the utmost good faith with City / Authority and act in City / Authority's best interests without regard to the financial or other interests of MA. MA will eliminate or provide full and fair disclosure (included herein) to City / Authority about each material conflict of interest (as applicable). MA will not engage in municipal advisory activities with City / Authority as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in City / Authority's best interests.

Conflicts of Interest and Other Matters Requiring Disclosures:

- As of the date of the Agreement, there are no actual or potential conflicts of interest that MA is aware of that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty. If MA becomes aware of any potential conflict of interest that arises after this disclosure, MA will disclose the detailed information in writing to City / Authority in a timely manner.
- The fee paid to MA increases the cost of investment to City / Authority. The increased cost occurs from compensating MA for municipal advisory services provided.
- MA does not act as principal in any of the transaction(s) related to this Agreement.
- During the term of the municipal advisory relationship, this agreement will be promptly amended or supplemented to reflect any material changes in or additions to the terms or information within this agreement and the revised writing will be promptly delivered to City / Authority.
- MA does not have any affiliate that provides any advice, service, or product to or on behalf of the client that is directly or indirectly related to the municipal advisory activities to be performed by MA;
- MA has not made any payments directly or indirectly to obtain or retain the City / Authority's municipal advisory business;
- MA has not received any payments from third parties to enlist an MA recommendation to City / Authority of its services, any municipal securities transaction or any municipal finance product;
- MA has not engaged in any fee-splitting arrangements involving MA and any provider of investments or services to City / Authority;

- MA has a conflict of interest from compensation for municipal advisory activities to be performed, that is contingent on the size or closing of any transactions as to which MA is providing advice;
- MA does not have any other engagements or relationships that might impair the ability of the MA to either render unbiased and competent advice to or on behalf of City / Authority or to fulfill its fiduciary duty to the City / Authority, as applicable; and
- MA does not have any legal or disciplinary events that are material to City / Authority's evaluation of the municipal advisory or the integrity of its management or advisory personnel.

Legal Events and Disciplinary History

MA does not have any legal events and disciplinary history on their Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. City / Authority may electronically access the most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: www.sec.gov/edgar/searchedgar/companysearch.html.

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC.

Registration and Customer Complaints

Pursuant to Municipal Securities Rulemaking Board Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

- Del Rio Advisors, LLC is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.

Del Rio Advisors, LLC
1325 Country Club Drive
Modesto, CA 95356
Phone: (209) 543-8704
Fax: (209) 554-0427
Mobile: (209) 480-1862
Email: kdieker@delrioadvisors.com

Within the Municipal Securities Rulemaking Board ("MSRB") website at www.msrb.org, City / Authority may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

Recommendations

If MA makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by City / Authority and is within the scope of the engagement, MA will determine, based on the information obtained through reasonable diligence of MA whether a municipal securities transaction or municipal financial product is suitable for City / Authority. In addition, MA will inform City / Authority of:

- the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- the basis upon which MA reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for City / Authority; and
- whether MA has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the City / Authority's objectives.

If City / Authority elects a course of action that is independent of or contrary to the advice provided by MA, MA is not required on that basis to disengage from City / Authority.

Record Retention

Effective July 1, 2014, pursuant to the Securities and Exchange Commission (SEC) record retention regulations, MA is required to maintain in writing, all communication and created documents between MA and City / Authority for five (5) years.

DRALLC

Del Rio Advisors, LLC

"Independent Registered Municipal Advisor"

Various Matters

Based upon the date of execution below, MA may begin work immediately on the understanding that the City / Authority will make every effort to formalize the agreement with a City Council / Board action or both. This engagement letter may act as either an exhibit to any standard form of City / Authority contract or if one is not available may be used as the agreement between the parties.

If there are any questions regarding the above, please do not hesitate to contact Kenneth L. Dieker of Del Rio Advisors, LLC. If the foregoing terms meet with your approval, please **acknowledge receipt** by executing this letter, scan and email a copy.

Sincerely,

Del Rio Advisors, LLC

By: ___________________________
Kenneth L. Dieker, Principal

City / Authority

By: ____
Kim McKinney, Finance Officer

Dated as of _________________, 2020

Del Rio Advisors, LLC
1325 Country Club Drive
Modesto, CA 95356
Phone: (209) 543-8704
Fax: (209) 554-0427
Mobile: (209) 480-1862
Email: kdieker@delrioadvisors.com

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.11
SUBJECT: Budget Appropriation Request: PulsePoint Marketing Grant Award

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate $2,057 to the General Fund Fire Department operations budget.

Staff Contact: Emily Walling, Fire Marshal (530) 661-5855, emily.walling@cityofwoodland.org

Fiscal Impact: There is no impact to the General Fund. All expenditures related to the PulsePoint Marketing Grant Award will be fully offset by grant revenue received.

Background: In April 2020, the Woodland Fire Department applied for a Marketing Grant through the PulsePoint Organization. This grant was designed to award grants of $1000, or more, to PulsePoint connected communities who showcased innovative and creative ways to promote PulsePoint, CPR, and AEDs. The grant originally requested these projects to take place during CPR/AED Awareness Week, which is June 1-7th; however, given the circumstances of COVID-19 and limited/no ability to host or participate in any outreach events during this time, the timeframe was extended through the end of 2020. The Woodland Fire Department was successfully awarded a grant in the amount of $2,057. The grant funds will be used to create decals that juxtapose the PulsePoint logo next to an infographic from the American Heart Association which illustrates how to do Hands-Only CPR. These stickers will be attached to water bottles and mugs. The bottles and mugs will be made available at public outreach events throughout the year, where Department Staff is teaching hands-only CPR. Due to COVID 19 cancelling currently scheduled public events, the Fire Department will begin the implementation as soon as public gatherings are permitted.

Conclusion: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate $2,057 to the General Fund Fire Department operations budget.

Prepared By: Emily Walling, Fire Marshal

Reviewed By: Eric Zane, Interim Fire Chief

Ken Hiatt
Interim City Manager

Attachments:

1. PulsePoint Appropriation Resolution 6.2020

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO APPROPRIATE $2,057 TO THE GENERAL FUND FIRE DEPARTMENT BUDGET

***WHEREAS*,** the Woodland Fire Department successfully applied and was awarded the PulsePoint Marketing Grant in the amount of $2057; and

***WHEREAS*,** the Woodland Fire Department will use these funds to create decals that juxtapose the PulsePoint logo next to an infographic from the American Heart Association illustrating how to do Hands-Only CPR. These stickers will be attached to water bottles and mugs that will be made available at public events where Woodland Fire Department staff is teaching hands-only CPR.; and

***WHEREAS*,** the Woodland Fire Department's total appropriation request of $2057 is completely offset by the PulsePoint Marketing Grant money; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND:

SECTION 1. That the City Council hereby authorizes the City Manager to appropriate $2,057 to the General Fund Fire Department operations budget.

PASSED AND ADOPTED this 16th day of June, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

____
Ana Gonzalez, City Clerk

APPROVED AS TO FORM

____
Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.12
SUBJECT: FY20 Coronavirus Emergency Supplemental Funding Program Grant Award Acceptance

Recommendation for Action: Staff recommends that the City Council (1) authorize the Police Chief to accept the FY20 Coronavirus Emergency Supplemental Funding Program Grant Award in the amount of $50,562 for the purchase of critical equipment; and (2) authorize the City Manager to appropriate $50,562 to the Federal Grants Fund (330).

Staff Contact

Police Chief Derrek Kaff, 530-661-7813

Council Goal

This recommendation is consistent with the City's goal of 1) maintaining Woodland's quality of life by ensuring the highest level of public safety by providing our officers with the proper training and equipment; and 2) fiscal responsibility by pursuing supplemental sources of funding for special operations and equipment through grants.

Fiscal Impact

The Coronavirus Emergency Supplemental Funding Program Grant Award in the amount of $50,562 will cover the cost of purchasing critical equipment to fulfill the specified purpose of the grant which is to assist local law enforcement in "preventing, preparing for, and responding to the coronavirus." There is no funding match required from the City.

Background

On March 30, 2020, the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance released the non-competitive solicitation for the Coronavirus Emergency Supplemental Funding (CESF) Program with an application deadline of May 29th. Funds awarded to law enforcement under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

The grant agency specified eligibility as follows: States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments that were identified as eligible for funding under the Fiscal Year (FY) 2019 State and Local Edward Byrne Memorial Justice Assistance Grant (JAG) Program are eligible to apply under the Coronavirus Emergency Supplemental Funding (CESF) Program solicitation. Furthermore, the granting agency specified that the Woodland Police Department is eligible for an allocation of $50,562.

Through April 30th the Department has spent $1470 in disposable supplies (i.e., disinfectants & masks) which were not in our budget. We plan to submit for reimbursement from FEMA for these purchases. The equipment identified for purchase using the CESF grant are not in the department budget either.

Discussion

In our response to the CESF program solicitation, the Department expressed plans to utilize the CESF grant to prevent, prepare for and respond to the coronavirus with the purchase of the equipment listed below. These are critical in directly protecting our employees through an effective means of sanitizing the work areas and uniforms, and expediting crime scene processing while using less personnel, thereby decreasing staff exposure. This grant will allow our department to be more effective and efficient in our response to coronavirus and similar situations in the future.

Clorox Total 360 Electrostatic System $4,967

The Total 360 System will keep our facility, including our patrol vehicles, healthier while saving time, money and labor. The innovative electrostatic sprayer, with the patented PowerWrap™ nozzle, delivers trusted Clorox solutions to the front, back and sides of surfaces. Superior coverage for better germ protection. This system is eligible for use against SARS-CoV-2, the virus that causes COVID-19, based on the EPA's Emerging Viral Pathogen Policy. It offers protection with a revolutionary system that helps reduce pathogens like never before. It pairs an innovative electrostatic sprayer with Total 360® Disinfectant Cleaner1, Spore Defense™ Cleaner Disinfectant or Anywhere® Hard Surface Sanitizing Spray to deliver superior coverage in an efficient, cost-effective way. The system uses 65% less solution, works 75% faster*† and covers 18,000 square feet per hour. Work areas can be sanitized quickly and effectively. The purchase includes 4 cartons of disinfectant solution (16 gallons).

FARO Laser Scanner Focus 70 $44,334

With challenges and high demands of law enforcement, rapid processing of crime scenes has become a necessity for many agencies. In addition, limiting the time employees are exposed to airborne and surface contaminants, and hazardous materials decreases employee exposures and keeps them available for other work. This scanner will provide significant time savings by accurately "freezing" the scene in 3D. Using this scanner also decreases the work hours needed to measure a scene and collect evidence by 50-85%, which can have a significant impact on our agency's budget. For example, Clackamas County has reported saving more than $73,000 in overtime costs alone in 32 months by switching from total stations (which the department currently uses) to 3D scanners. Our current total station scanner has reached the end of its life and updates will no longer be supported by the manufacturer. In addition to the time-savings, agencies benefit from shorter road closures and fewer secondary crashes, with more data captured, rendered in a 360-degree view not obtainable through traditional methods of documentation.

Even more important than the time and monetary savings, having the FARO Laser Scanner Focus at our disposal means less staff will have to be deployed to work the crime scene and less staff exposure to whatever hazard may be present, such as the current coronavirus. This equipment will tremendously increase safety for our staff and the general public while simultaneously improving our effectiveness and efficiency in handling crime scenes.

Samsung Washer & Dryer $1,261

These appliances will allow for immediate washing of any uniforms and PPE items that have been exposed to coronavirus and other infections and hazardous materials. The department staff currently end up taking their personal items home, possibly exposing others to potential contaminants. The immediate ability to sanitize these items at work will increase public health safety and mitigate the spread of coronavirus.

We submitted our grant application on May 22nd and was awarded the full amount of $50,562 on May 29th.

Conclusion

Staff recommends that the City Council (1) authorize the Police Chief to accept the FY20 Coronavirus Emergency Supplemental Funding Program Grant Award in the amount of $50,562 for the purchase of critical equipment; and (2) authorize the City Manager to appropriate $50,562 to the Federal Grants Fund (330).

Prepared by: Elle Murphy, Senior Management Analyst

Reviewed by: Anthony Cucchi, Deputy Chief

Approved by: Derrek Kaff, Police Chief

Ken Hiatt
Interim City Manager

Attachments:
1. Resolution - FY20 CESF Program Grant Award 2020-06-16

RESOLUTION NO. _______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND (1) (1) AUTHORIZING THE POLICE CHIEF TO ACCEPT THE FY20 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM GRANT AWARD IN THE AMOUNT OF $50,562, AND (2) AUTHORIZING THE CITY MANAGER TO APPROPRIATE $50,562 IN THE POLICE DEPARTMENT'S FUND 330 BUDGET.

WHEREAS, on March 30, 2020, the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance released the non-competitive solicitation for the Coronavirus Emergency Supplemental Funding (CESF) Program; and

WHEREAS, funds awarded to law enforcement under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus; and

WHEREAS, the grant agency specified eligibility as follows: *States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments that were identified as eligible for funding under the Fiscal Year (FY) 2019 State and Local Edward Byrne Memorial Justice Assistance Grant (JAG) Program are eligible to apply under the Coronavirus Emergency Supplemental Funding (CESF) Program solicitation*; and

WHEREAS, the granting agency specified that the Woodland Police Department is eligible for an allocation of $50,562; and

WHEREAS, the Department expressed plans to utilize the CESF grant to prevent, prepare for and respond to the coronavirus with the purchase of the Clorox Total 360 Electrostatic System, FARO Laser Scanner Focus 70, and Samsung Washer and Dryer; and

WHEREAS, the grant will allow our department to be more effective and efficient in our response to coronavirus and similar situations in the future; and

WHEREAS, the Department submitted the grant application on May 22nd and was awarded the full amount of $50,562 on May 29th.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND:

SECTION 1. That the City Council hereby authorizes the Police Chief to accept the FY20 Coronavirus Emergency Supplemental Funding Program Grant Award in the amount of $50,562 for the purchase of critical equipment; and

SECTION 2. That the City Council hereby authorizes the City Manager to appropriate $50,562 to the Federal Grants Fund (330).

PASSED AND ADOPTED by the City Council this 16th day of June 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Richard Lansburgh, Mayor

ATTEST:	**APPROVED AS TO FORM:**
__________________________	__________________________
Ana B. Gonzales, City Clerk	Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.13
SUBJECT: 2019 Homeland Security Grant Award Acceptance and Budget Appropriation

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____,

1. Authorizing the Police Department to accept the 2019 Homeland Security Grant Award in the amount of $79,271 for the purchase of 11 portable all-band radios, and
2. Authorizing the City Manager to appropriate $79,271 to Other Federal Grants Fund (330) for the purchase of the awarded equipment.

Staff Contact

Derrek Kaff, Police Chief (530)661-7813

Council Goal

This recommendation is consistent with the City's goal of 1) maintaining Woodland's quality of life by ensuring the highest level of public safety by providing our officers with the proper training and equipment; and 2) fiscal responsibility by pursuing supplemental sources of funding for special operations and equipment through grants.

Fiscal Impact

The requested $78,268 appropriation to fund 330 will ultimately be cost neutral. The requested funds will cover the initial expenditure of grant funds totaling $79,271, which will be reimbursed through the 2018 Homeland Security Grant award received by the City.

Background

In June 2019, the Woodland Police Department submitted an application for the 2019 Homeland Security Grant for the purchase of 11 portable all-band radios to be distributed as follows: Woodland Police Department (4), Woodland Fire Department (6), and Willow Oak Fire Protection District/Yolo County Office of Emergency Services (1).

The Homeland Security Grant Program (HSGP) provides funding to states, territories, urban areas, and other local and tribal governments to prevent, protect against, mitigate, respond to, and recover from potential terrorist attacks and other hazards. While our system of automatic and mutual aid is robust our communication interoperability is hampered by non-contiguous communication. The requesting agencies straddle the boundaries between adjacent City agencies which utilize 800 MGHZ radios/frequencies and the County agencies which utilize VHF radios/frequencies. This variance in radio frequencies present a communication challenge for automatic and mutual aid partners who regularly respond to assist their partners in need This communication gap can be bridged by the utilization of all band portable radios which have the ability to utilize both VHF and 800 MGHZ frequencies. This interoperability is vital to the regions security and ability to respond safely and effectively. The all band capability is in alignment with the regional, state, and federal goals of strengthening communication.

The Police Department received the award for all requested equipment on June 3rd. The grant funds will be distributed as follows: $29,741 to the Woodland Police Department and $49,530 to the Woodland Fire Department, who will coordinate the purchase and distribution of 1 radio for use by Willow Oak Fire

Protection District and the Yolo County Office of Emergency Services. Each department will be responsible for the purchase, reimbursement and maintenance of the radios allocated to them.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____,

1. Authorizing the Police Department to accept the 2019 Homeland Security Grant Award in the amount of $79,271 for the purchase of 11 portable all-band radios, and
2. Authorizing the City Manager to appropriate $79,271 to Other Federal Grants Fund (330) for the purchase of the awarded equipment.

Prepared by: Elle Murphy, Senior Management Analyst
Reviewed by: Anthony Cucchi, Deputy Chief

Approved by: Derrek Kaff, Police Chief

Ken Hiatt
Interim City Manager

Attachments:

1. Resolution - 2019 HSG Award 2020-06-16

RESOLUTION NO. _______
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE POLICE DEPARTMENT TO ACCEPT THE 2019 HOMELAND SECURITY GRANT AWARD AND AUTHORIZING THE CITY MANAGER TO APPROPRIATE $79,271 TO FUND 330 FOR THE PURCHASE OF PORTABLE ALL-BAND RADIOS

WHEREAS, the Woodland Police Department successfully applied for and was awarded the 2019 Homeland Security Grant Program (HSGP) for portable all-band radios; and

WHEREAS, the grant funds will be used to purchase 11 portable all-band radios to be distributed as follows: Woodland Police Department (4), Woodland Fire Department (6), and Willow Oak Fire Protection District/Yolo County Office of Emergency Services (1); and

WHEREAS, the grant funds will be distributed as follows: $29,741 to the Woodland Police Department and $49,530 to the Woodland Fire Department who will coordinate the purchase and distribution of 1 radio for use by Willow Oak Fire Protection District and the Yolo County Office of Emergency Services; and

WHEREAS, each department will be responsible for the purchase, reimbursement and maintenance of the radios allocated to them.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND:

SECTION 1. That the City Council hereby authorizes the Police Department to accept the 2019 Homeland Security Grant Award in the amount of $79,271 for the purchase of 11 portable all-band radios, and

SECTION 2. That the City Council hereby authorizes the City Manager to appropriate $79,271 to Other Federal Grants Fund (330) for the purchase of the awarded equipment.

PASSED AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Richard Lansburgh, Mayor

ATTEST:

____
Ana B. Gonzales, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.14
SUBJECT: Annual Appropriations Limit

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the City of Woodland's Fiscal Year (FY) 2018/19, FY2019/20, and FY2020/21 Appropriations Limits.

Staff Contact:
Evis Morales, Financial Services Manager, (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact:
The calculated appropriations limit of $71,575,878 for FY2018/19, $74,807,271 for FY2019/20, and $78,466,675 for FY2020/21 are well below actual/expected tax revenues; therefore no fiscal impact will result from this item.

Background:
In November 1979, California voters approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIIIB of the State Constitution, a state law that requires the state and local governments to adopt an annual appropriation limit. The appropriation limit, also referred to as the “Gann Limit”, establishes a limit on the proceeds of taxes that may be appropriated for spending in a given fiscal year. The limit is based on actual appropriations during the 1978/79 fiscal year, as adjusted each year using specified population and inflation factors.

