



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

July 7, 2020
6:00 PM

CITY COUNCIL

PLEASE NOTE: The July 7, 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. CONSENT CALENDAR

3. SUBJECT: Homeland Security Grant Award Amendment and Budget Appropriation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager and the Fire Department to:

1. Accept the amended Homeland Security Grant Award for EOC Equipment (\$17,779);
2. Appropriate an additional \$7,530 to the Other Federal Grants Fund (330) for the purchase of the additional awarded equipment.

4. SUBJECT: Consultant Services Agreement with West Yost Associates for Engineering Services, for the 2020 Urban Water Management Plan Update Project, CIP #21-04

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with West Yost Associates for the 2020 Urban Water Management Plan Update for an amount up to \$89,400.00

5. SUBJECT: Approve Consultant Services Agreement with West Yost Associates for AWIA-Compliant Risk & Resiliency Assessment and Emergency Response Planning Consulting Services, CIP# 21-03.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with West Yost Associates for the AWIA Risk & Resiliency Assessment and Emergency Response Plan Project for an amount up to \$123,148.

6. SUBJECT: Final Acceptance and Notice of Completion for Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24, as complete and authorizing the City Clerk to file a Notice of Completion.

7. SUBJECT: Revisions to Community Services Officer Job Description

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the revisions to the Community Services Officer Job Description.

8. SUBJECT: Quarterly Salary Schedule

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Quarterly Salary Schedule.

9. SUBJECT: Special Assessment Tax Roll Collections

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, Requesting Collection of Charges on the Tax Roll for the Lighting and Landscaping Districts, Special Assessment Districts and Community Facilities Districts and described herein.

10. SUBJECT: Third Contract Amendment to Consultant Agreement for Professional Services for Building Division Plan Review and Building Inspection Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, amending the contract services agreement with Interwest Consulting Group for Building Division Plan Review and Building Inspection Services in the additional amount of \$180,000 for a total agreement amount of \$710,000, and extending the term of the agreement through June 30, 2021.

11. SUBJECT: Budget Appropriation Request: Walmart Foundation Grant Award

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$1,000 to the General Fund Fire Department operations budget.

12. SUBJECT: Approval of Contract with the Yolo Food Bank to Supply Food for Individuals Sheltered through Project Roomkey

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a contract with the Yolo Food Bank in an amount not-to-exceed \$14,000 for food supply services to assist Woodland individuals sheltered through Project Roomkey.

13. SUBJECT: Investment Policy Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the updated Investment Policy for the City of Woodland.

14. SUBJECT: Extension of Professional Services Agreement with Joan Planell for Homeless Consultation Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to Execute Amendment #7 to the professional services agreement with Joan Planell for homeless consultation services to extend the agreement through September 30, 2020.

15. SUBJECT: City Hall Roof Underlayment Replacement Project

RECOMMENDATION FOR ACTION: Staff recommends that the City Council Adopt Resolution No. _____, to approve the City Hall Roof Underlayment Replacement Project ("Project") budget in the amount of \$250,000.

16. SUBJECT: Memorandum of Agreement Side Letters of Agreement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Side Letters of Agreement with the Woodland Police Officer's Association, Woodland City Employees Association, Woodland Police Supervisor's Association, Woodland Police Mid Management Association, and Confidential Employees...

I. PUBLIC HEARINGS

17. SUBJECT: PUBLIC HEARING - Epic Bros Enterprises, Inc., Expansion of Commercial Cannabis Manufacturing Facility. A proposed Conditional Use Permit amendment to allow expansion of a non-volatile cannabis manufacturing facility located at 1230 Harter Avenue, Suite J to include Suite H.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) Receive the staff report; 2) Conduct a public hearing; 3) Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and 4) Approve City Council Resolution No. 20- ____ approving a Conditional Use Permit Amendment to allow the expansion of a commercial cannabis non-volatile, manufacturing facility at 1230 Harter Avenue, Suite J to include Suite H, with recommended conditions of approval; 5) Approve City Council Resolution No. 20-____ authorizing the City Manager to approve an amendment to the final Operating Agreement to include 1230 Harter Avenue, Suite J and Suite H.

18. SUBJECT: PUBLIC HEARING - Woodland Storage CUP

RECOMMENDATION FOR ACTION: Staff recommends that the City Council 1) receive a report; 2) hold a public hearing; and 3) adopt Resolution No. _____, approving a Mitigated Negative Declaration , 4) adopt Resolution No. _____, approving a Conditional Use Permit for Woodland Storage with associated lot line adjustment; and 5) adopt Resolution No. _____, approving an Operating Agreement; and 6) adopt Resolution No. _____, approving right-of-way/easement Summary Vacation, to allow for the development of a self-storage facility at 1434 East Main Street.

19. SUBJECT: PUBLIC HEARING - Adoption of Amendments to the Community Development Block Grant Citizen Participation Plan and Fiscal Year 2019/20 CDBG Action Plan

RECOMMENDATION: Staff recommends that the City Council take the following actions: 1) Hold a public hearing to receive community input on the proposed amendments to the City's Community Development Block Grant Public Participation Plan and the FY 2019/20 CDBG Action Plan; 2) Adopt Resolution No. approving an amendment to the City's Citizen Participation Plan and Amendment #1 to the FY 2019/20 CDBG Action Plan with the funding allocation recommended by staff; 3) Direct staff to complete the necessary paperwork to process Amendment #1 to the FY 2019/20 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocation along with any public input received during the public comment period and tonight's public hearing; 4) Direct staff to forward the completed Amendment #1 to the FY 2019/20 Action Plan and related documents to HUD once completed; 5) Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities; and 6) Authorize the Finance Officer to make the budget allocation as specified.

J. REPORTS OF THE CITY MANAGER

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

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

21. SUBJECT: Award Commercial Modular Trailer Contracts 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 temporary homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050; 2) Adopt Resolution No. authorizing the City Manager to negotiate and award a vendor contract in the amount of \$210,000 to AMS Global, Inc. for the purchase of three commercial modular trailers (restrooms, showers, and laundry) for the Emergency Shelter Project (CIP 20-12) and authorize a contract contingency of up to 5% (\$10,500) of the total contract amount; and 3) Adopt Resolution No. authorizing the City Manager to negotiate and award a vendor contract in the amount of \$97,200 to U.S. Mobile Kitchens for the purchase of one commercial modular trailer (mobile kitchen) for the Emergency Shelter Project (CIP 20-12) and authorize a contract contingency of up to 5% (\$4,860) of the total contract amount.

22. SUBJECT: Traffic Calming Program Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

1. Receive an update on the Traffic Calming Program and pilot projects installed in 2019; and
2. Adopt Resolution No. _____, approving the updated Traffic Calming Warrants and Program Outline and direct staff to proceed with implementation of the Program under the new program guidelines.

K. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority of the City of Woodland scheduled for Tuesday, July 7, 2020 was posted on Thursday, July 2, 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: July 7, 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.

A handwritten signature in black ink, appearing to read "Ken Hiatt", is written over the printed name and title.

Ken Hiatt
Interim City Manager

Attachments:

1. Council Long Range Calendar (11)

UPDATED COUNCIL LONG RANGE CALENDAR

JULY 21ST

REGULAR MEETING

Presentation

IT Presentation

Consent Calendr

COVID-19 Waiver Form for Fire Inspection Permit Fees

Crawford Park Rain Garden – Grant Contract

Sport Park Turf Replacement

Public Hearing

Public Hearing - Waste Management Liens

Public Hearing – Weed Abatement Liens

Regular Calendar

Apprenticeship / Workforce Development Programs

SUMMER RECESS - July 22 thru August 17, 2020

AUGUST 18TH

REGULAR MEETING

City Council Meeting Minutes of July 7, 2020 and July 21, 2020

Woodland Chamber Presentation

Woodland Research & Tech Park – Specific Plan

Future Topics / Study Sessions:

Youth Master Plan MOU (Summer)

Comprehensive Zoning Update (Fall)

Flood Project Certification of Final EIR (Fall)

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: July 7, 2020
ITEM #: H.3
SUBJECT: Homeland Security Grant Award Amendment and Budget Appropriation

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager and the Fire Department to:

1. Accept the amended Homeland Security Grant Award for EOC Equipment (\$17,779); and
2. Appropriate an additional \$7,530 to the Other Federal Grants Fund (330) for the purchase of the additional awarded equipment.

Staff Contact:

Eric Zane, Fire Chief - (530)661-5861, eric.zane@cityofwoodland.org

Fiscal Impact:

The requested \$7,530 additional appropriation to fund 330 will be cost neutral. The requested funds will cover the initial expenditure of the additional equipment authorized in the amended Award Letter, which will be reimbursed through the Homeland Security Grant award received by the City of Woodland Fire Department.

Background:

In June 2018, the Woodland Fire Department submitted two applications for the 2018 Homeland Security Grant, one for equipment to update the secondary EOC and one to outfit the Department with ballistic vest and helmets as part of the Public Safety Rescue Task Force. 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. The Woodland Fire Department received award for both the EOC equipment and ballistic protection gear.

Due to surplus grant funds from 2017 Homeland Security Grant Program, the award for the EOC equipment was moved from the 2018 HSGP to the 2017 HSPG and additional funds were allocated for further improvements to the backup EOC located at Fire Station 3.

Discussion:

The original HSPG award allowed the City to purchase 24 new laptops, a printer, two TV displays, a projector, and portable router to replace the outdated equipment at the backup EOC located at Fire Station 3. This updated equipment has greatly improved functionality for EOC staff as well as increased other jurisdictions' ability to utilize the site should the need arise. However, much of the audio visual equipment at the backup EOC is also very outdated and is not compatible with the new equipment frequently utilized during an EOC activation. The City of Woodland Fire Department was awarded additional funding from the HSGP in order to update this system. The additional funding is \$7,530, bringing the total award for the EOC equipment to \$17,779. All expenditures related to this project are fully reimbursable under the HSGP award.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager and the Fire Department to:

1. Accept the Homeland Security Grant Award for EOC Equipment (\$17,779); and
2. Appropriate an additional \$7,530 to the Other Federal Grants Fund (330) for the purchase of the additional awarded equipment.

Prepared By: Jeran Ulrich, Management Analyst

Reviewed By: Eric Zane, Fire Chief



Ken Hiatt
Interim City Manager

Attachments:

1. Resolution- HSPG Amedment
2. FY17 HSGP Award Letter - EOC Equipment - Woodland Fire

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE ACCEPTANCE OF THE AMMENDED HOMELAND SECURITY
GRANT AWARD AND APPROPRIATION OF \$7,530 TO THE OTHER FEDERAL
GRANTS FUND (330) FOR THE PURCHASE OF EOC EQUIPMENT**

WHEREAS, the Woodland Fire Department successfully applied for and was awarded the Homeland Security Grant Program (HSGP) for EOC Equipment; and

WHEREAS, the Woodland Fire Department received an amended award with supplemental funding of \$7,530 for additional EOC equipment upgrades; and

WHEREAS, the City of Woodland will be fully reimbursed the additional \$7,530 through the HSGP for the added equipment purchase.

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

SECTION 1. That the City Council hereby authorizes the Fire Department to accept the amended Homeland Security Grant Award for EOC Equipment (\$17,779); and

SECTION 2. Authorizes the City Manager to appropriate an additional \$7,530 to the Other Federal Grants Fund (330) for the purchase of the newly awarded equipment.

PASSED AND ADOPTED by the City Council this 7th day of July, 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



COUNTY OF YOLO

Office of the County Administrator

Patrick S. Blacklock
County Administrator

625 Court Street, Room 202 Woodland, CA 95695
(530) 666-8150 FAX (530) 668-4029
www.yolocounty.org

April 30, 2020

Eric Zane, Fire Chief
City of Woodland Fire Department
1000 Lincoln Avenue
Woodland, CA 95696

SUBJECT: NOTIFICATION OF AWARD
FY 2017 HOMELAND SECURITY GRANT PROGRAM
Federal Grantor Agency: US DEPARTMENT OF HOMELAND SECURITY
Pass-Through Agency: CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT
Performance Period: September 1, 2017 – May 31, 2020

Dear Chief Zane,

The City of Woodland Fire Department has been awarded a FY 2017 Homeland Security Grant Program project in the amount of \$17,779. This project funding is authorized for Emergency Operations Center (EOC) Equipment.

Agencies and/or Jurisdictions to Benefit	Project Requested	Funding Approved
City of Woodland	Laptop Computers (AEL# 04HW-01-INHW)	\$6,585
	Printer (AEL# 04HW-01-INHW)	\$366
	Video Display – Television (AEL# 04MD-03-DISP)	\$600
	Video Display – Projector (AEL# 04MD-03-DISP)	\$1,186
	Portable Router (AEL# 04HW-01-INHW)	\$900
	HDMI Matrix Switcher (AEL# 04HW-01-INHW)	\$3,829
	Automation Controller w/ Cable (AEL# 04HW-01-INHW)	\$1,119
	ICAT Extender (AEL# 04HW-01-INHW)	\$1,724
	HDMI Cables w/ Ethernet (AEL# 04HW-01-INHW)	\$902
	Launchport w/ Base (AEL# 04MD-03-DISP)	\$568

By accepting this award, you acknowledge that this is a federal monetary award and your agency or department is a Sub-Recipient to Yolo County, as Sub-Grantee to the State of California, who is the Grantee.

Your agency or City a sub-recipient is subject to a mandatory annual A-133 Single Audit if your agency expends more than \$750,000 per fiscal year in total federal funding. A copy of your Single Audit annual report must be submitted to Yolo County Office of Emergency Services (OES), no later than April 15 of each applicable year while this grant is open.

Sub-recipients are responsible to comply with all federal and state statutes, regulations, policies, guidelines and requirements, including but not limited to:

- Federal Acquisition Regulation (FAR) at 48 CFR, Federal Acquisition Regulations System.
- 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs set forth in Title 2 of the Code of Federal Regulations (CFR), including Part 200 and all subparts, as well as updates issued by the Office of Management and Budget (OMB).
- DHS/FEMA Information Bulletins (IB).
- Applicable Federal, State and Local Laws including but not limited to those listed in grant assurances.
- Federal and State Supplemental Program Guidance.
- All sections of FY2017 CalOES Grant Assurances.

Sub-recipients are responsible to meet the following conditions:

1. Your agency accepts complete financial liability and will provide:
 - a. Signed Federal Grant Assurances, from the 2017 grant guidance, by an agency authorized signatory.
 - b. Check every contractor and vendor against the federal debarment list before contracting with that entity—as required by Executive Orders (EOs) 12549 and 12689, 2 CFR 200.212 and Part 180—and print results.
 - c. Repay any funds due to an over-payment for a non-eligible or unapproved activity, or as required by a negative audit finding.
2. All Sole Source procurements must include the County Sole Source form and approval by the Purchasing Manager, as well as the CalOES Sole Source form. Both will be sent to the OES Grants Administrator, who will forward them to CalOES. No purchases can be made until approval from CalOES is obtained. Sole source purchase requests are appropriate only if the item or service is only available from one source, or after solicitation of a number of sources, competition was determined inadequate
3. All activities and programs must comply with federal Environmental Planning and Historic Preservation (EHP) policy, stated in FP 108-023-1 and FP 108.24.4. All projects requiring Environmental and Historical Preservation (EHP) reviews must complete the appropriate documentation and receive prior approval from Yolo County OES, CalOES, and possibly FEMA or the U.S. Department of Homeland Security.
4. All projects that involve emergency communication projects and related activities must comply with the SAFECOM Guidance. All projects requiring SAFECOM consult must complete the appropriate documentation and receive prior approval from Yolo County OES, CalOES, and possibly FEMA or the U.S. Department of Homeland Security.
5. Executive Order 13688, DHS/FEMA has issued Information Bulletin (IB) 407 which has placed restrictions on controlled equipment. All projects requesting Controlled Equipment must complete the appropriate documentation and receive prior approval from Yolo County OES, CalOES, and possibly FEMA or the U.S. Department of Homeland Security. Grant funds may be used for the purchase of Controlled Equipment, however, because of the nature of the equipment and the potential impact on the community, there are additional and specific requirements in order to acquire this equipment.
6. All Emergency Operations Center related projects must complete the appropriate documentation and receive prior approval from Yolo County OES, CalOES, and possibly FEMA or the U.S. Department of Homeland Security.
7. All aviation and watercraft requests must complete the appropriate documentation and receive prior approval from Yolo County OES, CalOES, and possibly FEMA or the U.S. Department of Homeland Security.
8. Follow any applicable Federal, state, local, tribal, or territorial statutes or regulations governing any real or potential conflicts of interest.
9. DHS/FEMA requires that any information technology system funded or supported by these funds comply with 28 C.F.R. Part 23.
10. Funds may only be spent for operational overtime costs upon prior approval from Yolo County OES, CalOES, and possibly FEMA or the U.S. Department of Homeland Security.

11. Equipment categories and equipment standards for HSGP are listed on the Authorized Equipment List (AEL). Equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.
12. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the grant period if grant funds are used to purchase the plan or warranty.
13. Exercises conducted with grant funding should be managed and conducted consistent with HSEEP. Recipients are required to submit one After Action Report/Improvement Plan (AAR/IP) for each HSGP-funded exercise. AAR/IPs should be submitted to Yolo County OES, no more than 60 days after completion of the exercise.
14. The use of DHS/FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable, as described in FEMA Policy FP 205-402-125-1 under all active and future grant awards, unless otherwise noted.
15. Some projects that involve planning, consultants, and other components, require the submission of deliverables to Yolo County OES and CalOES prior to reimbursement.
16. All grant funded purchases that are part of a purchase, project, or contract that totals \$150,000 or more—regardless of the dollar amount that grant funding represents—must be submitted to Yolo County OES for CalOES approval.
17. Subrecipients must obtain a performance bond for any equipment item over \$250,000, or any vehicle, aircraft or watercraft, financed in whole or in part with homeland security dollars.
18. All project modifications require notification to Yolo County OES, and prior approval by OES and CalOES. A modification must be completed prior to initiating any scope of work or incurring any expenses not previously approved.
19. Reimbursement claims, status reports and updated workbooks are due every quarter. For quarters with no expense, a project progress report will be due.
20. All claims for reimbursement must be supported by source documentation, such as cancelled checks, paid bills, payroll records, signed time and attendance sheets, purchase orders, invoices, delivery receipts, contracts, etc. All documentation must be maintained and submitted to Yolo County OES with all reimbursement requests, as well as upon request for monitoring or audit by Yolo County, the state, or federal government.
21. All claims must submit a canceled check or general ledger report to show that vendors were paid prior to reimbursement.
22. Ensure all original invoices are clearly labeled with the grant year and project(s) before they are copied and sent for payment to ensure subsequent copies are auditable and not double-billed to another grant/budget.
23. The expenditure cover sheet must be completed, signed by the department head, and submitted to OES with all requests for reimbursement. The sheet identifies the expenses that are being claimed for reimbursement, and summarize the expenditures shown in the invoices and other backup documentation.
24. Reimbursement by CalOES is in whole dollars only, with any fractions of a dollar rounded down
25. Subrecipients must have an effective inventory management system, to include: Property records that document description, serial number or other ID, title information, acquisition date, cost, location, use and condition, and ultimate disposition; conducting a physical inventory annually; and a control system to prevent loss, damage, and theft of grant purchased equipment and supplies.
26. All equipment is to be labeled and tracked according to federal and State guidelines. Yolo OES will provide tags to track equipment and other assets. Equipment will be inventoried annually and a tracking report will need to be updated by your agency.
27. When equipment acquired under the HSGP is no longer needed for program activities, the subrecipient must contact Yolo County OES to request disposition instructions. Equipment that is

- lost, stolen, or destroyed needs to be reported to Yolo OES immediately and may need to be replaced by your agency at agency cost.
28. All contracts, including small purchase, funded by federal grants must include the required federal contract provisions, as described in CFR Part 215.
 29. Maintain complete and accurate records of all grant related activities for three years from the date of receipt of a closeout letter from the County. Letters will not be sent until after the state has closed the grant program.
 30. Cost savings must be returned for reallocation by OES and the Approval Authority and may not be expended on additional or unapproved items.
 31. The more restrictive Procurement policy between your agency, the County Procurement Policy, and 2 C.F.R. §200.320 must be used. Bids, quotes, approvals, etc. must be obtained prior to making purchases, as appropriate. Cost analysis must also be performed, documented, and submitted to Yolo County OES.
 32. Prior to making any purchases, submit contracts, bids, suspension and debarment checks, and other documentation to Yolo OES. Purchases will not be made until both Yolo OES and County Purchasing review for compliance with all federal, state, and other grant requirements, and then approve the purchase. If purchases are made without this approval, it is possible that CalOES, and therefore the County, will not reimburse your agency for the costs.
 33. Yolo OES and CalOES staff will facilitate training at the beginning of the grant performance period on topics including, but not limited to, HSGP grant administration, documentation, record keeping, procurement, and contract requirements. Each subrecipient will be required to attend, and it is recommended that at least the fiscal and program administrators of the grant are included.

Failure to comply with any federal, state, or county, or local statutes, regulations, policies, guidelines, requirements, and/or grant conditions may result in adverse action including but not limited to deobligation of funds, repayment of disallowed costs, or other unfavorable outcomes associated with non-compliance.

Sub-Recipients may not begin their projects until this notice and the Grant Assurances have been signed, dated and returned to Yolo County OES. In the absence of an existing resolution identifying approved signatories, the department or agency head must sign.

We appreciate your interest in better preparing our community and we welcome your participation in our regional safety net. We are here to assist you so please feel free to contact Jennifer Lee at (530) 406-4931 or jennifer.lee@yolocounty.org with any questions.

Sincerely,

Jennifer Lee
Grants Administrator

I acknowledge receipt of this Notification of Sub-Recipient Application Approval and requirements of participation in this federal grant program.

Signature

Name/Title

Date



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.4
SUBJECT: Consultant Services Agreement with West Yost Associates for Engineering Services, for the 2020 Urban Water Management Plan Update Project, CIP #21-04

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with West Yost Associates for the 2020 Urban Water Management Plan Update for an amount up to \$89,400

Staff Contact:

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

Fiscal Impact:

The funding for the 2020 Urban Water Management Plan Update Project, CIP 21-04 is included in the Capital Budget approved by City Council on June 16, 2020. The funding source is the Water Enterprise Fund. Project #21-04 has a budget of \$125,000. The budget includes funding for both the consultant services contract and staff time.

There is no impact to the General Fund.

Background:

The Urban Water Management Planning Act requires every urban water supplier in California that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections, to prepare and adopt an Urban Water Management Plan (UWMP) that includes specified content, including an urban water shortage contingency analysis. The adopted UWMP must be submitted to the California Department of Water Resources (DWR) and other entities. Urban water suppliers are required to submit an UWMP every five years. The next UWMP, the 2020 UWMP, is due on July 1, 2021 for the City of Woodland.

Requirements for UWMPs have changed dramatically since the Urban Water Management Planning Act was first passed in 1983. Developments that are of particular interest include:

- 1) Urban water suppliers are required to report on their progress in meeting Sustainable Groundwater Management Act requirements in their 2020 UWMPs.
- 2) Urban water suppliers are required to report on their plan to meet the water loss performance standards (SB 555) in their 2020 UWMPs.
- 3) SB 664 requires urban water suppliers to include a seismic risk assessment and mitigation plan in their UWMPs.
- 4) A supplement to the 2020 UWMP will be due by January 1, 2024 and is required to incorporate Demand Management Measures (DMMs) to meet the adopted water use standards associated with SB 606 and AB 1668, which establish guidelines for efficient water use.

Discussion:

West Yost Associates was chosen through a Quality Based Selection Process in June 2019 and due to their familiarity with the UWMP update process and the City of Woodland Water System. West Yost Associates

also prepared the 2010 UWMP and the 2015 UWMP for the City of Woodland. West Yost Associates will work with City staff to meet the current required deadline for adoption and submittal of the 2020 UWMP to DWR by July 1, 2021.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with West Yost Associates for the 2020 Urban Water Management Plan Update for an amount up to \$89,400

Prepared By: Tim Busch, Principal Utilities Civil Engineer

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

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a long horizontal flourish extending to the right.

Ken Hiatt
Interim City Manager

Attachments:

1. Proposal of Engineering Services
2. Resolution CIP 21-04 UWMP



June 1, 2020

SENT VIA: EMAIL

Mr. Tim Busch
City of Woodland
City Hall
300 First Street
Woodland, CA 95695

SUBJECT: Proposal for Engineering Services
Preparation of 2020 Urban Water Management Plan Update

Dear Tim:

Per your request, presented herein is West Yost Associates' (West Yost) proposal to provide the City of Woodland (City) with engineering services related to the preparation of the City's 2020 Urban Water Management Plan (UWMP) Update.

As you know, the Urban Water Management Planning Act requires every urban water supplier in California that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections, to prepare and adopt an UWMP that includes specified content, including an urban water shortage contingency analysis. The adopted UWMP must be submitted to the California Department of Water Resources (DWR) and other entities. Urban water suppliers are required to submit an UWMP every five years. The next UWMP, the 2020 UWMP, is due on July 1, 2021.

West Yost understands the City's need for a 2020 UWMP that provides an accurate description of the City's existing and projected future water demands and supplies, ensures consistency with the City's other planning efforts and meets the new 2020 UWMP requirements so that it is accepted by DWR. West Yost will prepare a 2020 UWMP for the City for submittal to DWR before the July 1, 2021 deadline. Our proposed scope of work will:

- Leverage our knowledge and understanding of the City's water supply and water system issues to efficiently prepare the City's 2020 UWMP
- Provide a coordinated approach to preparing the City's 2020 UWMP in conjunction with DWR's anticipated release of the Guidebook for Preparation of the 2020 UWMPs (note that the draft Guidebook is currently anticipated to be available in June 2020 with the final Guidebook to be released in Fall 2020)
- Maximize and make best use of City staff's limited time

NEW REQUIREMENTS FOR 2020 UWMPs

Requirements for UWMPs have changed dramatically since the Urban Water Management Planning Act was first passed in 1983. In fact, in recent years, UWMPs have become the primary document for reporting on water agencies' water conservation efforts, compliance requirements and water shortage contingency planning in response to unprecedented water supply conditions during the recent drought years and potential future threats due to climate change and environmental concerns.

Recent legislation impacting the 2020 UWMPs includes the following:

- Assembly Bill (AB) 1739, Dickinson. Groundwater management; Senate Bill (SB) 1168, Pavley. Groundwater management; SB 1319, Pavley. Groundwater (passed September 16, 2014) – aka the Sustainable Groundwater Management Act (SGMA) – Required the formation of Groundwater Sustainability Agencies (GSAs) and the preparation of Groundwater Sustainability Plans (GSPs). Urban water suppliers are required to report on their progress in meeting SGMA requirements in their 2020 UWMPs.
- SB 555, Wolk. Urban retail water suppliers: water loss management (passed October 9, 2015) -- Requires the State Water Board, no earlier than January 1, 2019, and no later than July 1, 2020, to adopt rules requiring urban retail water suppliers to meet performance standards for the volume of water losses. Urban water suppliers are required to report on their plan to meet the water loss performance standards in their 2020 UWMPs.
- SB 664, Hertzberg. Water: urban water management planning (passed October 9, 2015) – Requires urban water suppliers to include within their UWMP, beginning January 1, 2020, a seismic risk assessment and mitigation plan to assess the vulnerability of each of the various facilities of a water system and mitigate those vulnerabilities. This bill authorizes an urban water supplier to comply with this requirement by submitting a copy of the most recent adopted local hazard mitigation plan or multi-hazard mitigation plan under specified federal law that addresses seismic risk.
- SB 606, Hertzberg. Water management planning; AB 1668, Friedman. Water management planning (passed May 31, 2018) – Builds on efforts in “Making Water Conservation a California Way of Life” and creates a new foundation for long-term improvements in water conservation and drought planning. SB 606 and AB 1668 establish guidelines for efficient water use and a framework for the implementation and oversight of new urban water use efficiency standards to be adopted by the State Water Board, in coordination with DWR, by June 30, 2022. Requires DWR and the State Water Board to establish standards for (1) indoor residential use; (2) outdoor residential use; (3) outdoor commercial, industrial, institutional use with dedicated irrigation meters; and (4) water losses. A supplement to the 2020 UWMP will be due by January 1, 2024 and is required to incorporate Demand Management Measures (DMMs) to meet the adopted water use standards. Preparation of this 2020 UWMP Supplement is not included in the proposed project.

Specific requirements for the 2020 UWMPs include the following:

- Include a water supply and demand assessment which compares the total water supply sources available to the water supplier with the long-term total projected water use over the next 20 years (to 2040, preferably to 2045), in five-year increments, for a normal water year, a single dry water year, and a drought lasting five consecutive water years (California Water Code [CWC] §10635(a))
- Provide a report on compliance with previously adopted 2020 per capita water use targets in accordance with SB X7-7 (Water Conservation Act of 2009, SB X7-7)
- **NEW** – Report on compliance with distribution water loss standards to be adopted by the State Water Board by July 1, 2020 (SB 555) (CWC §10608.34(a)(1))
- **NEW** – Provide a status update on SGMA compliance activities (i.e., status of GSA formation and GSP preparation) (CWC §10631(b)(4))
- **NEW** – Include a Water Shortage Contingency Plan (WSCP) with six (6) standard shortage levels corresponding to progressive ranges of up to 10, 20, 30, 40 and 50 percent shortages and greater than 50 percent shortage (or cross-reference current WSCP stages to the six (6) standard stages) (CWC §10632)
- **NEW** – Provide a seismic risk assessment of water facilities (may reference a recently adopted local hazard mitigation plan or a multi-hazard mitigation plan which addresses seismic risk) (SB 664) (CWC §10632.5)

Also note that a supplement to the 2020 UWMP will be due by January 1, 2024 and is required to incorporate DMMs to achieve the Urban Water Use Objective by January 1, 2027 based on State Water Board adoption of water use standards by June 30, 2022 (SB 606) (CWC §10621(f)(2)).

PROPOSED UPDATES TO THE CITY'S UWMP

It is anticipated that the required organization of the 2020 UWMP will be similar to the 2015 UWMP. Each chapter of the 2020 UWMP will be prepared based on DWR guidelines and required DWR tables. Table 1 outlines the anticipated 2020 UWMP chapters and describes the updates that are anticipated for each chapter.

Table 1. Anticipated UWMP Chapter Updates	
Chapter	Anticipated Updates
Chapter 1. Introduction and Overview	An introduction and overview of the 2020 UWMP will be provided.
Chapter 2. Plan Preparation	The process for plan preparation will be documented. The City will provide documentation of coordination with the public and with other agencies.
Chapter 3. System Description	The City will provide any updates to the written description of the physical service area and will provide historical and projected (through 2045) service area population data. West Yost will work with City staff to update required maps including a jurisdictional area map, service area map, distribution area map, and system schematic.
Chapter 4. System Water Use	The City will provide water demand data for the last five years (2016-2020) and a written description of any updates to the City's water use reduction plan. The City will provide information and data related to its water loss reporting policies and procedures and compliance with new State water loss standards. The City will provide water demand projections through 2045. The City will provide recycled water demand projections through 2045.
Chapter 5. SBx7-7 Baselines and Targets	The City will provide 2020 water use, once actual 2020 water use is available in early 2021, for West Yost to report on the City's compliance with its 2020 per capita water use target.
Chapter 6. System Supplies	The City will provide any updates to the written descriptions of existing water sources, including groundwater supplies and recycled water supplies. West Yost will work with the City to prepare updated descriptions of future water projects. West Yost will incorporate information on climate change impacts to the City's supply sources to the extent that information is available. West Yost will document information regarding the City's compliance with SGMA, including GSA formation and GSP preparation.
Chapter 7. Water Supply Reliability Assessment	The City will provide any updates to the written descriptions of water supply reliability, water quality, and drought planning.
Chapter 8. Water Shortage Contingency Planning	The City will provide a written description of the City's current Water Shortage and Drought Contingency Plan and will prepare the required revenue and expenditure analysis. West Yost will work with the City to update the WSCP to align the stages to meet the six standard shortage levels required by CWC §10632.
Chapter 9. Demand Management Measures	The City will provide a written description of the City's current and planned implementation of the DMMs. West Yost will work with the City to update the DMMs.
Chapter 10. Plan Adoption, Submittal and Implementation	West Yost will document the City's adoption of the 2020 UWMP.

Table 1. Anticipated UWMP Chapter Updates	
Chapter	Anticipated Updates
Supporting Documents	Appendices will include, but not be limited to, the following: • UWMP tables required by DWR (prepared by West Yost). • SBx7-7 tables required by DWR (prepared by West Yost). • Notification letters of UWMP update (prepared by City). • Public notice of UWMP hearing (prepared by City). • UWMP adoption resolution (prepared by City). • DWR UWMP checklist (prepared by West Yost). • Water loss audits (prepared by City). • Energy Intensity Documentation (prepared by City) – Inclusion of water energy data is limited to information that the urban water supplier can readily obtain (CWC §10631.2); water energy information related to the City's system supplies will be included to the extent that information is available.

Our proposed Scope of Work is described below.

BASIC SCOPE OF WORK

West Yost's Basic Scope of Work includes the following tasks:

- Task 1. Attend Meetings with City Staff
- Task 2. Collect and Review Data
- Task 3. Prepare Administrative Draft 2020 UWMP
- Task 4. Prepare Draft 2020 UWMP
- Task 5. Provide Support for the Public Hearing for the Draft 2020 UWMP
- Task 6. Prepare Final 2020 UWMP
- Task 7. Respond to Questions/Comments from DWR
- Task 8. Project Management and Quality Assurance/Quality Control

Each of these tasks is described below.

Task 1. Attend Meetings with City Staff

West Yost will attend the Project kick-off meeting and progress meetings as discussed below.

Task 1.1. Attend Kick-off Meeting and Develop Plan Preparation Strategy

Upon receiving Notice to Proceed, West Yost will schedule a kick-off meeting with City staff. The main purpose of the kick-off meeting will be to discuss preparation of the 2020 UWMP, data requirements, and plan objectives, and to define roles and responsibilities of City staff and

West Yost for the preparation of the 2020 UWMP. The following items will be discussed at the kick-off meeting:

- Proposed organization of the 2020 UWMP;
- Proposed schedule for the preparation of the 2020 UWMP;
- Receive copies of City data and current plans and studies pertinent to the 2020 UWMP (see Task 2); and
- Set dates and times for progress meetings (see Task 1.2).

Based on the meeting discussion, West Yost will prepare a detailed chapter outline for the 2020 UWMP, including a description of chapter contents and due dates for completion of the various chapters of the 2020 UWMP. This chapter outline will then be referenced during the progress meetings to track overall project progress (see Task 1.2).

West Yost will also prepare a schedule for the preparation of the 2020 UWMP showing key milestone dates including completion of the Draft 2020 UWMP, public noticing requirements, public review and comment periods, public hearing dates, and dates for the City Council to consider adopting the 2020 UWMP. Establishing and meeting these milestone dates will be critical for the efficient and timely development of the 2020 UWMP and the ability to meet the July 1, 2021 deadline for submittal of the City Council adopted 2020 UWMP to DWR.

Task 1.1 Deliverables: Chapter outline for 2020 UWMP and project schedule.

Task 1.2. Progress Meetings

Throughout the preparation of the 2020 UWMP, West Yost will coordinate with City staff on the progress of the project. This coordination is assumed to occur via conference calls with key City and West Yost staff. For budgeting purposes, West Yost has assumed that twelve (12) 30-minute conference calls will be conducted at regular intervals during the preparation of the 2020 UWMP. These calls will be scheduled on mutually agreed upon days and times during the period from approximately Fall 2020 through Spring 2021. During these calls, progress on the various sections of the 2020 UWMP will be discussed, along with any issues or problems being encountered. Progress in meeting the key project milestone dates established in the project schedule will also be discussed. These coordination calls will assist in keeping the project on schedule.

Task 1.2 Deliverables: Meeting notes, decisions and action items discussed during progress meetings.

Task 2. Collect and Review Data

West Yost will collect and review the data and available reports needed to prepare the 2020 UWMP. The following specific data will be required from the City for the 2020 UWMP:

- Water Service Area Statistics (including number of connections by customer sector and population served);

- Historical (through 2020) and projected (through 2045) potable water and recycled water use by customer sector;
- Historical (through 2020) and projected (through 2045) potable water and recycled water production by source;
- Documented cutbacks in water supply;
- Low income housing projections;
- Water loss data; and
- Current and planned DMMs and other water conservation program data.

West Yost will prepare an initial data request that will be submitted to the City prior to the kick-off meeting. A second data request will be submitted in late 2020 or early 2021 to request water use and production data for the 2020 calendar year, for use in confirming compliance with the City's adopted SBx7-7 target for 2020 (see Task 3).

West Yost will actively track the data collection effort, indicating data received and data that is still outstanding, and will report on the data collection effort progress during project status meetings.

Task 2 Deliverables: Data request list (initial list at beginning of project and a second list in early 2021 to request 2020 data) with status updates on the data still outstanding.

Task 3. Prepare Administrative Draft 2020 UWMP

Task 3.1: Evaluate SBx7-7 Compliance

Compliance with the Water Conservation Act of 2009 (SBx7-7) was first required as part of the 2010 UWMP cycle. With the 2020 UWMP cycle, the City must report on its compliance with its adopted 2020 per capita water use target. The City's actual water use for 2020 will be compared to the adopted 2020 per capita water use target to confirm the City's compliance with SBx7-7.

Task 3.1 Deliverables: Completed SBx7-7 compliance tables to be included as an appendix to the 2020 UWMP.

Task 3.2: Prepare/Revise Required UWMP Sections/Chapters

The City's 2015 UWMP will be used as the base document and chapters will be revised and updated as needed to comply with the specific requirements for 2020 UWMPs and to update water demand and supply data and projections as needed. Table 1 lists the specific chapters anticipated for the 2020 UWMP, along with assumptions for their preparation. Draft versions of key chapters of the 2020 UWMP will be submitted to the City for review and comment, as they are completed.

It should be noted that as of the date of this proposal, the DWR Guidebook for the Preparation of 2020 UWMPs has not yet been released. It is possible that the DWR Guidebook may have different and/or additional requirements that are not listed in Table 1. Once the DWR Guidebook is available, specific requirements for the 2020 UWMPs will be reviewed. If different and/or

additional DWR requirements will require additional work effort beyond that included in this proposal, West Yost will notify the City. Any additional services not included in this Scope of Work will be performed only after receiving written authorization and a corresponding budget augmentation from the City.

Task 3.2 Deliverables: Drafts of key chapters of the 2020 UWMP will be submitted to the City for review and comment as they are completed to ensure a collaborative process throughout the preparation of the 2020 UWMP. Comments received from the City on draft chapters will be incorporated into the Administrative Draft (Admin Draft) 2020 UWMP prepared under Task 3.3.

Task 3.3. Prepare Administrative Draft 2020 UWMP for City Review and Comment

The draft 2020 UWMP chapters prepared in Task 3.2 will be compiled into a complete Admin Draft 2020 UWMP for City review and comment. The Admin Draft 2020 UWMP will include all the required chapters, associated required data tables and plan appendices.

Task 3.3 Deliverables: Two (2) hard bound copies of the Admin Draft 2020 UWMP will be provided to the City along with a PDF of the document.

Task 3.4. Prepare DWR 2020 UWMP Checklist

Upon completion of the Admin Draft 2020 UWMP, West Yost will also complete DWR's UWMP Checklist to ensure that all the required elements for the 2020 UWMP have been addressed. A copy of the completed checklist will be included in an appendix of the 2020 UWMP to demonstrate to DWR that all the required elements have been addressed and have been included in the City's 2020 UWMP, including where they are located within the 2020 UWMP.

Task 3.4 Deliverables: DWR UWMP Checklist to be included as an appendix of the 2020 UWMP.

Task 4. Prepare Draft 2020 UWMP

Upon receipt of comments from City staff on the Admin Draft 2020 UWMP, West Yost will incorporate comments and prepare the Draft 2020 UWMP for the City's circulation and public review.

Task 4 Deliverables: Five (5) hard bound copies of the Draft 2020 UWMP will be provided along with a PDF copy of the document for the City's circulation and public review.

Task 5. Provide Support for the Public Hearing for the Draft 2020 UWMP

West Yost will provide support to City staff related to preparing for and conducting a public hearing for the Draft 2020 UWMP. Specific support tasks will include assistance with the development of a PowerPoint presentation for the public hearing and attendance at the public hearing to assist in responding to any questions from the City Council and/or the public. It is assumed that the City will prepare the required notices for the public hearing and the staff report.

Task 5 Deliverables: PowerPoint presentation for Draft 2020 UWMP for presentation at public hearing.

Task 6. Prepare Final 2020 UWMP

Upon receipt of comments from the public and the City Council on the Draft 2020 UWMP, West Yost will incorporate comments and prepare the Final 2020 UWMP for consideration for adoption by the City Council. West Yost will also upload the final document to DWR's WUEdata portal.

Task 6 Deliverables: Ten (10) hard bound copies of the Final 2020 UWMP will be provided along with a PDF copy of the document for the City's distribution and use.

Task 7. Respond to Questions/Comments from DWR

West Yost will provide the City with assistance in responding to DWR comments on the submitted Final 2020 UWMP, if any. Because the exact nature or extent of DWR's comments cannot be determined at this time, our level of effort to respond cannot be specifically estimated. However, for budgetary purposes, up to eight (8) hours of senior-level engineering support has been estimated.

Task 7 Deliverables: Response to DWR review comments as needed.

Task 8. Project Management and Quality Assurance/Quality Control

Project management tasks will include on-going coordination and communications with City staff and the West Yost project team to ensure that the project work is progressing in accordance with the scope, schedule and budget. For quality assurance/quality control, it is West Yost's policy that all work products are reviewed at the principal level prior to submittal.

ASSUMPTIONS

Key assumptions for the proposed scope of work include the following:

- The tasks and proposed schedule described above are based on the current (as of May 2020) water code provisions as they relate to UWMPs. If subsequent changes are made to the water code which require additional elements and/or additional analysis to be included in the 2020 UWMP, the scope of work may need to be revised to complete the 2020 UWMP.
- It is assumed that the DWR Guidebook for the 2020 UWMPs will be available by Fall 2020 and will provide guidance on 2020 UWMP requirements, organization and tables.
- It is assumed that the City will prepare and send required notices and provide documentation of coordination with the public and other agencies. West Yost can provide templates for required notices upon request. Copies of such notices will be included in an appendix to the 2020 UWMP.
- To comply with the water facility seismic risk assessments required by SB 664, the City will need to show that it adopted the Yolo Operational Area Multi-Jurisdictional Hazard Mitigation Plan which addresses seismic risk or provide seismic risk assessments that have been or will be conducted by the City as a separate effort from

this project. Completion of these assessments or reference to the Yolo Operational Area Multi-Jurisdictional Hazard Mitigation Plan will be documented in the 2020 UWMP; however, budget to complete seismic risk assessments is not included in this project.

- A public hearing must be conducted for the 2020 UWMP and the City Council must adopt the 2020 UWMP before submittal to DWR. The due date for submittal of the 2020 UWMP to DWR is July 1, 2021.
- As previously noted, a supplement to the 2020 UWMP will be due by January 1, 2024 and is required to incorporate DMMs to achieve Urban Water Use Objectives by January 1, 2027 based on State Water Board adoption of water use standards by June 30, 2022 (SB 606) (CWC §10621(f)(2)). Preparation of this 2020 UWMP Supplement is not included in this project but can be provided by West Yost under a subsequent future agreement with the City.

SCHEDULE

West Yost will work with City staff to meet the current required deadline for adoption and submittal of the 2020 UWMP to DWR by July 1, 2021. If this deadline date is changed by DWR, West Yost will coordinate with City staff to modify the project schedule as needed.

COMPENSATION

West Yost will perform the Basic Scope of Work described above on a time-and-materials basis, at the billing rates set forth in West Yost's Billing Rate Schedule (Attachment 1), for a not-to-exceed budget of \$89,400. Any additional services not included in this Scope of Work will be performed only after receiving written authorization and a corresponding budget augmentation from the City. The costs associated with performing the Basic Scope of Work described above are summarized in Table 2.

Table 2. Estimated Level of Effort and Costs		
Description	Level of Effort, hours	Costs, dollars
Task 1. Attend Meetings with City Staff	27	6,700
Task 2. Collect and Review Data	28	6,500
Task 3. Prepare Administrative Draft 2020 UWMP	221	50,000
Task 4. Prepare Draft 2020 UWMP	32	7,300
Task 5. Provide Support for the Public Hearing for the Draft 2020 UWMP	12	2,800
Task 6. Prepare Final 2020 UWMP	14	2,800
Task 7. Respond to Questions/Comments from DWR	8	2,200
Task 8. Project Management and Quality Assurance/Quality Control	34	9,500
Direct Costs		1,600
Total Basic Scope of Work	376	\$89,400

Ms. Tim Busch

June 1, 2020

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We look forward to continuing to work with you and assisting the City with this important project. Please do not hesitate to call me at 530-792-3221 if you have any questions or need additional information.

Sincerely,

WEST YOST ASSOCIATES



Monique Day, PE

Project Manager

RCE #69793

Attachment 1. 2020/2021 Billing Rate Schedule

ATTACHMENT 1

2020/2021 Billing Rate Schedule

2020/2021 Woodland UWMP Billing Rate Schedule

(Effective January 1, 2020 through December 31, 2021) *

POSITIONS	LABOR CHARGES (DOLLARS PER HR)
ENGINEERING	
Principal/Vice President	\$302
Engineering/Scientist/Geologist Manager I / II	\$287 / \$299
Principal Engineer/Scientist/Geologist I / II	\$261 / \$276
Senior Engineer/Scientist/Geologist I / II	\$233 / \$245
Associate Engineer/Scientist/Geologist I / II	\$201 / \$215
Engineer/Scientist/Geologist I / II	\$162 / \$188
Engineering Aide	\$93
Administrative I / II / III / IV	\$82 / \$104 / \$125 / \$137
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	\$296 / \$298
Principal Tech Specialist I / II	\$272 / \$283
Senior Tech Specialist I / II	\$249 / \$260
Senior GIS Analyst	\$227
GIS Analyst	\$214
Technical Specialist I / II / III / IV	\$158 / \$181 / \$203 / \$226
Cross-Connection Control Specialist I / II / III / IV	\$119 / \$129 / \$145 / \$161
CAD Manager	\$181
CAD Designer I / II	\$140 / \$157
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	\$293
Construction Manager I / II / III / IV	\$176 / \$189 / \$201 / \$255
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$155 / \$172 / \$191 / \$199
Apprentice Inspector	\$140
CM Administrative I / II	\$75 / \$100
Field Services	\$199

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- Mileage will be billed at the current Federal Rate and Travel will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

2020/2021 Woodland UWMP Billing Rate Schedule (continued)

(Effective January 1, 2020 through December 31, 2021) *

Equipment Charges

EQUIPMENT	BILLING RATES
Gas Detector	\$80/day
Hydrant Pressure Gauge	\$10/day
Hydrant Pressure Recorder, Standard	\$40/day
Hydrant Pressure Recorder, Impulse (Transient)	\$55/day
Trimble GPS – Geo 7x	\$220/day
Vehicle	\$10/hour
Water Flow Probe Meter	\$20/day
Water Quality Multimeter	\$185/day
Well Sounder	\$30/day

* This schedule will be updated in December 2021

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN AGREEMENT WITH WEST YOST ASSOCIATES FOR
PREPARATION OF 2020 URBAN WATER MANAGEMENT PLAN UPDATE, CIP #21-
04**

WHEREAS, the City of Woodland wishes to enter into an agreement with West Yost Associates for preparation of 2020 Urban Water Management Plan update (“Agreement”); and

WHEREAS, the Urban Water Management Planning Act requires every urban water supplier in California that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections, to prepare and adopt an UWMP that includes specified content, including an urban water shortage contingency analysis; and

WHEREAS, the adopted UWMP must be submitted to the California Department of Water Resources (DWR) and other entities; and

WHEREAS, urban water suppliers are required to submit an UWMP every five years, with July 1, 2021 being the next due date for the City of Woodland’s 2020 UWMP update; and

WHEREAS, West Yost Associates was selected through a quality based selection process in June 2019; and

WHEREAS, the City wishes to approve the agreement with West Yost Associates for the 2020 Urban Water Management Plan Update Project, CIP #21-04 for an amount of \$89,400 and authorize its execution through adoption of this Resolution; and

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

Section 1. The City Council hereby approves the Agreement with West Yost Associates in the amount of \$89,400. 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 7th day of July 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.5
SUBJECT: Approve Consultant Services Agreement with West Yost Associates for AWIA-Compliant Risk & Resiliency Assessment and Emergency Response Planning Consulting Services, CIP# 21-03.

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with West Yost Associates for the AWIA Risk & Resiliency Assessment and Emergency Response Plan Project for an amount up to \$123,148.

Staff Contact:

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

Fiscal Impact:

The funding for the AWIA Risk & Resiliency Assessment and Emergency Response Plan Project, CIP# 21-03 is included in the Capital Budget approved by City Council on June 16, 2020. The funding source is the Water Enterprise Fund. Project #21-03 has a budget of \$255,000. The budget includes funding for both the consultant services contract and staff time.

There is no impact to the General Fund.

Background:

America Waters Infrastructure Act (AWIA) of 2018 was signed into law in October 2018. Under this law, utilities are required to conduct risk and resilience assessments (RRAs), prepare or revise emergency response plans (ERPs) and certify to the U.S. Environmental Protection Agency (EPA) that they have achieved these new requirements.

In the RRAs, utilities must assess risk to and resilience of their assets for malevolent acts and natural hazards. Utility system assets are broadly defined and include physical infrastructure, financial infrastructure, chemicals and chemical systems, automated systems, system operations and maintenance, and capital and operational needs for risk and resiliency management.

Utilities must submit certification statements to the EPA certifying AWIA compliance for both the RRA and the ERP. Certification due dates differ for utilities of different sizes. For utilities that serve a population between 50,000 and 99,999, like the City of Woodland Water Utility, the RRA certification is due by December 31, 2020 and the ERP certification is due 6 months from the submission of the RRA.

Discussion:

West Yost Associates was chosen through a quality based selection process in June 2019 due to their familiarity with the AWIA process and the City of Woodland Water System. For utilities over 100,000 customers, such as the Woodland Davis Clean Water Agency (WDCWA), RRA certification was due March 31, 2020. WDCWA selected West Yost Associates to perform their RRA and to update their ERP, with coordination between West Yost, Jacobs staff (the operators of the water treatment plant), and representatives from the City of Woodland, City of Davis, and UC Davis.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with West Yost Associates for the Emergency Response Plan AWIA Update Project for an amount up to \$123,148.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

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

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a long horizontal flourish extending to the right.

Ken Hiatt
Interim City Manager

Attachments:

1. City of Woodland AWIA LP
2. Resolution



May 19, 2020

SENT VIA: EMAIL

Mr. Matt Cohen
City of Woodland
300 First Street
Woodland, CA 94567

SUBJECT: Professional Services for Risk and Resiliency Assessment and Emergency Response Planning for the City of Woodland (City)

Dear Mr. Cohen:

West Yost Associates (West Yost) is pleased to present the enclosed project scope, schedule, and budget for completing the City of Woodland's (City's) Risk and Resiliency Assessment (RRA) and Emergency Response Planning (ERP) (Attachment A). A task-level budget summary is included as Attachment B, to be billed at the rates shown in the West Yost 2020 Billing Rate Schedule (Attachment C). We anticipate starting the project in July 2020. This start date allows the City to meet the America's Water Infrastructure Act (AWIA) compliance dates of December 31, 2020 for the RRA and June 30, 2021 for the ERP. This proposal leverages current assessments and plans already completed by the City for use in development of the AWIA compliant RRA and ERP.

Thank you for this opportunity. If you have any questions regarding this proposal or any of West Yost's qualifications, please call me directly at 916-846-4719 or via email at jmulligan@westyost.com.

Sincerely,

WEST YOST ASSOCIATES

Jim Mulligan, PE
Project Manager

Cc: Tim Busch, City of Woodland
Andrew Ohrt, West Yost Associates

Attachments: A. Project Scope and Schedule
B. Project Budget
C. West Yost 2020 Billing Rate Schedule

ATTACHMENT A

Project Scope and Schedule

Project Scope and Schedule

West Yost Associates (West Yost) is pleased to present this Scope of Services to prepare an AWIA-Compliant Risk and Resilience Assessment and Emergency Response Plan for the City of Woodland (City).

BACKGROUND

America's Water Infrastructure Act of 2018 (AWIA) was signed into law in October of 2018. Under this law, utilities are required to conduct risk and resilience assessments (RRAs), prepare or revise emergency response plans (ERPs) and certify to the US Environmental Protection Agency (EPA) that they have achieved these new requirements.

In the RRAs, utilities must assess risks to and resilience of their assets relative to malevolent acts and natural hazards. Utility system assets are broadly defined and include physical infrastructure, financial infrastructure, chemicals and chemical systems, automated systems, system operations and maintenance, and capital and operational needs for risk and resilience system management.

ERPs are based on RRA findings and include several important components:

- Risk and resilience management strategies and resources to improve the resilience of the system, such as the physical security and cybersecurity of the system
- Plans, procedures, and identification of equipment to support emergency response operations in the event of a malevolent act or natural hazard
- Actions, procedures, and equipment to eliminate or significantly lessen the impact of a malevolent act or natural hazard on public health and the safety and supply of drinking water, including:
 - Development of alternative source water options
 - Relocation of water intakes
 - Construction of flood protection barriers
- Strategies to aid in detection of malevolent acts or natural hazards that threaten the security or resilience of the system

Utilities must submit certification statements to the EPA certifying AWIA compliance for both the RRA and ERP. Certification due dates for the City are December 31, 2020 for the RRA and June 30, 2021 for the ERP, or six months after the RRA certification, whichever comes first.

Voluntary Consensus Standards

West Yost uses voluntary consensus standards to develop RRAs and ERPs. The scope of services reflects the methodologies and requirements established in the following American Water Works Association (AWWA) voluntary consensus standards:

- AWWA J100-10, Risk Analysis and Management for Critical Asset Protection Standard for Risk and Resilience Management of Water and Wastewater Systems (J100 Standard). AWWA is currently updating the J100 Standard. West Yost has received an advanced copy of the standard and will incorporate any changes made by AWWA into our project delivery.



Project Scope and Schedule

- AWWA Cybersecurity Risk Management Tool and Guidance.
- AWWA G300-14 – Source Water Protection and associated G300 Operational Guide (G300 Standard).
- AWWA G430-14 – Security Practices for Operation and Management (G430 Standard).
- AWWA G440-17 – Emergency Preparedness Practices (G440 Standard).
- AWWA M19 – Emergency Planning for Water and Wastewater Utilities, 5th Edition.

These AWWA standards represent risk and resilience management and emergency preparedness best practices for the water sector. Following these standards generally demonstrates due diligence.

In addition to the AWWA standards, standards from outside the water utility industry will be considered as-needed to provide a more comprehensive review. These standards include, but are not limited to:

- Idaho National Laboratory’s Cyber-Informed Engineering
- National Incident Management System (NIMS)
- Developing and Maintaining Emergency Operations Plans – Comprehensive Preparedness Guide (CPG) 101

Workshops and Stakeholder Groups

Stakeholder engagement is a key part of West Yost’s approach and is consistent with the J100 process. West Yost’s workshops are designed to be interactive and collaborative. Workshops are integrated into the scope because they 1) engage stakeholders in the assessment process, 2) obtain consensus on key items such as critical assets and relevant threats/hazards, and 3) are a source of recommendations to management on what should change in the organization to reduce risk and increase resilience. The following workshops are included in the scope:

- Workshop 1 – Asset and Threat Characterization
- Workshop 2 – Cybersecurity Controls Assessment
- Workshop 3 – Consequence Analysis
- Workshop 4 – Risk and Resilience Management Strategies and ERP

Combination Workshop Option: If desired, Workshops 1, 2 and 3 can be combined into a highly focused, two-day workshop facilitated by West Yost staff who are knowledgeable of City systems and operations.

In addition, the workshops provide the opportunity for staff to better understand AWIA requirements and the different types of risks to the City’s water system. This will help continue to integrate resilience and emergency preparedness into the organizational culture and decision making.

Two different stakeholder groups are envisioned: an internal stakeholder group and a cybersecurity stakeholder group. The internal stakeholder group typically includes staff



Project Scope and Schedule

responsible for well operations, distribution system operations, security and safety, human resources, information technology, risk management, asset management, finance, SCADA, and emergency response. The cybersecurity stakeholder group generally includes City staff with knowledge of and day-to-day responsibility for secure and reliable operation of the IT and SCADA systems. West Yost will work with the City to identify key members for each stakeholder group.

Note: West Yost is committed to the health and safety of all parties while also striving to keep the project on the desired schedule. Due to the current COVID-19 travel and gathering constraints, the workshops may become virtual meetings, as necessary and practical for project delivery and compliance with local health guidance. Assumptions on the format of workshops and meetings are included in the associated task descriptions in the Scope of Services.

SCOPE OF SERVICES

West Yost takes an all-hazards approach to address the full range of potential threats and hazards, including malevolent acts, natural hazards, dependency hazards, and proximity hazards approach that considers prevention, protection, preparedness, response, and recovery needs.

The following sections summarize the proposed scope of work to develop an AWIA-compliant RRA and ERP. The West Yost scope of services consists of the following tasks:

- Task 1. Project Initiation and Project Management
- Task 2. Kickoff Meeting, Staff Interviews and Site Visits
- Task 3. Asset and Threat Characterization
- Task 4. Cybersecurity Risk & Resilience Assessment
- Task 5. Analysis of Consequences, Vulnerability and Likelihood
- Task 6. Risk & Resilience Assessment Summary Report
- Task 7. Emergency Response Plan

Task 1. Project Initiation and Project Management

Task 1 includes initiating the project with the client project manager and the monthly project management activities for the duration of the project term.

Task 1.1 Project Initiation

The project will start with a Project Initiation conference call with the City's project manager and the West Yost project manager.

Prior to the Project Initiation call, West Yost will prepare and submit an initial data request. The data provided will be reviewed to inform both the RRA and ERP.

During the Project Initiation call, West Yost will review the overall project work plan and schedule, clarify any questions related to the data request, review the data submittal tracking log, and discuss logistics for site visits and staff interviews. At this meeting, we will also prepare for



Project Scope and Schedule

the workshops, identify the City's internal and external stakeholder group members, the Cybersecurity stakeholder group members and identify staff for interviews, and set dates for workshops and project review calls.

After the call, West Yost will prepare a meeting summary, maintain the data submittal tracking log, and send meeting invitations for Workshops 1 and 2.

Task 1.2 Project Management

West Yost will monitor and control the project to maintain the project schedule, scope, and budget. Achieving these goals will help ensure the City meets the compliance deadlines. Activities include project bi-weekly review calls with the City's project manager, West Yost internal project controls, monthly invoices that will include a brief summary of work completed during the billing period, and management of the project team.

Task 2. Kickoff Meeting, Staff Interviews, and Site Visits

To help West Yost staff better understand the City's system and operations and to engage City staff, West Yost will facilitate a Kickoff Meeting, interview staff, and conduct risk and reliance site visits.

Task 2.1 Kickoff Meeting with Internal Stakeholders

The Kickoff Meeting is a multi-purpose meeting. First, West Yost will introduce the AWIA regulations and RRA tasks to the City's internal stakeholder group. Second, the group will review the results of the initial data request. Then, facilities will be identified for site visits. Lastly, the project schedule will be discussed, and workshops will be scheduled. Prior to the Kickoff Meeting, West Yost will review the information provided by the City in response to the initial data request.

Task 2.2 Site Visits and Staff Interviews

West Yost staff will conduct site visits to facilities that are most critical to the City's operations and/or are representative of a certain type of facility that is duplicated at numerous locations, such as groundwater wells and reservoirs. During these site visits, we will evaluate the site-specific threats and hazards, review vulnerabilities, and note mitigation and countermeasures that are already in place. These site visits will be conducted with City staff. Photos may be collected if authorized by the City.

Interviews are often an excellent way to collect data for use within an RRA and ERP. Interviews may be conducted in person or by telephone, in a one-on-one format or small group setting, depending on the staff roles and responsibilities. To the extent possible, interviews will be conducted concurrent with site visits. Interviews will inform both the RRA and ERP.

Task 2 Assumptions:

The budget assumes that the kickoff meeting, site visits and staff interviews will be conducted on the same day. The kickoff meeting will be two hours long. The site visits and staff interviews will run concurrently and will be four hours long and include the most critical and representative



Project Scope and Schedule

facilities. Facilities will be considered representative if they are the same type and have similar implementation of physical security countermeasures. The kickoff meeting is assumed to be staff from West Yost attending in person and remotely. Site visits will be in person.

Task 3. Asset and Threat Characterization

Asset characterization is the first step of the AWWA J100 Standard. In this task, West Yost will assist the City in documenting and prioritizing critical assets. This will largely be completed prior to Workshop 1 – Asset and Threat Characterization, but will be validated and finalized during Workshop 1. The outcome of Workshop 1 is a list of prioritized critical assets that will be evaluated further in subsequent tasks.

The asset characterization process is summarized in the following steps:

- Confirm the City's mission and service levels
- Confirm critical facilities and customers
- Identify and prioritize critical assets

Task 3.1 Prepare for Workshop 1 – Asset and Threat Characterization

Prior to the workshop, the City will provide a preliminary list of prioritized critical facilities. Assets may include such things as built assets (e.g. facilities), natural assets (e.g. source water), people (e.g. a staff member with significant institutional knowledge), and data (e.g. water quality data).

Task 3.2 Workshop 1 – Asset and Threat Characterization

During the Asset and Threat Characterization Workshop, West Yost will facilitate discussion with attendees on the preliminary prioritized facilities list. The discussion will include confirming the City's mission and service levels and reviewing critical customers. This discussion will conclude with an agreed upon list of critical assets.

Next, the West Yost team will facilitate a threat characterization discussion to address the various threats identified as part of the J100 Standard. At the workshop the group will:

- Agree on the insider/outsider physical and cyber malicious adversary attributes.
- Determine relevant natural hazards to be analyzed further within the RRA.
- Identify dependency and proximity hazards such as power, chemicals, key suppliers, critical employees, transportation, and proximity to dangerous neighboring sites.
- Discuss distribution system contamination threats.
- Review and discuss local historical occurrences of threats and hazards and their associated impacts to the City's water system.

The information from Workshop 1 will be used by West Yost to develop scenarios for subsequent analysis in Workshop 3 – Consequence Analysis. West Yost will document discussions and decisions from Workshop 1 in the RRA Summary Report.



Project Scope and Schedule

Task 3 Assumptions:

The budget assumes Workshop 1 is two hours long and in the same week as Workshop 3 (Consequence Analysis), which is four hours long. Workshop 1 assumes staff from West Yost attending in person and remotely. Task 3.2 assumes that the starting point for discussion regarding the threats to City assets in Workshop 1 are the threat/hazard assumptions developed recently for the Woodland Davis Clean Water Agency.

Task 4. Cybersecurity Risk and Resilience Assessment

West Yost will evaluate the City's "electronic, computer or other automated systems." A general introduction to the cybersecurity assessment will be included in the Kickoff Meeting. West Yost will review the City's IT and SCADA systems and interview cybersecurity stakeholders. This will be followed by Workshop 2 in which the AWWA Cybersecurity Guidance & Self-Assessment Tool (AWWA Tool) will be used to identify recommended controls that should be in place or require improvements. The value of using the AWWA Tool is two-fold. First, utilities demonstrate due diligence by using it. Second, it is designed to facilitate AWIA compliance.

Subtask 4.1 Cybersecurity RRA Interviews and Site Visits

This portion of the RRA is focused on technology, which the City relies on, but for which typically few staff are responsible. In Task 2, West Yost will assist the City in identifying the appropriate members of the Cybersecurity Stakeholder Group. Usually this group consists of staff responsible for the day-to-day secure and reliable operation of the City's IT and SCADA systems.

The Kickoff Meeting (Task 2) will include a brief introduction to the cybersecurity RRA task, how it relates to AWIA compliance, and the associated methodology.

Cybersecurity RRA site visits are expected to run for four hours. Interviews will be incorporated into the site visits. During these site visits, West Yost staff will develop a high-level understanding of the City IT and SCADA systems. Site visits will be in person.

Task 4.2 Workshop 2 – Cybersecurity Controls Assessment

Following the site visits and interviews, West Yost will facilitate an evaluation of current cybersecurity practices using the AWWA Tool. The AWWA Tool is the consensus standard for cybersecurity assessment in the water sector and generates an easy-to-use output for building an AWIA compliant cybersecurity assessment and improvement plan.

The output from the AWWA Tool is a prioritized list of Priorities 1 through 4 recommended cybersecurity controls based on industry standards including the National Institute of Standards and Technology (NIST) Cybersecurity Framework. The workshop will serve to document the status of cybersecurity controls and train utility staff on the use of the AWWA Tool. This will allow City staff to continue using the Tool as improvements and changes to the system are implemented. West Yost will integrate the findings of this task into the RRA Summary Report and ERP.



Project Scope and Schedule

Task 4 Assumptions:

The budget assumes the site visits, cybersecurity RRA interviews and Workshop 2 will occur on the same, or adjoining days and that Workshop 2 is four hours long and the site visits and interviews will be four hours long. Workshop 2 will be conducted remotely by West Yost.

Task 5. Analysis of Consequences, Vulnerability and Likelihood

To complete the RRA, risk will be calculated for each threat-asset pair that is identified in Task 3. Task 5 consists of estimating each of the three variables needed to calculate risk, which are:

1. The *consequence* of a threat/hazard to an asset
2. The *vulnerability* of an asset to a threat
3. The *likelihood* of a threat occurring

The consequence analysis is done in multiple steps. First, consequence screening criteria are developed and applied to each of the threat-assets pairs from Task 3. The threat-asset pairs are screened in Workshop 3 to identify up to 75 priority threat-asset pairs. After the workshop, West Yost will then estimate consequences, vulnerabilities, and threat likelihoods for each threat-asset pair. The information produced in Task 5 will be used in Task 6 to calculate the baseline risk for each threat-asset pair.

Task 5.1 Workshop 3 – Consequence Analysis

The West Yost team will conduct Workshop 3 to define the worst reasonable consequences that may be caused by relevant threats and hazards on the threat-asset pairs developed in Task 3.2. Prior to the workshop, West Yost will develop preliminary consequence screening criteria. Consequence analysis will be conducted in a workshop format to build consensus amongst City staff. During the workshop the group will:

- Review and revise the consequence screening criteria
- Discuss worst reasonable case assumptions
- Screen as needed to select the priority threat-asset pairs

The budget assumes that Workshop 3 is four hours long and conducted during the same week as Workshop 1. Workshop 3 assumes staff from West Yost attending in person and remotely.

Task 5.2 Consequence Analysis

After the workshop, West Yost will complete any items for the consequence analysis and convert the qualitative consequence ratings to quantitative monetary estimates for the priority threat-asset pairs. Qualitative consequences will be captured for threat-asset pairs, as appropriate. The results will be summarized in the RRA Summary Report.



Project Scope and Schedule

Task 5.3 Vulnerability Analysis

The project team will evaluate the ability of each critical asset and its protective systems to withstand each specified threat or hazard. Based on site visits and interviews previously completed, West Yost will document and account for existing protective systems such as: physical security systems, City security procedures, flood protection, backup generators, and existing emergency response capabilities, plans, and protocols. The results will be summarized in the RRA Summary Report.

Task 5.4 Threat Likelihood Analysis

West Yost will estimate the threat likelihood (also known as annualized probability or frequency) that a specific threat or hazard will occur for each threat-asset pair retained for analysis. We will utilize standard information on frequency and severity from sources such as the National Oceanic and Atmospheric Administration (NOAA), the United States Geological Survey (USGS), local hazard mitigation plans, and the EPA. The analysis will also account for the utility-specific threat/hazard occurrence information gathered previously. The results will be documented in a threat likelihood summary table for integration into the RRA Summary Report.

Task 6. Risk and Resilience Assessment Summary Report

Using the consequences, vulnerabilities, and threat likelihoods estimated in Task 5, the overall risk and resilience (financial and operational) of the utility may be evaluated. The results and the work conducted in this project will be summarized in the RRA Summary Report.

Task 6.1 Calculate Risk and Resilience

West Yost will calculate risk and resilience for each priority threat-asset pair using the following equation from J100:

- Risk = Consequences x Vulnerability x Threat Likelihood (C x V x T).

West Yost will also complete the resilience calculations and Utility Resilience Index, as presented in J100.

West Yost will include the following sections of the AWIA §2013 “(b) Emergency Response Plan” into the City’s RRA:

- “(1) strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;”
- “(3) actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers; and”
- “(4) strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.”



Project Scope and Schedule

This strategy is consistent with the seventh and final step of the AWWA J100 Standard – Risk and Resilience Management.

Once the risks have been calculated, a risk threshold will be determined. Risk and resilience management strategies will be developed to reduce the risk of any threat-asset pairs with risk values exceeding this threshold. Risk and resilience management strategies may include physical security or cybersecurity upgrades, natural hazard mitigation, training, policy/procedure changes, monitoring strategies, and operational/ financial changes that can make the City more resilient.

West Yost will develop an inventory of potential risk and resilience management strategies. During Workshop 4, the project team will prioritize strategies and estimate the associated risk reduction with each. Additional details will be provided for the three highest priority strategies.