In June 1990, Proposition 111 was adopted, which imposed changes on the calculation of the limit by providing a choice of methodologies for determining the annual inflation factor and for population growth, providing exclusions of certain types of expenditures, and revision to the processes required for refunding taxes collected in excess of the limit.

Discussion:
Revenues restricted by the Gann Limit (“Limit”) are only those that are defined as “proceeds of taxes”. Many of the major General Fund revenue sources (sales tax, property tax, motor vehicle in-lieu) are classified as proceeds of taxes and are, therefore, subject to the Limit. Additionally, certain types of expenditures (voter approved debt, interfund transfers, capital outlay, and costs of complying with court orders or federal mandates) are excludable categories that do not count against the Limit.

As a result of Proposition 111, the City must choose between two annual inflation factors and two population growth factors for calculating the Limit each year.

The choice offered for the annual inflation factor is the greater of (1) the change in California per capita income or (2) the growth in non-residential assessed valuation due to new construction within the City. The data necessary to calculate the increase in non-residential assessed valuation is not currently available from the County; therefore the City has elected to use the change in California per capita income.

The choice offered for the annual population growth factor is the greater of the growth in the City or County population.

For FY2018/19, the California State Department of Finance provided the 2017-2018 population growth percentage changes for both the City of Woodland and Yolo County at 0.94% and 1.19%, respectively. Based on these growth rates, it is recommended that the City Council approve the appropriations limit using the County's population growth factor. Using the prior year Gann limit of $68,230,097, the FY2018/19 Limit is calculated by applying the 1.19% population change in Yolo County and the 3.67% increase in California per capita personal income. Please see calculation worksheet attached to the Resolution. The resulting appropriation limit of $71,575,878 is $28,639,660 higher than our actual tax revenue for FY2018/19. This calculation was not officially approved by Council previously, and is therefore being incorporated in this report.

For FY2019/20, the California State Department of Finance provided the 2018-2019 population growth percentage changes for both the City of Woodland and Yolo County at 0.19% and 0.64%, respectively. Based on these growth rates, it is recommended that the City Council approve the appropriations limit using the County's population growth factor. Using the prior year Gann limit of $71,575,878, the FY2019/20 Limit is calculated by applying the 0.64% population change in Yolo County and the 3.85% increase in California per capita personal income. Please see calculation worksheet attached to the Resolution. The resulting appropriation limit of $74,807,271 is $32,018,298 higher than our expected tax revenue for FY2019/20.

For FY2020/21, the California State Department of Finance provided the 2019-2020 population growth percentage changes for both the City of Woodland and Yolo County at 1.12% and 0.37%, respectively. Based on these growth rates, it is recommended that the City Council approve the appropriations limit using the City's population growth factor. Using the prior year Gann limit of $74,807,271, the FY2020/21 Limit is calculated by applying the 1.12% population change in Yolo County and the 3.85% increase in California per capita personal income. Please see calculation worksheet attached to the Resolution. The resulting appropriation limit of $78,466,675 is $35,553,541 higher than our expected tax revenue for FY2020/21. The City should remain substantially below the Appropriations Limit in the foreseeable future.

Conclusion:
Staff recommends that the City Council adopt Resolution No. _____, approving the City of Woodland's Fiscal Year (FY) 2018/19, FY2019/20, and FY2020/21 Appropriations Limits.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer

Ken Hiatt
Interim City Manager

Attachments:
1. Gann Appropriations Limit Resolution
2. FY2019-FY2021 Appropriations Limit Calculations
3. State of California 2019-2021 Price and Population Information

RESOLUTION NO: ___________

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO SET THE APPROPRIATION LIMIT, IN ACCORDANCE WITH ARTICLE XIII-B OF THE STATE CONSTITUTION FOR FISCAL YEARS 2018/19, 2019/20, 2020/21

WHEREAS, the voters of the State of California added Article XIII-B to the Constitution limiting the state and local governments' ability to appropriate the proceeds of taxes; and,

WHEREAS, California legislation (SB 1352) has implemented the provisions of Article XIII-B, effective January 1, 1981; and modified these provisions with the passage of Proposition 111 in June 1990; and,

WHEREAS, the City of Woodland has calculated its appropriation limitation in accordance with Government Code Section 7910; and,

WHEREAS, the City Council of the City of Woodland selected the greater of the City or the County of Yolo's population factor and State of California's inflation factor for calculating the appropriations limit.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND HEREBY RESOLVES:

Section 1. To set the Appropriation Limit for the City of Woodland for fiscal year 2018/19 at $71,575,878.

Section 2. To set the Appropriation Limit for the City of Woodland for fiscal year 2019/20 at $74,807,271.

Section 3. To set the Appropriation Limit for the City of Woodland for fiscal year 2020/21 at $78,466,675.

PASSED, APPROVED, AND ADOPTED THIS ______ DAY OF _______________, 2020.

STATE OF CALIFORNIA
COUNTY OF YOLO ss.
CITY OF WOODLAND

I, ________________________________, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. ___________ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the __________ day of ______________, 2019, by the following vote:

RESOLUTION NO: ___________

AYES:

NOES:

ABSENT:

ABSTAIN:

____

Rich Lansburgh, Mayor

ATTEST:

_____________________________________,

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM

____

Kara K. Ueda, City Attorney

Appropriation Limit Calculation for Fiscal Year ending 6/30/2019

		Fiscal Year 17/18 Appropriation Limit	$	68,230,097

Factors:

	Per Capita Personal Income		
(a)	% change	3.670%	
	Annual % Change In		
(a)	population	1.190%	(The higher % increase should be used - Woodland's population increase or Yolo County's population increase)

Factors converted to Ratios:

Per Capita Ratio	1.0367
Population Converted To Ratio	1.0119

Calculation of the City of Woodland's Factor

1.0367	X	1.0119	1.049

Fiscal Year 17/18 Appropriation Limit

$ 68,230,097	x	1.049	**$**	**71,575,878**

(a) Information provided by the California State Department of Finance.

Appropriation Limit Calculation for Fiscal Year ending 6/30/2020

Fiscal Year 18/19 Appropriation Limit $ 71,575,878

Input Areas

Factors:

(a)	Per Capita Personal Income % change	3.850%	
(a)	Annual % Change In population	0.640%	(The higher % increase should be used - Woodland's population increase or Yolo County's population increase)

Factors converted to Ratios:

Per Capita Ratio	1.0385
Population Converted To Ratio	1.0064

Calculation of the City of Woodland's Factor

1.0385 X 1.0064 = 1.045

Fiscal Year 17/18 Appropriation Limit

$ 71,575,878 x 1.045 **$ 74,807,271**

(a) Information provided by the California State Department of Finance.

Appropriation Limit Calculation for Fiscal Year ending 6/30/2021

		Fiscal Year 19/20 Appropriation Limit	$	74,807,271

Input Areas

Factors:

	Per Capita Personal Income		
(a)	% change	3.730%	
	Annual % Change In		
(a)	population	1.120%	(The higher % increase should be used - Woodland's population increase or Yolo County's population increase)

Factors converted to Ratios:

Per Capita Ratio	1.0373
Population Converted To Ratio	1.0112

Calculation of the City of Woodland's Factor

1.0373	X	1.0112	1.049

Fiscal Year 17/18 Appropriation Limit

$	74,807,271	x	1.049	**$ 78,466,675**

(a) Information provided by the California State Department of Finance.

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2018

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit
California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2018, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2018-19. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2018-19 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts
Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: http://leginfo.legislature.ca.gov/faces/codes.xhtml.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification
The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2018**.

Please Note: The prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

AMY M. COSTA
Chief Deputy Director

Attachment

Attachment A

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2018-19 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2018-19	3.67

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2018-19 appropriation limit.

2018-19:

Per Capita Cost of Living Change = 3.67 percent
Population Change = 0.78 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.67 + 100}{100} = 1.0367$

Population converted to a ratio: $\frac{0.78 + 100}{100} = 1.0078$

Calculation of factor for FY 2018-19: 1.0367 x 1.0078 = 1.0448

Fiscal Year 2018-19

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2017 to January 1, 2018 and Total Population, January 1, 2018

County City	Percent Change 2017-2018	--- Population Minus Exclusions --- 1-1-17	 1-1-18	Total Population 1-1-2018
Yolo				
Davis	0.98	68,040	68,704	68,704
West Sacramento	1.03	53,610	54,163	54,163
Winters	2.27	7,130	7,292	7,292
Woodland	0.94	59,863	60,426	60,426
Unincorporated	2.18	30,030	30,685	30,685
County Total	1.19	218,673	221,270	221,270

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

DEPARTMENT OF FINANCE
GAVIN NEWSOM ▪ GOVERNOR
915 L STREET ▪ SACRAMENTO CA ▪ 95814-3706 ▪ WWW.DOF.CA.GOV

May 2019

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit
California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2019, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2019-20. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2019-20 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts
Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: http://leginfo.legislature.ca.gov/faces/codes.xhtml.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification
The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2019**.

Please Note: The prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY BOSLER
Director
By:

Vivek Viswanathan
Chief Deputy Director

Attachment

Attachment A

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2019-20 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2019-20	3.85

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2019-20 appropriation limit.

2019-20:

Per Capita Cost of Living Change = 3.85 percent
Population Change = 0.47 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.85 + 100}{100} = 1.0385$

Population converted to a ratio: $\frac{0.47 + 100}{100} = 1.0047$

Calculation of factor for FY 2019-20: $1.0385 \times 1.0047 = 1.0434$

Fiscal Year 2019-20

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2018 to January 1, 2019 and Total Population, January 1, 2019

County City	Percent Change 2018-2019	--- Population Minus Exclusions --- 1-1-18	 1-1-19	Total Population 1-1-2019
Yolo				
Davis	1.10	68,999	69,761	69,761
West Sacramento	0.41	53,693	53,911	53,911
Winters	-0.13	7,427	7,417	7,417
Woodland	0.19	60,178	60,292	60,292
Unincorporated	1.04	30,878	31,200	31,200
County Total	0.64	221,175	222,581	222,581

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

GAVIN NEWSOM ▪ GOVERNOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2020

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit
California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts
Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: http://leginfo.legislature.ca.gov/faces/codes.xhtml.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification
The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020**.

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER
Director

Attachment

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019

County	Percent Change	--- Population Minus Exclusions ---		Total Population
City	2019-2020	1-1-19	1-1-20	1-1-2020
Yolo				
Davis	0.01	69,179	69,183	69,183
West Sacramento	0.62	53,995	54,328	54,328
Winters	1.53	7,169	7,279	7,279
Woodland	1.12	60,068	60,742	60,742
Unincorporated	-1.02	30,485	30,173	30,173
County Total	0.37	220,896	221,705	221,705

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.15
SUBJECT: Appoint Council Members as Liaison to Yolo County Voter Outreach Committeesons to the Yolo County Voter Outreach Committee - November 3, 2020 Election

RECOMMENDATION FOR ACTION: Staff recommends that the City Council appoint Council Member Enrique Fernandez as liaison to the Yolo County Voter Outreach Committee for the upcoming November 3, 2020 election.

Ken Hiatt
Interim City Manager

Attachments:
None

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.16
SUBJECT: Appoint Member to various Boards, Commissions and Committees

Recommendation for Action: Staff recommends that the City Council appoint members to the various Boards, Commissions and Committees, for specified terms, consistent with the recommendations of the Mayor and Mayor Pro Tempore.

Staff Contact:
Ana B. Gonzalez, City Clerk, (530) 661-5806, ana.gonzalez@cityofwoodland.org

Background
Earlier this spring the City conducted it's annual Board and Commission recruitment, with appointments to be made by the City Council prior to July 1st of this year.

Staff kicked-off the recruitment for 2020 appointments in March, with the application period for candidates open from March through May 15th. Applications were received to fill current and prospective vacancies.

Once all applications were received, the Mayor and Mayor Pro Tempore were tasked with reviewing the applications and advancing nominations for consideration by the full Council for 2020 appointments.

Discussion
After a review of the applications received from individuals interested in serving on city Boards and Commissions, Mayor Rich Lansburgh and Mayor Pro Tempore Tom Stallard are recommending appointments as contained in the attachment to this staff report. It is also recommended that those candidates who are not appointed by the Council to vacant seats be retained as a pool of candidates for appointment for any vacancies that may arise prior to next year's Board and Commission recruitment period.

Conclusion:
Staff recommends that the City Council appoint members to the various Boards, Commissions and Committees, for specified terms, consistent with the recommendations of the Mayor and Mayor Pro Tempore.

Prepared By: Ana B. Gonzalez, City Clerk

Ken Hiatt
Interim City Manager

Attachments:
1. Recommended Appointments effective July 1, 2020

BOARDS, COMMISSIONS AND COMMITTEES
RECOMMENDED APPOINTMENTS
JULY 1, 2020

MEMBER		RECOMMENDED APPOINTMENT	TERM EXPIRES
Commission on Aging			
Richard DeLiberty		Re-appoint 4-yr term	6/30/2024
Parks & Recreation Commission			
Rashid Ali		Re-appoint 4-yr term	6/30/2024
Personnel Board			
Cathy O'Connell		Re-appoint 4-yr term	6/30/2024
Planning Commission (Reflects appointments by Council Members)			
Marco Lizarraga	(Barajas)	Re-appoint 4-yr term	6/30/2024
Kirby Wells	(Fernandez)	Re-appoint 4-yr term	6/30/2024
Board of Building Appeals			
Lauren Kawano		New 4-yr term	6/30/2024
Historical Preservation Commission			
Miles Jay Oliver		New 4-yr term	6/30/2024
Manufactured Home Fair Practices Commission			
Paula Evans		New 3-yr term	6/30/2023
Library Board			
Alison Borkowska		New 3-yr term	6/30/2023
Hortencia Hernandez		New 3-yr term	6/30/2023
Sustainability Advisory Committee			
Rolf Frankenbach		New 4-yr term	6/30/2024
Allison Martin		Fill unexpired term	6/30/2023

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.17
SUBJECT: Waste Management Delinquent Garbage/Refuse Accounts - Call for a Public Hearing

Recommendation for Action: Staff recommends that the City Council set a Public Hearing for July 21, 2020 to hear and approve the list of Delinquent Refuse Accounts and direct the Tax Collector of Yolo County to assess liens against real property to collect delinquent payments.

Staff Contact:
Ana B. Gonzalez, City Clerk (530) 661-5806, ana.gonzalez@cityofwoodland.org

Fiscal Impact:
There is little to no fiscal impact to the City to maintain the current process, other than time constraints for processing and releasing the liens. The fees for the recordings are attached to the total amount liened so the property owner assumes that cost.

Report in Brief:
This action requests that the City Council set a date for the annual adoption of a Resolution to lien local properties for failure to pay for their Waste Management services. Staff recommends that the City Council set a Public Hearing for July 21, 2020 to hear and approve the list of Delinquent Refuse Accounts and direct the Tax Collector of Yolo County to assess liens against real property to collect delinquent payments. Before filing a lien with the County, a Public Hearing needs to be held to allow protests of the proposed liens.

Conclusion:
Staff recommends that the City Council set a Public Hearing for July 21, 2020 to hear and approve the list of Delinquent Refuse Accounts and direct the Tax Collector of Yolo County to assess liens against real property to collect delinquent payments.

Prepared by: Ana B. Gonzalez, City Clerk

Ken Hiatt
Assistant City Manager / Comm. & Econ. Development Director

Attachments:
None

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	June 16, 2020
ITEM #:	I.18
SUBJECT:	Weed Abatement Program Parcels not in Compliance - Call for Public Hearing

Recommendation for Action: Staff recommends that the City Council set a Public Hearing for July 21, 2020 to hear and approve the list of parcels that were out of compliance for weed abatement requirements for the year 2019 and direct the Tax Collector of Yolo County to assess liens against real property to reimburse the City for the cost of removal of weeds, refuse, and dirt from the property.

Staff Contact:

Emily Walling, Fire Marshal (530) 661-5855
emily.walling@cityofwoodland.org

Fiscal Impact:

A considerable amount of time was incurred by staff in processing these liens, including: correspondence with property owners, compliance surveys, correspondence with concerned community members, and property abatement. Time spent on weed abatement processing was recorded per staff member, calculated per the hourly rates per the approved fee schedule and divided between the property owners. Administrative fees resulted in a sum of $250.13 per property owner. The breakdown between the total abatement costs of $4,468.07 and administrative time costs incurred of $1,500.78 by property is included in the attached "Lien Invoice Information Weed Abatement 2019" information sheet. The administrative fees and fees for County recordings are attached to the total amount liened, so the property owner assumes that cost.

Report in Brief:

This action requests that the City Council set a date for the adoption of a Resolution to lien local properties of the cost of abating properties of undeveloped parcels for failure to come into compliance with the weed abatement requirements set forth by the Woodland City Code, Chapter 9.44. Staff recommends that the City Council set a Public Hearing for July 21, 2020 to hear and approve the list of parcels that the City abated of weeds, rubbish, and dirt during 2019 and direct the Tax Collector of Yolo County of assess liens against real property to collect payments.

Background:

Per the Woodland City Code 9.44, the Fire Chief can declare that weeds constitute a public nuisance which must be abated by the removal of the weeds, refuse, and dirt on undeveloped parcels. If not abated by the compliance date, Code allows weeds to be abated by the city and the cost of removal assessed upon the land which will constitute a lien upon such land until paid. Last year, notice was given to all owners of undeveloped parcels in the City per the guidance set forth in the Code. Upon surpassing the compliance date indicated in the letter, eight (8) parcels remained out of compliance and the City contracted a company to abate these properties. The amount assessed includes the invoiced amount per parcel plus hourly administrative fees per the approved fee schedule.

Conclusion:

Staff recommends that the City Council set a Public Hearing for July 21, 2020 to hear and approve the list of parcels that were out of compliance for weed abatement requirements for the year 2019 and direct the Tax Collector of Yolo County to assess liens against real property to reimburse the City for the cost of removal of weeds, refuse, and dirt from the property.

Prepared By**:** Emily Walling, Fire Marshal

Reviewed By**:** Eric Zane, Interim Fire Chief

Ken Hiatt
Interim City Manager

Attachments:

1. Lien Invoice Information Weed Abatement 2019

City of Woodland
Weed Abatement Lien Information

Parcel	Address	Owner info	Landscape Company	Invoice #	Invoice Amount	CRR Time (Hourly Rate * Hours Spent)	Total	Total for Lien, per County Requirements
005-644-016	Sixth St & 1119 Main St	Main & East, LLC 825 K St., Sacramento, CA 95814	Armstrong Custom Mowing	6433	$300.00	$250.13	$550.13	550
027-450-028	West of 1465 Tanforan Dr. and NEC of Santa Anita Dr.	Duno LLC 1108 Holstein Dr. Pine City MN 55063	Armstrong Custom Mowing	6430			$183.38	182
027-450-048	West of 1465 Tanforan Dr. and NEC of Santa Anita Dr.	Duno LLC 1108 Holstein Dr. Pine City MN 55064	Armstrong Custom Mowing	6430	$300.00	$250.13	$183.38	182
027-450-049	West of 1465 Tanforan Dr. and NEC of Santa Anita Dr.	Duno LLC 1108 Holstein Dr. Pine City MN 55065	Armstrong Custom Mowing	6430			$183.38	182
042-561-015	North of 2099 Stewart Cir.	Centex Homes 6210 Stoneridge Mall Rd #500 Pleasanton, CA 94588	Armstrong Custom Mowing	6430	$200.00	$250.13	$450.13	450
042-574-001	Marston & Parkland	Centex Homes 6210 Stoneridge Mall Rd #500 Pleasanton, CA 94588	Figueroa Landscape Company Inc.	3560	$3,268.07	$250.13	$3,518.20	3518
065-290-007	530 Community Lane	Delacey Thomas & Eugena R 533 Cottonwood St, Woodland, CA 95695	Armstrong Custom Mowing	6430	$200.00	$250.13	$450.13	450
066-303-030	1539 Hutchison Valley Dr.	Price Richard E 2632 Belmont DR. Davis, CA 95618	Armstrong Custom Mowing	6430	$200.00	$250.13	$450.13	450
					$4,468.07	$1,500.78	$5,968.85	$ 5,964

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.19
SUBJECT: Ordinance No. 1665 Extending 1/4 Cent Sales Tax (Measure J)

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. 1665, Amending Chapter 3.28 of Title 3 of the Woodland Municipal Code to Extend the 1/4% Transactions and Use Tax for General Purposes, which shall continue to be administered by the California Department of Tax and Fee Administration.

Staff Contact
Kim McKinney, Finance Officer, (530) 661-5849, kimberly.mckinney@cityofwoodland.org

Background
The City currently receives supplemental sales tax revenue through two voter-approved measures authorizing transaction and use taxes of ½ cent (Measure F) and ¼ cent (Measure J) respectively. Measure J, which generates approximately $2.7 million annually to the General Fund, was approved in June 2014, for an eight-year period expiring in September 2022.

As a general purpose tax measure, an extension of Measure J can only be presented to the voters on the same ballot when members of the City Council are elected. Thus, as discussed in several recent Council presentations, the last election when Measure J can be renewed prior to its expiration is on the November 2020 ballot.

At the June 2nd meeting, the City Council approved the introduction of the required ordinance extending the city's existing 1/4-cent sales tax.

Discussion
On June 2, 2020, the City Council approved the introduction of the required ordinance extending the city's existing 1/4-cent sales tax. The report also provided an initial draft of the language that would appear on the November ballot.

Formal adoption of the ballot language will occur via a resolution that will also serve to call the municipal election and consolidate the election with the November general election. The action related to this item is to adopt the Ordinance that will amend the City's municipal code to extend the term of the 1/4% Transaction and Use Tax.

Conclusion
Staff recommends that the City Council adopt Ordinance No. 1665, Amending Chapter 3.28 of Title 3 of the Woodland Municipal Code to Extend the 1/4% Transactions and Use Tax for General Purposes, which shall continue to be administered by the California Department of Tax and Fee Administration.

Prepared by: Kim McKinney, Finance Officer

Ken Hiatt
Interim City Manager

Attachments:
1. Ord_1665 Extending General Sales Tax (Measure J) June 2020-c2(clean) (4)

ORDINANCE NO. 1665

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING CHAPTER 3.28 OF TITLE 3 OF THE WOODLAND MUNICIPAL CODE TO EXTEND THE 1/4% TRANSACTIONS AND USE TAX FOR GENERAL PURPOSES, WHICH SHALL CONTINUE TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

WHEREAS, pursuant to California Revenue and Taxation Code Section 7285.9, the City of Woodland (the "City") has the authority to levy a Transactions and Use Tax for general purposes; and

WHEREAS, a majority of the voters voting on the measure (Measure J) in the City approved a one-quarter of one percent (0.25%) Transactions and Use Tax at an election held on June 3, 2014; and

WHEREAS, the City's Transactions and Use Tax Ordinance is found in Chapter 3 of the City's Municipal Code; and

WHEREAS, Section 3.28.020 sets forth a "Termination Date" of September 30, 2022, at which time Chapter 3.28 of Title 3 of the Municipal Code will be repealed unless an extension or re-authorization is approved by the voters of the City at an election called for that purpose; and

WHEREAS, an extension or re-authorization of the City's Transactions and Use Tax will be submitted to the voters to extend the "Termination Date" of Chapter 3.28 of Title 3 to September 30, 2032; and

WHEREAS, approval of this Ordinance by the voters of the City of Woodland would not raise taxes but would extend an existing tax.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Authority. The City Council enacts this ordinance in accordance with the authority granted to cities by Article XI, Section 7 of the California Constitution.

Section 2. Amendment. The definition of "Operative date" and "Termination date" in Section 3.28.020 of the City's Municipal Code is hereby amended to read as follows:

<u>3.28.020 Definitions</u>

"Operative date" means the first day of the first calendar quarter commencing more than one hundred ten days after the later of the adoption of Ordinance No. __ and the approval by the voters of the city of a measure approving the imposition of a transaction and use tax; provided that, if the city shall not have entered into a contract with the California Department of Tax and Fee Administration as required by Section 3.28.040 prior to such date, the operative date shall be the first day of the first calendar quarter following the execution of such a contract. If this amendment is approved by the City Council on June 16, 2020, and the measure is approved by a majority of the voters voting on the measure at the November 3, 2020 election, the operative date shall be October 1, 2022.

"Termination date" means September 30, 2032, unless this Ordinance is extended or repealed by the voters at a subsequent election.

Section 3. Amendment. In each instance in Chapter 3.28 where the term "Board of Equalization" appears, such reference shall be changed to the "California Department of Tax and Fee Administration."

Section 4. Spending Plan. The City shall prepare a detailed annual spending plan and report regarding the expenditure of any proceeds from the taxes collected pursuant to Chapter 3.28 of Title 3 of the Woodland Municipal Code. The spending plan and report shall be presented to the public and published in the newspapers.

Section 5. Approval by the Voters. This Ordinance relates to the levying and collecting of transactions and use taxes, shall be submitted to the voters at an election to be held on November 3, 2020, and shall take effect only if approved by a majority of the voters voting on the measure at the November 3, 2020 General Municipal Election. The Ordinance shall then become effective in accordance with Section 3.28. Upon approval by a majority of the voters of the City voting on this Ordinance, the Transactions and Use Tax set forth in Chapter3.28 of Title 3 of the City's Municipal Code shall be re-authorized and extended through and including September 30, 2032. The City Clerk is hereby directed to publish this Ordinance at least once, within fifteen (15) days of its adoption, in a newspaper of general circulation published and circulated in the City of Woodland.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 16th day of June, 2020, by the following vote

AYES:
NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor

ATTEST: **APPROVED AS TO FORM:**

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

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TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: I.20
SUBJECT: Council Member Election and General Tax Measure and Four Advisory Measures - November 3, 2020

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, Calling a General Municipal Election of Three Council Members by District and Calling a Special Election for the Purpose of Submitting a General Tax Measure to Continue a One Quarter Cent Sales Tax That Would Expire in Ten Years and Four Advisory Measures, Said Elections to be Held in the City of Woodland on November 3, 2020, and Directing the Consolidation of the Elections with the Statewide General Election and All Other Elections.

Staff Contact:
Ana Gonzalez, City Clerk, (530) 661-5806, ana.gonzalez@cityofwoodland.org

Fiscal Impact:
The cost for consolidation of these elections is dependent upon how many other jurisdictions and items are included in the election. The candidates also have a cost for filing and printing, which is paid to the County of Yolo. The City does not separately charge City Council candidates.

Background:
City Council elections are held every even numbered year and are consolidated by Yolo County with other elections held on the same date. In June 2014, the electorate in Woodland passed Measure U, which transitioned Council elections from at-large to by-district elections and approved a map establishing five defined electoral districts. The three council seats to be contested in 2020 will be in Districts 2, 4, and 5.

Discussion:
To initiate the process to conduct the election, the Council is asked to consider and adopt a Resolution calling for an election and asking the County Board of Supervisors to direct the Elections Office to so consolidate and conduct our election. The Resolution also calls an election to place the one quarter cent sales tax (Measure J) extension on the ballot as well as four companion advisory measures. The City Council during its June 2, 2020 Council meeting considered and approved of the language of the measure as well as the four advisory measures. Council member Fernandez asked for the language of the advisory measure concerning public safety to be modified. Staff modified that language to read as follows:

> "MEASURE ____: Advisory Vote Only. Shall the City Council allocate 15% of the tax revenue collected from any sales tax measure re-authorized in the City of Woodland via the November 2020 ballot to enhance public safety through expand crime prevention and community-building programs that support opportunities for youth within the community?"

If the City Council wishes to further amend the language, it may do so during the City Council meeting. Elections are consolidated by the County, which substantially lessens the cost to the individual cities and the County to conduct elections. The first step in the process is to adopt a Resolution to call for the elections and request the services of the County in conducting the consolidated election. In keeping with the required deadlines as per election law and the needs of the County Election's Office, the Board of Supervisors will be asked to take action at its meeting of July 21, 2020 to so call for the election. The County has asked the local jurisdictions to adopt their resolutions by June 30 to allow the County sufficient time to place items on the Board of Supervisors agenda.

Conclusion:
Staff recommends that the City Council adopt Resolution No. _____, Calling a General Municipal Election of Three Council Members by District and Calling a Special Election for the Purpose of Submitting a General Tax Measure to Continue a One Quarter Cent Sales Tax That Would Expire in Ten Years and Four Advisory Measures, Said Elections to be Held in the City of Woodland on November 3, 2020, and Directing the Consolidation of the Elections with the Statewide General Election and All Other Elections.

Prepared By: Ana B. Gonzalez, City Clerk

Ken Hiatt
Interim City Manager

Attachments:
1. WOODLAND_ Resolution Calling November 2020 Election-c1

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND CALLING A GENERAL MUNICIPAL ELECTION FOR THE ELECTION OF THREE COUNCIL MEMBERS BY DISTRICT AND CALLING A SPECIAL ELECTION FOR THE PURPOSE OF SUBMITTING A GENERAL TAX MEASURE TO CONTINUE A ONE QUARTER CENT SALES TAX THAT WOULD EXPIRE IN TEN YEARS AND FOUR ADVISORY MEASURES, SAID ELECTIONS TO BE HELD IN THE CITY OF WOODLAND ON NOVEMBER 3, 2020, AND DIRECTING THE CONSOLIDATION OF THE ELECTIONS WITH THE STATEWIDE GENERAL ELECTION AND ALL OTHER ELECTIONS

WHEREAS, the City Council of the City of Woodland, by adoption of Ordinance Numbers 1576 and 1581, established that the City's regular municipal election would be consolidated with the Statewide general election in November; and

WHEREAS, a majority of the voters voting on Measure U on November 4, 2014, approved a change from the City's former at-large system of electing City Council members to a "by district" system whereby the City now has five electoral districts, and one council member shall be selected from each district; and

WHEREAS, on October 6, 1997, Assembly Bill 1472 became law, adding Chapter 2.93 (commencing with Section 7286.52) to Part 1.7 of Division 2 of the Revenue and Taxation Code; and

WHEREAS, Assembly Bill 1472 authorizes the City of Woodland (hereinafter "the City"), subject to approval by a majority vote of the qualified voters of the City voting in an election on the issue, to continue to levy a transactions and use tax pursuant to the Transactions and Use Tax Law at a rate of 0.25%, not to exceed a total of 2.0% in any County, for general revenue purposes; and

WHEREAS, Section 2(b) of Article XIII C of the California Constitution, added by Proposition 218 effective November, 1996, requires that the measure proposing a general tax be submitted to the voters at an election consolidated with a regularly scheduled general election for members of the governing body of the local government; and

WHEREAS, pursuant to California Constitution Article XIII C, Section 2(b) and Elections Code section 10201, the City has determined to submit a proposition to enact an Ordinance re-authorizing a supplemental transactions and use tax to the voters at the City's next regular election; and

WHEREAS, pursuant to Elections Code section 9603, the City has determined to submit to the voters, concurrent with the proposed Ordinance re-authorizing a transactions and use tax in the City, four advisory measures concerning the City services, programs and facilities that could be funded by the transactions and use tax fund, if approved; and

WHEREAS, the City may request the Yolo County Board of Supervisors to direct the County Elections Official to render services to the City related to the conduct of an election.

THE CITY COUNCIL OF THE CITY OF WOODLAND DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Calling of the General Municipal Election. Pursuant to the requirements of the laws of the State of California relating to municipal elections, there shall be, and there is hereby called and ordered held in the City of Woodland, County of Yolo, State of California, on November 3, 2020, a general municipal election of the qualified electors of the City of Woodland, for the purpose of electing three (3) members of the City Council for a full term of four (4) years each.

The three Council members shall be from Districts 2, 4, and 5. The general municipal election shall be held and conducted as provided for by law for the holding of municipal elections in the City.

Section 2. Calling of the Special Election. Pursuant to the requirements of the laws of the State of California relating to municipal elections, including municipal elections consolidated with other elections, the City Council of the City of Woodland hereby calls and orders held a special municipal election to be held in the City of Woodland, County of Yolo, State of California, on November 3, 2020, for the purpose of placing on the ballot a ballot measure to reauthorize and extend an existing transactions and use tax. Pursuant to Elections Code section 9222, a measure to enact an Ordinance continuing a transactions and use tax shall be submitted to the voters at the City's next regular municipal election on November 3, 2020.

Section 3. Consolidation of the Election. The City Council hereby requests the Yolo County Board of Supervisors to consolidate the general municipal election and the special election on the proposition with the Statewide election and all other elections, to be held and conducted in accordance with Elections Code Section 10418, and to be held within the City on November 3, 2020.

Section 4. Election Related Services. Pursuant to Elections Code section 10002, the City of Woodland requests and authorizes the Yolo County elections official to provide the services necessary to implement the election and to consolidate the election on the November 3, 2020 Election Ballot for the County of Yolo. Such services include the publication of notices, calling the election and calling for ballot arguments, provision of precinct maps, provision of voter lists, obtaining and staffing polling places, hiring and training of precinct workers, provision and delivery of precinct supplies, provision of microfiche of voters and poll locations, if desired, counting of ballots and certification of the election, and all other aspects of elections not specified herein that may be agreed upon between the County Clerk and the City Clerk.

Section 5. Impartial Analysis. Pursuant to Elections Code section 9280, the City Elections Official shall transmit a copy of the measure to the City Attorney, who shall prepare an impartial analysis of the measure showing the effect of the measure on existing law and the operation of the measure.

Section 6. Arguments. The Yolo County Clerk shall fix the dates for submittal of arguments concerning the measure and rebuttal arguments. The City hereby adopts the provisions of Elections Code section 9285, regarding the acceptance of rebuttal arguments.

Section 7. Ballot Measures. Pursuant to Elections Code section 10403, the ballot forms shall have printed on them the following words with regard to the measures:

"**MEASURE** ___: Shall the measure, which would authorize the City of Woodland to continue to collect, for a period of ten years, a one-quarter cent sales tax for general city services, providing approximately $2.8 million annually and would not increase taxes, be adopted?

______YES ________ ___________ NO ________"

"MEASURE ___: Advisory Vote Only. Shall the City Council allocate 25% of the tax revenue collected from any sales tax measure re-authorized in the City of Woodland via the November 2020 ballot to the Woodland Public Library to enhance educational and literacy programs and maintain or expand hours of operation?

YES ________ NO _________"

"MEASURE ___: Advisory Vote Only. Shall the City Council allocate 55% of the tax revenue collected from any sales tax measure re-authorized in the City of Woodland via the November 2020 ballot to expand and enhance youth and teen programs and facilities, and reduction of fees charged for use of city recreation facilities?

YES _______ NO _________"

"MEASURE ___: Advisory Vote Only. Shall the City Council allocate 15% of the tax revenue collected from any sales tax measure re-authorized in the City of Woodland via the November 2020 ballot to enhance public safety through expand crime prevention and community-building programs that support opportunities for youth within the community?"

YES ________ NO _________"

"MEASURE ___: Advisory Vote Only. Shall the City Council allocate up to 5% of the tax revenue collected from any sales tax measure re-authorized in the City of Woodland via the November 2020 ballot to support a utility ratepayer assistance program for low-income seniors and families?"

YES _______ NO _________"

A full and complete copy of Ordinance No.________ is attached hereto as Exhibit 1 and incorporated herein.

Section 8. City's Reimbursement of Costs. The City of Woodland shall reimburse the County of Yolo for all costs and expenses incurred by the County in conducting said election upon presentation of a bill to the City.

Section 9. Forwarding of Resolution to the County. The City Clerk is authorized and directed to file a copy of this Resolution with the Board of Supervisors and the County Clerk upon its adoption by the City Council.

Section 10. Implementation Actions. The City Manager and the City Clerk, as authorized by the City Manager, are further authorized and directed to take such further actions and execute such documents as are necessary to cause the election to be conducted on behalf of the City of Woodland.

PASSED AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

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EXHIBIT 1

[Copy of Ordinance No. ___]

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: J.21
SUBJECT: PUBLIC HEARING - Gibson Ranch Lighting & Landscaping District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the Gibson Ranch Lighting and Landscaping District.

Staff Contact
Adam Devlin, Senior Accountant; (530)661-5835 adam.devlin@cityofwoodland.org

Fiscal Impact
The fiscal year (FY) 2020/21 Engineer's Report includes an inflation factor of 1.640%, which increases the annual assessment of a single family home from $348.17 in FY2019/20 to $353.87 in FY2020/21; an increase of $5.70. If approved, the proposed assessment for the District would generate $788,369 in revenues, which will cover ongoing operating expenditures for the year.

Background
The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefited properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the Gibson Ranch L&L District.

The Gibson Ranch Lighting and Landscaping District (L&L) is located in the southeast portion of the City, generally south of Interstate 5, west of County Road 102 and east of County Road 101. The District was formed in 1995 and reached the maximum allowable assessment of $235.12 per single family home in 2005. The formation documents for the District allow for annual CPI adjustments without a property owner ballot proceeding.

On May 19, 2020, the City Council approved resolutions to preliminarily approve the District Engineer's Report and to initiate proceedings for the annual levy, which included setting the public hearing date for June 16, 2020. The Engineer's Report was attached to the May 19, 2020 staff report and is available for review in the Finance Department.

Discussion
Each year, the City prepares an annual Engineer's Report for each District, along with the District estimates for an operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

State regulations require a two-part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Reports and call for a public hearing; this occurred at the May 19, 2020 Council meeting. The public hearing is required to complete the levy process. Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Recommendation for Action

Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the Gibson Ranch Lighting and Landscaping District.

Prepared By: Adam Devlin, Senior Accountant

Reviewed By: Kimberly McKinney, Finance Officer/Treasurer

Ken Hiatt
Interim City Manager

Attachments:

1. FY 2021-Woodland-Gibson-Resolution (Public)-(updated Format)

RESOLUTION NO. __________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ENGINEER'S ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE GIBSON RANCH LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2020/2021.

The City Council of the City of Woodland, California (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, The City Council has, by previous Resolutions, ordered the preparation of the Engineer's Annual Levy Report (hereafter referred to as the "Report") for said district known and designated as: Gibson Ranch Landscaping and Lighting District (hereafter referred to as the "District"), pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the "Act"); and,

WHEREAS, there has now been presented to this City Council the final Report as required by *Chapter 3, Section 22623* of said Act, and as previously directed by Resolution; and,

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the levy has been spread in accordance with the benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Report; and,

WHEREAS, the City of Woodland and its legal counsel have reviewed Proposition 218 and found that these assessments comply with applicable provisions of Section XIII D of the California State Constitution; and,

WHEREAS, upon reasonable written notice by Yolo County of any claim or challenge, the City agrees to defend with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, officers, officials, agents and employees (collectively "the County"), against the payment of any liabilities, losses, costs and expenses, including attorney fees and court costs, not due to the County's own active negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these assessments onto the County roll and tax bills for the City; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE DISTRICT, AS FOLLOWS:

Section 1: Following notice duly given, the City Council has held a full and fair public hearing regarding the District, the levy and collection of assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

Section 2: Based upon its review (and amendments, as applicable) of the Report, a copy of which has been presented to the City Council, is hereby approved (as amended), and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection, the City Council hereby finds and determines that:

a. The land within the District will be benefited by the operation, maintenance and servicing of improvements, located within the boundaries of the District, and

b. District includes all of the lands so benefited, and

c. The net amount to be assessed upon the lands within the District in accordance with the fee for the Fiscal Year commencing July 1, 2020, and ending June 30, 2021, is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the estimated special benefits to be received by each parcel from the improvements and services.