West Yost will document the development of risk and resilience management strategies in the RRA Summary Report.

Task 6.2 Workshop 4 – Risk and Resilience Management Strategies and ERP

Workshop 4 will consist of two topics. The first topic is the risk and resilience management strategies and associated results of the net benefit analyses. The second topic is the draft Emergency Response Plan discussed under Task 7.

Task 6.3 Draft Risk and Resilience Assessment Summary Report

West Yost will prepare a draft Risk and Resilience Assessment Summary Report that summarizes the tasks conducted during this project, the results of the workshops and analyses, and the risk and resilience calculations. The cybersecurity RRA and results will also be incorporated into this report. The report will be of enough depth and breadth to document that the City used an all-hazards approach and is in compliance with the AWIA.

The draft report will be provided to the City for their review. To assist in the City's review, a conference call will be held for West Yost to walk the City through the report prior to review.

Upon receipt of the City's comments, West Yost will revise and finalize the Draft RRA Summary Report. With completion of this report, the City can certify to the EPA that the RRA is complete.

Task 6 Assumptions:

The budget assumes Workshop 4 is four hours long. Workshop 4 assumes staff from West Yost attending in person and remotely. The schedule assumes that the City will complete a review of the draft deliverables within three weeks of receipt of the draft report. The budget assumes the City will provide a single set of collated comments on the draft report. The budget assumes the draft RRA conference call is 1 hour long.



Project Scope and Schedule

Task 7. Emergency Response Plan

West Yost understands that the City has an Emergency Operations Plan (EOP) that requires an update to both be AWIA compliant and to meet cross-sector best practices. West Yost's experience indicates that utilities' emergency preparedness documents often have useful and functional content. To the extent possible, we will retain content from the existing EOP and build on it to develop the stand-alone AWIA complaint ERP. For the purposes of this scope, it is assumed that the EOP will require significant revisions to become the AWIA-complaint document.

The ERP will be drafted or revised to address AWIA compliance requirements, State requirements, EPA guidance, and industry best practices (e.g. AWWA M19 and G440). West Yost's ERP development approach is based on three main principles:

1. Standards-Based Planning – ensures conformity with the standards and ease implementation of the ERP during an emergency.
2. Concept of Operations – guides development of the ERP, defines the overall approach to emergency situations including what should happen, when, and at whose direction.
3. Capability-Based Planning – guides development of the ERP to help the City build capacity to take a specific course of action. Capability-based planning answers the question, “Do I have the right mix of training, organizations, plans, people, leadership and management, equipment, and facilities to perform a required emergency function?”

Task 7.1 Gap Analysis and Plan Development

West Yost will carry-over the information gathered during the earlier tasks to conduct a gap analysis of the existing EOP. In response to AWIA and guidance provided by EPA, West Yost has developed a gap analysis that integrates AWIA compliance requirements, State requirements, EPA guidance, and industry best practices.

Concurrent with the gap analysis, West Yost will work with the City to identify key personnel to serve on the City's Emergency Planning Team. Team members will be identified based on their role in and understanding of utility operations and City emergency preparedness practices. West Yost will conduct onsite meetings and teleconferences to assess emergency procedures and formats with the City and external stakeholders, if needed.

Based on the findings of the gap analysis tool, West Yost will provide a proposed outline of the AWIA and State-complaint ERP to the City for review. To facilitate review, West Yost will hold a teleconference to review the outline and receive City feedback. West Yost will prepare a Draft ERP that will be submitted to the City for review. To facilitate review of the Draft ERP, West Yost will introduce the content of the ERP to the City's review team as a part of Workshop 4.

After submittal of the Draft ERP and receipt of the City's comments, West Yost will incorporate changes into the final deliverable. With completion of the ERP, the City can self-certify to the EPA that their ERP is complete. City review time is assumed at three weeks.



Project Scope and Schedule

Task 7 Assumptions:

The budget assumes the draft ERP outline conference call is one hour long.

ASSUMPTIONS AND EXCLUSIONS

In addition to the specific assumptions listed in the preceding tasks, West Yost's budget and schedule includes the following assumptions and exclusions:

- City stakeholders will be available to participate in the project.
- The City will provide requested data in a timely manner.
- The City has an existing Emergency Operations Plan.

SCHEDULE

West Yost understands that the City would like to start the project in early July 2020 and complete the RRA by the December 31, 2020 submittal deadline and complete the ERP no later than June 30, 2021. West Yost proposes the following schedule shown in Table 1. This schedule provides enough time for the City to meet their AWIA compliance deadlines and allows some time for unforeseen minor delays.

Table 1. Project Schedule										
Task	Months									
	July 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	March 2021	April 2021
Task 1. Project Initiation and Project Management										
Task 2. Kickoff Meeting, Staff Interviews and Site Visits										
Task 3. Asset and Threat Characterization										
Task 4. Cybersecurity Risk and Resilience Assessment										
Task 5. Analysis of Consequences, Vulnerability and Likelihood										
Task 6. Risk and Resilience Assessment Summary Report										
Task 7. Emergency Response Plan										

ATTACHMENT B

Project Budget

Project Summary, Hours and Fee West Yost Associates				ATTACHMENT B - PROJECT BUDGET							EM/SM/GM II PIC L. Smith		PE/PS/PG II PM J. Mulligan		PTS I QA/QC A. Ohrt		TS III AWIA Team S. Walsh		SE/SS/SG II PE P. Johnston		PE/PS/PG I ERP M. Damewood		ETM I Cyber 1 J. Cox		EM/SM/GM II Cyber 2 D. Groves		TS III Cyber 3 J. Hessee		ADM III		Labor		Costs		
PROJECT: City of Woodland AWIA				Hours		Fee		Sub.		Other		Total																							
Task				1 Project Initiation and Project Management																															
Subtotal, Task 1 (hours)				8		44		4		0		2		0		0		0		0		0		58											
Subtotal, Task 1 (\$)				\$ 2,360		\$ 11,968		\$ 1,072				\$ 482														\$ 15,882				\$ 15,882					
Task				2 Kick-Off Meeting, Staff Interviews and Site Visits																															
Subtotal, Task 2 (hours)				0		9		2		2		12		0		0		0		0		0		25											
Subtotal, Task 2 (\$)						\$ 2,448		\$ 536		\$ 400		\$ 2,892														\$ 6,276				\$ 6,376					
Task				3 Asset and Threat Characterization																															
Subtotal, Task 3 (hours)				0		5		4		8		8		0		0		0		0		0		25											
Subtotal, Task 3 (\$)						\$ 1,360		\$ 1,072		\$ 1,600		\$ 1,928														\$ 5,960				\$ 6,060					
Task				4 Cybersecurity Risk and Resilience Assessment																															
Subtotal, Task 4 (hours)				0		5		0		2		0		0		6		2		6		0		19											
Subtotal, Task 4 (\$)						\$ 1,360				\$ 400						\$ 1,746		\$ 590		\$ 1,200						\$ 4,896				\$ 4,996					
Task				5 Analysis of Consequences, Vulnerability and Likelihood																															
Subtotal, Task 5 (hours)				0		22		16		22		16		0		0		0		0		0		76											
Subtotal, Task 5 (\$)						\$ 5,984		\$ 4,288		\$ 4,400		\$ 3,856														\$ 18,528				\$ 19,528					
Task				6 Risk and Resilience Assessment Summary Report																															
Subtotal, Task 6 (hours)				0		10		9		46		48		0		2		0		4		16		135											
Subtotal, Task 6 (\$)						\$ 2,720		\$ 2,412		\$ 9,200		\$ 11,568				\$ 582				\$ 800		\$ 1,968				\$ 29,250				\$ 29,450					
Task				7 Emergency Response Plan																															
Subtotal, Task 7 (hours)				0		16		4		60		72		16		0		0		0		16		184											
Subtotal, Task 7 (\$)						\$ 4,352		\$ 1,072		\$ 12,000		\$ 17,352		\$ 4,112								\$ 1,968				\$ 40,856				\$ 40,856					
TOTAL (hours)				8		111		39		140		158		16		8		2		10		32		522											
TOTAL (\$)				\$ 2,360		\$ 30,192		\$ 10,452		\$ 27,998		\$ 38,078		\$ 4,112		\$ 2,328		\$ 590		\$ 2,000		\$ 3,936				\$ 121,648				\$ 123,148					

ATTACHMENT C

West Yost 2020 Billing Rate Schedule

2020 Billing Rate Schedule

(Effective January 1, 2020 through December 31, 2020) *

POSITIONS	LABOR CHARGES (DOLLARS PER HR)
ENGINEERING	
Principal/Vice President	\$298
Engineering/Scientist/Geologist Manager I / II	\$283 / \$295
Principal Engineer/Scientist/Geologist I / II	\$257 / \$272
Senior Engineer/Scientist/Geologist I / II	\$230 / \$241
Associate Engineer/Scientist/Geologist I / II	\$198 / \$212
Engineer/Scientist/Geologist I / II	\$160 / \$185
Engineering Aide	\$92
Administrative I / II / III / IV	\$81 / \$102 / \$123 / \$135
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	\$291 / \$294
Principal Tech Specialist I / II	\$268 / \$279
Senior Tech Specialist I / II	\$245 / \$256
Senior GIS Analyst	\$224
GIS Analyst	\$211
Technical Specialist I / II / III / IV	\$156 / \$178 / \$200 / \$223
Cross Connection Specialist I / II / III / IV	\$117 / \$127 / \$143 / \$159
CAD Manager	\$178
CAD Designer I / II	\$138 / \$155
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	\$289
Construction Manager I / II / III / IV	\$174 / \$186 / \$198 / \$251
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$152 / \$169 / \$188 / \$196
Apprentice Inspector	\$138
CM Administrative I / II	\$74 / \$99
Field Services	\$196

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- Mileage will be billed at the current Federal Rate and Travel will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

2020 Billing Rate Schedule (continued)

(Effective January 1, 2020 through December 31, 2020) *

Equipment Charges

EQUIPMENT	BILLING RATES
Gas Detector	\$80/day
Hydrant Pressure Gauge	\$10/day
Hydrant Pressure Recorder, Standard	\$40/day
Hydrant Pressure Recorder, Impulse (Transient)	\$55/day
Trimble GPS – Geo 7x	\$220/day
Vehicle	\$10/hour
Water Flow Probe Meter	\$20/day
Water Quality Multimeter	\$185/day
Well Sounder	\$30/day

* This schedule is updated annually

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN AGREEMENT WITH WEST YOST ASSOCIATES TO PREPARE AN
AWIA-COMPLIANT RISK AND RESILIENCE ASSESSMENT AND EMERGENCY
RESPONSE PLAN FOR THE CITY OF WOODLAND, CIP#21-03**

WHEREAS, the City of Woodland wishes to enter into a professional services agreement with West Yost Associates to prepare the AWIA Risk & Resiliency Assessment and Emergency Response Plan Project, CIP# 21-03; and

WHEREAS, the America's Water Infrastructure Act (AWIA) was signed into law in October 2018 and requires utilities of Woodland's size to conduct a Risk and Resilience Assessment (RRA) by December 31, 2020 and prepare or revise an Emergency Response Plan (ERP) within 6 months of the RRA and certify to the U.S. Environmental Protection Agency (EPA) that they have achieved these new requirements; and

WHEREAS, West Yost Associates was selected through a quality based selection process in June 2019; and

WHEREAS, the City wishes to approve the agreement with West Yost Associates for the AWIA Risk & Resiliency Assessment and Emergency Response Plan Project, CIP# 21-03 for an amount of \$123,148 and authorize its execution through 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 Agreement with West Yost Associates in the amount of \$123,148. 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 7th day of July 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.6
SUBJECT: Final Acceptance and Notice of Completion for Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, accepting the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24, as complete and authorizing the City Clerk to file a Notice of Completion.

Staff Contact

Sara Andreotti, Engineering Assistant, (530) 661-5951, sara.andreotti@cityofwoodland.org

Fiscal Impact

The project is funded in the capital budget with \$2,923,791. This is comprised of \$2,372,566 in Federal Transportation Grant funding, \$301,225 Capital Project funding and \$250,000 Road Development funding.

Ownership and maintenance of the landscaped areas on the north side of the interchange will be maintained by the City for five years after which, Caltrans will assume maintenance of these areas. This agreement is memorialized in a maintenance agreement between the City and Caltrans. The project budget includes \$100,000 to fund the 5-year plant establishment and maintenance period.

South of the interchange, the southeast quadrant and southwest quadrant landscape areas are included in the Gateway and Gibson Ranch landscape and lighting districts respectively.

There is no impact to the General Fund.

Background

The Interstate 5/County Road 102 Interchange Project was completed at the end of 2012 and included reconfiguration of the CR102/I-5 interchange and widening of CR102. The full project had originally included landscaping for the project but due to the drought, all landscape project approvals were frozen by the state. The project was also delayed due to project reimbursement negotiations with the adjacent developer.

This project completed the landscaping work in all open spaces within and adjacent to the interchange loop and slip ramps. The project also included landscaping in the previously barren County Road 102 median and park strip south of the interchange.

Discussion

The City Council authorized bid advertisement of the Project on December 4, 2018. The construction contract was awarded on April 2, 2019 to Empire Landscaping. Construction began on May 13, 2019 and is now complete and ready for acceptance.

Three change orders were executed throughout the course of the project in the total amount of \$5,927.91. This represents less than 1% of the original contract value, and is below the approved construction contingency of \$162,199.

The final project cost breakdown is as follows:

Design/Staff/Project Management	\$520,209.94
Construction	
Construction Contract	\$1,801,322.00
Change Orders Total	\$5,927.91
Construction Management/Inspection	\$354,778.59
5-Year Landscape Maintenance	\$100,000.00
Total Construction/Maintenance	\$2,262,028.50
Total Project Costs	\$2,782,238.44
Total Project Budget	\$2,923,791.00

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, accepting the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24, as complete and authorizing the City Clerk to file a Notice of Completion.

Prepared by: Sara Andreotti, Engineering Assistant

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



Ken Hiatt
Interim City Manager

Attachments:

1. Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
ACCEPT THE INTERSTATE 5/COUNTY ROAD 102 INTERCHANGE LANDSCAPING
PROJECT (CIP 11-24) CONSTRUCTION CONTRACT AS COMPLETE AND
AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION**

WHEREAS, the Interstate 5/County Road 102 Interchange Landscaping Project (CIP 11-24) is fully funded in the Capital Budget for \$2,923,791; and

WHEREAS, the City Council authorized staff to bid the project on December 4, 2018;
and

WHEREAS, the construction contract was awarded on April 2, 2019 to Empire
Landscaping; and

WHEREAS, construction began on May 13, 2019 and is now complete.

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

Section 1. The City Council hereby accepts Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24 as complete.

Section 2. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24.

PASSED AND ADOPTED this _____ day of _____ 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.7
SUBJECT: Revisions to Community Services Officer Job Description

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve revisions to the Community Services Officer Job Description.

Staff Contact:

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

Fiscal Impact:

Changes to the job description do not result in any fiscal impacts.

Background:

Human Resources staff worked with the Police Department and the Police Officers' Association to evaluate the Community Services Officer (CSO) job classification.

Discussion:

It is recommended that the Community Services Officer (CSO) job description be revised to better reflect the actual duties of the current CSO within the Police Department. Currently, the CSO position requires two years of administrative experience. Recruitment for the ideal candidate based on the current job description has been challenging because the actual position requires less administrative abilities and more law enforcement knowledge. Due to changes in operations at the Police Department, the CSOs are assigned parking enforcement, which does not require extensive administrative experience. With the changes to the job description, the Police Department hopes to attract candidates who have more desire to enter the law enforcement field. The ideal candidate would be someone who wants exposure to law enforcement which would occur with the duties for this position. The proposed changes to the job description are consistent with similar positions in other cities.

Conclusion:

Staff recommends that the City Council approve the revisions to the Community Services Officer Job Description.

Prepared by: Sheila McShane, Human Resources Manager

A handwritten signature in black ink, appearing to read "Ken Hiatt".

Ken Hiatt
Interim City Manager

Attachments:

1. Community Services Officer 2020



COMMUNITY SERVICES OFFICER

DEFINITION

To perform a variety of routine, non-hazardous and non-sworn law enforcement office and field work, including parking enforcement

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Sergeant, Police Records Manager, Lieutenant or his/her designee. Technical or functional supervision may be provided by higher level police personnel. Assignments may include indirect supervision of other non-sworn personnel.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

- Investigate routine crimes and prepare appropriate reports.
- Assist with abandoned vehicle abatement.
- Assist in special traffic control.
- Respond to non-criminal calls for service. Operate telephone and radio equipment. Assist in crime scene identification activities.
- Assist in collection, preservation and transportation of evidence. Maintain accurate chain of custody records. Inventory and release of evidence and property. Prepare property for auction. Purge of files.
- Perform Parking Enforcement function. Report damaged or inoperative traffic signals, signs and markings. Advise the general public on parking laws, regulations and ordinances. Receive complaints regarding parking citations. Mark vehicles reported as abandoned and conduct follow-up, including towing and storing of vehicle.
- Keep records and prepare reports. Enforce non-moving vehicle code violations and city ordinances pertaining to vehicles.
- Perform general clerical duties using typewriter and word processing for the department as needed based on assignment. Receive calls and take messages.
- Prepare monthly statistical reports. Retrieve and input data into computer terminal. Prepare correspondence to victims of crime.
- Process reports, court ordered registrants. Collect pertinent data from police reports and input data into computer.

- Make presentation in small and large group settings. Assist in producing monthly, quarterly and yearly crime statistics reports. Assist in analyzing statistical data to develop crime patterns.
- Publish understandable crime information for law enforcement staff. Coordinate facility maintenance activities and repairs.
- Develop and maintain facility tracking systems. Issue required equipment to both sworn and non-sworn personnel. Order new and replacement equipment as needed.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present.

OTHER JOB FUNCTIONS

Administer first aid in emergencies. Work off-duty hours as assigned. Assist in training of less experienced personnel. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, punctuation and grammar. Record keeping principles and procedures. Modern office methods, procedures, and equipment. Research techniques and procedures. City policies related to violation enforcement code.

Skill to:

Apply operating policies, procedures and methods of Police Department. Operate telephone, computer, and teletype equipment. Understand and carry out both oral and written directions. Apply first-aid, CPR and lifesaving procedures. Complete routine statistical reports.

Ability to:

Prepare accurate written reports and correspondence. Understand and carry out both oral and written directions. Respond quickly and effectively in difficult situations. Learn and use police radio. Operate a motor vehicle. Ability to learn and perform basic evidence collection and processing. Work with minimum supervision. Establish and maintain cooperative work relationships with those contacted in the performance of required duties. Remain calm in stressful situations. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Parking Enforcement Assignment

Ability to operate an electronic ticket writing system. Operate an onboard license plate reader. Coordinate and confer on issues related to parking enforcement and traffic controls.

Minimum Education and Experience

Education:

High School diploma or equivalent. Additional college course work or vocational training is highly desirable. Post high school classes in Clerical Administration or Law Enforcement/Administration may be substituted for up to 12 months of clerical experience.

Experience:

Two years of general administrative office work experience or one year of administrative office work in a law enforcement agency. Prefer experience with substantial public interaction. One year of experience involving public contact and independent decisions may be substituted for up to 6 months of general administrative experience..

License or Certificate

Required upon hire, possession of a valid California driver's license.

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 25 pounds of force occasionally.

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, and poor ventilation. May be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures. May have to walk over rough, uneven or rocky surfaces.

Council Action: June 2020



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.8
SUBJECT: Quarterly Salary Schedule

Recommendation for Action:

Staff recommends that the City Council approve the City of Woodland Salary Schedule effective July 1, 2020.

Staff Contact:

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

Fiscal Impact:

The action to approve the salary schedule has no direct fiscal impact as any Cost of Living Adjustment (COLA) has been incorporated into the Fiscal Year 20/21 Budget.

Background:

The California Public Employees' Retirement System (CalPERS) now requires that the City Council adopt and approve the salary schedule on a quarterly basis. This staff report serves to meet the CalPERS requirement for the quarter effective July 1, 2020.

Discussion:

The Salary Schedule effective July 1, 2020 includes COLA's which have been negotiated into Memorandums of Understanding with various groups.

The following groups received a COLA, or a change in compensation, effective July 1, 2020.

- Confidential Employees Unit: 1% COLA
- Woodland Professional Firefighters Association: 3% COLA
- Fire Mid-Management Employees: 4% COLA
- Mid-Management Professional Association: 2.5% increase to Step F
- Woodland Police Officers Association: 2% COLA (offered as a concession in a side letter)
- Woodland Police Supervisors Association: 1% COLA
- Woodland City Employees Association: 3%

Conclusion:

Staff recommends that the City Council approve the City of Woodland Salary Schedule effective July 1, 2020

Prepared and Reviewed By: Sheila McShane, Human Resources Manager



Ken Hiatt
Interim City Manager

Attachments:

1. 070120 salary schedule

CITY OF WOODLAND - SALARY SCHEDULE

Effective July 1, 2020

REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Accountant I *	116	MM	\$4,738.52	\$4,975.44	\$5,224.21	\$5,485.42	\$5,759.69	\$6,047.68		
Accountant II *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Accounting Technician	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		
Administrative Clerk I	28	GS	\$2,791.72	\$2,931.30	\$3,077.87	\$3,231.77	\$3,393.35	\$3,563.02		
Administrative Clerk II	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Administrative Clerk III	36	GS	\$3,401.44	\$3,571.51	\$3,750.10	\$3,937.61	\$4,134.49	\$4,341.22		
Administrative Secretary	42	GS	\$3,944.63	\$4,141.86	\$4,348.95	\$4,566.40	\$4,794.71	\$5,034.45		
Administrative Supervisor	47	GS	\$4,462.99	\$4,686.13	\$4,920.44	\$5,166.46	\$5,424.79	\$5,696.03		
Aquatics Coordinator	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Aquatics Supervisor	48	GS	\$4,574.55	\$4,803.28	\$5,043.45	\$5,295.63	\$5,560.40	\$5,838.42		
Assistant Engineer *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,552.71		
Assistant Planner *	118	MM	\$4,978.39	\$5,227.32	\$5,488.68	\$5,763.12	\$6,051.27	\$6,353.83		
Associate Civil Engineer *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,758.84		
Associate Engineer *	127	MM	\$6,217.34	\$6,528.21	\$6,854.61	\$7,197.35	\$7,557.22	\$7,935.08		
Associate Planner *	124	MM	\$5,773.42	\$6,062.09	\$6,365.19	\$6,683.45	\$7,017.63	\$7,368.51		
Asst City Manager/Comm & Econ Dev Dir *	Contract		\$12,463.47				\$16,001.30			
Building Inspection Services Manager *	132	MM	\$7,034.34	\$7,386.07	\$7,755.36	\$8,143.13	\$8,550.29	\$8,977.81		
Building Inspector I	49	GS	\$4,688.92	\$4,923.37	\$5,169.53	\$5,428.02	\$5,699.41	\$5,984.38		
Building Inspector II	53	GS	\$5,175.69	\$5,434.48	\$5,706.20	\$5,991.51	\$6,291.09	\$6,605.64		
Chief Building Official *	140	MM	\$8,570.67	\$8,999.20	\$9,449.16	\$9,921.62	\$10,417.70	\$10,938.59		
Chief Collection Systems Operator *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Chief Plant Operator *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Chief Project Engineer *	145	MM	\$9,696.93	\$10,181.76	\$10,690.87	\$11,225.41	\$11,786.67	\$12,376.00		
Chief Water Systems Operator *	132	MM	\$7,034.34	\$7,386.07	\$7,755.36	\$8,143.13	\$8,550.29	\$8,977.81		
Children's Librarian II *	118	MM	\$4,978.39	\$5,227.31	\$5,488.68	\$5,763.13	\$6,051.27	\$6,353.84		
City Clerk *	Contract		\$7,630.73				\$10,598.24			
City Engineer *	145	MM	\$9,696.93	\$10,181.77	\$10,690.87	\$11,225.40	\$11,786.67	\$12,376.00		
City Manager *	Contract						\$21,000.00			
Code Compliance Officer I	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Code Compliance Officer II	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Community Development Clerk I	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Community Development Clerk II	37	GS	\$3,486.48	\$3,660.80	\$3,843.84	\$4,036.04	\$4,237.83	\$4,449.72		
Community Development Director *	Contract		\$9,529.20				\$13,810.44			
Community Development Technician I	42	GS	\$3,944.63	\$4,141.86	\$4,348.95	\$4,566.40	\$4,794.71	\$5,034.45		
Community Development Technician II	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Community Risk Reduction Specialist I	Base	F	\$4,716.13	\$4,952.15	\$5,199.74	\$5,459.73	\$5,732.70			
Community Risk Reduction Specialist II	Base	F	\$5,071.38	\$5,324.97	\$5,591.21	\$5,870.77	\$6,164.32			
Community Risk Reduction Specialist Senior	Base	F	\$5,451.74	\$5,724.34	\$6,010.56	\$6,311.08	\$6,626.65			
Community Services Director	Contract		\$9,449.55				\$12,095.70			
Community Services Officer *	Base	P	\$3,998.46	\$4,198.38	\$4,408.29	\$4,628.72	\$4,860.16	\$5,103.17		
Community Services Program Manager *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,552.71		
Conservation Coordinator	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Construction Project Manager *	129	MM	\$6,532.09	\$6,858.69	\$7,201.62	\$7,561.71	\$7,939.80	\$8,336.79		
Crime Prevention Specialist *	Base	P	\$3,998.46	\$4,198.38	\$4,408.29	\$4,628.72	\$4,860.16	\$5,103.17		
Deputy Director of Community Development *	Contract		\$9,927.40				\$12,727.43			
Deputy Fire Chief	Flat	FM	\$10,778.28	\$11,317.20	\$11,883.06	\$12,477.21	\$13,207.68			
Economic Development Manager *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,909.82		
Electrical / Signs & Markings Supervisor	67	GS	\$7,313.12	\$7,678.78	\$8,062.71	\$8,465.85	\$8,889.14	\$9,333.60		
Electrician's Assistant	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Engineering Aide I	33	GS	\$3,158.58	\$3,316.50	\$3,482.33	\$3,656.44	\$3,839.26	\$4,031.22		
Engineering Aide II	37	GS	\$3,486.48	\$3,660.80	\$3,843.84	\$4,036.04	\$4,237.83	\$4,449.72		
Engineering Assistant	56	GS	\$5,573.66	\$5,852.34	\$6,144.96	\$6,452.20	\$6,774.81	\$7,113.55		

CITY OF WOODLAND - SALARY SCHEDULE

Effective July 1, 2020

REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Engineering Technician I	44	GS	\$4,144.32	\$4,351.54	\$4,569.12	\$4,797.58	\$5,037.46	\$5,289.33		
Engineering Technician II	48	GS	\$4,574.55	\$4,803.28	\$5,043.45	\$5,295.63	\$5,560.40	\$5,838.42		
Engineering Technician III	52	GS	\$5,049.46	\$5,301.93	\$5,567.03	\$5,845.38	\$6,137.65	\$6,444.53		
Environmental Compliance Inspector I	39	GS	\$3,662.97	\$3,846.12	\$4,038.44	\$4,240.35	\$4,452.37	\$4,674.99		
Environmental Compliance Inspector II	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Environmental Compliance Specialist	49	GS	\$4,688.92	\$4,923.37	\$5,169.53	\$5,428.02	\$5,699.41	\$5,984.38		
Environmental Resources Analyst *	127	MM	\$6,217.34	\$6,528.21	\$6,854.61	\$7,197.35	\$7,557.21	\$7,935.07		
Environmental Sustainability Manager *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,758.84		
Equipment Service Clerk	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Equipment Service Worker	34	GS	\$3,237.54	\$3,399.42	\$3,569.38	\$3,747.85	\$3,935.25	\$4,132.02		
Executive Assistant - Confidential		C	\$4,340.00	\$4,557.01	\$4,784.86	\$5,024.10	\$5,275.31	\$5,539.07		
Facility Maintenance Worker I	35	GS	\$3,318.47	\$3,484.40	\$3,658.62	\$3,841.55	\$4,033.64	\$4,235.32		
Facility Maintenance Worker II	41	GS	\$3,848.41	\$4,040.84	\$4,242.88	\$4,455.02	\$4,677.77	\$4,911.66		
Facility Maintenance Worker III	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		
Finance Clerk I	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Finance Clerk II	37	GS	\$3,486.48	\$3,660.80	\$3,843.84	\$4,036.04	\$4,237.83	\$4,449.72		
Finance Clerk III	41	GS	\$3,848.41	\$4,040.84	\$4,242.88	\$4,455.02	\$4,677.77	\$4,911.66		
Finance Director *	Contract		\$9,562.32				\$12,275.28			
Finance Officer *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Finance Specialist	41	GS	\$3,848.41	\$4,040.84	\$4,242.88	\$4,455.02	\$4,677.77	\$4,911.66		
Finance Supervisor	54	GS	\$5,305.08	\$5,570.34	\$5,848.85	\$6,141.30	\$6,448.36	\$6,770.78		
Financial Services Manager	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,909.82		
Fire Battalion Chief	Flat	FM	\$9,448.70	\$9,921.12	\$10,417.18	\$10,938.04	\$11,484.94			
Fire Captain	Base	F	\$7,475.86	\$7,849.64	\$8,242.12	\$8,654.24	\$9,086.94			
Fire Chief **	Contract		\$11,305.55				\$14,682.50			
Fire Engineer	Base	F	\$6,488.22	\$6,812.64	\$7,153.28	\$7,510.94	\$7,886.48			
Fire Marshal	Flat	FM	\$9,448.70	\$9,921.12	\$10,417.18	\$10,938.04	\$11,484.94			
Fire Prevention Specialist I (aka Community Risk R	Base	F	\$4,716.13	\$4,952.15	\$5,199.74	\$5,459.73	\$5,732.70			
Fire Prevention Specialist II (aka Community Risk F	Base	F	\$5,071.38	\$5,324.97	\$5,591.21	\$5,870.77	\$6,164.32			
Firefighter	Base	F	\$5,716.96	\$6,002.79	\$6,302.93	\$6,618.09	\$6,948.98			
Firefighter Recruit	Base	F	\$5,145.26							
Fleet & Facilities Manager *	131	MM	\$6,862.77	\$7,205.92	\$7,566.21	\$7,944.52	\$8,341.76	\$8,758.84		
GIS Analyst	62	GS	\$6,463.73	\$6,786.92	\$7,126.26	\$7,482.58	\$7,856.71	\$8,249.54		
GIS Technician I	49	GS	\$4,688.92	\$4,923.37	\$5,169.53	\$5,428.01	\$5,699.41	\$5,984.38		
GIS Technician II	53	GS	\$5,175.69	\$5,434.48	\$5,706.20	\$5,991.51	\$6,291.09	\$6,605.64		
Heavy Equipment Mechanic	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Human Resources Analyst I		C	\$5,280.69	\$5,544.72	\$5,821.96	\$6,113.06	\$6,418.71	\$6,579.18		
Human Resources Analyst II		C	\$5,974.61	\$6,273.34	\$6,587.01	\$6,916.36	\$7,262.18	\$7,443.73		
Human Resources Clerk		C	\$3,333.78	\$3,500.47	\$3,675.50	\$3,859.27	\$4,052.24	\$4,254.85		
Human Resources Manager		C	\$8,436.95	\$8,858.80	\$9,301.73	\$9,766.82	\$10,255.17	\$10,511.55		
Human Resources Technician I		C	\$3,962.81	\$4,160.95	\$4,368.98	\$4,587.44	\$4,816.81	\$5,057.65		
Human Resources Technician II		C	\$4,418.47	\$4,639.39	\$4,871.36	\$5,114.92	\$5,370.67	\$5,639.20		
Industrial Electrical/Electronics Technician	58	GS	\$5,855.82	\$6,148.61	\$6,456.04	\$6,778.85	\$7,117.79	\$7,473.68		
Information Technology Analyst	60	GS	\$6,152.27	\$6,459.89	\$6,782.88	\$7,122.03	\$7,478.13	\$7,852.04		
Information Technology Manager *	138	MM	\$8,157.68	\$8,565.56	\$8,993.85	\$9,443.53	\$9,915.72	\$10,411.50		
Information Technology Technician I	48	GS	\$4,574.55	\$4,803.28	\$5,043.45	\$5,295.63	\$5,560.40	\$5,838.42		
Information Technology Technician II	52	GS	\$5,049.46	\$5,301.93	\$5,567.03	\$5,845.38	\$6,137.65	\$6,444.53		
Infrastructure O & M Superintendent *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Junior Engineer *	121	MM	\$5,361.19	\$5,629.25	\$5,910.71	\$6,206.24	\$6,516.57	\$6,842.40		
Junior Planner *	113	MM	\$4,400.18	\$4,620.18	\$4,851.19	\$5,093.75	\$5,348.45	\$5,615.87		
Laboratory & Environmental Compliance Mgr *	129	MM	\$6,532.09	\$6,858.69	\$7,201.62	\$7,561.71	\$7,939.80	\$8,336.79		
Laboratory Supervisor *	127	MM	\$6,217.34	\$6,528.20	\$6,854.61	\$7,197.35	\$7,557.21	\$7,935.07		

CITY OF WOODLAND - SALARY SCHEDULE

Effective July 1, 2020

REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Laboratory Technician I	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Laboratory Technician II	47	GS	\$4,462.99	\$4,686.13	\$4,920.44	\$5,166.46	\$5,424.79	\$5,696.03		
Librarian I *	114	MM	\$4,510.19	\$4,735.70	\$4,972.48	\$5,221.10	\$5,482.15	\$5,756.26		
Librarian II *	118	MM	\$4,978.39	\$5,227.31	\$5,488.68	\$5,763.13	\$6,051.27	\$6,353.84		
Librarian III *	122	MM	\$5,495.22	\$5,769.97	\$6,058.49	\$6,361.40	\$6,679.48	\$7,013.45		
Library Services Director *	Contract		\$8,005.77				\$10,277.33			
Library Technical Assistant I	29	GS	\$2,861.51	\$3,004.59	\$3,154.82	\$3,312.56	\$3,478.19	\$3,652.10		
Library Technical Assistant II	33	GS	\$3,158.58	\$3,316.50	\$3,482.33	\$3,656.44	\$3,839.26	\$4,031.22		
Library Technical Assistant III	37	GS	\$3,486.48	\$3,660.80	\$3,843.84	\$4,036.04	\$4,237.83	\$4,449.72		
Light Equipment Mechanic	41	GS	\$3,848.41	\$4,040.84	\$4,242.88	\$4,455.02	\$4,677.77	\$4,911.66		
Literacy Coordinator	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Maintenance Supervisor	53	GS	\$5,175.69	\$5,434.48	\$5,706.20	\$5,991.51	\$6,291.09	\$6,605.64		
Maintenance Worker I	35	GS	\$3,318.47	\$3,484.40	\$3,658.62	\$3,841.55	\$4,033.64	\$4,235.32		
Maintenance Worker II	40	GS	\$3,754.55	\$3,942.29	\$4,139.39	\$4,346.36	\$4,563.68	\$4,791.87		
Maintenance Worker III	44	GS	\$4,144.32	\$4,351.54	\$4,569.12	\$4,797.58	\$5,037.46	\$5,289.33		
Management Analyst I *	120	MM	\$5,230.43	\$5,491.95	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Management Analyst II *	125	MM	\$5,917.74	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,552.71		
Marketing and Business Relations Specialist *	120	MM	\$5,230.43	\$5,491.95	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Meter Services Technician	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Office Manager *	115	MM	\$4,622.94	\$4,854.08	\$5,096.79	\$5,351.62	\$5,619.21	\$5,900.17		
Operations and Maintenance Superintendent *	137	MM	\$7,958.73	\$8,356.66	\$8,774.50	\$9,213.22	\$9,673.88	\$10,157.58		
Park Maintenance Technician	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Park Maintenance Worker I	35	GS	\$3,318.47	\$3,484.40	\$3,658.62	\$3,841.55	\$4,033.64	\$4,235.32		
Park Maintenance Worker II	39	GS	\$3,662.97	\$3,846.12	\$4,038.44	\$4,240.35	\$4,452.37	\$4,674.99		
Park Maintenance Worker III	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Park Planner *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Park Superintendent *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Park Supervisor	51	GS	\$4,926.30	\$5,172.62	\$5,431.25	\$5,702.81	\$5,987.95	\$6,287.35		
Planning Manager *	140	MM	\$8,570.67	\$8,999.20	\$9,449.16	\$9,921.62	\$10,417.70	\$10,938.59		
Police Captain **	Base	PM	\$10,894.49	\$11,439.23	\$12,011.18	\$12,611.75	\$13,242.33	\$13,904.45	\$14,599.68	\$15,329.67
Police Chief **	Contract		\$13,358.70				\$17,427.09			
Police Crime and Intelligence Analyst *	Base	PS	\$5,384.36	\$5,653.60	\$5,936.27	\$6,233.08	\$6,544.73			
Police Lieutenant **	Base	PM	\$9,912.24	\$10,407.85	\$10,928.25	\$11,474.67	\$12,048.41	\$12,650.83	\$13,283.37	\$13,947.54
Police Officer **	Base	P	\$6,074.57	\$6,378.29	\$6,697.21	\$7,032.08	\$7,383.68	\$7,752.86	\$8,140.51	
Police Officer Recruit (Non-Safety)	Base		\$5,467.11							
Police Records Manager *	120	MM	\$5,230.43	\$5,491.95	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Police Records Specialist *	Base	P	\$3,549.00	\$3,726.42	\$3,912.75	\$4,108.39	\$4,313.81			
Police Records Supervisor	Base	PS	\$5,050.89	\$5,303.42	\$5,568.60	\$5,847.06	\$6,139.42			
Police Sergeant **	Base	PS	\$7,381.06	\$7,750.11	\$8,137.62	\$8,544.50	\$8,971.73	\$9,420.31	\$9,891.33	\$10,385.90
Pool Facility Technician	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Principal Civil Engineer *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Principal Planner *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,909.82		
Principal Utilities Civil Engineer *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Public Works Director *	Contract		\$10,740.71				\$13,982.76			
Public Works O&M Infrastructure Admin	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Purchasing Manager *	123	MM	\$5,632.60	\$5,914.23	\$6,209.94	\$6,520.44	\$6,846.46	\$7,188.78		
Recreation Coordinator	36	GS	\$3,401.44	\$3,571.51	\$3,750.10	\$3,937.61	\$4,134.49	\$4,341.22		
Recreation Superintendent *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,758.84		
Recreation Supervisor	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Redevelopment & Housing Analyst I *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Redevelopment & Housing Analyst II *	124	MM	\$5,773.42	\$6,062.09	\$6,365.19	\$6,683.45	\$7,017.63	\$7,368.51		
Redevelopment Manager *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,909.82		

CITY OF WOODLAND - SALARY SCHEDULE

Effective July 1, 2020

REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Secretary to City Manager		C	\$4,451.28	\$4,673.85	\$4,907.55	\$5,152.92	\$5,410.57	\$5,681.10		
Senior Accountant *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,552.71		
Senior Application Analyst *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Senior Associate Civil Engineer *	134	MM	\$7,390.47	\$7,759.99	\$8,147.99	\$8,555.38	\$8,983.16	\$9,432.32		
Senior Building Inspector	57	GS	\$5,713.00	\$5,998.65	\$6,298.58	\$6,613.50	\$6,944.18	\$7,291.39		
Senior Building Plans Examiner	58	GS	\$5,855.82	\$6,148.61	\$6,456.04	\$6,778.85	\$7,117.79	\$7,473.68		
Senior Center Manager *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Senior Civil Engineer *	138	MM	\$8,157.68	\$8,565.56	\$8,993.85	\$9,443.53	\$9,915.72	\$10,411.50		
Senior Construction Project Manager *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,758.84		
Senior Engineering Assistant	58	GS	\$5,855.82	\$6,148.61	\$6,456.04	\$6,778.85	\$7,117.79	\$7,473.68		
Senior Equipment Mechanic	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Senior Human Resources Analyst		C	\$6,870.80	\$7,214.34	\$7,575.06	\$7,953.81	\$8,351.51	\$8,560.29		
Senior Maintenance Worker	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		
Senior Management Analyst *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,758.84		
Senior Planner *	132	MM	\$7,034.34	\$7,386.07	\$7,755.35	\$8,143.13	\$8,550.29	\$8,977.81		
Senior Police Records Specialist *	Base	P	\$3,903.88	\$4,099.07	\$4,304.03	\$4,519.25	\$4,745.22			
Senior Signs and Markings Technician	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		
Senior Systems Analyst *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Senior Traffic Signal/Street Lighting Tech	60	GS	\$6,152.27	\$6,459.89	\$6,782.88	\$7,122.03	\$7,478.13	\$7,852.04		
Senior Tree Trimmer	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		
Senior Utilities Maintenance Worker (Sewer)	54	GS	\$5,305.08	\$5,570.34	\$5,848.85	\$6,141.30	\$6,448.36	\$6,770.78		
Senior Utilities Maintenance Worker (Water)	54	GS	\$5,305.08	\$5,570.34	\$5,848.85	\$6,141.30	\$6,448.36	\$6,770.78		
Senior Water Pollution Control Operator	67	GS	\$7,313.12	\$7,678.78	\$8,062.71	\$8,465.85	\$8,889.14	\$9,333.60		
Senior Water System Operator	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Senior Water/Wastewater Instrumentation Tech	66	GS	\$7,134.75	\$7,491.48	\$7,866.05	\$8,259.35	\$8,672.32	\$9,105.93		
Signs and Markings Tech I	39	GS	\$3,662.97	\$3,846.12	\$4,038.44	\$4,240.35	\$4,452.37	\$4,674.99		
Signs and Markings Tech II	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Social Services Manager *	132	MM	\$7,034.34	\$7,386.07	\$7,755.35	\$8,143.13	\$8,550.29	\$8,977.81		
Sports Manager *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,552.71		
Stock Clerk	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Storekeeper	35	GS	\$3,318.47	\$3,484.40	\$3,658.62	\$3,841.55	\$4,033.64	\$4,235.32		
Traffic Signal / Street Lighting Technician	56	GS	\$5,573.66	\$5,852.34	\$6,144.96	\$6,452.20	\$6,774.81	\$7,113.55		
Transportation Engineer *	134	MM	\$7,390.47	\$7,759.99	\$8,147.99	\$8,555.38	\$8,983.16	\$9,432.32		
Treatment Plant Mechanic	54	GS	\$5,305.08	\$5,570.34	\$5,848.85	\$6,141.30	\$6,448.36	\$6,770.78		
Treatment Plant Superintendent	137	MM	\$7,958.73	\$8,356.66	\$8,774.50	\$9,213.22	\$9,673.88	\$10,157.58		
Tree Trimmer I	39	GS	\$3,662.97	\$3,846.12	\$4,038.44	\$4,240.35	\$4,452.37	\$4,674.99		
Tree Trimmer II	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Underground Utility Service Locator	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Utilities Maintenance Supervisor	53	GS	\$5,175.69	\$5,434.48	\$5,706.20	\$5,991.51	\$6,291.09	\$6,605.64		
Utilities Maintenance Worker I	37	GS	\$3,486.48	\$3,660.80	\$3,843.84	\$4,036.04	\$4,237.83	\$4,449.72		
Utilities Maintenance Worker II	42	GS	\$3,944.63	\$4,141.86	\$4,348.95	\$4,566.40	\$4,794.71	\$5,034.45		
Utilities Maintenance Worker III (Sewer)	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Utilities Maintenance Worker III (Water)	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Utilities Maintenance Worker IV (Sewer)	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Utilities Maintenance Worker IV (Water)	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Wastewater Systems Administrator *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Water / Wastewater Instrumental Technician	62	GS	\$6,463.73	\$6,786.92	\$7,126.26	\$7,482.58	\$7,856.71	\$8,249.54		
Water Pollution Control Facility Superintendent *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Water Pollution Control O-I-T	40	GS	\$3,754.55	\$3,942.29	\$4,139.39	\$4,346.36	\$4,563.68	\$4,791.87		
Water Pollution Control Operator I	51	GS	\$4,926.30	\$5,172.62	\$5,431.25	\$5,702.81	\$5,987.95	\$6,287.35		
Water Pollution Control Operator II	55	GS	\$5,437.71	\$5,709.60	\$5,995.08	\$6,294.83	\$6,609.57	\$6,940.04		
Water Pollution Control Operator III	59	GS	\$6,002.22	\$6,302.32	\$6,617.44	\$6,948.31	\$7,295.74	\$7,660.52		

CITY OF WOODLAND - SALARY SCHEDULE

Effective July 1, 2020

REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Water Pollution Control Operator IV	63	GS	\$6,625.32	\$6,956.59	\$7,304.41	\$7,669.63	\$8,053.11	\$8,455.76		
Water Systems Administrator *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Water Systems Operator I	40	GS	\$3,754.55	\$3,942.29	\$4,139.39	\$4,346.36	\$4,563.68	\$4,791.87		
Water Systems Operator II	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		

* Employee pays PERS Misc. Member Contribution of 8%

** Employee pays PERS Safety Member Contribution of 9%

Note: If Temporary Employee is hired into a regular classified position paying the PERS Member Share,
that Employee's salary is 8% less for Misc. or 9% less for Safety.

Effective July 1, 2019 for MMPA classifications, Step F will be 2.5% above Step E

TEMPORARY / PART-TIME / SEASONAL EMPLOYEES - HOURLY WAGES ***

CLASSIFICATION			A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Accountant I *	116	MM	25.15	26.41	27.73	29.12	30.57	32.10		
Accountant II *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Accounting Technician	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		
Administrative Clerk I	28	GS	16.11	16.91	17.76	18.65	19.58	20.56		
Administrative Clerk II	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Administrative Clerk III	36	GS	19.62	20.61	21.64	22.72	23.85	25.05		
Administrative Secretary	42	GS	22.76	23.90	25.09	26.35	27.66	29.05		
Administrative Supervisor	47	GS	25.75	27.04	28.39	29.81	31.30	32.86		
Aquatics Coordinator	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Aquatics Supervisor	48	GS	26.39	27.71	29.10	30.55	32.08	33.68		
Assistant Engineer *	125	MM	31.41	32.98	34.63	36.36	38.18	40.09		
Assistant Planner *	118	MM	26.42	27.75	29.13	30.59	32.12	33.72		
Associate Civil Engineer *	131	MM	36.43	38.25	40.16	42.17	44.28	46.49		
Associate Engineer *	127	MM	33.00	34.65	36.38	38.20	40.11	42.12		
Associate Planner *	124	MM	30.64	32.18	33.79	35.47	37.25	39.11		
Asset City Manager/Comm & Econ Dev Dir *	Contract		66.15				84.93			
Building Inspection Services Manager *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Building Inspector I	49	GS	27.05	28.40	29.82	31.32	32.88	34.53		
Building Inspector II	53	GS	29.86	31.35	32.92	34.57	36.30	38.11		
Chief Building Official *	140	MM	45.49	47.77	50.15	52.66	55.30	58.06		
Chief Collection Systems Operator *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Chief Plant Operator *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Chief Project Engineer *	145	MM	51.47	54.04	56.74	59.58	62.56	65.69		
Chief Water Systems Operator *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Children's Librarian II *	118	MM	26.42	27.75	29.13	30.59	32.12	33.72		
City Clerk *	Contract		40.50				56.25			
City Engineer *	145	MM	51.47	54.04	56.74	59.58	62.56	65.69		
City Manager *	Contract						121.16			
Code Compliance Officer I	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Code Compliance Officer II	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Community Development Clerk I	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Community Development Clerk II	37	GS	20.11	21.12	22.18	23.29	24.45	25.67		
Community Development Director *	Contract		50.58				73.30			
Community Development Technician I	42	GS	22.76	23.90	25.09	26.35	27.66	29.05		
Community Development Technician II	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Community Risk Reduction Specialist I	Base	F	27.21	28.57	30.00	31.50	33.07	0.00		
Community Risk Reduction Specialist II	Base	F	29.26	30.72	32.26	33.87	35.56	0.00		
Community Risk Reduction Specialist Senior	Base	F	31.45	33.03	34.68	36.41	38.23	0.00		
Community Services Director	Contract		54.52	0.00	0.00	0.00	69.78	0.00		

CITY OF WOODLAND - SALARY SCHEDULE

Effective July 1, 2020

REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Community Services Officer *	Base	P	21.22	22.28	23.40	24.57	25.80	27.09		
Community Services Program Manager *	125	MM	31.41	32.98	34.63	36.36	38.18	40.09		
Conservation Coordinator	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Construction Project Manager *	129	MM	34.67	36.40	38.22	40.14	42.14	44.25		
Crime Prevention Specialist *	Base	P	21.22	22.28	23.40	24.57	25.80	27.09		
Deputy Director of Community Development *	Contract		57.27				73.43			
Deputy Fire Chief	Flat	FM	62.18	65.29	68.56	71.99	76.20			
Economic Development Manager *	136	MM	41.21	43.27	45.44	47.71	50.09	52.60		
Electrical / Signs & Markings Supervisor	67	GS	42.19	44.30	46.52	48.84	51.28	53.85		
Electrician's Assistant	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Engineering Aide I	33	GS	18.22	19.13	20.09	21.10	22.15	23.26		
Engineering Aide II	37	GS	20.11	21.12	22.18	23.29	24.45	25.67		
Engineering Assistant	56	GS	32.16	33.76	35.45	37.22	39.09	41.04		
Engineering Technician I	44	GS	23.91	25.11	26.36	27.68	29.06	30.52		
Engineering Technician II	48	GS	26.39	27.71	29.10	30.55	32.08	33.68		
Engineering Technician III	52	GS	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!		
Environmental Compliance Inspector I	39	GS	21.13	22.19	23.30	24.46	25.69	26.97		
Environmental Compliance Inspector II	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Environmental Compliance Specialist	49	GS	27.05	28.40	29.82	31.32	32.88	34.53		
Environmental Resources Analyst *	127	MM	33.00	34.65	36.38	38.20	40.11	42.12		
Environmental Sustainability Manger *	131	MM	36.43	38.25	40.16	42.17	44.28	46.49		
Equipment Service Clerk	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Equipment Service Worker	34	GS	18.68	19.61	20.59	21.62	22.70	23.84		
Executive Assistant - Confidential		C	25.04	26.29	27.61	28.99	30.44	31.96		
Facility Maintenance Worker I	35	GS	19.15	20.10	21.11	22.16	23.27	24.43		
Facility Maintenance Worker II	41	GS	22.20	23.31	24.48	25.70	26.99	28.34		
Facility Maintenance Worker III	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		
Finance Clerk I	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Finance Clerk II	37	GS	20.11	21.12	22.18	23.29	24.45	25.67		
Finance Clerk III	41	GS	22.20	23.31	24.48	25.70	26.99	28.34		
Finance Director *	Contract		55.17	0.00	0.00	0.00	70.82	0.00		
Finance Officer *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Finance Specialist	41	GS	22.20	23.31	24.48	25.70	26.99	28.34		
Finance Supervisor	54	GS	30.61	32.14	33.74	35.43	37.20	39.06		
Financial Services Manager	136	MM	41.21	43.27	45.44	47.71	50.09	52.60		
Fire Battalion Chief	Flat	FM	54.51	57.24	60.10	63.11	66.26	0.00		
Fire Captain	Base	F	43.13	45.29	47.55	49.93	52.43	0.00		
Fire Chief **	Contract		65.23	0.00	0.00	0.00	84.71	0.00		
Fire Engineer	Base	F	37.43	39.30	41.27	43.33	45.50	0.00		
Fire Marshal	Flat	FM	54.51	57.24	60.10	63.11	66.26	0.00		
Fire Prevention Specialist I	Base	F	27.21	28.57	30.00	31.50	33.07	0.00		
Fire Prevention Specialist II	Base	F	29.26	30.72	32.26	33.87	35.56	0.00		
Firefighter	Base	F	32.98	34.63	36.36	38.18	40.09	0.00		
Firefighter Recruit	Base	F	29.68	0.00	0.00	0.00	0.00	0.00		
Fleet & Facilities Manager *	131	MM	36.43	38.25	40.16	42.17	44.28	46.49		
GIS Analyst	62	GS	37.29	39.16	41.11	43.17	45.33	47.59		
GIS Technician I	49	GS	27.05	28.40	29.82	31.32	32.88	34.53		
GIS Technician II	53	GS	29.86	31.35	32.92	34.57	36.30	38.11		
Heavy Equipment Mechanic	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Human Resources Analyst I		C	30.47	31.99	33.59	35.27	37.03	37.96		
Human Resources Analyst II		C	34.47	36.19	38.00	39.90	41.90	42.95		
Human Resources Clerk		C	19.23	20.20	21.21	22.27	23.38	24.55		

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CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Human Resources Manager		C	48.68	51.11	53.66	56.35	59.17	60.64		
Human Resources Technician I		C	22.86	24.01	25.21	26.47	27.79	29.18		
Human Resources Technician II		C	25.49	26.77	28.10	29.51	30.99	32.53		
Industrial Electrical/Electronics Technician	58	GS	33.78	35.47	37.25	39.11	41.06	43.12		
Information Technology Analyst	60	GS	35.49	37.27	39.13	41.09	43.14	45.30		
Information Technology Manager *	138	MM	43.30	45.46	47.74	50.12	52.63	55.26		
Information Technology Technician I	48	GS	26.39	27.71	29.10	30.55	32.08	33.68		
Information Technology Technician II	52	GS	29.13	30.59	32.12	33.72	35.41	37.18		
Infrastructure O & M Superintendent *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Junior Engineer *	121	MM	28.46	29.88	31.37	32.94	34.59	36.32		
Junior Planner *	113	MM	23.36	24.52	25.75	27.04	28.39	29.81		
Laboratory & Environmental Compliance Mgr *	129	MM	34.67	36.40	38.22	40.14	42.14	44.25		
Laboratory Supervisor *	127	MM	33.00	34.65	36.38	38.20	40.11	42.12		
Laboratory Technician I	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Laboratory Technician II	47	GS	25.75	27.04	28.39	29.81	31.30	32.86		
Librarian I *	114	MM	23.94	25.14	26.39	27.71	29.10	30.55		
Librarian II *	118	MM	26.42	27.75	29.13	30.59	32.12	33.72		
Librarian III *	122	MM	29.17	30.63	32.16	33.77	35.45	37.23		
Library Services Director *	Contract		42.49				54.55			
Library Technical Assistant I	29	GS	16.51	17.33	18.20	19.11	20.07	21.07		
Library Technical Assistant II	33	GS	18.22	19.13	20.09	21.10	22.15	23.26		
Library Technical Assistant III	37	GS	20.11	21.12	22.18	23.29	24.45	25.67		
Light Equipment Mechanic	41	GS	22.20	23.31	24.48	25.70	26.99	28.34		
Literacy Coordinator	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Maintenance Supervisor	53	GS	29.86	31.35	32.92	34.57	36.30	38.11		
Maintenance Worker I	35	GS	19.15	20.10	21.11	22.16	23.27	24.43		
Maintenance Worker II	40	GS	21.66	22.74	23.88	25.08	26.33	27.65		
Maintenance Worker III	44	GS	23.91	25.11	26.36	27.68	29.06	30.52		
Management Analyst I *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Management Analyst II *	125	MM	31.41	32.98	34.63	36.36	38.18	40.09		
Marketing and Business Relations Specialist *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Meter Services Technician	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Office Manager *	115	MM	24.54	25.76	27.05	28.41	29.83	31.32		
Operations and Maintenance Superintendent *	137	MM	42.24	44.36	46.57	48.90	51.35	53.91		
Park Maintenance Technician	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Park Maintenance Worker I	35	GS	19.15	20.10	21.11	22.16	23.27	24.43		
Park Maintenance Worker II	39	GS	21.13	22.19	23.30	24.46	25.69	26.97		
Park Maintenance Worker III	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Park Planner *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Park Superintendent *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Park Supervisor	51	GS	28.42	29.84	31.33	32.90	34.55	36.27		
Planning Manager *	140	MM	45.49	47.77	50.15	52.66	55.30	58.06		
Police Captain **	Base	PM	57.83	60.72	63.75	66.94	70.29	73.80	77.49	81.37
Police Chief **	Contract		77.07				100.54			
Police Crime and Intelligence Analyst *	Base	PS	28.58	30.01	31.51	33.08	34.74			
Police Lieutenant **	Base	PM	52.61	55.24	58.00	60.91	63.95	67.15	70.51	74.03
Police Officer **	Base	P	32.24	33.85	35.55	37.32	39.19	41.15	43.21	0.00
Police Officer Recruit (Non-Safety)	Base		29.02							
Police Records Manager *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Police Records Specialist *	Base	P	18.84	19.78	20.77	21.81	22.90			
Police Records Supervisor	Base	PS	26.81	28.15	29.56	31.03	32.59			
Police Sergeant **	Base	PS	39.18	41.14	43.19	45.35	47.62	50.00	52.50	55.13

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Pool Facility Technician	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Principal Civil Engineer *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Principal Planner *	136	MM	41.21	43.27	45.44	47.71	50.09	52.60		
Principal Utilities Civil Engineer *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Public Works Director *	Contract		57.01				74.22			
Public Works O&M Infrastructure Admin	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Purchasing Manager *	123	MM	29.90	31.39	32.96	34.61	36.34	38.16		
Recreation Coordinator	36	GS	19.62	20.61	21.64	22.72	23.85	25.05		
Recreation Superintendent *	131	MM	36.43	38.25	40.16	42.17	44.28	46.49		
Recreation Supervisor	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Redevelopment & Housing Analyst I *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Redevelopment & Housing Analyst II *	124	MM	30.64	32.18	33.79	35.47	37.25	39.11		
Redevelopment Manager *	136	MM	41.21	43.27	45.44	47.71	50.09	52.60		
Secretary to City Manager		C	25.68	26.97	28.31	29.73	31.22	32.78		
Senior Accountant *	125	MM	31.41	32.98	34.63	36.36	38.18	40.09		
Senior Application Analyst *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Senior Associate Civil Engineer *	134	MM	39.23	41.19	43.25	45.41	47.68	50.06		
Senior Building Inspector	57	GS	32.96	34.61	36.34	38.16	40.06	42.07		
Senior Building Plans Examiner	58	GS	33.78	35.47	37.25	39.11	41.06	43.12		
Senior Center Manager *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Senior Civil Engineer *	138	MM	43.30	45.46	47.74	50.12	52.63	55.26		
Senior Construction Project Manager *	131	MM	36.43	38.25	40.16	42.17	44.28	46.49		
Senior Engineering Assistant	58	GS	33.78	35.47	37.25	39.11	41.06	43.12		
Senior Equipment Mechanic	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Senior Human Resources Analyst		C	39.64	41.62	43.70	45.89	48.18	49.39		
Senior Maintenance Worker	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		
Senior Management Analyst *	131	MM	36.43	38.25	40.16	42.17	44.28	46.49		
Senior Planner *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Senior Police Records Specialist *	Base	P	22.52	23.65	24.83	26.07	27.38	0.00		
Senior Signs and Markings Technician	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		
Senior Systems Analyst *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Senior Traffic Signal/Street Lighting Tech	60	GS	35.49	37.27	39.13	41.09	43.14	45.30		
Senior Tree Trimmer	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		
Senior Utilities Maintenance Worker (Sewer)	54	GS	30.61	32.14	33.74	35.43	37.20	39.06		
Senior Utilities Maintenance Worker (Water)	54	GS	30.61	32.14	33.74	35.43	37.20	39.06		
Senior Water Pollution Control Operator	67	GS	42.19	44.30	46.52	48.84	51.28	53.85		
Senior Water System Operator	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Senior Water/Wastewater Instrumentation Tech	66	GS	41.16	43.22	45.38	47.65	50.03	52.54		
Signs and Markings Tech I	39	GS	21.13	22.19	23.30	24.46	25.69	26.97		
Signs and Markings Tech II	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Social Services Manager *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Sports Manager *	125	MM	31.41	32.98	34.63	36.36	38.18	40.09		
Stock Clerk	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Storekeeper	35	GS	19.15	20.10	21.11	22.16	23.27	24.43		
Traffic Signal / Street Lighting Technician	56	GS	32.16	33.76	35.45	37.22	39.09	41.04		
Transportation Engineer *	134	MM	39.23	41.19	43.25	45.41	47.68	50.06		
Treatment Plant Mechanic	54	GS	30.61	32.14	33.74	35.43	37.20	39.06		
Treatment Plant Superintendent	137	MM	45.92	48.21	50.62	53.15	55.81	58.60		
Tree Trimmer I	39	GS	21.13	22.19	23.30	24.46	25.69	26.97		
Tree Trimmer II	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Underground Utility Service Locator	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Utilities Maintenance Supervisor	53	GS	29.86	31.35	32.92	34.57	36.30	38.11		

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CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Utilities Maintenance Worker I	37	GS	20.11	21.12	22.18	23.29	24.45	25.67		
Utilities Maintenance Worker II	42	GS	22.76	23.90	25.09	26.35	27.66	29.05		
Utilities Maintenance Worker III (Sewer)	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Utilities Maintenance Worker III (Water)	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Utilities Maintenance Worker IV (Sewer)	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Utilities Maintenance Worker IV (Water)	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Wastewater Systems Administrator *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Water / Wastewater Instrumental Technician	62	GS	37.29	39.16	41.11	43.17	45.33	47.59		
Water Pollution Control Facility Superintendent *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Water Pollution Control O-I-T	40	GS	21.66	22.74	23.88	25.08	26.33	27.65		
Water Pollution Control Operator I	51	GS	28.42	29.84	31.33	32.90	34.55	36.27		
Water Pollution Control Operator II	55	GS	31.37	32.94	34.59	36.32	38.13	40.04		
Water Pollution Control Operator III	59	GS	34.63	36.36	38.18	40.09	42.09	44.20		
Water Pollution Control Operator IV	63	GS	38.22	40.13	42.14	44.25	46.46	48.78		
Water Systems Administrator *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Water Systems Operator I	40	GS	21.66	22.74	23.88	25.08	26.33	27.65		
Water Systems Operator II	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		

TEMPORARY PART-TIME EMPLOYEES - HOURLY WAGES

	A STEP	B STEP	C STEP	D STEP	E STEP
Activity Leader I	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Activity Leader II	\$13.75	\$14.00	\$14.25	\$14.50	\$14.75
Activity Manager	\$14.25	\$14.50	\$14.75	\$15.00	\$15.25
Cashier	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Counselor	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Intern	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00
Library Page	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Lifeguard / Aide	\$14.25	\$14.50	\$14.75	\$15.00	\$15.25
Lifeguard / Instructor	\$14.75	\$15.00	\$15.25	\$15.50	\$15.75
Pool Manager	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00
Recreation Facility Aide	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75
Special Program Coordinator	\$15.50	\$15.75	\$16.00	\$16.25	\$16.50
Swim Instructor Aide	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00

Approved by City Council: March 17, 2020



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.9
SUBJECT: Special Assessment Tax Roll Collections

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, Requesting Collection of Charges on the Tax Roll for the Lighting and Landscaping Districts, Special Assessment Districts and Community Facilities Districts and described herein.

Staff Contact

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

Fiscal Impact

Total City assessments that would be collected through County property tax rolls for special districts described herein are \$9,906,801, which have been projected and included in the FY 2020/21 budget.

Background

In conjunction with the annual collection of property taxes, Yolo County collects special assessment taxes on behalf of the City of Woodland. These special assessments include the following:

Lighting and Landscape Districts (Spring Lake, Gateway, Gibson Ranch, North Park, Streng Pond and West Wood);

Assessment Districts (Fire Suppression);

Community Facility Districts (Spring Lake Maintenance, Gibson Ranch CFD No. 1, and Spring Lake CFD 2004-1);

Waste Management Liens

Weed Abatement Liens

For the 2020-2021 tax levies, Yolo County is requiring resolutions to be passed authorizing the collection of the special assessments by Yolo County and also releasing Yolo County from any liability, which may arise regarding the collection of the special assessments. The six parts of the resolutions are summarized as follows:

- The Auditor-Controller of Yolo County is requested to attach for collection on the County tax rolls the related special assessment(s) detailed on each of the resolutions.
- The City acknowledges that all special assessments comply with all requirements of state law which includes Proposition 218.
- The City releases and discharges the County from any potential liability or expenditures arising from the collection of any special assessments authorized by the City.
- In the event of a judgment against the City arising from the collection of the special assessment(s), the County may offset the amount of the judgment from any monies collected by the County on behalf of the City including property taxes.

- The City will agree to cooperate with the County in answering questions related to special assessments and the City will not refer inquirers to County staff for response.
- The City agrees to pay such reasonable and ordinary charges as the County may prescribe to recoup its costs related to the collection of the special assessments as provided by Government Code sections 29304 and 51800. The County is charging an annual \$1 levy fee per parcel for all special assessments. Any increase to these levy fees charged by the County would have to be approved by the City and adopted in a separate resolution.

Discussion

The intent of the resolutions is to specify the County and City's respective responsibility regarding the collections of special taxes, fees and assessments as required by Proposition 218. All of the conditions expressed in the resolutions, including compliance with Proposition 218 and collection of the annual assessments, have been in existence throughout the life of each of the assessments discussed herein. Annual approval of these resolutions is required by the County to ensure these practices are documented in a specific and formal manner.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, Requesting Collection of Charges on the Tax Roll for the Lighting and Landscaping Districts, Special Assessment Districts and Community Facilities Districts and described herein.

Prepared by: Adam Devlin, Senior Accountant

Reviewed by: Kimberly McKinney, Finance Officer/Treasurer



Ken Hiatt
Interim City Manager

Attachments:

1. RESOLUTION - Special Assessment Collections

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
REQUESTING COLLECTION OF CHARGES ON TAX ROLL**

WHEREAS, the City requests the County collect on the County tax rolls certain charges which have been imposed pursuant to section 50078 of The Government Code of the State of California by the City for the following District:

Fire Suppression Assessment District

WHEREAS, the City requests the County collect on the County tax rolls certain charges which have been imposed pursuant to section 22645 and 22646 of The Streets and Highways Code of the State of California by the City for the following Districts:

Spring Lake Landscaping and Lighting District
Gateway Landscaping and Lighting District
Gibson Ranch Landscaping and Lighting District
North Park Landscaping and Lighting District
Streng Pond Landscape Maintenance District
West Wood Unit No. 1 Landscaping and Lighting District

WHEREAS, the City requests the County collect on the County tax rolls certain charges which have been imposed pursuant to Chapter 2.5, Part 1, Division 2, Title 5 (commencing with Section 53311) of the California Government Code by the City for the following Districts:

City of Woodland Community Facilities District No. 1 (Gibson Ranch)
City of Woodland Community Facilities District No. 2004-1 (Spring Lake)

WHEREAS, the City requests the County collect on the County tax rolls certain charges which have been imposed pursuant to section 53340 of Government Code of the State of California by the City for the following District:

Spring Lake Maintenance Community Facilities District

WHEREAS, the City requests the County collect on the County tax rolls certain charges which have been imposed pursuant to section 13.04.130 of the City Municipal Code by the City for the following:

Waste Management Liens

WHEREAS, the City requests the County collect on the County tax rolls certain charges which have been imposed pursuant to section 9.44.130 of the City Municipal Code by the City for the following:

Weed Abatement Liens

RESOLUTION NO: _____

WHEREAS, the County has required as a condition of the collection of said charges that the District/City warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

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

1. The Auditor-Controller of Yolo County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, attached hereto.
2. The City warrants and represents that the taxes, assessments, fees and/or charges imposed by the City and being requested to be collected by Yolo County comply with all requirements of state law, including but not limited to Articles XIIC and XIID of the California Constitution (Proposition 218).
3. The City releases and discharges County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action and judgments, in any manner arising out of the collection by County of any taxes, assessments, fees and/or charges on behalf of City,
4. The City agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the "Indemnified Parties") from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any of City's said taxes, assessments, fees and/or charges requested to be collected by County for City, or in any manner arising out of City's establishment and imposition of said taxes, assessments, fees and/or charges. City agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of City's taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by County on behalf of City, including property taxes.
5. The City agrees that its officers, agents and employees will cooperate with the County in answering questions referred to City by County from any person concerning the City's taxes, assessments, fees and/or charges, and that City will not refer such persons to County officers and employees for response.
6. The City agrees to pay such reasonable and ordinary charges as the County may prescribe to recoup its costs in placing on the tax rolls and collecting the taxes, assessments, fees and/or charges, as provided by Government Code sections 29304 and 51800. The County is charging an annual \$1 levy fee per parcel for all special assessments. Any increase to these levy fees charged by the County would have to be approved by the City and adopted in a separate resolution.

RESOLUTION NO: _____

PASSED AND ADOPTED by the City Council this 7th day of July, 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



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.10
SUBJECT: Third Contract Amendment to Consultant Agreement for Professional Services for Building Division Plan Review and Building Inspections Services

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, amending the contract services agreement with Interwest Consulting Group for Building Division Plan Review and Building Inspection Services in the additional amount of \$180,000 for a total agreement amount of \$710,000, and extending the term of the agreement through June 30, 2021.