Section 3: The maintenance, operation and servicing of the improvements and appurtenant facilities shall be performed pursuant to the Act. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as follows: the maintenance and operation of and the furnishing of services and materials for the landscaping improvements, arterial and collector street lighting and landscaping, neighborhood street lighting and trees, parks and recreation facilities, soundwalls, irrigation and drainage systems, and all associated appurtenances.

Section 4: The County Auditor of the County of Yolo shall enter on the County Assessment Roll opposite each eligible parcel of land the amount of levy so apportioned by the formula and method outlined in the Report, and such levies shall be collected at the same time and in the same manner as the County taxes are collected, pursuant to *Chapter 4, Article 2, Section 22646* of the Act. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

Section 5: The City Treasurer shall deposit all money representing assessments collected by the County for the District to the credit of a fund for the City of Woodland Gibson Ranch Landscaping and Lighting District and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in Section 3.

Section 6: The adoption of this Resolution constitutes the District levy for the Fiscal Year commencing July 1, 2020, and ending June 30, 2021.

Section 7: The City Clerk, or their designate, is hereby authorized and directed to file the levy with the County Auditor upon adoption of this Resolution, pursuant to *Chapter 4, Article 1, Section 22641* of the Act.

Section 8: That the above recitals are all true and correct. That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of and final approval of the Report.

PASSED, APPROVED, AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

____
Rich Lansburgh, Mayor

ATTEST:	**APPROVED AS TO FORM:**
______________________________	______________________________
Ana B. Gonzalez, City Clerk	Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: J.22
SUBJECT: PUBLIC HEARING - North Park Lighting and Landscaping District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the North Park Lighting and Landscaping District.

Staff Contact

Adam Devlin, Senior Accountant; (530)661-5835 adam.devlin@cityofwoodland.org

Fiscal Impact

The fiscal year (FY) 2020/21 Engineer's Report calculates the assessment of a single family home to be $215.40, which is unchanged from FY2019/20. If approved, the proposed assessment for the District would generate $26,710 in revenues, which are sufficient to cover ongoing operating costs.

Background

The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefited properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the North Park Lighting and Landscaping (L&L) District.

The North Park L&L is located in the northeast portion of the City, generally north of Kentucky Avenue, west of North West Street and east of County Road 98. The District was formed in 1993 and reached the maximum allowable assessment of $215.40 per single family home in 1997; there are no provisions for future CPI adjustments and any rate increases would require a property owner ballot proceeding.

On May 19, 2020, the City Council approved resolutions to preliminarily approve the Engineer's Report and to initiate proceedings for the annual levy, which included setting the public hearing date for June 16, 2020. The Engineer's Report was attached to the May 19, 2020 staff report and is available for review in the Finance Department.

Discussion

Each year, the City prepares an Engineer's Report for each L&L District, along with the District estimates for an operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

State regulations require a two-part process to complete the annual levy. The first part of the process requires

Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Reports and call for a public hearing; this occurred at the May 19, 2020 Council meeting. The public hearing is required to complete the levy process. Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Recommendation for Action

Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the North Park Lighting and Landscaping District.

Prepared by: Adam Devlin, Senior Accountant

Reviewed by: Kimberly McKinney, Finance Officer/Treasurer

Ken Hiatt
Interim City Manager

Attachments:
1. FY 2021-Woodland-NorthPark-Resolution (Public)-V3 (updated)

RESOLUTION NO. __________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ENGINEER'S ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE NORTH PARK LIGHTING AND LANDSCAPING DISTRICT, FISCAL YEAR 2020/2021.

The City Council of the City of Woodland, California (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, The City Council has, by previous Resolutions, ordered the preparation of the Engineer's Annual Levy Report (hereafter referred to as the "Report") for said district known and designated as: North Park Lighting and Landscaping District (hereafter referred to as the "District"), pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the "Act"); and,

WHEREAS, there has been presented to this City Council the final Report as required by *Chapter 3, Section 22623* of said Act, and as previously directed by Resolution; and,

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the levy has been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Report; and,

WHEREAS, the City of Woodland and its legal counsel have reviewed Proposition 218 and found that these assessments comply with applicable provisions of Section XIII D of the California State Constitution; and,

WHEREAS, upon reasonable written notice by Yolo County of any claim or challenge, the City of Woodland agrees to defend with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, officers, officials, agents and employees (collectively "the County"), against the payment of any liabilities, losses, costs and expenses, including attorney fees and court costs, not due to the County's own active negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these assessments onto the County roll and tax bills for the City of Woodland; and,

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE DISTRICT, AS FOLLOWS:

Section 1: Following notice duly given, the City Council has held a full and fair public hearing regarding the District, the levy and collection of assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

Section 2: Based upon its review (and amendments, as applicable) of the Report, a copy of which has been presented to the City Council, is hereby approved (as amended), and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection, the City Council hereby finds and determines that:

a. The land within the District will be benefited by the operation, maintenance and servicing of improvements, located within the boundaries of the District.

b. District includes all of the lands so benefited; and

c. The net amount to be assessed upon the lands within the District in accordance with the fee for the Fiscal Year commencing July 1, 2020, and ending June 30, 2021, is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the estimated special benefits to be received by each parcel from the improvements and services.

Section 3: The maintenance, operation and servicing of the improvements and appurtenant facilities shall be performed pursuant to the Act. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as follows: the maintenance and operation of and the furnishing of services and materials for the landscaping improvements, street lighting and park lights, park area and park equipment, park perimeter fencing, noise walls, irrigation and drainage systems, and all associated appurtenances.

Section 4: The County Auditor of the County of Yolo shall enter on the County Assessment Roll opposite each eligible parcel of land the amount of levy so apportioned by the formula and method outlined in the Report, and such levies shall be collected at the same time and in the same manner as the County taxes are collected, pursuant to *Chapter 4, Article 2, Section 22646* of the Act. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

Section 5: The City Treasurer shall deposit all money representing assessments collected by the County for the District to the credit of a fund for the City of Woodland North Park Lighting and Landscaping District and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in Section 3.

Section 6: The adoption of this Resolution constitutes the District levy for the Fiscal Year commencing July 1, 2020, and ending June 30, 2021.

Section 7: The City Clerk, or their designate, is hereby authorized and directed to file the levy with the County Auditor upon adoption of this Resolution, pursuant to *Chapter 4, Article 1, Section 22641* of the Act.

Section 8 That the above recitals are all true and correct. That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of and final approval of the Report.

PASSED, APPROVED, AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED**:**

____
Rich Lansburgh, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: J.23
SUBJECT: SUBJECT: PUBLIC HEARING - Streng Pond Landscape Maintenance District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the Streng Pond Landscape Maintenance District.

Staff Contact

Adam Devlin, Senior Accountant; (530)661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact

The fiscal Year (FY) 2020/21 Engineer's Report calculates the assessment of a single family home to be $79.10, which is unchanged from FY2019/20. If approved, the proposed assessment for the District would generate $14,436 in revenues. As has been the case for several year, the Streng Pond annual assessment does not generate enough revenue to meet the minimum operational expenditures required to maintain the District. To ensure the ongoing operation and maintenance of the Streng Pond District, the City will advance $19,628 from the General Fund to offset the shortfall. This advance is included in the General Fund proposed budget.

Background

The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefited properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the Streng Pond Landscape Maintenance District.

The Streng Pond District is located in the southwest portion of the City, generally north of Gibson Road, west of Cottonwood Street and east of County Road 98. The District was formed in 1985 and reached the maximum allowable assessment of $79.10 per single family home in 1995; there are no provisions for future CPI increases. The City attempted a property owner ballot proceeding in 1998 to increase the assessment to cover rising costs within the District, however the effort was unsuccessful. Because the rates do not increase to cover the rising costs of maintenance, a general fund contribution of $19,628 is budgeted to cover the operating shortfall.

On May 19, 2020, the City Council approved resolutions to preliminarily approve the Engineer's Report and to initiate proceedings for the annual levy, which included setting the public hearing date for June 16, 2020. The Engineer's Report was attached to the May 19, 2020 staff report and is available for review in the Finance Department.

Discussion

Each year, the City prepares an Engineer's Report for each District, along with the District estimates for an operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

State regulations require a two-part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Reports and call for a public hearing; this occurred at the May 19, 2020 Council meeting. The public hearing is required to complete the levy process. Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Conclusion

Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the Streng Pond Landscape Maintenance District.

Prepared by: Adam Devlin, Senior Accountant

Reviewed by: Kimberly McKinney, Finance Officer/Treasurer

Ken Hiatt
Interim City Manager

Attachments:

1. FY 2021-Woodland-StrengPond-Resolution (Public)-V2 (Updated)

RESOLUTION NO. __________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ENGINEER'S ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE STRENG POND LANDSCAPING MAINTENANCE DISTRICT, FISCAL YEAR 2020/2021.

The City Council of the City of Woodland, California (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, The City Council has, by previous Resolutions, ordered the preparation of the Engineer's Annual Levy Report (hereafter referred to as the "Report") for said district known and designated as: Streng Pond Landscaping Maintenance District (hereafter referred to as the "District"), pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the "Act"); and,

WHEREAS, there has been presented to this City Council the Report as required by *Chapter 3, Section 22623* of said Act, and as previously directed by Resolution; and,

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the levy has been spread in accordance with the benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Report; and,

WHEREAS, the City of Woodland and its legal counsel have reviewed Proposition 218 and found that these assessments comply with applicable provisions of Section XIII D of the California State Constitution; and,

WHEREAS, upon reasonable written notice by Yolo County of any claim or challenge, the City agrees to defend with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, officers, officials, agents and employees (collectively "the County"), against the payment of any liabilities, losses, costs and expenses, including attorney fees and court costs, not due to the County's own active negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these assessments onto the County roll and tax bills for the City; and,

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE DISTRICT, AS FOLLOWS:

Section 1: Following notice duly given, the City Council has held a full and fair public hearing regarding the District, the levy and collection of assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

Section 2: Based upon its review (and amendments, as applicable) of the Report, a copy of which has been presented to the City Council, is hereby approved (as amended), and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection, the City Council hereby finds and determines that:

a. The land within the District will receive special benefit by the operation, maintenance and servicing of improvements, located within the boundaries of the District; and,

b. The District includes all of the lands so benefited; and,

c. the net amount to be assessed upon the lands within the District in accordance with the fee for the Fiscal Year commencing July 1, 2020, and ending June 30, 2021, is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the estimated special benefits to be received by each parcel from the improvements and services.

Section 3: The maintenance, operation and servicing of the improvements and appurtenant facilities shall be performed pursuant to the Act. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as follows: the maintenance and operation of and the furnishing of services and materials for landscaping improvements, irrigation and drainage systems, and associated appurtenances.

Section 4: The County Auditor of the County of Yolo shall enter on the County Assessment Roll opposite each eligible parcel of land the amount of levy so apportioned by the formula and method outlined in the Report, and such levies shall be collected at the same time and in the same manner as the County taxes are collected, pursuant to *Chapter 4, Article 2, Section 22646* of the Act. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

Section 5: The City Treasurer shall deposit all money representing assessments collected by the County for the District to the credit of a fund for the City of Woodland Streng Pond Landscaping Maintenance District and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in Section 3.

<u>Section 6:</u> The adoption of this Resolution constitutes the District levy for the Fiscal Year commencing July 1, 2020, and ending June 30, 2021.

<u>Section 7:</u> The City Clerk, or their designate, is hereby authorized and directed to file the levy with the County Auditor upon adoption of this Resolution, pursuant to *Chapter 4, Article 1, Section 22641* of the Act.

<u>Section 8:</u> That the above recitals are all true and correct. That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the final approval of the Report.

PASSED, APPROVED, AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED**:**

____
Rich Lansburgh, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: J.24
SUBJECT: PUBLIC HEARING - West Wood Lighting and Landscaping District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the West Wood Lighting and Landscaping District.

Staff Contact

Adam Devlin, Senior Accountant; (530)661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact

The fiscal year (FY) 2020/21 Engineer's Report proposes to increase the assessment on a single family home, based on an annual inflation factor, from $665.15 in FY19/20 to $684.44 in FY20/21; an increase of $19.29. If approved, the proposed assessment for the District would generate $26,009, which is sufficient to cover ongoing operating costs.

Background

The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefited properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the West Wood Lighting and Landscaping (L&L) District.

The West Wood L&L is located in the northeast portion of the City, generally to the north of Kentucky Avenue, south of Quail Drive, east of Dove Drive and west of Mallard Drive. The District was formed in 2004 and is currently being assessed at the maximum allowable rate; however, the District formation report included an annual CPI escalator, which can continue indefinitely.

On May 19, 2020, the City Council approved resolutions to preliminarily approve the Engineer's Report and to initiate proceedings for the annual levy, which included setting the public hearing date for June 16, 2020. The Engineer's Report was attached to the May 19, 2020 staff report and is available for review in the Finance Department.

Discussion

Each year, the City prepares an Engineer's Report for each District, along with the District estimates for an operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

State regulations require a two-part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Reports and call for a public hearing; this occurred at the May 19, 2020 Council meeting. The public hearing is required to complete the levy process. Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Conclusion

Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and order the levy and collection of the assessment within the West Wood Lighting and Landscaping District.

Prepared by: Adam Devlin, Senior Accountant

Reviewed by: Kimberly McKinney, Finance Officer/Treasurer

Ken Hiatt
Interim City Manager

Attachments:

1. FY 2021-Woodland-West Wood Unit No. 1-Resolution (Public)-V3 (updated)

RESOLUTION NO. ________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ENGINEER'S ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE WEST WOOD UNIT NO. 1 LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2020/2021.

The City Council of the City of Woodland, California (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, The City Council has, by previous Resolutions, ordered the preparation of the Engineer's Annual Levy Report (hereafter referred to as the "Report") for said district known and designated as: West Wood Unit No. 1 Landscaping and Lighting District (hereafter referred to as the "District"), pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the "Act"); and,

WHEREAS, there has now been presented to this City Council the final Report as required by *Chapter 3, Section 22623* of said Act, and as previously directed by Resolution; and,

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the levy has been spread in accordance with the benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Report; and,

WHEREAS, the City of Woodland and its legal counsel have reviewed Proposition 218 and found that these assessments comply with applicable provisions of Section XIII D of the California State Constitution; and,

WHEREAS, upon reasonable written notice by Yolo County of any claim or challenge, the City of Woodland agrees to defend with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, officers, officials, agents and employees (collectively "the County"), against the payment of any liabilities, losses, costs and expenses, including attorney fees and court costs, not due to the County's own active negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these assessments onto the County roll and taxbills for the City of Woodland; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE DISTRICT, AS FOLLOWS:

Section 1: Following notice duly given, the City Council has held a full and fair public hearing regarding the District, the levy and collection of assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

Section 2: Based upon its review (and amendments, as applicable) of the Report, a copy of which has been presented to the City Council, is hereby approved (as amended), and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection, the City Council hereby finds and determines that:

a. The land within the District will be benefited by the operation, maintenance and servicing of improvements, located within the boundaries of the District, and

b. District includes all of the lands so benefited, and

c. The net amount to be assessed upon the lands within the District in accordance with the fee for the Fiscal Year commencing July 1, 2020, and ending June 30, 2021, is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the estimated special benefits to be received by each parcel from the improvements and services.

Section 3: The maintenance, operation and servicing of the improvements and appurtenant facilities shall be performed pursuant to the Act. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as follows: the maintenance and operation of and the furnishing of services and materials for the landscaping improvements, local street lighting facilities, parks and related equipment replacement, fencing and block walls, storm drainage detention basin, and all associated appurtenances.

Section 4: The County Auditor of the County of Yolo shall enter on the County Assessment Roll opposite each eligible parcel of land the amount of levy so apportioned by the formula and method outlined in the Report, and such levies shall be collected at the same time and in the same manner as the County taxes are collected, pursuant to *Chapter 4, Article 2, Section 22646* of the Act. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

Section 5: The City Treasurer shall deposit all money representing assessments collected by the County for the District to the credit of a fund for the City of Woodland West Wood Unit No. 1 Landscaping and Lighting District and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in Section 3.

Section 6: The adoption of this Resolution constitutes the District levy for the Fiscal Year commencing July 1, 2020, and ending June 30, 2021.

Section 7: The City Clerk, or their designate, is hereby authorized and directed to file the levy with the County Auditor upon adoption of this Resolution, pursuant to *Chapter 4, Article 1, Section 22641* of the Act.

Section 8: That the above recitals are all true and correct. That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of and final approval of the Report.

PASSED, APPROVED, AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED**:**

____
Rich Lansburgh, Mayor

ATTEST:	**APPROVED AS TO FORM:**
________________________________	________________________________
Ana B. Gonzalez, City Clerk	Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: J.25
SUBJECT: PUBLIC HEARING - Gateway Landscaping & Lighting District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Gateway Lighting and Landscaping District.

Staff Contact
Adam Devlin, Senior Accountant; (530)661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact
If approved, the District would generate $201,891 in revenues to offset the costs of District maintenance, which is 3% greater than the fiscal year (FY) 2019/20 assessment. The proposed levy for FY2020/21 is approximately 96% of the maximum allowable assessment; this is primarily due to the new landscaping constructed for the I5/County Road 102 interchange.

The following table shows a comparison of the maximum assessment, the FY 2019/2020 actual assessment and the proposed FY 2020/2021 assessment:

Zoning	Maximum Levy	FY20/21 Proposed Levy	FY2019/20 Assessment	Difference
GATEWAY L&L DISTRICT				
Commercial Per Acre	$4,089.59	$3,917.17	$ 3,795.17	$ 122.00

Background
The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefited properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the Gateway Lighting and Landscaping (L&L) District.

The Gateway L&L is located in the southeast portion of the City, generally bounded to the north by Interstate 5, to the east by County Road 102, to the south by Bronze Star Drive and generally to the west by the City boundaries.

On May 19, 2020, the City Council approved resolutions to preliminarily approve the Engineer's Report and to initiate proceedings for the annual levy, which included setting the public hearing date. The Engineer's Report was attached to the May 19th staff report and is available for review in the Finance Department.

Discussion
Each year, the City prepares an Annual Report for each District, along with the District estimates for an

operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

State regulations require a two-part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Reports and call for a public hearing; this occurred at the May 19, 2020 Council meeting. The public hearing is required to complete the levy process.

Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Conclusion

Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Gateway Lighting and Landscaping District.

Prepared by: Adam Devlin, Senior Accountant

Reviewed by: Kimberly McKinney, Finance Officer/Treasurer

Ken Hiatt
Interim City Manager

Attachments:

1. Resolution Ordering the Levy Gateway 2020
2. Resolution Approving ER for Gateway 2020

RESOLUTION NO: ___________

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA ORDERING THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS REGARDING THE GATEWAY LANDSCAPING AND LIGHTING DISTRICT FOR FISCAL YEAR 2020/2021

WHEREAS, the City Council, has by previous Resolutions initiated proceedings to form, and declared its intention to levy and collect annual assessments against parcels of land within the "**Gateway Landscaping and Lighting District**" (the "District") for the fiscal year commencing July 1, 2020 and ending June, 30 2021 pursuant to the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (the "Act") to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and,

WHEREAS, Koppel & Gruber Public Finance, the Assessment Engineer selected by the City Council has prepared and filed with the City Clerk and the City Clerk has presented to the City Council the Engineer's Report entitled "**City of Woodland Gateway Landscaping and Lighting District Fiscal Year 2020/2021 Engineer's Report**" (the "Report"), in connection with the proposed levy and collection of special benefit assessments upon eligible parcels of land within the District, and the City Council did by previous Resolution approve such Report; and,

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the Fiscal Year commencing July 1, 2020 and ending June 30, 2021, to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and,

WHEREAS, the City Council following notice duly given, has held a full and fair Public Hearing on June 16, 2020, regarding the levy and collection of assessments as described in the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters, pursuant to the Act and in accordance with the provisions of the California Constitution Article XIIID.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL OF THE CITY OF WOODLAND, THE LEGISLATIVE BODY FOR SAID DISTRICT, AS FOLLOWS:

Section 1 The preceding recitals are true and correct.

Section 2 Following notice duly given, the City Council has held a full and fair public hearing regarding the levy and collection of the assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

Section 3 The City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2020 and ending June 30, 2021, to pay the costs and expenses of operating, maintaining and servicing the landscaping, lighting, storm drainage and appurtenant facilities located within public places in the District.

Section 4 The City Council has carefully reviewed and examined the Report in connection with the District, and the levy and collection of assessments. Based upon its review the Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, hereby finds that the City Council determines that:

a. The territory of land within District will receive special benefits from the operation, maintenance and servicing of the landscaping, lighting, drainage and appurtenant facilities and improvements related thereto.

b. The District includes all of the lands so benefited; and

c. The amount to be assessed upon the lands within the District, in accordance with the proposed budget for the fiscal year commencing July 1, 2020 and ending June 30, 2021 is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the special benefits, to be received by each parcel from the improvements and services, and is satisfied that the assessments are levied, without regard to property valuation.

Section 5 The Report and Fiscal Year 2020/2021 assessments, as presented to the City Council and on file in the office of the City Clerk, are hereby confirmed as filed.

Section 6 The City Council hereby orders the proposed improvements to be made; the improvements are briefly described as the operation, administration, maintenance and servicing of all public landscaping and lighting improvements, storm drainage and appurtenant facilities and expenses associated with the District, and that will be maintained by the City of Woodland or their designee and all such maintenance, operation and servicing of the landscaping and lighting, drainage and all appurtenant facilities shall be performed pursuant to the Act. A more complete description of the improvements is detailed in the Report and by reference this document is made part of this resolution.

Section 7 The Yolo County Auditor shall place on the County Tax Roll, opposite each parcel of land, the amount of levy so apportioned by the method of apportionment formula, outlined in the Engineer's Report, and such levies shall be collected at the same time and in the same manner as county taxes are collected pursuant to *Chapter 4, Article 2, Section 22646 of the Act.* After collection by the County, the net amount of the assessments, after deduction of any compensation due the county for collection, shall be paid to the City Treasurer.

Section 8 The Finance Officer, shall deposit all money from the assessments collected by the County for the District into a fund for the Gateway Landscaping and Lighting District, and such money shall be expended to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto described above.

Section 9 The adoption of this Resolution constitutes the Authorization of the District levy for the Fiscal Year commencing July 1, 2020 and ending June 30, 2021.

<u>Section 10</u> The City Clerk's designee, Koppel & Gruber Public Finance, is hereby authorized and directed to file the levy with the Yolo County Auditor subsequent to the adoption of this Resolution.

RESOLUTION NO: ___________

PASSED, APPROVED, AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED**:**

____
Rich Lansburgh, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE FISCAL YEAR 2020/2021 ENGINEER'S REPORT REGARDING THE GATEWAY LANDSCAPING AND LIGHTING DISTRICT

WHEREAS, the City Council, pursuant to the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (the "Act"), did by previous Resolution order the Assessment Engineer, Koppel & Gruber Public Finance, to prepare and file the 2020/2021 Engineer's Report for the "**Gateway Landscaping and Lighting District**" (the "District"); and,

WHEREAS, the Assessment Engineer has prepared and filed with the City Clerk of the City of Woodland, California and the City Clerk has presented to the City Council such report entitled "**City of Woodland Gateway Landscaping and Lighting District Fiscal Year 2020/2021 Engineer's Report**" (the "Report") as required by the Act; and,

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, considered all oral and written comments presented with respect to the District and Report at a noticed Public Hearing and has discussed any necessary or desired modifications to the Report, and is satisfied that the levy for each parcel has been calculated in accordance with the special benefits received from the operation, maintenance and services performed, as set forth in the Report.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL OF THE CITY OF WOODLAND, THE LEGISLATIVE BODY FOR SAID DISTRICT, AS FOLLOWS:

Section 1 The preceding recitals are true and correct.

Section 2 The Report as presented or as modified, contains the following:

a. A Description of Improvements.

b. A Diagram of the District.

c. The Method of Apportionment that details the method of calculating each parcel's proportional special benefits and annual assessment.

d. The 2020/2021 Assessment based upon Method of Apportionment as approved by the property owners pursuant to the provision of the California Constitution Article XIIID Section 4.

e. An "Assessment Range Formula" for calculating annual inflationary adjustments to the initial "Maximum Assessment" (Adjusted Maximum Levy per benefit unit), also approved by the property owners.

f. The 2020/2021 Annual Budget (Costs and Expenses) and the resulting 2020/2021 assessment (Levy per benefit unit) for Fiscal Year 2020/2021.

g. The Assessment Roll containing the Levy for each Assessor Parcel Number within the District for Fiscal Year 2020/2021.

Section 3 The City Clerk is hereby directed to enter on the minutes of the City Council any and all modifications to the Report determined and approved by the City Council, and all such changes and/or modifications by reference are to be incorporated into the Report.

Section 4 The City Council is satisfied with the Report as presented or modified, each and all of the budget items and documents as set forth therein, and is satisfied that the Fiscal Year 2020/2021 annual assessments contained therein are consistent with the assessments approved by the property owners and spread in accordance with the special benefits received from the improvements pursuant to the provisions of the California Constitution Article XIIID.

Section 5 The Report is hereby approved as submitted or modified and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

Section 6 The City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation and approval of the Report as submitted or modified.

PASSED, APPROVED, AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED**:**

____
Rich Lansburgh, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: J.26
SUBJECT: PUBLIC HEARING - Spring Lake Lighting & Landscaping District

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Spring Lake Lighting and Landscaping District.

Staff Contact
Adam Devlin, Senior Accountant; (530)661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact
If approved, the District would generate $2,350,748 in revenues to offset the costs of District maintenance. This represents an increase of $97,483 or 4% from the fiscal year (FY) 2019/20 total revenues. Between FY2019/20 and FY2020/2, new landscaping was installed in the District concurrent with new residential development, which requires maintenance and irrigation costs beyond the budget for FY2019/20. The increased maintenance costs were mostly offset by the addition of 127 new parcels to the Assessment Roll for FY2020/21. The proposed assessment is approximately 62% of the maximum allowable assessment for the District.

The following table shows a comparison, by zoning type, of the maximum assessment, the FY19/20 actual assessment and the proposed FY20/21 assessment:

Zoning	Maximum Levy	FY20/21 Proposed Levy	FY19/20 Levy	Difference
SPRING LAKE L&L DISTRICT				
Single Family Developed Residential R3	$ 1,545.12	$ 878.69	$ 866.83	$ 11.86
Single Family Developed Residential R4	$ 1,328.87	$ 792.44	$ 787.11	$ 5.33
Single Family Developed Residential R5	$ 1,199.12	$ 740.69	$ 739.28	$ 1.41
Single Family Developed Residential R8	$ 1,004.50	$ 663.06	$ 667.53	$ (4.47)
Single Family Developed Residential R15	$ 656.94	$ 446.37	$ 446.26	$ 0.11
Single Family Developed Residential R20	$ 613.69	n/a	n/a	n/a
Single Family Developed Residential R25	$ 587.74	$ 418.77	$ 420.75	$ (1.98)
Neighborhood Commercial Per Acre	$ 15,929.41	$ 6,075.69	$ 5,493.46	$ 582.23

Background
The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefited properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the Spring Lake Lighting and Landscaping (L&L) District.

The Spring Lake L&L consists of all property located in the Spring Lake Specific Plan area, which is located in the southeast portion of the City, generally bounded to the north by Gibson Road, to the east by County Road

102, to the south by County Road 25A and generally to the west by County Road 101. There is a portion of the District immediately north of the extension of County Road 24A that extends west of State Highway 113.

On May 19, 2020, the City Council approved resolutions preliminarily approving the Engineer's Report and initiating proceedings for the annual levy, which included setting the public hearing date for June 16, 2020.

Discussion

Each year, the City prepares an Annual Report for each District, along with the District estimates for an operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

State regulations require a two part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Report and call for a public hearing; this occurred at the May 19, 2020 Council meeting. The public hearing is required to complete the levy process.

Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Conclusion

Staff recommends that the City Council (1) conduct a public hearing and (2) adopt Resolution No. _____, approving the fiscal year 2020/2021 annual levy report and Resolution No. _____, ordering the levy and collection of the assessment within the Spring Lake Lighting and Landscaping District.

Ken Hiatt
Interim City Manager

Attachments:

1. Resolution Approving Engineer's Report Spring Lake 2020
2. Resolution Ordering the Levy of Assessments Spring Lake 2020

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE FISCAL YEAR 2020/2021 ENGINEER'S REPORT REGARDING THE SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT

WHEREAS, the City Council, pursuant to the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (the "Act"), did by previous Resolution order the Assessment Engineer, Koppel & Gruber Public Finance, to prepare and file the 2020/2021 Engineer's Report for the "**Spring Lake Landscaping and Lighting District**" (the "District"); and,

WHEREAS, the Assessment Engineer has prepared and filed with the City Clerk of the City of Woodland, California and the City Clerk has presented to the City Council such report entitled "**City of Woodland Spring Lake Landscaping and Lighting District Fiscal Year 2020/2021 Engineer's Report**" (the "Report") as required by the Act; and,

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, considered all oral and written comments presented with respect to the District and Report at a noticed Public Hearing and has discussed any necessary or desired modifications to the Report, and is satisfied that the levy for each parcel has been calculated in accordance with the special benefits received from the operation, maintenance and services performed, as set forth in the Report.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL OF THE CITY OF WOODLAND, THE LEGISLATIVE BODY FOR SAID DISTRICT, AS FOLLOWS:

Section 1 The preceding recitals are true and correct.

Section 2 The Report as presented or as modified, contains the following:

- **a.** A Description of Improvements.
- **b.** A Diagram of the District.
- **c.** The Method of Apportionment that details the method of calculating each parcel's proportional special benefits and annual assessment.
- **d.** The 2020/2021 Assessment based upon Method of Apportionment as approved by the property owners pursuant to the provision of the California Constitution Article XIIID Section 4.
- **e.** An "Assessment Range Formula" for calculating annual inflationary adjustments to the initial "Maximum Assessment" (Adjusted Maximum Levy per benefit unit), also approved by the property owners.
- **f.** The 2020/2021 Annual Budget (Costs and Expenses) and the resulting 2020/2021 assessment (Levy per benefit unit) for Fiscal Year 2020/2021.

g. The Assessment Roll containing the Levy for each Assessor Parcel Number within the District for Fiscal Year 2020/2021.

<u>Section 3</u> The City Clerk is hereby directed to enter on the minutes of the City Council any and all modifications to the Report determined and approved by the City Council, and all such changes and/or modifications by reference are to be incorporated into the Report.

<u>Section 4</u> The City Council is satisfied with the Report as presented or modified, each and all of the budget items and documents as set forth therein, and is satisfied that the Fiscal Year 2020/2021 annual assessments contained therein are consistent with the assessments approved by the property owners and spread in accordance with the special benefits received from the improvements pursuant to the provisions of the California Constitution Article XIIID.

<u>Section 5</u> The Report is hereby approved as submitted or modified and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

<u>Section 6</u> The City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation and approval of the Report as submitted or modified.

PASSED, APPROVED, AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED**:**

____
Rich Lansburgh, Mayor

ATTEST:	**APPROVED AS TO FORM:**
_________________________________	_________________________________
Ana B. Gonzalez, City Clerk	Kara K. Ueda, City Attorney

RESOLUTION NO: ___________

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA ORDERING THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS REGARDING THE SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT FOR FISCAL YEAR 2020/2021

WHEREAS, the City Council, has by previous Resolutions **initiated proceedings to form,** and declared its intention to levy and collect annual assessments against parcels of land within the **"Spring Lake Landscaping and Lighting District"** (the "District") for the fiscal year commencing July 1, 2020 and ending June, 30 2021 pursuant to the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (the "Act") to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and,

WHEREAS, Koppel & Gruber Public Finance, the Assessment Engineer selected by the City Council has prepared and filed with the City Clerk and the City Clerk has presented to the City Council the Engineer's Report entitled "**City of Woodland Spring Lake Landscaping and Lighting District Fiscal Year 2020/2021 Engineer's Report**" (the "Report"),in connection with the proposed levy and collection of special benefit assessments upon eligible parcels of land within the District, and the City Council did by previous Resolution approve such Report; and,

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the District for the Fiscal Year commencing July 1, 2020 and ending June 30, 2021, to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto; and,

WHEREAS, the City Council following notice duly given, has held a full and fair Public Hearing on June 16, 2020, regarding the levy and collection of assessments as described in the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters, pursuant to the Act and in accordance with the provisions of the California Constitution Article XIIID.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL OF THE CITY OF WOODLAND, THE LEGISLATIVE BODY FOR SAID DISTRICT, AS FOLLOWS:

Section 1 The preceding recitals are true and correct.

Section 2 Following notice duly given, the City Council has held a full and fair public hearing regarding the levy and collection of the assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

Section 3 The City Council desires to levy and collect assessments against parcels of land within the District for the fiscal year commencing July 1, 2020 and ending June 30, 2021, to pay the costs and expenses of operating, maintaining and servicing the landscaping, lighting, drainage and appurtenant facilities located within public places in the District.

<u>Section 4</u> The City Council has carefully reviewed and examined the Report in connection with the District, and the levy and collection of assessments. Based upon its review the Report, a copy of which has been presented to the City Council and which has been filed with the City Clerk, hereby finds that the City Council determines that:

a. The territory of land within District will receive special benefits from the operation, maintenance and servicing of the landscaping, lighting, drainage and appurtenant facilities and improvements related thereto.

b. The District includes all of the lands so benefited; and

c. The amount to be assessed upon the lands within the District, in accordance with the proposed budget for the fiscal year commencing July 1, 2020 and ending June 30, 2021 is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the special benefits, to be received by each parcel from the improvements and services, and is satisfied that the assessments are levied, without regard to property valuation.

<u>Section 5</u> The Report and Fiscal Year 2020/2021 assessments, as presented to the City Council and on file in the office of the City Clerk, are hereby confirmed as filed.

<u>Section 6</u> The City Council hereby orders the proposed improvements to be made; the improvements are briefly described as the operation, administration, maintenance and servicing of all public landscaping and lighting improvements, drainage and appurtenant facilities and expenses associated with the District, and that will be maintained by the City of Woodland or their designee and all such maintenance, operation and servicing of the landscaping and lighting, drainage and all appurtenant facilities shall be performed pursuant to the Act. A more complete description of the improvements is detailed in the Report and by reference this document is made part of this resolution.

<u>Section 7</u> The Yolo County Auditor shall place on the County Tax Roll, opposite each parcel of land, the amount of levy so apportioned by the method of apportionment formula, outlined in the Engineer’s Report, and such levies shall be collected at the same time and in the same manner as county taxes are collected pursuant to *Chapter 4, Article 2, Section 22646 of the Act.* After collection by the County, the net amount of the assessments, after deduction of any compensation due the county for collection, shall be paid to the City Treasurer.

<u>Section 8</u> The Finance Officer, shall deposit all money from the assessments collected by the County for the District into a fund for the Spring Lake Landscaping and Lighting District, and such money shall be expended to pay the costs and expenses of operating, maintaining and servicing the improvements and appurtenant facilities related thereto described above.

<u>Section 9</u> The adoption of this Resolution constitutes the Authorization of the District levy for the Fiscal Year commencing July 1, 2020 and ending June 30, 2021.

<u>Section 10</u> The City Clerk's designee, Koppel & Gruber Public Finance, is hereby authorized and directed to file the levy with the Yolo County Auditor subsequent to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED**:**

____
Rich Lansburgh, Mayor

ATTEST:	**APPROVED AS TO FORM:**
__________________________________	__________________________________
Ana B. Gonzalez, City Clerk	Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: K.27
SUBJECT: Update on COVID-19 Response and Preparedness

Recommendation for Action: Staff recommends that the City Council receive an update and discuss the current status of the COVID-19 pandemic and the community's actions to prepare and respond to issues resulting from the emergency.

Ken Hiatt
Interim City Manager

Attachments:
None

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: K.28
SUBJECT: Fiscal Year 2020/21 Budget

Recommendation for Action: Staff recommends that the City Council formally adopt Resolution No. _____, approving a) the Fiscal Year (FY) 2020/21 Annual Budget of $185.24 million and b) 311 Full-time equivalent positions by classification as detailed in Exhibit B.

Staff Contact:
Kim McKinney, Finance Officer, (530) 661-5849, kimberly.mckinney@cityofwoodland.org

Fiscal Impact:
Adoption of the budget will appropriate $185.24 million across all City funds. Included in this number is $1.02 million for the Successor Agency to the former Woodland Redevelopment Agency, and $5.4 million in debt service related to debt issues by the Woodland Finance Authority. General Fund appropriations total $54.5 million, which includes $432,140 in one-time funding allocations.

Background:
Over the last four months, the City Council has received a series of presentations and updates related to the fiscal year (FY) 2020/21 financial outlook for the City. These discussions began with the FY2019/20 Mid-Year Budget update in February, followed by the Spring Budget Workshop in April, discussions of Measures J, E and F and the City's Capital Improvement Program (CIP) in May, a discussion of a balancing plan for the FY2020/21 budget in May, and finally the preliminary Proposed FY2020/21 budget in June. All of these discussions and topics have been included in the Proposed Budget document that accompanies this report.

Discussion:
Along with other state and local agencies across the country, the City of Woodland faces difficult and unexpected budget challenges due to the recent public health emergency related to the coronavirus outbreak. The COVID-19 pandemic has had a profound impact on most aspects of our lives. The various stay-at-home orders that help prevent the spread of the virus have essentially shut down large segments of the economy that generate the revenues to support municipal government. This has resulted in a negative impact on the anticipated FY2019/20 and FY2020/21 revenues. It is impossible to anticipate, at this point, the depth and duration of the economic downturn caused by the pandemic. Recovery from the economic impacts will undoubtedly be a significant challenge for the foreseeable future. However, the City's prudent financial practices, including long-term financial planning and conservative budget approach, have built reserve balances that allow the City to address projected General Fund deficits in a thoughtful and strategic manner.