Staff Contact:

Lynn Johnson, Senior Management Analyst, (530) 661-5979, lynn.johnson@cityofwoodland.org

Fiscal Impact:

Council approved the addition of \$80,000 to the Building Division's operations and maintenance budget funding through the mid-year budget adjustments approved February 18, 2020. This proposed amendment to the Interwest consultant contract allows for the addition of that funding to the terms of the agreement. In addition to the mid-year funding, we are requesting that an additional \$100,000 be added to the contract terms, the amount that is in the Building Division's budget for plan check and inspection in the FY2021 budget. The \$80,000 approved in FY2020 will be used to pay outstanding invoices from the previous fiscal year. Adding the plan check baseline budget of \$50,000 and the one-time \$50,000 building inspection funding into this amendment and extending the term of the contract through June 30, 2021, allows us to move seamlessly into the new fiscal year. Demand for building inspection and plan check services continue to outpace our ability to provide these services with in-house staff alone.

Background:

California building departments are required to have qualified staff in place and available for timely plan review and inspections. The City continues to rely on the supportive services of consultants during extended periods of heightened workloads by outside firms. In May 2018 the City issued a Request for Proposals (RFP) for consultant firms able to provide Chief Building Official services, plan check and building inspection services. Six (6) proposals were received, reviewed, evaluated and prioritized utilizing a Quality Based Selection (QBS) process. Interwest was selected based on their past performance in completing service contracts similar in scope as well as having the lowest annualized costs.

Currently, calls for inspections vary from 25 to 50 per day and require Interwest's continued assistance. Our contract authority with Interwest is depleted and the term of the contract expired on June 30, 2020. The requested amendment is necessary for their continued services.

Discussion:

Building staff requires the assistance of outside building plans reviewers and construction inspections particularly during peak building activity periods that can last months or longer. With the continued residential development in the southeast area and two on-going residential in-fill projects, staff alone cannot manage the inspection demand. Additionally, commercial and industrial building require multiple plan checks and more inspections than smaller projects. After twelve months, we have finally found a qualified candidate to fill the vacant Senior Building Inspector position which will reduce our reliance on contract inspection, however we will still need assistance during the peak building season. Interwest Consulting Group has provided the necessary as-needed services to help meet the on-going demand for services.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, amending the contract services agreement with Interwest Consulting Group for Building Division Plan Review and Building Inspection Services in the additional amount of \$180,000 for a total agreement amount of \$710,000, and extending the term of the agreement through June 30, 2021.

Prepared By: Lynn Johnson, Senior Management Analyst

Reviewed By: Brent Meyer, Acting Community Development Director, City Engineer



Ken Hiatt
Interim City Manager

Attachments:

1. Resolution
2. Contract Amendment

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE THIRD AMENDMENT TO AN AGREEMENT WITH INTERWEST
CONSULTING GROUP FOR PLAN REVIEW AND BUILDING INSPECTION
SERVICES**

WHEREAS, the City has been under contract with Interwest Consulting Group since July 1, 2018 to provide plan check and building inspection services; and

WHEREAS, the City's initial contract authority was from July 1, 2018 – June 30, 2019 in an amount not to exceed \$150,000; and

WHEREAS, the City Council approved amendment one to the agreement on March 19, 2019 that added an additional year to the term, from July 1, 2019 – June 30, 2020, and added an additional \$230,000 to provide on-going services; and

WHEREAS, the City Council approved amendment two to the agreement on October 15, 2019 that added an additional \$150,000 to provide on-going services; and

WHEREAS, the services of Interwest Consulting Group are still required to provide as-needed plan review and building inspection services through FY2021; and

WHEREAS, the City of Woodland wishes to approve amendment three to the agreement with Interwest Consulting Group that increases the contract amount by \$180,000 bringing the total not to exceed amount to \$710,000; and extend the contract time by one year, from July 1, 2020 to June 30, 2021; and

WHEREAS, the City Council wishes to approve the amendment to 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:**

Section 1. The City Council hereby approves the Third Amendment to the Agreement with Interwest Consulting Group to extend the contract time from July 1, 2020 to June 30, 2021 and to increase the not to exceed amount by \$180,000 bringing the total contract authority to \$710,000 and authorizes the City Manager to execute the Agreement.

Section 2. A copy of the Amendment to 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 7th day of July 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

ARTICLE 1. PARTIES AND DATE

This Third Amendment to the Professional Services Agreement (“Second Amendment”) dated as of the ____ day of July 2020 is entered into by and between the City of Woodland (“City”) and Interwest Consulting Group (“Consultant”).

ARTICLE 2. RECITALS

2.1 City and Consultant entered into that certain Professional Services Agreement dated July 1, 2018 (“Agreement”), whereby Consultant agreed to provide as needed plan review and inspection services.

2.2 City and Consultant now desire to amend the Agreement to include additional compensation in accordance with Consultant’s original contract scope of work dated July 1, 2018. The total compensation for the Third Amendment shall not exceed One Hundred Eighty Thousand dollars (\$180,000.00).

2.3 City and Consultant now desire to amend the Agreement to extend the contract time from July 1, 2020 to June 30, 2021.

ARTICLE 3. TERMS

3.1 Continuing Effect of Agreement. Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

3.2 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

3.3 Counterparts. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

**Third Amendment To Professional Services Agreement Between The City Of Woodland
And Interwest Consulting Group** **CM# 000786**

City Of Woodland

Interwest Consulting Group

By: _____
Ken Hiatt
Interim City Manager

By: _____
Ron Beehler, SE
CBO

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.11
SUBJECT: Budget Appropriation Request: Walmart Foundation Grant Award

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$1,000 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 Walmart Foundation Grant Award will be fully offset by grant revenue received.

Background:

In March 2020, the Woodland Fire Department applied for a Community Grant through the Walmart Foundation. Walmart Foundation Community Grants range from \$250-\$5,000 and are awarded to non-profit organizations, public or private schools, church and faith-based organizations, and government entities that are requesting funds exclusively for public purposes. Funding areas include hunger relief and healthy eating, health and human services, quality of life, education, community, and economic development, diversity and inclusion, public safety, and environmental sustainability.

Discussion:

The Woodland Fire Department was successfully awarded a grant in the amount of \$1,000. The grant funds will be used to purchase public education tools and materials necessary for CPR training and outreach events. The American Heart Association has reported statistics that bystander CPR can double or triple chances of surviving a cardiac arrest. The City's emergency responders have witnessed the positive impact that bystander CPR can have on the survival of an individual during a cardiac event. These funds will help the Fire Department bring more educational materials and outreach opportunities to the public regarding the importance of CPR.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$1,000 to the General Fund Fire Department operations budget.

Prepared By: Emily Walling, Fire Marshal

Reviewed By: Eric Zane, Fire Chief



Ken Hiatt
Interim City Manager

Attachments:

1. Walmart Grant Appropriation Resolution 7.2020

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO APPROPRIATE
\$1,000 TO THE FY21 WOODLAND FIRE DEPARTMENT BUDGET**

WHEREAS, the Woodland Fire Department successfully applied and was awarded the Walmart Foundation Community Grant in the amount of \$1000; and

WHEREAS, the Woodland Fire Department will use these funds to purchase public education tools and materials necessary for CPR training and outreach events; and

WHEREAS, the Woodland Fire Department's total appropriation request of \$1000 is completely offset by the Walmart Foundation Community Grant; 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 an additional \$1,000 to the FY21 Woodland Fire Department budget.

PASSED AND ADOPTED this 7th day of July, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM

Ana Gonzalez, City Clerk

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.12
SUBJECT: Approval of Contract with the Yolo Food Bank to Supply Food for
Individuals Sheltered through Project Roomkey

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a contract with the Yolo Food Bank in an amount not-to-exceed \$14,000 for food supply services to assist Woodland individuals sheltered through Project Roomkey.

Staff Contact

Dan Sokolow, Senior Planner – 530-661-5927, dan.sokolow@cityofwoodland.org

Fiscal Impact

There is no impact to the General Fund. The contract with the Yolo Food Bank (YFB) will be paid for with SB2 - Building Homes and Jobs Act funds that the City is receiving from the state of California. Funding has already included in the adopted FY2020/21 budget and appropriated to the State Grants Fund (325).

Background

Yolo County and the cities of Woodland, Davis, and West Sacramento have participated in the “Project Roomkey” effort since the middle part of March to shelter vulnerable homeless in local motels during the COVID-19 pandemic. This effort had been led by Yolo County with the assistance of the three cities. Similar Project Roomkey efforts are underway in other California counties including Sacramento County. Yolo County has relied on Federal and State funds for leasing motel rooms, purchasing/delivering food to motel sites, staffing the motel sites with social workers and other staff, and providing laundry and security services.

Discussion

With limited funds to continue Project Roomkey in Yolo County, the County will no longer be able to provide food service to sheltered individuals; however, the Area Four Agency on Aging will be covering food service for individuals aged 60 and older. The County estimates it has sufficient funds to continue Project Roomkey with a reduced number of participants through the end of August. For Woodland, there are approximately 18 individuals sheltered in Project Roomkey who are under the age of 60. City staff reached out to the Yolo Food Bank (YFB) and YFB has offered to provide a seven-day supply of food for each individual at a weekly cost of \$71.05 and delivery charge of \$35 each time a delivery is made to a location. The City of Davis is also considering using YFB to provide food to individuals sheltered through Project Roomkey who are younger than 60.

Conclusion

Staff recommends that the City Council take the following action: 1) Adopt Resolution No. _____, authorizing the City Manager to execute a contract with the Yolo Food Bank in an amount no-to-exceed \$14,000 for food

supply services to assist Woodland individuals sheltered through Project Roomkey.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Evis Morales, Financial Services Manager

Reviewed by: Christine Engel, Community Services Director

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a long horizontal flourish extending to the right.

Ken Hiatt
Interim City Manager

Attachments:

1. YFB Reso July 7, 2020

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND APPROVING A CONTRACT WITH THE YOLO FOOD
BANK TO SUPPLY FOOD FOR INDIVIDUALS SHELTERED
THROUGH PROJECT ROOMKEY**

WHEREAS, Yolo County and the cities of Woodland, Davis, and West Sacramento have participated in the “Project Roomkey” effort since the middle part of March to shelter vulnerable homeless in local motels during the COVID-19 pandemic;

WHEREAS, individuals sheltered through Project Roomkey have been provided with food, but Yolo County will no longer be able to cover the cost of food service as it is using the remaining Project Roomkey funding to continue the shelter effort through the end of August 2020;

WHEREAS, the Area Four Agency on Aging will now be covering food costs for individuals sheltered in Project Roomkey who are age 60 or older, but there remains a need to provide food service for sheltered individuals under the age of 60; and

WHEREAS, the Yolo Food Bank has offered to provide food service for Woodland individuals sheltered through Project Roomkey at a cost of \$71.05 per person for a week’s worth of food with a \$35 delivery charge each time the Yolo Food Bank makes a delivery to a location.

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 with the Yolo Food bank in the not-to-exceed amount of \$14,000 to supply food for individuals sheltered through Project Roomkey.

PASSED AND ADOPTED by the City Council this 7th day of July, 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



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.13
SUBJECT: Investment Policy Update

Recommendation for Action: Staff recommends that the City Council approve the updated Investment Policy for the City of Woodland.

Fiscal Impact

No fiscal impact resulting from adoption of the policy.

Background

The investment policy serves as the foundation of a local agency's investment goals and priorities. The investment policies and practices of the City of Woodland are based on state law and prudent money management. All funds are invested in accordance with Article 2 of Chapter 4 of the California Government Code. The investment policy is in compliance with the provisions of the California Government Code, Sections 53600 through 53659, the authority governing investments for municipal governments. Within this code, any changes to a municipal investment policy must be adopted by the City Council.

Discussion

The City's investment policy has been modeled after the legal requirements for municipal investments outlined in California Government Code, Sections 53600 through 53659, which are amended from time to time.

The California Debt and Investment Advisory Commission includes in its allowable investment instruments registered treasury notes or bonds of any of the other 49 states in addition to California. The City's current investment policy only authorizes investment in bonds or notes of any local agency within California. Updating the City's Investment Policy to include the other 49 states in addition to California to the list of authorized investments provides the City with the opportunity to add diversification and increase investment yield.

Conclusion

Staff recommends that the City Council approve the updated Investment Policy for the City of Woodland.

Prepared by: Adam Devlin, Senior Accountant

Reviewed by: Kimberly McKinney, Finance Officer/Treasurer

A handwritten signature in black ink, appearing to read "Ken Hiatt", is written over a horizontal line.

Ken Hiatt
Interim City Manager

Attachments:

1. Investment Policy FY20-21

CITY OF WOODLAND INVESTMENT POLICY

POLICY: It is the policy of the City of Woodland to maximize the productive use of assets entrusted to its care and to invest and manage those public funds wisely and circumspectly. The surplus funds shall be invested in accordance with the provisions of Article 1 and 2 of Chapter 4 of Part 1 of Division 2 of Title 5 of the California Government Code (53600-53997). Unless otherwise noted, all section references are to the California Government Code.

SCOPE: This investment policy applies to the City of Woodland's Surplus Funds, as defined by Section 536-1. Surplus Funds means those funds which are not required for the City of Woodland's immediate necessities as defined in Section 53601.

BACKGROUND & ANALYSIS:

1.0 **PURPOSE:** The Investment Policy is designed to provide guidelines for the prudent investment of the City's surplus funds.

2.0 **GOAL:** The goal of the Investment Policy is to enhance the economic status of the City while prudently protecting its pooled cash and also complying with this investment policy and California Government Code Sections 53600 through 53659, which governs investments for municipal governments. Although pursuit of interest earnings on investment is an appropriate City goal, the primary consideration is preservation of capital resources. Thus, the City's yield objective is to achieve a reasonable rate of return rather than the maximum generation of income that might expose the City to unacceptable levels of risk.

3.0 **OBJECTIVE:** The City shall attempt to invest funds to the fullest extent possible and at the highest possible yield while satisfying the criteria for investment selection outlined below.

4.0 INVESTMENT POLICY:

The City has the fiduciary responsibility to maximize the productive use of assets entrusted to its care and to invest and manage those public funds wisely and circumspectly. In determining individual investment placements, the following factors shall be considered in priority order: safety, liquidity, and yield.

4.1 SAFETY:

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk as summarized below.

4.1.1 **CREDIT RISK** – This is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

4.1.1.1 Limiting investment to the safest types of securities;

*City of Woodland
Investment Policy*

- 4.1.1.2 Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisers with which the City will do business;
- 4.1.1.3 Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

4.1.2 **INTEREST RATE RISK** – This is the risk that the market value of securities in the portfolio will fall due to changes in the general interest rates. Interest rate risk may be mitigated by:

- 4.1.2.1 Structuring the investment portfolio such that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity;
- 4.1.2.2 Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

4.2 **LIQUIDITY:**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with the cash needs to meet anticipated demands. A portion of the portfolio should be placed in local government investment pools (such as LAIF), which offer same-day liquidity for short-term funds.

4.3 **YIELD:**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the investment risk of constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall not be sold prior to maturity with the following exceptions:

- 4.3.1 A declining credit security, which could be sold early to minimize loss of principal;
- 4.3.2 A security swap, which would improve the quality, yield, or target duration of the portfolio;
- 4.3.3 A capital gain that would be realized to better position the overall portfolio to achieve investment policy goals.

5.0 **STANDARDS:**

5.1 **RESPONSIBILITY:**

The City Treasurer (as well as other City employees delegated by her) acting in accordance with written procedures and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely basis and the liquidity and the purchase of securities are carried out in accordance with the terms of this policy. The City Treasurer and her staff shall recognize that the investment portfolio is subject to public review and evaluation.

- 5.1.1 Cash Review – the Treasurer or her delegate will review the cash balances and the investment portfolio daily, or as needed; items reviewed should include: bank account balances, maturing investments, debt service and other large periodic cash disbursements.

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- 5.2 **PRUDENT INVESTOR STANDARD:** The City Treasurer and such employees as she may direct to make investments (see Section 5.4) are subject to the prudent investor standard set out under Section 53600.3. The City Treasurer or her delegate, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments, as defined in Section 53600.3.1.
- 5.3 **GOVERNMENT CODE:** Government Code Sections 16481.2, 53601, 53635, and 53646 of the State of California regulate the investment policies of jurisdictions within the State. The City of Woodland will adhere to these provisions in developing and implementing the City's investment policies and practices.
- 5.4 **ETHICS AND CONFLICT OF INTEREST:** Officers and employees involved in the investment process shall not engage in any activity that would conflict with the proper execution of this investment policy, create the appearance of such a conflict, or would impair the City Treasurer's ability to make impartial investment decisions.
- 5.5 **DELEGATION OF AUTHORITY:** Authority to manage the investment program is granted to the City Treasurer. Under the oversight of the City Treasurer, responsibility of the operation of the investment program may be delegated to other staff who shall act in accordance with established written procedures and internal controls consistent with the investment policy.
- 5.6 **INTERNAL CONTROL:** The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. Accordingly, the investment officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:
- 5.6.1 Control of collusion
 - 5.6.2 Separation of transaction authority from accounting and record keeping
 - 5.6.3 Custodial safekeeping
 - 5.6.4 Clear delegation of authority to subordinate staff members
 - 5.6.5 Written confirmation of transactions for investments and wire transfers including settlement dates, amount of transaction, safekeeping account number and CUSIP number if applicable.
 - 5.6.6 Development of a wire transfer agreement with the lead bank and third-party custodian.

6.0. SCOPE:

This investment policy shall apply to all financial assets of the City of Woodland, including, but not limited to:

- 6.1 General Fund
- 6.2 Special Revenue Funds
- 6.3 Capital Projects Funds
- 6.4 Debt Service Funds
- 6.5 Enterprise Funds
- 6.6 Internal Service Funds
- 6.7 Trust and Agency Funds
- 6.8 Redevelopment Funds
- 6.9 Public Financing Authority Funds

7.0 SAFEKEEPING AND CUSTODY:

7.1 SELECTION OF ELIGIBLE FINANCIAL INSTITUTIONS:

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- 7.1.1 Audited financial statement (annually)
- 7.1.2 Proof of National Association of Securities Dealers (NASD) certification
- 7.1.3 Proof of state registration
- 7.1.4 Certification of having read, understood and agreed to comply with the City's investment policy. These documents shall be provided annually as appropriate. In selecting financial institutions for deposit or investment of funds, the authorized Investment Officers shall consider the credit-worthiness of the institution.

7.2 BROKER/DEALERS:

- 7.2.1 Investments must be purchased directly from the issuer, from an institution licensed by the State as a broker/dealer, from a member of a federally regulated securities exchange, or from a brokerage firm designed as a primary government dealer by the Federal Reserve Bank.
- 7.2.2 The City Treasurer will maintain a file of broker/dealers with which the City is currently doing business, which will include (at minimum) the firm name, contact person, telephone number, fax number, e-mail address, and annual audited financial statements (as applicable).

7.3 DELIVERY VS. PAYMENT:

All trades, where applicable, will be executed by delivery vs. payment to ensure that securities are deposited prior to the release of funds. To protect against potential losses by collapse of individual securities dealers, all securities owned by the City shall be held in safekeeping by a third party bank trust department acting as agent for the City under terms of a custody agreement executed between the bank and the City.

7.4 COLLATERALIZATION:

Collateral is required for investments in non-negotiable certificates of deposit. In order to reduce market risk, the collateral level shall be at least 110% of market value of principal

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and interest and marked to market weekly. Securities acceptable as collateral shall be the direct obligations of, or are fully guaranteed as to principal and interest, by the United States or any agency of the United States.

8.0 AUTHORIZED INVESTMENTS:

Investment of City funds is governed by the California Government Code Sections 53600 et seq. Within the context of such limitations, the following investments are authorized:

- 8.1 **UNITED STATES TREASURY BILLS, BONDS, AND NOTES** or those for which the full faith and credit of the United States are pledged for payment of principal and interest.
- 8.2 **STATE OF CALIFORNIA OBLIGATIONS**-including bonds payable solely out of the revenues from a revenue-producing property operated by the State of California or by a department, board, agency, or authority of the state.
- 8.3 **FEDERAL AGENCY OBLIGATIONS** – enterprise obligations, participations or other instruments including those issued or fully guaranteed as to principal and interest by the Federal Government agencies; (e.g. Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), and the Federal Home Loan Mortgage Corporation (FHLMC)).
- 8.4 **NEGOTIABLE CERTIFICATES OF DEPOSIT** –issued by nationally or state chartered banks, state or federal savings institutions (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit may not exceed 30% of the cost value of the portfolio.
- 8.5 **LOCAL AGENCY INVESTMENT FUND (LAIF)** – As authorized in Government Code Section 16429.1, local agencies may invest in the Local Agency Investment Fund, a money market fund, which allows local agencies to pool their investment resources. Current policies of LAIF set minimum and maximum amounts of monies that may be invested as well as maximum numbers of transactions that are allowed per month.
- 8.6 ~~CA-LOCAL AGENCY OBLIGATIONS – Registered treasury notes or bonds of any of the other 49 states in addition to California, notes, warrants or other evidences of indebtedness of any local agency within California,~~ including bonds payable solely out of the revenues from a revenue-producing property ~~owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California, the local agency, or by a department, board, agency or authority of the local agency.~~
- 8.7 **CERTIFICATE OF DEPOSIT (CD)** - Purchased through a bank or savings and loan association for a specified period of time at a specified rate of interest. The first \$25490,000 of a certificate of deposit is guaranteed by the Federal Deposit Insurance Corporation (FDIC). CD's with a face value in excess of \$25490,000 will be collateralized by U.S. Treasury Department securities, which must be at least 110% of the face value of the CD. No other collateralization will be accepted.

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8.8 **MEDIUM TERM CORPORATE NOTES** with a maximum maturity of five years may be purchased. Securities eligible for investment shall be rated in a rating category AA “A” or its equivalent or better by ~~Moody’s and Standard & Poor’s volatility risk~~ nationally recognized rating services.

8.9 **MONEY MARKET MUTUAL FUNDS** - Mutual funds invested in U.S. Government securities are permitted under this policy and under the California Government Code Section 53601. In order to be eligible for investment under this section, an investment objective of such a fund must be the maintenance of a price per share of \$1.00. The following criteria must also be met:

8.7.1 The fund shall have a minimum of \$500 million in total portfolio value.

8.7.2 The fund shall be registered with the Securities and Exchange Commission, and shall have achieved a rating of AAA by Moody’s and AAA by S&P.

8.7.3 The fund shall have retained an advisor which is registered with the SEC, or which is exempt from such registration, and has at least 5 years experience managing money market funds, including those in excess of \$500 million.

8.10 **SUPRANATIONAL OBLIGATIONS** – Section 53601 (q) allows local agencies to invest in bonds issued by one of three supranationals: World Bank, International Finance Corporation (IFC) and InterAmerican Development Bank (IADB), which were established by international treaties, incorporated into U.S. Federal law by Congressional Acts and headquartered in Washington, D.C. Securities issued by these supranationals include benchmark bonds, global bonds, structured notes, plain fixed and floating rate notes, discount notes as well as green bonds. In order for local agencies to invest in bonds issued by supranationals, the bonds must meet the following criteria:

8.10.1 Maturity of five years or less

8.10.2 Eligible for purchase and sale with the US

8.10.3 In a rating category of “AA” or its equivalent or better by a nationally recognized statistical rating organization (NRSRO)

8.10.4 Cannot exceed 30 percent of the agency’s investment portfolio

9.0 **INVESTMENT PARAMETERS:**

9.1 **DIVERSIFICATION:**

The City of Woodland will diversify its Investments by security type and institution and the City will select maturities to provide for stability of income and liquidity. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following policies and constraints shall apply:

9.1.1 Portfolio maturities shall be matched against liabilities to avoid undue concentration in a specific maturity sector.

9.1.2 Maturities selected shall provide for stability of income and liquidity.

9.1.3 Disbursement and payroll dates shall be covered through LAIF, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds which will ensure that appropriate liquidity is maintained.

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9.2 MAXIMUM MATURITIES:

In order to minimize the impact of market risk, it is intended that all investments will be held to maturity. Investments may be sold prior to maturity for cash flow, appreciation purposes or in order to limit losses, however, no investment shall be made based solely on earnings anticipated from capital gains. To the extent possible, the City shall attempt to match its investments to anticipated cash flow requirements. The City will not invest in securities maturing more than 5 years from the date of purchase. The City may adopt weighted average maturity limitations (2 years) consistent with investment objectives.

9.3 PROHIBITED INVESTMENTS AND DIVESTMENT:

The City Treasurer shall not make any investment prohibited under Article 1 or 2 of Chapter 4 of the California Government Code (see e.g. Section 53601.6 and 53631.5). Investments authorized when made, but no longer permitted by applicable law, may be divested from the City of Woodland's portfolio in accordance with the investment statement, investment objectives and prudent investor standard.

9.4 TAX and REVENUE ANTICIPATION NOTES (TRANS):

Government Code Section 53821.5 prohibits the investment of TRAN proceeds in securities that have terms exceeding those of the TRAN itself. The TRAN proceeds can be invested in items that have no specific term to maturity as long as the proceeds can be removed within the period of the TRAN without a penalty.

10.0 REPORTING:

10.1 METHODS:

The City Treasurer shall prepare quarterly investment reports to the City Manager and City Council which shall include the:

- 10.1.1 par amount of the investment,
- 10.1.2 classification of the investment,
- 10.1.3 percentage of the total portfolio, which each type of investment represents, name of the institution or entity,
- 10.1.4 rate of interest,
- 10.1.5 maturity date,
- 10.1.6 current market value,
- 10.1.7 reports shall also include a statement that the projected cash flow is adequate to meet expected obligations over the next six months, and that the portfolio is in compliance with this policy. The report shall be due approximately 45 days from the end of the month being reported.

10.2 PERFORMANCE STANDARDS:

The investment portfolio will be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow need. The portfolio shall be managed in accordance with the parameters specified within this policy; a market average rate of return will be obtained during a market/economic environment of stable interest rates. An appropriate benchmark of the 90-day U.S. Treasury bill shall be established against which portfolio performance shall be compared.

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10.3 MARKING TO MARKET:

The market value of the portfolio shall be calculated at least yearly and a statement of the market value of the portfolio shall be issued at least quarterly with the investment report.

11.0 INVESTMENT POLICY ADOPTION:

The Investment Policy shall be adopted by minute action of the City Council of the City of Woodland. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the City Council.

GLOSSARY

Agency - A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSA's) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).

Cash Sale/Purchase - A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

CALIFORNIA POOLED INVESTMENT AUTHORITY (CPIA) –this investment pool is managed by MBIA-Municipal Investors Service Corporation, an investment subsidiary of MBIA, Inc

Certificate of Deposit - A document written by a bank or other financial institution that is evidence of a deposit, with the issuer's promise to return the deposit plus earnings at a specified interest rate within a specified time period.

Collateralization - Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

Coupon Rate - The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."

Credit Quality - The measurement of the financial strength of a bond issuer. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

Credit Risk - The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

Delivery Versus Payment (DVP) - A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or his/her custodian.

Diversification - A process of investing assets among a range of security types by sector, maturity, and quality rating.

Duration - A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity.

Fair Value - The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

Federal Funds (Fed Funds) - Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. Fed funds are considered to be immediately available funds.

Government Securities - An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, and Bonds."

Interest Rate - See "Coupon Rate."

Internal Controls - An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse.

Investment Policy - A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

Liquidity - An asset that can be converted easily and quickly into cash.

Local Agency Investment Fund (LAIF) - An investment pool for local governments in which their money pooled and managed by the California State Controller's Office.

Mark-to-market - The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Risk - The risk that the value of a security will rise or decline as a result of changes in market conditions.

Market Value - Current market price of a security.

Maturity - The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity."

Money Market Fund - Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, and federal funds).

Mutual Fund - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

Mutual Fund Statistical Services - Companies that track and rate mutual funds, e.g., IBC/Donoghue, Lipper Analytical Services, and Morningstar.

Par - Face value or principal value of a bond, typically \$1,000 per bond.

Principal - The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

Prudent Investor Standard - An investment standard outlining the fiduciary responsibilities of public funds

Safekeeping - Holding of assets (e.g., securities) by a financial institution.

Supranational – [an international group or union in which the power and influence of member states transcend national boundaries or interests to share in decision making and vote on issues concerning the collective body.](#)

Swap - Trading one asset for another.

Term Bond - Bonds comprising a large part or all of a particular issue which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

Treasury Bills - Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of \$10,000

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Treasury Notes - Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from \$1,000 to \$1 million or more.

Treasury Bonds - Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of \$1,000.

"Volatility Risk" Rating - A rating system to clearly indicate the level of volatility and other non-credit risks associated with securities and certain bond funds.

Weighted Average Maturity (WAM) - The average maturity of all the securities that comprise a portfolio.

Yield - The current rate of return on an investment security generally expressed as a percentage of the security's current price.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.14
SUBJECT: Extension of Professional Services Agreement with Joan Planell for Homeless Consultation Services

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to Execute Amendment #7 to the professional services agreement with Joan Planell for homeless consultation services to extend the agreement through September 30, 2020.

Staff Contact:

Dan Sokolow, Senior Planner – 530-661-5927, dan.sokolow@cityofwoodland.org

Fiscal Impact:

There is no fiscal impact.

Background:

On April 14, 2020, the City Council extended Planell's professional services agreement through June 30, 2020 and increased her compensation by up to \$19,200 in order to retain her services to assist with the preparation of a funding application for the 2020 Housing for Healthy California (HHC) Article I program. Woodland nonprofit Friends of the Mission (FOM) will serve as the applicant for the HHC program and a successful application will cover most if not all of the remaining funding gap for the No Place Like Home Permanent Supportive Housing development at the East Beamer Way site.

Discussion:

Originally, the HHC application was due June 25; however, last month the State announced that the due date will be changed to late July. As a result, Planell's work will not be completed until late July and possibly later depending on any requests from the State for additional information and/or clarifications on the submitted HHC application.

Conclusion:

Staff recommends that the City Council authorize the City Manager to Execute Amendment #7 to the professional services agreement with Joan Planell for homeless consultation services to extend the agreement through September 30, 2020.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Christine Engel, Community Services Director



Ken Hiatt
Interim City Manager

Attachments:

1. Planell Agreement Extend Reso July 7, 2020

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT #7 TO THE
PROFESSIONAL SERVICES AGREEMENT WITH JOAN PLANELL FOR HOMELESS
CONSULTATION SERVICES**

WHEREAS, the City Council on April 14, 2020 extended Joan Planell's professional services agreement for homeless consultation services through June 30, 2020 and increased her compensation by up to \$19,200 in order to retain her services to assist with the preparation of a funding application for the 2020 Housing for Healthy California (HHC) Article I program;

WHEREAS, the State last month extended the original due date for HCC applications from June 25 to late July; and

WHEREAS, with the new due date, Planell's work on the HHC application will not be completed until late July and possibly later depending on any requests from the State for additional information and/or clarifications for the submitted HHC application.

NOW THEREFORE, BE IT RESOLVED THAT the City Council does hereby:

- (1) Authorize the City Manager to execute Amendment #7 for professional services agreement for homeless consultation services with Joan Planell to extend the term of the agreement through September 30, 2020.

PASSED AND ADOPTED this 7th day of July 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard 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: July 7, 2020
ITEM #: H.15
SUBJECT: SUBJECT: City Hall Roof Underlayment Replacement Project

RECOMMENDATION FOR ACTION: Staff recommends that the City Council Adopt Resolution No. _____, to approve the City Hall Roof Underlayment Replacement Project ("Project") budget in the amount of \$250,000.

Recommendation for Action: Staff recommends that the City Council Adopt Resolution No. _____, to approve the City Hall Roof Underlayment Replacement Project ("Project") budget in the amount of \$250,000.

Staff Contact:

Sherry Kimura, Engineering Assistant, (530) 661-5883, sherry.kimura@cityofwoodland.org

Fiscal Impact:

The Project was originally determined be approximately \$199,000 and planned for funding in FY2020/21. However, the addition of asbestos abatement costs and a 20% project contingency has increased the project cost to \$250,000. The Project has been included in the adopted FY2020/21 budget and will be paid out of the Facilities Replacement Fund (011).

Background:

The City Hall Roof Underlayment Replacement Project was created to address roof leaks in the past due to the poor condition of the material under the tile roof at City Hall. The Project consists of the following:

- Remove and store clay roof tile
- Remove existing underlayment
- Install new underlayment material
- Re-installation of clay tile on roof with replacement of any broken tile
- Removal and replacement of gutter and awning at the City Hall Annex

The City approved the building permit application for the Project. However, the Yolo Solano Air Quality Management District ("YSAQMD") required an asbestos survey of the underlayment prior to approval of the buliding permit. The initial asbestos survey revealed asbestos in some but not all areas of the roof.

Unfortunately, the survey is incomplete due to the roof tile covering the underlayment material. A full sampling of the underlayment of the City Hal roof will be done once the roofer is under contract to remove the roof tiles. Once the abestos areas are fully identified the City will contract with an asbestos abatement firm for removal in conjunction with the roof removal.

Discussion:

The Project was advertised for bid on May 21, 2020, following the public project informal bidding procedures as set forth by the California Public Contracting Code. The estimate of the probable construction costs was \$195,000.

Bids were opened on June 5, 2020 and the City received 3 bids shown on the table below:

	CONTRACTOR	BASE BID	BASE BID + ALTERNATES A-1 & A-2 Only
1	Barth Roofing Co.	\$175,996.00	\$187,596.00
2	Ok Construction	\$179,815.00	\$191,085.00
3	Solano County Roofing, Inc.	\$319,751.00	\$333,131.00

Barth Roofing Co. is the lowest responsible bidder submitting a responsive bid with a total bid of \$187,596 consisting of the base bid (underlayment) with bid additive alternative A-1 (gutter) & A-2 (Awning).

The asbestos abatement will occur under a separate contract by a qualified and certified asbestos abatement firm and a project update will be provide to City Council.

Conclusion:

Staff recommends that the City Council Adopt Resolution No. _____, to approve the City Hall Roof Underlayment Replacement Project ("Project") budget in the amount of \$250,000.

Prepared By: Sherry Kimura, Engineering Assistant

Reviewed By: Craig Locke, Public Works Director



Ken Hiatt
Interim City Manager

Attachments:

1. Attachment A - Resolution

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND FOR THE
APPROVAL OF THE CITY HALL ROOF UNDERLAYMENT REPLACEMENT
PROJECT BUDGET IN THE AMOUNT OF \$250,000.**

WHEREAS, the project is identified in the current facilities budget as City Hall Roof Underlayment Project (“Project”) with a budget of \$199,000; and

WHEREAS, the City opened bids on June 5, 2020, and received 3 bids;

WHEREAS, the City has determined the lowest responsible bidder submitting a responsive bid is Barth Roofing Co. (“Barth”) in the amount of \$187,596; and

WHEREAS, the City has determined that additional costs of asbestos abatement of the roof underlayment and a 20% project contingency requires an additional \$51,000 to the Project budget; and

WHEREAS, the City has determined that the current Facilities Replacement fund has approved funding available to assist with the \$51,000 contingency needed; and

WHEREAS, the City wishes to approve of the Project budget in the amount of \$250,000; and.

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

Section 1. The City Council hereby approves of Project budget amount of \$250,000.

PASSED AND ADOPTED this 7th day of July 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor
ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: H.16
SUBJECT: MOU Side Letters of Agreement

Recommendation for Action: Staff recommends that the City Council approve Side Letters of Agreement with the Woodland Police Officer's Association, Woodland City Employees Association, Woodland Police Supervisor's Association, Woodland Police Mid Management Association, and Confidential Unit Employees.

Staff Contact:

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

Fiscal Impact:

The Fiscal Year 2020/21 budget, adopted by Council on June 18, 2020, assumed at least \$600,000 in savings related to concessions from City employees. To date, five of the City's eight employee bargaining groups have agreed to side letters to modify the terms of their various negotiated agreements. The following table summarizes the savings that would be achieved from the concessions agreed to for these groups:

Employee Group	FY20/21 Savings		FY21/22 Savings	
	All Funds	General Fund	All Funds	General Fund
General Services Employees	399,000	100,000	-	
Police Officer's Association	413,300	351,300	202,700	172,300
Police Supervisor's Association	72,400	72,400	51,100	51,100
Police Mid-Management Association	66,300	66,300	-	
Confidential Unit Employees	20,700	14,500	-	
	\$971,700	\$604,500	\$253,800	\$223,400

The side letters of agreement include language that would modify and reduce agreed upon furloughs in the event that General Fund sales tax revenues (not including special sales tax districts) exceeds \$14 million. If the City's projected revenues reach that level, the furloughs agreed to would cease and the actual savings would be less than noted above.

Background:

The City's operating budget for FY2020/21 was significantly impacted by the COVID-19 pandemic, and its effects on the local and national economy. As presented to the City Council, beginning with the April 2020 spring budget presentation, the City's budget, in particular the General Fund, was facing significant reductions in many revenue sources, with heavy emphasis on sales tax revenue declines. In order to present a balanced budget, staff recommended use of General Fund reserves, implementation of department level reductions, and savings from employee concessions.

City staff has been meeting with all employee groups to discuss the budget challenges and asked for all employees to propose ideas for a five percent (5%) reduction in pay for fiscal year 2020/21. Discussions have been productive with all groups. To date, five of the City's eight employee groups have reached agreement via side letters with the City. Three other groups, the Mid Management Professional Association, Woodland Professional Firefighters Association, and Fire Mid-Management Association, continue to meet with the City

and show a willingness to consider similar concessions as the other groups have agreed upon.

Discussion:

There are eight bargaining units that represent the various City employees. All of the groups are covered under various Memoranda of Understanding (MOUs) that are negotiated periodically with the City. With the exception of the Police Mid-Management Association, whose contract expired June 30, 2020, all groups have negotiated MOUs that cover the time period that includes fiscal year 2020/21. These groups are not obligated to change the terms of these contracts or to make any concessions during the terms of their approved MOUs. However, as has historically been the case, the City's employee groups have stepped up to participate in providing solutions for the City's budget and to agree to concessions that reduce overall pay and/or benefits. These sacrifices allow for the budget to be balanced without implementing additional overall service level reductions that would potentially impact both employees and the community.

The following summarizes the terms of the Side Letters of Agreement reached with five of the employee groups:

1. Woodland City Employees Association (General Services)

- 104 hours (equivalent of 5% of base pay) unpaid furlough leave for FY2020/21

2. Woodland Police Officer's Association (WPOA):

- Contract term extension of one year (through June 30, 2022)
- Current 4% salary adjustment due July 1, 2020, modified to 2% July 1, 2021 and 3% July 1, 2021
- 4% of base pay unpaid furlough in FY2020/21
- Additional year of medical premiums increase by 5% (currently 7% in previous years)
- Temporary increase in sick leave accrual for FY2020/21

3. Woodland Police Supervisor's Association (WPSA)

- Contract term extension of one year (through June 30, 2022)
- Additional year added to term includes no salary adjustment provisions
- Current 1% salary adjustment due July 1, 2020, offset by additional contribution to CalPERS
- 4% of base pay unpaid furlough in FY2020/21
- Additional year of medical premiums increase by 5%
- Temporary increase in sick leave accrual for FY2020/21

4. Woodland Police Mid-Management Association (PMMA)

- Contract term extension of one year (through June 30, 2022).
- Additional year added to term includes no salary adjustment provisions
- 4% of base pay unpaid furlough in FY2020/21
- Additional year of medical premiums increase by 5%

5. Confidential Unit Employees

- 104 hours (equivalent of 5% of base pay) unpaid furlough leave for FY2020/21
- Limitation of cash-out of unused vacation balances

All of the above side letters include language that will stop furloughs, after December 31, 2020, if the City's sales tax revenues (not including Measures J and F) are projected to exceed \$14 million. If these revenues are achieved, the level of savings from employee concessions would be limited to half of a year.

Conclusion:

Staff recommends that the City Council approve Side Letters of Agreement with the Woodland Police Officer's Association, Woodland City Employees Association, Woodland Police Supervisor's Association, Woodland Police Mid Management Association, and Confidential Unit Employees.

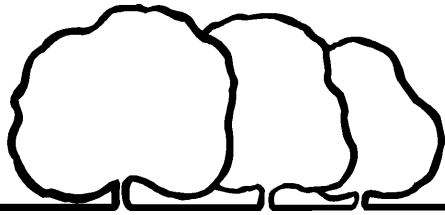
Prepared By: Kim McKinney, Finance Officer

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a long horizontal flourish extending to the right.

Ken Hiatt
Interim City Manager

Attachments:

1. WPOA Furlough Side letter July 2020
2. WCEA MOU Side Letter 2020 Furloughs
3. WPMM MOU Side Letter July 2020 furlough
4. WPSA 2020 Side letter revised
5. Confidential Side Letter July 2020



City of Woodland

MEMORANDUM

DATE: July 1, 2020

TO: Brian Olson, Woodland Police Officers' Association

FROM: Ken Hiatt
Interim City Manager

SUBJECT: Memorandum of Understanding (MOU) Side Letter of Agreement

This side letter of agreement serves to memorialize the agreement, post labor negotiations, between the City of Woodland and the Woodland Police Officers' Association.

The following modifications shall be made to the Memorandum of Understanding between the City and Woodland Police Officers' Association (WPOA) covering the period from July 1, 2017 to June 30, 2021.

1. **Section 1.2 Term** – The term of this agreement is extended through June 30, 2022.
2. **Section 2.1 Salary** is modified as follows:
 - Effective July 1, 2020, two percent (2%) salary increase (reduced from 4%).
 - Effective July 1, 2021, three percent (3%) salary increase.
3. **Section 2.1.3 Furloughs** is added as follows:

Employees agree to an unpaid furlough of 84 hours (4% of base salary) in fiscal year 2020/21. Hours will be deducted in equal amounts from each monthly paycheck.

Furlough hours will be placed in a bank on July 1, 2020 and will be held separate from vacation, comp time, or sick time. Employees with furlough hours in their bank will be permitted to use furlough time instead of sick or vacation time. No overtime will be allowed to cover employees using furlough.

When using furlough time in lieu of sick time or vacation, all furlough time use requests must be made in accordance with department policy and will be subject to the restrictions of the type of leave. The responsibility of monitoring the amount of time in the furlough bank and proper use rests with the employee. It is the expectation that employees will use their furlough time by the end of the fiscal year; however, unused balances will be carried forward and must be used by June 30, 2022. If an employee works a designated furlough day, they will receive their regular pay, and will have to take another day as the replacement furlough day in accordance with their department policy. Furlough hours/usage will be prorated for employees working less than the full year with appropriate adjustments made to final settlement pay.

In the event that General Fund sales tax revenues (not including special district sales tax measures) are projected to exceed \$14.0 million for fiscal year 2020/21, the monthly furlough deduction will cease after December 31, 2020. All other conditions still apply.

4. **Section 5.1 Medical Insurance** is modified as follows:
 - Section 5.1.2 Note 3: Effective January 1, 2022, the Total Benefit will increase by five percent (5%).
 - Section 5.1.3 shall sunset on June 30, 2022.

5. **Section 5.3.1 Sick Leave Accumulation** is modified as follows:
 - **5.3.1.1** In recognition of deferral of two percent (2%) of the cost of living salary adjustment originally scheduled for July 1, 2020, employees will earn an additional 3.5 hours per month in sick leave for fiscal year 2020/21. This additional sick leave is not eligible for conversion to an employee's RHSP, as discussed in Section 5.2.3.2.4.
6. **Section 6.4 Vacation Accumulation** is modified to include the following:
 - For the term of the contract, maximum vacation accumulation will be increased by 84 hours in recognition of the additional furlough leave bank. Maximum vacation accumulation will revert to the previous limits excess hours may not be carried past January 1, 2023.

In recognition of the concessions provided by the WPOA during their closed contract, the City agrees to provide the WPOA an opportunity to propose alternatives to layoffs prior to any layoff notice being issued during the term of this agreement.

Resolution 6887, adopting the MOU between the City and the WPOA is hereby modified as reflected in the sections listed above. All other provisions of the MOU remain unchanged, unless the parties mutually agree to reopen negotiations.

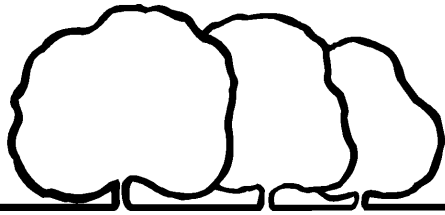
AGREED TO THIS DATE: _____

FOR THE CITY OF WOODLAND

FOR the Woodland Police Officers'
Association

Ken Hiatt
Interim City Manager

Brian Olson
Woodland Police Officers' Association



City of Woodland

MEMORANDUM

DATE: July 1, 2020

TO: Reece Ulrich
Woodland City Employees Association

FROM: Ken Hiatt
Interim City Manager

SUBJECT: Memorandum of Understanding (MOU) Side Letter of Agreement – Furloughs

This side letter of agreement serves to memorialize the agreement, post labor negotiations, between the City of Woodland (City) and the Woodland City Employees Association (WCEA).

The following modifications shall be made to the Memorandum of Understanding between the City and the WCEA, adopted via Resolution No. 7308, covering the period from July 1, 2019 through June 30, 2023.

Section 2.1.4 Furloughs is added as follows:

2.1.4.1 Employees agree to an unpaid furlough of 104 hours (5% of base salary) in fiscal year 2020/21. Hours will be deducted in an equal amount from each monthly paycheck.

Furlough hours will be placed in a bank on July 1, 2020 and will be held separate from vacation or sick time. Employees with furlough hours in their bank will be permitted to use furlough time instead of using sick, vacation, or comp time. To facilitate use of furlough days, City offices may be closed to the public between Christmas and New Year' Day and employees, unless instructed to work, will be expected to utilize furlough days during this time.

When using furlough time in lieu of sick time, administrative time, vacation or compensatory time off (CTO), all furlough time use requests must be made in accordance with department policy and will be subject to the restrictions of the type of leave. The responsibility of monitoring the amount of time in the furlough bank and proper use rests with the employee. It is the expectation that employees will use their furlough time by December 31, 2021. Employees forfeit any unused furlough days on January 1, 2022. If an employee works a designated furlough day, they will receive their regular pay, and will have to take another day as the replacement furlough day in accordance with their department policy. Furlough hours/usage will be prorated for employees working less than the full year with appropriate adjustments made to final settlement pay. For the term of the agreement, all vacation accumulation maximums shall be increased by 104 hours.

Furlough days have no cash value, and if the employee leaves prior to using all the furlough days, the unused days are forfeited, and all appropriate adjustments will be made to final settlement pay.

In the event that the General Fund sales tax revenues (not including special district sales tax measures) are projected to exceed \$14.0 million for fiscal year 2020/21, the monthly furlough deduction will cease after December 31, 2020. All other conditions still apply.

Section 5.2.2 Vacation Leave is modified to include the following:

Maximum vacation accumulation limits will be increased by 104 hours through January 1, 2023 in recognition of the furlough leave bank.

Resolution 7308 adopting the MOU between the City and WCEA is hereby modified as reflected in the sections noted above. All other provisions of the MOU remain unchanged, unless the parties mutually agree to reopen negotiations.

AGREED TO THIS DATE: _____

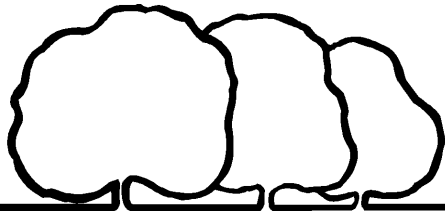
FOR THE CITY OF WOODLAND

FOR THE Woodland City Employees
Association

Ken Hiatt
Interim City Manager

Reece Ulrich
Woodland City Employees Association

WCEA Side Letter



City of Woodland

MEMORANDUM

DATE: July 1, 2020

TO: Deputy Chief Anthony Cucchi
Woodland Police Mid Management Association (WPMMA)

FROM: Ken Hiatt, Interim City Manager
Human Resources Manager

SUBJECT: Side Letter of Agreement – Furloughs

This Memorandum serves to memorialize an agreement between the City of Woodland (City) and the Woodland Police Mid Management Association (WPMMA) regarding Furloughs and Medical Insurance. This Memorandum serves to add language contained in Article 2 and Article 4 of the Resolution and extends the Resolution between the City and the WPMMA Employees, dated July 1, 2017 to June 30, 2021.

Section 2.8 is added as follows:

- 2.8 Furloughs - Employees agree to an unpaid furlough of 84 hours (4% of base salary) in fiscal year 2020/21. Hours will be deducted in equal amounts from each monthly paycheck.

Furlough time will be held in a bank separate from vacation or sick time. Employees having furlough time in their furlough bank will be allowed to use furlough time instead of sick time or vacation time. No overtime or Acting pay will be allowed to cover employees using furlough time. Employees will not be allowed to buy-back furlough time.

When using furlough time in lieu of sick time or vacation, all furlough time use requests must be made in accordance with department policy and will be subject to the restrictions of the type of leave. The responsibility of monitoring the amount of time in the furlough bank and proper use rests with the employee. It is the expectation that employees will use their furlough time by the end of the fiscal year; however, balances will be allowed to be carried forward until the end of fiscal year 2021/2022, June 30, 2022. If an employee works a designated furlough day, they will receive their regular pay, and will have to take another day as the replacement furlough day in accordance with their department policy. Furlough hours/usage will be prorated for employees working less than the full year with appropriate adjustments made to final settlement pay.

During fiscal year 2020/21, the employees Vacation Leave balance allowed to be carried over will be increased by 84 hours. No changes to the Administrative Leave balance will be made.

In the event that General Fund sales tax revenues (not including special district sales tax measures) are projected to exceed \$14.0 million for fiscal year 2020/21, the monthly furlough deduction will cease after December 31, 2020. All other conditions still apply.

Section 4.1.2 is added as follows:

- 4.1.2 Effective January 1, 2021, the City will provide a flat health care premium contribution of 5% greater than the 2020 contribution. According to the following table:

Effective Date	Employee Only	Employee plus	Family
----------------	---------------	---------------	--------

WPMMA Side July 2020

		One	
January 1, 2021	\$835.71	\$1,671.41	\$2,172.83

Should any other represented Woodland Police Department employee group or association, under successor agreements to those MOU's or agreements that are to be expired on or before June 30, 2021, accept fewer economic concessions and/or receive new and better economic provisions than those provided to the WPMMA under this agreement, WPMMA shall have the right to receive the equivalent economic benefit(s) provided to the other Woodland Police Department employee group or association on a prospective basis.

The July 1, 2020, Resolution between the City and the WPMMA is therefore modified as reflected in the revised paragraph 2.8 and 4.1.2 above. All other provisions of the MOU remain unchanged, unless the parties mutually agree to reopen negotiations.

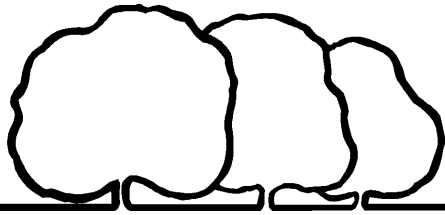
AGREED TO THIS DATE: _____

FOR THE CITY OF WOODLAND

FOR THE WPMMA EMPLOYEES

Ken Hiatt
Interim City Manager

Anthony Cucchi
Woodland Police Mid Management Assoc.



City of Woodland

MEMORANDUM

DATE: July 1, 2020

TO: Sergeant Dallas Hyde, Woodland Police Supervisors' Association

FROM: Ken Hiatt
Interim City Manager

SUBJECT: Memorandum of Understanding (MOU) Side Letter of Agreement

This side letter of agreement services to memorialize the agreement, post labor negotiations, between the City of Woodland and the Woodland Police Supervisors' Association.

The following modifications shall be made to the Memorandum of Understanding between the City and Woodland Police Supervisors' Association (WPSA) covering the period from July 1, 2017 to June 30, 2021.

1. **Section 1.2 Term** – The term of this agreement is extended through June 30, 2022.
2. **Section 1.5 Negotiations** is extended to April 15, 2022.
3. **Section 2.1.2 Furloughs** is added as follows:
Employees agree to an unpaid furlough of 84 hours (4% of base salary) in fiscal year 2020/21. Hours will be deducted in equal amounts from each monthly paycheck.

Furlough hours will be placed in a bank on July 1, 2020 and will be held separate from vacation, comp time, or sick time. Employees with furlough hours in their bank will be permitted to use furlough time instead of sick or vacation time. No overtime will be allowed to cover employees using furlough.

When using furlough time in lieu of sick time or vacation, all furlough time use requests must be made in accordance with department policy and will be subject to the restrictions of the type of leave. The responsibility of monitoring the amount of time in the furlough bank and proper use rests with the employee. It is the expectation that employees will use their furlough time by the end of the fiscal year; however, unused balances will be carried forward and must be used by June 30, 2022. If an employee works a designated furlough day, they will receive their regular pay, and will have to take another day as the replacement furlough day in accordance with their department policy. Furlough hours/usage will be prorated for employees working less than the full year with appropriate adjustments made to final settlement pay.

In the event that General Fund sales tax revenues (not including special district sales tax measures) are projected to exceed \$14.0 million for fiscal year 2020/21, the monthly furlough deduction will cease after December 31, 2020. All other conditions still apply.

4. **Section 6.1.4 Medical Insurance** is modified to include the following:

Effective Date	Employee Only	Employee plus One	Family
January 1, 2022	\$877.50	\$1,754.97	\$2,281.47

5. **Section 6.5.1 Sick Leave Accumulation** is modified as follows:
 - **6.5.1.1** In recognition of the offset of the one percent (1%) cost of living salary adjustment scheduled for July 1, 2020, employees will earn an additional two (2) hours per month in sick leave for fiscal year 2020/21. This additional sick leave is not eligible for conversion to an employee's RHSP, as discussed in Section 6.2.3.2.4.
6. **Section 7.4 Vacation Accumulation** is modified to include the following:
 - For the term of the contract, maximum vacation accumulation will be increased by 84 hours in recognition of the additional furlough leave bank. Maximum vacation accumulation will revert to the previous limits outlined in Section 7.4.1 of the current Memorandum of Understanding (MOU)
7. **Section 10.1 PERS Retirement** is modified to include the following:
 - 10.1.4.1.5 Effective July 1, 2020 through June 30, 2021, employees shall contribute an additional one percent (1%) of pensionable compensation to offset the cost of the employer's share of the normal cost for retirement benefits with CalPERS. The additional one percent (1%) contribution shall cease after June 30, 2021.

Resolution 6886, adopting the MOU between the City and the WPSA is hereby modified as reflected in the sections listed above. All other provisions of the MOU remain unchanged, unless the parties mutually agree to reopen negotiations.

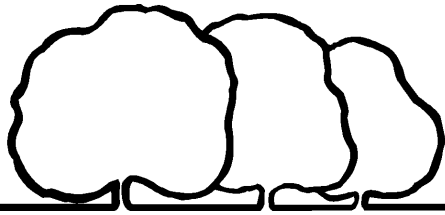
AGREED TO THIS DATE: _____

FOR THE CITY OF WOODLAND

FOR the Woodland Police Supervisors'
Association

Ken Hiatt
Interim City Manager

Dallas Hyde
Woodland Police Supervisors' Association



City of Woodland

MEMORANDUM

DATE: July 1, 2020

TO: Sheila McShane
Human Resources Manager

FROM: Ken Hiatt
Interim City Manager

SUBJECT: Memorandum of Understanding - Side Letter of Agreement (Furloughs)

This Memorandum serves to memorialize an agreement between the City of Woodland (City) and the Confidential Employees regarding Furloughs. This Memorandum serves to add language contained in Article 5 of the Resolution between the City and the Confidential Employees, dated July 1, 2019.

Section 2.1.3 Furloughs is added as follows:

- 2.1.3 Furloughs - Employees agree to an unpaid furlough of 104 hours in fiscal year 2020/2021. Hours will be credited on July 1, 2020. Employees will repay the City at a rate of 8.667 hours per month.

Furlough time will be held in a bank separate from vacation or sick time. Employees having furlough time in their furlough bank will be allowed to use furlough time instead of sick time or vacation time. To facilitate employees utilizing these hours, the City offices will be closed between Christmas and New Year's Day 2021. Unless instructed to work employees will utilize furlough hours on those days.

When using furlough time in lieu of sick time, administrative time, vacation or compensatory time off (CTO), all furlough time use requests must be made in accordance with department policy and will be subject to the restrictions of the type of leave. The responsibility of monitoring the amount of time in the furlough bank and proper use rests with the employee. It is the expectation that employees will use their furlough time by December 31, 2021. Employees forfeit any unused furlough days on January 1, 2022. If an employee works a designated furlough day, they will receive their regular pay, and will have to take another day as the replacement furlough day in accordance with their department policy. Furlough hours/usage will be prorated for employees working less than the full year with appropriate adjustments made to final settlement pay. For the term of the agreement, all vacation accumulation maximums shall be increased by 104 hours

Furlough days have no cash value, and if the employee leaves prior to using all the furlough days, the unused days are forfeited.

Furlough days are granted at the start of fiscal year 20/21, and are available for immediate use by employees. If an employee uses more hours/days than earned, the employee is responsible for paying back the City for excess days.

If an employee uses more furlough days than earned, the employee is responsible to repay the City. Repayment can be in the form of earned vacation days, earned administrative leave or compensatory time off (CTO).

In the event that the General Fund sales tax revenues (not including special district sales tax measures) are projected to exceed \$14.0 million for fiscal year 2020/21, the monthly furlough deduction will cease after December 31, 2020. All other conditions still apply.

Section 5.2.2.1 is added as follows:

5.2.2.1 Employees may carry over an additional 104 hours of vacation. Employees with less than ten (10) years of service with the City may carry over no more than forty-seven (47) days (376 hours) past January 1st of each year. Employees with more than ten (10) years of service with the City may carry over no more than fifty-seven (57) days (456 hours) past January 1st of each year. This clause sunset on June 30, 2023

Section 5.2.3.1 is added as follows:

5.2.3.1 Employees who are eligible for vacation cash out may only cash out 50% of the vacation cash out entitlement for the fiscal year 2020/2021. This clause sunset on June 30, 2021.

The July 1, 2019 Resolution between the City and the Confidential Employees is therefore modified as reflected in the addition of paragraph 5.5 above. All other provisions of the MOU remain unchanged, unless the parties mutually agree to reopen negotiations.

AGREED TO THIS DATE: _____

FOR THE CITY OF WOODLAND

FOR THE CONFIDENTIAL EMPLOYEES

Ken Hiatt
Interim City Manager

Sheila McShane
Confidential Employees



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: I.17
SUBJECT: Epic Bros Enterprises, Inc., Expansion of Commercial Cannabis Manufacturing Facility. A proposed Conditional Use Permit amendment to allow expansion of a non-volatile cannabis manufacturing facility located at 1230 Harter Avenue, Suite J to include Suite H.

Recommendation for Action: Staff recommends that the City Council: 1) Receive the staff report; 2) Conduct a public hearing; 3) Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and 4) Approve City Council Resolution No. 20- ____ approving a Conditional Use Permit Amendment to allow the expansion of a commercial cannabis non-volatile, manufacturing facility at 1230 Harter Avenue, Suite J to include Suite H, with recommended conditions of approval; 5) Approve City Council Resolution No. 20-____ authorizing the City Manager to approve an amendment to the final Operating Agreement to include 1230 Harter Avenue, Suite J and Suite H.

Staff Contact:

Anna Canales, Assistant Planner, (530) 661-5819, anna.canales@cityofwoodland.org

Report in Brief:

On March 5, 2019, Epic Bros Enterprises, Inc. received City Council approval of a Conditional Use Permit for a cannabis manufacturing facility located at 1230 Harter Avenue, Suite J. On May 14, 2020, Epic Bros Enterprises, Inc. submitted a subsequent application for a proposed Conditional Use Permit amendment to include an additional 4,000 square foot suite (Suite H) to the business operation. The additional suite located at 1230 Harter Avenue, Suite H, is immediately adjacent to existing 1230 Harter Avenue, Suite J and would facilitate the expansion of the previously approved non-volatile commercial cannabis manufacturing process. The proposed expansion will allow Epic Bros Enterprises, Inc. to have more space for manufacturing, storage of finished goods, as well as raw materials.

Background:

On August 7, 2018, Epic Bros Enterprises, Inc. applied for a Conditional Use Permit (CUP) for a commercial cannabis distribution facility which was approved by City Council October 18, 2018. Then, January 18, 2019, Epic Bros Enterprises, Inc. applied for a Conditional Use Permit (CUP) amendment to allow a commercial cannabis non-volatile, manufacturing facility at 1230 Harter Avenue, Suite J, rather than commercial cannabis distribution which was approved by City Council on March, 2019. The amendment allowed the replacement of the originally approved distribution use with a non-volatile manufacturing use in order to prepare cannabis infused, non-alcoholic beverages.

Applicant, Epic Bros Enterprises is presently requesting a Conditional Use Permit Amendment for the addition of a 4,000 square foot suite to an existing non-volatile manufacturing operation located at 1230 Harter Avenue, Suite J.

Discussion:

The overall project site is 3.66 acres in size and is occupied by three buildings at 460, 1230, and 1250 Harter Avenue. The subject building at 1230 Harter Avenue is an existing one-story multi-tenant building approximately 42,241 square feet in size and houses multiple tenants (See Attachment 3, Site Plan). The property is bounded by vacant land, existing industrial development and East Street to the west, Harter Avenue and Interstate-5 to the north, and existing industrial development to the east and south. The applicant is proposing to occupy Suites J and H and consists of a total of 8,027 square feet.

The property is zoned for Industrial with a Light Industrial Flex Overlay and the proposed expansion of use may be considered with approval of a Conditional Use Permit amendment by the City Council as the final acting body.

Epic Bros Enterprises, Inc (EBE) will occupy approximately 8,027 square feet in the existing building at 1230 Harter Avenue in Suite J and H. Suite H will consist of 4,000 square feet and will help expand current business by having more space for manufacturing, storage of finished goods, as well as raw materials.

Analysis:

Environmental Assessment Status

Staff has determined that a Class 1 Categorical Exemption (Existing Facilities) pursuant to Section 15301 of the CEQA Guidelines and a Class 32 Categorical Exemption (Infill Development) pursuant to Section 15332 of the CEQA Guidelines is the appropriate level of CEQA review for this document. Class 1 consists of the operation, repair, maintenance, permitting, leasing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agencies' determination. Class 32 exemption consists of projects characterized as in-fill development within urbanized areas. The class consists of environmentally benign in-fill projects located on sites that are less than 5 acres and consistent with local general plan and zoning requirements. The project will not have any biological, air, water, traffic, or noise impacts. The proposed use would occupy an additional 4,000 square feet space within an existing industrial multi-tenant building that has previously been occupied by industrial and manufacturing uses similar to the proposed project.

The applicant has worked with the City's Environmental Services and Public Works Departments to ensure that all operating processes will meet safety and water quality treatment requirements. Further, additional conditions have been added to document and ensure that such measures are required in the future should the ownership of the use change.

Reviewing Agency Comments

The project has been circulated to other City divisions and departments. All reviewing department comments have been integrated into the conditions of approval.

Staff Analysis

2035 General Plan Consistency

The 2035 General Plan (GP) designation for the site is Industrial with a Light Industrial Flex Overlay (I/LIF).

The proposed use of the site is consistent with the General Plan and shall be reviewed in accordance to the policies listed in conditional use permit discussion below. The General Plan describes this land use designation as follows:

When applied over the Industrial base designation, the Light Industrial Flex Overlay provides for a mix of general, light to custom industrial and manufacturing uses, including multi-tenant spaces with offices, contractor storage, agricultural processing, food producers, industrial technology, and other sensitive processing uses that require controlled performance standards.

Climate Action Plan Consistency

The project involves the re-use of an existing building that will be re-purposed and upgraded to encourage new technology and an employment generating use. Strategy T/LU-2 encourages Redevelopment and Re-purposing. The Climate Action Plan assumed that development would occur and continue within the urban areas of the City.

Zoning Consistency

The zoning designation for the site is Industrial with Light Industrial Flex Overlay (I/LIF), which provides for types of animal and food processing uses, manufacturing uses, industrial yard uses, warehouse and storage uses and other related miscellaneous uses, such as office space and general agriculture.

The proposed future use of the site is industrial and is consistent with the Zoning Ordinance. Cannabis manufacturing is defined as shown below and not only includes the activities related to manufacturing but also includes self-transport to allow distribution of wholesale product from the premises. Two state licenses may be authorized, Non-Volatile Manufacturing and Transport.

"Cannabis manufacturing" means the compounding, blending, extracting, infusing, or otherwise making or preparing a cannabis product. For purposes of this Article, cannabis manufacturing expressly includes the production, preparation, propagation, processing, or compounding of cannabis or cannabis products directly or indirectly, including through extraction and/or chemical synthesis methods. Cannabis manufacturing may include distribution of wholesale products from the premises, but shall not include any retail sales of cannabis or cannabis products or other sales to consumers.

The site is existing and developed as an industrial multi-tenant development. No significant exterior changes are proposed. The site meets all standards and criteria required in the Industrial District.

Security:

Applicant's facility will employ a comprehensive security plan which includes security patrols, use of security cameras, and strategic placement of lighting that will deter crime in the area.

Hours of Operation and Employees:

The operation will not be open to the public at any time. Regular business hours shall be between 8:00 am and 9:00 pm.

Odor Control:

Applicant's facility will have a comprehensive odor control system which will make odors typically associated with cannabis undetectable.

Parking:

There is adequate parking provided for use. The total site encompassing three buildings has approximately 258 parking spaces. Units J and H at a combined 8,027 square feet would require 4 parking spaces based on the ratio of one space per 2,000 square feet of gross floor area (1/2000). The site is designed to accommodate truck loading and buildings have multiple loading doors.

Good Neighbor Policies:

Applicant has ensured that surrounding neighborhood businesses are aware of the intentions to expand.

Conditional Use Permit Review

A conditional Use Permit (CUP) affords broad public review and evaluation of those uses which require special consideration to ensure proper integration into the community, the mitigation of any potentially adverse impacts; and the making of required findings to permit the use. In considering an application for a conditional use, due regard shall be given to the nature and condition of the proposed or existing use and all adjacent uses and structures and may impose such requirements and conditions with respect to location, construction, maintenance, and operation, as may be deemed necessary for the protection of adjacent properties and the public interest. Conditional Use Permit analysis typically includes consideration of the proposed use; hours of operation; consistency with zoning standards such as parking; compatibility with existing uses and structures in the surrounding area; and other criteria as may be deemed appropriate.

A CUP runs with the land unless the use ceases or the CUP is revoked. Once approved, should ownership of the land or the business change, the CUP would remain valid at the location approved. In addition to the CUP land use considerations above, the Cannabis Ordinance 1629 (Municipal Code 17.110.050) provides other specific factors that shall be considered by the Planning Commission and ultimately the City Council including the following:

(1) The type of proposed use by the applicant:

The requested use is a conditionally allowed use in the zone regulations. The use would fit the category of cannabis manufacturing defined the Zoning Land Use Matrix. The use is consistent with the General Plan. General Plan policies that specifically relate to this request include the following:

2.D.3 – Technology Sector: Grow the technology sector in Woodland by leveraging the research strength at U.C. Davis. Encourage smaller companies and start-ups to locate in incubator spaces in Downtown and in areas with the Light Industrial Overlay designation.

2.E.7 – Public Safety and Community Design: Promote design that enhances public safety and discourages crime by providing buildings that engage the street, as well as adequate lighting and sight lines.

4.C.6 – Monitor Trends: Monitor economic trends to identify emerging industries, new market opportunities, and the performance and mix of businesses to allow the City to be proactive and adjust to market changes.

4.C.9 – Importance of Agricultural Industry: Recognize the importance of agriculture-related business and industries to the City and region, and support the continuation and development of agriculture and agriculture-related enterprises in and around Woodland.

4.E.1 – Job Expansion through Business Expansion: Encourage the expansion and attraction of diverse businesses and industries that create and increase the quality and amount of stable, year-round jobs locally.

(2) Whether the proposed use will be detrimental to the health, safety and welfare of the community:

The proposed facility expansion would remain contained within the existing building with numerous redundant security measures will be employed via a security plan reviewed and approved by the City of Woodland Police Department. The facility would not have exterior signage and would not be open to the public. Tenant improvement plans will undergo review and inspection by both the Building and Fire Divisions to ensure the proper construction, installation and operation of equipment. The City will conduct annual review of the facilities and annual review of the general business operations.

(3) Whether the use would enhance the economic viability of the area in which it is proposed to be located, including adjacent and surrounding properties:

The proposed facility will provide a new source of employment and revenue to the City while remaining under close regulation and oversight by both the City and State. The use will be complementary to uses already existing in and around the project location, many of which are food or related industries.

(4) Whether the applicant has adequately addressed potential community benefits of the use to offset potential adverse impacts:

At the time of approval of the original Cannabis Business Permit, the applicant was required to pay a fee which was determined to provide adequate cost recovery to the city for all activities, including police surveillance, associated with the proposed business. Further, as provided in a required operating agreement, a generalized contribution has been determined based on gross receipts derived from cannabis uses that will generate essential funds for protecting vital City services and facilities, help fund general municipal services, and place such businesses on more equal footing with existing City businesses.

The existing operating agreement will be amended to include both Suite J and Suite H.

The applicant has also included a Community Relations Plan and assigned a Community Relations Manager, Bejan Farahbakhsh. The business has been in operation since September 2019 and there have been no issues or concerns as a result of the existing facility.

(5) The extent of support or opposition to the proposed use and the location from members of the community:

Applicant has expressed a commitment to good stewardship to the community and populations they serve. They have ensured that surrounding neighborhood businesses are aware of their intent to expand.

(6) The number of cannabis uses located or proposed to be located within 1,000 feet of the proposed location:

The closest proposed cannabis use is for a cannabis manufacturing facility located within the same building in Suite F, ProTerp Manufacturing. Epic Pros Enterprises, Inc. commercial cannabis distribution is located at 1250 Harter Avenue, Suite C. An additional commercial cannabis facility is proposed at 1460 Tanforan Avenue which is approximately 2,090 feet from this project site (measured from parcel to parcel) and separated by the I-5 Freeway.

(7) The extent to which the proposed use would cause a further over-concentration of that particular type of use in the area:

At this time, there is no over-concentration of cannabis uses. The City may find that on a limited scale that it is acceptable to have multiple cannabis uses located in a specific area.

(8) The background and history of the applicant, including the nature and extent of problems on any premises where he or she has operated a cannabis business in the past:

The applicants have completed all request for “Live Scan” and provided all relevant background information concerning past history with regard to Cannabis uses. The Police Department have not identified any significant concerns identified.

(9) Whether there is a history of police or crime related problems in the area of the proposed location which may be exacerbated by the establishment of the proposed cannabis use.

The business has been in operation for just under a year. Epic Bros has worked closely with the City and the Police Department during that time. There have been no concerns raised in that time.

Public Notification:

Public notice advertising for the public hearing on this project was prepared by the Community Development Department in accordance with notification procedures set forth in the City of Woodland’s Municipal Code and State Planning Law. Two methods of public notice were used:

Legal notice was published in the Woodland Daily Democrat at least ten days prior to the public hearing.

Notices were mailed to all property owners within 1,000 feet of the project site.

Commission Recommendation

The Planning Commission, at its regularly scheduled meeting on June 18, 2020, conducted a public hearing to consider the proposed use and after review, public hearing, and deliberation voted to recommend approval of the Epic Bros Enterprises, Inc. conditional use permit amendment to the City Council as follows: (7) Ayes; (0) Noes; (0) Abstain; and (0) Absent

Recommendation for Action:

Staff recommends that the City Council: 1) Receive the staff report; 2) Conduct a public hearing; 3) Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and 4) Approve City Council Resolution No. 20- ____ approving a Conditional Use Permit Amendment to allow the expansion of a commercial cannabis non-volatile, manufacturing facility at 1230 Harter Avenue, Suite J to include Suite H, with recommended conditions of approval; 5) Approve City Council Resolution No. 20-____ authorizing the City Manager, pursuant to Section 13A-3-04(9) to approve an amendment to the final Operating Agreement to include 1230 Harter Avenue, Suite J and Suite H.

Prepared By: Anna Canales, Assistant Planner

Reviewed By: Cindy Norris, Principal Planner

Brent Meyer, Acting Community Development Director/City Engineer



Ken Hiatt
Interim City Manager

Attachments:

1. Epic Bros Resolution with Conditions
2. Planning Commission Staff Report
3. General Application and Plans
4. Resolution and Operating Agreement

**CITY COUNCIL
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING A CONDITIONAL USE PERMIT FOR THE EXPANSION OF A
CANNABIS MANUFACTURING BUSINESS LOCATED AT 1230 HARTER
AVENUE,
SUITE J AND SUITE H**

WHEREAS, the applicant, Epic Bros Enterprises, Inc., has applied for a Conditional Use Permit modification to add a 4,000 square foot suite (Suite H) to an existing commercial cannabis manufacturing site located on a 3.66 acre parcel in the Industrial with a Light Industrial Flex Overlay zone; and

WHEREAS, the project is exempt from further environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (Class 1 Categorical Exemption, Existing Facilities) and CEQA Guidelines Section 15332 (Class 32 Categorical Exemption, Infill Development), as the City Council of the City of Woodland finds as follows:

- The project is located on a site that is less than 5 acres and will not have any biological, air, water, traffic, or noise impacts; and

WHEREAS, the proposed use and its operating characteristics are consistent with the general plan, as the site is located in the Industrial/ Light Industrial Flex Overlay designation, which provides for industrial and distribution uses that are screened within an enclosed building and are employment generating; and

WHEREAS, the Planning Commission, at its regularly scheduled meeting on June 18, 2020, conducted a public hearing to consider the proposed use and after review, public hearing, and deliberation voted to recommend approval of the Epic Bros Enterprises, Inc., Conditional Use Permit modification to use 1230 Harter Avenue Suite J and Suite H to the City Council as follows: (7) Ayes; (0) Noes; (0) Abstain; and (0) Absent; and

WHEREAS, The City Council finds that the proposed use is consistent with policies that encourage job expansion through business expansion, that encourage emerging industries and new market opportunities, that support agricultural related industry as well as the technology sector; and

WHEREAS, the City Council finds that the proposed use and its operating characteristics are consistent with the applicable standards, requirements, and regulations of the zoning district in which it is located, and of all other provisions contained in Ordinance 1629 pertaining to commercial cannabis uses, and all operations will be conducted inside of the existing building; and

WHEREAS, the proposed use is in on a site and in a building that is physically suitable in terms of location, size, topography, and access, and that is adequately served by public and private services and utilities; and

WHEREAS, the proposed cannabis business uses will not adversely affect the peace or general welfare of the surrounding neighborhood, as follows:

- The proposed use is not consumer based (no retail sales will occur at the premises) and therefore, will result in low vehicle traffic;
- The odor control plan will ensure no odors will be detectable outside the building;

- All activities will take place inside the building and will not be visible from the outside;
- All signage will be limited and the applicant will have a final lighting and security plan approved by the Police and Fire Departments to ensure internal and external safety; and

WHEREAS, the proposed use will enhance the economic vitality of the area in which it is proposed to be located, including adjacent and surrounding properties, and the project will be required to maintain the site in a clean and well-kept manner; and

WHEREAS, based on existing circumstances, police data, and the background and history of the applicant, the Planning Commission finds that proposed use will not cause an overconcentration of cannabis uses in the area, potential community benefits of the use are likely to offset potential adverse impacts, and the proposed use is not likely to exacerbate crime-related problems in the area; and

WHEREAS, a public notice describing the proposed cannabis conditional use permit was published in the Daily Democrat, a newspaper of general circulation, in accordance with Government Code section 60661 and mailed to properties within 1,000 feet; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Woodland, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby make the above findings, determinations, and recommendations with respect to the proposed Conditional Use Permit modification, approves of the proposed Conditional Use Permit modification, as conditioned and attached hereto.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 7th day of July, 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

CONDITIONS OF APPROVAL

Epic Bros Enterprises, Inc – 1230 Harter Avenue, Suite J and Suite H

1. The project is as described in the staff report prepared for the June 18, 2020, Planning Commission meeting and shall consist of the proposal for a Conditional Use Permit modification to use a combined space of 8,027 square feet located at 1230 Harter Avenue Suite J and H. The project shall be established and operated as depicted in the staff report, except as modified in these conditions of approval and with any changes necessary to comply with City codes and specifications.
2. The applicant shall defend, indemnify, and hold harmless the City of Woodland, its agents, officers or employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul an approval of the subject application by the City, its legislative body, advisory agencies or administrative officers. The City will promptly notify the applicant of any such claim, action or proceeding against the City and the applicant will either, at the City's discretion, undertake defense of the matter and pay the City's associated legal costs, or will advance funds to pay for defense of the matter by the City Attorney.
3. The applicant shall secure approval and satisfy requirements of all agencies with jurisdiction prior to operating the cannabis business.
4. The Conditional Use Permit modification shall not be issued until the appeal period has expired or final action on an appeal has been rendered.
5. The Conditional Use Permit modification must be exercised within one year of issuance, or it shall be deemed null and void by act of law (Section 17.132.080).
6. The project approval is for the project as described in the above staff report and related attachments, which depict the project's proposal, site and floor plans, and operating agreement. Should there be a change in the use or an intensification of the described use, the change shall be described and provided in writing to be evaluated by the Community Development Director to determine general consistency with the provisions of the use permit. The Director shall either approve the proposed changes based on a finding that the changes shall not result in significant traffic, noise, safety or security concerns or other potential nuisance to surrounding property owners or within public right-of-ways beyond that anticipated by the original approval, or, if these findings cannot be made, the Director shall make a determination that a Conditional Use Permit Modification is required, which shall include Planning Commission review including applicable processing and development fees.
7. Environmental Recording Fee. Applicant shall provide the Community Development Department with a check for the sum of \$50 made out to Yolo County to record the CEQA environmental document (Notice of Exemption) with the County.

8. The applicant shall comply with all state and local laws and ordinances. Failure to comply with all applicable state and local laws and ordinances, the Cannabis Business Permit, Operating Agreement, and/or applicable state license(s) shall be deemed a violation of the conditional use permit and may result in revocation of the use permit.
9. As set forth and agreed to in the Operating Agreement for each approved Cannabis Business Permit, the business/applicant shall pay a fee in the form and in the amount and manner agreed upon between the City and the business receiving a Cannabis Business Permit. If, during the term of the Operating Agreement, the city imposes an alternative revenue mechanism, specifically related to cannabis operations (e.g. cannabis tax), the business/applicant will pay the city the greater of the two payments, or as otherwise agreed by the city or mandated by law.
10. If the applicant wishes to relocate, significantly modify the approved site layout and/or allowed cannabis uses, the applicant shall secure a new conditional use permit, or modification to the existing conditional use permit prior to any modification or occupancy of the site by a new or modified use.
11. If the Community Development Director finds evidence that conditions of approval have not been fulfilled or that the use or uses has or have resulted in a substantial adverse effect on the health, and/or general welfare of users of adjacent property, or have a substantial adverse impact on public facilities or services, the Community Development Director may refer the Conditional Use Permit to the Planning Commission for further review. If, upon such review, the Commission finds that any of the adverse results above have occurred, the Planning Commission shall recommend to the City Council to modify or revoke the Conditional Use Permit. If upon such review the City Council finds that any of the above results have occurred, the City Council shall modify or revoke the Conditional Use Permit.
12. Applicant shall be subject to provisions relating to violations contained in Municipal Code Section 5.28.090, or as may be amended.
13. All cannabis related activities shall take place in the interior of the building and any cannabis related activities outside the premises are strictly prohibited with the exception of the lawful delivery of finished lawful cannabis products to another lawful cannabis business, in accordance with all applicable state and local laws governing transportation of cannabis goods. There shall be no exterior storage of materials or equipment. Storage of non-cannabis related items may be allowed in the enclosed area where it is not visible to public view.
14. Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background.
15. Applicant shall comply with the design requirements as stated in the Community Design Standards for any exterior changes, modifications, and additions to the subject building.

All exterior changes beyond those stated in the original approval will require staff level design review.

16. The site shall be inspected and maintained daily to be clear of litter.
17. Any new signage, modifications or changes to the signage the applicant shall conform to the City Zoning Code and Sign Ordinance and shall comply with provisions of Section 5.28.280 of the Municipal Code. Except as otherwise approved by the City in writing or by law, project signage shall include nothing in word or symbol, identifying the fact that the property is used for cannabis related activities.
18. No vehicle owned or operated by the business, or used for the transportation of product or individuals associated with the Facility shall include markings (in words or symbols) identifying the vehicle as a vehicle used for cannabis-related activities, unless otherwise required by law.
19. All existing landscape planter areas shall be replanted and maintained per City Standards. Vegetative matter shall cover no less than 75% of the required landscape area unless otherwise approved by the Community Development Director. Maintenance shall include but is not limited to watering, fertilizing, weeding, cleaning, pruning, trimming, spraying and cultivation.
20. The applicant shall utilize building energy saving measures to reduce energy usage. The applicant shall submit a statement with the initial submittal of their building construction plans describing energy conserving measures that they will be implementing.
21. Waste materials shall be appropriately handled. The applicant shall describe methods that will be used to make cannabis waste unusable and unrecognizable, and how cannabis waste will be stored prior to removal from the business. The applicant shall describe methods used to transport cannabis waste from the distribution site to a solid waste facility. The waste management plan shall be reviewed and approved by the City prior to certificate of occupancy.
22. The applicant shall have an appropriate plan that considers all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation.
23. The applicant shall institute policies and procedures used by the business to help prevent contamination of any cannabis product.

BUILDING

The following comments are from the City of Woodland Building Division and are applicable to the reference project:

24. This project must meet all criteria and mandates for these City adopted codes or the most current code:

- A. 2019 California Building Code
- B. 2019 California Plumbing Code
- C. 2019 California Mechanical Code
- D. 2019 California Electrical Code
- E. 2019 Building Energy Efficiency Standards
- F. 2019 California Green Building Code
- G. The Code of the City of Woodland

25. Other City and County Agencies (Health, Fire, Public Works, and Planning) may be required to approve the project prior to a building permit being issued.

- a. Recycle plan is required at time of permit issuance along with a \$1000 deposit.
- b. Prior to **any** demolition work being performed, clearance from Yolo Solano Air Quality Management District is required.

26. Any deferred submittals that are not a part of the initial permit application must be listed on the cover sheet of the plan at the time of application for the project.

27. All plans, computations and specifications to be prepared and designed by an architect or engineer licensed by the state of California.

28. A licensed architect or licensed engineer shall be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items, for compatibility with the design of the building.

29. A soils investigation report shall be provide as specified in section 1803.2 of the 2019 CBC.

FIRE

30. Site plans and floor plans shall be completed to the satisfaction of the Fire Department.

POLICE

31. A final security plan, including assessment of the delivery system, shall be reviewed and approved by the Woodland Police Department, prior to issuance of building permits.

32. Site plans and floor plans shall be completed to the satisfaction of the Police Department.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: June 18, 2020
ITEM #: I.2
SUBJECT: Epic Bros Enterprises, Inc., Expansion of Commercial Cannabis Manufacturing Facility. A proposed Conditional Use Permit amendment to allow expansion of a non-volatile cannabis manufacturing facility located at 1230 Harter Avenue, Suite J to include Suite H.

Recommendation for Action: Staff recommends that the Planning Commission: 1) Receive the staff report; 2) Conduct a public hearing; 3) Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and 4) Approve Planning Commission Resolution No. PC20-_____ recommending that the City Council approve a Conditional Use Permit amendment to allow the expansion of a commercial cannabis non-volatile, manufacturing facility at 1230 Harter Avenue, Suite J to include Suite H, with recommended conditions of approval.

Staff Contact:

Anna Canales, Assistant Planner, (530) 661-5819, anna.canales@cityofwoodland.org

Report in Brief:

On March 5, 2019, Epic Bros Enterprises, Inc. received City Council approval of a Conditional Use Permit for a cannabis manufacturing facility located at 1230 Harter Avenue, Suite J. On May 14, 2020, Epic Bros Enterprises, Inc. submitted a subsequent application for a proposed Conditional Use Permit amendment to include an additional 4,000 square foot suite (Suite H) to the business operation. The additional suite located at 1230 Harter Avenue, Suite H, is immediately adjacent to existing 1230 Harter Avenue, Suite J and would facilitate the expansion of the previously approved non-volatile commercial cannabis manufacturing process. The proposed expansion will allow Epic Bros Enterprises, Inc. to have more space for manufacturing, storage of finished goods, as well as raw materials.

Background:

On August 7, 2018, Epic Bros Enterprises, Inc. applied for a Conditional Use Permit (CUP) for a commercial cannabis distribution facility which was approved by City Council October 18, 2018. Then, January 18, 2019, Epic Bros Enterprises, Inc. applied for a Conditional Use Permit (CUP) amendment to allow a commercial cannabis non-volatile, manufacturing facility at 1230 Harter Avenue, Suite J, rather than commercial cannabis distribution which was approved by City Council on March, 2019. The amendment allowed the replacement of the originally approved distribution use with a non-volatile manufacturing use in order to prepare cannabis infused, non-alcoholic beverages.

Applicant, Epic Bros Enterprises is presently requesting a Conditional Use Permit Amendment for the addition of a 4,000 square foot suite to an existing non-volatile manufacturing operation located at 1230 Harter Avenue, Suite J.

Discussion:

Project Site Description

The overall project site is 3.66 acres in size and is occupied by three buildings at 460, 1230, and 1250 Harter Avenue. The subject building at 1230 Harter Avenue is an existing one-story multi-tenant building approximately 42,241 square feet in size and houses multiple tenants (See Attachment 3, Site Plan). The property is bounded by vacant land, existing industrial development and East Street to the west, Harter Avenue and Interstate-5 to the north, and existing industrial development to the east and south. The applicant is proposing to occupy Suites J and H and consists of a total of 8,027 square feet.

The property is zoned for Industrial with a Light Industrial Flex Overlay and the proposed expansion of use may be considered with approval of a Conditional Use Permit amendment by the City Council as the final acting body.

Epic Bros Enterprises, Inc (EBE) will occupy approximately 8,027 square feet in the existing building at 1230 Harter Avenue in Suite J and H. Suite H will consist of 4,000 square feet and will help expand current business by having more space for manufacturing, storage of finished goods, as well as raw materials.

Analysis:

Environmental Assessment Status

Staff has determined that a Class 1 Categorical Exemption (Existing Facilities) pursuant to Section 15301 of the CEQA Guidelines and a Class 32 Categorical Exemption (Infill Development) pursuant to Section 15332 of the CEQA Guidelines is the appropriate level of CEQA review for this document. Class 1 consists of the operation, repair, maintenance, permitting, leasing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agencies' determination. Class 32 exemption consists of projects characterized as in-fill development within urbanized areas. The class consists of environmentally benign in-fill projects located on sites that are less than 5 acres and consistent with local general plan and zoning requirements. The project will not have any biological, air, water, traffic, or noise impacts. The proposed use would occupy an additional 4,000 square feet space within an existing industrial multi-tenant building that has previously been occupied by industrial and manufacturing uses similar to the proposed project.

The applicant has worked with the City's Environmental Services and Public Works Departments to ensure that all operating processes will meet safety and water quality treatment requirements. Further, additional conditions have been added to document and ensure that such measures are required in the future should the ownership of the use change.

Reviewing Agency Comments

The project has been circulated to other city divisions and departments. All reviewing department comments have been integrated into the conditions of approval.

Staff Analysis

2015 General Plan Consistency

The 2035 General Plan (GP) designation for the site is Industrial with a Light Industrial Flex Overlay (I/LIF). The proposed use of the site is consistent with the General Plan and shall be reviewed in accordance to the policies listed in conditional use permit discussion below. The General Plan describes this land use designation as follows:

When applied over the Industrial base designation, the Light Industrial Flex Overlay provides for a mix of general, light to custom industrial and manufacturing uses, including multi-tenant spaces with offices, contractor storage, agricultural processing, food producers, industrial technology, and other sensitive processing uses that require controlled performance standards.

Climate Action Plan Consistency

The project involves the re-use of an existing building that will be re-purposed and upgraded to encourage new technology and an employment generating use. Strategy T/LU-2 encourages Redevelopment and Re-purposing. The Climate Action Plan assumed that development would occur and continue within the urban areas of the city.

Zoning Consistency

The zoning designation for the site is Industrial with Light Industrial Flex Overlay (I/LIF), which provides for types of animal and food processing uses, manufacturing uses, industrial yard uses, warehouse and storage uses and other related miscellaneous uses, such as office space and general agriculture.

The proposed future use of the site is industrial and is consistent with the Zoning Ordinance. Cannabis manufacturing is defined as shown below and not only includes the activities related to manufacturing but also includes self-transport to allow distribution of wholesale product from the premises. Two state licenses may be authorized, Non-Volatile Manufacturing and Transport.

"Cannabis manufacturing" means the compounding, blending, extracting, infusing, or otherwise making or preparing a cannabis product. For purposes of this Article, cannabis manufacturing expressly includes the production, preparation, propagation, processing, or compounding of cannabis or cannabis products directly or indirectly, including through extraction and/or chemical synthesis methods. Cannabis manufacturing may include distribution of wholesale products from the premises, but shall not include any retail sales of cannabis or cannabis products or other sales to consumers.

The site is existing and developed as an industrial multi-tenant development. No significant exterior changes are proposed. The site meets all standards and criteria required in the Industrial District.

Security:

Applicant's facility will employ a comprehensive security plan which includes security patrols, use of security cameras, and strategic placement of lighting that will deter crime in the area.

Hours of Operation and Employees:

The operation will not be open to the public at any time. Regular business hours shall be between 8:00 am and 9:00 pm.

Odor Control:

Applicant's facility will have a comprehensive odor control system which will make odors typically associated with cannabis undetectable.

Parking:

There is adequate parking provided for use. The total site encompassing three buildings has approximately 258 parking spaces. Units J and H at a combined 8,027 square feet would require 4 parking spaces based on the ratio of one space per 2,000 square feet of gross floor area (1/2000). The site is designed to accommodate

truck loading and buildings have multiple loading doors.

Good Neighbor Policies:

Applicant has ensured that surrounding neighborhood businesses are aware of the intentions to expand.

Conditional Use Permit Review

A conditional Use Permit (CUP) affords broad public review and evaluation of those uses which require special consideration to ensure proper integration into the community and mitigation of any potentially adverse impacts. The Planning Commission and City Council will be asked to make the required findings to permit the use.

In considering an application for a conditional use, due regard shall be given to the nature and condition of the proposed or existing use and all adjacent uses and structures. The City may impose requirements and conditions with respect to construction, maintenance, and the operation of the use, as may be deemed necessary for the protection of adjacent properties and the public interest. Conditional Use Permit analysis typically includes consideration of the proposed use; hours of operation; consistency with zoning standards such as parking; compatibility with existing uses and structures in the surrounding area; and other criteria as may be deemed appropriate.

A CUP runs with the land unless the use ceases or the CUP is revoked. Once approved, should ownership of the land or the business change, the CUP would remain valid at the location approved. In addition to the CUP land use considerations above, the Cannabis Ordinance 1629 (Municipal Code 17.110.050) provides other specific factors that shall be considered by the Planning Commission and ultimately the City Council which include the following:

(1) The type of proposed use by the applicant:

The requested use is a conditionally allowed use in the zone regulations. The use would fit the category of cannabis manufacturing defined in the Zoning Land Use Matrix. The use is consistent with the General Plan. General Plan policies that specifically relate to this request include the following:

2.D.3 – Technology Sector: Grow the technology sector in Woodland by leveraging the research strength at U.C. Davis. Encourage smaller companies and start-ups to locate in incubator spaces in Downtown and in areas with the Light Industrial Overlay designation.

2.E.7 – Public Safety and Community Design: Promote design that enhances public safety and discourages crime by providing buildings that engage the street, as well as adequate lighting and sight lines.

4.C.6 – Monitor Trends: Monitor economic trends to identify emerging industries, new market opportunities, and the performance and mix of businesses to allow the City to be proactive and adjust to market changes.

4.C.9 – Importance of Agricultural Industry: Recognize the importance of agriculture-related business and industries to the City and region, and support the continuation and development of agriculture and agriculture-related enterprises in and around Woodland.

4.E.1 – Job Expansion through Business Expansion: Encourage the expansion and attraction of diverse businesses and industries that create and increase the quality and amount of stable, year-round jobs locally.

(2) Whether the proposed use will be detrimental to the health, safety and welfare of the community:

The proposed facility expansion would remain contained within the existing building with numerous redundant security measures will be employed via a security plan reviewed and approved by the City of Woodland Police Department. The facility would not have exterior signage and would not be open to the public. Tenant improvement plans will undergo review and inspection by both the Building and Fire Divisions to ensure the proper construction, installation and operation of equipment. The City will conduct annual review of the facilities and annual review of the general business operations.

(3) Whether the use would enhance the economic viability of the area in which it is proposed to be located, including adjacent and surrounding properties:

The proposed facility will provide a new source of employment and revenue to the City while remaining under close regulation and oversight by both the City and State. The use will be complementary to uses already existing in and around the project location, many of which are food or related industries.

(4) Whether the applicant has adequately addressed potential community benefits of the use to offset potential adverse impacts:

At the time of approval of the original Cannabis Business Permit, the applicant was required to pay a fee which was determined to provide adequate cost recovery to the city for all activities, including police surveillance, associated with the proposed business. Further, as provided in a required operating agreement, a generalized contribution has been determined based on gross receipts derived from cannabis uses that will generate essential funds for protecting vital City services and facilities, help fund general municipal services, and place such businesses on more equal footing with existing City businesses.

The existing operating agreement will be amended to include both Suite J and Suite H.

The applicant has also included a Community Relations Plan and assigned a Community Relations Manager, Bejan Farahbakhsh. The business has been in operation since September 2019 and there have been no issues or concerns as a result of the existing facility.

(5) The extent of support or opposition to the proposed use and the location from members of the community:

Applicant has expressed a commitment to good stewardship to the community and populations they serve. They have ensured that surrounding neighborhood businesses are aware of their intent to expand.

(6) The number of cannabis uses located or proposed to be located within 1,000 feet of the proposed location:

The closest proposed cannabis use is for a cannabis manufacturing facility located within the same building in Suite F, ProTerp Manufacturing. Epic Pros Enterprises, Inc. commercial cannabis distribution is located at 1250 Harter Avenue, Suite C. An additional commercial cannabis facility is proposed at 1460 Tanforan Avenue which is approximately 2,090 feet from this project site (measured from parcel to parcel) and separated by the I5 Freeway.

(7) The extent to which the proposed use would cause a further over-concentration of that particular type of use in the area:

At this time, there is no over-concentration of cannabis uses. The City may find that on a limited scale that it is acceptable to have multiple cannabis uses located in a specific area.

(8) The background and history of the applicant, including the nature and extent of problems on any premises where he or she has operated a cannabis business in the past:

The applicants have completed all request for “Live Scan” and provided all relevant background information concerning past history with regard to Cannabis uses. The Police Department have not identified any significant concerns identified.

(9) Whether there is a history of police or crime related problems in the area of the proposed location which may be exacerbated by the establishment of the proposed cannabis use.

The business has been in operation for just under a year. Epic Bros has worked closely with the City and the Police Department during that time. There have been no concerns raised in that time.

Appeal

The Planning Commission action on the Conditional Use Permit amendment shall be final unless, within fourteen (14) calendar days after the decision, the applicant or any other person, including the City Council, any individual City Council member, or the City Manager, not satisfied with the decision of the Planning Commission, may appeal to the City Council. No conflict of interest shall exist solely by reason of the filing of an appeal by the City Council, an individual City Council member, or the City Manager. Any appeal shall be filed with the City Clerk and, except an appeal by the City Council, a Council member, or the City Manager, shall be accompanied by a filing fee as prescribed by City Council resolution. *It is noted that in the case of Cannabis Conditional Use Permits, the final action will be taken by the City Council.*

Public Notification:

Public notice advertising for the public hearing on this project was prepared by the Community Development Department in accordance with notification procedures set forth in the City of Woodland’s Municipal Code and State Planning Law. Two methods of public notice were used:

Legal notice was published in the Woodland Daily Democrat at least ten days prior to the public hearing.

Notices were mailed to all property owners within 1,000 feet of the project site.

Conclusion:

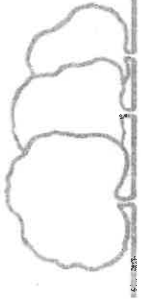
Staff recommends that the Planning Commission: 1) Receive the staff report; 2) Conduct a public hearing; 3) Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and 4) Approve Planning Commission Resolution No. PC20-_____ recommending that the City Council approve a Conditional Use Permit amendment to allow the expansion of a commercial cannabis non-volatile, manufacturing facility at 1230 Harter Avenue, Suite J to include Suite H, with recommended conditions of approval.

Prepared By: Anna Canales, Assistant Planner

Reviewed By: Cindy Norris, Principal Planner

Attachments:

1. Planning Commission Resolution and Conditions of Approval
2. Project Information Summary Sheet
3. Applicant Narrative
4. Project Plans



City of Woodland

Community Development Department
300 First St, Woodland CA 95695
Phone (530) 661-5820 Fax (530) 406-0832
www.cityofwoodland.org

General Application Form

1. OWNER/APPLICANT

Property Owner: Ethan Conrad Properties
Mailing Address: 1300 National Drive Suite 100
City State Zip Code: SALEMONT CA 95834
Phone Number: 916-779-1000
E-mail Address: ethan@ethanconradprop.com

Project Applicant: EPIC Bros Enterprises, Inc
Mailing Address: 1230 HARVER AVE SUITE H
City State Zip Code: WOODLAND, CA 95776
Phone Number: 925-785-4950
E-mail Address: bejan@flyspacestation.com

2. PROJECT DESCRIPTION

Project Name: EPIC Bros Enterprises, Inc
Total Acres or Square Feet: 4,000 additional to Suite J (3776 sq ft)
General Plan Land Use Designation: Industrial Light/Industrial Flex Overlay
Existing Zoning: Industrial Light/Industrial Flex Overlay
Requested Entitlement/Permit Type: cannabis manufacturing

Site Address or Location: 1230 HARVER AVE SUITE J & H
Assessor's Parcel Number(s): 027-420-030-000
Is Project in Flood Zone? ☐ Yes ☒ No

PROJECT NARRATIVE/JUSTIFICATION STATEMENT: On a separate sheet, please provide a written description of the project being proposed for development including justification. It must include a description of the project and detailed scope of work including how the project will address potential negative effects on the community. A Design Concept Narrative is also required for Site Plan and Design Review entitlement requests.

3. AUTHORITY TO FILE APPLICATION

Check one: ☒ Property Owner ☐ Power of Attorney* ☐ Contract to Purchase* ☐ Other*

* Attach Evidence of Authority/Letter of Agency (see attached template)

ACKNOWLEDGEMENT: I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies. I certify that I have reviewed the current Hazardous Waste and Substances Site List, developed pursuant to AB 3750, and found that my project is not on the list.

APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT

Applicant [Signature] Date 5/7/20
Legal Owner Ethan Conrad Date _____

Applicant _____ Date _____
Legal Owner _____ Date _____

EPIC BROS ENTERPRISES, INC
1230 Harter Avenue Suite J&H
Woodland, CA 95776

Applicant Narrative/ Justification

Preamble. Epic Bros Enterprises, Inc (hereinafter referred to as “Applicant”) is requesting an Amendment of Commercial Cannabis Conditional Use Permit for 1230 Harter Ave Suite J to the City of Woodland’s Community Development Department for Type 6 Medical and Adult Commercial Cannabis Manufacturing.

Applicant takes great pride in the level of expertise they offer and in order to continue to deliver positive results, applicant must increase their capabilities. The extra 4,000 square feet will help expand their current business by having more space for manufacturing, storage of finished goods, as well as raw materials. With Applicant’s manufacturing business increasing daily, the extra 4,000 square feet is essential for their growth.

Summary of Proposed Location for Expansion. Applicant is proposing their existing project located at 1230 Harter Ave Suite J Woodland, CA 95776 to be amended to include an additional 4,000 sqft suite located next door to the existing operation. Additional space is located at 1230 Harter Ave suite H Woodland, CA 95776. Property’s land use designation is Industrial Light with Industrial Flex Overlay in the City of Woodland with an immediate access to I-5 freeway. The building has 120/208 and 277/480 Volts with a 3-phase power and natural gas service available. The boundaries of the property are greater than 600 feet from any K-12 school, commercial daycare center and youth center, and are greater than 600 feet of any residences of libraries on a neighboring property.

The existing facility does not require any significant modifications.

Project Size. The project is 4,000 sqft of warehouse space as a portion of a 42,241 total sqft of an industrial/manufacturing building. Warehouse clear height is 19’ with fire sprinklers, heavy parking and natural gas service.

Facility Advantages. The following are advantages of the facility at 1230 Harter Ave, Suite H:

- Facility is located immediately next door to Applicant’s current operation.
- Located in a concealed location that is not immediately visible.
- Warehouse space with sufficient power,
- Sufficient yard and indoor intake space for secure intake/output area
- Facility comes with fire sprinklers
- Full ADA Compliance with no additional modification requirements
- Facility will not impact the peace, order, or welfare of the local community

Additional Advantages. Applicant ensured that surrounding neighborhood businesses are aware of applicant’s intentions to expand.

Facility Use. Applicant is intending the additional 4,000 square feet to be dedicated for manufacturing, storage of finished goods, as well as raw materials.

Hours of Operation. Applicant's hours of operations is 8:00am to 8:00pm.

Parking Needs. Applicant does not anticipate a significant increase in parking needs with this expansion. The building currently has more than sufficient enough parking for all tenants within the complex.

Addressing Negative Effects on the Community. Applicant recognizes City's concerns surrounding commercial cannabis businesses. Pursuant to both City of Woodland ordinance, California State's regulations and reasonable good neighbor policies, the operation will include the following:

Security. Applicant's facility will employ a comprehensive security plan mandated by ordinance which includes security patrols, use of security cameras, and strategic placement of lighting that will deter crime in the area. **Please see Security Plan.**

Odor Control. Applicant's facility will have a comprehensive odor control system which will make odors typically associated with cannabis undetectable. **Please see Odor Control Plan.**

Cross Contamination. Applicant's operation is subject to strict guidelines under local and State's regulations. It requires Applicant to establish and implement written manufacturing operation procedures to ensure that all of the product handling is conducted properly. Applicant's operations shall be conducted under conditions and controls that are necessary to eliminate contamination that could potentially affect our product and other surrounding businesses' production.

Community Benefits. A critical component to our operating model is deeply rooted in good stewardship to our community and the populations we serve. With our current expansion plans we are able to provide jobs to our communities and generate tax revenue for the city and our community.

Our vision includes fostering a sense of community among our neighbors to build stronger, healthier populations. Our organization is committed to creating a community-based entity to support the needs of dispensaries, their customers and patients, and improve our community by creating an opportunity for economic growth.

Applicant believes that this facility is a great choice for their expansion and will enhance the local neighborhood, providing added security, economic viability, and responsible partnerships.



RESOLUTION NO. CC 20-0_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND APPROVING AND AUTHORIZING THE CITY MANAGER
TO EXECUTE AN OPERATING AGREEMENT MODIFICATION WITH EPIC BROS
ENTERPRISES, INC., FOR A CANNABIS MANUFACTURING BUSINESS
LOCATED AT 1230 HARTER AVENUE, SUITE J AND SUITE H**

WHEREAS, the applicant Epic Bros Enterprises, Inc, Manufacturing submitted a Conditional Use Permit application to operate a Commercial Cannabis Manufacturing Facility (“Cannabis Business”) in approximately 8,027 square feet in the existing building located at 1230 Harter, Suite J and Suite H (“Subject Property”), conducting cannabis non-volatile manufacturing extractions, and using approximately 251 square feet of the space for office use and 7,776 square feet for manufacturing; and

WHEREAS, the City Council, following a Planning Commission recommendation to approve the use, approved granting a Conditional Use Permit to the Cannabis Business to conduct commercial cannabis activities at the Subject Property, subject to conditions of approval and contingent on issuance of a cannabis business permit, state license(s) and execution of an Operating Agreement; and

WHEREAS, Section 13A-3-04(a)(9) of the Woodland Municipal Code provides that the City shall enter into an Operating Agreement and Indemnification, in conjunction with the issuance of a Cannabis Business Permit, in which the Cannabis Business agrees to abide by the requirements of the Municipal Code and any other operating terms and conditions as mutually agreed by the parties; and

WHEREAS, the City Council finds that both community benefits and potential adverse impacts may result from the operation of cannabis businesses in the City, and therefore desires to ensure all such impacts are adequately mitigated and offset by the potential community benefits the businesses can provide to the City and its residents; and

WHEREAS, the Cannabis Business and the City have therefore mutually agreed to enter into an operating agreement whereby the Cannabis Business will make certain minimum payments to the City to provide for projects, programs, and other services and activities that will positively contribute to the community and account for any adverse impacts or increases in need for services caused by the operation of the Cannabis Business in the community; and

WHEREAS, the proposed Operating Agreement additionally addresses other mutually agreeable terms and conditions regarding operation of the Cannabis Business, including minimum insurance requirements, security procedures, and indemnification.

NOW, THEREFORE, the City Council hereby resolves as follows:

1. The City Council adopts the findings above as true and correct.
2. The City Council hereby approves of an Operating Agreement between the City and Epic Bros Enterprises, Inc generally consistent with the terms and conditions provided in the Operating Agreement attached hereto as Attachment 1.
3. The City Manager, or his or her designee, is authorized to execute an Operating Agreement in substantially the form provided in Attachment 1, subject to any minor, technical, non-substantive or necessary changes approved by the City Attorney, and any other supporting documents necessary to execute the Operating Agreement. The City Attorney is hereby authorized to make clarifying and confirming changes to the Agreement, provided the total payment amount under the Agreement does not change.
4. The Operating Agreement shall be executed prior to issuance of a Cannabis Business Permit.

PASSED AND ADOPTED by the City Council this 7th day of July, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FROM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Attachment 1: Draft Amended Operating Agreement

**OPERATING AGREEMENT FOR A CANNABIS MANUFACTURING BUSINESS
LOCATED IN THE CITY OF WOODLAND
EPIC BROS ENTERPRISES, INC. LOCATED AT 1230 HARTER AVENUE, SUITE J
AND SUITE H**

This Operating Agreement for a Cannabis Business (hereinafter “Agreement”), dated May 1, 2019, (“Effective Date”), is entered into by and between the City of Woodland (the “City”), a California municipal corporation, and Epic Bros Enterprises, Inc., a cannabis manufacturing facility (“Cannabis Business”). The City and Cannabis Business may be referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, the Cannabis Business submitted an application to the City for a conditional use permit to conduct certain cannabis uses in the City, located at 1230 Harter Avenue, Suite J and Suite H (“Subject Property”); and

WHEREAS, the City granted a conditional use permit to the Cannabis Business on March 5, 2019, to permit cannabis manufacturing at the Subject Property, subject to conditions of approval, issuance of a cannabis business permit and execution of this Agreement; and

WHEREAS, Section 5.28.180(a)(9) of the Woodland Municipal Code provides that the City shall enter into an Operating Agreement and Indemnification, in conjunction with the issuance of a Cannabis Business Permit, in which the Cannabis Business agrees to abide by the requirements of the Municipal Code and any other operating terms and conditions as mutually agreed by the parties; and

WHEREAS, the City Council of the City of Woodland has determined that both community benefits and potential adverse impacts may result from the operation of cannabis businesses in the City, and therefore desires to ensure all such impacts are adequately mitigated and offset by the potential community benefits the businesses can provide to the City and its residents; and

WHEREAS, the Cannabis Business and the City have mutually agreed to certain minimum payments to the City to provide for projects, programs, and other services and activities that will positively contribute to the community and account for any adverse impacts or increases in need for services caused by the operation of the Cannabis Business in the community.

NOW, THEREFORE, in consideration of the mutual promises, conditions, and covenants set forth herein, the Parties agree as follows:

AGREEMENT

1. **Incorporation of Recitals.** The Recitals, and all defined terms set forth in this Agreement, are hereby incorporated into this Agreement as if set forth herein in full.
2. **Definitions.** The following terms shall have the following meanings for purposes of this Agreement, but other terms may be defined elsewhere in this Agreement.
 - A. “Cannabis business permit” means the regulatory permit issued by the City to the Cannabis Business pursuant to the provisions of Chapter 5.28 of the Woodland Municipal Code.
 - B. “Cannabis manufacturing” means the compounding, blending, extracting, infusing, or otherwise making or preparing a cannabis product, as permitted by Article 17 of the Zoning Code, expressly including the production, preparation, propagation, processing, or compounding of cannabis or cannabis products directly or indirectly, including through extraction and/or chemical synthesis methods. Nothing in this definition shall be construed to conflict with, preempt or replace applicable state law requirements for authorized cannabis manufacturing activities, nor does this definition authorize any activity that is otherwise illegal under state law.
 - C. “City” means the City of Woodland.
 - D. “City Permits” means all building permits, conditional use permits, zoning amendments, operating agreements, and other permits, including the Cannabis Business Permit, licenses, entitlements, and agreements that the City, acting in its governmental capacity, must issue or approve for the Cannabis Business to operate in accordance with this Agreement.
 - E. “Commencement Date” means the date that all of the following have occurred: (1) the City has issued all necessary City Permits; (2) the Cannabis Business has obtained all necessary State Licenses to operate; and (3) the Cannabis Business has obtained a certificate of occupancy.
 - F. “Community Development Director” means the Community Development Director and his or her designee.
 - G. “Conditional Use Permit” means the conditional use permit issued by the City to the Cannabis Business pursuant to the City’s Zoning Code, as approved by the City Council on or about March 5, 2019, as may be amended, related to the operation of a commercial cannabis business.
 - H. “Effective Date” means the date first entered above as the Effective Date that both Parties have signed this Agreement.
 - I. “Gross Receipts” means the total amount actually received or receivable from sales and the total amounts actually received or receivable for the performance of any act or service, of whatever nature it may be, for which a charge is made or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise. Included in “gross receipts” shall be all receipts, cash, credits and property of any kind or nature, without any deduction therefrom on account of the cost of the property sold, all cost of materials used, labor or service costs, interest paid or losses or other expenses. The following shall not be included in the definition of “Gross Receipts: (1) Cash discounts allowed and taken on sales; (2) Such part of the sale price of property

returned by purchasers upon rescission of the contract of sale as is refunded either in cash or by credit; and (3) Receipts of refundable deposits, except that refundable deposits forfeited and taken into income of the business shall not be excluded.

- J. “Manager” means a person with responsibility and authority over the establishment, management, supervision, or oversight of the operation of the Cannabis Business.
 - K. “State License” means all licenses required to be issued by the State of California for operation of the Cannabis Business pursuant to Division 10 of the Business and Professions Code and applicable state regulations, including Division 42 of Title 16, Division 8 of Title 3, and Division 1 of Title 17 of the California Code of Regulations, as those provisions may be amended.
 - L. “Term” means the period of time this Agreement is in effect, and any renewal periods, as specified in Section 3.
3. Term of Agreement. The Term of this Agreement shall commence on the Effective Date and continue for a period of two (2) years therefrom (“Initial Term”), unless earlier terminated as specified in this Agreement. Prior to the expiration of the Initial Term and any subsequent Renewal Period, the Parties may mutually agree to extend the Term of this Agreement for up to two (2) additional two-year (2-year) terms to run consecutively (each a “Renewal Period”).
4. General Terms and Conditions. The Cannabis Business shall comply with all of the following terms and conditions for the Term of this Agreement:
- A. This Agreement is only valid for the Cannabis Business to operate at the Subject Property identified in this Agreement. The rights and obligations set forth in this Agreement shall not be transferred, assigned, or assumed unless agreed to in advance in writing by the City.
 - B. Conditions placed on the Cannabis Business Permit and the Conditional Use Permit shall be conditions of this Agreement. Violations of the Cannabis Business Permit, the Conditional Use Permit and/or applicable State Licenses shall be deemed violations of this Agreement and shall constitute a material breach of this Agreement.
 - C. The Cannabis Business shall obtain and maintain at all times a valid Cannabis Business Permit, Conditional Use Permit, and applicable State License(s) prior to and during operation of the Cannabis Business.
 - i. As soon as practicable, the Cannabis Business shall inform the City when it obtains its necessary State License(s), and shall provide a copy of the State License(s) to the Community Development Director. The City shall cooperate with the Cannabis Business as appropriate and as needed to facilitate the State’s issuance of a State License(s) to the Cannabis Business.
 - ii. The City shall diligently process the Cannabis Business’s applications for all City Permits. This Agreement does not commit the City in advance to approve the City Permits; nor does this Agreement constrain the City’s discretion to determine compliance with all requirements regarding issuance of any City Permits. Nothing in this Agreement relieves the

Cannabis Business of the obligation to comply with all requirements and application procedures set forth in Chapter 5.28 of the Woodland Municipal Code.

- D. The Cannabis Business understands, acknowledges and agrees to comply with all applicable then-existing state and local laws and regulations applicable to operation of the Cannabis Business, including Chapter 5.28 of the Woodland Municipal Code.
- 5. Operational Requirements. In addition to all operating requirements set forth in Article 4 of Chapter 5.28 of the Woodland Municipal Code, the Cannabis Business shall comply with the following specific operational requirements:
 - A. The Cannabis Business shall immediately notify the City Police Department of any criminal activity, or suspected criminal activity, occurring at the Subject Property. In the event of any internal security system breach, including a faulty alarm system, broken or damaged surveillance cameras or other video recording equipment, or broken or damaged locks, doors, or lighting which may increase risk of criminal activity at the Subject Property, the Manager of the Cannabis Business shall notify the City Police Department as soon as practicable after becoming aware of the security system breach. The Cannabis Business shall diligently attempt to fix or resolve any such security breach immediately; if circumstances require additional time and delay to remedy, the Cannabis Business shall so notify City police and provide an estimated timeline the breach will be cured.
 - B. If the Cannabis Business receives any criminal threats, or otherwise suspects any criminal targeting related to movement of product or cash from or to the Subject Property, the Cannabis Business shall immediately notify the City Police Department.
 - C. The City's Chief of Police, or his or her designee, may perform site inspections of the Cannabis Business during hours of operation, upon reasonable notice. The scope of the inspection shall be to ensure compliance with all conditions on the Cannabis Business, including compliance with state rules and regulations, such as but not limited to, track and trace requirements, product storage, labeling, and disposal of product, as well as accounting, ledgers for distribution, and other records and operating procedures. Upon reasonable notice by the City, the Cannabis Business shall provide proof, including through visual observation and confirmation by City staff, of any storage, disposal or distribution of product as may be necessary to ensure business compliance. Should the City discover any evidence of falsification of records or other practices inconsistent with City or State requirements, the Cannabis Business shall, upon written notice from the City, immediately cease and desist operations until such time that the issues have been resolved, to the satisfaction of the City, in accordance with state and local regulations.

6. Consideration. As consideration for the rights and benefits it enjoys under this Agreement, including its operation of approved cannabis uses in the City during the Term, the Cannabis Business shall do all of the following:
- A. Monthly Payment. The Cannabis Business shall pay to the City a community benefit fee in the amount of \$1,500 or five percent (5%) of the Cannabis Business's gross receipts, whichever is greater, per month ("Monthly Payment").
- i. Monthly Payments shall be calculated per calendar month, due and payable on the 15th day of the subsequent calendar month. By way of example only, a Monthly Payment for the month of September would be calculated from September 1 through September 30, due and payable on October 15.
 - ii. The obligation to make Monthly Payments shall begin as of the Commencement Date. If the Commencement Date falls on a day other than the first day of a month, the \$1,500 flat-rate amount shall be prorated for purposes of calculating the first Monthly Payment.
 - iii. If a Monthly Payment is not paid in full within fifteen (15) days after it is due and payable, the Monthly Payment shall accrue a penalty of five percent (5%) compounding for each month the Monthly Payment is late, until the Monthly Payment and all penalties are paid in full.
 - iv. Monthly Payments shall be made to the City's Finance Department. In the event the Cannabis Business intends to pay a Monthly Payment in cash in an amount that exceeds \$5,000, the Cannabis Business shall notify the City in advance to make prior arrangements.
 - v. The Cannabis Business shall keep accurate and adequate records and documentation to reflect its monthly gross receipts. Pursuant to section 13A-4-09 of the Woodland Municipal Code, the Cannabis Business shall maintain all such records for at least three (3) years, and shall produce those records to the City within 24 hours after receipt of the City's request.
 - vi. Accompanying the Monthly Payment, the Cannabis Business shall deliver to the City a report ("the Monthly Report") showing (1) Gross Receipts of the Cannabis Business for the immediate prior month; 2) a cumulative total of all amounts of Gross Receipts received by the Cannabis Business to date for the calendar year, (3) a calculation of the Monthly Payment currently due to the City; and (4) a calculation of the cumulative total of all Monthly Payments made to the City to date for the calendar year.
 - vii. In the event that City voters approve a cannabis-specific tax to be imposed on cannabis businesses operating in the City, including the Cannabis Business, the obligation to make Monthly Payments under this Agreement shall terminate as of the effective date of the cannabis tax. Nothing in this Agreement shall relieve the Cannabis Business of

the obligation to pay all applicable State and local taxes, including a possible future City cannabis tax.

7. Termination. The City and/or Cannabis Business may terminate this Agreement prior to expiration of the Term for the reasons and subject to the requirements set forth below. The Cannabis Business understands and acknowledges that the right to operate the Cannabis Business is expressly contingent on full execution of an Operating Agreement, as required by section 5.28.180(a)(9) of the Woodland Municipal Code. As such, termination of this Agreement shall result in the immediate termination of the Cannabis Business's operations, unless and until a new Operating Agreement is executed by the Parties
- A. City's Termination Rights. Without prejudice to its other remedies at law or in equity, the City may terminate this Agreement, at any time and in its sole discretion, effective thirty (30) days after the City provides written notice of termination to the Cannabis Business, if any of the following circumstances occurs:
- i. The Cannabis Business breaches its obligation to pay the Monthly Payments when due and fails to cure the breach within thirty (30) days after the City provides the Cannabis Business with a written notice of default.
 - ii. The Cannabis Business breaches its obligation to perform in accordance with any material provision of this Agreement, other than the obligation to pay the Monthly Payment, and: (A) does not cure the breach within thirty (30) days after the City provides the Cannabis Business with a written notice of breach or, if the breach cannot reasonably be cured within 30 days, (B) does not begin work to cure the breach within thirty (30) days after the City provides the Cannabis Business with a written notice of breach. The Parties may mutually agree in writing to extend the time period to cure the breach. The express designation in this Agreement of a provision as "material" does not imply that other provisions are not material.
 - iii. The Cannabis Business fails to obtain and maintain at all times prior to and during operation of the Cannabis Business a valid Cannabis Business Permit and State License(s), or violates any condition of approval of the Conditional Use Permit.
 - iv. The uses and business activities of the Cannabis Business are declared unlawful by order of Court, or become illegal by operation of State law.
- B. Cannabis Business's Termination Rights. The Cannabis Business may, at any time and in its sole discretion, effective thirty (30) days after the Cannabis Business provides written notice of termination to the City, may terminate this Agreement if the Cannabis Business has permanently ceased operations, or intends to cease operations within thirty (30) days, in the City of Woodland.

8. Release & Indemnification. The Cannabis Business shall release and hold harmless the City, its agents, officers, elected officials, staff and employees (collectively, “City Parties”) from any and all claims, injuries, damages, or liabilities of any kind arising from: (i) any repeal or amendment of Chapter 5.28 of the Woodland Municipal Code, or any provision of the Zoning Code relating to the Cannabis Business, and (ii) any arrest or prosecution of the Cannabis Business or its owners, Managers, staff, employees, or members for violation of state or federal laws. The Cannabis Business shall further defend, indemnify and hold harmless the City Parties from and against any and all claims or actions: (i) brought by adjacent or nearby property owners or any other parties for any damages, injuries, or other liabilities of any kind arising from or related to the Cannabis Business operations at the Subject Property, and (ii) brought by any party for any problems, injuries, damages, or other liabilities of any kind, including bodily injury, death or property damage, arising out of the distribution of cannabis or cannabis products at the Subject Property. The obligations in this Section 7 Release & Indemnification shall survive any expiration or termination of this Agreement.
9. Insurance.
 - A. Time for Compliance. The Cannabis Business shall not begin operations until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. Failure to provide and maintain all required insurance shall constitute a material breach of this Agreement.
 - B. Types of Required Coverages. Without limiting the indemnity provisions of this Agreement, the Cannabis Business shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance:
 - i. Commercial General Liability. Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office “occurrence” form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.
 - ii. The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.
 - iii. Automobile Liability. Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Any Auto” (Symbol 1) with minimum limits of \$1,000,000 each accident.
 - iv. Workers’ Compensation. Workers’ Compensation Insurance, as required by the State of California and Employer’s Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

C. Endorsements.

- i. The policy or policies of insurance required by this section for Commercial General Liability and Automobile Liability shall be endorsed to provide the following:
 - a. Additional Insured. The City's indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.
 - b. Primary Insurance and Non-Contributing Insurance. This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.
 - c. Severability. In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.
 - d. Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.
 - e. Duties. Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.
 - f. Applicability. That the coverage provided therein shall apply to the obligations assumed by the Cannabis Business under the indemnity provisions of this Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.
- ii. The policy or policies of insurance required by this section for Workers' Compensation shall be endorsed, as follows:

- a. Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the City's indemnified parties.
 - b. Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.
 - D. Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the City's indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.
 - E. Evidence of Insurance. The Cannabis Business shall, concurrently with execution of this Agreement or as soon thereafter as may be authorized by the City, deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, the Cannabis Business shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.
 - F. Failure to Maintain Coverage. The Cannabis Business agrees to suspend and cease all operations hereunder during such period of time if the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City.
 - G. Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.
 - H. Insurance for Subcontractors. All subcontractors shall be included as additional insureds under the Cannabis Business's policies, or the Cannabis Business shall be responsible for causing subcontractors to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured.
10. Notice. Any notice or other communication provided pursuant to this Agreement must be in writing and shall be considered properly given and effective only when mailed or delivered in the manner provided by this Section 9 to the persons identified below. A mailed notice or other communication shall be considered given and effective on the

third day after it is deposited in the United States Mail (certified mail and return receipt requested). A notice or other communication sent in any other manner will be effective or will be considered properly given when actually delivered. A Party may change its address for these purposes by giving written notice of the change to the other Party in the manner provided in this Section 9.

If to the City:

City of Woodland
City Manager's Office
300 First Street
Woodland, California 95695
Attention: Ken Hiatt

If to Cannabis Business:

Epic Bros, Enterprises, Inc.
1230 Harter Avenue, Suite J
Woodland, CA 95776
Attention: Bejan Farahbakhsh

11. Force Majeure.
 - A. "Force Majeure Event" means a cause of delay that is not the fault of the Party who is required to perform under this Agreement and is beyond that Party's reasonable control, including the elements (such as floods, earthquakes, windstorms, and unusually severe weather), fire, energy shortages or rationing, riots, acts of terrorism, war or war-defense conditions, acts of any public enemy, epidemics, the actions or inactions of any governmental entity (excluding the City) or that entity's agents, litigation, labor shortages (including shortages caused by strikes or walkouts), and materials shortages.
 - B. Except as otherwise expressly provided in this Agreement, if the performance of any act required by this Agreement to be performed by either the City or Cannabis Business is prevented or delayed because of a Force Majeure Event, then the time for performance shall be extended for a period equivalent to the period of delay, and performance of the act during the period of delay will be excused.
12. Waiver. A Party's failure to insist on strict performance of this Agreement or to exercise any right or remedy upon the other Party's breach of this Agreement shall not constitute a waiver of any performance, right, or remedy. A Party's waiver of the other Party's breach of any provision in this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of the same or any other provision. A waiver is binding only if set forth in writing and signed by the waiving Party.
13. Relationship of Parties. This Agreement does not create any employment relationship, ownership interest, or other association between the City and Cannabis Business. Nothing herein shall be construed to create the relationship of principal and agent, partnership or other joint venture between the City and Cannabis Business.

14. Attorneys' Fees. The Party prevailing in any litigation concerning this Agreement, the Subject Property, or the Cannabis Business operations, shall be entitled to an award by the court of reasonable attorneys' fees and litigation costs. If the City is the prevailing party, then this Section shall apply whether the City is represented in the litigation by the designated City Attorney or by outside counsel.
15. Severability. If a court with jurisdiction finds any provision of this Agreement to be invalid, void, or unenforceable, then the remaining provisions shall remain in full force and effect, and to this end this Agreement shall be severable.
16. Counterparts. The parties may execute this Agreement in counterparts, each of which shall constitute an original, but all of which shall collectively constitute this same Agreement.
17. Integration and Modification. This Agreement sets forth the Parties' entire understanding and agreement regarding the matters addressed herein. This Agreement supersedes all prior or contemporaneous agreements, representations, and negotiations (written, oral, express, or implied) and may be modified only by written agreement signed by both Parties.

(Signature Page Follows)

IN WITNESS WHEREOF, the parties enter into this Agreement as of the date first set forth on this Agreement.

City of Woodland

**Cannabis Business:
Epic Bros Enterprises, Inc.**

By: _____
Ken Hiatt, Interim City Manager

Dated: _____, 2020

By: _____

Dated: _____, 2020

By: _____

Dated: _____, 2020

Approved as to Form
Woodland City Attorney

By: _____
Kara K. Ueda, City Attorney

Attachment: Final Conditional Use Permit Resolution and Conditions of Approval



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: I.18
SUBJECT: Woodland Storage Conditional Use Permit

Recommendation for Action: Staff recommends that the City Council 1) receive a report; 2) hold a public hearing; and 3) adopt Resolution No. _____, approving a Mitigated Negative Declaration, 4) adopt Resolution No. _____, approving a Conditional Use Permit for Woodland Storage with associated lot line adjustment; and 5) adopt Resolution No. _____, approving an Operating Agreement; and 6) adopt Resolution No. _____, approving right-of-way/easement Summary Vacation, to allow for the development of a self-storage facility at 1434 East Main Street.

Staff Contact:

Megan Meier, Associate Planner, (530) 661-5814, megan.meier@cityofwoodland.org
Ed Wisniewski, Senior Civil Engineer, (530) 661-5975, ed.wisniewski@cityofwoodland.org

Fiscal Impact:

An applicant funded liability account covered all processing costs associated with the Woodland Storage development project. The development project has an associated operating agreement which outlines the community benefit contribution to the City.

The requirement for community benefit is outlined in the City's Interim Zoning Ordinance development standard L13 of the approved Land Use Table (Ordinance No. 1661). The proposed Self-Storage Business has agreed to pay the City a community benefit fee in the amount of Twenty-five Thousand Dollars (\$25,000.00) annually. The Term of this Agreement shall commence on the Effective Date, as defined in the Agreement, and continue for a period of twenty-five (25) years. The annual community benefit payment shall increase 2% per calendar year after the first annual payment.

Additionally, the City will collect impact fees for the proposed development of the live/work office, self-storage area, and the potential future housing component. Also the applicant has indicated they will participate in the Public Art in-lieu fee option to pay 1% of the development construction costs to go towards public art projects within the City, to be determined at building permit issuance.

Report in Brief:

The proposed project includes a request for a Conditional Use Permit with associated operating agreement, summary vacation of right-of-way/easements and lot line adjustment to allow for a new 116,475 square foot self-storage facility to be located at 1434 East Main Street.

The Woodland Storage application was submitted to Community Development on May 11, 2017, prior to the approval of the City moratorium on self-storage land use. The applicant worked with the City through the moratorium process and subsequent re-zoning efforts to meet the specific development standard requirements for self-storage outlined in the adopted Interim Zoning Ordinance approved by City Council on June 5, 2018 and updated April 7, 2020.

The Planning Commission, at its regularly scheduled meeting on March 5, 2020, conducted a public hearing to consider the proposed use and after review, public hearing, and deliberation voted to recommend approval of the Woodland Storage conditional use permit to the City Council as follows by a vote of 6 to 0 (one absence). The applicant has met the development standards and at the request of Planning Commission is working with staff on a possible future housing component to the development site.

The Planning Commission, at a subsequent meeting on June 18, 2020 conducted a public hearing to consider the summary vacation and related modifications the the conditions of approval and recommended approval to the City Council by a vote of 7 to 0.

Background:

Project Location and Setting

The project site consists of three contiguous parcels (APN 066-030-019, -021, and -033) totaling approximately 6.7 acres with the main access to the development site located at 1424 East Main Street. The site is bordered by East Main Street to the north, Matmor Road to the west, and State Route (SR) 113 to the east. A secondary access point to the development site is located off Matmor Road via an unimproved City right-of-way (ROW) as illustrated in the project site Context Map below. Surrounding land uses include a veterinary hospital and auto body shop to the west, vacant land to the east, and multifamily apartment complexes to the south. The project site is designated Community Commercial and is currently vacant.



Context Map

Project Summary

The proposed Woodland Storage Project includes a 5,121-square-foot two story office and managers unit located at the entrance to the project site off of East Main Street. The self storage portion of the proposed project will be adjacent to the multifamily housing to the south and set back over 300 feet from the major arterial roadways as required under the City's Interim Zoning Ordinance for self-storage facilities. The self-storage will consists of 10 single story self-storage buildings and additional three story self-storage building totaling 116,475 square feet. Access to the site will be provided from East Main Street with secondary access off Matmor Road. In addition to the foregoing improvements, the proposed project also includes an associated lot line adjustment, right-of-way (ROW) summary vacation, and construction of a private access roadway within the project site.

adjacent land owners will also have full access through established access easements.

Utilities

The proposed project would include construction of a water line throughout the project site with connection to an existing 12-inch water main at Matmor Road and East Main Street. A sanitary sewer line would be constructed in East Main Street and extended approximately 1,400 feet east from the development site to an existing sanitary sewer manhole at Pioneer Avenue. These improvements will provide infrastructure for future commercial development in this area along E Main Street.

Stormwater that falls on the project site would be collected on-site and directed through new underground pipes to the existing storm drain system on the north side of East Main Street. Runoff water would be treated through underground filtration trenches on-site prior to discharge into the City's storm drain system.

Energy Efficiency

The project is proposing solar to be installed on all buildings for 100 percent of the electricity used to be generated by on-site renewable energy sources. The proposed project will implement additional Title 24 and green energy code measures to increase energy efficiency onsite and contribute to the overall goals of the City's CAP to reduce greenhouse gas emissions. The goal of the proposed project is to exceed the requirements set forth by the California Building Efficiency Standards by two percent.

ROW Summary Vacation

As part of the Woodland Storage development proposal the project applicant asked the City of Woodland to vacate a portion of certain public right-of-way and easements pursuant to the Summary Vacation procedure set forth in California Streets & Highways Code section 8330 et seq.

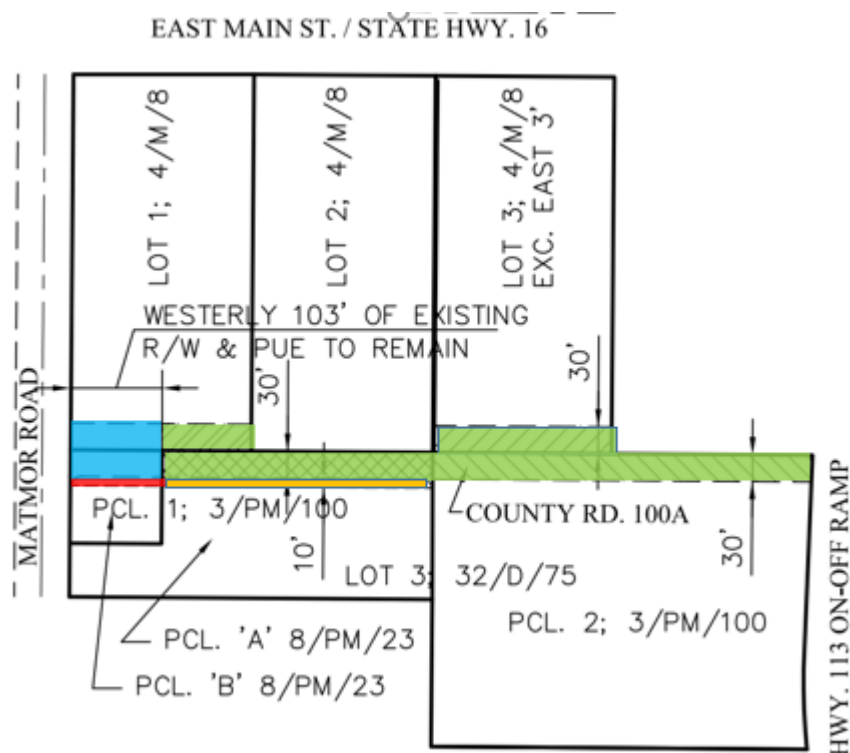
The requested portion of right-of-way to be vacated is accessed off of Matmor Road (between Grooming by Elaine and the Woodland Veterinary) and extends east to its terminus at the State Route 113 southbound on-ramp. The current right-of-way is unimproved and ranges in width from 30 to 60 feet. While the main access to the Woodland Storage development site will be from East Main, the vacated roadway off Matmor Road will serve as a secondary access point. The vacated right-of-way will be replaced with the construction of a private access drive within the project site with associated improvements. Currently the businesses on Matmor adjacent to the unimproved right-of-way are using the gravel area for overflow parking limiting access through the area however, all adjacent property owners will have access through granted access easements for the private drive. In addition to the right-of-way vacation, the applicant has requested to summarily vacate portions of the existing public utility easement (PUE) and roadway easement.

The California Streets & Highways Code section 8330 et seq provides the procedures for the summary vacation of a street, highway, or public service easement under the Streets & Highways Code. The Woodland Planning Commission must determine that the proposed vacation conforms with the General Plan within 40 days after the matter is submitted to it. The City Council must then adopt a Resolution of Vacation, and the City Clerk must record a copy of the Resolution of Vacation with the Yolo County Recorder.

Proposed right-of-way Summary Vacation

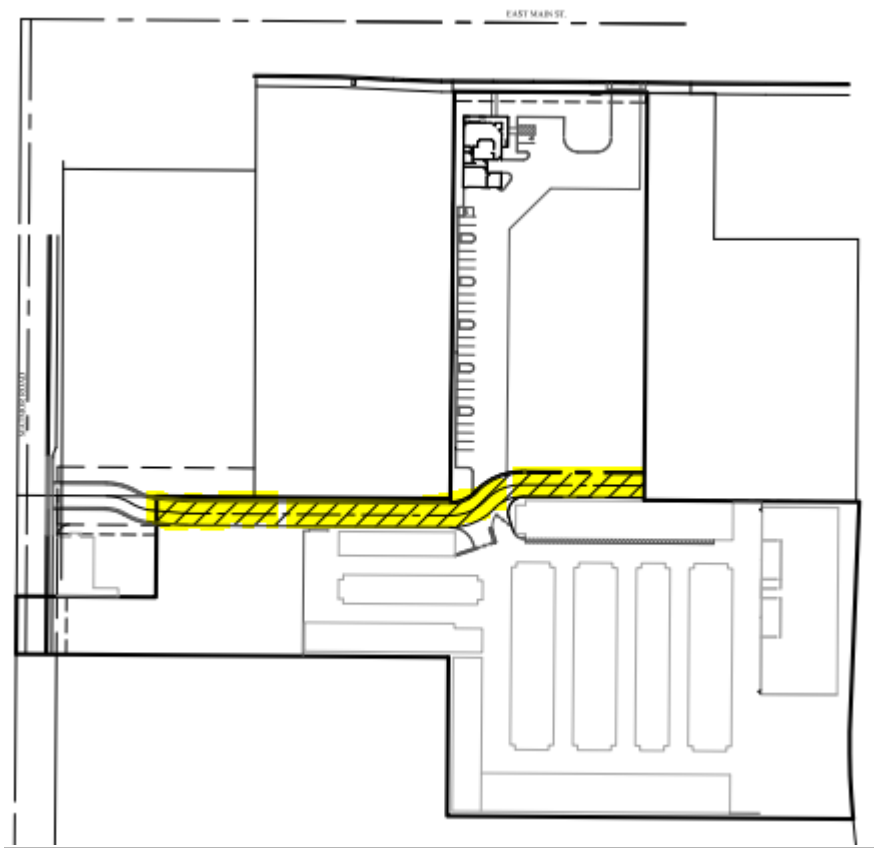
The proposed right-of-way vacation encompasses an unused portion of public right-of-way located east of Matmor Road and approximately 500 feet south of East Main Street. As illustrated in the right-of-way vacation diagram below, the first 103 feet of the 60 foot wide right-of-way, notated in blue, and the 10 foot wide PUE, notated in red, will be retained by the City of Woodland with the proposed site infrastructure

improvements installed by the applicant. The remaining right-of-way, notated in green will be vacated by the City, and because the property is not owned by the City in deed, it will revert back to the underlying property owners.



If the right-of-way vacation is approved by City Council, the associated access easements to adjoining or reverting properties will be granted concurrently with the vacation recordation with the County Clerk recorder's office. While all of the properties adjacent to the right-of-way have primary access from East Main Street or directly from Matmor Road, the access easement will ensure the adjoining properties maintain secondary access point to their properties. The Access Easement diagram below, illustrates the area notated in yellow that will be improved and maintained with a two-way private drive isle upon completion of the associated access easement.

The road easement and public utility easement are both considered public service easements. A public service easement may be summarily vacated pursuant to Streets and Highways Code Section 8333 if that easement has not be used for the purpose for which it was dedicated or acquired for five consecutive years immediately preceding the proposed vacation, or if that easement is determined to be excess by the easement holder and there are no other public facilities located within the easement.



LEGEND

	PROPERTY LINE
	EXISTING RIGHT OF WAY
	EXISTING P.U.E.
	PROPOSED ACCESS EASEMENT TO BE GRANTED TO ADJOINING PROPERTIES

Discussion:

Self-storage Development Standards

The Woodland Storage development site is zoned Community Commercial with land use regulations outlined in the Interim Zoning Ordinance. Prior to the Interim Zoning Ordinance approval on May 1, 2018 and subsequent approval on April 7, 2020 the City had a temporary moratorium in place for self-storage facilities on parcels zoned commercial including Community Commercial in order to develop clear criteria and development standards. The Interim Zoning Ordinance outlines these development standards that include:

- 50% of the site to be slated for commercial uses other than self-storage.
- Requires a master plan for land use, access, circulation, utilities and improvements.
- A self-storage land use shall be set back from roadways and at least 300 feet from any arterial roadway.
- Buildings shall be a minimum of two stories adjacent to a freeway or major arterial roadway to screen views.
- Buildings shall exhibit exemplary architectural design and activate the street frontage.
- The project should incorporate conservation and sustainability features to achieve net zero energy use.
- Project proposal shall include a lighting and security plan.
- Project shall demonstrate measurable community benefit memorialized in a documented agreement.