Because of the unprecedented situation, the overall FY2020/21 Budget is essentially a "status-quo" budget, with a limited number of critical one-time funding recommendations necessary to address specific priority needs. The budget includes anticipated revenues developed in coordination with the City's tax revenue consultants based on economic indicators and includes preliminary estimates of the financial impacts of the COVID-19 pandemic. These tax revenue losses, along with other impacted revenues, are reflected in the five-year General Fund forecast. As discussed with Council, staff developed plans for reducing expenditures, which have been categorized into three "tiers" of possible reductions, with implementation timing dependent upon revenue performance. The General Fund proposed budget reflects implementation of the first "tier" of balancing measures necessary to reduce expenditures and work toward a balanced budget.

The proposed FY2020/21 budget totals $185.24 million, supporting City operating funds ($139.27 million), capital funds ($21.97 million) and debt service obligations ($24 million) and represents an increase of 7% from last year's adopted budget. Consistent with previous years, costs associated with the City's investment management function ($60,000) are not shown in expenditure appropriations, but instead netted against total investment income for the fiscal year.

The budget includes a set of specific funding recommendations totaling $3,044,379 including $2,927,419 in one-time funding allocation and $116,960 in ongoing budget augmentations. No new positions have been authorized in the Proposed Budget; in fact, at least two full time positions are frozen and not authorized for funding. The proposed FY2020/21 full-time equivalent staffing level of 311 positions is two fewer than last year, and remains 41 positions (12%) fewer than pre-recession staffing levels of FY2008/2009.

The General Fund budget, totaling $54.5 million, as proposed, represents a decrease of $0.7 million (1.3%) from the prior year, including $432,140 of one-time funding allocations from General Fund reserves. The overall budget proposal, which includes specific funding recommendations to meet selected priority needs would, if approved, result in an anticipated year-end fund balance in the General Fund of $12.7 million (26.4%), or $3.1 million above the Council-adopted reserve policy level of 20%.

The proposed FY2020/2021 Capital Improvement Program budget includes funding recommendations totaling $33.3 million, of which $17.7 million is allocated for investment in transportation infrastructure, $8.8 million to advance capital projects within our water and sewer utilities, and $1.75 million supports park and library facility improvements. Of this amount, $3.06 million is provided through Measure E and $3.01 million from Measure F, consistent with the FY2020/2021 funding allocations presented to the Council earlier in the budget process.

Prior to the COVID-19 pandemic, the City was already struggling to maintain the status quo because cost increases generally and consistently outpaced revenue growth. This looming problem has been accentuated and accelerated due to the current economic circumstances. Although the City has a plan to balance the FY2020/21 General Fund budget, more work will be required to achieve longer-term structural balance. Revenue forecasts will be closely monitored and adjusted as necessary, but even under a "moderate" recession scenario of the General Fund, the updated forecast reflects a projected deficit of $2.67 million for FY2021-2022, growing to $6.81 million by the end of the forecast's planning horizon. This ongoing budget gap is attributable largely to revenue declines and slowed growth, as well as projected increases in CalPERS retirement contribution rates.

Proposed Budget Recommendations:

The overall Proposed Budget is consistent with the budget framework developed over the past several fiscal years as well as feedback provided by the City Council through its regular quarterly budget updates and the Spring Budget Workshop held in April.

Due to the level of uncertainty surrounding the impact to the City's key revenue sources in the General Fund, and to allow for early planning for even larger budget impacts, staff has provided to and discussed with the Council two versions of a General Fund forecast. One version reflects a more moderate recession scenario, assuming a relatively sharp, but short-term decline of sales tax and transient occupancy tax (TOT) revenues through FY2020/21 and FY2021/22, followed by a slow recovery. A second version of the forecast includes reductions to most revenue sources in the General Fund consistent with revenue performance during the recession of 2008 – 2010. This scenario includes a more drastic revenue reduction and an even slower growth toward recovery. Additionally, given the investment market turmoil and volatility, CalPERS investment losses are expected to be substantial. Both scenarios of the General Fund forecast include significant additional costs related to unfunded pension liabilities, beginning in FY2022/23.

Balancing Plan

To address the forecasted deficit in the General Fund, staff developed a balancing plan that can be implemented in phases throughout the coming fiscal year, depending upon actual revenue performance. The first tier of the balancing plan utilizes some portion of available General Fund reserves, and includes expected savings from freezing certain vacant positions, reallocation of programs and staff to other available fund sources, department level expenditure reductions, and anticipated savings from employee concessions. The second and third tiers of reductions include potential lay-off of several employees, and additional department level resource reductions that will likely have significant impact on service levels throughout the City, particularly in public safety.

The Proposed Budget reflects the reduced expenditures related to implementation of Tier 1 of the balancing plan. Tier 2 and Tier 3 reductions are shown for planning purposes only, and will be revisited with the City Council over the next several months as more information becomes available. The following summarizes all tiers of the balancing plan:

TIER I Reductions - General Fund	**FY2020/21 Savings**
City Attorney Contract Reduction	$ 25,000
IT Savings	$ 25,000
Eliminate funding for Accounting Tech position	$ 70,000
Reduce Finance Contract Services	$ 35,000
Reduction in Water Use (Parks/Community Center)	$ 65,000
SHP Funding for Senior Planner	$ 10,000
Eliminate funding for Crime Analyst position	$ 116,000
Graffiti Program Funding Transfer	$ 48,600
Transfer Police Officer to MSF funding	$ 213,141
SB2 Funding for Social Services Manager	$ 53,345
Fire Overtime Reduction	$ 25,000
City Hall Supplies/Services	$ 10,882
MSC Supplies/Services	$ 23,379
Eliminate Sports Park Turf Replacement Contribution	$ 50,000
Reduce Facility Replacement Annual Contribution	$ 75,000
YECA Contribution Reduction	$ 110,817
Animal Services Contract Reduction	$ 38,000
Reduced LAFCO Annual Contribution	$ 7,113
Total	**$ 1,001,277**

TIER II Reductions - General Fund	FY2020/21 Savings
Eliminate Community Services Officer position	$ 92,128
Reallocate Program Oversight of Environmental Resources	$ 25,000
Eliminate CDD Deputy Director position	$ 110,272
Fire Overtime Reduction	$ 75,000
Library Temp Staffing - Move to Measure J	$ 31,593
Eliminate Environmental Sustainability Manager position	$ 12,402
Reduce Annual OPEB Contribution	$ 100,000
Delay Indirect Cost Recovery implementation	$ 140,527
	$ 586,923

TIER III Reductions	FY2020/21 Savings
Reclassify additional Recreation Staff to Measure J	$ 80,000
Eliminate Facility Maintenance Worker II position	$ 112,000
Library Contract Services/Supplies Reduction	$ 41,250
Freeze funding for Police Officer position	$ 150,804
Freeze funding for Police Officer position	$ 150,804
Fire Overtime Reduction - Tier 2+	$ 174,620
	$ 709,478

Funding Recommendations

Although budget flexibility throughout the City is limited, several budget adjustments are recommended in order to provide funding for high priority needs. The following reflects the recommended funding augmentations included in the Proposed Budget:

General Fund: $590,140 (including $431,140 in one-time General Fund allocations, $150,000 in one-time Measure J funding, and $8,000 of ongoing Measure J adjustments)

- Temporary and contract service assistance for development activity ($72,140, offset by revenues)
- Special Event Funding ($25,000)
- Homeless effort support ($25,000)
- Contract Mental Health Clinician ($60,000)
- Abandoned RV Towing Program ($20,000)
- Allocation for Enterprise System replacement project ($230,000)
- Library Main Floor and Furnishing improvements (Measure J) ($150,000)
- Library temporary staffing for Square One programs (Measure J) ($8,000)

Internal Service Funds: $1,778,505 in one-time allocations

- City facility repair projects ($528,441)
- Allocation for Enterprise System Replacement ($1,171,790)
- Replacement of SWAT protective equipment ($43,274)
- Emergency Vehicle Operations training for Police Officers ($35,000)

Enterprise Funds $72,000 Water, $516,960 Sewer, and $25,000 Recreation

- One-time allocation for Enterprise System Replacement ($100,000)
- Replacement of high use, outdated equipment ($405,000 one-time, $61,960 recurring)
- Additional state permit fees ($10,000 recurring)

- Replacement of water monitoring software ($12,000 recurring)
- Additional temporary staffing for recreation ($25,000, offset by revenues)

Measure F: $59,274 for one-time grant matching funds to replace Fire Department equipment.

Capital Budget Overview

A major component of the city's annual budget process is the update to the five-year Capital Improvement Program (CIP). Due to limited availability of discretionary funds, the City's CIP relies heavily on grant funding to supplement utility rates, development impact fees, transportation funding and local sales tax revenues. For FY2020-2021, the CIP proposes funding totaling $33.3 million, as follows:

Project Category	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Fire	$0	$50,000	$0	$0	$0
General	$447,795	$2,551,790	$0	$0	$0
Library	$85,000	$85,000	$85,000	$85,000	$85,000
Park Facilities	$2,288,450	$1,668,417	$15,000	$15,000	$15,000
Sewer	$12,124,180	$2,785,000	$5,060,000	$2,960,000	$1,610,000
SLIF Infrastructure	$6,533,000	$2,070,000	$0	$0	$0
Storm Drain	$2,029,000	$400,000	$2,725,000	$0	$0
Transportation	$12,859,938	$17,730,000	$6,890,000	$6,555,000	$3,905,000
Water	$3,368,017	$6,017,017	$4,500,000	$2,708,017	$2,708,017
Grand Total	$39,735,380	$33,307,224	$19,275,000	$12,323,017	$8,323,017

Selected Highlights of the proposed FY2020-2021 CIP Include:

Parks

- Sports Park Turf Replacement $1.15 million

Transportation/Road Rehabilitation

- East Main Street Improvement Project $1.8 million
- West Woodland Safe Routes to School $1.3 million
- Gibson Road Bike/Mobility (East to West St) $5.7 million
- West Gibson Road Rehab (West St to CR98) $4.9 million

Utilities

- Water & Sewer Replacement (Gum & Marshall) $4.6 million

Other

- Sports Park Drive Pedestrian Overcrossing $2.15 million
- Enterprise System Replacement $2.25 million

Highlights of Funding Support for Selected Strategic Initiatives

Public Safety

- Allocates $1.4 million in Measure F funding for Fire and Police Staffing (increased from $1.1 million)
- 4.0 Police Officers
    - Non-Sworn Staff Support (Records/Front Counter and Evidence)

- Fire Chief
- Fire Marshal
- Provides One-Time Funds in support of Police equipment and training
- Provides Firefighter SAFER Grant matching funds for 3.0 Firefighters and plans to absorb full cost within the Five-Year Forecast
- Provides one-time funds for the services of a mental health clinician to assist with the increasing workload of mental health related calls for service

Homelessness

- Anticipates funding for:
- Transitional Housing assistance
  - Public Safety / Public Health response
  - Other supplies and services as needed
  - Anticipates future funding needs in support of:

- East Beamer Way Project, No Place Like Home
  - Leverage Outside Funding
  - Incorporates SB2 Grant funding
- Continues funding support for County Homeless Coordinator through cost-sharing with other partner agencies

Economic Development

- Supports staff position, temporary staff, and discretionary money for ED initiatives through Measure F
- Continued Implementation new General Plan Policies / Projects
- Zoning Update
  - Permit Streamlining
  - Business Research / Tech Park Project
  - Continue to Support Business Retention, Expansion, and Attraction
- Continues partnerships with Woodland Chamber of Commerce and Greater Sacramento Area Economic Council

Infrastructure

- Supports FY2020-2021 Street Rehabilitation Project Work Plan:
- East Main Street Improvement Project
  - Gibson Road Rehabilitation – West St. to CR98
  - Gibson Road Bicycle/Pedestrian Project - East to West
  - Completes West Woodland Safe Routes to School (Court Street)
  - Funds Library Short-Term Capital Project (Main Floor)
- Funds replacement of the artificial turf at the Woodland Sports Park

Measure J / Youth Initiative – The budget provides ongoing funding support for programs established with the passage of Measure J through the voter-approved quarter-cent sales tax that generates roughly $2.8 million per year. The proposed budget includes the following funding allocations:

	Budgeted FY2019/20	Proposed FY2020/21
Revenues		
MSJ Annual Revenue Projection	$ 2,848,098	$ 2,798,294
Expenditures		
Utility Assistance	$ 270,710	$ 250,000
General Recreation	576,365	483,769
Middle School Programs	225,800	221,942
Aquatics	270,803	270,803
Recreation Van	102,745	104,421
Summer Camp	164,377	157,856
Youth Advisory Committee & Academy	5,000	5,000
At-Potential Youth	317,032	316,032
Crime Prevention	134,443	126,927
GREAT Program (4th/7th Grades)	95,312	95,312
Library	568,111	614,044
Programming Subtotal	$ 2,730,698	$ 2,646,107
Unallocated	77,604	
Total Expenditures	$ 2,808,302	$ 2,646,107
Proposed Additions		
Graffiti Program: GF Transfer - Budget Balancing		$ 48,600
Library Square One Evening Hours		$ 8,000
Library Improvements		$ 150,000
Net Revenue/Expenditures	$ 39,796	$ (54,413)
Fund Balance	$ 721,296	$ 666,883

Looking Ahead

The Proposed FY2020/21 Budget serves to establish recommended funding and staffing levels, consistent with Council priorities for the fiscal year beginning July 1, 2020. The recommendations included in this budget were informed by a nearly six month budget process that commenced with the City Council Goal-Setting Retreat in January, followed by the Mid-Year Budget Update (February), followed by revised estimates related to the COVID-19 pandemic impacts on the budget, as discussed at the Spring Budget Workshop held in April.

As we prepare to transition to a new fiscal year, there are a number of issues on the horizon that will have a direct impact on the City's ability to sustain our current and proposed service levels and/or provide additional budget flexibility to advance specific priority needs not provided for in this budget proposal.

Ongoing Labor Negotiations

Management is presently in discussions with the city's eight employee bargaining groups to request concessions to assist with balancing the structural budget deficit. Two bargaining groups have memoranda of understanding (MOUs) that will expire June 30, 2021. While certain assumptions have been incorporated into the Adopted Budget relative to personnel costs for employees represented by these bargaining group, the terms of successor agreements may have a direct short-term and long-term budget implications.

CalPERS Pension Costs

The Proposed Budget for FY2020/21 reflects the city's costs associated with employer contributions toward CalPERS pension obligations, as set by CalPERS for the coming fiscal year. The five-year forecast, typically assumes future contribution rates consistent with projected pension costs provided by CalPERS. However, given the economic impacts and investment market turmoil related to the COVID-19 pandemic, CalPERS is expected to fall well short of its investment return target of 7%. Staff has made assumptions about return shortfalls and the resultant impact of contribution rates in the financial forecast. In late July or early August we expect to receive updated CalPERS valuation reports that will establish the pension contribution levels for FY2021/22 as well as updated five-year projections, and more definitive information about actual investment results for FY2019/20. The upcoming valuation reports (and those to follow) are expected to continue to have a significant impact on the city budget.

Property and Sales Tax Revenue Updates

The City's General Fund relies heavily on revenues derived from property and sales taxes. The FY2020/21 budget includes anticipated sales tax revenues developed in coordination with the City's tax revenue consultants based on economic indicators and includes preliminary estimates of the financial impacts of the COVID-19 pandemic. The budget assumes ongoing short-term growth in property tax revenues, consistent with the growth realized over the past few years; however, the updated five-year forecast assumes a slowing of our revenue growth rates in accordance with the unknown circumstances of today's economy. The City will receive its official assessed valuation of the property tax rolls in early July, soon after adoption of the FY2020/21 budget, and will continue to receive quarterly updates of sales tax receipts and projections. In the short-run, actual property tax receipts are likely to be within the range of assumptions used in the development of the FY2020/21 budget, and future forecast assumptions will be based upon updated information that becomes available. Staff will continue to monitor revenue receipts and other factors that could very well inform updated financial forecast assumptions over the five-year planning horizon, and the level of General Fund reserves continues to be sufficient to provide cushions in the event of moderate revenue fluctuations.

Conclusion

Prior to the public health crisis, the City's revenues had experienced strong growth, and prudent management of spending has allowed for healthy reserve balances. While the impact of the COVID-19 pandemic is unknown, long-term sustainability of the General Fund will continue to be challenged with limited revenue growth, and increasing labor and pension costs. Updates and refinements to the City's forecast may occur with more frequency as the actual impact of revenue losses and the timeframe for recovery become clearer. Federal and State relief funding related to the pandemic could also affect the City's financial forecast. To date, the City has not qualified for any of the federal relief packages, due to our population size, but staff continues to research and advocate for assistance. It is the overall goal of the Proposed Budget and long-term financial plan of the City to ensure that the City of Woodland can continue to deliver quality programs and services, invest in the future of the community, while sustaining a fiscally prudent budgetary framework.

Conclusion:

Staff recommends that the City Council formally adopt Resolution No. _____, approving a) the Fiscal Year (FY) 2020/21 Annual Budget of $185.24 million and b) 311 Full-time equivalent positions by classification as detailed in Exhibit B.

Prepared By: Kim McKinney, Finance Officer

Ken Hiatt
Interim City Manager

Attachments:

1. FY20/21 Budget Resolution
2. FY2020/21 Total Appropriations by Fund
3. FY2020/21 Full-time Equivalent Positions

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING THE FISCAL YEAR 2020-2021 ANNUAL BUDGET

WHEREAS, a balanced annual budget for the City of Woodland has been prepared for fiscal year 2020-2021 and presented to the City Council and reviewed at a public meeting on April 21, 2020, May 19, 2020, and June 2, 2020; and

WHEREAS, the proposed budget also includes the fiscal year 2020-2021 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

WHEREAS, the budget for Capital Improvement Plan for fiscal year 2020-2021 has been prepared; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2020-2021 and any remaining amounts shall be credited against their respective fund balances, except for:

a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
b. Any appropriations for incomplete capital projects at the end of fiscal year 2020-2021; and

WHEREAS, for these exceptions, such carry-overs may be made without further City Council action,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND HEREBY RESOLVES:

Section 1. The 2020-2021 Annual Budget is hereby adopted for the following funds (detail shown as Exhibit A):

General Fund	$55,126,539
Enterprise Funds	59,353,924
Special Revenue Funds	19,565,648
Internal Service Funds	21,032,325
Capital Funds	21,971,378
Debt Service Funds	7,171,008
Successor Agency	1,022,099
Total	$185,242,921

Section 2. The one-time and ongoing funding recommendations outlined in the proposed budget are hereby approved, including budget balancing deletion of positions described therein.

Section 3. Full-time Equivalent positions are hereby approved, by classification, as detailed in Exhibit B.

Section 4. Appropriations are hereby made at the individual fund level. The City Manager and Finance Officer are authorized to make budgetary transfers within an individual fund, so long as total appropriations for such fund remain unchanged. Interfund loans and/or transfers necessary to support fund level appropriations are hereby approved and authorized. Any changes to total fund level appropriations require further Council action.