The Woodland Storage development application was submitted just prior to the temporary moratorium on self-

storage in commercial zoning districts and the applicant worked with the City to meet the requirements set forth in the Interim Zoning Ordinance, adopted by City Council.

The following timeline outlines actions taken by City Council on land use and development standards with regards to self-storage facilities specifically in commercially zoned areas of the City.

Timeline

Woodland Storage Application Submitted May 11, 2017

General Plan adopted May 16, 2017 - 2035

Moratorium Initiated:

Applied to all areas, except the Industrial District

June 6, 2017 - Initial urgency ordinance and moratorium on personal/mini-storage

July 18, 2017 - Moratorium extended

Urgency Ordinance:

June 5, 2018 - City Council adopts urgency Interim Zoning Ordinance with specific development standards and limits on personal/mini-storage

Subsequent Moratorium:

Applied to only the Industrial District

June 6, 2019: Moratorium on personal/mini-storage approved for 2 years, or until zoning amendment approved

Adopted Zoning:

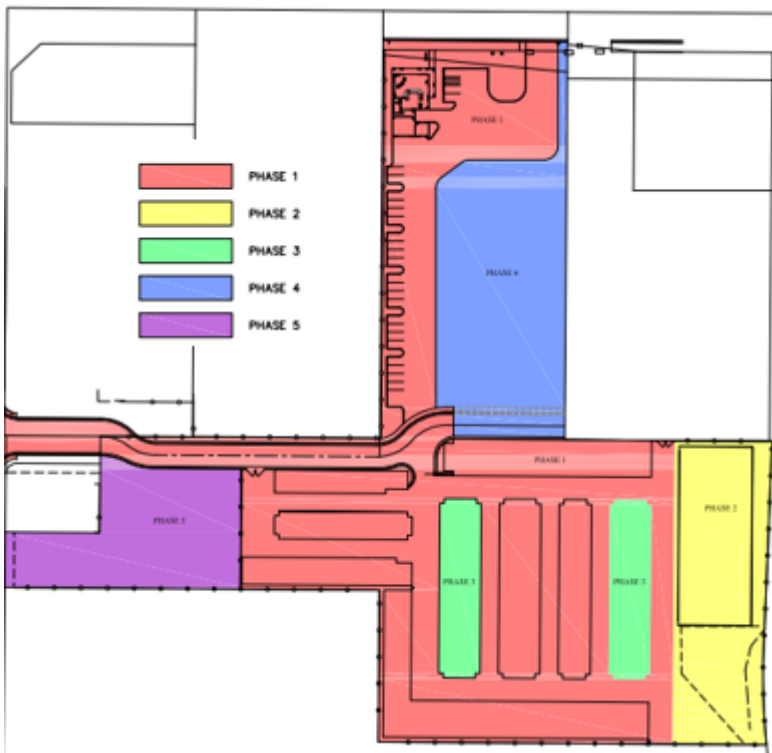
Interim Zoning Ordinance No. 1661 adopted by City Council on April 7, 2020. This adopted ordinance and standards for self-storage will stay in place unless the Zoning Code is amended through the Comprehensive Zoning Ordinance.

Operating Agreement

As part of the Interim Zoning Ordinance development standards for self-storage, a project must establish measurable community benefit as outlined in an associated operating agreement. The operating agreement establishes a monetary amount to ensure that potential adverse impacts of Self-Storage Business are adequately offset by the business's required community benefit obligation. A Draft Operating Agreement is provided in Attachment 4 of this staff report.

The proposed agreement also outlines the agreed upon phasing of development to ensure that the Interim Ordinance requirement for screening is met with the proposed three story building adjacent to State Rout 113. The agreed upon development phasing allows for 75% of the project to build out in Phase One that would include the live/work office building and single story self-storage buildings, with Phase Two containing the proposed three-story building and Phase Three construction of the remaining single story storage buildings. As illustrated in the Development Phasing Map.

Development Phasing Map



Public Art Requirement

The City Zoning Ordinance, Section 17.104.200 (C)(2) Public Art Requirement, requires all commercial projects over a certain dollar amount to contribute to the public art within the City of Woodland. The Public Art Ordinance outlines different ways to meet the City's Public Art obligation. A developer may choose one of the following options to satisfy his or her public art obligation subject to the review and approval of the design review authority for the project as stated below:

- a. Install public art on the project site in a public place as approved by the design review authority. The creator of the public art shall be an artist as defined in this section.*
- b. Pay an in-lieu fee in an amount equal to one percent of the development project construction cost to the public art fund for the creation, acquisition, and placement of public art in the City. Payment of an in-lieu fee shall be subject to approval by the Community Development Director and not subject to further design review authority approval; or*
- c. Place the required public art on an alternative project site in a location approved by the design review authority.*

The applicant has indicated that they will participate in the in-lieu fee option to pay 1% of the development construction costs to go towards public art projects within the City. To be determined at building permit issuance.

Staff Analysis:

Zoning Consistency

As part of staffs review the proposed project was evaluated against the approved criteria set forth in the Interim Zoning Ordinance for Self-Storage facilities. Staff finds that the project as proposed with the conditions of approval and associated documents meet the requirements set forth in the Interim Zoning Ordinance for development on Community Commercial zoned parcels. Staff has provided the following analysis showing how the proposed project meets all the required development standards set-forth in the Interim Zoning Ordinance:

(1) That 50% of the site to be slated for commercial uses other than self-storage.

The proposed project sets aside 16,000 square feet for future commercial space and provides shared access, parking and infrastructure to support future commercial uses. A portion of the set aside was requested by Planning Commission to be evaluated for possible housing use and the applicant has agreed to pursue the request for housing by securing an architect to work on preliminary layouts.

(2) Requires a master plan for land use, access, circulation, utilities and improvements.

The site plan and conditions provide overall circulation routes, along with utility improvements that will support future and existing uses in the surrounding area.

(3) A self-storage land use shall be set back from roadways and at least 300 feet from any arterial roadway.

The project site plan shows all self-storage areas set back from the Main Street and Matmor roadways 300 feet or more, allowing for future commercial uses.

(4) Buildings shall be a minimum of two stories adjacent to a freeway or major arterial roadway to screen views.

The project proposes a three story building adjacent to State Route 113 to screen the single story self-storage area.

(5) Buildings shall exhibit exemplary architectural design and activate the street frontage.

The applicant worked with a nationally renowned architectural firm to provide a cohesive architectural style that incorporates elements from Woodland such as the brick accents with a modern twist. The applicant has secured the same architect to work on possible housing on site as well.

(6) The project should incorporate conservation and sustainability features to achieve net zero energy use.

The entire project will be equipped with solar panels and the live work office will be wired for an electric vehicle charging station.

(7) Project proposal shall include a lighting and security plan.

The lighting diagram shows that adequate lighting is proposed for added security along with offsite lighting improvements that are conditioned along Main Street.

(8) Project shall demonstrate measurable community benefit memorialized in a documented agreement.

The applicant has worked with staff to establish a community benefit outlined in the attached Operating Agreement (Attachment 4) to be reviewed and acted upon by Council

Additionally, Article 5 Section 5.02 of the Interim Zoning Ordinance sets forth general Findings for projects located in areas zoned Community Commercial. The following is how the project meets the findings as outlined:

(A) That the proposed use is designed to facilitate revitalization, achieve the desired urban form, and support a pedestrian environment, as required by the General Plan. Conditions of approval may be imposed to reduce potential adverse impacts and conform to the design guidelines and standards of this Ordinance. The project meets this requirement as evident by the following:

Designed to facilitate revitalization of this area by constructing major infrastructure improvements such as the sewer line, sidewalk and street median that will facilitate future development in this area.

Achieves the desired urban form by designing the project so that the self-storage is set back from the frontage on Main Street allowing future commercial businesses.

Supports a pedestrian environment by adding portions of sidewalk to Main Street and improving ADA access along Matmor in line with a larger Capital Improvement Project for roadway improvements in this area.

(B) That the use will not cause, directly or indirectly, potential adverse impacts on adjacent neighborhoods and will contribute to the economic vitality of the City and that the project meets the desired urban form as provided for in the General Plan. Conditions of approval may be imposed to reduce potential adverse impacts and conform to the design standards and guidelines of this Ordinance. The project meets this requirement as evident by the following:

Does not cause directly or indirectly, potential adverse impacts on adjacent neighborhoods because the use is relatively quiet and will potentially eliminate existing homeless encampments in the area.

Contributes to the economic vitality by installing major infrastructure improvements that support existing businesses in the area not currently hooked up to City sewer and potentiality be a catalyst for future commercial development because major infrastructure is already in place. Additionally, the infrastructure improvements tie into a planned Capital Improvement Project along Main Street.

Meets the desired urban form in the General Plan because it has a land use designation of Community Commercial that supports a commercial use of the property and the project is designed to bring in additional commercial uses to this area.

General Plan Consistency

Under the General Plan Community Commercial designation is described as follows:

The Community Commercial designation provides for commercial development that serves local neighborhoods as well as a broader area of the community than the neighborhood Commercial designation, but does not regularly attract regional, visitor, or pass-through traffic. Allowable uses include retail, services, grocery stores, restaurants, professional offices, and similar commercial uses. Hotels are also permitted. Entertainment uses and specialty retail are not permitted so as to not compete with these types of commercial uses in the Downtown core.

The 2035 General Plan land use map designation of Community Commercial was selected for key areas of the City that were found to capture the highest tax rates on a limited number of sites within the City .

Staff found that the proposed project is generally in line with the goals and policies outlined in the General Plan in that it is designed to have active commercial use along Main Street, and the more passive use to the rear of

the project site. The proposed project provides for future commercial uses along Main Street with the designated commercial lots and on and offsite infrastructure improvements.

Environmental Review:

California Environmental Quality Act

City staff worked with Raney Planning and Management to prepare environmental documents as part of the project's CEQA analysis that include an Initial Study (IS) and Mitigated Negative Declaration (MND). Staff prepared and posted a Notice of Intent (NOI) for the Mitigated Negative Declaration with the Yolo County Records office on December 17, 2019 for a 30 day public comment period and submitted on December 17, 2019 to the State of California Clearinghouse as well.

To date staff has received no public comment on the MND for the proposed project. Staff did receive a listing of regulatory requirements from the Central Valley Regional Water Board in response to the NOI.

The City has reviewed and considered the proposed project and has determined that the project will not have a significant effect on the environment with mitigation measure incorporated, with substantial supporting evidence provided in the Initial Study. Additionally, the project sewer infrastructure improvement allows the opportunity for property owners, west of Pioneer Avenue to Matmor Road, currently on septic systems to connect with City services. The City hereby prepares and proposes to adopt a Mitigated Negative Declaration for this project.

Regional Tribal notification by mail occurred on October 10, 2018 for the proposed project. The Yocha Dehe Cultural Resources office did request further tribal consultation with the City on the development project. Staff subsequently provided additional draft environmental documents to the Yocha Dehe Tribal Historic Preservation Officer. Staff sent additional correspondence on December 5, 2019 and January 3, 2020 and no further request for information was received. With no further consultation, requested Staff sent a final letter on January 10th closing the tribal consultation.

Additionally, the proposed summary vacation of the right-of-way and public utilities easements are categorically exempt from the review under the California Environmental Quality Act (CEQA) pursuant to Title 14 California Code of Regulations Section 15305 as a minor alteration in land use limitations.

HCP/NCCP

A condition (COA #18) has been placed on the project with regard HCP/NCCP as follows:

COA #18: Yolo HCP/NCCP. The project applicant shall comply with all Avoidance and Minimization Measures (AMM's) outlined by the Yolo Conservancy per the HCP/NCCP's requirements specific to the project location and shall pay all applicable fees.

Climate Action Plan

The City of Woodland's 2035 Climate Action Plan (CAP) presents a set of community-generated strategies to guide the City of Woodland, its residents and local businesses in reducing greenhouse gas (GHG) emissions consistent with State goals for addressing California's contributions to climate change.

The proposed project complies with various strategies as outlined in the CAP. In addition to meeting California Title 24 building efficiency requirements, a few notable elements in the project include:

- MO-3 Increased Energy Efficiency and Use of Renewable Energy (the entire facility will utilize solar)
- MO-3 Increased Use of Alternative-Fuel and Fuel-Efficient Vehicles (the onsite managers unit will be wired for electric charging station)
- W/W-I Increased Water Conservation (all landscape will meet State MWELO water efficiency standards)

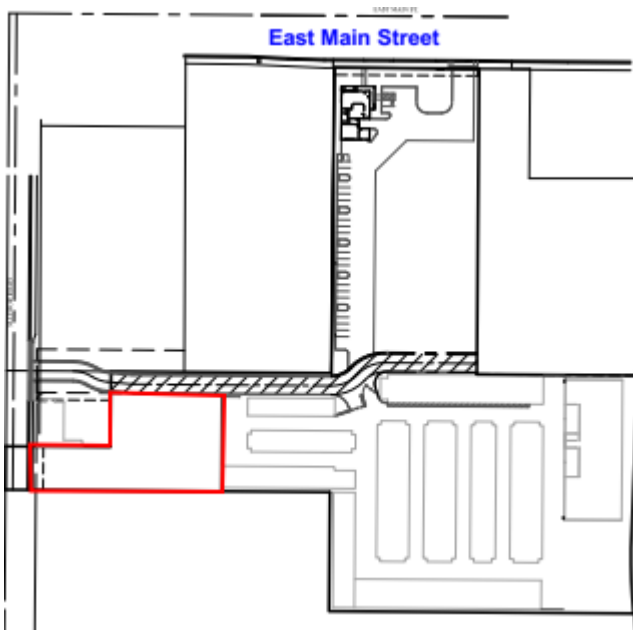
- E-6 renewable Energy Generation and Procurement (solar)
- T/LU-I complete Streets Program (off site infrastructure improvements to support pedestrian use)

Planning Commission:

The Planning Commission, at its regularly scheduled meeting on March 5, 2020, conducted a public hearing to consider the proposed use and after review, public hearing, and deliberation voted to recommend approval of the Woodland Storage conditional use permit to the City Council as follows by a vote of 6 to 0 (one absence).

Planning Commissioners did express a desire to have some housing on the south parcels but realized that the parcels are currently zoned Community Commercial and would need to be re-zoned to along with a General Plan amendment to facilitate housing. The applicant stated that he would be open to the idea of working with Staff to incorporate some housing on site and identified the remainder portion of the parcel facing Matmor Road as a possible location for housing, as outlined in red in the map below.

Future Housing Site



The Planning Commission, at a subsequent regularly scheduled meeting on June 18, 2020 conducted a public hearing to consider the Summary Vacation and related modifications the the Conditions of Approval and recommended approval to the City Council by a vote of 7 to 0.

Public Notification:

Public notice advertising for the public hearing on this project were prepared by the Community Development Department in accordance with notification procedures set forth in the City of Woodland's Municipal Code and State Planning Law. Two methods of public notice were used:

1. Legal notice was published in the Woodland Daily Democrat on or before June 28, 2020.
2. Notices were mailed to all property owners within 300 feet of the project site.

Copies of the staff report for the proposed project have been on file at City Hall since July 3, 2020.

Public Correspondence:

Staff did receive correspondence from a member of the public with comments and concerns on the overall layout and use of the project site for self-storage (Attachment 2). Additionally, staff spoke to five of the

surrounding property owners including the Multifamily housing, Vet Hospital, Groomer, Auto-body shop, and the closed Carpet Store. All of the public comment centered on discussion regarding conditions of approval specific to their property interface with the development area and all expressed a desire to see development in this area to combat the ongoing homeless encampments that have been an issue in this area.

Conclusion:

Staff recommends that the City Council 1) receive a report; 2) hold a public hearing; and 3) adopt Resolution No. _____, approving a Mitigated Negative Declaration, 4) adopt Resolution No. _____, approving a Conditional Use Permit for Woodland Storage with associated lot line adjustment; and 5) adopt Resolution No. _____, approving an Operating Agreement; and 6) adopt Resolution No. _____, approving right-of-way/easement Summary Vacation, to allow for the development of a self-storage facility at 1434 East Main Street.

Prepared By: Megan Meier, Associate Planner

Reviewed By: Cindy Norris, Principal Planner

Attachments:

1. Resolution CEQA MND
2. Resolution & Conditions of Approval
3. Resolution Operating Agreement
4. Resolution Summary Vacation
5. Woodland Self Storage Final IS-MND
6. Mitigation Monitoring Report Program
7. ROW Plat Map
8. Lot Line Adjustment
9. Woodland Storage_Elevations
10. Woodland Storage_Development Phasing Map
11. Woodland Storage_Conseptual Landscape Plans
12. Project Information Summary Sheet
13. Planning Application
14. Public Correspondence

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND ADOPTING THE INITIAL STUDY/MITIGATED
NEGATIVE DECLARATION AND MITIGATION MONITORING AND
REPORTING PLAN FOR THE WOODLAND STORAGE PROJECT
LOCATED AT 1434 EAST MAIN STREET
(APN 066-030-019, -021, & -033)**

WHEREAS, the applicant, Patrick Laughlin, filed Planning Application # PLNG 17-00037, on behalf of owner E Kronick 2012 GST Trust, proposing a Conditional Use Permit to allow the development of a 116,475 square foot self-storage facility with an office and a manager's unit on 6.7 acres over three contiguous parcels (APN 066-030-019, -021, & -033) within the Community Commercial Zoning District, located at 1434 East Main Street in Woodland, California (the "Woodland Storage Project" or "Project"); and

WHEREAS, pursuant to California Public Resources Code Section 21067 and the State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 *et seq.*), section 15051, the City is the lead agency for the proposed Project; and

WHEREAS, City staff reviewed the proposed Project, and an Initial Study has been prepared for the proposed Project pursuant to State CEQA Guidelines section 15063; and

WHEREAS, on the basis of the Initial Study, which concluded that the proposed Project could have potentially significant impacts but that those impacts could be reduced to less than significant levels with implementation of proposed mitigation measures, the City determined that a Mitigated Negative Declaration ("MND") should be prepared for the proposed Project; and

WHEREAS, an MND was prepared for the proposed Project pursuant to Public Resources Code sections 21064.5 and 21080, subdivision (c), and the State CEQA Guidelines section 15070 *et seq.*; and

WHEREAS, the City filed a Notice to Intent to Adopt a Mitigated Negative Declaration on December 17, 2019 with the Yolo County Recorder's Office pursuant to State CEQA Guidelines section 15072 for a 30 day public comment period and provided copies of the Draft Initial Study and MND ("IS/MND") to the public and the State Clearinghouse for a 30-day review and comment period beginning on December 17, 2019 and ending on January 15, 2020, pursuant to Public Resources Code section 21091(b); and

WHEREAS, pursuant to Public Resources Code section 21081.6 and State CEQA Guidelines section 15074(d), the City has prepared a program for reporting on or monitoring the changes that it has either required in the proposed Project or made a condition of approval to mitigate or avoid significant environmental effects (the "Mitigation Monitoring and Reporting Program"); and

WHEREAS, the City has endeavored to take all steps and impose all conditions necessary to ensure that impacts to the environment would not be significant; and

WHEREAS, all of the findings and conclusions made by the City Council pursuant to this Resolution are based upon the oral and written evidence before it as a whole; and

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on March 5, 2020, to review and consider the application for the Woodland Storage Project and also considered the associated Mitigated Negative Declaration, which the Planning Commission recommended approval to the City Council by a vote of 6-0; and

WHEREAS, the City Council held a duly noticed public hearing on July 7th, 2020 to consider a staff presentation for the Woodland Storage Project and the Mitigated Negative Declaration; and

WHEREAS, pursuant to California state law and the Woodland Municipal Code, public hearing notices were mailed to all property owners within a three-hundred-foot radius of the subject property, and a public hearing notice was published for a minimum of ten days prior to the public hearing in the Daily Democrat; and

WHEREAS, the City Council has considered the proposed Mitigated Negative Declaration, has reviewed and considered the proposed Woodland Storage Project and has determined that the Woodland Storage Project will not have a significant effect on the environment with mitigation measures incorporated, and based on substantial supporting evidence provided in the Mitigated Negative Declaration for this Project; and

WHEREAS, the City of Woodland hereby finds that pursuant to Section 15168 of the CEQA Guidelines (Title 14, California Code of Regulations, Sections 15000 *et seq.*) and per Section 15152 of the CEQA Guidelines, the City may tier from the analysis contained in the Environmental Impact Report for the 2035 General Plan as the Woodland Storage Project is consistent with the General Plan; and

WHEREAS, the City Council has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Woodland as follows:

1. Compliance with the California Environmental Quality Act. As the decision-making body for the proposed Project, the City Council has reviewed and considered the information contained in the MND, Initial Study, and administrative record. The City Council finds that the MND and Initial Study have been completed in compliance with the California Environmental Quality Act (Public Resources Code §§ 21000 *et seq.*) (“CEQA”) and the State CEQA Guidelines.
2. Findings on Environmental Impacts. As the lead agency under CEQA, the City Council finds that the MND and Initial Study contain a complete and accurate reporting of the

environmental impacts associated with the proposed Project. The City Council further finds that the documents have been completed in compliance with CEQA and the State CEQA Guidelines. The City Council further finds that all environmental impacts of the proposed Project are either insignificant or can be mitigated to a less than significant level pursuant to the mitigation measures outlined in the MND, Initial Study, and the Mitigation Monitoring and Reporting Program. The City Council further finds that there is no substantial evidence in the record supporting a fair argument that the proposed Project may result in significant environmental impacts, and that any comments received regarding the proposed Project have been examined and determined to not modify the conclusions of the IS/MND or the City Council. Further, the City Council finds that the IS/MND has not been substantially revised after public notice of its availability, and recirculation is not required. The City Council further finds that the IS/MND contains a complete, objective, and accurate reporting of the environmental impacts associated with the proposed Project and reflects the independent judgment of the City Council.

3. Adoption of Mitigated Negative Declaration. The City Council hereby approves and adopts the IS/MND prepared for the proposed Project, attached as Exhibit “A.”

4. Adoption of the Mitigation Monitoring and Reporting Program. The City Council hereby approves and adopts the IS/MND prepared for the proposed Project, attached as Exhibit “B.”

5. Notice of Determination. Staff is directed to file a Notice of Determination with the County of Yolo and the State Clearinghouse within five (5) working days of the adoption of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Woodland, California, this 7th day of July, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Exhibits - CEQA MND
Mitigation Monitoring and Reporting Program (MMRP)

EXHIBIT “A”

INITIAL STUDY/MITIGATED NEGATIVE DECLARATION

EXHIBIT “B”
MITIGATION MONITORING & REPORTING PROGRAM

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND APPROVING A CONDITIONAL USE PERMIT FOR THE
WOODLAND SELF-STORAGE PROJECT AND ASSOCIATED LOT
LINE ADJUSTMENT, LOCATED AT 1434 EAST MAIN STREET (APN
066-030-019, -021, & -033)**

WHEREAS, the applicant, Patrick Laughlin, filed Planning Application # PLNG 17-00037, on behalf of owner E Kronick 2012 GST Trust, proposing a Conditional Use Permit to allow the development of a 116,475 square foot self-storage facility with an office and a manager's unit ("Woodland Storage Project") on 6.7 acres over three contiguous parcels (APN 066-030-019, -021, & -033) within the Community Commercial Zoning District, located at 1434 East Main Street in Woodland California; and

WHEREAS, the applicant prepared a site plan, as attached to this Resolution as **Exhibit "A"**; and

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on March 5, 2020, to review and consider the application for a Conditional Use Permit including the Mitigated Negative Declaration, associated lot line adjustment, and operating agreement, which the Planning Commission recommended approval by the City Council by a vote of 6-0; and

WHEREAS, the City of Woodland Planning Commission held a duly noticed public hearing on June 18, 2020 to review the minor revisions to the previously approved conditions of approval and to determine if the proposed summary vacation was consistent with the City's General Plan, and approved the revised conditions and agreed that the proposed summary vacation was consistent with the General Plan by a vote of 7-0; and

WHEREAS, the City Council held a duly noticed public hearing on July 7th, 2020 to consider a staff presentation as well as both written and oral testimony regarding the Conditional Use Permit and associated lot line adjustment; and

WHEREAS, pursuant to California state law and the Woodland Municipal Code, public hearing notices were mailed to all property owners within a three-hundred-foot radius of the subject property, and a public hearing notice was published for a minimum of ten days prior to the public hearing in the Daily Democrat; and

WHEREAS, the proposed use and its operating characteristics are consistent with the 2035 General Plan, as the site is located in the Community Commercial designation, which provides for commercial and office uses; and

WHEREAS, the City Council finds that the proposed use and its operating characteristics (including the Operating Agreement) are consistent with the applicable standards, requirements, and regulations of the Community Commercial zoning district in which it is located, and of all

other provisions contained in the City's Interim Zoning Ordinance pertaining to self-storage uses; and

WHEREAS, the project has met all CEQA review and clearance with an associated Mitigated Negative Declaration; and

WHEREAS, the proposed use is on a site that is physically suitable in terms of location, size, topography, and access, and with off-site improvements will be adequately served by public and private services and utilities;

WHEREAS, the proposed self-storage use will not adversely affect the peace or general welfare of the surrounding neighborhood; and

WHEREAS, the City Council has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Woodland, State of California, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby make the above findings, determinations, and recommendations with respect to the proposed Conditional Use Permit, as conditioned and attached hereto.

PASSED AND ADOPTED by the City Council of the City of Woodland, California, this 7th day of July, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana Gonzales, City Clerk

Kara K. Ueda, City Attorney

Exhibit “A” – Woodland Storage Site Plan

Exhibit “B” – Conditions of Approval

EXHIBIT A

EXHIBIT B

Woodland Storage Conditions of Approval

1. The project shall be substantially (as determined by the City) developed as depicted on the exhibits included in the July 7, 2020 City Council staff report, as approved by City Council, for the Woodland Storage project as proposed by the applicant/owner, except as modified by these conditions of approval. Should there be a change in the use or intensification or expansion of the described use, the change shall be described and provided in writing to be evaluated by the Community Development Director to determine general consistency with the provisions of the use permit. The Director shall either approve the proposed changes based on a finding that the changes shall not result

in significant traffic, noise, safety or security concerns or other potential nuisance to surrounding property owners or within public right-of-ways beyond that anticipated by the original approval, or, if these findings cannot be made, the Director shall make a determination that a Conditional Use Permit Modification is required, which shall include Planning Commission review including applicable processing and development fees.

2. The Operating Agreement between the City of Woodland and the OWNER of Woodland Storage, as approved by City Council on July 7, 2020, are fully enforceable. Actions, including recordation of necessary documents, of the applicable Operating Agreement are required prior to issuance of the first building permit.
3. The applicant/owner shall defend, indemnify, and hold harmless the City of Woodland, its agents, officers or employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul an approval of the subject application by the City, its legislative body, advisory agencies or administrative officers. The City will promptly notify the applicant of any such claim, action or proceeding against the City, and the applicant will either, at the City's discretion, undertake defense of the matter and pay the City's associated legal costs, or will advance funds to pay for defense of the matter by the City Attorney.
4. The Conditional Use Permit shall not be issued until the appeal period has expired or final action on an appeal has been rendered.
5. The Conditional Use Permit must be exercised within one year of issuance, or it shall be deemed null and void by act of law.

PLANNING

6. Phase 1 will consist of approval and construction of the first seventy-five percent (75%) of the single-story storage units and office/residence building. Self-Storage Business agrees to provide monthly occupancy reports to City of Phase One occupancy. Phase 2 will consist of the proposed 3-story building, located along the east property boundary, which shall commence construction within sixty (60) days of ninety percent (90%) occupancy of Phase One. Phase 3 may be constructed concurrently with Phase Two, but City will not issue a certificate of occupancy for Phase Three prior to issuance of the Phase Two certificate of occupancy. If Self-Storage Business has not commenced construction of Phase Two within sixty (60) days of ninety percent (90%) occupancy of Phase One, Self-Storage Business agrees to make a monthly payment to City of Ten Thousand Dollars and No Cents (\$10,000.00), commencing on the first day of the month following the sixtieth day, and continuing monthly on the first day of each month until the commencement of construction of Phase 2.
7. Concurrent with submittal of architectural plans to the City Building Division the architect (YHLA) shall sign off on the plans for submittal as substantially consistent with the architectural details as designed.

8. Expansion of the multistory self-storage building to the south shall undergo staff level review upon release of the drainage easement and be subject to applicable zoning requirements at time of project entitlement.
9. An operating agreement shall be prepared for the proposed project that outlines the Owner/Operator's community benefit obligation required by the City's Interim Zoning Ordinance.
10. The applicant shall submit new sign plans to the planning department to conduct a design review per the appropriate zoning codes for any new signage, modifications, or changes to the signage.
11. All roof mounted equipment shall be completely screened from view. If necessary, visual assessment of equipment and screening methods shall be provided to illustrate the visual impacts from public ways.
12. Maximum noise level at the property lines shall not exceed sixty-five (65) dBA Ldn.
13. Trash receptacles, if proposed, shall be fully enclosed with materials that are architecturally compatible with the design of the main building. Elevations and material callouts shall be provided for review and approval by the Planning Division prior to building permit issuance. Landscaping shall surround the trash enclosure on three sides. Enclosure(s) shall contain a roof to cover the enclosure to prevent rainfall from entering into containers and shall be of sufficient size and dimensions to accommodate trash, recycling and organics containers.
14. Outdoor storage of solid wastes and containers for solid waste shall be prohibited except where screened to the satisfaction of the Community Development Department.
15. Prior to issuance of a building or grading permit, Applicant shall submit detailed landscape plans, including irrigation details and shall comply with the State of California's new Water Efficient Landscape Ordinance, AB 1881. The landscape architect shall document and attest to the compliance with the new State ordinance on the final landscape plans. To the extent feasible given existing utility lines and easements, applicant shall endeavor to provide tree plantings along the eastern property edge to help screen views of the facility from Highway 113. Plantings along all exterior building walls shall be of sufficient size and growth rate to help break up the appearance of long wall expanses and soften the exterior appearance of the facility. However, plant materials should not allow for "hiding" places for individuals (i.e. a row of thick, tall hedge is not recommended).
16. Enter into a Landscape Maintenance Agreement with the City to be recorded prior to issuance of a building permit to assure continuing maintenance.
17. Perimeter fencing during phased construction/development shall be fully constructed, except along the west project boundary, which will have temporary fencing until phase 4 construction has occurred on the vacant West remainder portion of the property. Fencing

will consist of eight foot high blackened tubular steel fencing along the perimeter of the developed area with the exception of the following:

- a. Along the shared westerly property-line with the auto-body shop (APN 066-030-045) an eight foot wooden fence or capped masonry wall shall be constructed upon confirmation of surveyed property line.
18. A detailed on-site lighting plan shall be reviewed and approved by the Community Development Department prior to the issuance of building permits. Such plan shall indicate style, illumination, location, height, and materials of all lighting fixtures. Such plan shall also indicate photometric data that demonstrates that the parking area will meet one (1) foot-candle of minimum maintained illumination per square foot of parking surface, over the entire paved area. Lighting shall be constructed using sufficient poles and fixtures so that the lighting is evenly distributed over the surface area of the parking lot(s) and does not impact adjacent public and/or private properties. The parking area shall be illuminated from dusk until the termination of business every operating day. Lighting shall be shielded from neighboring properties and directed at a specific task or target. Exposed bulbs are prohibited.
 19. Outside storage of any nature (vehicles, RVs, equipment, etc., except during facility construction) shall be prohibited except when screened to the satisfaction of the Community Development Director.
 20. The onsite residence shall have a dedicated 240-volt, 40-amp circuit for electric vehicle charging station in every garage or as required by the most current California Green Building Standards. Garages shall have adequate ventilation as required for vehicle charging stations. Compliance with this condition shall be clearly indicated on the building permit plans for the residence.
 21. The applicant/owner shall work with the City on zoning for future housing opportunities on the remainder of the parcel fronting Matmor Road (APN 066-030-033).

Mitigation Measures

22. Yolo HCP/NCCP. The project applicant shall comply with all Avoidance and Minimization Measures (AMM's) outlined by the Yolo Conservancy per the HCP/NCCP's requirements specific to the project location and shall pay all applicable fees.
23. In the event of the accidental discovery or recognition of any human remains, further excavation or disturbance of the find or any nearby area reasonably suspected to overlie adjacent human remains shall not occur until compliance with the provisions of CEQA Guidelines Section: 15064.5(e)(1) and (2) has occurred. The Guidelines specify that in the event of the discovery of human remains other than in a dedicated cemetery, no further excavation at the site or any nearby area suspected to contain human remains shall occur until the Yolo County Coroner has been notified to determine if an investigation

into the cause of death is required. If the Coroner determines that the remains are Native American, then, within 24 hours, the Coroner must notify the Native American Heritage Commission, which in turn will notify the most likely descendants who may recommend treatment of the remains and any grave goods. The potential exists that the Native American Heritage Commission may be unable to identify a most likely descendant, the most likely descendant fails to make a recommendation within 24 hours after notification by the Native American Heritage Commission, or the landowner or his authorized agent rejects the recommendation by the most likely descendant and mediation by the Native American Heritage Commission fails to provide a measure acceptable to the landowner. In such a case, the landowner or their authorized representative shall rebury the human remains and grave goods with appropriate dignity at a location on the property not subject to further disturbances. Should human remains be encountered, a copy of the resulting County Coroner report noting any written consultation with the Native American Heritage Commission shall be submitted as proof of compliance to the City's Community Development Department

24. In the event a potentially significant cultural or paleontological resource is encountered during subsurface earthwork activities, all construction activities within a 100-foot radius of the find shall cease, and workers shall avoid altering the materials until an archaeologist who meets the Secretary of Interior's Professional Qualification Standards for archaeology has evaluated the find. The Applicant shall include a standard inadvertent discovery clause in every construction contract to inform contractors of this requirement. The qualified archeologist shall make recommendations to the Lead Agency on the measures that shall be implemented to protect the discovered resources, including but not limited to, culturally appropriate temporary and permanent treatment, which may include avoidance of cultural resources, in-place preservation, and/or re-burial on project property so the resource(s) are not subject to further disturbance in perpetuity. If avoidance is determined to be infeasible, pursuant to CEQA Guidelines Section 15126.4(b)(3)(C), a data recovery plan, which makes provisions for adequately recovering the scientifically consequential information from and about the historical resource, shall be prepared and adopted prior to any excavation being undertaken. Such studies shall be deposited with the California Historical Resources Regional Information Center. If necessary, excavation and evaluation of the finds shall comply with Section 15064.5 of the CEQA Guidelines. Potentially significant cultural resources include, but are not limited to, stone, bone, glass, wood, or shell artifacts or features, including hearths, structural remains, or historic dumpsites. Any previously undiscovered resources found during construction within the project site shall be recorded on appropriate State of California Department of Parks and Recreation (DPR) 523 forms and shall be submitted to the City of Woodland, the Northwest Information Center, and the State Historic Preservation Offices (SHPO), as required.
25. Prior to issuance of a grading permit, the applicant/developer shall incorporate the recommendations of a design-level geotechnical report into the Improvement Plans for approval by the City Engineer. Should expansive, or otherwise unstable soils be found within the project site, the design-level geotechnical report shall include measures necessary to ensure that such on-site conditions are fully mitigated. Methods of

mitigating potential on-site expansive soils may include, but are not limited to the following measures:

- Remove and replace potentially expansive soils;
- Strengthen foundations (e.g., post-tensioned slab, reinforced mat or grid foundation, or other similar system) to resist excessive differential settlement associated with soil expansion; and/or
- Support the proposed structures on an engineered fill pad, of sufficient thickness, in order to reduce differential settlement resulting from post-seismic pore pressure dissipation.

26. During construction and demolition activities associated with the proposed project, the following noise abatement measures shall be implemented:

- Construction activities shall be limited to the hours from 7:00 AM to 6:00 PM Monday through Friday and from 9:00 AM to 6:00 PM on Saturday. (Construction is prohibited on Sundays and City observed holidays.) The City of Woodland shall have the discretion to permit construction activities to occur outside of allowable hours if compelling circumstances warrant such an exception (e.g., weather conditions necessary to pour concrete).
- The construction contractor shall ensure that all equipment driven by internal combustion engines shall be equipped with mufflers, which are in good condition and appropriate for the equipment.
- The construction contractor shall ensure that unnecessary idling of internal combustion engines (i.e., idling in excess of five minutes) is prohibited.
- The construction contractor shall utilize “quiet” models of air compressors and other stationary noise sources where technology exists.
- At all times during project grading and construction, the construction contractor shall ensure that stationary noise generating equipment shall be located as far as practicable from sensitive receptors and placed so that emitted noise is directed away from the nearest residential land uses.
- The construction contractor shall designate a noise disturbance coordinator who would be responsible for responding to any local complaints about construction noise. The disturbance coordinator would determine the cause of the noise complaints (starting too early, bad muffler, etc.) and establishment reasonable measures necessary to correct the problem. The construction contractor shall visibly post a telephone number for the disturbance coordinator at the construction site.

Prior to Construction

27. Prior to the start of any work on-site, the applicant shall request and attend a pre-construction meeting to include the project superintendent, architect, subcontractors, as well as City representatives including Community Development and/or Public Works.

28. Prior to issuance of a grading or any ground disturbance, or building permit or other improvement activities on the site the applicant shall submit a final grading plan concurrent with the initial building plan check submittal to the Community Development

Department. All accessibility features and access routes are to be clearly shown on the site and grading plan. Coordination with the concurrent City improvement project on E. Main Street will be necessary.

29. Coordination of Plans. The applicant shall be responsible for coordinating all plans to ensure consistency throughout site plan, landscaping plans, and improvement plans, prior to submittal for review.
30. Construction Impact Management Plan. Prior to issuance of any permit or inception of any construction activity on the site, the developer shall submit a construction impact management plan including a project development schedule and “good neighbor” information for review and approval by the Community Development Department. The plan shall include, but is not limited to public notice requirements for periods of significant impacts (noise/vibration/street closures, tree removal, etc.), special street posting, construction vehicle parking plan, phone listing for community concerns, names of persons who can be contacted to correct problems, hours of construction activity, noise limits, dust control measures, and security fencing and temporary walkways.
31. Informing Agencies & Subcontractors. Secure approval and satisfy requirements of all agencies of jurisdiction. The applicant/developer shall be responsible for informing all subcontractors, consultants, engineers, or other business entities providing services related to the project of their responsibility to comply with all pertinent requirements of the City of Woodland Municipal Code, including the requirement that a business license be obtained by all entities doing business in the City as well as hours of operation requirements in the City in addition to applicable state and federal laws.

During Construction

32. The applicant/owner shall be responsible for the ongoing maintenance and upkeep of the site. The site shall be kept free of trash or debris at all times.
33. If temporary perimeter fencing is installed during construction/development, it shall consist of chain link or better.
34. An effective dust control program should be implemented whenever earth moving activities occur on site.
35. In order to minimize the release of Ozone precursors associated with construction, the following standard requirements developed by the Yolo/Solano AQMD shall be implemented:

Construction equipment and engines shall be properly-maintained.

- a. Vehicle idling shall be kept below ten minutes.
- b. Construction activities shall utilize new technologies to control ozone precursor emissions, as they become available and feasible.

- c. During smog season (May through October), the construction period shall be lengthened so as to minimize the number of vehicles and equipment operating at the same time.

Required Prior to Certificate of Occupancy

36. Prior to any use of the project site or business activity being commenced thereon, all Conditions of Approval shall be completed to the satisfaction of the Community Development Department. The site and buildings shall be inspected for compliance prior to the Certificate of Occupancy.
37. Prior to issuance of Certificate of Occupancy, Applicant shall provide a public art installation that consists of an original design, which shall be reviewed and approved by the Planning Commission and installed on-site or in a location within close proximity to the project site. Or, alternatively, the Applicant shall pay an in-lieu fee as described in the City Zoning Ordinance.

DEVELOPMENT SERVICES

38. Project must connect gravity sewer service from the end of the proposed hotel sewer extension to the project site on E. Main Street. If other parties have not already constructed, the project must connect gravity sewer service to the manhole at Pioneer Avenue. City shall require and condition any properties benefitting from such extension, including but not limited to the proposed hotel property, vacant commercial property, and neighboring properties to the East of the Project, to reimburse the Woodland Storage property owner/developer at the time of future connection to City sewer on a fair-share basis pursuant to a future reimbursement agreement.
39. Project shall provide off-site improvements per conditions under section "Required Public Improvements" and "Traffic Engineering".
40. The applicant may wish to install a separate landscape irrigation service with meter and backflow. The city sewer bill is based on water consumption, and separating the domestic from landscape irrigation water allows the bill to be calculated on the domestic water use only. A backflow device is required on the landscape irrigation service.

Fees

41. All buildings shall pay applicable Development Impact Fees or connection fees in effect at the time of building permit issuance.
42. All submittals shall require payment of fees in accordance with the fee schedule.
43. The conditions of approval set forth herein include certain fees, dedication requirements, reservation requirements and/or other exactions. Pursuant to Government Code, Section 66020(d), these conditions constitute written notice of the amount of such fees, and a description of the dedications, reservations and other exactions.

44. The applicant is hereby notified that the 90-day protest period, commencing from the date of project approval, has begun. If the applicant fails to file a timely protest regarding any of the fees, dedication requirements, reservation requirements and/or other exactions contained in this notice, complying with all the requirements of Government Code, Section 66020, the applicant will be legally barred from later challenging such fees, dedications requirements, reservation requirements and/or other such exactions. Notwithstanding the foregoing, the City does not waive any rights it may have to enforce any settlement agreement, memorandum of understanding, or other agreement with the applicant which authorizes the City to impose certain fees, and which may waive the applicant's right to challenge the imposition of some or all of the fees, dedication requirements, reservation requirements, and/or other exactions set forth in these conditions of approval.

Easement and Dedications

45. Owner shall dedicate a 10' public utility easement (PUE) along East Main Street.
46. Owner acknowledges City shall vacate certain right-of-way on the Woodland Storage property as depicted on Exhibit A herein, pursuant to the Public Streets, Highways, and Service Easements Vacation Law. City shall retain the right-of-way depicted on Exhibit A, to preserve Project access off Matmor to the Woodland Storage property. Concurrent with City's recordation of the Resolution of Vacation pursuant to California Streets and Highways Code Section 8336, Owner shall grant an access easement as depicted on Exhibit B.

Property and Public Improvements

47. OWNER shall modify parcel boundaries through lot line adjustments as shown on the draft exhibit included with the Use Permit application.
48. All public improvements are required as a condition of development of this site, and shall be completed prior to certificate of occupancy.

Required Public Improvements

49. The applicant shall upgrade utility connections to City of Woodland Standards and Specifications. If existing services are proposed to be used, they shall be inspected by the City prior to use and brought up to City Standards if the current services do not meet standards. This may include but is not limited to installation of new meters and/or meter boxes, backflow prevention, cleanouts and/or laterals in a location approved by the Public Works Department.
50. Backflow protection devices are required on the commercial and landscape irrigation water services for the project. Backflow devices shall be tested by a City-approved tester and results provided to the Public Works Department prior to occupancy.

Required Submittal:

51. Applicant shall prepare improvement plans for all work within the public right-of-way, and utility connections and submit to the Development Engineering Division with an encroachment permit application for review and approval. The submittal shall include an

engineer's estimate of cost for the public improvements, and applicant shall pay a plan check and inspection fee in accordance with the fee schedule. Prior to building permit issuance, applicant shall obtain permit and post security determined necessary during the permit process. This submittal is separate from the building permit submittal.

52. Work shall be completed under the encroachment permit prior to certificate of occupancy providing the above conditions are met prior to building permit issuance.

Storm Water Quality

53. Prior to Building Permit, Owner shall submit a post construction worksheet in accordance with Appendix 8 of the City's Post Construction Standards Manual; to demonstrate how the project is meeting low impact development standards, Hydromodification standards, and Storm Water Quality Standards.
54. OWNER may reference the City's Post Construction Standards Manual on the web.
<http://www.cityofwoodland.org/gov/depts/cd/divisions/engineering/development/h2oquality.asp>
55. Owner shall enter into a Stormwater Treatment Measure Access and Maintenance Agreement prior to issuance of certificate of occupancy.
56. Construction of projects disturbing more than one acre of soil shall require a National Pollution Discharge Elimination System (NPDES) construction permit. Applications/projects disturbing less than one acre of soil shall implement BMP's to prevent and minimize erosion. The improvement plans for construction of less than 1 acre shall include a BMP to be approved by the City Engineer. Projects greater than one acre shall prepare a SWPPP.

TRAFFIC ENGINEERING

57. Project must construct new sidewalk, including new curb and gutter (for both E. Main Street and Matmor Road frontages), inclusive of any required ADA improvements, as follows:
- a. Matmor Road: where not existing, new curb, gutter, and sidewalk shall be extended across, and a City standard commercial driveway shall be installed. An at-grade road type driveway will not be allowed.
 - b. E. Main Street: where not existing, new curb, gutter, and sidewalk shall be extended across property frontage, and a City standard commercial driveway shall be installed. An at-grade road type driveway will not be allowed.
58. On E. Main Street, sidewalk shall be constructed along property frontage and along the frontage for the property to the east to connect to existing sidewalk. A third party reimbursement agreement to Woodland Storage will be required from adjacent property owner at the time of future development for installation of new sidewalk.

59. Project must install street lighting along the south side of E. Main Street from Matmor to SR 113 on-ramp (south bound) to meet current City streetlight standards.
60. Project shall install a raised landscape median on E. Main Street from approximately 75 feet west of the project's driveway to about 75 feet east of the project's driveway to restrict left turns in/out of the site. This movement is currently prohibited; medians are to ensure compliance with turn prohibitions. The median width will be defined in coordination with the City's E. Main Street project designer during the off-site civil design phase. Median will vary from 9 feet to 20 feet in width and need to be landscaped and irrigated accordingly. If the project does not construct the median prior to City project, the City reserves the right to require the owner to deposit 130% (10% contingency, 10% design, 10% inspection and construction management) of estimated amount of cost to construct. If the City constructs the median, the owner shall also enter into an agreement to reimburse the City the cost for construction of the median through its E. Main Capital project. Note that all City Capital projects are prevailing wage, and the cost estimate shall reflect the City's cost.
61. The City will retain the right-of-way depicted on Attachment 1 (herein) to preserve Project access off Matmor to the Woodland Storage property. Project shall improve such right of way to a minimum standard roadway section of 4" hot mix asphalt over 12" aggregate base. Curb, gutter, and sidewalk are not required for this portion of City road.

BUILDING

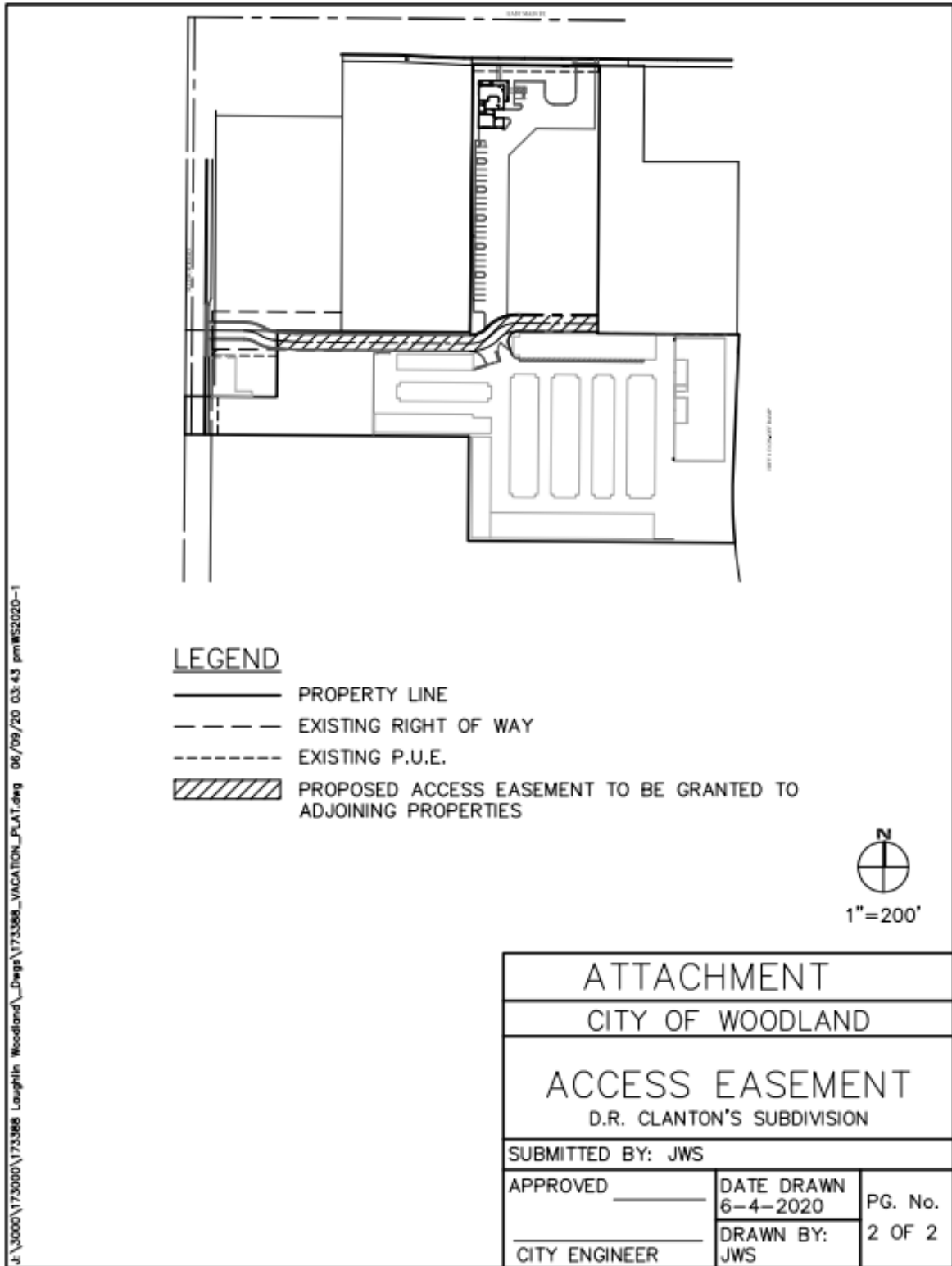
62. This project must meet all criteria and mandates for these City adopted codes or the most current code:
 - A. 2019 California Building Code
 - B. 2019 California Plumbing Code
 - C. 2019 California Mechanical Code
 - D. 2019 California Electrical Code
 - E. 2019 Building Energy Efficiency Standards
 - F. 2019 California Green Building Code
 - G. The Code of the City of Woodland
63. Other City and County Agencies (Health, Fire, Public Works, and Planning) may be required to approve the project prior to a building permit being issued.
 - a. Recycle plan is required at time of permit issuance along with a \$1000 deposit. This applies to any permit where the total area of renovation is over 1000 square feet.
64. Any deferred submittals that are not a part of the initial permit application must be listed on the cover sheet of the plan at the time of application for the project.
65. All plans, computations, and specifications to be prepared and designed by an architect or engineer licensed by the state of California.

66. A licensed architect or licensed engineer shall be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items, for compatibility with the design of the building and project area.
67. A soils investigation report shall be provide as specified in section 1803.2 of the 2016 CBC or a review of an existing report by a license soils engineer.

FIRE

68. Automatic fire sprinkler systems shall be designed and installed in accordance with the current adopted edition of NFPA 13, City of Woodland Municipal Code Chapter 9 and the 2016 California Fire Code. Plans shall be submitted to the Woodland Fire Department Fire Prevention Office for review and approval. Three sets of plans shall be submitted.
69. A plan check and inspection fee will be required upon submittal for plan check for all deferred submittals. Contact the City of Woodland Fire Department Fire Prevention Office for current fees.
70. The fire department connection, post indicator valve and check valve assembly shall be located within 40 feet of a hydrant along an approved route. The fire department connection shall be installed on the street side of the building.
71. Fire Alarm Systems shall be designed and installed in accordance with the currently adopted edition of NFPA 72, City of Woodland Municipal Code Chapter 9 and the 2016 California Fire Code. Submit plans to the Woodland Fire Department Fire Prevention Office for review and approval.
72. Fire apparatus access roads shall comply with 2016 California Fire Code. The fire apparatus access road shall extend to within 150 feet of all portions of the facility and all portions of the exterior wall of the first story of the building. CFC 503.1.1
73. Fire hydrants shall comply with appendix C of the 2019 California Fire Code.
74. Provide fire extinguishers in accordance with the 2019 California Fire Code.
75. Install a Knox Box and Knox Switches at the approved locations for the fire department access. The application for the Knox Box may be acquired online at <https://www.knoxbox.com/>
76. Knox Caps are required for the fire department connection. Order the Knox Caps on the Knox Box application form.
77. Place approved numbers or addresses on all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property and within internal access roads and drives. Said numbers shall contrast with their background.

Attachment 1



RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND APPROVING AND AUTHORIZING THE CITY MANAGER
TO EXECUTE AN OPERATING AGREEMENT WITH E KRONICK 2012
GST TRUST, FOR A SELF-STORAGE BUSINESS LOCATED AT 1434
EAST MAIN STREET**

WHEREAS, the applicant, Patrick Laughlin, filed Planning Application # PLNG 17-00037, on behalf of owner E Kronick 2012 GST Trust, proposing a Conditional Use Permit to allow the development of a 116,475 square foot self-storage facility with an office and manager's unit on 6.7 acres over three contiguous parcels (APN 066-030-019, -021, & -033) ("Subject Property") within the Community Commercial Zoning district located at 1434 East Main Street in Woodland California; and

WHEREAS, the City Council, following a Planning Commission recommendation to approve the use, approved granting a conditional use permit to the Woodland Storage business to conduct self-storage business at the Subject Property ("Self-Storage Business"), subject to conditions of approval and execution of an Operating Agreement; and

WHEREAS, the City's development standards for self-storage land use, as outlined in the Woodland Interim Zoning Code require the applicant to provide the City with an agreed upon Community Benefit outlined in an Operating Agreement. The City shall enter into an Operating Agreement and Indemnification, in conjunction with the issuance of a Conditional Use Permit for self-storage facility, as mutually agreed by the parties; and

WHEREAS, the City Council finds that the community benefits mitigate for a portion of potential monetary impacts that may result from the operation of self-storage facility in the City, and therefore desires to adequately offset such monetary impacts by the potential community benefits the businesses can provide to the City and its residents; and

WHEREAS, the Self-Storage Business and the City have therefore mutually agreed to enter into an operating agreement whereby the Self-Storage Business will make certain annual payments to the City that will positively contribute to the community; and

WHEREAS, the proposed Operating Agreement additionally addresses other mutually agreeable terms and conditions regarding development construction phasing, and indemnification.

NOW, THEREFORE, the City Council hereby resolves as follows:

1. The City Council adopts the findings above as true and correct.
2. The City Council hereby approves of an Operating Agreement between the City and E Kronick 2012 GST Trust generally consistent with the terms and conditions provided in the Operating Agreement attached hereto as Attachment 1.

3. The City Manager, or his or her designee, is authorized to execute an Operating Agreement in substantially the form provided in Attachment 1, subject to any minor, technical, non-substantive or necessary changes approved by the City Attorney, and any other supporting documents necessary to execute the Operating Agreement. The City Attorney is hereby authorized to make clarifying and confirming changes to the Agreement, provided the total payment amount under the Agreement does not change.
4. The Operating Agreement shall be executed prior to issuance of building permit with the annual community benefit payment beginning on the date that is one (1) year after the date of issuance of the Phase One certificate of occupancy or first storage unit occupancy, whichever occurs first.

PASSED AND ADOPTED by the City Council this 7th day of July, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Rich Lansburgh, Mayor

Ana Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

Attachment 1: Draft Operating Agreement

**OPERATING AGREEMENT FOR SELF-STORAGE BUSINESS
LOCATED IN THE CITY OF WOODLAND**

This Operating Agreement for Self-Storage Business (hereinafter “Agreement”), dated _____ (“Effective Date”), is entered into by and between the City of Woodland (the “City”), a California municipal corporation and E Kronick 2012 GST Trust (“Owner”). The City and Owner may be referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, Owner submitted an application to the City for a conditional use permit to conduct certain Personal Self-Storage uses in the City, located at 1424 E Main Street (Yolo County Assessor’s Parcel Numbers 066-030-019,021,033) (“Subject Property”); and

WHEREAS, the City granted a conditional use permit to Owner on _____, to permit Personal Self-Storage uses at the Subject Property, subject to conditions of approval contained therein (“Conditions”), issuance of a business license, and execution of this Agreement; and

WHEREAS, the Interim Zoning Ordinance, approved by the City of Woodland City Council on May 1, 2018, Ordinance No 1634, states that any personal storage (mini-storage) facility shall demonstrate a measurable community benefit in a manner agreed upon by the City and memorialized in a documented agreement; and

WHEREAS, the City Council of the City of Woodland has determined that both community benefits and potential adverse impacts may result from the operation of Personal Self-Storage businesses in the City, and therefore desires to ensure all such impacts are adequately mitigated and offset by the potential community benefits the businesses can provide to the City and its residents; and

WHEREAS, Owner and the City have mutually agreed to certain minimum payments to the City to provide for projects, programs, and other services and activities that will positively contribute to the community and account for any adverse impacts from the Personal Self-Storage business in the community; and

WHEREAS, the Conditions require Owner to construct certain public infrastructure and public improvements that benefit certain other properties and, as a result thereof, as a condition of any development, renovation, reconstruction, or significant change of use such benefiting properties, Owner shall be entitled to be reimbursed by those properties for those properties’ fair share of Owner’s actual costs of those public improvements as outlined in the reimbursement agreement to be entered into between City and Owner at the time of improvement plan approval for said public improvements; and

NOW, THEREFORE, in consideration of the mutual promises, conditions, and covenants set forth herein, the Parties agree as follows:

AGREEMENT

1. Incorporation of Recitals. The Recitals, and all defined terms set forth in this Agreement, are hereby incorporated into this Agreement as if set forth herein in full.

2. Definitions. The following terms shall have the following meanings for purposes of this Agreement, but other terms may be defined elsewhere in this Agreement.

- A. "City" means the City of Woodland.
- B. "City Permits" means all building permits, conditional use permits, zoning amendments, operating agreements, and other permits, licenses, entitlements, and agreements that the City, acting in its governmental capacity, must issue or approve for Owner to operate in accordance with this Agreement.
- C. "Community Development Director" means the City's Community Development Director and his or her designee.
- D. "Conditional Use Permit" means the regulatory permit issued by the City to Owner pursuant to the City's Zoning Code, as approved by the City Council on or about _____, related to the operation of a Personal Self-Storage business.
- E. "Effective Date" means the date first entered above as the Effective Date that both Parties have signed this Agreement.
- F. "Personal Self-Storage" means a storage facility that is characterized by individual separate spaces accessible by customers for the storing and retrieval of personal effects and household goods, as permitted by the Interim Zoning Ordinance.

3. Term of Agreement. The Term of this Agreement shall commence on the Effective Date and continue for a period of twenty-five (25) years therefrom ("Term"), unless earlier terminated as specified in this Agreement.

4. Assignment.

A. Right to Assign. Owner shall have the right to sell, transfer, or assign the Subject Property in whole or in part (provided that no such partial transfer shall violate the Subdivision Map Act, Government Code Section 66410, et seq.) to any person, partnership, joint venture, firm, or corporation at any time during the Term of this Agreement; provided, however, that any such sale, transfer, or assignment shall include the assignment and assumption of the rights, duties, and obligations arising under or from this Agreement and be made in strict compliance with the following conditions precedent:

- 1. No sale, transfer, or assignment of any right or interest under this Agreement shall be made unless made together with the sale, transfer, or assignment of all or a part of the Subject Property.
- 2. Concurrent with any such sale, transfer, or assignment, Owner shall notify City, in writing, of such sale, transfer, or assignment and shall provide City with an executed agreement ("Assignment and Assumption Agreement"),

in a form reasonably acceptable to City, by the purchaser, transferee, or assignee and providing therein that the purchaser, transferee, or assignee expressly and unconditionally assumes all the duties, obligations, agreements, covenants, and waivers of Owner under this Agreement.

Any sale, transfer, or assignment not made in strict compliance with the foregoing conditions shall constitute a default by Owner under this Agreement. Notwithstanding the failure of any purchaser, transferee, or assignee to execute the Assignment and Assumption Agreement required by paragraph 4.a.2 above, the burdens of this Agreement shall be binding upon such purchaser, transferee, or assignee, but the benefits of this Agreement shall not inure to such purchaser, transferee, or assignee until and unless such Assignment and Assumption Agreement is executed.

B. Release of Transferring Owner. Notwithstanding any sale, transfer, or assignment, Owner or any subsequent transferring property owner shall continue to be obligated under this Agreement with respect to the transferred Subject Property or any transferred portion thereof, unless Owner or other transferring property owner is given a written release by City (which written confirmation may be in the form of execution and recordation of an Assignment and Assumption Agreement), which release shall be provided by City upon the full satisfaction by Owner or other transferring property owner of the following conditions:

1. Owner or other transferring owner no longer has a legal or equitable interest in all or any part of the Subject Property subject to the transfer.
2. Owner or other transferring owner is not then in default under this Agreement.
3. Owner or other transferring owner has provided City with the notice and executed an Assignment and Assumption Agreement required pursuant to this Agreement.

5. General Terms and Conditions. Owner shall comply with all of the following terms and conditions for the Term of this Agreement:

- A. Conditions placed on the Conditional Use Permit shall be conditions of this Agreement. A copy of the Conditional Use Permit, and all applicable conditions, is attached hereto as **Exhibit A** and incorporated herein. Any violation of the Conditional Use Permit shall be deemed a violation of this Agreement and shall constitute a material breach of this Agreement, and any violation of this Agreement shall be deemed a violation of the Conditional Use Permit.
- B. Owner shall obtain and maintain at all times during its operation a valid City-issued business license.
- C. Owner understands, acknowledges, and agrees to comply with all applicable then-existing local laws and regulations applicable to operation of the Personal Self-Storage business.

6. Operational Requirements. In addition to the operational requirements set forth in the Conditions for the Conditional Use Permit, Owner agrees to the following:

- A. **Project Phasing.** The personal storage (mini-storage) facility is scheduled to build out in three (3) phases consistent with Condition No. 6, attached hereto as **Exhibit A**, and incorporated herein. The three phases are depicted in **Exhibit B**, attached hereto and incorporated herein. Phase One (1) will consist of approval and construction of the first seventy-five percent (75%) of the single-story storage units and office/residence building. Owner agrees to provide monthly occupancy reports to City of Phase One occupancy. Phase Two (2) will consist of the proposed three (3)-story building, located along the east property boundary, which shall commence construction within sixty (60) days of ninety percent (90%) occupancy of Phase One. Phase Three (3) may be constructed concurrently with Phase Two, but City will not issue a certificate of occupancy for Phase Three prior to issuance of the Phase Two certificate of occupancy. If Owner has not commenced construction of Phase Two within sixty (60) days of ninety percent (90%) occupancy of Phase One, Owner agrees to make a monthly payment to City of Ten Thousand Dollars and No Cents (\$10,000.00), commencing on the first day of the month following the sixtieth (60th) day, and continuing monthly on the first day of each month until the commencement of construction of Phase Two. City shall use any funds received pursuant to this Section 6(A) to maintain the City roadway corridor adjacent to the Personal Self-Storage business.
- B. Owner understands and agrees that the provisions set forth in paragraph A above are a material term of this Agreement and that City's preference is for the proposed three-story building located along the east property boundary to be built first in order to create a more aesthetically pleasing environment for the surrounding area. Because Owner desires to construct Phase One first, the City agrees to the phasing set forth above but does so with the express understanding that Owner will construct Phase Two in accordance with Paragraph A.

7. Consideration. As consideration for the rights and benefits it enjoys under this Agreement, including its operation of an approved Personal Self-Storage use in the City, Owner shall do all of the following:

- A. Annual Community Benefit Payment. Owner, as part of its project proposal submitted to the City and accepted and approved by the City Council, agrees to make certain community contributions to the City to ensure that any potential adverse impacts of Owner are adequately offset by the business's required community benefit obligation. Owner shall pay to the City a community benefit fee in the amount of Twenty-five Thousand Dollars (\$25,000.00) annually beginning on the date that is one (1) year after the date of issuance of the Phase One certificate of occupancy or first storage unit occupancy, whichever occurs first. Such payment shall cease at the conclusion of the Term.
- B. Annual Increase. The annual community benefit payment shall increase 2% per calendar year after the first such payment.

8. Reimbursements. The conditional use permit Conditions require Owner to construct certain public infrastructure and public improvements including, but not limited to, a gravity sewer line extension, off-site frontage improvements including curb, gutter, and sidewalk, lighting, a landscape median, and an access driveway over public right of way owned by the City (“Improvements”), all of which benefit certain other properties (each a “Benefited Property”). As a condition of any development, renovation, reconstruction, or significant change of use of any Benefited Property, and at the earliest opportunity in the approval process, City shall require the Benefited Property owner to pay to City its fair share of Owner’s actual costs for said Improvements, which amount City shall then pay to Owner.

9. Indemnification. Owner shall defend, at its sole cost and expense, including attorneys’ fees, indemnify, and hold harmless City, its agents, officers, and employees from any claim, action, or proceeding against City, its agents, officers, or employees to attack, set aside, void, or annul the approval of this Agreement, or any actions taken pursuant to this Agreement. City shall promptly notify Owner of any claim, action, proceeding, or determination included within this Section, and City shall cooperate in the defense. City may in its discretion participate in the defense of any such claim, action, proceeding, or determination.

10. Notice. Any notice or other communication provided pursuant to this Agreement must be in writing and shall be considered properly given and effective only when mailed or delivered in the manner provided by this Section 10 to the persons identified below. A mailed notice or other communication shall be considered given and effective on the third day after it is deposited in the United States Mail (certified mail and return receipt requested). A notice or other communication sent in any other manner will be effective or will be considered properly given when actually delivered. A Party may change its address for these purposes by giving written notice of the change to the other Party in the manner provided in this Section 10.

If to the City:

City of Woodland
City Manager’s Office
300 First Street
Woodland, California 95695
Attention: Ken Hiatt

If to Owner:

E Kronick 2012 GST Trust
1620 North Main Street #5
Walnut Creek, CA 94596

11. Force Majeure.

- A. “Force Majeure Event” means a cause of delay that is not the fault of the Party who is required to perform under this Agreement and is beyond that Party’s reasonable control, including the elements (such as floods, earthquakes, windstorms, and unusually severe weather), fire, energy shortages or rationing, riots, acts of terrorism, war or war-defense conditions, acts of any public enemy, epidemics, the actions or inactions of any governmental entity (excluding the City) or that entity’s agents, litigation, labor shortages (including shortages caused by strikes or walkouts), and materials shortages.

- B. Except as otherwise expressly provided in this Agreement, if the performance of any act required by this Agreement to be performed by either the City or Owner is prevented or delayed because of a Force Majeure Event, then the time for performance shall be extended for a period equivalent to the period of delay, and performance of the act during the period of delay will be excused.

12. Waiver. A Party's failure to insist on strict performance of this Agreement or to exercise any right or remedy upon the other Party's breach of this Agreement shall not constitute a waiver of any performance, right, or remedy. A Party's waiver of the other Party's breach of any provision in this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of the same or any other provision. A waiver is binding only if set forth in writing and signed by the waiving Party.

13. Relationship of Parties. This Agreement does not create any employment relationship, ownership interest, or other association between the City and Owner. Nothing herein shall be construed to create the relationship of principal and agent, partnership or other joint venture between the City and Owner.

14. Attorneys' Fees. The Party prevailing in any litigation concerning this Agreement shall be entitled to an award by the court of reasonable attorneys' fees and litigation costs. If the City is the prevailing party, then this Section shall apply whether the City is represented in the litigation by the designated City Attorney or by outside counsel.

15. Severability. If a court with jurisdiction finds any provision of this Agreement to be invalid, void, or unenforceable, then the remaining provisions shall remain in full force and effect, and to this end this Agreement shall be severable.

16. Counterparts. The Parties may execute this Agreement in counterparts, each of which shall constitute an original, but all of which shall collectively constitute this same Agreement.

17. Integration and Modification. This Agreement sets forth the Parties' entire understanding and agreement regarding the matters addressed herein. This Agreement supersedes all prior or contemporaneous agreements, representations, and negotiations (written, oral, express, or implied) and may be modified only by written agreement signed by both Parties.

(Signature Page Follows)

IN WITNESS WHEREOF, the parties enter into this Agreement as of the date first set forth on this Agreement.

City of Woodland

By: _____
Ken Hiatt, Interim City Manager
Dated: _____, 2020

Approved as to Form
Woodland City Attorney

By: _____
Kara K. Ueda, City Attorney

Attachments:

Exhibit A: Conditional Use Permit
Exhibit B:

Owner:

E Kronick 2012 GST Trust dated 12-12-12

By: _____
Benjamin J. Kronick, trustee
Dated: _____, 2020

By: _____
John L. Kronick, trustee
Dated: _____, 2020

Phasing

Plan

EXHIBIT A

[CONDITIONAL USE PERMIT]

EXHIBIT B

[INSERT PLANS SHOWING PHASING]

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND SUMMARILY VACATING AN UNUSED PORTION OF PUBLIC RIGHT-OF-WAY OFF MATMOR ROAD, SUMMARILY VACATING A PORTION OF A ROAD EASEMENT ALONG APN 066-030-033, AND SUMMARILY VACATING A PORTION OF A PUBLIC UTILITY EASEMENT ALONG APN 066-030-033 PURSUANT TO STREETS AND HIGHWAYS CODE SECTION 8330 *ET SEQ.*, AND FINDING THAT ADEQUATE CONSIDERATION EXISTS FOR THE TRANSFER OF THE PROPERTY, ONCE VACATED, TO THE LANDOWNER OF THE ADJACENT PROPERTY

WHEREAS, the City of Woodland (“City”) holds title to that certain unused 733-foot portion of public right-of-way located east of Matmor Road and approximately 500 feet south of East Main Street (described in **Exhibit A** as Vacation A, B, and C, and shown in **Exhibit B**) (referred to herein as the “**ROW**”), located in the City, which lies adjacent to those properties commonly known as APNs 066-030-052, 066-030-019, 066-030-021, and 066-030-033; and

WHEREAS, the City has title to the ROW pursuant to that certain Highway Easement Deed, as recorded on June 3, 1977, in Map Book 1264, Pages 158 through 163 in the Official Records of the County of Yolo, State of California; and

WHEREAS, the ROW has not served the purpose for which it was acquired for at least the past consecutive five years immediately preceding this vacation and is not required for street or highway purposes; and

WHEREAS, the City holds both a portion of an unused road easement and a 10-foot Public Utility Easement, both of which lie within the property known as APN 066-030-033 (described in Exhibit A as Vacation D (road easement) and Vacation E (public utility easement), and shown in Exhibit B) (referred to respectively as the “**Road Easement**” and the “**PUE**”); and

WHEREAS, the City holds the PUE pursuant to a grant deed, as recorded on February 4, 1986, in Map Book 1752, Pages 220, in the Official Records of the County of Yolo, State of California; and

WHEREAS, the City holds the Road Easement pursuant to a grant deed, as recorded on February 4, 1986, in Map Book 1752, Pages 222, in the Official Records of the County of Yolo, State of California; and

WHEREAS, the Road Easement and PUE are both public service easements; and

WHEREAS, it is the intention of the City Council of the City of Woodland, that once the ROW, Road Easement, and PUE are vacated, all of the City’s right, title and interest in the Street ROW will be transferred to the adjacent owner; and

WHEREAS, the City Council of the City of Woodland may vacate all or part of a street, highway, or public service easement pursuant to the Public Streets, Highways, and Service Easements Vacation Law (State of California Streets & Highways Code, § 8300 et seq.); and

WHEREAS, the summary vacation proceedings are to be conducted pursuant to the provisions in § 8330 – 8336, Chapter 4 of Part 3, Division 9, entitled “Summary Vacation,” of the State of California Streets & Highways Code; and

WHEREAS, Section 8334 of the California Streets and Highways Code provide that the City Council of the City of Woodland may summarily vacate an excess right-of-way of a street or highway not required for street or highway purposes; and

WHEREAS, the ROW was dedicated for a public purpose, a street right-of-way, which the City of Woodland has determined does not exist over this excess area, that the area has never been used by the City of Woodland, and there are no current or planned public improvements for this excess right-of-way, therefore the City Council is directing the City Manager to reconvey the property to the current adjacent owner; and

WHEREAS, the City Council, acting as the legislative body of the City of Woodland, determines that, given that the ROW consists of only a 30 to 60 foot portion of property, that is between parcels owned by private property owners and does not provide a through street, the ROW is effectively undevelopable by itself and has little to no economic value by itself, and therefore, the public interest would best be served if the adjacent owner owns the property underlying the ROW; and

WHEREAS, a public service easement may be summarily vacated by the City Council pursuant to Streets and Highways Code Section 8333 if that easement has not been used for the purpose for which it was dedicated or acquired for five consecutive years immediately preceding the proposed vacation; if the date of dedication or acquisition is less than five years and more than one year immediately preceding the proposed vacation and the easement was not used continuously since that date; or if the easement has been superseded by relocation or determined to be excess by the easement holder, and there are no other public facilities located within the easement; and

WHEREAS, the Road Easement and the PUE satisfy the criteria for summary vacation pursuant to Section 8333 of the California Streets and Highways Code because the easements have not been used for the purpose for which they were dedicated for the past five years, and the easements have been determined to be excess by the City, and there are no other public facilities within the easement; and

WHEREAS, Section 8355 of the California Streets and Highways Code authorizes the City Council to determine that property previously subject to a street, highway, or public service easement, title to which is owned by the City, is no longer needed by the public and to sell or exchange the property in the manner, and upon the terms and conditions, approved by the City Council; and

WHEREAS, the City has no use for the ROW for street or other purposes, no use for the Road Easement for road purposes, and no use for the PUE for utility or any other purposes; and

WHEREAS, application has been made to the City on behalf of the owner of the adjacent properties for summary vacation of the ROW, Road Easement, and PUE; and

WHEREAS, pursuant to Government Code section 65402(a), the Planning Commission of the City of Woodland reviewed the proposed vacation of the ROW and Easements at its regularly scheduled meeting on June 16, 2020, and found that vacation of the ROW and Easements, located along the roadway east of Matmor Road and south of E. Main Street, described on Exhibit A and shown in Exhibit B, conforms with the City's 2035 General Plan; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred

WHEREAS, pursuant to Streets and Highways Code section 8336, the City Clerk shall cause a certified copy of this Resolution, attested by the Clerk under seal, to be recorded without acknowledgement, certificate of acknowledgement, or further proof in the Office of the Recorder of the County of Yolo, and no fee shall be charged for this recordation.

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

Section 1. Order of Vacation. The City Council, under the authority vested in it by the California Streets and Highways Code, Division 9 - Change of Grade and Vacation, Part 3 - Public Streets, Highways, and Service Easements Vacation Law (Sections 8300 et seq.), Chapter 4 - Summary Vacation (Streets & Highways Code sections 8330 et seq.), hereby orders the vacation of the ROW, Road Easement, and PUE and any and all interests that the City may have therein, as more particularly described and depicted in the attached Exhibits A and B. From and after the date this Resolution is recorded, the portion of the road described in Exhibit A and shown in Exhibit B shall no longer constitute a public street, and the portions of the Road Easement and PUE shall no longer constitute public service easements.

Section 2. Authority for Vacation. The summary vacation of the ROW is made based on the fact that, pursuant to Streets and Highway Code section 8334(a), this is an excess portion of a road. Summary vacation of the Road Easement and PUE are made based on the fact that, pursuant to Streets and Highways Code Section 8333, these easements have not been used for the purpose for which they were dedicated or acquired for the five consecutive years immediately prior to the adoption of this Resolution, and are in excess and contain no public facilities.

Section 3. General Plan Conformity. The vacation of ROW and Easements has been found by the Planning Commission of the City of Woodland to be in conformity with the City of Woodland 2035 General Plan.

Section 4. Additional Finding; Authorization to Transfer the Street. The City Council additionally finds that, in consideration for the findings set forth in this Resolution, adequate

consideration exists for the ROW to be transferred to the adjacent owner as the summary vacation is being conducted pursuant to the applicant's development project, and the City will be receiving consideration in the form of a monetary community benefit pursuant to an operating agreement to be simultaneously approved with this summary vacation. The City Council, as permitted by California Streets & Highways Code section 8355, hereby authorizes the City Manager, once the ROW is vacated, to transfer any and all of the City's interest in the ROW, whether by quitclaim deed, termination of easement, or any other document(s), to the adjacent property owner, and to execute any and all documents required for such transfer and to effectuate the purposes of this Resolution.

Section 5. CEQA Finding. This action is categorically exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15305 as a minor alteration in land use limitations.

Section 6. Certification, Recordation and Retention. Pursuant to Streets and Highways Code section 8336, the City Clerk shall cause a certified copy of this Resolution, attested by the Clerk under seal, to be recorded without acknowledgement, certificate of acknowledgement, or further proof in the Office of the Recorder of the County of Yolo, and pursuant to Streets and Highways Code Section 8336, no fee shall be charged for this recordation. The City Clerk shall permanently maintain a true and correct copy of this Resolution in the City Clerk's Office.

Section 7. Effective Date. This Resolution shall become effective upon its adoption. Upon the recordation required hereby, the vacation is complete, and from and after the date this Resolution is recorded, the street, highway, or public service easement vacated no longer constitutes a street, highway, or public service easement.

PASSED AND ADOPTED this 7th day of July, 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

EXHIBIT A

EXHIBIT A
LEGAL DESCRIPTION
PORTION OF UN-NAMED ROAD RIGHT OF WAY AND
PUBLIC UTILITY EASEMENT VACATION

Vacation A

All of that right-of-way granted to the County of Yolo for a public highway filed in **Book 1264 of Yolo County Official Records, at Page 158**, being a portion of the Northeast Quarter of Section 33, Township 10 North, Range 2 East, M.D.B.&M., Yolo County, California and being more particularly described as follows:

The Southerly thirty feet (30') of Lot 3 of the "Map of Reiff Subdivision of Lots 1 and 2 or D.R. Clanton's Subdivision" as said Lot appears on that map filed in Map Book 4, on Page 8, Yolo County Records.

Excepting therefrom the Easterly three feet (3') of said Southerly thirty feet (30') of said Lot 3.

Vacation B

A portion of that right-of-way granted to the County of Yolo for a public highway and incidents thereto filed in **Book 1264 of Yolo County Official Records, at Page 160**, being a portion of Lot 1 of the Reiff Subdivision of Lots 1 and 2 of D.R. Clanton's Subdivision of the West half of the Northeast Quarter of Section 33, Township 10 North, Range 2 East, M.D.B.&M., as shown on the map filed in Deed Book 32, page 75, Yolo County Records and being more particularly described as follows:

The Southerly thirty feet (30') of Lot 1 of the "Map of Reiff Subdivision of Lots 1 and 2 or D.R. Clanton's Subdivision" as said Lot appears on that map filed in Map Book 4, on Page 8, Yolo County Records.

Excepting therefrom the Westerly one hundred and forty-five feet (145') of said Southerly thirty feet (30') of said Lot 1.

Vacation C

A portion of that right-of-way granted to the County of Yolo for a public highway and incidents thereto filed in **Book 1264 of Yolo County Official Records, at Page 162**, being a portion of Lot 3 of D.R. Clanton's Subdivision of the West half of the Northeast Quarter of Section 33, Township 10 North, Range 2 East, M.D.B.&M., as shown on the map filed in Deed Book 32, page 75, Yolo County Records and being more particularly described as follows:

Commencing at a point on the Northerly line of said Lot 3 that is distant South 00°27'06" West, 495.52 feet and South 89°34'21" East, 42.00 feet from the North one-quarter corner of said Section 33 as shown on that map filed in Maps and Surveys Book 9, at page 26, Yolo County Records; thence from said point of beginning, along said Northerly line of Lot 3, South 89°34'21" East 103.00 feet to the POINT OF BEGINNING also being the Northeast corner of Parcel B as shown on that Parcel Map No. 3400 filed in Maps and Surveys Book 8, at page 23, Yolo County Records; thence continuing along said Northerly line of said Lot 3, South 89°34'21" East, 692.04 feet to a point on the Westerly boundary line of the State of California property as described in Book 831 of Official Records of said County at page 92; thence along said Westerly boundary line, South 02°22'56" West 30.02 feet; thence leaving said Westerly boundary line, North 89°34'21" West, 730.03 feet to the East line of said Parcel B; thence North 00°27'06" East, 30.00 feet to the point of beginning.

Vacation D

A portion of that road easement granted to the City of Woodland filed in **Book 1752 of Yolo County Official Records, at Page 222**, being a portion of Lot 3 of D.R. Clanton's Subdivision of the West half of the Northeast Quarter of Section 33, Township 10 North, Range 2 East, M.D.B.&M., as shown on the map filed in Deed Book 32, page 75, Yolo County Records and being more particularly described as follows:

Commencing at a point on the East line of Matmor Road, that bears South 00°27'06" West, 495.52 feet and South 89°34'21" East 42.00 feet from the Northwest corner of the Northeast Quarter of Section 33, also being on the North line of Parcel 1 of that certain Parcel Map No. 2681 filed for record in Book 3 of Parcel Maps at Page 100 and Parcel B of that certain Parcel Map No. 3400 filed for record in Book 8 of Parcel Maps at Page 23 of Yolo County Records; thence along the North line of said Parcels 1 and B, North 89°34'21" West, 103.00 feet to the Northeast corner of said Parcel B being the True Point of beginning; thence continuing along the North line of said Parcel 1, North 89°34'21" West 305.07 feet to the Northeast corner of said Parcel 1; thence along the East line of said Parcel 1, South 00°30'22" West, 30.00 feet; thence North 89°34'21" West, parallel with the North line of said Parcel 1, a distance of 293.04 feet to the East line of said Parcel B; thence North 00°27'06" East along the East line of said Parcel B, 30.00 feet to said point of beginning.

Vacation E

A portion of that Public Utility Easement granted to the City of Woodland filed in **Book 1752 of Yolo County Official Records, at Page 220**, being a portion of Lot 3 of D.R. Clanton's Subdivision of the West half of the Northeast Quarter of Section 33, Township 10 North, Range 2 East, M.D.B.&M., as shown on the map filed in Deed Book 32, page 75, Yolo County Records and being more particularly described as follows:

Beginning at a point on the East line of Parcel 1 of that certain Parcel Map No. 2681, filed for record in Book 3 of Parcel Maps at Page 100 of Yolo County Records, said point bearing South 00°30'22" West, 30.00 feet from the Northeast corner of said Parcel 1; thence from said point of beginning North 89°34'21" West, along the South line of an unnamed street, 293.04 feet to the East line of Parcel B as shown on that certain Parcel Map No. 3400, filed for record in Book 8 of Parcel Maps, at Page 23 of Yolo County Records, thence South 00°27'06" West, 10.00 feet; thence South 89°34'21" East along a line parallel to and distant 10.00 feet at right angles from the said South line of an unnamed street, to said East line of said Parcel 1; thence along said East line of Parcel 1, North 00°30'22" East, 10.00 feet to said point of beginning.



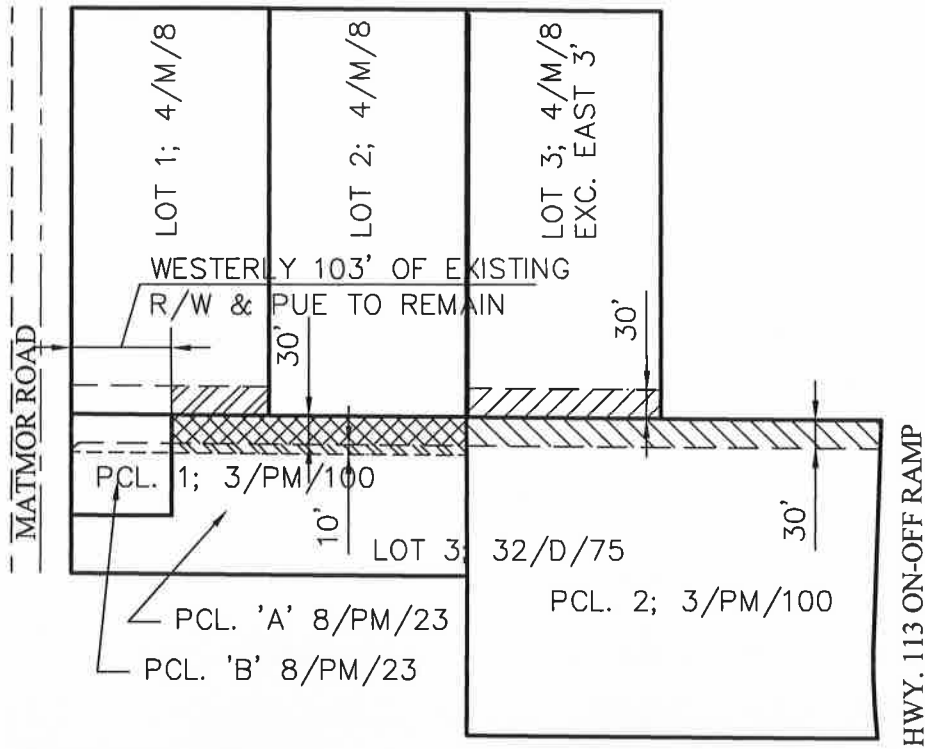
Jeff W. Spence, LS7414

6/30/2020
date



EXHIBIT B

EAST MAIN ST. / STATE HWY. 16



LEGEND

- PROPERTY LINE
- - - EXISTING RIGHT OF WAY
- - - EXISTING P.U.E.
- VACATION A: PUBLIC HWY. R/W DEDICATION PER 1264/OR/158 TO BE VACATED
- VACATION B: PORTION OF PUBLIC HWY. R/W DEDICATION PER 1264/OR/160 TO BE VACATED
- VACATION C: PORTION OF PUBLIC HWY. R/W DEDICATION PER 1264/OR/162 TO BE VACATED
- VACATION C & D: PORTION OF PUBLIC HWY. R/W DEDICATION PER 1264/OR/162 & ROAD EASEMENT DEDICATION PER 1752/OR/222 TO BE VACATED
- VACATION E: PORTION OF PUBLIC UTILITY EASEMENT PER 1752/OR/220 TO BE VACATED



1"=200'



EXHIBIT B		
CITY OF WOODLAND		
VACATION PLAT		
D.R. CLANTON'S SUBDIVISION		
SUBMITTED BY: JWS		
APPROVED _____	DATE DRAWN 6-29-2020	PG. No. 1 OF 1
CITY ENGINEER	DRAWN BY: JWS	

CITY OF WOODLAND
COMMUNITY DEVELOPMENT DEPARTMENT



Woodland Storage
INITIAL STUDY/MITIGATED NEGATIVE
DECLARATION

December 2019



1501 Sports Drive, Suite A, Sacramento, CA 95834

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Appendix

Air Quality and GHG Modeling Results

INITIAL STUDY

December 2019

A. BACKGROUND

1. Project Title: Woodland Storage Project
2. Lead Agency Name and Address: City of Woodland
Community Development Department
300 First Street
Woodland, CA 95695
3. Contact Person and Phone Number: Megan Meier
Associate Planner
(530) 661-5814
4. Project Location: 1424 East Main Street
Woodland, CA 95776
Assessor Parcel Numbers (APNs) 066-030-019, -021, and -033
5. Project Sponsor's Name and Address: Roy and Dan Rubin
591 Colusa Highway
Yuba City, CA 95991
6. Existing General Plan Designation: Community Commercial (CC)
7. Existing Zoning Designation: Service Commercial (C-3)
8. Required Approvals from Other Public Agencies: None
9. Surrounding Land Uses and Setting:

The project site consists of approximately 6.7 acres located at 1424 East Main Street in the City of Woodland, California. The site is identified by Assessor's Parcel Numbers (APN) 066-030-019, -021, and -033. The majority of the site is currently vacant and regularly disked. The northwestern portion of the site includes a paved building pad with gravel driveways providing access from East Main Street. The site is bordered by East Main Street to the north, Matmor Road to the west, and State Route (SR) 113 to the east. Surrounding land uses include a veterinary hospital and auto body shop to the west, vacant land to the east, and apartment complexes to the south. The project site is designated Community Commercial by the General Plan and zoned Service Commercial.

10. Project Description Summary:

The Woodland Storage Project (proposed project) would include development of the project site with a 5,121-square-foot (sf) office building and 11 self-storage buildings totaling 116,475 sf. Access to the site would be provided from East Main Street. In addition to the foregoing improvements, the proposed project would include construction of drive aisles within the project site and associated improvements.

11. Status of Native American Consultation Pursuant to Public Resources Code Section 21080.3.1:

In compliance with Assembly Bill (AB) 52 (Public Resources Code Section 21080.3.1), a project notification letter was distributed to the Miwok Maidu United Auburn Indian Community of the Auburn Rancheria, Ione Band of Miwok Indians, Desert Cahuilla Indians, Cortina Band of Indians, Rumsey Indian Rancheria of Wintun, and Yocha Dehe Wintun Nation. The letters were distributed on October 10, 2018. The Yocha Dehe Wintun Nation submitted a request for consult on December 3, 2018. Consultation with the Yocha Dehe Wintun Nation was initiated and is ongoing.

B. SOURCES

All the technical reports and modeling results used for the purposes of this analysis are available upon request at the City of Woodland Community Development Department, located at 300 First Street, Woodland, California, Monday through Friday between 8:00 AM–5:00 PM. The following documents are referenced information sources utilized by this analysis:

1. Bargas Environmental Consulting. *Draft Reconnaissance-level Biological Resources Evaluation for the Proposed Woodland Storage Project, Woodland, Yolo County*. December 3, 2018.
2. CalFire Fire Resource Assessment Program. *Yolo County*. October 5, 2007.
3. California Air Resources Board. *The 2017 Climate Change Scoping Plan Update*. January 20, 2017.
4. California Department of Conservation. *Earthquake Zones of Required Investigation*. Available at: <https://maps.conservation.ca.gov/cgs/EQZApp/app/>. Accessed February 2019.
5. California Department of Conservation. *Yolo County Important Farmland 2016*. July 2017.
6. California Department of Forestry and Fire Protection. *Yolo County, Draft Fire Hazard Severity Zones in LRA*. October 5, 2007.
7. California Department of Resources Recycling and Recovery (CalRecycle). *Solid Waste Information System*. Available at: <https://www2.calrecycle.ca.gov/swfacilities/directory>. Accessed April 2019.
8. California Department of Toxic Substances Control. *Hazardous Waste and Substances Site List*. Available at: <https://calepa.ca.gov/sitecleanup/corteselist/>. Accessed February 2019.

9. California Department of Transportation. *California Scenic Highway Mapping System*. Available at: http://www.dot.ca.gov/hq/LandArch/16_livability/scenic_highways/index.htm. Accessed January 10, 2019.
10. City of Woodland. *City of Woodland General Plan 2035*. May 2017.
11. Federal Emergency Management Agency. *Flood Insurance Rate Maps 06113C0445H*. May 16, 2012.
12. Gularte & Associates, Inc. *Geotechnical Report Woodland Self-Storage*. October 18, 2018.
13. Gularte & Associates, Inc. *Phase I Environmental Site Assessment*. October 2, 2018.
14. Institute of Transportation Engineers. *Trip Generation Handbook – 10th Edition*. September 2012.
15. Native American Heritage Commission. *Woodland Storage Project, Woodland, Yolo County*. January 22, 2019.
16. Northwest Information Center. *Record search results for the proposed 1424 East Main Street Project (APNs: 066-030-019, -021, and -033)*. January 31, 2019.
17. Yolo-Solano Air Quality Management District. *Handbook for Assessing and Mitigating Air Quality Impacts*. July 11, 2007. Available at: <http://www.ysaqmd.org/documents/CEQAHandbook2007.pdf>. Accessed April 2019.

C. ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is “less-than-significant with mitigation” as indicated by the checklist on the following pages.

● Aesthetics	● Agriculture and Forest Resources	● Air Quality
✗ Biological Resources	✗ Cultural Resources	● Energy
✗ Geology and Soils	● Greenhouse Gas Emissions	● Hazards and Hazardous Materials
● Hydrology and Water Quality	● Land Use and Planning	● Mineral Resources
✗ Noise	● Population and Housing	● Public Services
● Recreation	✗ Transportation	✗ Tribal Cultural Resources
● Utilities and Service Systems	● Wildfire	● Mandatory Findings of Significance

D. DETERMINATION

On the basis of this initial study:

- ☐ I find that the Proposed Project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- ☒ I find that although the Proposed Project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the applicant. A MITIGATED NEGATIVE DECLARATION will be prepared.
- ☐ I find that the Proposed Project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- ☐ I find that the proposed project MAY have a “potentially significant impact” or “potentially significant unless mitigated” on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- ☐ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature

Cindy Norris, Principal Planner

Printed Name

Date

City of Woodland

For

E. BACKGROUND AND INTRODUCTION

This Initial Study identifies and analyzes the potential environmental impacts of the Woodland Storage Project (proposed project). The information and analysis presented in this document is organized in accordance with the order of the California Environmental Quality Act (CEQA) checklist in Appendix G of the CEQA Guidelines. Where the analysis provided in this document identifies potentially significant environmental effects of the project, mitigation measures are prescribed.

The mitigation measures prescribed for environmental effects described in this Initial Study will be implemented in conjunction with the project, as required by CEQA. The mitigation measures will be incorporated into the project through project conditions of approval. The City will adopt findings and a Mitigation Monitoring/Reporting Program for the project in conjunction with approval of the project.

The City of Woodland adopted the 2035 General Plan and certified the General Plan Environmental Impact Report (EIR) on May 16, 2017. The General Plan EIR was prepared for the as a program-level EIR, prepared pursuant to Section 15168 of the CEQA Guidelines (Title 14, California Code of Regulations, Sections 15000 *et seq.*). The Woodland General Plan EIR analyzed the proposed General Plan and Alternatives. Additionally, the City of Woodland adopted the 2035 Climate Action Plan in May 2017, which presented a set of community-generated strategies to guide the City of Woodland, residents, and local businesses in reducing greenhouse gas emissions consistent with the State goals for addressing California's contribution to climate change. Information for the environmental setting discussions for each section of this Initial Study is largely based on information on the City of Woodland General Plan, General Plan EIR, and Climate Action Plan.

Per Section 15152 of the CEQA Guidelines, a project which is consistent with the General Plan and zoning of the City may tier from the analysis contained in the General Plan EIR, incorporating by reference the general discussions from the broader EIR. The proposed project would be consistent with the General Plan and zoning designations for the project site; therefore, in accordance with Section 15152 of the CEQA Guidelines, the analysis within this Initial Study will rely on analysis previously prepared in the General Plan EIR.

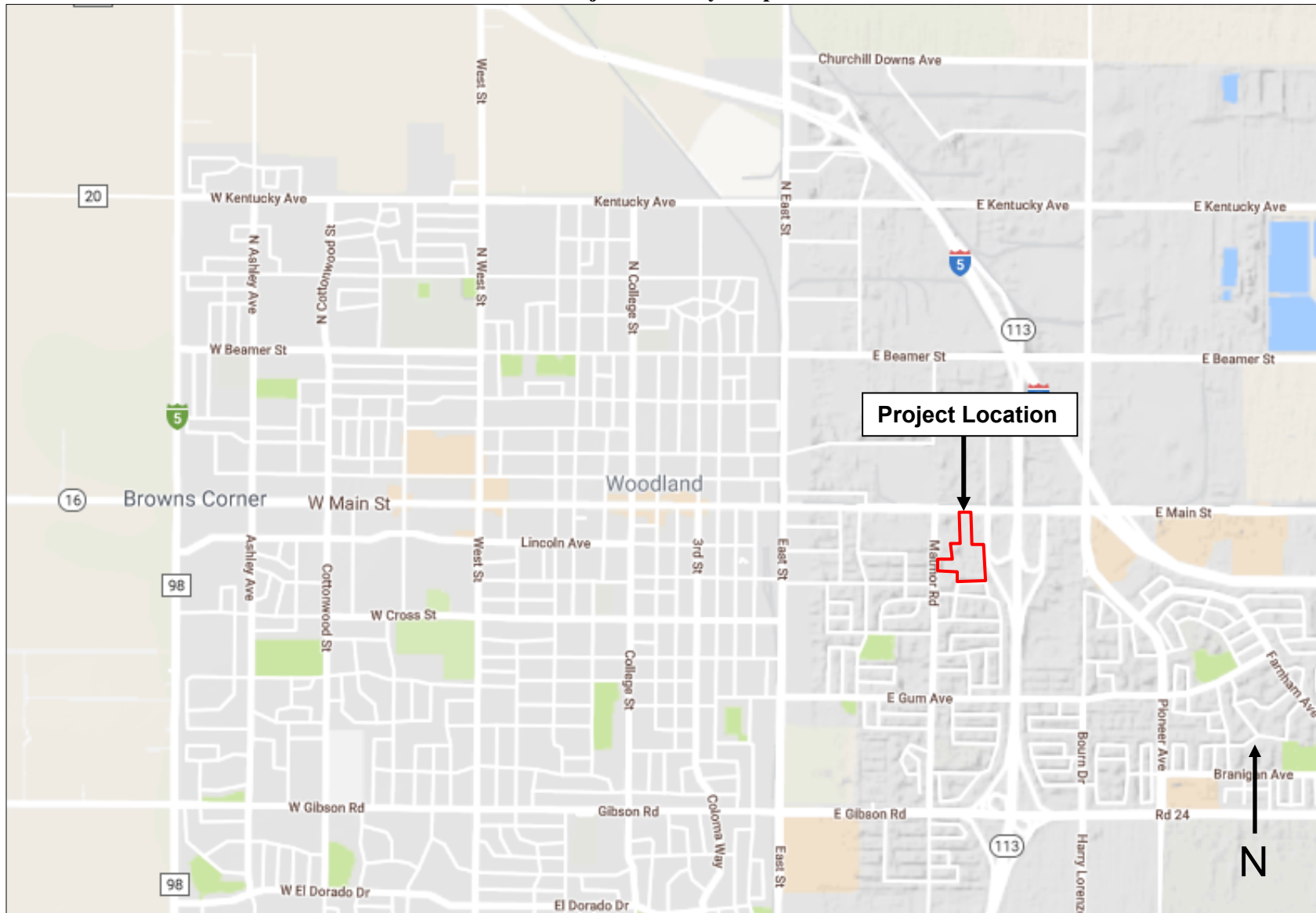
F. PROJECT DESCRIPTION

The following section includes a description of the proposed project location and surrounding land uses, as well as a discussion of the project components and necessary discretionary actions.

Project Location and Setting

The project site is located at 1424 Main Street, between Matmor Road and the California State SR 113 on-ramp, in Woodland, California (see Figure 1). The northernmost portion of the site includes a paved building pad with gravel driveways providing access to the site from Main Street.

Figure 1
Project Vicinity Map



Surrounding land uses include an existing vehicle storage yard and auto repair shop, a veterinary hospital and dog training facility, and a gravel parking lot to the northwest, a vacant structure to the northeast and the on-ramp to SR 113 to the east, and an apartment complex to the south (see Figure 2). Currently the project site is vacant and regularly disked. The site is identified by Assessor's Parcel Numbers (APNs) 066-030-019, -021, and -033.

Project Components

The proposed project includes the construction of a self-storage facility on approximately 6.7 acres of vacant land. The facility would consist of eleven self-storage buildings, totaling 116,475 sf, located in the southern portion of the project site. An office/manager's unit totaling 5,121 sf over two stories would be located at the entrance to the project site off of East Main Street. Finally, remainder parcels for up to 12,000 sf of future commercial use would be located both west and north of the storage buildings (see Figure 3).

Construction of the proposed project would be conducted in three phases. Phase 1 of the project would include construction of Buildings 1,2,4,6,7,9,10, and 11 and the office/managers building, as well as utility improvements. Frontage improvements constructed as part of Phase 1 would include a four-foot-wide walkway for entrance to the office building from the sidewalk, as well as a ten-foot-wide sidewalk with relocation of the driveway. Phase 2 would include development of Building 2, and Phase 3 would include development of Buildings 5 and 8.

The following sections further describe the proposed project's access, parking, utilities, and energy efficiency features.

Access and Parking

The project site would pave a 35-foot-wide driveway entrance from East Main Street, in the same location of the existing gravel driveway. A second entrance would be provided on Matmor Road with entrance to the western side of the project site and connection to a 24-foot wide drive aisle. On-site emergency vehicle access would be provided throughout the project site with drive aisles accommodating turn radiuses of up to 40 feet. Entrance gates to the storage unit areas would be 20 feet wide.

One parking space per 50 storage units plus two spaces at the manager's unit would be included at the northern area of the project site, before reaching the storage buildings. Additionally, covered loading/unloading parking will be placed at Building 2.

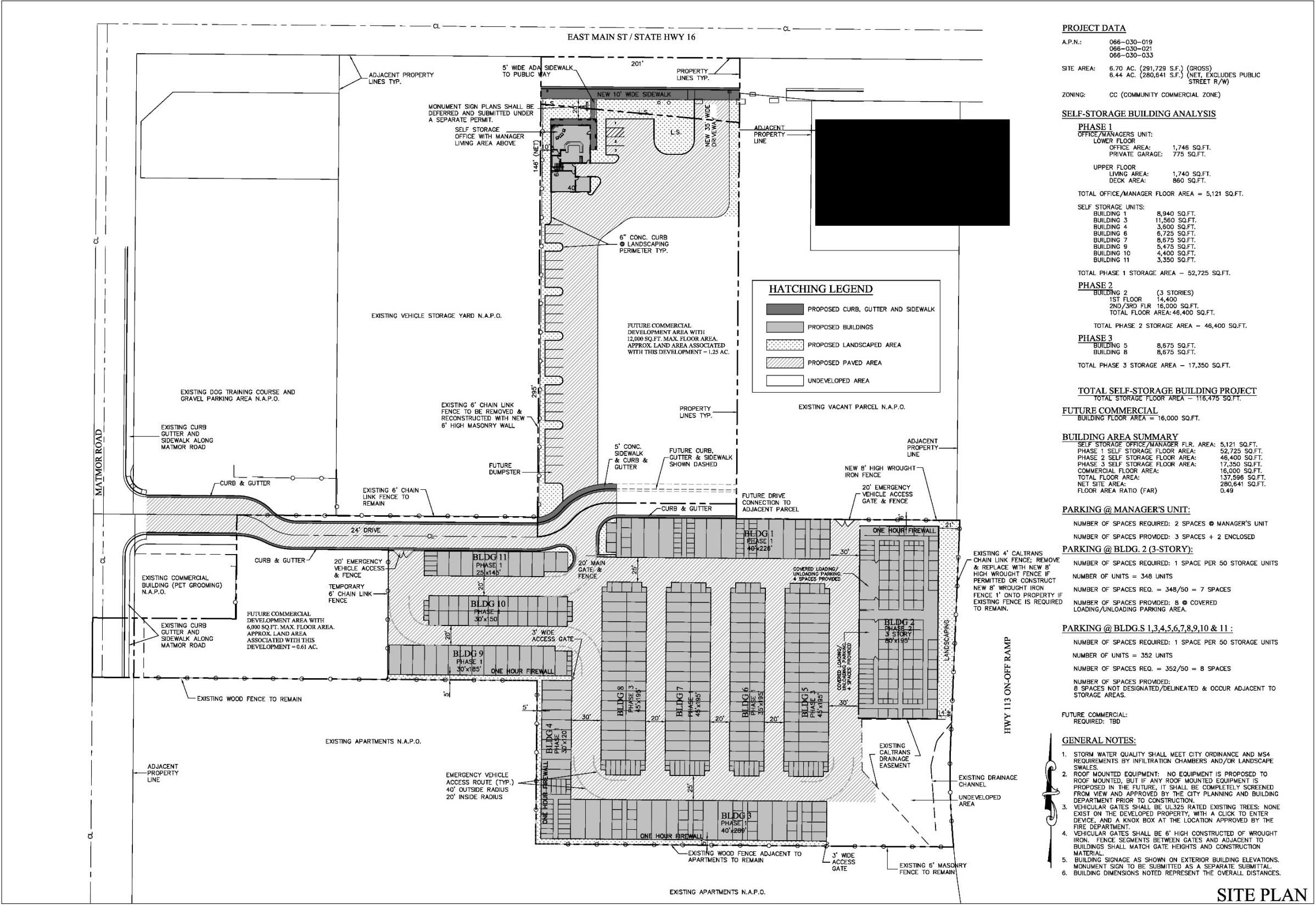
Utilities

The proposed project would include construction of a water line throughout the project site with connection to an existing 12-inch water main at Matmor Road and East Main Street. A sanitary sewer line would be constructed in East Main Street and extended approximately 1,400 feet east from the office/manager's unit to an existing sanitary sewer manhole at Pioneer Avenue. Both water and sewer connections would be placed in the manager's living space.

Figure 2
Project Location



Figure 3
Site Plan



Stormwater that falls on the project site would be collected on-site and directed through new underground pipes to the existing storm drain system on the north side of East Main Street. Runoff water would be treated through underground filtration trenches on-site prior to discharge into the City's storm drain system.

Energy Efficiency

The proposed project would implement measures which would increase energy efficiency on-site, and contribute to the overall goals of the City to reduce greenhouse gas emissions. The proposed project would exceed the requirements set forth by the California Building Efficiency Standards by two percent. Additionally, 100 percent of the electricity used by the proposed project would be generated by on-site renewable energy sources.

Discretionary Actions

Implementation of the proposed project would require the following discretionary actions by the City of Woodland:

- Adoption of the Initial Study/Mitigated Negative Declaration;
- Adoption of the Mitigation Monitoring and Reporting Program; and
- Approval of a Conditional Use Permit.

G. ENVIRONMENTAL CHECKLIST

The following Checklist contains the environmental checklist form presented in Appendix G of the CEQA Guidelines. The checklist form is used to describe the impacts of the proposed project. A discussion follows each environmental issue identified in the checklist. Included in each discussion are project-specific mitigation measures recommended, as appropriate, as part of the proposed project.

For this checklist, the following designations are used:

Potentially Significant Impact: An impact that could be significant, and for which no mitigation has been identified. If any potentially significant impacts are identified, an EIR must be prepared.

Less Than Significant with Mitigation Incorporated: An impact that requires mitigation to reduce the impact to a less-than-significant level.

Less-Than-Significant Impact: Any impact that would not be considered significant under CEQA relative to existing standards.

No Impact: The project would not have any impact.

I. AESTHETICS. <i>Would the project:</i>		Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less-Than- Significant Impact	No Impact
a.	Have a substantial adverse effect on a scenic vista?	○	○	⊘	○
b.	Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a State scenic highway?	○	○	⊘	○
c.	In non-urbanized areas, substantially degrade the existing visual character or quality of public views of the site and its surroundings? (Public views are those that are experienced from publicly accessible vantage point). If the project is in an urbanized area, would the project conflict with applicable zoning and other regulations governing scenic quality?	○	○	⊘	○
d.	Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	○	○	⊘	○

Discussion

- a,b. Examples of typical scenic vistas include mountain ranges, ridgelines, or bodies of water as viewed from a highway, public space, or other area designated for the express purpose of viewing and sightseeing. In general, a project's impact to a scenic vista would occur if development of the project would substantially change or remove a scenic vista. The City's General Plan EIR determined the topography of the City of Woodland to be almost completely level, not providing natural raised vistas of the surroundings. The project site is located in the flat, urban area of the City of Woodland and would not interfere with a scenic vista.

Furthermore, according to the California Scenic Highway Mapping System, the nearest eligible State Scenic Highway is a portion of State Route 16 (SR 16) beginning west of Highway 505. The eligible portion of SR 16 is located approximately 18 miles west of the site.¹ SR 16 does not have views of the project site. Therefore, the project site is not located within the vicinity of any scenic vistas, as described by the General Plan, or a State Scenic Highway. As a result, construction of the proposed would not have an adverse effect on any scenic vista and impacts related to such would be *less than significant*.

- c. The project site is located within an urbanized area of the City and is surrounded by existing commercial and residential uses. Currently, the northern portion of the project site contains a concrete building pad and a gravel driveway. Given that the proposed project is consistent with the General Plan land use designation, buildout of the project site and associated

¹ California Department of Transportation. *California Scenic Highway Mapping System*. Available at: http://www.dot.ca.gov/hq/LandArch/16_livability/scenic_highways/index.htm. Accessed January 10, 2019.

changes to the visual character and quality of the site have been anticipated by the City and analyzed in the General Plan EIR. Additionally, during the CUP review period, the City would review the building design and ensure that the plans are compatible with the surrounding land uses. Section 17.80.050 of the Municipal Code establishes performance standards with which the proposed project must comply, including the installment of fencing and landscaping for adequate screening from adjacent residential zones along property lines. As such, the proposed project would be required to comply with all applicable regulations and would be subject to review and approval by the City, which would ensure the project would not degrade the visual character of the existing setting. Thus, a ***less-than-significant*** impact would occur regarding the creation of a conflict with applicable zoning and other regulations governing scenic quality.

- d. As noted previously, the project site is currently vacant and undeveloped. As such, the site does not currently contain any sources of existing light or glare. However, the project site is bordered by existing commercial uses to the west, the on-ramp to SR 113 to the east, and residential units to the south, separated by an existing fence. To the north, the project is bordered by East Main Street, which includes streetlights. Thus, the project vicinity contains numerous existing sources of light and glare.

The proposed project would introduce new sources of light from exterior lighting on the storage units, light spillage through the office/manager's building, and vehicles visiting the site. However, the proposed project is consistent with the type and intensity of commercial development within the surrounding area. Additionally, the residences to the south of the project site are separated from the project site by a fence, trees, and heavy foliage, which would shield some of the light and glare. Consistency with the surrounding development and shielding of the residences with vegetation would ensure that the proposed project would not create a new source of substantial light or glare which would adversely affect day or nighttime views in the area, and a ***less-than-significant*** impact would occur.

II. AGRICULTURE AND FOREST RESOURCES.

Would the project:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less-Than- Significant Impact	No Impact
a. Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping Program of the California Resources Agency, to non-agricultural use?	○	○	✗	○
b. Conflict with existing zoning for agricultural use, or a Williamson Act contract?	○	○	○	✗
c. Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?	○	○	○	✗
d. Result in the loss of forest land or conversion of forest land to non-forest use?	○	○	○	✗
e. Involve other changes in the existing environment which, due to their location or nature, could individually or cumulatively result in loss of Farmland to non-agricultural use?	○	○	✗	○

Discussion

- a,e. The project site is currently designated as “Urban and Built-Up Land” per the California Department of Conservation Farmland Mapping and Monitoring Program.² Furthermore, the site is not zoned or designated in the General Plan for agriculture uses and would be consistent with the General Plan land use and zoning designations. Given the Urban and Built-Up Land designation of the site, development of the proposed project would not convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance to a non-agricultural use, or otherwise result in the loss of Farmland to non-agricultural use. Therefore, a ***less-than-significant*** would occur.
- b. Currently the project site is designated Community Commercial per the City’s General Plan and is zoned Service Commercial. The project site is not under any Williamson Act contract and the area is not designated or zoned for agricultural uses. In addition, the project area is surrounded by development. Because buildout of the proposed project would not conflict with existing zoning for agricultural use or a Williamson Act contract, ***no impact*** would occur.
- c,d. The project area is not considered forest land (as defined in Public Resources Code section 12220[g]), timberland (as defined by Public Resources Code section 4526), and is not zoned Timberland Production (as defined by Government Code section 51104[g]). Therefore, the proposed project, including the off-site sewer improvement, would have ***no***

² California Department of Conservation. *Yolo County Important Farmland* 2016. July 2017.

impact with regard to conversion of forest land or any potential conflict with forest land, timberland, or Timberland Production zoning.

III. AIR QUALITY. <i>Would the project:</i>		Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less- Than- Significant Impact	No Impact
a.	Conflict with or obstruct implementation of the applicable air quality plan?	○	○	✗	○
b.	Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?	○	○	✗	○
c.	Expose sensitive receptors to substantial pollutant concentrations?	○	○	✗	○
d.	Result in other emissions (such as those leading to odors) adversely affecting a substantial number of people?	○	○	✗	○
a.	Conflict with or obstruct implementation of the applicable air quality plan?	○	○	✗	○
a,b.	The City of Woodland is located within the Sacramento Valley Air Basin (SVAB) and under the jurisdiction of the Yolo-Solano Air Quality Management District (YSAQMD). The federal Clean Air Act (CAA) and the California Clean Air Act (CCAA) require that federal and State ambient air quality standards (AAQS) be established, respectively, for six common air pollutants, known as criteria pollutants. The SVAB is designated nonattainment for the federal particulate matter 2.5 microns in diameter (PM_{2.5}) and the State particulate matter 10 microns in diameter (PM₁₀) standards, as well as for both the federal and State ozone standards.				

The CAA requires each state to prepare an air quality control plan referred to as a State Implementation Plan (SIP). The SIPs are modified periodically to reflect the latest emissions inventories, planning documents, and rules and regulations of the air basins, as reported by their jurisdictional agencies. Due to the nonattainment designations, YSAQMD, along with the other air districts in the SVAB region, periodically prepares and updates air quality plans that provide emission reduction strategies to achieve attainment of the federal AAQS, including control strategies to reduce air pollutant emissions via regulations, incentive programs, public education, and partnerships with other agencies.

General conformity requirements of the SIP include whether a project would cause or contribute to new violations of any federal AAQS, increase the frequency or severity of an existing violation of any federal AAQS, or delay timely attainment of any federal AAQS. In addition, a project would be considered to conflict with, or obstruct implementation of, an applicable air quality plan if the project would be inconsistent with the emissions inventories contained in the air quality plan. Emission inventories are developed based on projected increases in population, employment, regional vehicle miles traveled (VMT), and associated area sources within the region, which are based on regional projections that are, in turn, based on General Plans and zoning designations for the region.

Due to the nonattainment designations of the area, YSAQMD has developed plans to attain the State and federal standards for ozone and particulate matter. The plans include the 2013

Ozone Attainment Plan, the PM_{2.5} Implementation/Maintenance Plan, and the 2012 Triennial Assessment and Plan Update. Adopted YSAQMD rules and regulations, as well as the thresholds of significance, have been developed with the intent to ensure continued attainment of AAQS, or to work towards attainment of AAQS for which the area is currently designated nonattainment, consistent with applicable air quality plans. Thus, by exceeding the YSAQMD's mass emission thresholds for operational or construction emissions of ROG, NO_x, or PM₁₀, a project would be considered to conflict with or obstruct implementation of the YSAQMD's air quality planning efforts. The YSAQMD mass emission thresholds for operational and construction emissions are shown in Table 1 below.

Table 1		
YSAQMD Thresholds of Significance		
Pollutant	Construction Thresholds	Operational Thresholds
ROG	10 tons/yr	10 tons/yr
NO _x	10 tons/yr	10 tons/yr
PM ₁₀	80 lbs/day	80 lbs/day
<i>Source: YSAQMD. Handbook for Assessing and Mitigating Air Quality Impacts. July 11, 2007.</i>		

To assess the proposed project's potential impacts related to construction and operational emissions of the pollutants presented in Table 1 above, the proposed project's operational emissions were estimated using the California Emissions Estimator Model (CalEEMod). CalEEMod is a statewide model designed to provide a uniform platform for government agencies, land use planners, and environmental professionals to quantify air quality emissions, including GHG emissions, from land use projects. The model applies inherent default values for various land uses, including construction data, trip generation rates based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 9th Edition, vehicle mix, trip length, average speed, etc. Where project-specific information is available, such information should be applied in the model. Based on information provided by the project applicant, the proposed project's modeling assumed the following:

- Construction would begin in July of 2019;
- Construction would occur over an approximately 12-month period;
- A total of 6.58 acres of land would be disturbed;
- The project site would be located within 0.1-mile of a transit stop;
- The proposed project would exceed Title 24 standards by two percent; and
- The proposed project would generate 100 percent of energy use through on-site renewable sources.

Construction associated with the off-site sewer improvements are generally included in the construction schedule associated with the proposed project. The proposed project's estimated emissions associated with construction and operations are presented and discussed in further detail below. A discussion of the proposed project's contribution to cumulative air quality conditions is provided below as well. All CalEEMod results are included in the appendix to this Initial Study.

Construction Emissions

The proposed project's estimated construction-related emissions are presented in Table 2. As shown in the table, the proposed project's construction emissions of ROG, NO_x, and PM₁₀ would be below the applicable YSAQMD thresholds of significance.

Table 2		
Maximum Project Construction-Related Emissions		
Pollutant	Project Emissions	YSAQMD Thresholds of Significance
ROG	0.80 tons/yr	10 tons/yr
NO _x	1.68 tons/yr	10 tons/yr
PM ₁₀	17.0 lbs/day	80 lbs/day
<i>Source: CalEEMod, April 2019 (see Appendix).</i>		

Therefore, the proposed project's construction-related emissions would not result in a contribution to the region's nonattainment status of ozone or PM and would not violate an air quality standard or contribute substantially to an existing or projected air quality violation.

Operational Emissions

Based on the modeling parameters presented above, the proposed project's estimated operational-related emissions are presented in Table 3. As shown in the table, the proposed project's operational emissions of ROG, NO_x, and PM₁₀ would be below the applicable YSAQMD thresholds of significance. Therefore, the proposed project's operational-related emissions would not result in a contribution to the region's nonattainment status of ozone or PM and would not violate an air quality standard or contribute substantially to an existing or projected air quality violation.

Table 3		
Maximum Project Operational Emissions		
Pollutant	Project Emissions	YSAQMD Thresholds of Significance
ROG	0.75 tons/yr	10 tons/yr
NO _x	0.78 tons/yr	10 tons/yr
PM ₁₀	1.54 lbs/day	80 lbs/day
<i>Source: CalEEMod, April 2019 (see Appendix).</i>		

Cumulative Emissions

The proposed project site is within an area currently designated as nonattainment for Ozone, PM₁₀, and PM_{2.5}. By nature, air pollution is largely a cumulative impact. Thus, the proposed project, in combination with other proposed and pending projects in the region would significantly contribute to air quality effects within the SVAB, resulting in an overall significant cumulative impact. However, any single project is not sufficient enough in size to, alone, result in nonattainment of AAQS. Instead, a project's individual emissions contribute to existing cumulatively significant adverse air quality impacts. If a project's contribution to the cumulative impact is considerable, then the project's incremental impact on air quality would be considered significant. In developing thresholds of significance for

air pollutants, YSAQMD considered the emission levels for which a project's individual emissions would be cumulatively considerable. If a project exceeds the identified significance thresholds that project's emissions would be cumulatively considerable, resulting in a significant adverse air quality impact to the region's existing air quality conditions. As discussed above, implementation of the proposed project would result in construction-related and operational emissions below YSAQMD's thresholds of significance. Therefore, based on the project's consistency with YSAQMD's thresholds of significance, the proposed project would not be anticipated to result in an incrementally significant contribution to the cumulatively significant impact.

Conclusion

According to YSAQMD, if a project would not result in significant and unavoidable air quality impacts, after the application of all feasible mitigation, the project may be considered consistent with the air quality plans. Based on the above, the proposed project's criteria pollutant emissions would be below applicable YSAQMD thresholds. As such, the project would not be considered to conflict with or obstruct implementation of regional air quality plans. Because the proposed project would not conflict with or obstruct implementation of the applicable air quality plans or result in a cumulatively considerable net increase in any criteria air pollutant for which the project region is non-attainment, impacts would be considered *less than significant*.

- c. Some land uses are considered more sensitive to air pollution than others, due to the types of population groups or activities involved. Heightened sensitivity may be caused by health problems, proximity to the emissions source, and/or duration of exposure to air pollutants. Children, pregnant women, the elderly, and those with existing health problems are especially vulnerable to the effects of air pollution. Accordingly, land uses that are typically considered to be sensitive receptors include residences, schools, childcare centers, playgrounds, retirement homes, convalescent homes, hospitals, and medical clinics. The nearest existing sensitive receptors would be the existing multi-family residential development located west of the project site.

The major pollutant concentrations of concern are localized CO emissions and Toxic Air Contaminant (TAC) emissions, which are addressed in further detail below.

Localized CO Emissions

Localized concentrations of carbon monoxide (CO) are related to the levels of traffic and congestion along streets and at intersections. The YSAQMD recommends the use of screening thresholds to assess a project's potential to create an impact through the creation of CO hotspots. A violation of the CO standard could occur if a proposed project would reduce the peak-hour level of service (LOS) of any street or intersections from an acceptable LOS to an unacceptable LOS, or significantly increase traffic delay at an intersection currently operating at an unacceptable LOS. The proposed project would not be anticipated to result in impacts to the circulation network, nor would the project be anticipated to result in degradation of peak-hour LOS at any intersections or roadway

segments in the project area. Therefore, the proposed project is not anticipated to generate localized CO emissions that would contribute to an exceedance of AAQS nor would the project expose sensitive receptors to substantial concentrations of localized CO.

Toxic Air Contaminants

Another category of environmental concern is TACs. The CARB's *Air Quality and Land Use Handbook: A Community Health Perspective* (Handbook) provides recommended setback distances for sensitive land uses from major sources of TACs, including, but not limited to, freeways and high traffic roads, distribution centers, and rail yards. The CARB has identified diesel particulate matter (DPM) from diesel-fueled engines as a TAC; thus, high volume freeways, stationary diesel engines, and facilities attracting heavy and constant diesel vehicle traffic are identified as having the highest associated health risks from DPM. Health risks associated with TACs are a function of both the concentration of emissions and the duration of exposure, where the higher the concentration and/or the longer the period of time that a sensitive receptor is exposed to pollutant concentrations would correlate to a higher health risk.

The proposed project would not involve any land uses or operations that would be considered major sources of TACs, including DPM. As such, the proposed project would not generate any substantial pollutant concentrations during operations. However, short-term, construction-related activities could result in the generation of TACs, specifically DPM, from on-road haul trucks and off-road equipment exhaust emissions. Construction is temporary and occurs over a relatively short duration in comparison to the operational lifetime of the proposed project. Specifically, as noted above, construction would occur over an approximately 12-month period. Grading activities, when emissions would be most intensive, would occur over the period of approximately six days. The exposure period typically analyzed in health risk assessments is 30 years or greater, which is substantially longer than the 12-month construction period associated with the proposed project.

During construction, only portions of the proposed project site would be disturbed at a time. Operation of construction equipment would occur intermittently throughout the course of a day over the overall construction period. In addition, per the City's Noise Ordinance, construction activities would be limited to the hours of 7:00 AM and 6:00 PM Monday through Saturday and 9:00 AM through 6:00 PM Sunday. Because construction equipment on-site would not operate for any long periods of time and would be used at varying locations within the site, associated emissions of DPM would not occur at the same location (or be evenly spread throughout the entire project site) for long periods of time. Due to the temporary nature of construction and the relatively short duration of potential exposure to associated emissions, the sensitive receptors located at the apartment complex south of the project site would not be exposed to substantial pollutant concentrations for a permanent or substantially extended period of time.

Conclusion

Based on the above discussion, the proposed project would not expose any sensitive receptors to substantial concentrations of localized CO or TACs from construction or operation. Therefore, the proposed project would result in a ***less-than-significant*** impact related to the exposure of sensitive receptors to substantial pollutant concentrations.

- d. Emissions of pollutants have the potential to adversely affect sensitive receptors within the project area. Pollutants of principal concern include emissions leading to odors, emission of dust, or emissions considered to constitute air pollutants. Air pollutants have been discussed in sections “a” through “d” above. Therefore, the following discussion focuses on emissions of odors and dust.

According to the YSAQMD, common types of facilities that are known to produce odors include, but are not limited to, wastewater treatment facilities, chemical or fiberglass manufacturing, landfills, composting facilities, food processing facilities, refineries, dairies, and asphalt or rendering plants.³ The project site is not located in the vicinity of any such uses. Commercial land uses, such as the proposed project, are not typically associated with the creation of substantial objectionable odors. As a result, the proposed project operations would not create any objectionable odors that would affect a substantial number of people.

Diesel fumes from construction equipment are often found to be objectionable; however, construction is temporary and construction equipment would operate intermittently throughout the course of a day, would be restricted to daytime hours Section 9.28.090 of the City’s Municipal Code, and would likely only occur over portions of the improvement area at a time. In addition, all construction equipment and operation thereof would be regulated per the In-Use Off-Road Diesel Vehicle Regulation. Project construction would also be required to comply with all applicable YSAQMD rules and regulations, particularly associated with permitting of air pollutant sources. The aforementioned regulations would help to minimize air pollutant emissions as well as any associated odors related to operation of construction equipment. Considering the short-term nature of construction activities, as well as the regulated and intermittent nature of the operation of construction equipment, construction of the proposed project would not be expected to create objectionable odors affecting a substantial number of people.

The YSAQMD regulates objectionable odors through Rule 2.5 (Nuisance), which prohibits any person or source from emitting air contaminants or other material that result in any of the following: cause injury, detriment, nuisance, or annoyance to any considerable number of persons or to the public; endanger the comfort, repose, health, or safety of any such persons or the public; or have a natural tendency to cause injury or damage to business or property. Rule 2.5 is enforced based on complaints. If complaints are received, the YSAQMD is required to investigate the complaint, as well as determine and ensure a

3 Yolo-Solano Air Quality Management District. *Handbook for Assessing and Mitigating Air Quality Impacts* [pg. 14]. July 11, 2007. Available at: <http://www.ysaqmd.org/documents/CEQAHandbook2007.pdf>. Accessed February 2015.

solution for the source of the complaint, which could include operational modifications. Thus, although not anticipated, if odor complaints are made during construction or operation of the project, the YSAQMD would ensure that such odors are addressed and any potential odor effects reduced to less than significant.

All projects within the YSAQMD are required to implement construction mitigation measures such as a dust control program. The dust control program would ensure that water or dust palliatives would be applied to exposed surfaces, grading operations would not take place during periods of high winds, and construction-related trucks would be covered at the end of the day. Implementation of all applicable YSAQMD rules would ensure that construction of the proposed project would not result in substantial emissions of dust. Following project construction, vehicles operating within the project site would be limited to paved areas of the site. Thus, project operations would not include sources of dust that could adversely affect a substantial number of people.

For the aforementioned reasons, construction and operation of the proposed project would not result in emissions (such as those leading to odors) that would affect a substantial number of people, and a *less-than-significant* impact would result.

IV. BIOLOGICAL RESOURCES.

Would the project:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less- Than- Significant Impact	No Impact
a. Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?	○	⊗	○	○
b. Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, and regulations or by the California Department of Fish and Wildlife or US Fish and Wildlife Service?	○	○	⊗	○
c. Have a substantial adverse effect on state or federally protected wetlands (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	○	○	⊗	○
d. Interfere substantially with the movement of any resident or migratory fish or wildlife species or with established resident or migratory wildlife corridors, or impede the use of wildlife nursery sites?	○	○	⊗	○
e. Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	○	○	⊗	○
f. Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Conservation Community Plan, or other approved local, regional, or state habitat conservation plan?	○	○	⊗	○

Discussion

- a. A Biological Resources Assessment (BRA) has been prepared for the proposed project by Bargas Environmental Consulting which included a site survey and review of results from a California Natural Diversity Database (CNDDB) search of special-status species. The CNDDB data was drawn from the project site quadrangle and seven surrounding USGS 7.5-minute quadrangles, an area covering approximately a 10-mile radius around the project site. The intent of the database review was to identify documented occurrences of special-status species in the vicinity of the project area, to determine their locations relative to the project site, and for use in the field assessment of habitats suitable for special-status species within the site. The results of the database searches and field surveys are discussed below.

Special-status species queried in the CNDDB search included plant and wildlife species that are formally listed, are proposed as endangered or threatened, or are candidates for

such listing under the federal and State Endangered Species Acts. Both acts afford protection to listed and proposed species. In addition, California Department of Fish and Wildlife (CDFW) Species of Special Concern, which are species that face extirpation in California if current population and habitat trends continue, U.S. Fish and Wildlife Service (USFWS) Birds of Conservation Concern, sensitive species included in USFWS Recovery Plans, and CDFW special-status invertebrates are all considered special-status species. Although CDFW Species of Special Concern generally do not have special legal status, they are given special consideration under CEQA. In addition to regulations for special-status species, most birds in the U.S., including non-status species, are protected by the Migratory Bird Treaty Act (MBTA) of 1918. Under the MBTA, destroying active nests, eggs, and young is illegal. In addition, plant species on California Native Plant Society (CNPS) Lists 1 and 2 are considered special-status plant species and are protected under CEQA.

Currently the site is vacant and undeveloped, with the exception of a building pad and gravel driveway at the north end of the project site. The project site is regularly disked for weed and fire abatement. The majority of the project site is composed of interspersed wild oats grassland and yellow starthistle fields. The northern portion of the project site, from East Main Street to approximately 270 feet south, contains ruderal/disturbed areas around the pre-existing concrete slab foundations and graveled driveway/parking from a previous development.

Special-Status Plants

Special-status plants generally occur in relatively undisturbed areas within vegetation communities such as vernal pools, marshes and swamps, chenopod scrub, seasonal wetlands, riparian scrub, and areas with unusual soil characteristics. The grassland habitat within the project site has been disturbed by past use, development of areas adjacent to the project site, and periodic disking of the site. Due to the history of intensive disturbance of the site and the adjacent area, Bargas Environmental concluded that although 13 special-status plant species occur or have been recorded within the project region, the project site does not provide suitable habitat for any special-status plant species. In addition, special-status plants were not identified during field observations of the project site conducted by Bargas Environmental.

Therefore, due to the disturbed nature of the site and because special-status plants do not currently occur on the project site, and are not anticipated to be present on the site upon commencement of construction, construction activities associated with the proposed project would not result in adverse effects to special-status plant species.

Special-Status Wildlife

According to the BRA, 37 special-status wildlife species are known to occur, have occurred, or have the potential to occur within the vicinity of the project. However, special-status wildlife species were not observed on the project site during the site survey. As noted previously, the project site has been disturbed and developed during past activities. The

grassland habitat that exists within the project site lacks open water, rocky outcroppings, marshes or creeks, chaparral vegetation, aquatic vegetation, or other types of high quality habitat that could provide for special-status wildlife species. Additionally, the project site is predominately surrounded by developed land. Despite the low quality habitat within the project site, the project site has moderate to high potential to provide habitat for the following three special-status species: Swainson's hawk (*Buteo swainsonii*), white-tailed kite (*Elanus leucurus*), and loggerhead shrike (*Lanius ludovicianus*). In addition, trees, shrubs and grasslands on the site and on adjacent parcels may be used by other raptors and migratory birds protected by the MBTA.

Swainson's hawk

Swainson's hawk is listed as threatened in California by CDFW. The species typically nests in tall cottonwoods, valley oaks, or willows associated with riparian corridors, grasslands, irrigated pasture, and cropland with a high density of small rodents.

The nearest recorded nest to the project site is approximately 1,000 feet from the project site. Thus, the surrounding trees in the project vicinity would continue to provide nesting habitat for the Swainson's hawk. The species is considered to have a high potential to occur on or near the project site, and thus, could be impacted by construction and operation of the proposed project.

White-tailed kite

White-tailed kite is a CDFW fully protected species. The species is typically found in the foothills and valleys in California with scattered oaks and river bottomlands or marshes near deciduous forests or woodlands. Kites require open grasslands, meadows, marshes, or agricultural fields for foraging. Kites typically nest in dense-topped trees along rivers and streams or near wetlands. In addition, the species nests in suburban areas and farmyards.

Grasslands on and in close proximity to the site provide potential foraging habitat for the species. Additionally, relatively large trees in the surrounding area are considered suitable for nesting. The nearest occurrence of the species is approximately 2.5 miles southeast of the project site. Thus, given the potentially suitable nesting habitat surrounding the project site, the proposed project could have an adverse impact on the white-tailed kite during construction and operation.

Loggerhead shrike

The loggerhead shrike is listed as a species of special concern by the CDFW and is known to inhabit open spaces with short vegetation and agricultural areas throughout the Central Valley. The species typically nests in trees and shrubs.

The surrounding grassland and trees in the vicinity of the project site could provide potential nesting and foraging habitat for the species. The nearest occurrence of the species was approximately three miles southeast of the site. Thus, given the potentially suitable

foraging habitat and proximity of the species, the potential exists for the project to adversely impact the species during construction or operation.

Nesting Raptors and Migratory Birds

As noted above, trees, shrubs and grasslands on the site and on adjacent parcels may be used by other raptors and migratory birds protected by the MBTA. Construction activities that adversely affect the nesting success of raptors and migratory birds (i.e., lead to the abandonment of active nests) or result in mortality of individual birds constitute a violation of State and federal laws. Thus, project-related activities that would occur during the breeding season could be result in an adverse effect to species protected under the MBTA, should such species be present.

Off-site Sewer

The proposed project would include a 1,400-foot extension of a sanitary sewer line to an existing sanitary sewer manhole at Pioneer Avenue. While the extension would require disturbance within East Main Street, the area is highly disturbed and has been previously developed. As such, the extension would not displace or disturb any special-status species or habitats.

Conclusion

Based on the above, although the BRA did not observe any special-status species within the project site during the field survey, implementation of the proposed project could potentially affect Swainson's hawk, white-tailed kite, loggerhead shrike, and migratory birds protected by the MBTA and considered covered species by the HCP/NCCP. Thus, the proposed project could have an adverse effect, either directly or through habitat modifications, on species identified as special-status species in local or regional plans, policies, or regulations, or by the CDFW or the USFWS. Therefore, a ***potentially significant*** impact could result.

Mitigation Measure(s)

Implementation of the following mitigation measures would reduce the above impact to a *less-than-significant* level. Mitigation Measures IV-1 and IV-2 are adopted from the standard avoidance and minimization measures (AMMs) included in the Yolo HCP/NCCP.

Swainson's Hawk, White-Tailed Kite, and Loggerhead Shrike

IV-1. The project proponent shall retain a qualified biologist to conduct planning-level surveys and identify any nesting or foraging habitat present within 1,320 feet of the project footprint. Adjacent parcels under different land ownership shall be surveyed only if access is granted or if the parcels are visible from publicly accessible areas.

The results of the survey shall be submitted to the Conservancy and CDFW. If nesting or foraging habitat are not present within the project area, no further mitigation would be necessary. If active nests are found during the preconstruction survey, a 1,320-foot initial temporary nest disturbance buffer shall be established. If project related activities within the temporary nest disturbance buffer are determined to be necessary during the nesting season, then the qualified biologist shall monitor the nest and shall, along with the project proponent, consult with CDFW to determine the best course of action necessary to avoid nest abandonment or take of individuals. Work may be allowed only to proceed within the temporary nest disturbance buffer if Swainson's hawk, white-tailed kite, or loggerhead shrike are not exhibiting agitated behavior, such as defensive flights at intruders, getting up from a brooding position, or flying off the nest, and only with the agreement of CDFW and USFWS. The designated on-site biologist/monitor shall be on-site daily while construction-related activities, including tree pruning or removal, are taking place within the 1,320-foot buffer and shall have the authority to stop work if raptors are exhibiting agitated behavior.

If this project involves pruning or removal of a potential Swainson's hawk, white-tailed kite, or loggerhead shrike nest tree, the project proponent shall conduct a preconstruction survey that is consistent with the guidelines provided by the Swainson's Hawk Technical Advisory Committee (2000). If active nests are found during the preconstruction survey, no tree pruning or removal of the nest tree shall occur during the period between March 1 and August 30, unless a qualified biologist determines that the young have fledged and the nest is no longer active.

All findings and results of the preconstruction surveys shall be submitted to the Community Development Department for review and approval.

Nesting Raptors and Migratory Birds

IV-2. The project applicant shall implement the following measures to avoid or minimize impacts to raptors and federally-protected nesting raptors and migratory birds:

- If any site disturbance or construction activity for any phase of development begins outside the February 1 to August 31 breeding season, a preconstruction survey for active nests shall not be required.*
- If any site disturbance or construction activity for any phase of development is scheduled to begin between February 1 and August 31, a qualified biologist shall conduct a preconstruction survey for active nests from publicly accessible areas within 14 days prior to site disturbance or construction activity for any phase of development. The survey area shall cover the construction site and*

the area surrounding the construction site, including a 100-foot radius for MBTA birds, and a 500-foot radius for birds of prey. If an active nest of a bird of prey, MBTA bird, or other protected bird is not found, then further mitigation measures are not necessary. The preconstruction survey shall be submitted to the City of Woodland Community Development Department for review.

- *If an active nest of a bird of prey, MBTA bird, or other protected bird is discovered that may be adversely affected by any site disturbance or construction or an injured or killed bird is found, the project applicant shall immediately:*
 - *Stop all work within a 100-foot radius of the discovery.*
 - *Notify the City of Woodland Community Development Department.*
 - *Do not resume work within the 100-foot radius until authorized by the biologist.*
 - *The biologist shall establish a minimum 500-foot Environmentally Sensitive Area (ESA) around the nest if the nest is of a bird of prey, and a minimum 100-foot ESA around the nest if the nest is of an MBTA bird other than a bird of prey. The ESA may be reduced if the biologist determines that a smaller ESA would still adequately protect the active nest. Further work may not occur within the ESA until the biologist determines that the nest is no longer active.*

Results of the preconstruction survey shall be submitted for review and approval by the Community Development Department.

- b,c. The project site consists of annual non-native grasses, ruderal vegetation, and disturbed areas. According to the BRA, a man-made drainage swale is present in the southeast corner of the project site. At the south end of the drainage swale is a 24-inch diameter concrete culvert that emerges from under the cinderblock wall of the adjacent apartment complex. The culvert likely transmits irrigation and stormwater runoff. The culvert did not contain any hydrophytic plants or indicators of wetland hydrology at the time of the site visit, and thus, is unlikely to be considered a jurisdictional water of the United States or California. Furthermore, evidence of a defined bed, bank, and ordinary high water mark were absent. Thus, because the drainage swale lacks hydrophytic vegetation and evidence of wetland hydrology, the ditch in the southeast corner of the site is unlikely to be considered a jurisdictional water of the United States, and the proposed project would have a ***less-than-significant*** impact related to adverse effects on any riparian habitat or other sensitive community or on state or federally protected wetlands through direct removal, filling, or other means.
- d. The project site is located in an urbanized area and is bordered by an existing roadway to the north, an apartment complex to the south, commercial and industrial developments to the west, and vacant land and the SR 113 on-ramp to the east. Thus, the surrounding area does not support any wildlife movement corridors. As such, the project would not interfere

substantially with the movement of any resident or migratory fish or wildlife species or with established resident or migratory wildlife corridors, or impede the use of wildlife nursery sites. Thus, a *less-than-significant* impact would occur.