Section 7. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2020-2021 Budget, together with any non-substantive corrections to the proposed budget adopted by this Council.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 16th day of June 2020, by the following vote

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

CITY OF WOODLAND
FISCAL YEAR 2020/21
TOTAL APPROPRIATIONS BY FUND

Fund	Title	Proposed FY2020/21
010	EQUIP SERVICES	2,039,255
011	FACILITIES REPLACEMENT	831,071
012	EQUIPMENT REPLACEMENT	2,174,948
013	BENEFITS FUND	8,936,579
014	VEHICLE-EQUIPMENT LEASES	693,030
015	INFORMATION SYSTEMS FUND	3,689,431
091	SELF INSURANCE	2,418,011
099	DISBURSE FUND-PR	250,000
101	GENERAL FUND	54,529,749
102	TRANS DEBT SVC	421,790
103	INVESTMENT FUND	175,000
210	WATER ENTERPRISE FUND	33,388,994
220	SEWER ENTERPRISE FUND	21,545,764
221	STRM DR ENTERPRISE FUND	1,394,380
222	WASTEWATER PRE-TREATMENT	525,819
240	CEMETERY	538,877
250	RECYCLING	271,055
252	CONST/DEMO DEBRIS RECYCLE	80,794
253	RECREATION ENTERPRISE	408,703
280	TRANSIT SYSTEM	1,199,538
301	LITERACY GRANT	94,725
320	COMMUNITY DEV. BLOCK GRNT	817,451
322	SUPPORT HOUSING PROGR	303,467
325	STATE GRANTS	618,989
326	HOUSING ASSISTANCE	22,328
351	TRANSPORTATION GRANT	7,149,000
352	SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDS	175,168
353	PROPOSTION 172	559,219
354	TRANS DVLP (SB325)	1,333,886
355	GAS TAX-2106 (SELECT)	1,977,118
357	ASSET FORFEITURE FUND	10,209
358	HOUSING MONITORING FUND	113
359	FIRE SUPPRESSION DISTRICT	3,500
360	FIRE SAFER GRANT	466,848
361	ROAD MAINT AND REHAB ACCOUNT	1,700,000
365	ENVIRONMENTAL COMPLIANCE	200,371
381	GIBSON RANCH L&L	921,819
383	N PARK L&L DISTRICT	43,199

Fund	Title	Proposed FY2020/21
384	SP ASSESS STRENG PD LAND	45,771
386	USED OIL RECYCLING GRANT	30,000
387	WOODLAND WEST L&L	30,384
389	SPRINGLAKE L&L	2,349,918
391	SPORTS PARK O&M CFD	480,315
392	GATEWAY L&L	193,350
501	CAPITAL PROJECTS	1,541,145
506	MEASURE E	3,064,000
507	MEASURE F	5,947,954
510	GENERAL CITY DEVELOPMENT	503,394
522	RECOGNIZED OBLIGATION RETIREMENT FUND	1,022,099
540	PARK & RECREATION DVLP	1,433,036
541	PARK IN-LIEU FEES	21
550	POLICE DEVELOPMENT FUND	67,945
560	FIRE DEVELOPMENT	199,635
570	LIBRARY DEVELOPMENT FUND	86,977
580	SURFACE WATER DEVELOPMENT	153
581	STORM DRAIN DEVELOPMENT	64,676
582	ROAD DEVELOPMENT	2,573,472
583	TREE RESERVE	2,500
584	WATER DEVELOPMENT FUND	23,284
585	SEWER DEVELOPMENT FUND	1,941,551
590	SOUTHEAST AREA CONSTRUCTION	3
593	GIBSON RANCH INFRA-STRUC	650,381
594	SPRING LAKE CAPITAL	550,031
601	SPRINGLAKE ADMINISTRATION	114,220
640	SLIF PARKS & RECREATION	17,000
681	SLIF STORM DRAIN FUND	640,000
682	SLIF STREET IMPROVEMENT	2,500,000
685	SLIF SEWER FUND	50,000
830	SOUTHEAST AREA DEBT SERV	1,243,732
870	CFD#2 SPRINGLAKE DEBT SRV	4,379,422
883	2014 REFUNDING LEASE REV BONDS	1,547,854
917	LIBRARY TRUST FUND	38,500
		$185,242,921

CITY ORGANIZATION

Employee Summary - Citywide

Classification	Approved FY2019/20	Budget Balancing Deletions	Proposed FY2020/21
Accountant II	0		0
Accounting Tech	2	-1	1
Administrative Clerk I	0		0
Administrative Clerk II	2		2
Administrative Clerk III	2		2
Administrative Secretary	0		0
Administrative Supervisor	2		2
Application Analyst, Sr.	1		1
Assistant Engineer	0		0
Assistant Planner	1		1
Associate Civil Engineer	0		0
Associate Engineer	2		3
Associate Planner	1		1
Assistant City Manager-Community & Economic Development	1		1
Building Inspector I/II	0		0
Chief Building Official	1		1
Chief Plant Operator	0		0
Chief Collection System Operator	1		1
Chief Water Systems Operator	1		1
City Clerk	1		1
City Engineer	1		1
City Manager	1		1
Code Compliance Officer I/II	1		1
Community Development Clerk II	2		2
Community Development Director	0		0
Community Development Technician I	2		2
Community Development Technician II	0		0
Community Risk Reduction Specialist II	2		2
Community Services Director	1		1
Community Services Officer	4		4
Community Services Program Manager	2		2
Conservation Coordinator	2		2
Construction Project Manager	0		0
Crime & Intelligence Analyst	2	-1	1
Crime Prevention Specialist	1		1
Deputy CDD Director	1		1
Deputy PW Director - O&M	0		0
Deputy PW Director - Utilities	0		0
Electrical Supervisor	1		1
Electrician's Assistant	2		2
Engineering Assistant	3		4
Engineering Technician II	1		1
Engineering Technician III	4		3
Environmental Compliance Inspector I	0		0
Environmental Compliance Inspector II	1		1
Environmental Compliance Specialist	1		1
Environmental Resource Analyst	1		1

CITY ORGANIZATION

Employee Summary - Citywide

Classification	Approved FY2019/20	Budget Balancing Deletions	Proposed FY2020/21
Env Sustainability Manager	1		1
Equipment Services Clerk	1		1
Executive Assistant	1		1
Equipment Services Worker	0		0
Facilities Maintenance Worker I	0		0
Facilities Maintenance Worker II	1		1
Facilities Maintenance Worker III	3		3
Finance Clerk I	1		1
Finance Clerk II	1		1
Finance Officer	1		1
Finance Services Manager	1		1
Finance Specialist	3		3
Finance Supervisor	1		1
Fire Battalion Chief	3		3
Fire Captain	12		12
Fire Chief	1		1
Fire Engineer	12		12
Fire Marshal	1		1
Firefighter	18		18
Fleet & Facilities Manager	1		1
GIS Analyst	1		1
GIS Technician I/II	1		1
Heavy Equipment Mechanic	1		1
Human Resources Analyst II	0		0
Human Resources Clerk	1		1
Human Resources Manager	1		1
Ind Electrical Tech	2		2
Information Systems Administrator	0		0
Information Systems Specialist	0		0
Information Systems Technician I	1		1
Information Systems Technician II	0		0
Information Technology Analyst	1		1
Information Technology Manager	1		1
Infrastructure O&M Superintendent	0		0
Infrastructure Administrator	1		1
Junior Engineer	1		1
Junior Planner	0		0
Laboratory & Env Comp Manager	0		0
Laboratory Supervisor	1		1
Laboratory Technician I	1		1
Laboratory Technician II	1		1
Laboratory Technician III	0		0
Lead Water Pollution Control Operator	1		1
Librarian I	1		1
Librarian II	2		2
Librarian III	1		1
Library Services Director	1		1

CITY ORGANIZATION

Employee Summary - Citywide

Classification	Approved FY2019/20	Budget Balancing Deletions	Proposed FY2020/21
Library Technician Assistant II	1		1
Library Technician Assistant III	2		2
Light Equipment Mechanic	2		2
Literacy Coordinator	1		1
Maintenance Supervisor	1		1
Maintenance Worker I	0		0
Maintenance Worker II	5		5
Maintenance Worker III	2		2
Management Analyst I	1		1
Management Analyst II	1		1
Marketing & Business Relations Specialist	1		1
Meter Services Technician	2		2
Park Maintenance Worker I	2		2
Park Maintenance Worker II	2		2
Park Superintendent	1		1
Park Supervisor	2		2
Police Captain	1		1
Police Chief	1		1
Police Lieutenant	3		3
Police Officer	53		53
Police Records Specialist	1		1
Police Records Supervisor	1		1
Police Sergeant	10		10
Pool Facilities Technician	1		1
Principal Civil Engineer	1		1
Principal Planner	2		2
Principal Utilities Civil Engineer	1		1
Public Safety Chief	0		0
Public Works Director	1		1
Records Manager	0		0
Recreation Coordinator	3		3
Recreation Supervisor	4		4
Redevelopment Manager	0		0
Secretary to the City Manager	1		1
Senior Accountant	1		1
Senior Building Inspector	1		1
Senior Building Plans Examiner	1		1
Senior Associate Civil Engineer	2		2
Senior Civil Engineer	1		1
Senior HR Analyst	1		1
Senior Engineering Assistant	1		0
Senior Equipment Mechanic	1		1
Senior Management Analyst	3		3
Senior Planner	1		1
Senior Traffic Sig/Street Light Tech	1		1
Senior Water/Waste Instr Tech	1		1
Signs and Marking Tech II	1		1

CITY ORGANIZATION

Employee Summary - Citywide

Classification	Approved FY2019/20	Budget Balancing Deletions	Proposed FY2020/21
Social Services Manager	1		1
Senior Construction Project Manager	1		1
Senior Police Records Specialist	5		5
Senior Tree Trimmer	1		1
Senior Utilities Maint Wrk Sewer	1		1
Senior Utilities Maint Wrk Water	0		0
Senior Water System Operator	1		1
Senior Signs & Markings Technician	1		1
Storekeeper	0		0
Systems Analyst, Senior	1		1
Traffic Sig/Street Light Tech	0		0
Transportation Engineer	0		0
Treatment Plant Mechanic	1		1
Treatment Plant Superintendent	1		1
Tree Trimmer I	0		0
Tree Trimmer II	1		1
Underground Utility Service Locator	1		1
Utility Administrator	0		1
Utilities Maintenance Supervisor	0		0
Utilities Maintenance Worker I	10		10
Utilities Maintenance Worker II	10		10
Utilities Maintenance Worker III	4		4
Utilities Maintenance Worker IV	2		2
WPCF Superintendent	0		0
Wastewater Systems Admin	0		0
Water Pollution Control Operator I	1		1
Water Pollution Control Operator II	0		0
Water Pollution Control Operator III	1		1
Water Pollution Control Operator IV	1		1
Water Systems Administrator	1		0
Water Systems Operator I/II	2		2
Water/Waste Inst Tech	1		1
Total Full-Time Equivalents Positions	**313**	**-2**	**311**

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: June 16, 2020
ITEM #: K.29
SUBJECT: Award Construction Contract for the Emergency Shelter Project, CIP #20-12

Recommendation for Action: Staff recommends that the City Council take the following actions.

1. Determine by a four-fifths vote that there is a need to continue the emergency action to construct a homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050;

2. Adopt Resolution No. _____, (a) approving appropriations of $1,251,000 from the Affordable Housing In-Lieu Fees Fund (327) and $149,000 from the Spring Lake Off Site Affordable Housing Fund (321), which will be transferred to the Homeless Housing Fund (331) for construction of the Emergency Shelter Project and appropriate the same $1,251,000 and $149,000 from the Homeless Housing Fund (331) where the expenses will be incurred for the project; (b) approving an appropriation of $500,000 from the Homeless Housing Fund (331) based on funds that will be provided by the County of Yolo; and (c) approving an appropriation of $400,000 from the Homeless Housing Fund (331) based on funds that will be provided by Friends of the Mission.

3. Adopt Resolution No. _____, approving the plans and specifications for the construction of emergency shelter at County Road 102 and East Beamer Street;

4. Adopt Resolution No. _____, authorizing the City Manager to negotiate and award a construction contract in the amount of $1,952,745 to Broward Builders, Inc. for the construction of the Emergency Shelter Project (CIP 20-12) and authorize a contract contingency of up to 5% ($97,637) of the total contract amount;

5. Adopt Resolution No. _____, authorizing the City Manager to execute a contract for geotechnical engineering services for the Emergency Shelter Project (CIP 20-12) with Wallace-Kuhl & Associates in an amount up to $55,000;

6. Review the proposed terms of an Operating Agreement for the operation of the Emergency Shelter Project (CIP 20-12) and adopt Resolution No. _____, authorizing the City Manager to continue negotiating such Operating Agreement and to execute such Operating Agreement with the Yolo Wayfarer Center (dba Fourth and Hope) and Friends of the Mission;

7. Adopt Resolution No. _____, authorizing the City Manager to execute an agreement with the County of Yolo to receive funding for construction of the Emergency Shelter Project (CIP 20-12); and

8. Adopt Resolution No. _____, authorizing the City Manager to enter into an agreement with Friends of the Mission to receive funding for construction of the Emergency Shelter Project (CIP 20-12).

Staff Contact:
Steve Coyle, Deputy Community Development Director – 530-661-5910,

stephen.coyle@cityotyofwoodland.org

Fiscal Impact:
Construction of the Emergency Shelter Project (CIP 20-12), which includes the purchase of commercial modular trailers (for restrooms, shower, laundry, and food service) will be funded through the following sources in the cumulative amount of $2,300,000.

§ $1,251,000 from the Affordable Housing In-Lieu Fees Fund (327)
§ $149,000 from the Spring Lake Off Site Affordable Housing Fund (321)
§ $500,000 in funds that will be provided by the County of Yolo
§ $400,000 in funds that will be provided by Friends of the Mission (FOM)

Staff is recommending that the City Council delay action on awarding vendor contracts for the purchase of the commercial modular trailers in order to use the City's Community Development Block Grant allocation of $302,041 made available through the Federal CARES Act. Staff has reached out to the City's HUD representative (U.S. Department of Housing and Community Development) to confirm that the allocation can be used for the purchase of the commercial modular trailers and anticipates noticing a public hearing for the July 7, 2020 City Council meeting for consideration of an amendment to the City's Fiscal Year 2019/20 CDBG Action Plan to incorporate the CARES Act CDBG allocation and direct the funds towards purchase of the commercial modular trailers.

Background:
On April 21, 2020, the City Council declared conditions of emergency and authorized the performance of the Emergency Shelter Project without public bidding and determined that the Emergency Shelter Project is exempt from the requirements of the California Environmental Quality Act as a project undertaken to prevent or mitigate an emergency. The City Council subsequently continued its emergency action at its May 5, 2020, May 19, 2020, and June 2, 2020 meetings by unanimous votes of 5-0. Staff bid out construction of the Emergency Shelter Project on May 5th to four general contractors and advertised for the purchase of the commercial modular trailer on May 15, 2020.

Because of the growing need for a homeless shelter and services, combined with the health risks associated with the current COVID-19 pandemic, the City is planning to construct a 6,500 square foot, single story homeless shelter on an expedited, emergency basis with associated improvements on City property located at 1901 East Beamer Street (Yolo County APN 027-360-010) at County Road 102, to house up to 100 homeless individuals. Upon completion, Fourth and Hope will manage the occupancy and operations of the shelter.

The Emergency Shelter Project will consist of the following components.

1. Construction of the homeless shelter building with separated men's and women's sleeping quarters; offices for individual counseling, case management and administration; and an outdoor courtyard for 50 people.

2. Construction of FEMA-required flood infrastructure consisting of an excavated flood conveyance basin and an elevated grade that will support the shelter including a later addition that will replace the trailers with permanent facilities and the future construction of the 61-unit Permanent Supportive Housing Project and a new residential treatment facility for Walter's House.

3. The installation of four commercial modular trailers consisting of a commercial kitchen, a laundry, and men's and women's bathrooms with showers.

The second phase of the shelter project, which has not been funded, will result in the construction of a second building that will include a cafeteria/multi-purpose dining and meeting space, a reception and management office, and three secure offices for individual counseling, case management, and administration.

The ten-year operating agreement between the City of Woodland and Fourth and Hope will commence upon completion of the shelter, currently estimated to occur on or around November 1, 2020. Draft terms for the operating agreement are attached for Council review and comment. The final agreement will be executed within the following week or two. The primary population served will be persons within Woodland experiencing or at risk of homelessness. Fourth and Hope will endeavor to assist individuals from other communities to return to their community of origin to a safe shelter environment, family, or caregiver, whenever feasible. Fourth and Hope will make all reasonable efforts to discourage illegal camping, trespassing, and loitering both on and off the shelter site.

Discussion:

The City Council's emergency action on April 21 was taken in response to the sudden emergency of COVID-19 and the need to take immediate action so that unsheltered homeless people living in the City can have additional indoor shelter options as well as additional health and sanitation resources. Because these conditions persist, there is a need to continue the City Council's emergency action.

The City sought shelter construction bids from four local, qualified contractors on May 5, 2020 through an informal bid process and received one construction bid. After review of the construction bid, staff determined that Broward Brothers, Inc. complied with all technical submittal requirements and is the lowest responsive, responsible bidder. Staff will negotiate the final cost for construction items.

Though the Project will utilize City staff for building inspection, staff requires consultant assistance during the shelter and earthwork construction for geotechnical investigation, compaction and materials testing, public works inspection, and construction management support. These services will be provided by Wallace-Kuhl & Associates (geotechnical), UNICO (construction inspection), McCandless and Associates (construction administration), and Sacramento Engineering Associates (construction administration) and covered under individual professional services contracts.

The City and County are seeking to commence operations of the emergency shelter at the East Beamer Street site by late October/early November. To accomplish that schedule, once the Council approves the awards described above, the City will expeditiously finalize negotiations for the construction contracts and operating agreement. As the construction contract provides 130 working days for completion of the project, the contractor needs to mobilize in June in order to complete the project by late October. As previously noted, the award of contracts for the commercial modular trailers has been delayed in order to work through the process of using the City's CBDG CARES Act allocation for purchasing the units. Delivery of the trailers will need to occur in October to accommodate the needs of individuals staying in the shelter building. The delivery of permanent power by PG&E, ordered on April 2, 2020, is anticipated to be completed on or prior to completion of the shelter. Should this not occur, a temporary generator for power may be required to initially operate the shelter..

Conclusion:

Staff recommends that the City Council take the following actions.

1. Determine by a four-fifths vote that there is a need to continue the emergency action to construct a homeless

shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050;

2. Adopt Resolution No. _____, (a) approving appropriations of $1,251,000 from the Affordable Housing In-Lieu Fees Fund (327) and $149,000 from the Spring Lake Off Site Affordable Housing Fund (321), which will be transferred to the Homeless Housing Fund (331) for construction of the Emergency Shelter Project and appropriate the same $1,251,000 and $149,000 from the Homeless Housing Fund (331) where the expenses will be incurred for the project; (b) approving an appropriation of $500,000 from the Homeless Housing Fund (331) based on funds that will be provided by the County of Yolo; and (c) approving an appropriation of $400,000 from the Homeless Housing Fund (331) based on funds that will be provided by Friends of the Mission.

3. Adopt Resolution No. _____, approving the plans and specifications for the construction of an emergency homeless shelter at County Road 102 and East Beamer Street;

4. Adopt Resolution No. _____, authorizing the City Manager to negotiate and award a construction contract in the amount of $1,952,745 to Broward Builders, Inc. for the construction of the Emergency Shelter Project (CIP 20-12) and authorize a contract contingency of up to 5% ($97,637) of the total contract amount;

5. Adopt Resolution No. _____, authorizing the City Manager to execute a contract for geotechnical engineering services for the Emergency Shelter Project (CIP 20-12) with Wallace-Kuhl & Associates in an amount up to $55,000;

6. Review the proposed terms of an Operating Agreement for the operation of the Emergency Shelter Project (CIP 20-12) and adopt Resolution No. _____, authorizing the City Manager to continue negotiating such Operating Agreement and to execute such Operating Agreement with the Yolo Wayfarer Center (dba Fourth and Hope) and Friends of the Mission;

7. Adopt Resolution No. _____, authorizing the City Manager to execute an agreement with the County of Yolo to receive funding for construction of the Emergency Shelter Project (CIP 20-12); and

8. Adopt Resolution No. _____, authorizing the City Manager to enter into an agreement with Friends of the Mission to receive funding for construction of the Emergency Shelter Project (CIP 20-12).