- e. As required by Section 12.48.090 of the City's Municipal Code, an application for a development project must be accompanied by a tree plan containing a map of all existing trees on the project site as well as a program for replacement of any trees proposed to be removed, as required by Section 12.48.100. However, the project site is clear of trees and the proposed project would not require removal of any trees prior to construction. While the project site does contain overhang of trees from the adjacent property to the south, such trees would not be removed or damaged as a result of the proposed project. Therefore, the proposed project would not conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance, and a *less-than-significant* impact would occur.
- f. The proposed project is located within the boundaries of the Yolo Habitat Conservation Plan/Natural Conservation Community Plan (HCP/NCCP). In order to determine whether any special-status plant or wildlife species could be adversely affected by the proposed development, a Yolo HCP/NCCP Evaluation (HCP/NCCP Evaluation) was prepared for the proposed project as part of the BRA. Per the HCP/NCCP, the land cover type on the project site is best described as "Developed" because the site contains urban and built up, ruderal, and vegetated corridor land cover types. Developed areas may include areas dominated by pavement and building structures, as well as urban vegetation and all areas with graded lots, road and highway medians, and various other disturbed areas. Per the HCP/NCCP, "Developed" land cover types are not subject to payment of land cover or wetland fees. Furthermore, the proposed project would implement and adhere to the applicable AMMs from the HCP/NCCP. Therefore, a *less-than-significant* impact would occur related to conflict with an adopted habitat conservation plan.

V. CULTURAL RESOURCES.

Would the project:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less- Than- Significant Impact	No Impact
a. Cause a substantial adverse change in the significance of a historical resource pursuant to Section 15064.5?	●	✗	●	●
b. Cause a substantial adverse change in the significance of a unique archaeological resource pursuant to Section 15064.5?	●	✗	●	●
c. Disturb any human remains, including those interred outside of dedicated cemeteries.	●	✗	●	●

Discussion

- a-c. Historical resources are features that are associated with the lives of historically important persons and/or historically significant events, that embody the distinctive characteristics of a type, period, region or method of construction, or that have yielded, or may be likely to yield, information important to the pre-history or history of the local area, California, or the nation. The City's General Plan and the General Plan EIR list multiple significant historic buildings, districts, events, and artifacts which relate to the development of the community. Of architectural significance is a wide range of structures built between 1860 and 1940 that exhibit styles ranging from Classical Revival farmhouses to high-style Queen Anne buildings from the nineteenth century, to Modern and International styles popular in the twentieth century.

Currently, the project site is vacant and disturbed. The project site does not contain any structures which are listed or eligible for listing as a historical landmark or point of interest. The project site is also not located in the Downtown Woodland Historic District.

A records search of the California Historic Information System (CHRIS) was performed by the Northwest Information Center (NWIC) for cultural resource site records and survey reports within the proposed project area.⁴ The NWIC concluded that the project site does not contain any recorded archaeological resources nor historic buildings or structures included in any lists of historic resources. Based on review of historical literature and maps, the NWIC determined a moderate potential for unrecorded historic-period archaeological resources to occur within the project site.

In addition, a search of the Native American Heritage Commission (NAHC) Sacred Lands File did not yield any information regarding the presence of Tribal Cultural resources within the project site.⁵ Per the results of the CHRIS record search, based on the environmental setting of the site and the dissimilarity with environmental factors associated with known known Native American sites, the potential for unrecorded Native American resources to occur in the project area is low.

⁴ Northwest Information Center. *Record search results for the proposed 1424 East Main Street Project (APNs: 066-030-019, -021, and -033.* January 31, 2019.

⁵ Native American Heritage Commission. *Woodland Storage Project, Woodland, Yolo County.* January 22, 2019.

While the proposed project includes off-site sewer improvements within East Main Street, ground disturbance would occur in a paved, previously developed area. Because East Main Street has been previously disturbed through roadway development, cultural resources are not likely to be found in the proposed alignment of the off-site sewer improvements.

Nonetheless, the City's General Plan EIR notes that future projects within the City have a moderate potential for previously unrecorded historic or archaeological resources to be present. Therefore, while the project site has been subject to moderate disturbance associated with prior development, the potential exists that unknown archaeological resources could occur within the project area. Considering that unknown archaeological resources, including human remains, have the potential to exist on-site, ground-disturbing activity related to project construction could encounter such resources. Therefore, the proposed project could cause a substantial adverse change in the significance of a historic or archaeological resource pursuant to CEQA Guidelines Section 15064.5 and/or disturb human remains, including those interred outside of formal cemeteries during construction. Consequently, impacts could be considered ***potentially significant***.

Mitigation Measure(s)

Implementation of the following mitigation measures would reduce the above impact to a *less-than-significant* level.

- V-1. In the event of the accidental discovery or recognition of any human remains, further excavation or disturbance of the find or any nearby area reasonably suspected to overlie adjacent human remains shall not occur until compliance with the provisions of CEQA Guidelines Section 15064.5(e)(1) and (2) has occurred. The Guidelines specify that in the event of the discovery of human remains other than in a dedicated cemetery, no further excavation at the site or any nearby area suspected to contain human remains shall occur until the Yolo County Coroner has been notified to determine if an investigation into the cause of death is required. If the Coroner determines that the remains are Native American, then, within 24 hours, the Coroner must notify the Native American Heritage Commission, which in turn will notify the most likely descendants who may recommend treatment of the remains and any grave goods. The potential exists that the Native American Heritage Commission may be unable to identify a most likely descendant, the most likely descendant fails to make a recommendation within 24 hours after notification by the Native American Heritage Commission, or the landowner or his authorized agent rejects the recommendation by the most likely descendant and mediation by the Native American Heritage Commission fails to provide a measure acceptable to the landowner. In such a case, the landowner or his authorized representative shall rebury the human remains and grave goods with appropriate dignity at a location on the property not subject to further disturbances. Should human remains be encountered, a copy of the resulting County Coroner report noting any written consultation with the*

Native American Heritage Commission shall be submitted as proof of compliance to the City's Community Development Department.

V-2.

In the event a potentially significant cultural or paleontological resource is encountered during subsurface earthwork activities, all construction activities within a 100-foot radius of the find shall cease and workers shall avoid altering the materials until an archaeologist who meets the Secretary of Interior's Professional Qualification Standards for archaeology has evaluated the find. The Applicant shall include a standard inadvertent discovery clause in every construction contract to inform contractors of this requirement. The qualified archeologist shall make recommendations to the Lead Agency on the measures that shall be implemented to protect the discovered resources, including but not limited to, culturally appropriate temporary and permanent treatment, which may include avoidance of cultural resources, in-place preservation, and/or re-burial on project property so the resource(s) are not subject to further disturbance in perpetuity. If avoidance is determined to be infeasible, pursuant to CEQA Guidelines Section 15126.4(b)(3)(C), a data recovery plan, which makes provisions for adequately recovering the scientifically consequential information from and about the historical resource, shall be prepared and adopted prior to any excavation being undertaken. Such studies shall be deposited with the California Historical Resources Regional Information Center. If necessary, excavation and evaluation of the finds shall comply with Section 15064.5 of the CEQA Guidelines.

Potentially significant cultural resources include, but are not limited to, stone, bone, glass, wood, or shell artifacts or features, including hearths, structural remains, or historic dumpsites. Any previously undiscovered resources found during construction within the project site shall be recorded on appropriate State of California Department of Parks and Recreation (DPR) 523 forms and shall be submitted to the City of Woodland, the Northwest Information Center, and the State Historic Preservation Offices (SHPO), as required.

VI. ENERGY.

Would the project:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less- Than- Significant Impact	No Impact
a. Result in potentially significant environmental impact due to wasteful, inefficient, or unnecessary consumption of energy resources, during project construction or operation?	○	○	⊗	○
b. Conflict with or obstruct a state or local plan for renewable energy or energy efficiency?	○	○	⊗	○

Discussion

- a,b. The main forms of available energy supply are electricity, natural gas, and oil. A description of the 2016 California Green Building Standards Code and the Building Energy Efficiency Standards, with which the proposed project would be required to comply, as well as discussions regarding the proposed project's potential effects related to energy demand during construction and operations are provided below.

California Green Building Standards Code

The 2016 California Green Building Standards Code, otherwise known as the CALGreen Code (CCR Title 24, Part 11), is a portion of the California Building Standards Code (CBSC), which became effective with the rest of the CBSC on January 1, 2017. The purpose of the CALGreen Code is to improve public health, safety, and general welfare by enhancing the design and construction of buildings through the use of building concepts having a reduced negative impact or positive environmental impact and encouraging sustainable construction practices. The provisions of the code apply to the planning, design, operation, construction, use, and occupancy of every newly constructed building or structure throughout California. Requirements of the CALGreen Code include, but are not limited to, the following measures:

- Compliance with relevant regulations related to future installation of Electric Vehicle charging infrastructure in residential and non-residential structures;
- Indoor water use consumption is reduced through the establishment of maximum fixture water use rates;
- Outdoor landscaping must comply with the California Department of Water Resources' Model Water Efficient Landscape Ordinance (MWELO), or a local ordinance, whichever is more stringent, to reduce outdoor water use;
- Diversion of 65 percent of construction and demolition waste from landfills;
- Mandatory periodic inspections of energy systems (i.e., heat furnace, air conditioner, mechanical equipment) for nonresidential buildings over 10,000 sf to ensure that all are working at their maximum capacity according to their design efficiencies; and
- Mandatory use of low-pollutant emitting interior finish materials such as paints, carpet, vinyl flooring, and particle board.

Building Energy Efficiency Standards

The 2016 Building Energy Efficiency Standards is a portion of the CBSC, which expands upon energy-efficiency measures from the 2013 Building Energy Efficiency Standards resulting in a five percent reduction in energy consumption from the 2013 standards for commercial structures. Energy reductions relative to previous Building Energy Efficiency Standards are achieved through various regulations including requirements for the use of high efficacy lighting, improved water heating system efficiency, and high-performance attics and walls. The newest 2019 Building Energy Efficiency Standards will be implemented as the new standard for all development starting January 1, 2020. New nonresidential building standards will enable the use of highly efficient air filters and improve ventilation systems, requiring about 30 percent less energy than those built under the 2016 standards.

Construction Energy Use

Construction of the proposed project would involve on-site energy demand and consumption related to use of oil in the form of gasoline and diesel fuel for construction worker vehicle trips, hauling and materials delivery truck trips, and operation of off-road construction equipment. In addition, diesel-fueled portable generators may be necessary to provide additional electricity demands for temporary on-site lighting, welding, and for supplying energy to areas of the site where energy supply cannot be met via a hookup to the existing electricity grid. Project construction would not involve the use of natural gas appliances or equipment.

Even during the most intense period of construction, due to the different types of construction activities (e.g., site preparation, grading, building construction), only portions of the project site would be disturbed at a time, with operation of construction equipment occurring at different locations on the project site, rather than a single location. In addition, all construction equipment and operation thereof would be regulated per the CARB In-Use Off-Road Diesel Vehicle Regulation. The In-Use Off-Road Diesel Vehicle Regulation is intended to reduce emissions from in-use, off-road, heavy-duty diesel vehicles in California by imposing limits on idling, requiring all vehicles to be reported to CARB, restricting the addition of older vehicles into fleets, and requiring fleets to reduce emissions by retiring, replacing, or repowering older engines, or installing exhaust retrofits. The In-Use Off-Road Diesel Vehicle Regulation would subsequently help to improve fuel efficiency. Technological innovations and more stringent standards are being researched, such as multi-function equipment, hybrid equipment, or other design changes, which could help to reduce demand on oil and emissions associated with construction.

The CARB has recently prepared the *2017 Climate Change Scoping Plan Update* (2017 Scoping Plan),⁶ which builds upon previous efforts to reduce GHG emissions and is designed to continue to shift the California economy away from dependence on fossil fuels. Appendix B of the 2017 Scoping Plan includes examples of local actions (municipal code changes, zoning changes, policy directions, and mitigation measures) that would support

⁶ California Air Resources Board. *The 2017 Climate Change Scoping Plan Update*. January 20, 2017.

the State's climate goals. The examples provided include, but are not limited to, enforcing idling time restrictions for construction vehicles, utilizing existing grid power for electric energy rather than operating temporary gasoline/diesel-powered generators, and increasing use of electric and renewable fuel-powered construction equipment. The regulation described above, with which the proposed project must comply, would be consistent with the intention of the 2017 Scoping Plan and the recommended actions included in Appendix B of the 2017 Scoping Plan.

Based on the above, the temporary increase in energy use occurring during construction of the proposed project would not result in a significant increase in peak or base demands or require additional capacity from local or regional energy supplies. In addition, the proposed project would be required to comply with all applicable regulations related to energy conservation and fuel efficiency, which would help to reduce the temporary increase in demand.

Operational Energy Use

Energy use associated with operation of the proposed project would be typical of storage unit uses, requiring electricity and natural gas for interior and exterior building lighting, ventilation, and air conditioning (HVAC), electronic equipment, machinery, appliances, security systems, and more. Maintenance activities during operations, such as landscape maintenance, would involve the use of electric or gas-powered equipment. In addition to on-site energy use, the proposed project would result in transportation energy use associated with vehicle trips generated by employee commutes and the movement of goods.

The proposed storage project would be subject to all relevant provisions of the most recent update of the CBSC, including the Building Energy Efficiency Standards. Adherence to the most recent CALGreen Code and the Building Energy Efficiency Standards would ensure that the proposed structure would consume energy efficiently through the incorporation of such features as door and window interlocks, direct digital controls for HVAC systems, and high efficiency outdoor lighting. Required compliance with the CBSC would ensure that the building energy use associated with the proposed project would not be wasteful, inefficient, or unnecessary.

The City's CAP encourages commercial developments to use innovative site designs and building orientations that incorporate passive and active solar designs and natural cooling techniques. The proposed project would implement features that would be compliant with the CAP's goals, including exceedance of Title 24 and generation of 100 percent of electricity needed on-site with a renewable energy source.

With regard to transportation energy use, the proposed project would comply with all applicable regulations associated with vehicle efficiency and fuel economy. In addition, as discussed in Section XVII, Transportation, of this Initial Study, the project site is located within close proximity to existing residences, other industrial uses, bicycle infrastructure, and transit infrastructure.

Conclusion

Based on the above, construction and operation of the proposed project would not result in wasteful, inefficient, or unnecessary consumption of energy resources or conflict with or obstruct a State or local plan for renewable energy or energy efficiency. Thus, a ***less-than-significant*** impact would occur.

VII. GEOLOGY AND SOILS.

Would the project:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less- Than- Significant Impact	No Impact
a. Directly or indirectly cause potential substantial adverse effects, including the risk of loss, injury, or death involving:				
i. Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	○	○	∅	○
ii. Strong seismic ground shaking?	○	○	∅	○
iii. Seismic-related ground failure, including liquefaction?	○	○	∅	○
iv. Landslides?	○	○	∅	○
b. Result in substantial soil erosion or the loss of topsoil?	○	○	∅	○
c. Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	○	○	∅	○
d. Be located on expansive soil, as defined in Table 18-1B of the Uniform Building Code (1994), creating substantial direct or indirect risks to life or property?	○	∅	○	○
e. Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	○	○	○	∅
f. Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	○	∅	○	○

Discussion

The following is based on a Geotechnical Report prepared for the proposed project by Gularte & Associates, Inc.⁷

ai-aii. According to the California Geological Survey Alquist-Priolo Earthquake Fault Zone Maps, the proposed project site is not located within the vicinity of an Alquist-Priolo Earthquake Fault Zone.⁸ In addition, while the City is surrounded by several faults in the

⁷ Gularte & Associates, Inc. *Geotechnical Report Woodland Self Storage*. October 18, 2018.

⁸ California Department of Conservation. *Earthquake Zones of Required Investigation*. Available at: <https://maps.conservation.ca.gov/cgs/EQZApp/app/>. Accessed February 2019.

San Andreas Fault system to the west, the Eastern Sierra fault system to the east, and a series of faults at the eastern base of the foothills west of the City, faults do not run directly through the City's planning area. According to the Geotechnical Report, the nearest fault to the project site is the Dunnigan Hills Fault, located 10 miles northwest of the site. Therefore, the potential for fault rupture on-site or within off-site improvement areas does not exist.

Additionally, the proposed buildings would be properly engineered in accordance with the CBSC, which includes engineering standards appropriate for the seismic area in which the project site is located. Proper engineering of the proposed project would ensure that seismic-related effects would not cause adverse impacts. Therefore, a ***less-than-significant*** impact would occur related to directly or indirectly causing substantial adverse effects, including the risk of loss, injury, or death involving rupture of a known earthquake fault or strong seismic ground shaking.

aiii,aiv,The proposed project's potential effects related to liquefaction, landslides, lateral c. spreading, and subsidence are discussed in detail below.

Liquefaction

During an earthquake, shaking of granular loose soil saturated with water can lead to liquefaction, a condition in which sediments below the water table lose strength and become fluid. Liquefaction typically occurs in loose, non-cohesive sands below the groundwater table.

The project site is located within a low seismic and liquefaction zone. Furthermore, the site is underlain with medium dense to dense sands, which are considered low potential for liquefaction. Thus, due to the conditions of the area and the relatively flat topography of the site, the Geotechnical Report concluded that the liquefaction potential of the site is low.

Landslides and Lateral Spreading

Seismically-induced landslides are triggered by earthquake ground shaking. The risk of landslide hazard is greatest in areas with steep, unstable slopes. Lateral spreading or lurching is a situation in which soil mass deforms laterally toward a free face, such as an excavation, channel, or open body of water, during a seismic event. The failure occurs along a liquefiable or weak subsurface layer. The project site is characterized by a relatively flat topography and is not in the vicinity of bodies of water. Additionally, seismic risk associated with the project site is low. Therefore, risk from land sliding and lateral spreading are considered to be minimal.

Subsidence/Settlement

Subsidence is the settlement of soils of very low density generally from either oxidation of organic material, or desiccation and shrinkage, or both, following drainage. Subsidence takes place gradually, usually over a period of several years. Based on the findings of the

Geotechnical Report, total settlement beneath the project site would not exceed one-inch. As such, the risk of subsidence/settlement would be low.

Conclusion

Based on the above, the distance of the project site from the nearest active fault, the level ground on the project site, and the acceptable subsurface conditions would ensure that the proposed project would not be susceptible to liquefaction, landslides, lateral spreading, or subsidence on-site or within off-site improvement areas. Thus, the project would not directly or indirectly cause potential substantial adverse effects, including the risk of loss, injury, or death involving liquefaction or landslides, and would not be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse. Thus, a *less-than-significant* impact would occur.

- b. The proposed project would include grading and development of the project site with eleven storage units, an office building, parking areas, and associated improvements. During early stages of construction, and prior to overlaying the ground surface with structures and impervious surfaces, the potential exists for wind erosion to occur, which could affect the project area and potentially inadvertently transport eroded soils to downstream drainage facilities. However, the General Plan states that rates of erosion can vary depending on the soil material and structure, and the placement and level of human activity. As stated by the General Plan, the City is generally level and the erosion potential for soils is generally low. Additionally, Section 23D-4-10 of the Municipal Code requires an erosion and sediment control plan be submitted prior to issuance of a grading or building permit. The Municipal Code Section 23D-4-20 also requires any industrial or commercial facility first obtain and comply with any required National Pollution Discharge Elimination System (NPDES) requirements, which regulates sites over one acre. Given that the project site would disturb approximately 6.6 acres, the project would be subject to NPDES regulations.

In accordance with NPDES regulations, in order to minimize the potential effects of construction runoff on receiving water quality, any construction activity affecting one acre or more must obtain a General Construction Activity Stormwater Permit. Permit applicants are required to prepare a Stormwater Pollution Prevention Plan (SWPPP) and implement best management practices (BMPs) to reduce construction effects on receiving water quality by implementing erosion control measures.

Additionally, because the project site is relatively flat and is not located near bodies of water, the project site would not be likely to experience heavy erosion. Thus, with implementation of the erosion and sediment control plan, as well as the SWPPP, and based on-site conditions, construction both on-and off-site would not be likely to result in substantial soil erosion or loss of topsoil, and a *less-than-significant* impact would occur.

- d. Expansive soils can greatly increase in volume when saturated with water and shrink when dried. Because of the shrink-swell effect, structural foundations may change. The

Geotechnical Report evaluated the expansion potential of site soil sampled during exploratory borings and determined that the soil on-site has a moderate expansion potential. If structures are underlain by expansive soils, foundation systems must be capable of tolerating or resisting any potentially damaging soil movements, and building foundation areas must be properly drained. Design of the proposed structure without incorporation of such features could expose the proposed structure to potential risks due to expansive soils, should such soils exist within the project site.

Off-site sewer improvements would occur within areas previously developed for East Main Street and would be subject to the design and construction standards listed in Chapter 13.12 of the Municipal Code. Design and construction of the sewer line extension would be reviewed and approved by the City. Thus, conditions of the site within the public right-of-way would be evaluated by the City and City Engineer at the time of utility design review and approval.

Considering the above, without implementation of appropriate design measures, a ***potentially significant*** impact could occur related to being located on expansive soil, as defined in Table 18-1B of the Uniform Building Code, creating substantial direct or indirect risks to life or property.

Mitigation Measure(s)

Implementation of the following mitigation measures would reduce the above impact to a *less-than-significant* level.

VII-1. Prior to issuance of a grading permit, the applicant/developer shall incorporate the recommendations of a design-level geotechnical report into the Improvement Plans for approval by the City Engineer. Should expansive, or otherwise unstable soils be found within the project site, the design-level geotechnical report shall include measures necessary to ensure that such on-site conditions are fully mitigated. Methods of mitigating potential on-site expansive soils may include, but are not limited to the following measures:

- *Remove and replace potentially expansive soils;*
- *Strengthen foundations (e.g., post-tensioned slab, reinforced mat or grid foundation, or other similar system) to resist excessive differential settlement associated with soil expansion; and/or*
- *Support the proposed structures on an engineered fill pad, of sufficient thickness, in order to reduce differential settlement resulting from post-seismic pore pressure dissipation.*

- e. Sewer collection for the proposed project would be provided by connection to the City's sewer system. The construction or operation of septic tanks or other alternative wastewater disposal systems is not included as part of the project. Therefore, ***no impact*** regarding the capability of soil to adequately support the use of septic tanks or alternative wastewater disposal systems would occur.

- f. The General Plan EIR indicates that unique paleontological resources or sites are found in levees, channels, and basin deposits. Prehistoric resources have not been recorded in the City.

The City is located in the Great Valley geomorphic province of California and consists of level alluvial plains. The Great Valley area generally consists of Holocene alluvium or basin deposit, as well as Quaternary Modesto and Riverbank formations. Such soil types are not considered unique geologic features and are common within the geographic area of the City. Furthermore, the City's General Plan does not specify the existence of any unique geologic features within the City.

Although the proposed project would not have the potential to result in the destruction of unique geologic features, unknown paleontological resources could exist within the project site or off-site improvement area. Should previously unknown paleontological resources be discovered during ground-disturbing activities, such as grading, trenching, or excavating, the proposed project could have the potential to disturb or destroy such features. Consequently, the proposed project could result in the direct or indirect destruction of a unique paleontological resource and a *potentially significant* impact could occur.

Mitigation Measure(s)

Implementation of the following mitigation measure would reduce the above potential impact to a *less-than-significant* level.

VII-2. *Implement Mitigation Measure V-2.*

VIII. GREENHOUSE GAS EMISSIONS.

Would the project:

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less-Than- Significant Impact	No Impact
a. Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	●	●	✗	●
b. Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gasses?	●	●	✗	●

- a,b. Emissions of greenhouse gases (GHGs) contributing to global climate change are attributable in large part to human activities associated with the industrial/manufacturing, utility, transportation, residential, and agricultural sectors. Therefore, the cumulative global emissions of GHGs contributing to global climate change can be attributed to every nation, region, and city, and virtually every individual on earth. An individual project's GHG emissions are at a micro-scale level relative to global emissions and effects to global climate change; however, an individual project could result in a cumulatively considerable incremental contribution to a significant cumulative macro-scale impact. As such, impacts related to emissions of GHG are inherently considered cumulative impacts.

Implementation of the proposed project would cumulatively contribute to increases of GHG emissions. Estimated GHG emissions attributable to future development would be primarily associated with increases of carbon dioxide (CO₂) and, to a lesser extent, other GHG pollutants, such as methane (CH₄) and nitrous oxide (N₂O) associated with area sources, mobile sources or vehicles, utilities (electricity and natural gas), water usage, wastewater generation, and the generation of solid waste. The common unit of measurement for GHG is expressed in terms of annual metric tons of CO₂ equivalents (MTCO₂e/yr).

A number of regulations currently exist related to GHG emissions, predominantly Assembly Bill (AB) 32, Executive Order S-3-05, and Senate Bill (SB) 32. AB 32 sets forth a statewide GHG emissions reduction target of 1990 levels by 2020. Executive Order S-3-05 sets forth a transitional reduction target of 2000 levels by 2010, the same target as AB 32 of 1990 levels by 2020, and further builds upon the AB 32 target by requiring a reduction to 80 percent below 1990 levels by 2050. SB 32 also builds upon AB 32 and sets forth a transitional reduction target of 40 percent below 1990 levels by 2030. In order to implement the statewide GHG emissions reduction targets, local jurisdictions are encouraged to prepare and adopt area-specific GHG reduction plans and/or thresholds of significance for GHG emissions. The City of Woodland adopted the *Final 2035 Climate Action Plan* (CAP), which is designed to place the community on a path to achieve GHG emissions reductions targets that were adopted by the City Council in May 2017.

The proposed project's GHG emissions for both construction and operation were quantified with CalEEMod using the same assumptions as presented in the Air Quality section of this Initial Study, and compared to the applicable thresholds of significance. The proposed project's required compliance with the current California Building Energy Efficiency

Standards Code was assumed in the modeling. In addition, the CO₂ intensity factor within the model was adjusted to reflect the Pacific Gas & Electric Company's anticipated progress towards statewide renewable portfolio standard goals. All CalEEMod results are included in an appendix to this Initial Study.

The YSAQMD, in their *Handbook for Assessing and Mitigating Air Quality Impacts*, acknowledges that new emissions generated by development projects could potentially conflict with existing GHG emissions reductions targets, and thus, a need for development of GHG emissions thresholds exists. However, the YSAQMD has not yet established or adopted any such thresholds. The YSAQMD is currently recommending GHG analysis consistent with the SMAQMD adopted thresholds of significance. While SMAQMD recognizes that emissions from a single project cannot be determined to substantially impact overall GHG emissions levels in the atmosphere, an emissions threshold is useful to trigger further project review and assess mitigation. As such, SMAQMD designed emissions thresholds to ensure that 90 percent of new GHG emissions related to land use projects would be reviewed and assessed for mitigation. Thus, projects exceeding SMAQMD's thresholds would constitute the vast majority of GHG emissions, and exceedance of the thresholds would allow for further project review contributing to the emissions reductions goals of AB 32, SB 32, the Scoping Plan, and relevant Executive Orders. SMAQMD has established a threshold for both construction and operational GHG emissions of 1,100 MTCO₂e/yr. It should be noted that the nearby Placer County Air Pollution Control District has independently adopted an operational threshold of 1,100 MTCO₂e/yr, for use in project GHG analysis, while the El Dorado County Air Pollution Control District similarly recommends use of SMAQMD's 1,100 MTCO₂e/yr threshold.

Construction-Related GHG Emissions

Construction-related GHG emissions are a one-time release and are, therefore, not typically expected to generate a significant contribution to global climate change, as global climate change is inherently a cumulative effect that occurs over a long period of time and is quantified on a yearly basis. However, construction-related GHG emissions have been estimated for implementation of the project and such emissions have been compared to the applicable threshold of significance, as presented below in Table 4. Construction-related emissions were modeled using CalEEMod under the assumptions described in Section III, Air Quality, of this Initial Study.

Table 4	
Unmitigated Construction-Related GHG Emissions (MTCO₂e/yr)	
Construction Year	Project Emissions
2019	238.40
2020	103.83
Maximum	238.40
Applicable Threshold of Significance	1,100
<i>Source: CalEEMod, April 2019 (see Appendix).</i>	

As shown in the table, the proposed project's maximum annual construction emissions of 238.40 MTCO₂e/yr would be below the YSAQMD-recommended 1,100 MTCO₂e/yr

threshold. In addition, adding emissions from both years of construction, the project's total construction-related GHG emissions would be 342.23, which is also below the 1,100 MTCO₂e/yr threshold.

Because the maximum annual and total construction GHG emissions for the project would be below the applicable threshold of significance, the proposed project would not be considered to generate construction-related GHG emissions that would have a significant impact on the environment.

Operational GHG Emissions

According to the City's CAP, if a project is consistent with the General Plan, is not exempt from CEQA, falls within the assumptions of the General Plan EIR, and is consistent with the CAP, GHG-related impacts associated with the project are determined to be less than significant, and further CEQA analysis for the area of impact is generally not required.

To be determined consistent with the CAP, a project must demonstrate that development of the site has been anticipated and is within the growth estimates projected for the CAP. The proposed project is a commercial land use and is consistent with the existing land use designations for the project site. Development of the proposed project would not induce population growth that has not been previously analyzed in the General Plan EIR. Additionally, the proposed project would implement goals of the CAP which would reduce the impacts on GHG emissions. For example, exceedance of the Title 24 standards and use of on-site renewable energy would help meet Objectives 1 and 2 of the Energy chapter of the CAP. Thus, because the proposed project would be consistent with land use assumptions of the General Plan EIR and would work towards objectives listed in the CAP, the proposed project would not conflict with the objectives of the City to reduce GHG emissions.

Based on the above, the proposed project is consistent with the City's CAP. Furthermore, per CalEEMod, operational GHG emissions associated with the project would be 581.07 MTCO₂e/yr during normal operations. Thus, project operational emissions would not exceed the applicable YSAQMD threshold of 1,100 MTCO₂e/yr.

Conclusion

Because implementation of the proposed project would result in construction-related GHG emissions below the applicable threshold of significance of 1,100 MTCO₂e/yr and would be consistent with the City's CAP, the project would not be considered to generate GHG emissions, directly or indirectly, that would have a significant impact on the environment.

Therefore, the proposed project would not be considered to generate GHG emissions, either directly or indirectly, that may have a significant impact on the environment, or conflict with any applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of GHGs. Impacts would be considered *less than significant*.

IX. HAZARDS AND HAZARDOUS MATERIALS.

Would the project:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less-Than- Significant Impact	No Impact
a. Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	○	○	⊗	○
b. Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the likely release of hazardous materials into the environment?	○	○	⊗	○
c. Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	○	○	⊗	○
d. Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	○	○	○	⊗
e. For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard or excessive noise for people residing or working in the project area?	○	○	○	⊗
f. Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	○	○	⊗	○
g. Expose people or structures, either directly or indirectly, to the risk of loss, injury or death involving wildland fires?	○	○	⊗	○

Discussion

- a. Projects that involve the routine transport, use, or disposal of hazardous materials are typically industrial in nature. Self-storage facilities do not typically involve the routine transport, use, disposal, or generation of substantial amounts of hazardous materials. Construction activities would involve the use of heavy equipment, which would contain fuels and oils, and various other products such as concrete, paints, and adhesives. However, the project contractor would be required to comply with all California Health and Safety Codes and local ordinances regulating the handling, storage, and transportation of hazardous and toxic materials, as overseen by the California EPA and California Department of Toxic Substance Control. As such, impacts related to the routine transport, use, or disposal of hazardous materials would be *less-than-significant*.

- b. A *Phase I Environmental Site Assessment* (Phase I ESA) was performed for the site by Gularte and Associates, Inc. in October 2018.⁹ The Phase I ESA included a survey of the site, a review of historical aerial photographic coverage and USGS topographic maps of the site and surrounding properties, as well as records review for indications of use, misuse, or storage of hazardous materials on or near the site.

According to the Phase I ESA, the project site was predominately undeveloped in 1937, with small storage-type buildings present on the northern edge of the site. The majority of the land was used for agricultural purposes. By 1968, the northern portion of the site appeared to have been improved with a 100-foot by 50-foot concrete pad, and an adjacent small building. The remainder of the site appeared to be used for agricultural purposes. By 1993, the surrounding area had been developed with commercial and residential uses, and the project site appeared to be vacant and unused. A small building had been constructed and abandoned on the concrete pad at the northern end of the site. From 2006 to 2016 the site remained undeveloped and vacant.

During the site visit performed as part of the Phase I ESA, the concrete pad at the northern portion of the site was still present, and structures were not observed. The site was vacant and covered in grasses. The Phase I ESA noted that several commercial businesses that could use hazardous materials are present in the vicinity of the project site. Obvious indications of hazardous materials, soil staining, or other indications of deleterious materials were not observed, nor were any indications of hazardous materials storage, disposal, or spills. However, two spills have been documented 350 feet west of the project site as well as 500 feet northeast, where underground storage tanks had leaked. The sites underwent remediation and the leaking tanks and contaminated soils were removed. Ground water was pumped, and the case files were subsequently closed by the local water quality control board.

While the off-site sewer improvements were not evaluated as part of the site visit, improvements to the sewer system and connection to the City's existing system on Pioneer Avenue would be subject to the applicable design, construction, and maintenance regulations set forth in Section 13.12 of the Municipal Code. Additionally, all plans for sewer construction would be evaluated by the City Engineer. Given that the area for sewer extension is developed and paved, the area has been previously disturbed and hazardous materials are not present.

Overall, the project site appears to have been historically occupied by agricultural use and subsequent storage and staging of agricultural equipment. The site abandoned agricultural uses and became vacant by 1984. While agricultural uses may have included pesticides and herbicides, the site has been vacant for nearly 30 years and any potential chemicals have most likely biologically degraded. Additionally, hazardous materials and landfilling were not observed on the site. As such, environmentally hazardous conditions were not recognized throughout analysis of the Phase I ESA, and the proposed project would not create a significant hazard to the public or the environment through reasonably foreseeable

⁹ Gularte & Associates, Inc. *Phase I Environmental Site Assessment*. October 2, 2018.

upset and accident conditions involving the likely release of hazardous materials into the environment. Thus, a ***less-than-significant*** impact would occur.

- c. The proposed project site is not located within one-quarter mile of an existing or proposed school. The nearest existing school to the site, Woodland Prairie Elementary School, is located approximately 0.7 mile south of the site. Furthermore, hazardous materials would not be emitted as part of the construction or operation of the proposed site. Therefore, the project would have a ***less-than-significant*** impact related to hazardous emissions or the handling of hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school.
- d. The project site is not located on a site that is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5.¹⁰ Therefore, the project would not create a significant hazard to the public or the environment, and ***no impact*** associated with such would occur.
- e. The project site is not located within the vicinity of a public airport or private airstrip as the nearest airstrip to the site is the Medlock Field airport, located approximately four miles south of the site, and the Sacramento Airport, located approximately eight miles east of the site. As such, the project site is not located within two miles of any public airports or private airstrips, and does not fall within an airport land use plan area. Therefore, ***no impact*** would occur.
- f. The proposed project would be consistent with the land use and zoning designations determined by the General Plan and Zoning Ordinance. Additionally, the proposed project would not involve any changes to roadways or circulation, or increase hazards in the area in a way which would conflict with the County of Yolo Emergency Operations Plan. Thus, the proposed project would not impair implementation or physically interfere with an adopted emergency response plan, and a ***less-than-significant*** impact would occur.
- g. The proposed project site consists of ruderal vegetation and is surrounded by existing commercial development on three sides and a main roadway to the north. Dry, potentially-flammable, vegetation currently exists on the site; however, the existing vegetation would be removed as part of the proposed project. Due to the nature of self-storage facilities, the project would not be expected to attract many people for any extended period of time. According to the CalFire, the project site is not located in a Fire Hazard Severity Zone.¹¹ Thus the proposed project would not expose people or structures, either directly or indirectly, to the risk of loss, injury, or death involving wildland fires, and a ***less-than-significant*** impact would occur.

¹⁰ California Department of Toxic Substances Control. *Hazardous Waste and Substances Site List*. Accessed February, 2019.

¹¹ CalFire Fire Resource Assessment Program. *Yolo County*. October 5, 2007.

X. HYDROLOGY AND WATER QUALITY. <i>Would the project:</i>		Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less-Than- Significant Impact	No Impact
a.	Violate any water quality standards or waste discharge requirements or otherwise substantially degrade surface or ground water quality?	○	○	∅	○
b.	Substantially decrease groundwater supplies or interfere substantially with groundwater recharge such that the project may impede sustainable groundwater management of the basin?	○	○	∅	○
c.	Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river or through the addition of impervious surfaces, in a manner which would:	○	○	∅	○
i.	Result in substantial erosion or siltation on- or off-site;	○	○	∅	○
ii.	Substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or offsite;	○	○	∅	○
iii.	Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff; or	○	○	∅	○
iv.	Impede or redirect flood flows?	○	○	∅	○
d.	In flood hazard, tsunami, or seiche zones, risk release of pollutants due to project inundation?	○	○	○	∅
e.	Conflict with or obstruct implementation of a water quality control plan or sustainable groundwater management plan?	○	○	∅	○

Discussion

- a,ci. The following discussion provides a summary of the proposed project's potential to result in substantial erosion or siltation, violate water quality standards/waste discharge requirements, or otherwise degrade water quality during construction and operation.

Construction

During the early stages of construction activities both on- and off-site, topsoil would be exposed due to grading and excavation of the site. After grading and prior to overlaying the ground surface with impervious surfaces, landscaping and the proposed storage units, the potential exists for wind and water erosion to discharge sediment and/or urban pollutants into stormwater runoff, which could adversely affect water quality downstream.

The State Water Resources Control Board (SWRCB) regulates stormwater discharges associated with construction activities where clearing, grading, or excavation results in a land disturbance of one or more acres. The City's NPDES permit requires applicants to show proof of coverage under the State's General Construction Permit prior to receipt of any construction permits. The State's General Construction Permit requires a Storm Water Pollution Prevention Plan (SWPPP) to be prepared for the site. A SWPPP describes Best Management Practices (BMPs) to control or minimize pollutants from entering stormwater and must address both grading and erosion impacts and non-point source pollution impacts of the development project. Because the proposed project would disturb greater than one acre of land, the proposed project would be subject to the requirements of the State's General Construction Permit.

In addition, the proposed project would comply with the City of Woodland Municipal Code Chapter 8.08, Urban Stormwater Quality Management and Discharge Control, which establishes requirements for commercial facilities to comply with the NPDES permit and waste discharge requirements. Because the proposed project would obtain an NPDES permit, create a SWPPP, and adhere to all applicable City permits and regulations, construction activities both on- and off-site would not result in substantial erosion or violate any water quality standards or waste water discharge requirements.

Operation

Following completion of the proposed project, the project site would be largely covered with impervious surfaces and topsoil would not be exposed. As such, erosion would not be likely to occur during operation. However, the project would include several vehicle trips to and from the storage units. Vehicles could release contaminants onto the impervious surfaces, such as pollutants from oil and grease, metals, organics, pesticides, sediment, trash, and other debris due to leaks and maintenance activities. Thus, water quality degradation could result if runoff containing such contaminants entered receiving waters in sufficient quantities to exceed water quality objectives.

All projects within the City of Woodland are required to comply with the conditions of the NPDES Phase II MS4 permit, adopted by the City in 2003. Under the MS4 permit, the City is required to develop, administer, implement, and enforce a Comprehensive Stormwater Management Program (CSWMP) to reduce pollutants in urban runoff to the maximum extent practicable. To obtain coverage under the MS4 Permit, projects within the City are required to comply with the City's *Post Construction Standard Plan* to treat runoff through the incorporation of BMPs, Low Impact Development, and hydromodification management techniques.

The proposed project would include underground filtration trenches on-site, where stormwater would be treated per MS4 standards. Treated stormwater would flow to the City's existing storm drain system on the north side of East Main Street.

In addition, Chapter 8.08 of the City's Municipal Code requires operation of commercial and industrial facilities to comply with any required NPDES permit or waste discharge requirements and demonstrate coverage through creation of a SWPPP. The SWPPP would

ensure best management practices are implemented for any water being discharged into the drainage system.

Conclusion

Based on the above, the proposed project would adhere to all applicable permits and regulations mandated by the City and State. Thus, the proposed project would not result in any substantial erosion or siltation, violate any water quality standards or waste discharge requirements, or otherwise substantially degrade water quality during construction or operation, and a *less-than-significant* impact would occur.

- b,e. The City water service area encompass an area of approximately 14.5 square miles. The City serves the entire area encompassed by the City Limits including residential, commercial, industrial, and fire use. Water demands in 2015 totaled 8,650 acre-feet per year (AF/yr). The City anticipates 2020 demands to reach 15,911 AF/yr. The City maintains an Urban Water Management Plan (UWMP) that is updated every five years and describes the current and future water uses, sources of supply, reliability, and existing and planned conservation measures within the City. The 2015 UWMP was adopted by the City Council in June 2016.

Per the UWMP, until 2016, the City relied entirely on groundwater to meet all system water demands. However, the City currently is in the process of transferring to surface water as the primary water supply. Historically, groundwater elevations in the region have ranged from roughly -20 feet to -60 feet mean sea level. By 2020, the City is expected to produce 20,160 AF/yr of surface water and 800 acre-feet per year of recycled water. The supply is anticipated to meet the demands of the City through a new recycled water system, a new surface water treatment facility, and implementation of Water Supply Programs. The City plans to use groundwater as an emergency supply in the future and plans to maintain and replace groundwater wells as needed to meet all future demands for the near-term.

Because the proposed project is consistent with the General Plan land use designation, the General Plan and the UWMP have accounted for development of the proposed project in future water requirement projections. In addition, the proposed self-storage use would be anticipated to require relatively low water demand, as water would be used primarily for irrigation, employee restrooms, and the manager's unit. Thus, the proposed project would not decrease groundwater supplies such that the project may impede sustainable groundwater management of the basin or conflict with or obstruct implementation of a water quality control plan, and a *less-than-significant* impact would occur.

- cii,ciii. Upon completion of the proposed project, the site would be primarily covered by impervious surfaces. Some vegetation would be planted at the project site frontage. Per the Phase II MS4 Permit requirements, developments must minimize the area of impervious surfaces and infiltrate or reuse runoff from the project site so that the project does not create in an increase in flow volume compared to pre-project conditions. As discussed above, the proposed project would comply with the City's *Post Construction Standard Plan*, in order to reduce post-runoff in compliance with the MS4 Permit. Furthermore, Policy 5.1.4 of the

General Plan requires new development incorporate site design and low impact development runoff requirements in accordance with the Municipal Code to reduce runoff rates, filter out pollutants, and facilitate groundwater infiltration. Adherence to the NPDES standards, as well as applicable City regulations, would ensure that despite an increase in impervious surface area, the proposed project would not substantially increase the rate or amount of surface runoff in a manner which would result in flooding or exceed the capacity of the existing or planned stormwater drainage systems. Thus, a ***less-than-significant*** impact would occur.

- civ. According to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map number 06113C0445H, the project site is located within Zone X.¹² FEMA defines Zone X as an area not within a 100-year or 500-year floodplain. Therefore, the proposed project would not impede or redirect flood flows, and a ***less-than-significant*** impact would occur.
- d. As discussed above, the project site is not located within a flood hazard zone. The project area is located over 80 miles from the Pacific Ocean and tsunamis typically affect coastlines and areas up to one-quarter mile inland. Therefore, due to the project site's distance from the coast, potential impacts related to a tsunami are minimal. Additionally, the project site is not susceptible to impacts resulting from a seiche because of the site's distance from any enclosed bodies of water. Based on the above, the proposed project would not pose a risk related to the release of pollutants due to project inundation due to flooding, tsunami, or seiche, and ***no impact*** would occur.

¹² Federal Emergency Management Agency. *Flood Insurance Rate Maps 06113C0445H*. May 16, 2012.

XI. LAND USE AND PLANNING. <i>Would the project:</i>		Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less-Than- Significant Impact	No Impact
a.	Physically divide an established community?	○	○	⊗	○
b.	Cause a significant environmental impact due to a conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect?	○	○	⊗	○

Discussion

- a. The project site is currently vacant and surrounded by commercial uses. The site is designated Community Commercial by the General Plan and zoned Service Commercial. Given that the site has already been planned for development and the site is surrounded by existing commercial and residential uses, the project would have a ***less-than-significant*** impact related to the physical division of an established community.
- b. According to the City's General Plan, the 6.7-acre project site is designated Community Commercial and zoned Service Commercial. As defined in Section 25-13-10 of the Municipal Code, mini storage units are a permitted use in the Service Commercial zone upon approval of a conditional use permit. Additionally, the General Plan Community Commercial designation is intended to provide for commercial development that serves local neighborhoods, but does not regularly attract regional, visitor, or pass-through traffic. The proposed project would adhere to the goals of the Community Commercial designation which include convenient pedestrian connections, landscaping, and shaded walkways and parking areas. Thus, the proposed project would be consistent with the General Plan and zoning designation, and would not cause a significant environmental impact due to a conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect, and thus, a ***less-than-significant*** impact would occur.

XII. MINERAL RESOURCES. <i>Would the project:</i>		Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less- Than- Significant Impact	No Impact
a.	Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	○	○	○	✗
b.	Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	○	○	○	✗

Discussion

- a,b. According to the City's General Plan, Cache Creek and its floodplain is a source of aggregate resources and six aggregate mines are currently in operation along Cache Creek.¹³ However, the project site is located in the Planning Area of the General Plan and would be located over three miles from the nearest mine. Given the developed setting of the project site and the distance from the nearest mine and Cache Creek, the proposed project would not result in the loss of availability of a known mineral resource or a locally important mineral resource recovery site, and ***no impact*** would occur.

¹³ City of Woodland. *City of Woodland General Plan 2035* [pg. 7-27]. May 2017.

XIII. NOISE.

Would the project result in:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less- Than- Significant Impact	No Impact
a. Generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	○	✗	○	○
b. Generation of excessive groundborne vibration or groundborne noise levels?	○	○	✗	○
c. For a project located within the vicinity of a private airstrip or an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	○	○	✗	○

Discussion

- a. The following is a discussion of the existing noise setting, construction, and project noise generated by the proposed project.

Existing Noise Environment

The existing noise environment at the project site is primarily vehicle noise from traffic along East Main Street and SR 113. The General Plan EIR predicts the noise from surrounding roadways would be approximately 60 dB at the project site. The site is surrounded by commercial uses to the north, east, and west. An apartment complex borders the project site to the south. The General Plan establishes a threshold of 70 dB for residential land uses.

Construction Noise

During the construction of the proposed project, heavy equipment would be used for grading, excavation, paving, and building construction, which would increase ambient noise levels when in use. Noise levels would vary depending on the type of equipment used, how the equipment is operated, and how well the equipment is maintained. In addition, noise exposure at any single point outside the project site would vary depending on the proximity of construction activities to that point. Standard construction equipment, such as graders, backhoes, loaders, and trucks, would be used on-site.

Table 5 shows maximum noise levels associated with typical construction equipment. Based on the table, activities involved in typical construction would generate maximum noise levels up to 85 dB at a distance of 50 feet.

Table 5	
Construction Equipment Noise	
Type of Equipment	Maximum Level, dB at 50 feet
Backhoe	78
Compactor	83
Compressor (air)	78
Dozer	82
Dump Truck	76
Excavator	81
Generator	81
Pneumatic Tools	85
<i>Source: Federal Highway Administration, Roadway Construction Noise Model User's Guide, January 2006.</i>	

As one increases the distance between equipment, or increases separation of areas with simultaneous construction activity, dispersion and distance attenuation reduce the effects of combining separate noise sources. The noise levels from a source will decrease at a rate of approximately 6 dB per every doubling of distance from the noise source. The nearest sensitive receptor to the project site is the multi-family apartment complex located approximately 80 feet south of the project site. Thus, noise levels experienced at the nearest residences would likely be reduced from the levels depicted in Table 5 to approximately 75 dB.

Construction of the off-site sewer extension would take place at the north end of the project site and would occur within East Main Street. Thus, off-site sewer improvements would take place further from the apartment complex than construction of the storage units on the site and noise would be reduced further from the noise levels discussed above.

Per General Plan Policy 8.G.11, temporary construction noise is an acceptable impact that is an expected byproduct of planned growth, so long as the land use is consistent with the General Plan, and noise levels are consistent with the General Plan and Construction Noise Ordinance. Per the Noise Ordinance, construction is limited to the hours of 7:00 AM to 6:00 PM Monday through Saturday, and 9:00 AM to 6:00 PM on Sundays. Should project construction occur during the prohibited time periods listed above, construction activity would be considered to result in a potentially significant impact related to the creation of temporary increases in ambient noise.

Operational Noise

Noise generated by the proposed project would primarily be associated with vehicle trips to and from the storage units. As discussed in the Transportation Section of this Initial Study, the proposed project would generate 12 trips during the AM peak hour and 20 trips in the PM peak hour. Such a relatively modest increase in traffic volumes would not cause a substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project. Additionally, a fence and associated vegetation separate the apartment complex from the project site, which would shield noise from vehicles on the project site. Furthermore, the design of the site would include buildings adjacent to the

apartment complex, which would further reduce vehicle and operational noise. Because the existing noise environment of the project site has been analyzed and buildout of the General Plan has anticipated development of the site with a commercial use, the proposed project would not create noise in the vicinity that would conflict with any applicable City standards.

Conclusion

Based on the above, operation of the proposed project would not result in the generation of a substantial permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the City's General Plan and the Municipal Code. However, compliance with the standard construction hours established by the City's Noise Ordinance is necessary to ensure that the project does not result in adverse effects related to construction noise. Thus, the proposed project could result in a ***potentially significant*** impact related to causing a temporary increase in ambient noise levels in the project area.

Mitigation Measure(s)

Implementation of the following mitigation measure would reduce the above impact to a *less-than-significant* level.

XIII-1. During construction and demolition activities associated with the proposed project, the following noise abatement measures shall be implemented:

- *Construction activities shall be limited to the hours from 7:00 AM to 6:00 PM Monday through Saturday and from 9:00 AM to 6:00 PM on Saturday. (Construction is prohibited on Sundays and City-observed holidays.) The City of Woodland shall have the discretion to permit construction activities to occur outside of allowable hours if compelling circumstances warrant such an exception (e.g., weather conditions necessary to pour concrete).*
- *The construction contractor shall ensure that all equipment driven by internal combustion engines shall be equipped with mufflers, which are in good condition and appropriate for the equipment.*
- *The construction contractor shall ensure that unnecessary idling of internal combustion engines (i.e., idling in excess of five minutes) is prohibited.*
- *The construction contractor shall utilize "quiet" models of air compressors and other stationary noise sources where technology exists.*
- *At all times during project grading and construction, the construction contractor shall ensure that stationary noise-generating equipment shall be located as far as practicable from sensitive receptors and placed so that emitted noise is directed away from the nearest residential land uses.*
- *The construction contractor shall designate a noise disturbance coordinator who would be responsible for responding to any local*

complaints about construction noise. The disturbance coordinator would determine the cause of the noise complaints (starting too early, bad muffler, etc.) and establishment reasonable measures necessary to correct the problem. The construction contractor shall visibly post a telephone number for the disturbance coordinator at the construction site.

- b. Similar to noise, vibration involves a source, a transmission path, and a receiver. However, noise is generally considered to be pressure waves transmitted through air, whereas vibration usually consists of the excitation of a structure or surface. As with noise, vibration consists of an amplitude and frequency. A person's perception to the vibration depends on their individual sensitivity to vibration, as well as the amplitude and frequency of the source and the response of the system which is vibrating.

Vibration is measured in terms of acceleration, velocity, or displacement. A common practice is to monitor vibration in terms of peak particle velocities (PPV) in inches per second (in/sec). Standards pertaining to perception as well as damage to structures have been developed for vibration levels defined in terms of PPV.

Human and structural response to different vibration levels is influenced by a number of factors, including ground type, distance between source and receptor, duration, and the number of perceived vibration events. Table 6, which was developed by Caltrans, shows the vibration levels that would normally be required to result in damage to structures. As shown in the table, the threshold for architectural damage to structures is 0.20 in/sec PPV and continuous vibrations of 0.10 in/sec PPV, or greater, would likely cause annoyance to sensitive receptors.

The proposed project would only cause elevated vibration levels during construction, as the proposed project would not involve any uses or operations that would generate substantial groundborne vibration. Although noise and vibration associated with the construction phases of the project would add to the noise environment in the immediate project vicinity, construction activities would be temporary in nature and are anticipated to occur during normal daytime working hours. Because the proposed project would not cause continuous, long-term vibrations, the project would not be expected to result in extended annoyance to the nearby sensitive receptors.

The primary vibration-generating activities associated with the proposed project would occur during grading, placement of utilities, and construction of foundations. Table 7 shows the typical vibration levels produced by construction equipment at various distances. The most substantial source of groundborne vibrations associated with project construction would be the use of vibratory compactors.

Table 6 Effects of Vibration on People and Buildings			
PPV		Human Reaction	Effect on Buildings
mm/sec	in/sec		
0.15 to 0.30	0.006 to 0.019	Threshold of perception; possibility of intrusion	Vibrations unlikely to cause damage of any type
2.0	0.08	Vibrations readily perceptible	Recommended upper level of the vibration to which ruins and ancient monuments should be subjected
2.5	0.10	Level at which continuous vibrations begin to annoy people	Virtually no risk of “architectural” damage to normal buildings
5.0	0.20	Vibrations annoying to people in buildings (this agrees with the levels established for people standing on bridges and subjected to relative short periods of vibrations)	Threshold at which there is a risk of “architectural” damage to normal dwelling - houses with plastered walls and ceilings. Special types of finish such as lining of walls, flexible ceiling treatment, etc., would minimize “architectural” damage
10 to 15	0.4 to 0.6	Vibrations considered unpleasant by people subjected to continuous vibrations and unacceptable to some people walking on bridges	Vibrations at a greater level than normally expected from traffic, but would cause “architectural” damage and possibly minor structural damage
<i>Source: Caltrans. Transportation Related Earthborne Vibrations. TAV-02-01-R9601. February 20, 2002.</i>			

Table 7 Vibration Levels for Various Construction Equipment		
Type of Equipment	PPV at 25 feet (in/sec)	PPV at 50 feet (in/sec)
Large Bulldozer	0.089	0.029
Loaded Trucks	0.076	0.025
Small Bulldozer	0.003	0.000
Auger/drill Rigs	0.089	0.029
Jackhammer	0.035	0.011
Vibratory Hammer	0.070	0.023
Vibratory Compactor/roller	0.210	0.070
<i>Source: Federal Transit Administration, Transit Noise and Vibration Impact Assessment Guidelines, May 2006.</i>		

Operation of vibratory compactors/rollers used for construction of the proposed parking areas would operate at a distance of 80 feet or further from the nearest existing residential structure. Thus, per the vibration levels shown in Table 7, groundborne vibrations would be less than 0.070 in/sec PPV, which would be below both the 0.20 and 0.10 in/sec PPV threshold established by Caltrans for potential damage to buildings and human annoyance, respectively.

Based on the above, development of the proposed project would not expose people to or generate excessive groundborne vibration or groundborne noise levels, and a ***less-than-significant*** impact would occur.

- c. The project site is not located within the vicinity of a public airport or private airstrip. The nearest airstrips to the site are Medlock Field airport, located approximately four miles south of the site, and the Sacramento Airport, located approximately eight miles east of the site. Therefore, the project would not be located within the vicinity of a private airstrip or airport land use plan, or within two miles of a public airport where the project would expose people residing or working in the project area to excessive noise levels. Thus, a ***less-than-significant*** impact would occur.

XIV. POPULATION AND HOUSING.

Would the project:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less-Than- Significant Impact	No Impact
a. Induce substantial unplanned population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (e.g., through projects in an undeveloped area or extension of major infrastructure)?	○	○	⊗	○
b. Displace substantial numbers of existing people or housing, necessitating the construction of replacement housing elsewhere?	○	○	○	⊗

Discussion

- a. The proposed project would include the development of 11 storage units and an associated office building across 6.7 acres of space, as well as off-site sewer improvements. Development of the project site for commercial and storage purposes would not result in direct population growth. The office/manager's building on the project site would provide 1,740 sf of living space which could induce population growth. However, the single unit would not be considered a substantial inducement of population growth. Furthermore, because the proposed project is consistent with the General Plan and zoning designations, the City has anticipated the expected development within the City. Therefore, the proposed project would not induce substantial unplanned population growth either directly or indirectly, and a *less-than-significant* impact would occur.
- b. The project site is currently vacant and does not include existing housing or other habitable structures. As such, the proposed project would not displace a substantial number of existing housing or people and would not necessitate the construction of replacement housing elsewhere. Therefore, *no impact* would occur.

XV. PUBLIC SERVICES.

Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less- Than- Significant Impact	No Impact
a. Fire protection?	○	○	✗	○
b. Police protection?	○	○	✗	○
c. Schools?	○	○	○	✗
d. Parks?	○	○	○	✗
e. Other Public Facilities?	○	○	○	✗

Discussion

- a,b. The Woodland Fire Department provides fire and emergency medical services in the City. The Fire Department protects an area of 56 square miles, which includes 41 square miles of rural area located north, east, and south of the city limits. The Fire Department operates three fire stations, with an engine company at each one: 101 Court Street, 1619 West Street, and 1550 Springlake Court. The Fire Department is staffed with 45 personnel and is assisted by part time administrative staff persons. To help maintain adequate response times, the Fire Department has identified the need for additional fire stations in the City. A fourth fire station is planned for the Spring Lake Specific Plan area on a one-acre site, and will adjoin to the Central Park. The Insurance Services Office distributes ratings to fire departments' preparedness to fight fires effectively. The City of Woodland received a rating of three on a scale of one to 10, with one being exemplary. Because the Fire Department is adequately prepared to service the City, and because the proposed project is consistent with the General Plan land use designation, fire protection preparedness has been analyzed with buildout of the City.

Law enforcement services are provided by the City of Woodland Police Department. The Police Department has a staff of 79 paid employees, including 64 sworn patrol officers and 15 non-sworn support personnel. The Police Department is located at 1000 Lincoln Avenue. The City currently staffs four full time beats and one daytime only beat. Upon buildout of the General Plan land uses, the City will create seven full time beats. The General Plan does not have service standards but determines staffing needs based on the amount of uncommitted time per officer per day, and number of major crimes assigned to detectives per day. Currently, the patrol officers average 15 percent unobligated patrol time per shift. As the City continues to develop, the average should not drop below 15 percent. Additionally, because the proposed project is consistent with the General Plan and Zoning Ordinance, the City has accounted for development of the proposed project and would not require additional policing services. Furthermore, the proposed project would adhere to Chapter 9, Fire Prevention and Emergency Services, of the Municipal Code, which dictates the requirements of development to install automatic sprinkler systems and comply with the provisions of Sections 12500 to 12726 of the Health and Safety Code of the state and

the rules and regulations of the State Fire Marshal. Thus, because the General Plan has determined the fire and policing needs of the City and determined increased need based on development, the proposed project would be consistent with the General Plan and would not result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios related to fire or police protection, and a *less-than-significant* impact would occur.

- c-e. Development of the proposed self-storage facility would not induce significant population growth, as the project would not include the construction of housing or the creation of a substantial number of new jobs. As such, the proposed project would not introduce new residents to the area that would use local schools, parks, or other public facilities. Thus, the proposed project would result in *no impact* regarding any substantial increase in demand for public facilities such as parks, schools, and government facilities.

XVI. RECREATION.

Would the project:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less-Than- Significant Impact	No Impact
a. Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	●	●	●	✗
b. Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	●	●	●	✗

Discussion

- a,b. The proposed project would include development of a self-storage facility and would not include park facilities. While the project would include a single residence on the property for a manager's quarters, development of one residence would not result in substantial population growth such that degradation of local park facilities would occur. Because the project would not directly or indirectly result in substantial unplanned population growth, the project would not increase the use of any existing parks or require the construction of new recreational facilities which might have an adverse physical effect on the environment. Therefore, ***no impact*** to park facilities would occur.

XVII. TRANSPORTATION.

Would the project:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less- Than- Significant Impact	No Impact
a. Conflict with a program, plan, ordinance, or policy addressing the circulation system, including transit, roadway, bicycle, and pedestrian facilities?	○	○	✗	○
b. Conflict or be inconsistent with CEQA Guidelines section 15064.3, subdivision (b)?	○	○	✗	○
c. Substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	○	✗	○	○
d. Result in inadequate emergency access?	○	✗	○	○

Discussion

- a. The following is a discussion of the transportation impacts of the proposed project based on information from the ITE *Trip Generation Handbook*¹⁴ as well as the General Plan and General Plan EIR.

Roadway Traffic

Based on 116,475 sf of storage unit land coverage, the proposed project could create a weekday total of 160 Average Daily Trips (ADT), with 12 trips occurring during the AM peak hour and 20 trips occurring during the PM peak hour.

Level of Service (LOS) is a qualitative description of intersection performance based on the average delay that vehicles experience during peak travel hours. LOS can range from “A” representing free flow conditions to “F” representing congestion conditions. The General Plan strives to maintain LOS D or better on all roadways, except within one-half mile of state or federal highways. Because the project site is located within one-half mile of SR 113, the General Plan designates the East Main Street and Industrial Way intersection as exempt from the LOS C standard.

Alternative Transportation

The City operates and supports many forms of alternative transportation. The Yolo County Transportation District runs the Yolobus system, which includes a series of bus routes throughout the City. Several stops are situated along East Main Street and other portions of the City.

Due to the nature of storage facilities, development of the proposed project would not be expected to generate very much alternative transportation traffic. Nonetheless, lines 212 and 214 of the Yolobus system include service along the segment of East Main Street and

¹⁴ Institute of Transportation Engineers. *Trip Generation Handbook – 10th Edition*. September 2012.

Industrial Way adjacent to the project site. The nearest YoloBus Transit bus stop is located 0.1 mile away on the corner of East Main Street and Industrial Way.

Additionally, the proposed project would include extension and improvements of the sidewalk along the project site frontage which would promote pedestrian traffic. The project site is also accessible by a bike lane along both sides of East Main Street.

Conclusion

Due to the low number of project-generated trips and because the proposed project is consistent with the General Plan, the impacts of increased traffic have been anticipated by the City. Therefore, the proposed project would not conflict with a program, plan, ordinance, or policy addressing the circulation system, including transit, roadway, bicycle, and pedestrian facilities. Thus, a *less-than-significant* impact would occur.

- b. Section 15064.3 of the CEQA Guidelines provides specific considerations for evaluating a project's transportation impacts. Per Section 15064.3, analysis of VMT attributable to a project is the most appropriate measure of transportation impacts. Other relevant considerations may include the effects of the project on transit and non-motorized travel. Except as provided in Section 15064.3 (b)(2) regarding roadway capacity, a project's effect on automobile delay does not constitute a significant environmental impact under CEQA. It should be noted that currently, the provisions of Section 15064.3 apply only prospectively; determination of impacts based on VTM is not required Statewide until July 1, 2020.

Per Section 15064.3(3), a lead agency may analyze a project's VMT qualitatively based on the availability of transit, proximity to destinations, etc. The General Plan includes discussion of and programs acting towards reducing VMT. The City plans to use a combination of LOS and VMT metrics to ensure the efficient movement of people and goods as well as a reduction in GHG emissions. Reducing VMT is consistent with the City's desire to promote biking, walking, and transit usage as viable transportation alternatives to driving. Additionally, the City's CAP includes Policy 3.A.4, which requires projects achieve a 10 percent reduction in VMT per capita compared to the 2035 VMT performance. Thus, consistency with the City's General Plan and CAP would ensure that the proposed project would not conflict or be inconsistent with CEQA Guidelines Section 15064.3(b), and a *less-than-significant* impact would occur.

- c,d. The proposed project does not include changes to existing roadways or the introduction of an incompatible use or any design features that would be considered hazardous. Site access would be provided by way of a 35-foot wide driveway with entrance from East Main Street, as well as an entrance from Matmor Road which would connect to a 24-foot wide drive aisle on the west side of the site. The driveways would include improvements to the sidewalks of the project site. While East Main Street is a principal arterial in the City, the driveway entrance and exit would not be obstructed from view from any vantage point.

The driveway would be capable of accommodating emergency vehicles in and out of the site. Furthermore, the proposed project would include 20-foot gates between the parking and office area and the storage sheds. The drive aisles between storage units would be between 20 and 30 feet. The turning radius at the southernmost portion of the project site would be 40 feet. Thus, the proposed project would be able to accommodate emergency vehicles throughout the site. Based on the site design, the proposed project would not substantially increase hazards due to design features or incompatible uses, and emergency access to the site would be adequate.

Construction of the project, including site preparation, construction, and off-site improvements would generate employee trips and a variety of construction-related vehicles. Construction activities would include disruptions to the transportation network near the project site, including the possibility of temporary lane closures, street closures, sidewalk closures, and bikeway closures. Bicycle and transit access may also be disrupted. The above activities could result in degraded roadway conditions. Therefore, a ***potentially significant*** impact could occur related to substantially increasing hazards due to geometric design features or result in inadequate emergency access.

XVII-1. Prior to any construction activities for the project site, the project applicant shall prepare a detailed Construction Traffic Control Plan and submit it for review and approval by the City Department of Public Works. The applicant and the City shall consult with Caltrans, Unitrans, Yolobus, and local emergency service providers for their input prior to approving the Plan. The plan shall ensure that acceptable operating conditions on local roadways and freeway facilities are maintained during construction. At a minimum, the plan shall include:

- *The number of truck trips, time, and day of street closures*
- *Time of day of arrival and departure of trucks*
- *Limitations on the size and type of trucks, provision of a staging area with a limitation on the number of trucks that can be waiting*
- *Provision of a truck circulation pattern*
- *Provision of driveway access plan so that safe vehicular, pedestrian, and bicycle movements are maintained (e.g., steel plates, minimum distances of open trenches, and private vehicle pick up and drop off areas)*
- *Maintain safe and efficient access routes for emergency vehicles*
- *Manual traffic control when necessary*
- *Proper advance warning and posted signage concerning street closures*
- *Provisions for pedestrian safety*

A copy of the construction traffic control plan shall be submitted to local emergency response agencies and these agencies shall be notified at least 14 days before the commencement of construction that would partially or fully obstruct roadways.

XVIII. TRIBAL CULTURAL RESOURCES.

Would the project cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American Tribe, and that is:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less- Than- Significant Impact	No Impact
a. Listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code section 5020.1(k).	○	⌀	○	○
b. A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Public Resources Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.	○	⌀	○	○

Discussion

- a,b. As discussed in Section V, Cultural Resources, of this Initial Study, the project site is currently vacant and disturbed. The project site does not contain any structures which would be considered a historical resource by City or State standards. A search of the NAHC Sacred Lands File did not yield any information regarding the presence of Tribal Cultural Resources within the project site or the immediate area. Furthermore, a search of the CHRIS by the NWIC did not identify any known cultural resources within the project site.

In compliance with AB 52 (Public Resources Code Section 21080.3.1), a project notification letter was distributed to tribes which submitted requests for consultation to the City. The letters were distributed on October 10, 2018 and a request to consult was received by the Yocha Dehe Wintun Nation. Consultation was initiated and is ongoing.

Based on the location and lack of identified cultural resources at the site, known Tribal Cultural Resources do not exist within the proposed project site. Nevertheless, the possibility exists that construction of the proposed project could result in a substantial adverse change in the significance of a Tribal Cultural Resource if previously unknown cultural resources are uncovered during grading or other ground-disturbing activities. Thus, a ***potentially significant*** impact to tribal cultural resources could occur.

Mitigation Measure(s)

Implementation of the following mitigation measure would reduce the above impact to a *less-than-significant* level.

XVIII-1. Implement Mitigation Measures V-1 and V-2.

XIX. UTILITIES AND SERVICE SYSTEMS. <i>Would the project:</i>	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less-Than- Significant Impact	No Impact
a. Require or result in the relocation or construction of new or expanded water, wastewater treatment, or storm water drainage, electric power, natural gas, or telecommunications facilities, the construction or relocation of which could cause significant environmental effects?	○	○	⊘	○
b. Have sufficient water supplies available to serve the project and reasonably foreseeable future development during normal, dry, and multiple dry years?	○	○	⊘	○
c. Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	○	○	⊘	○
d. Generate solid waste in excess of State or local standards, or in excess of the capacity of local infrastructure, or otherwise impair the attainment of solid waste reduction goals?	○	○	⊘	○
e. Comply with federal, state, and local management and reduction statutes and regulations related to solid waste?	○	○	⊘	○

Discussion

- a,c. The proposed project would include development of a storage facility, office/manager's building, and associated improvements. The City of Woodland Public Works Department provides wastewater treatment service to the City. The proposed project would be required to pay all applicable operational and maintenance fees to the Public Works Department. The City diverts wastewater to the City's Water Pollution Control Facility (WPCF). The treatment plant is located east of the project site and is connected to a sanitary sewer system which conveys wastewater to the WPCF. Water is treated and then eventually drained to the Tule Canal on the east side of the Yolo Bypass. Future average flow to WPCF is expected to be about 8.3 mgd while the project future capacity of the WPCF is about 9.2 mgd. Thus, the City will be able to accommodate projected wastewater within the Planning Area and the proposed project would not require expansion of the wastewater treatment facility.