Prepared By: Steve Coyle, Deputy Community Development Director
Dan Sokolow, Senior Planner

Reviewed By: Kim McKinney, Finance Officer
Brent Meyer, Acting Community Development Director / City Engineer

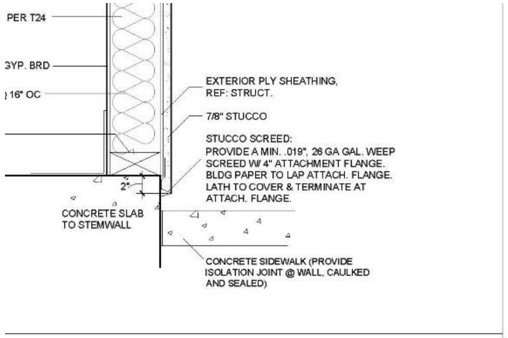
Ken Hiatt
Interim City Manager

Attachments:

1. Shelter Site Plans and Elevations
2. Resolution Appropriating Emergency Shelter Funding
3. Resolution Approving Plans and Specs for Emergency Shelter-c1-sc
4. Reso - Construction Contract June 16, 2020
5. Reso - Geotech Contract June 16, 2020
6. Reso - Negotiate Shelter Operating Agreement
7. Reso - MOU with Yolo County for Funding
8. Reso - MOU with FOM for Funding

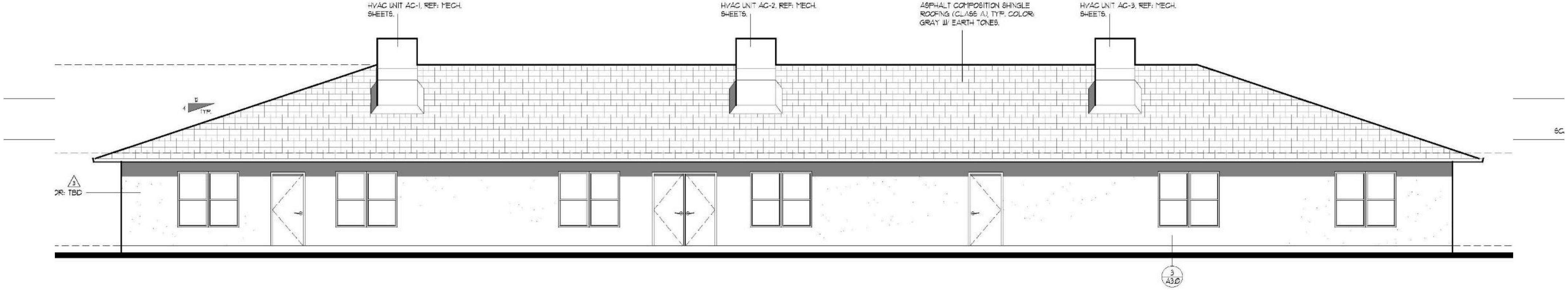

1901 E. Beamer
East Beamer Way
Interim Shelter
CR 102
E. Beamer St.
North

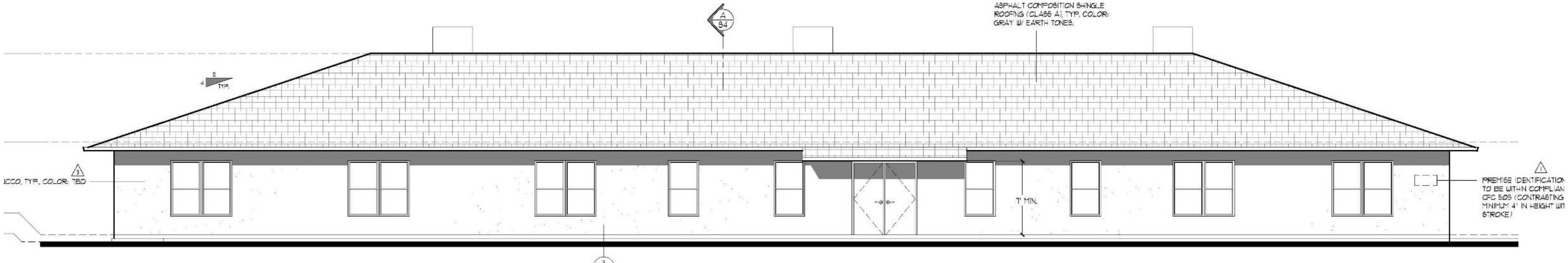

Walter’s House
Housing and
Community Center
Shelter



AT SLAB DETAIL

NTS





LOOD ELEVATIONS

RESOLUTION NO. ______

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE APPROPRIATION OF FUNDS FOR THE EMERGENCY SHELTER PROJECT, CIP #20-12

WHEREAS, the City Council on April 21, 2020 declared conditions of emergency and authorized the performance of an emergency shelter project without public bidding and determined that the Emergency Shelter Project is exempt from the requirements of the California Environmental Quality Act as a project undertaken to prevent or mitigate an emergency;

WHEREAS, the City Council subsequently continued its emergency action at its May 5, 2020, May 19, 2020, June 2, 2020, and June 16, 2020 meetings;

WHEREAS, the City received one bid for construction of Interim Shelter Project after bidding out construction to four general contractors;

WHEREAS, the City Council wishes to approve the award of a construction contract for and appropriate the necessary funds for the Emergency Shelter Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. (a) approves appropriations of $1,251,000 from the Affordable Housing In-Lieu Fees Fund (327) and $149,000 from the Spring Lake Off Site Affordable Housing Fund (321), which will be transferred to the Homeless Housing Fund (331) for construction of the Emergency Shelter Project and appropriate the same $1,251,000 and $149,000 from the Homeless Housing Fund (331) where the expenses will be incurred for the project; (b) approves an appropriation of $500,000 from the Homeless Housing Fund (331) based on funds that will be provided by the County of Yolo; and (c) approves an appropriation of $400,000 from the Homeless Housing Fund (331) based on funds that will be provided by Friends of the Mission.

PASSED AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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Rich Lansburgh, Mayor

ATTEST:

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Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

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Kara K. Ueda, City Attorney

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF INTERIM EMERGENCY SHELTER PURSUANT TO GOVERNMENT CODE § 830.6

WHEREAS, following City Council authorization on April 21, 2020 to proceed with an emergency shelter project ("Project") to house the homeless population, City staff bid out construction of the Project on May 5, 2020 and negotiated an agreement with Broward Brothers, Inc. to construct the emergency shelter project on City-owned property located at County Road 102 and East Beamer Street in the County of Yolo; and

WHEREAS, McCandless & Associates Architects, Inc., Pemberton Engineering Inc., Structural Engineers, Laugenour and Meikle**,** Civil Engineers, and Sacramento Engineering Consultants, Mechanical, Plumbing and Electrical Engineers, designed the Project and prepared the plans and specifications, which are complete and on file with the City's Chief Building Official; and

WHEREAS, the City Council wishes to obtain the immunities set forth in Government Code Section 830.6 with regard to the plans and specifications for the Project; and

WHEREAS¸ the plans and specifications for the Project are consistent with the City's standards and are approved, and the approvals set forth in this Resolution occurred before actual work on the Project construction commenced.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND:

1. The plans and specifications for the Interim Emergency Shelter, a copy of which is on file with the City's Chief Building Official, are hereby approved;

2. The City Engineer, or designee, is authorized to act on the City's behalf in approving any alterations or modifications of the design and plans approved by this Resolution.

PASSED AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST: **APPROVED AS TO FORM:**

______________________________ ______________________________

Ana B. Gonzalez, City Clerk Kara K. Ueda, City Attorney

RESOLUTION NO. ______

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE AWARD OF A CONSTRUCTION CONTRACT FOR THE EMERGENCY SHELTER PROJECT, CIP #20-12

WHEREAS, the City Council on April 21, 2020 declared conditions of emergency and authorized the performance of an emergency shelter project without public bidding and determined that the Emergency Shelter Project is exempt from the requirements of the California Environmental Quality Act as a project undertaken to prevent or mitigate an emergency;

WHEREAS, the City Council subsequently continued its emergency action at its May 5, 2020, May 19, 2020, June 2, 2020, and June 16, 2020 meetings;

WHEREAS, the City received one bid for construction of the Emergency Shelter Project from Broward Brothers, Inc. after bidding out construction to four general contractors and determined that the bid complied with all technical submittal requirements and is the lowest responsive, responsible bidder;

WHEREAS, the City Council wishes to approve the award of a construction contract for the Emergency Shelter Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. Authorizes the City Manager to negotiate and award a construction contract in the amount of $1,952,745 to Broward Brothers, Inc. for the construction of the Emergency Shelter Project (CIP 20-12) and authorizes a contract contingency of up to 5% ($97,637) of the total contract amount;

PASSED AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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Rich Lansburgh, Mayor

ATTEST:

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Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

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Kara K. Ueda, City Attorney

RESOLUTION NO. ______

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE AWARD OF A GEOTECHNICAL ENGINEERING SERVICES CONTRACT FOR THE EMERGENCY SHELTER PROJECT, CIP #20-12

WHEREAS, the City Council on April 21, 2020 declared conditions of emergency and authorized the performance of an emergency shelter project without public bidding and determined that the Emergency Shelter Project is exempt from the requirements of the California Environmental Quality Act as a project undertaken to prevent or mitigate an emergency;

WHEREAS, the City Council subsequently continued its emergency action at its May 5, 2020, May 19, 2020, June 2, 2020, and June 16, 2020 meetings;

WHEREAS, the City Council wishes to approve the award of a construction contract for the Emergency Shelter Project and a contract for geotechnical engineering services that will be required during construction of the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. Authorizes the City Manager to execute a contract for geotechnical engineering services for the Emergency Shelter Project (CIP 20-12) with Wallace-Kuhl & Associates in an amount up to $55,000.

PASSED AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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Rich Lansburgh, Mayor

ATTEST:

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Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

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Kara K. Ueda, City Attorney

RESOLUTION NO. ______

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN OPERATING AGREEMENT FOR THE EMERGENCY SHELTER PROJECT, CIP #20-12

WHEREAS, the City Council on April 21, 2020 declared conditions of emergency and authorized the performance of an emergency shelter project without public bidding and determined that the Emergency Shelter Project is exempt from the requirements of the California Environmental Quality Act as a project undertaken to prevent or mitigate an emergency;

WHEREAS, the City Council subsequently continued its emergency action at its May 5, 2020, May 19, 2020, June 2, 2020, and June 16, 2020 meetings;

WHEREAS, the City Council wishes to approve the award of a construction contract for the Emergency Shelter Project and execute an operating agreement for the emergency shelter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. Authorizes the City Manager to continue negotiating the Emergency Shelter Operating Agreement and to execute such Operating Agreement with the Yolo Wayfarer Center (dba Fourth and Hope) and Friends of the Mission;

PASSED AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Rich Lansburgh, Mayor

ATTEST:

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Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

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Kara K. Ueda, City Attorney

DRAFT

Emergency Shelter Operating Agreement - Business Terms

The City of Woodland, Yolo Wayfarer Center (dba Fourth and Hope), and their community partners (Yolo County, Friends of the Mission, and Woodland Opportunity Village, etc.) desire to relocate and expand the current homeless shelter located at Fourth and Court Streets in Woodland. Due to the growing need for homeless housing and services combined with the health risks associated with the current coronavirus pandemic, the City of Woodland is constructing a 6,500 square foot, single story Emergency Homeless Shelter with associated improvements on the City's property (APN 027-360-010) located at 1901 E. Beamer Street at County Road 102, the (Premises) to house up to 100 homeless individuals. Upon completion, Fourth and Hope agrees to manage the occupancy and operations of the Shelter. The following is a draft list of terms and conditions for the Emergency Shelter Operations.

Emergency Shelter Operations: Fourth and Hope agrees to, upon relocation of its current homeless shelter operations at Fourth and Court Street to the Premises, continuously operate the expanded Emergency Shelter. The Shelter will provide overnight sleeping, toilets, showers and use of clothes washers and dryers for qualified single men and women, plus breakfast and dinner. Fourth and Hope staff, will offer day services consisting of bagged lunches and use of bathroom and laundry services to qualified individuals, dependent on adequacy of funding. The Fourth and Hope Shelter will expand its current capacity from 65 men, women, and children to 100 single men and women, and adapt its current location to better serve the emergency housing of families. The primary population served should be persons within Woodland experiencing or at risk of homelessness while working in collaboration with the Continuum of Care throughout the county. Fourth and Hope will endeavor to relocate individuals from other jurisdictions back to their County of the origin, to a safe shelter environment, family or caregiver, when feasible. Fourth and Hope shall establish a behavioral code of conduct. Individuals who have violated the code of conduct will not be permitted to remain in the Shelter or receive services at the Shelter.

Shelter Facility: To provide these services, City of Woodland will construct a 6,500 square foot, single story building (Shelter) supported by an adjacent mobile kitchen, five men's and five women's toilet, sink and shower compartments, and eight self-service washer-dryer units on a

1.25 acre site. The Shelter will consist of:

- Separated men's and women's sleeping quarters of 50 people each with bunk beds and at least one ADA single bed;
- A cafeteria/multipurpose dining and meeting space;
- A reception and management office secured from the rest of the facility to receive clients and meet the public;
- Three secure offices for individual counseling, case management and administration staff offices for
- Outdoor courtyard for 50 people; and
- Four commercial modular trailers with access ramps and stairs consisting of:
    - Men's Bathroom Trailer: Four (4) compartments each containing a non-ADA sink, toilet and shower, and one (1) compartment containing an ADA sink, toilet and shower
    - Women's Bathroom Trailer: Four (4) compartments each containing a non-ADA

sink, toilet and shower, and one (1) compartment containing an ADA sink, toilet and shower

- Laundry Trailer consisting of eight (8) Washers and eight (8) Dryers with or without laundry sink
- Full Service Kitchen Trailer capable of serving up to 300 meals per day.

Once funding is available, FOM will design, permit and build the permanent addition to the Shelter that will include offices, bathrooms and showers, laundry rooms, storage and a kitchen and dining room. City's mobile trailers will be returned by FOM to City upon completion of the permanent improvements.

Term: The initial term of the Operating Agreement shall be ten (10) years that will commence upon completion of emergency shelter currently estimated to occur on or around Nov 1, 2020. Time extension may be granted upon mutual consent of both parties. Acknowledgement:

- Fourth and Hope and FOM acknowledge that the City intends to transfer ownership of the shelter facility and property to Friends of the Mission.
- Fourth and Hope and FOM acknowledge their intent to complete the Shelter addition and removal of mobile trailers.
- Fourth and Hope and FOM acknowledge their intent to develop, with the City's assistance, 61 permanently supportive housing units and Walter's House.

This operating agreement will be assumed by FOM as part of this transfer and may occur on or before the commencement of the initial term of this Agreement.

Consideration: City shall not charge rent for use of facility and Fourth and Hope is not entitled to fee for operating the Emergency Shelter as part of this Agreement.

Utilities: Fourth and Hope is responsible for payment of all public and private utilities including water, sewer, garbage, gas/electric, and phone/internet service

Maintenance: Fourth and Hope shall be responsible for all general maintenance of the facility and grounds including regular janitorial service.

Transportation: Fourth and Hope shall be responsible for client transportation to and from the Shelter, for lodging, services, and other needs, this service is to be provided only when the provision of this service doesn't negatively impact the basic shelter operations."

Security: Fourth and Hope shall contract for on-site private security services to the satisfaction of the City of Woodland, this service is to be provided only when the provision of this service doesn't negatively impact the basic shelter operations.

Management of Surrounding Area: In partnership with law enforcement, Fourth and Hope shall make all reasonable efforts to discourage illegal camping, trespassing, loitering both on and off the Premises, and, in coordination with law enforcement, strive to mitigate adverse impacts on public land and adjacent properties and businesses.

Additional Operational Requirements: As part of this agreement, Fourth and Hope will agree to the following operational practices, assuming the availability of funding:

- Participate in Homeless Management Information System (HMIS) or a comparable system for Domestic Violence providers.
- Utilize HMIS (or comparable) data quality reports to ensure the accuracy of submitted information.
- Maintain client records that include intake interviews and records of services provided;
- Evaluate the service needs of the household, information about past or current services received and other information necessary to provide services, conducted or updated for all households.
- Provide links to participants to drug and alcohol services, mental health services, life skills services, employment services, money management/credit counseling, parenting support and other services as needed.
- Develop a housing plan with the resident within seven (7) days of admission.
- Provide services that support exits to stable housing including information and referral, linkage to other services as needed, assistance with accessing services, benefits linkage and advocacy, provision of or referral to employment services, and regular check-ins about progress towards the shelter exit plan.
- Track reasons for housing denials based on cause (though not denials because the shelter is at capacity) with the ability to report the reasons for denials to emergency shelter.
- Track all reasons for involuntary discharge and have the ability to report this information.
- Use an accounting system that is maintained in accordance with Generally Accepted Accounting Principles (GAAP);
- Incorporate internal fiscal control procedures that are reviewed and approved by the Fourth and Hope Board of Directors.
- Provide assistance with transportation and assist residents to access public transportation, dependent on funding.
- Provide on-site storage for client belongings and retain such belongings upon exit of services for up to 7 days.

RESOLUTION NO. ______

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE A FUNDING AGREEMENT WITH THE COUNTY OF YOLO TO SUPPORT CONSTRUCTION OF THE EMERGENCY SHELTER PROJECT, CIP #20-12

WHEREAS, the City Council on April 21, 2020 declared conditions of emergency and authorized the performance of an emergency shelter project without public bidding and determined that the Emergency Shelter Project is exempt from the requirements of the California Environmental Quality Act as a project undertaken to prevent or mitigate an emergency;

WHEREAS, the City Council subsequently continued its emergency action at its May 5, 2020, May 19, 2020, June 2, 2020, and June 16, 2020 meetings;

WHEREAS, the City Council wishes to approve the award of a construction contract for the Emergency Shelter Project and execute a funding agreement with the County of Yolo to receive funding for construction of the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. Authorizes the City Manager to execute an agreement with the County of Yolo to receive funding of $500,000 for construction of the Emergency Shelter Project (CIP 20-12);

PASSED AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

RESOLUTION NO. ______

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE A FUNDING AGREEMENT WITH THE FRIENDS OF THE MISSION TO SUPPORT CONSTRUCTION OF THE EMERGENCY SHELTER PROJECT, CIP #20-12

WHEREAS, the City Council on April 21, 2020 declared conditions of emergency and authorized the performance of an emergency shelter project without public bidding and determined that the Emergency Shelter Project is exempt from the requirements of the California Environmental Quality Act as a project undertaken to prevent or mitigate an emergency;

WHEREAS, the City Council subsequently continued its emergency action at its May 5, 2020, May 19, 2020, June 2, 2020, and June 16, 2020 meetings;

WHEREAS, the City Council wishes to approve the award of a construction contract for the Emergency Shelter Project and execute a funding agreement with the Friends of the Mission to receive funding for construction of the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. Authorizes the City Manager to execute an agreement with the Friends of the Mission to receive funding of $400,000 for construction of the Emergency Shelter Project (CIP 20-12);

PASSED AND ADOPTED by the City Council this 16th day of June, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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Rich Lansburgh, Mayor

ATTEST:

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Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

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Kara K. Ueda, City Attorney