Off-site sewer connections included as part of the proposed project would involve extension of a sanitary sewer line 1,400 feet east to an existing sanitary sewer manhole at Pioneer Avenue. The construction and connection of the sanitary sewer line would adhere to regulations and requirements set forth in Chapter 13.12 of the Municipal Code. Furthermore, the design and construction of the extension would be in accordance with the

City standards and the latest revision of the Uniform Plumbing Code adopted by the City. All plans would be subject to approval by the City Engineer.

The project site is located within a developed area of the City of Woodland and is situated within close proximity to existing electrical power, natural gas, and telecommunications facilities. Thus, the construction or expansion of dry utility facilities would not be necessary.

Given that the proposed project is consistent with the General Plan land use and zoning designations, wastewater treatment needs have been anticipated by the City and would adequately serve the project site. While the proposed project would require the construction of off-site sewer improvements, all such plans would be required to adhere to the City's standards as well as undergo review and approval by the City Engineer. The General Plan EIR concluded that the policies within the General Plan would be sufficient to ensure that buildout of the General Plan would result in a less-than-significant impact related to standard utility improvements associated with buildout of the City. Moreover, because development of the project site and area has been planned for within the General Plan, the utility infrastructure within the project vicinity has been designed with adequate capacity to accommodate demand from development of the project site. Thus, a ***less-than-significant*** impact related to the relocation or construction of new or expanded water, wastewater treatment, or storm water drainage, electric power, natural gas, or telecommunications facilities, the construction or relocation of which could cause significant environmental effects.

- b. The City of Woodland Public Works Department currently provides municipal water to residents in the Development Area. Treated Sacramento River water supplied by the Woodland-Davis Clean Water Agency's Regional Water Treatment Facility is the primary source of drinking water within the City. Groundwater is a backup to the surface water supply. The proposed project would include connection to the City's 12-inch water main within Matmor Road and East Main Street. As discussed in Section X, Hydrology and Water Quality, of this Initial Study, the proposed project would not decrease or substantially impede water supplies within the City. Thus, the proposed project would not require the expansion of water facilities.

Landscaping on the project site as well as water supply to the manager's living space would constitute the primary water demand. All landscaping installed within the City is required to adhere to the California Water Code as well as Chapter 17.112 of the City Municipal Code, which regulate water usage and reduce water waste. Per the Municipal Code, landscape irrigation is required to use recycled water. Additionally, the manager's office would not require a significant amount of water, as the space would only accommodate one housing unit, which would generate relatively minimal water demand. As determined by the City's UWMP, the City will have adequate water supply to serve buildout of the City.

The General Plan EIR concluded that with the applicable policies and regulations set forth by the City, water supply will be sufficient through the year 2035 based on land uses set

forth by the General Plan. Considering the above, the project would have sufficient water supplies available to serve the project and reasonably foreseeable future development during normal, dry, and multiple dry years, and a ***less-than-significant*** impact would occur.

- d,e. Solid waste services are provided by the City through an agreement with Waste Management. Solid waste and yard waste are disposed of at the Yolo County Central Landfill. According to the Yolo County Integrated Waste Management Plan, as of 2012 the landfill had approximately 79 years of disposal capacity, and 49,035,200 cubic yards of permitted waste.¹⁵

Because the proposed project is consistent with the project site's current General Plan land use and zoning designations, construction and operation of the proposed project would not result in increased solid waste generation beyond what has been previously anticipated for the site by the City and analyzed in the General Plan EIR. The General Plan EIR concluded that although buildout of the General Plan would result in increased solid waste disposal at the Yolo County Central Landfill, adequate capacity exists at the landfill to continue to serve the City of Woodland's solid waste disposal needs. Buildout of the project site and solid waste generation from project construction and operations would be consistent with the growth projections analyzed in the General Plan EIR. Therefore, a ***less-than-significant*** impact related to solid waste would occur as a result of the proposed project.

¹⁵ California Department of Resources Recycling and Recovery (CalRecycle). *Solid Waste Information System*. Available at: <https://www2.calrecycle.ca.gov/swfacilities/directory>. Accessed April 2019.

XX. WILDFIRE.

If located in or near state responsibility areas or lands classified as very high fire hazard severity zones, would the project:

	Potentially Significant Impact	Less-Than- Significant with Mitigation Incorporated	Less-Than- Significant Impact	No Impact
a. Substantially impair an adopted emergency response plan or emergency evacuation plan?	○	○	○	Ø
b. Due to slope, prevailing winds, and other factors, exacerbate wildfire risks, and thereby expose project occupants to, pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire?	○	○	○	Ø
c. Require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment?	○	○	○	Ø
d. Expose people or structures to significant risks, including downslope or downstream flooding or landslides, as a result of runoff, post-fire slope instability, or drainage changes?	○	○	○	Ø

Discussion

- a-d. According to the California Department of Forestry and Fire Protection (CAL FIRE) Fire and Resource Assessment Program, the proposed project site is not located within a Very High Fire Hazard Severity Zone nor are very high severity hazard zones located in close proximity to the project site.¹⁶ Therefore, the proposed project would not be subject to risks related to wildfires, and ***no impact*** would occur.

¹⁶ California Department of Forestry and Fire Protection. *Yolo County, Draft Fire Hazard Severity Zones in LRA*. October 5, 2007.

XXI. MANDATORY FINDINGS OF SIGNIFICANCE.	Potentially Significant Impact	Less-Than-Significant with Mitigation Incorporated	Less-Than-Significant Impact	No Impact
a. Does the project have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	●	●	⌀	●
b. Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	●	●	⌀	●
c. Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	●	●	⌀	●

Discussion

- a. As described throughout this Initial Study, while implementation of the proposed project would have the potential to adversely impact the environment by reducing available habitat for Swainson's hawk, white-tailed kite, loggerhead shrike, and migratory birds, Mitigation Measures IV-1 and IV-2 would ensure that impacts to special-status species would be less-than-significant. The project site is predominantly undeveloped, has been previously disturbed, and does not contain any known historic or prehistoric resources. Thus, implementation of the proposed project is not anticipated to have the potential to result in impacts related to historic or prehistoric resources. Nevertheless, Mitigation Measures V-1 and V-2 would ensure that in the event that historic or prehistoric resources are discovered within the project site, such resources are protected in compliance with the requirements of CEQA. The proposed project would implement and comply with applicable City of Woodland General Plan and Municipal Code policies, as discussed throughout this Initial Study. With implementation of the mitigation measures required by this Initial Study, compliance with General Plan policies, Municipal Code sections, and application of standard Best Management Practices during construction, development of the proposed project would not result in any of the following: 1) degrade the quality of the environment; 2) substantially reduce or impact the habitat of fish or wildlife species; 3) cause fish or wildlife populations to drop below self-sustaining levels; 4) threaten to eliminate a plant or animal community; 5) reduce the number or restrict the range of a rare or endangered plant or animal; or 6) eliminate important examples of the major periods of California history or prehistory. Therefore, a *less than significant* would occur.

- b. The proposed project in conjunction with other development within the City of Woodland could incrementally contribute to cumulative impacts in the area. However, as demonstrated in this Initial Study, all potential environmental impacts that could occur as a result of project implementation would be reduced to a less-than-significant level through compliance with the mitigation measures included in this Initial Study, as well as applicable General Plan policies, Municipal Code standards, and other applicable local and State regulations. In addition, the project would be consistent with the site's existing land use and zoning designations. The project site is surrounded by existing development and is located in an urbanized setting. Accordingly, buildout of the site for commercial uses was generally considered in the cumulative analysis of buildout of the General Plan within the General Plan EIR.

As noted in Section 21083.3 of the CEQA Guidelines, where a project is consistent with zoning and general plan designations for the site, and an EIR has been certified with respect to that general plan, the analysis of potential environmental impacts resulting from the individual project should focus on those effects that are peculiar to the proposed project. As demonstrated throughout this Initial Study, the proposed project would not result in any significant environmental impacts peculiar to the project, and, thus, the proposed project would not contribute any new or additional impacts not previously analyzed in the General Plan EIR. Therefore, when viewed in conjunction with other closely related past, present, or reasonably foreseeable future projects, development of the proposed project would not result in a cumulatively considerable contribution to cumulative impacts in the City of Woodland, and the project's incremental contribution to cumulative impacts would be *less than significant*.

- c. As described in this Initial Study, the proposed project would comply with all applicable General Plan policies, Municipal Code standards, other applicable local and State regulations, and mitigation measures included herein. In addition, as discussed in Section III, Air Quality, Section IX, Hazards and Hazardous Materials, and Section XIII, Noise, of this Initial Study, the proposed project would not cause substantial effects to human beings, including effects related to exposure to air pollutants, hazardous materials and noise. Therefore, the proposed project's impact would be *less than significant*.

Woodland Storage Project Mitigation Monitoring and Reporting Program

July 2020

The California Environmental Quality Act (CEQA) and CEQA Guidelines require Lead Agencies to adopt a program for monitoring the mitigation measures required to avoid the significant environmental impacts of a project. The Mitigation Monitoring and Reporting Program (MMRP) ensures that mitigation measures imposed by the City are completed at the appropriate time in the development process.

The mitigation measures identified in the Initial Study/Mitigated Negative Declaration (IS/MND) for the Woodland Storage Project are listed in the MMRP along with the party responsible for monitoring implementation of the mitigation measure, the milestones for implementation and monitoring, and a sign-off that the mitigation measure has been implemented.

Mitigation Monitoring and Reporting Program Woodland Storage Project				
Timing of Verification	Measure Complete? (check)	Mitigation Measures	Responsibility (Implementation)	Responsibility (Monitoring)
IV. Biological Resources				
Prior to the initiation of ground disturbing activities		<u>Swainson's Hawk, White-Tailed Kite, and Loggerhead Shrike</u> Mitigation Measure IV-1. The project proponent shall retain a qualified biologist to conduct planning-level surveys and identify any nesting or foraging habitat present within 1,320 feet of the project footprint. Adjacent parcels under different land ownership shall be surveyed only if access is granted or if the parcels are visible from publicly accessible areas. The results of the survey shall be submitted to the Conservancy and CDFW. If nesting or foraging habitat are not present within the project area, no further mitigation would be necessary. If active nests are found during the preconstruction survey, a 1,320-foot initial temporary nest disturbance buffer shall be established. If project related activities within the temporary nest disturbance buffer are determined to be necessary during the nesting season, then the qualified biologist shall monitor the nest and shall, along with the project proponent, consult with CDFW to determine the best course of action necessary to avoid nest abandonment or take of individuals. Work may be allowed only to proceed within the temporary nest disturbance buffer if Swainson's hawk, white-tailed kite, or loggerhead shrike are not exhibiting agitated behavior, such as defensive flights at intruders, getting up from a brooding position, or flying off the nest, and only with the agreement of CDFW and USFWS. The designated on-site biologist/monitor shall be on-site daily while construction-related activities, including tree pruning or removal, are taking place within the 1,320-foot buffer and shall have the authority to stop work if raptors are exhibiting agitated behavior. If this project involves pruning or removal of a potential Swainson's hawk, white-tailed kite, or loggerhead shrike nest	Project Applicant Qualified Biologist	City of Woodland Community Development Department

Mitigation Monitoring and Reporting Program Woodland Storage Project				
Timing of Verification	Measure Complete? (check)	Mitigation Measures	Responsibility (Implementation)	Responsibility (Monitoring)
Prior to initiation of ground disturbing activities and throughout the duration of construction activities		tree, the project proponent shall conduct a preconstruction survey that is consistent with the guidelines provided by the Swainson's Hawk Technical Advisory Committee (2000). If active nests are found during the preconstruction survey, no tree pruning or removal of the nest tree shall occur during the period between March 1 and August 30, unless a qualified biologist determines that the young have fledged and the nest is no longer active. All findings and results of the preconstruction surveys shall be submitted to the Community Development Department for review and approval. <u>Nesting Raptors and Migratory Birds</u> Mitigation Measure IV-2. The project applicant shall implement the following measures to avoid or minimize impacts to raptors and federally-protected nesting raptors and migratory birds: • If any site disturbance or construction activity for any phase of development begins outside the February 1 to August 31 breeding season, a preconstruction survey for active nests shall not be required. • If any site disturbance or construction activity for any phase of development is scheduled to begin between February 1 and August 31, a qualified biologist shall conduct a preconstruction survey for active nests from publicly accessible areas within 14 days prior to site disturbance or construction activity for any phase of development. The survey area shall cover the construction site and the area surrounding the construction site, including a 100-foot radius for MBTA birds, and a 500-foot radius for birds of prey. If an active nest of a bird of prey, MBTA bird, or other protected bird	Project Applicant	City of Woodland Community Development Department

Mitigation Monitoring and Reporting Program Woodland Storage Project				
Timing of Verification	Measure Complete? (check)	Mitigation Measures	Responsibility (Implementation)	Responsibility (Monitoring)
		<i>is not found, then further mitigation measures are not necessary. The preconstruction survey shall be submitted to the City of Woodland Community Development Department for review.</i> • <i>If an active nest of a bird of prey, MBTA bird, or other protected bird is discovered that may be adversely affected by any site disturbance or construction or an injured or killed bird is found, the project applicant shall immediately:</i> - o <i>Stop all work within a 100-foot radius of the discovery.</i> - o <i>Notify the City of Woodland Community Development Department.</i> - o <i>Do not resume work within the 100-foot radius until authorized by the biologist.</i> - o <i>The biologist shall establish a minimum 500-foot Environmentally Sensitive Area (ESA) around the nest if the nest is of a bird of prey, and a minimum 100-foot ESA around the nest if the nest is of an MBTA bird other than a bird of prey. The ESA may be reduced if the biologist determines that a smaller ESA would still adequately protect the active nest. Further work may not occur within the ESA until the biologist determines that the nest is no longer active.</i> <i>Results of the preconstruction survey shall be submitted for review and approval by the Community Development Department.</i>		

Mitigation Monitoring and Reporting Program Woodland Storage Project				
Timing of Verification	Measure Complete? (check)	Mitigation Measures	Responsibility (Implementation)	Responsibility (Monitoring)
V. Cultural Resources				
During ground disturbing activities		Mitigation Measure V-1. In the event of the accidental discovery or recognition of any human remains, further excavation or disturbance of the find or any nearby area reasonably suspected to overlie adjacent human remains shall not occur until compliance with the provisions of CEQA Guidelines Section 15064.5(e)(1) and (2) has occurred. The Guidelines specify that in the event of the discovery of human remains other than in a dedicated cemetery, no further excavation at the site or any nearby area suspected to contain human remains shall occur until the Yolo County Coroner has been notified to determine if an investigation into the cause of death is required. If the Coroner determines that the remains are Native American, then, within 24 hours, the Coroner must notify the Native American Heritage Commission, which in turn will notify the most likely descendants who may recommend treatment of the remains and any grave goods. The potential exists that the Native American Heritage Commission may be unable to identify a most likely descendant, the most likely descendant fails to make a recommendation within 24 hours after notification by the Native American Heritage Commission, or the landowner or his authorized agent rejects the recommendation by the most likely descendant and mediation by the Native American Heritage Commission fails to provide a measure acceptable to the landowner. In such a case, the landowner or his authorized representative shall rebury the human remains and grave goods with appropriate dignity at a location on the property not subject to further disturbances. Should human remains be encountered, a copy of the resulting County Coroner report noting any written consultation with the Native American Heritage Commission shall be submitted as proof of compliance to the City's Community Development Department.	Project Applicant Project Contractor	City of Woodland Community Development Department Yolo County Coroner Native American Heritage Commission

Mitigation Monitoring and Reporting Program Woodland Storage Project				
Timing of Verification	Measure Complete? (check)	Mitigation Measures	Responsibility (Implementation)	Responsibility (Monitoring)
During ground disturbing activities		Mitigation Measure V-2. <i>In the event a potentially significant cultural or paleontological resource is encountered during subsurface earthwork activities, all construction activities within a 100-foot radius of the find shall cease and workers shall avoid altering the materials until an archaeologist who meets the Secretary of Interior's Professional Qualification Standards for archaeology has evaluated the find. The Applicant shall include a standard inadvertent discovery clause in every construction contract to inform contractors of this requirement. The qualified archeologist shall make recommendations to the Lead Agency on the measures that shall be implemented to protect the discovered resources, including but not limited to, culturally appropriate temporary and permanent treatment, which may include avoidance of cultural resources, in-place preservation, and/or re-burial on project property so the resource(s) are not subject to further disturbance in perpetuity. If avoidance is determined to be infeasible, pursuant to CEQA Guidelines Section 15126.4(b)(3)(C), a data recovery plan, which makes provisions for adequately recovering the scientifically consequential information from and about the historical resource, shall be prepared and adopted prior to any excavation being undertaken. Such studies shall be deposited with the California Historical Resources Regional Information Center. If necessary, excavation and evaluation of the finds shall comply with Section 15064.5 of the CEQA Guidelines.</i> <i>Potentially significant cultural resources include, but are not limited to, stone, bone, glass, wood, or shell artifacts or features, including hearths, structural remains, or historic dumpsites. Any previously undiscovered resources found during construction within the project site shall be recorded on appropriate State of California Department of Parks and Recreation (DPR) 523 forms and shall be submitted to the City</i>	Project Applicant Qualified Archeologist	City of Woodland Community Development Department

Mitigation Monitoring and Reporting Program Woodland Storage Project				
Timing of Verification	Measure Complete? (check)	Mitigation Measures	Responsibility (Implementation)	Responsibility (Monitoring)
		of Woodland, the Northwest Information Center, and the State Historic Preservation Offices (SHPO), as required.		
VII. Geology and Soils				
Prior to issuance of a grading permit		Mitigation Measure VII-1. Prior to issuance of a grading permit, the applicant/developer shall incorporate the recommendations of a design-level geotechnical report into the Improvement Plans for approval by the City Engineer. Should expansive, or otherwise unstable soils be found within the project site, the design-level geotechnical report shall include measures necessary to ensure that such on-site conditions are fully mitigated. Methods of mitigating potential on-site expansive soils may include, but are not limited to the following measures: • Remove and replace potentially expansive soils; • Strengthen foundations (e.g., post-tensioned slab, reinforced mat or grid foundation, or other similar system) to resist excessive differential settlement associated with soil expansion; and/or • Support the proposed structures on an engineered fill pad, of sufficient thickness, in order to reduce differential settlement resulting from post-seismic pore pressure dissipation.	Project Applicant	City Engineer
See Mitigation Measure V-2		Mitigation Measure VII-2. Implement Mitigation Measure V-2.	See Mitigation Measure V-2	See Mitigation Measure V-2
XIII. Noise				
During construction and demolition activities		Mitigation Measure XIII-1. During construction and demolition activities associated with the proposed project, the following noise abatement measures shall be implemented: • Construction activities shall be limited to the hours from 7:00 AM to 6:00 PM Monday through Saturday and from 9:00 AM to 6:00 PM on Saturday. (Construction is	Project Applicant Project Contractor	City of Woodland Community Development Department

**Mitigation Monitoring and Reporting Program
Woodland Storage Project**

Timing of Verification	Measure Complete? (check)	Mitigation Measures	Responsibility (Implementation)	Responsibility (Monitoring)
		<i>prohibited on Sundays and City-observed holidays.) The City of Woodland shall have the discretion to permit construction activities to occur outside of allowable hours if compelling circumstances warrant such an exception (e.g., weather conditions necessary to pour concrete).</i> <i>• The construction contractor shall ensure that all equipment driven by internal combustion engines shall be equipped with mufflers, which are in good condition and appropriate for the equipment.</i> <i>• The construction contractor shall ensure that unnecessary idling of internal combustion engines (i.e., idling in excess of five minutes) is prohibited.</i> <i>• The construction contractor shall utilize "quiet" models of air compressors and other stationary noise sources where technology exists.</i> <i>• At all times during project grading and construction, the construction contractor shall ensure that stationary noise-generating equipment shall be located as far as practicable from sensitive receptors and placed so that emitted noise is directed away from the nearest residential land uses.</i> <i>• The construction contractor shall designate a noise disturbance coordinator who would be responsible for responding to any local complaints about construction noise. The disturbance coordinator would determine the cause of the noise complaints (starting too early, bad muffler, etc.) and establishment reasonable measures necessary to correct the problem. The construction contractor shall visibly post a telephone number for the disturbance coordinator at the construction site.</i>		

Mitigation Monitoring and Reporting Program Woodland Storage Project				
Timing of Verification	Measure Complete? (check)	Mitigation Measures	Responsibility (Implementation)	Responsibility (Monitoring)
XVIII. Tribal Cultural Resources				
See Mitigation Measures V-1 and V-2		Mitigation Measure XVIII-1: <i>Implement Mitigation Measures V-1 and V-2.</i>	See Mitigation Measures V-1 and V-2	See Mitigation Measures V-1 and V-2

EXHIBIT A
LEGAL DESCRIPTION
PORTION OF UN-NAMED ROAD RIGHT OF WAY AND
PUBLIC UTILITY EASEMENT VACATION

Vacation A

All of that right-of-way granted to the County of Yolo for a public highway filed in **Book 1264 of Yolo County Official Records, at Page 158**, being a portion of the Northeast Quarter of Section 33, Township 10 North, Range 2 East, M.D.B.&M., Yolo County, California and being more particularly described as follows:

The Southerly thirty feet (30') of Lot 3 of the "Map of Reiff Subdivision of Lots 1 and 2 or D.R. Clanton's Subdivision" as said Lot appears on that map filed in Map Book 4, on Page 8, Yolo County Records.

Excepting therefrom the Easterly three feet (3') of said Southerly thirty feet (30') of said Lot 3.

Vacation B

A portion of that right-of-way granted to the County of Yolo for a public highway and incidents thereto filed in **Book 1264 of Yolo County Official Records, at Page 160**, being a portion of Lot 1 of the Reiff Subdivision of Lots 1 and 2 of D.R. Clanton's Subdivision of the West half of the Northeast Quarter of Section 33, Township 10 North, Range 2 East, M.D.B.&M., as shown on the map filed in Deed Book 32, page 75, Yolo County Records and being more particularly described as follows:

The Southerly thirty feet (30') of Lot 1 of the "Map of Reiff Subdivision of Lots 1 and 2 or D.R. Clanton's Subdivision" as said Lot appears on that map filed in Map Book 4, on Page 8, Yolo County Records.

Excepting therefrom the Westerly one hundred and forty-five feet (145') of said Southerly thirty feet (30') of said Lot 1.

Vacation C

A portion of that right-of-way granted to the County of Yolo for a public highway and incidents thereto filed in **Book 1264 of Yolo County Official Records, at Page 162**, being a portion of Lot 3 of D.R. Clanton's Subdivision of the West half of the Northeast Quarter of Section 33, Township 10 North, Range 2 East, M.D.B.&M., as shown on the map filed in Deed Book 32, page 75, Yolo County Records and being more particularly described as follows:

Commencing at a point on the Northerly line of said Lot 3 that is distant South 00°27'06" West, 495.52 feet and South 89°34'21" East, 42.00 feet from the North one-quarter corner of said Section 33 as shown on that map filed in Maps and Surveys Book 9, at page 26, Yolo County Records; thence from said point of beginning, along said Northerly line of Lot 3, South 89°34'21" East 103.00 feet to the POINT OF BEGINNING also being the Northeast corner of Parcel B as shown on that Parcel Map No. 3400 filed in Maps and Surveys Book 8, at page 23, Yolo County Records; thence continuing along said Northerly line of said Lot 3, South 89°34'21" East, 692.04 feet to a point on the Westerly boundary line of the State of California property as described in Book 831 of Official Records of said County at page 92; thence along said Westerly boundary line, South 02°22'56" West 30.02 feet; thence leaving said Westerly boundary line, North 89°34'21" West, 730.03 feet to the East line of said Parcel B; thence North 00°27'06" East, 30.00 feet to the point of beginning.

Vacation D

A portion of that road easement granted to the City of Woodland filed in **Book 1752 of Yolo County Official Records, at Page 222**, being a portion of Lot 3 of D.R. Clanton's Subdivision of the West half of the Northeast Quarter of Section 33, Township 10 North, Range 2 East, M.D.B.&M., as shown on the map filed in Deed Book 32, page 75, Yolo County Records and being more particularly described as follows:

Commencing at a point on the East line of Matmor Road, that bears South 00°27'06" West, 495.52 feet and South 89°34'21" East 42.00 feet from the Northwest corner of the Northeast Quarter of Section 33, also being on the North line of Parcel 1 of that certain Parcel Map No. 2681 filed for record in Book 3 of Parcel Maps at Page 100 and Parcel B of that certain Parcel Map No. 3400 filed for record in Book 8 of Parcel Maps at Page 23 of Yolo County Records; thence along the North line of said Parcels 1 and B, North 89°34'21" West, 103.00 feet to the Northeast corner of said Parcel B being the True Point of beginning; thence continuing along the North line of said Parcel 1, North 89°34'21" West 305.07 feet to the Northeast corner of said Parcel 1; thence along the East line of said Parcel 1, South 00°30'22" West, 30.00 feet; thence North 89°34'21" West, parallel with the North line of said Parcel 1, a distance of 293.04 feet to the East line of said Parcel B; thence North 00°27'06" East along the East line of said Parcel B, 30.00 feet to said point of beginning.

Vacation E

A portion of that Public Utility Easement granted to the City of Woodland filed in **Book 1752 of Yolo County Official Records, at Page 220**, being a portion of Lot 3 of D.R. Clanton's Subdivision of the West half of the Northeast Quarter of Section 33, Township 10 North, Range 2 East, M.D.B.&M., as shown on the map filed in Deed Book 32, page 75, Yolo County Records and being more particularly described as follows:

Beginning at a point on the East line of Parcel 1 of that certain Parcel Map No. 2681, filed for record in Book 3 of Parcel Maps at Page 100 of Yolo County Records, said point bearing South 00°30'22" West, 30.00 feet from the Northeast corner of said Parcel 1; thence from said point of beginning North 89°34'21" West, along the South line of an unnamed street, 293.04 feet to the East line of Parcel B as shown on that certain Parcel Map No. 3400, filed for record in Book 8 of Parcel Maps, at Page 23 of Yolo County Records, thence South 00°27'06" West, 10.00 feet; thence South 89°34'21" East along a line parallel to and distant 10.00 feet at right angles from the said South line of an unnamed street, to said East line of said Parcel 1; thence along said East line of Parcel 1, North 00°30'22" East, 10.00 feet to said point of beginning.

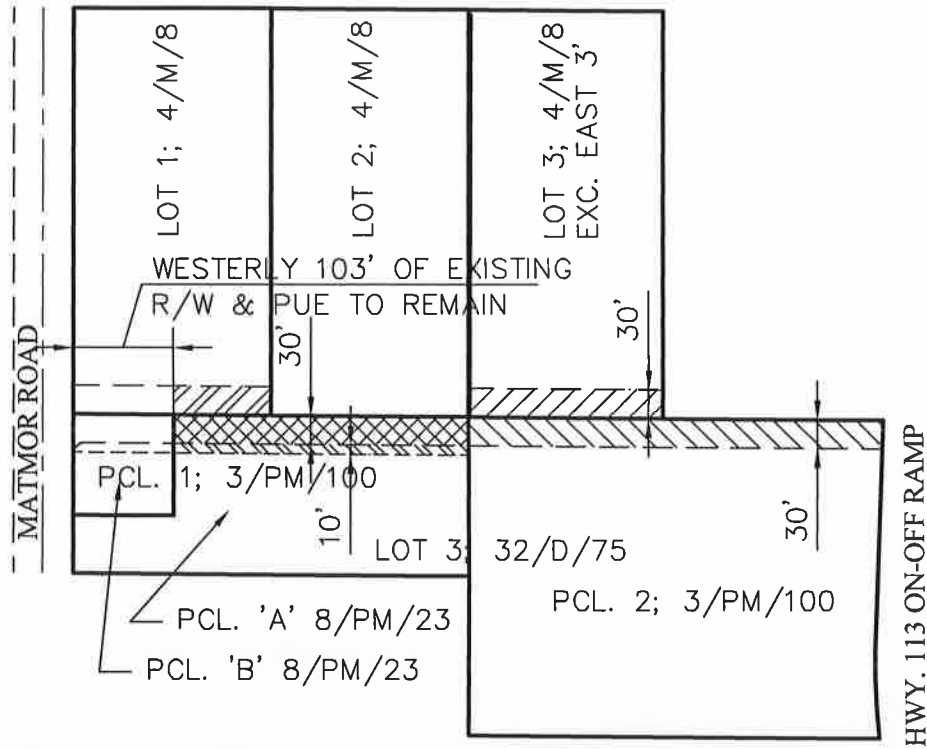


Jeff W. Spence, LS7414

6/30/2020
date



EAST MAIN ST. / STATE HWY. 16



LEGEND

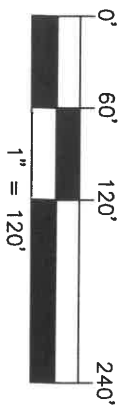
- PROPERTY LINE
- - - EXISTING RIGHT OF WAY
- - - EXISTING P.U.E.
- VACATION A: PUBLIC HWY. R/W DEDICATION PER 1264/OR/158 TO BE VACATED
- VACATION B: PORTION OF PUBLIC HWY. R/W DEDICATION PER 1264/OR/160 TO BE VACATED
- VACATION C: PORTION OF PUBLIC HWY. R/W DEDICATION PER 1264/OR/162 TO BE VACATED
- VACATION C & D: PORTION OF PUBLIC HWY. R/W DEDICATION PER 1264/OR/162 & ROAD EASEMENT DEDICATION PER 1752/OR/222 TO BE VACATED
- VACATION E: PORTION OF PUBLIC UTILITY EASEMENT PER 1752/OR/220 TO BE VACATED



1"=200'



EXHIBIT B		
CITY OF WOODLAND		
VACATION PLAT		
D.R. CLANTON'S SUBDIVISION		
SUBMITTED BY: JWS		
APPROVED _____	DATE DRAWN 6-29-2020	PG. No. 1 OF 1
CITY ENGINEER	DRAWN BY: JWS	



LAUGHLIN and SPENCE
CIVIL ENGINEERS & SURVEYORS
1008 Elm Oak Boulevard
Yuba City, California 95901
(530) 871-1008
Fax (530) 871-0822

APN	OWNER NAME
066-030-023	GLEN BONITA II LLC
066-030-052	BRUCE R. & ANGELA M. DENNIE FAM. LIV. TRUST
066-030-034	BUREN W. & BERNICE KRAHLING TRUST
066-030-045	J & K MOORE TRUST
066-030-044	CAL PENN BUILDERS
066-030-023	CAL PENN BUILDERS
066-030-019, 021, 033	KRONICK 2012 GST TRUST

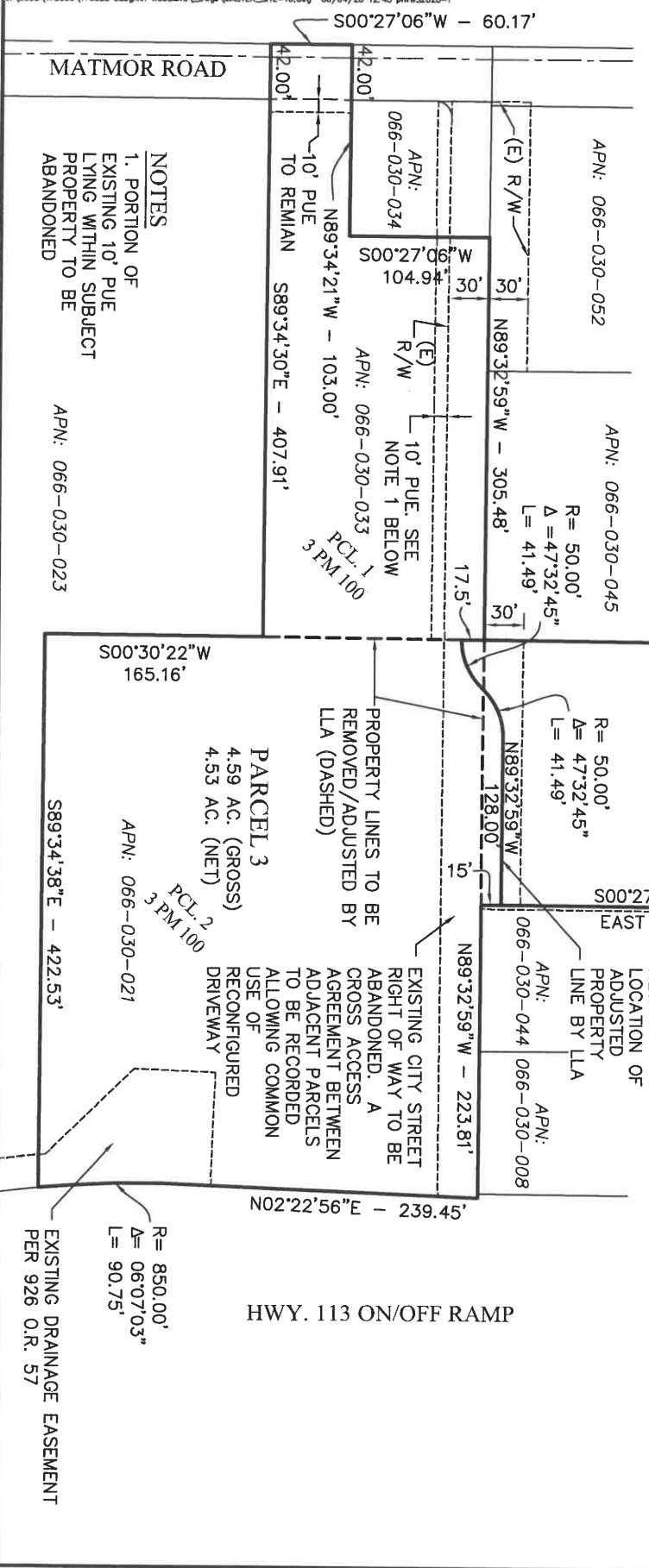


EXHIBIT "B"
LOT LINE ADJUSTMENT
FOR
WOODLAND STORAGE

BEING A PORTION OF LOT 3 OF THE REIFF SUBDIVISION OF LOTS 1 AND 2 OF D.R. CLANTON'S SUBDIVISION, FILED FEBRUARY 18, 1947 IN BOOK 4 OF MAPS, AT PAGE 8, YOLO COUNTY RECORDS, AND A PORTION OF PARCELS 1 & 2 OF PARCEL MAP NO. 2681, FILED OCTOBER 24, 1977 IN BOOK 3 OF PARCEL MAPS, PAGE 100, YOLO COUNTY RECORDS, BEING LOCATED IN THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION 22, T.10N., R.2E., M.D.M.

CITY OF WOODLAND,
COUNTY OF YOLO, STATE OF CALIFORNIA
DATE: 6-2-20 JOB# 173388
SHEET 1 OF 1

Exhibit A
Resultant Parcel 1 - Legal Description
Woodland Storage LLA

All that certain real property being a portion of Lot 3 of the Reiff Subdivision of Lots 1 and 2 of D.R. Clanton's Subdivision, filed February 18, 1947 in Book 4 of Maps, at Page 8, Yolo County Records described as follows:

Commencing at the Northwest corner of said Reiff Subdivision; thence South 00°34'57" West along the northerly prolongation of the West line of said Lot 3, a distance of 30.00 feet to the Northwest corner of said Lot 3; thence continuing South 00°34'57" West along the West line of said Lot 3, a distance of 42.00 feet to the TRUE POINT OF BEGINNING; thence continuing South 00°34'57" West, along the West line of said Lot 3, a distance of 115.00 feet; thence leaving said West line, South 89°34'21" East parallel with the North line of said Lot 3, a distance of 71.00 feet; thence North 00°34'57" East parallel with the West line of said Lot 3, a distance of 50.00 feet; thence South 89°34'21" East parallel with the North line of said Lot 3, a distance of 85.00 feet; thence North 00°34'57" East parallel with the West line of said Lot 3, a distance of 65.00 feet to a point on a line being 72.00 feet Southerly and parallel with the North line of said Subdivision; thence North 89°34'21" West, parallel with the North line of said Subdivision, a distance of 156.00 feet to said point of beginning, containing 13,689 sq.ft. being approximately 0.31 acres.

Jeff W. Spence, LS 7414

date

Exhibit A
Resultant Parcel 2 - Legal Description
Woodland Storage LLA

All that certain real property being a portion of Lot 3 of the Reiff Subdivision of Lots 1 and 2 of D.R. Clanton's Subdivision, filed February 18, 1947 in Book 4 of Maps, at Page 8, Yolo County Records, and a portion of Parcel 2 of Parcel Map No. 2681, filed October 24, 1977 in Book 3 of Parcel Maps, Page 100, Yolo County Records, described as follows:

Commencing at the Northwest corner of said Reiff Subdivision; thence South 00°34'57" West along the northerly prolongation of the West line of said Lot 3, a distance of 30.00 feet to the Northwest corner of said Lot 3; thence continuing South 00°34'57" West along the West line of said Lot 3, a distance of 42.00 feet; thence continuing South 00°34'57" West, along the West line of said Lot 3, a distance of 115.00 feet to the TRUE POINT OF BEGINNING; thence leaving said West line, South 89°34'21" East parallel with the North line of said Lot 3, a distance of 71.00 feet; thence North 00°34'57" East parallel with the West line of said Lot 3, a distance of 50.00 feet; thence South 89°34'21" East parallel with the North line of said Lot 3, a distance of 85.00 feet; thence North 00°34'57" East parallel with the West line of said Lot 3, a distance of 65.00 feet to a point on a line being 72.00 feet Southerly and parallel with the North line of said Subdivision; thence South 89°34'21" East parallel with the North line of said subdivision, a distance of 44.77 feet; to a point being 3.00 feet Westerly of the East line of said Lot 3; thence South 00°27'06" West parallel with the East line of said Lot 3, a distance of 408.78 feet to a point being 15.00 feet northerly of the South line of said Lot 3; thence North 89°32'59" West parallel with the South line of said Lot 3, a distance of 125.79 feet to the beginning of a 50.00 radius tangent curve concave to the south, thence along said curve through a central angle of 49°27'30" for a distance of 43.16 feet to the beginning of a 50.00 foot radius tangent reverse curve concave to the north; thence along said curve through a central angle of 49°27'30" for a distance of 43.16 feet to a point on the West line of said Parcel 2; thence North 00°34'57" East along the west line of said parcel 2, a distance of 20.00 feet to the Northwest corner of said Parcel 2, also being the Southwest corner of said Lot 3, thence continuing North 00°34'57" East along the West line of said Lot 3, a distance of 308.70 feet to said point of beginning, containing 69,894 sq.ft. being approximately 1.60 acres.

Jeff W. Spence, LS 7414

date

Exhibit A
Resultant Parcel 3 - Legal Description
Woodland Storage LLA

All that certain real property being a portion of Lot 3 of the Reiff Subdivision of Lots 1 and 2 of D.R. Clanton's Subdivision, filed February 18, 1947 in Book 4 of Maps, at Page 8, Yolo County Records, and a portion of Parcel 1 and Parcel 2 of Parcel Map No. 2681, filed October 24, 1977 in Book 3 of Parcel Maps, Page 100, and a portion of Parcel A of Parcel Map No. 3400, filed February 28, 1986 in Book 8 of Parcel Maps, Page 23, Yolo County Records, described as follows:

Beginning at the Northeast corner of said Parcel 1; thence North $89^{\circ}32'59''$ West along the north line of said Parcel 1, a distance of 305.48 feet to the Northeast corner of Parcel B as shown on that certain Parcel Map No. 3400 filed February 28, 1986 in Book 8 of Parcel Maps, at Page 23, Yolo County Records; thence South $00^{\circ}27'06''$ West along the East line of said Parcel B, a distance of 104.94 feet to the Southeast corner of said Parcel B; thence

North $89^{\circ}34'21''$ West along the South line of said Parcel B, a distance of 103.00 feet, being a point on the east line of Matmor Road; thence North $89^{\circ}34'21''$ West a distance of 42.00 feet to the Southwest corner of said Parcel B; thence South $00^{\circ}27'06''$ West along the West line of said Parcel A, a distance of 60.17 feet to the Southwest corner of said Parcel A; thence

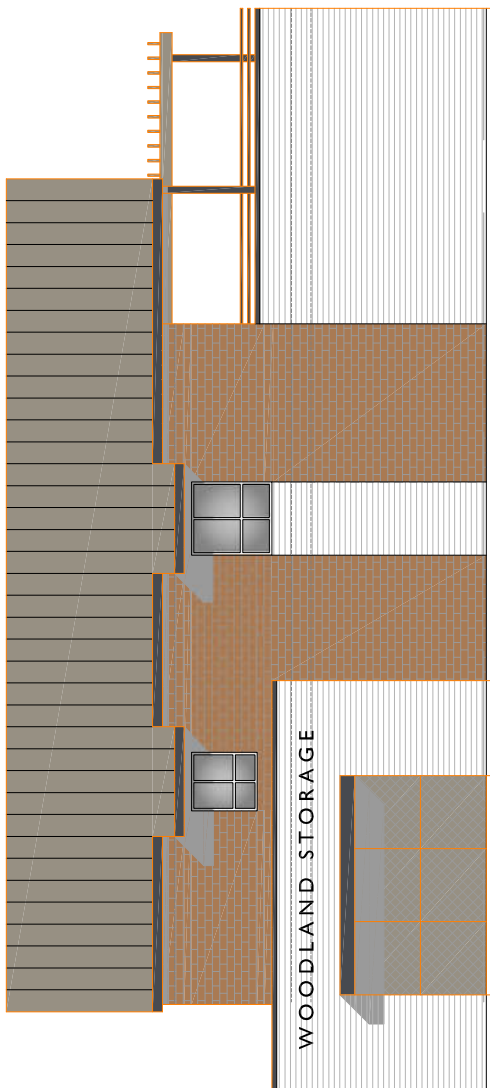
South $89^{\circ}34'30''$ East along the South line of said Parcel A, a distance of 42.00 feet to point on said east line of Matmor Road; thence continuing South $89^{\circ}34'30''$ East along the South line of said Parcel A, a distance of 407.91 feet to the Southeast corner of Parcel A, also being the a point on the West line of said Parcel 2; thence South $00^{\circ}30'22''$ West along the West line of said Parcel 2, a distance of 165.16 feet to the Southwest corner of said Parcel 2; thence

South $89^{\circ}34'38''$ East along the South line of said Parcel 2, a distance of 422.53 feet to the Southeast corner of said Parcel 2, being a point on a 850 foot radius curve having a radial bearing of North $84^{\circ}39'45''$ East, thence along said East line of said Parcel 2, and along said curve through a central angle of $06^{\circ}07'03''$ for a distance of 90.75 feet; thence continuing along the East line of said Parcel 2, North $02^{\circ}22'56''$ East, a distance of 239.45 feet to the Northeast

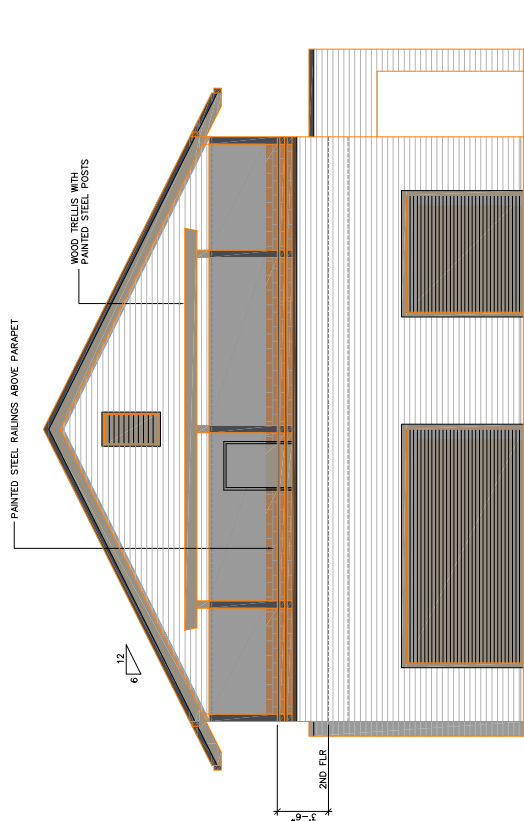
corner of said Parcel 2; thence North $89^{\circ}32'59''$ West, along the North line of said Parcel 2, a distance of 220.81 feet to the Southeast corner of said Lot 3; thence continuing North $89^{\circ}32'59''$ West, along the North line of said Parcel 2 also being the South line of said Lot 3, a distance of 3.00 feet; thence leaving said leaving the North line of said Parcel 2, North $00^{\circ}27'06''$ East parallel with the East line of said Lot 3, a distance of 15.00 feet; thence North $89^{\circ}32'59''$ West parallel with the North line of said Parcel 2, a distance of 125.79 feet to the beginning of a 50.00 radius tangent curve concave to the south, thence along said curve through a central angle of $49^{\circ}27'30''$ for a distance of 43.16 feet to the beginning of a 50.00 foot radius tangent reverse curve concave to the north; thence along said curve through a central angle of $49^{\circ}27'30''$ for a distance of 43.16 feet to a point on the West line of said Parcel 2; thence North $00^{\circ}34'57''$ East along the West line of said parcel 2, a distance of 20.00 feet to the Northwest corner of said Parcel 2, also being the Southwest corner of said Lot 3 to said point of beginning, containing 199,945 sq.ft. being approximately 4.59 acres.

Jeff W. Spence, LS 7414

date



WEST ELEVATION
ELEVATION PREPARED BY:
YHLA ARCHITECTS 2019.01.11



SOUTH ELEVATION
ELEVATION PREPARED BY:
YHLA ARCHITECTS 2019.01.11

OFFICE EXTERIOR ELEVATIONS

REVISIONS	
A	.
B	.
C	.
D	.
E	.

VERIFY SCALE BAR
IS ONE INCH ON
ORIGINAL DRAWING

0 1" IF NOT ONE INCH ON
THIS SHEET, ADJUST
SCALE(S)
ACCORDINGLY

USE PERMIT DEVELOPMENT PLANS FOR:
WOODLAND STORAGE
MAIN STREET, WOODLAND, CA
APN'S: 066-030-0719, 066-030-0271, & 066-030-0333

LAUGHLIN and SPENCE
CIVIL ENGINEERS & SURVEYORS
1008 Line Oak Boulevard
Vallejo City, California 95991
fax (530) 671 0822
(530) 671 1008

THESE PLANS ARE
CONSIDERED "PRELIMINARY"
OR "FOR REVIEW" UNLESS
WET SIGNED AND SEALED BY
THE ENGINEER. THEY SHALL
NOT BE USED FOR
CONSTRUCTION UNLESS
STAMPED APPROVED BY THE
LOCAL AGENCY.

Order	3-11-19
Size	1/4"=1'-0"
Drawn	SMJ
Job	173388

Sheet
A2
Page 7 OF 10

REVISIONS					
1	✓	✓	✓	✓	✓
2	✓	✓	✓	✓	✓
3	✓	✓	✓	✓	✓
4	✓	✓	✓	✓	✓
5	✓	✓	✓	✓	✓
6	✓	✓	✓	✓	✓
7	✓	✓	✓	✓	✓
8	✓	✓	✓	✓	✓
9	✓	✓	✓	✓	✓
10	✓	✓	✓	✓	✓

VERT. SCALE BAR
1" = 10'-0"
ORIGINAL DRAWING
DATE: 01/11/19
BY: JLM
CHECKED BY: JLM
DATE: 01/11/19
THIS SHEET, AND ALL
SHEETS, SHALL BE
CONSIDERED VOID IF
NOT SIGNED BY THE
DESIGNER.

WOODLAND STORAGE
USE PERMIT DEVELOPMENT PLANS FOR:
MAIN STREET, WOODLAND, CA
APNS: 066-00-019, 066-00-021, & 066-00-043

LAUGHLIN and SPENCE
CIVIL ENGINEERS & SURVEYORS
1508 Oak Oak Boulevard
San Jose, California 95131
Tel: (408) 437-1508
Fax: (408) 437-0822

DATE: 3-11-19
SCALE: 1/8"=1'-0"
SHEET: SMJ
PROJECT: 173388

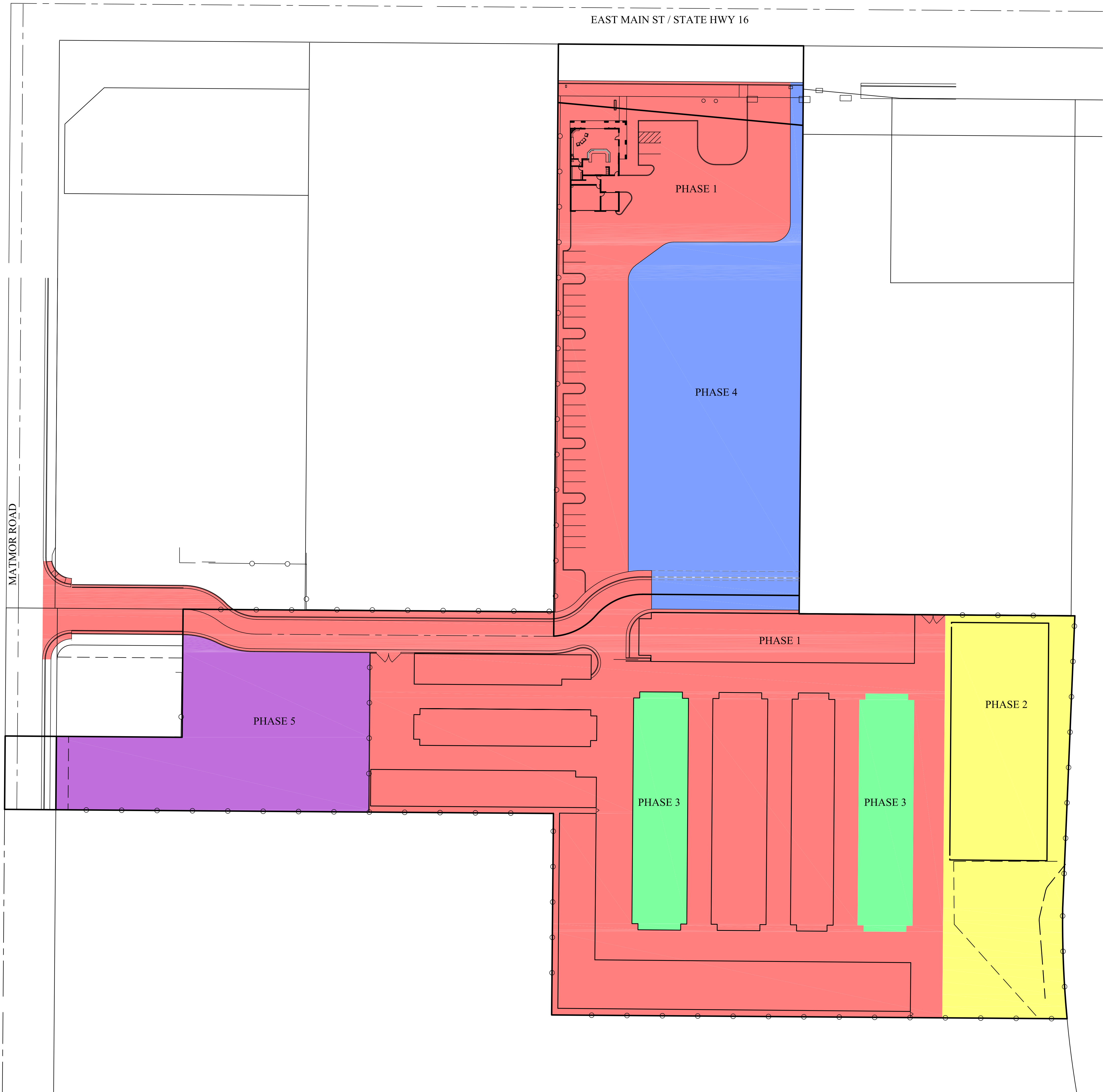
A3
Page: 8 OF 10



BUILDING 2 EXTERIOR ELEVATIONS

REVISIONS	
A	-
B	-
C	-
D	-
E	-

C:\3000\173000\173388 Laughlin Woodland\Draw\OPTION CULDESAC1.dwg 07/09/20 08:55 amLS2016-1



- PHASE 1
- PHASE 2
- PHASE 3
- PHASE 4
- PHASE 5

RELATING TO SELF-STORAGE CONSTRUCTION PHASES 1, 2, AND 3 SHALL OCCUR IN THE ORDER LISTED.

IF NON SELF-STORAGE CONSTRUCTION IS PROPOSED ON PHASES 4 AND 5, THE ORDER OF CONSTRUCTION IS NOT LIMITED AND MAY BE CONSTRUCTED AS THE MARKET CONDITIONS ALLOW AND AS APPROVED BY THE CITY OF WOODLAND.



PHASING SITE PLAN

REVISIONS

A	.	.
B	.	.
C	.	.
D	.	.
E	.	.

VERIFY SCALE BAR IS ONE INCH ON ORIGINAL DRAWING
0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALE(S) ACCORDINGLY

USE PERMIT SITE DEVELOPMENT PLAN FOR:
WOODLAND STORAGE
MAIN STREET, WOODLAND, CA
APNS: 066-030-019, 066-030-021, & 066-030-033

LAUGHLIN and SPENCE
CIVIL ENGINEERS & SURVEYORS
1008 Live Oak Boulevard
Yuba City, California 95991
(530) 871 1008
fax (530) 871 0822

THESE PLANS ARE CONSIDERED "PRELIMINARY" OR "FOR REVIEW" UNLESS WET SIGNED AND SEALED BY THE ENGINEER. THEY SHALL NOT BE USED FOR CONSTRUCTION UNLESS STAMPED APPROVED BY THE LOCAL AGENCY.

Date12-10-19

Scale1"=40'

DrawnJWS

Job173388

Sheet

C3

Page3 OF 10



ROUND COVER	
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LANDSCAPING PLAN

PROJECT INFORMATION SUMMARY SHEET

Woodland Storage CUP, (PLNG 17-00037): The project, request by Patrick Laughlin is for a Conditional Use Permit to allow for a new self-storage facility (PLNG 17-00037) to be located at 1434 East Main Street. The project site is comprised of three contiguous parcels totaling 6.70 acres. Two points of access have been proposed for the site with one off Matmor Road and the other off Main. The project has also reserved two development pads for future commercial uses. The project is scheduled to build out in three phases with phase one including the live work office and storage at 57,846 square feet, phase two includes the three-story storage building at 46,400 square feet and then the remaining single story storage areas in phase three at 17,350 square feet.

Location: The subject properties are located between Matmor Road and State Rout 113. The proposed Project is located on three parcels (APNs 066-030-019, 066-030-021, and 066-030-033) that combine for 6.70 acres at 1434 East Main Street in Woodland, California

Environmental Report: The City has reviewed and considered the proposed project and has determined that the project will not have a significant effect on the environment with mitigation measure incorporated, with substantial supporting evidence provided in the Initial Study. The City hereby prepares and proposes to adopt a Mitigated Negative Declaration for this project.

APN: 066-030-019, 066-030-021, and 066-030-033

Project Applicant: Patrick Laughlin; 591 Colusa Ave, CA 95991

Project Planner: Megan Meier, Associate Planner

Staff Recommendation: City Council approve with conditions with associated Operating Agreement and ROW/PUE Summary Vacation

Report For: City Council Public Hearing – July 7, 2020

General Plan Designation: Community Commercial

Direction	Land Use	Zoning
North	Industrial	I
South	Multi-family	R-M
East	Vacant	CC
West	Commercial	CC

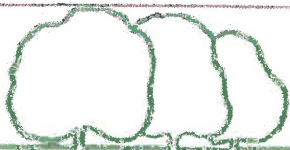
Flood Zone: X – Area Outside the 2% Annual Chance Flood Event, FIRM Community Panel Number – 060426-0445H Revised May 16, 2012

Street Access: Main Street and Matmor Road

Applicable Laws, Codes & Ordinances:

This project is subject to several laws, codes and ordinances:

- The City of Woodland General Plan
- The City of Woodland Interim Zoning Ordinance
- California Environmental Quality Act (CEQA)
- Woodland 2035 Climate Action Plan (CAP)



City of Woodland

Community Development Department

300 First St, Woodland CA 95695
(530) 661-5820 Fax (530) 406-0832
www.cityofwoodland.org

General Application Form

1. Owner/Applicant

PROPERTY OWNER:

ROY + DAN RUBIN

MAILING ADDRESS:

9 AMHERST PLACE

CITY STATE ZIP CODE:

WOODLAND CA 95695

PHONE NUMBER:

E-MAIL ADDRESS:

PROJECT APPLICANT

PATRICK LAUGHLIN

MAILING ADDRESS:

591 COLUSA AVE.

CITY STATE ZIP CODE:

YUBA CITY, CA 95991

PHONE NUMBER:

530-713-3895 (CELL) 530-671-2770

E-MAIL ADDRESS:

PAT@STORMARBEAUTY.COM

OFFICE

2. Application Requested

☐

General Plan Petition

☐

Zoning Amendment

☐

General Plan Amendment

☐

Tentative Subdivision Map

☐

Tentative Parcel Map

☐

Lot Line Adjustment

☐

Site Plan Review

☒

Design Review 1222

☒

Sign Design Review 2357

☒

Conditional Use Permit (CUP) 3922

☐

Zoning Administrator Permit

☐

Variance

☐

Public Convenience or Necessity

☐

Other

Is this request part of another application? ☐ Yes ☐ No If so, what? _____

3. Project Description

Project Name:

WOODLAND SELF STORAGE

Total Acres or Square Feet

6.7 AC.

Site address or location:

1434 EAST MAIN STREET, MATMOR RD.

Assessor's Parcel Number:

066-030-019,021,035

Is Your Project Located in a Flood Zone?

☐ Yes☒ No

Does this request include signage?

☒ Yes☐ No

4. Justification for Request



On a separate sheet, explain in detail your request and why you believe your request is justified.

PLNG17-00037

Laura Quintana

From: Megan Meier
Sent: Wednesday, June 24, 2020 1:50 PM
To: Laura Quintana
Subject: FW: Woodland Storage CUP...June 18, 2020 PC approval...and deferred outstanding issues
Attachments: 06.22.20 FAR, SDE issue+HDR conv+access.pdf; 06.22.20 Wdld CUP Mgr unit+access+SDE.jpg; 06.22.20 Rev. W. access+HRD layout 001.jpg
Follow Up Flag: Follow up
Flag Status: Flagged

Hi can you print out this e-mail and attachments along with the other e-mail I send over and then scan them as one document to my e-mail
Thanks, Megan

From: Bruce Jacks <brucejacks@sbcglobal.net>
Sent: Tuesday, June 23, 2020 3:32 PM
To: Megan Meier <Megan.Meier@cityofwoodland.org>; Cindy Norris <Cindy.Norris@cityofwoodland.org>
Cc: Tom Stallard <Tom.Stallard@cityofwoodland.org>; Rich Lansburgh <Rich.Lansburgh@cityofwoodland.org>; Xochitl Rodriguez <Xochitl.Rodriguez@cityofwoodland.org>; Angel Barajas <Angel.Barajas@cityofwoodland.org>; Enrique Fernandez <Enrique.Fernandez@cityofwoodland.org>
Subject: Fw: Woodland Storage CUP...June 18, 2020 PC approval...and deferred outstanding issues

Megan et al:

I apologize if you've received multiple copies of this email, but the second time I tried to send, the attachments may not have been forwarded.

Bruce Jacks

----- Forwarded Message -----

From: Bruce Jacks <brucejacks@sbcglobal.net>
To: Megan Meier <megan.meier@cityofwoodland.org>; Cindy Norris <cindy.norris@cityofwoodland.org>
Cc: Rich Lansburgh <rich.lansburgh@cityofwoodland.org>; Tom Stallard <tom.stallard@cityofwoodland.org>; Xochitl Rodriguez <xochitl.rodriguez@cityofwoodland.org>; Angel Barajas <angel.barajas@cityofwoodland.org>; Enrique Fernandez <enrique.fernandez@cityofwoodland.org>
Sent: Monday, June 22, 2020, 11:20:53 PM PDT
Subject: Woodland Storage CUP...June 18, 2020 PC approval...and deferred outstanding issues

Megan:

I am a firm believer in tying up loose ends on any project I manage prior to project approval. It's just good practice and prevents the dreaded revisit of a previously approved project to correct oversights, errors, and/or unfinished business a.k.a "the loopback." It also preempts future compromise to rectify past decisions that were not thoroughly vetted.

Following the Woodland Storage CUP project and its most recent June 18, 2020 Planning Commission approval, I conclude the city allowed this project to move forward, perhaps through

fatigue of beating the issues, the need to generate development impact and annual Operating Agreement fees, and the desire to see a long vacant property develop.

Storage locker land use consuming 86.7% of the allowable development floor area (FAR) of the project site is not ideal for the E. Main St commercial corridor as it is a passive, zero job generating, zero sales tax generating use. The city, however, has worked with the applicant to proceed this far, and it has apparently decided this project is better than no project.

Unfortunately, the approved project layout and COAs leave several important issues unresolved, and one other issue, location of the manager's residence, is still on my radar. Significant future issues include, but are not limited to:

1. Details for improvement of the public ROW west project access from Matmor Rd. terminating with a possible cul de sac.
2. Possible rezone of the remainder west parcel to high density residential and its potential FAR impact.
3. Providing detail for development of the "to be abandoned" SE corner drainage easement and its potential FAR impact.

I continue to request the city consider relocating the Manager's residential unit south to the main storage area to preserve the E. Main St. job creating and tax generating CC development view shed.

Relocation 300 ft. south will also provide maximum development options for the 2.0 gross acres between E. Main St. and the storage locker area, and it will place the manager at the front door of the storage site.

Please review the attached letter and exhibits with expanded discussion of these issues which I suggest be addressed and resolved prior to City Council public hearing. Resolution of these issues will prevent and hopefully eliminate future pain and suffering to rectify unfinished business after Phase 1 and/or 2 are completed.

Respectfully,

Bruce Jacks

SD EASEMENT TO
BE ABANDONED

DISPOSED
STORAGE
UNIT WITH
EASEMENT

NGRS
UNIT

SHIFT MANAGER'S
UNIT TO MAIN
STORAGE AREA

SEE
REMAINDER
PARCEL
POSSIBLE
MDR LAYOUT

WOODLAND
STORAGE KUP
PROJECT

MATMOK RD



E. MAIN STREET

Laura Quintana

From: Megan Meier
Sent: Wednesday, June 24, 2020 1:52 PM
To: Laura Quintana
Subject: FW: Woodland Storage CUP west Matmor Rd. access and 103 ft. Parcel B frontage comments
Attachments: Wldd Stor CUP rem rev layout. 06.19.20 001.jpg; 06.22.20 W. access to Megan M..pdf
Follow Up Flag: Follow up
Flag Status: Flagged

To be scanned, Thanks

From: Bruce Jacks <brucejacks@sbcglobal.net>
Sent: Tuesday, June 23, 2020 12:01 AM
To: Megan Meier <Megan.Meier@cityofwoodland.org>
Cc: Cindy Norris <Cindy.Norris@cityofwoodland.org>
Subject: Woodland Storage CUP west Matmor Rd. access and 103 ft. Parcel B frontage comments

Megan:

On June 18, 2020, you wrote to me:

*I believe you may have posed this question before and typically improvements are triggered with development. Engineering did look into this a little and **found that the project was never started to any degree and did not trigger on site improvements.** We now have a current applicant that has a development project that is more likely to proceed than the one from 1986 and will be conditioned to make infrastructure improvements to meet current City standards.*

I believe that "digging deeper" by the city will get to the bottom of the question why the north frontage of Parcel B on PM 3400 was not improved.

Please see the attached summary of public record search that my detective work has found. A revised sketch of a west Woodland Storage CUP public ROW access with cul de sac and no impact to the Vet Clinic property is also attached.

Respectfully,

Bruce Jacks
Woodland, CA

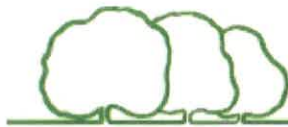
On Thursday, June 18, 2020, 05:43:04 PM PDT, Megan Meier <megan.meier@cityofwoodland.org> wrote:

Thank you for your e-mail.

I believe you may have pose this question before and typically improvements are triggered with development. Engineering did look into this a little and found that the project was never started to any degree and did not trigger on site improvements. We now have a current applicant that has a development project that is more likely to proceed than the one from 1986 and will be conditioned to make infrastructure improvements to meet current City standards.

Regards,

Megan Meier



Megan Meier, Associate Planner
City of Woodland, Community Development
300 First Street, Woodland CA 95695
Office: 530.661.5814 | Fax 530.406.0832

From: Bruce Jacks <brucejacks@sbcglobal.net>
Sent: Thursday, June 18, 2020 1:43 PM
To: Megan Meier <Megan.Meier@cityofwoodland.org>
Cc: Cindy Norris <Cindy.Norris@cityofwoodland.org>
Subject: Fw: Improvement plan for Parcel Map No. 3400, city of Woodland CA

Megan:

Attached is a pic of the roadway Improvement Plan for Parcel Map No. 3400 (PM 8-23). The improvement plan by NK Engineering and Surveying was approved Feb. 2, 1986.

I am sure if the city digs in its records, it will find that the south Cable TV site, now the Pet Grooming facility, has a legal obligation to improve this 103 ft of road frontage.

The Vet Clinic which would benefit from the road widening may also have some obligation from its Parcel Map No. 4431 (Book of Maps 2000 pg. 26) by Laugenour & Mielke dated April 13, 2000.

Again, digging in city records will confirm what property owner has unfulfilled obligation. I note Dick Chambers of NK Engr & Surveying is still here in Woodland at 708 Poplar Lane. He may be a resource if the city cannot locate its records.

Respectfully,

Bruce Jacks

----- Forwarded Message -----

From: Bruce Jacks <brucejacks@sbcglobal.net>

To: brucejacks@sbcglobal.net <brucejacks@sbcglobal.net>

Sent: Thursday, June 18, 2020, 01:02:06 PM PDT

Subject: Improvement plan for Parcel Map No. 3400, city of Woodland CA

Sent from my iPhone

June 22, 2020

City of Woodland
Ms. Megan Meier
Community Development Dept.
300 First St.
Woodland, CA 95695

Re: Woodland Storage CUP...west access to site by public right of way

Megan:

On June 18, 2020, you wrote to me by email:

*I believe you may have posed this question before and typically improvements are triggered with development. Engineering did look into this a little and **found that the project was never started to any degree and did not trigger on site improvements.** We now have a current applicant that has a development project that is more likely to proceed than the one from 1986 and will be conditioned to make infrastructure improvements to meet current City standards.*

Your comment from engineering: "***found that the project was never started to any degree and did not trigger on site improvements***" appears to lack support in the public record.

I feel the city needs to dig deeper in its records as this statement does not seem consistent or plausible with the time line of prior site land division and the level of existing development at 475 Matmor Rd. (Elaine's Pet Grooming) formerly the Cable TV building in February 1986.

For comments that follow, Parcel B from PM 3400 (Feb. 26, 1986), a.k.a. 475 Matmor Rd./Cable TV/ currently Pet Grooming, is a portion of Parcel 1 from PM 2681 (Oct. 24, 1977)

From detective work and reviewing the chain of final maps and improvement plans, I find no evidence of an on-site project "to start" in Feb. 1986. Specifically, at that date:

- There were existing curb returns (40 ft. curb to curb) to the east from Matmor Rd. as shown on the Feb. 2, 1986 plans which were approved to construct 103 ft. of Parcel B north frontage.
- The **existing** on site Cable TV building and its east gravel parking lot (Parcel B) are also clearly shown on the Feb. 2, 1986 plans to construct 103 ft of 60 ft ROW of Parcel B north frontage.

Trying to reconstruct why improvement plans were prepared and approved for 103 ft of 60 ft ROW at 475 Matmor Rd., I believe a plausible explanation is the imminent approval and Feb. 26, 1986 recordation of PM 3400 that created the corner Parcel B and made it a salable parcel.

As part of the city COAs for Tentative PM 3400, there would typically be a condition to improve the north 60 ft. ROW x 103 ft. frontage at Parcel B. This ROW was previously deeded to the city on Aug. 26, 1977. The roadway extension would make Parcel B a fully improved parcel consistent with standard development practice, and salable as a smaller stand-alone parcel.

The following time line sequence is what I believe happened at 475 Matmor Rd. a.k.a. the former Cable TV building, currently the Pet Grooming facility:

1. **Aug. 26, 1977:** The drainage, public utility, and access easements shown on PM 2681 were recorded prior to PM 2681.
2. **Oct. 24, 1977:** PM 2681 recorded and created Parcel 1 where the Pet Grooming/ former Cable TV building is currently located.
3. **After Oct. 24, 1977:** The CTV building on Parcel 1 was likely constructed after recording PM 2681. The city will have record drawings for the widening of Matmor Rd. that constructed the curb returns stubbed to the east at 475 Matmor Rd.
4. **Feb. 2, 1986:** Roadway/utility plan approved for the 103 ft extension of 60 ft. ROW from Matmor Rd. This plan clearly shows the Cable TV building at 475 Matmor Rd. as existing with parking and storage areas east of the building.
5. **Feb. 4, 1986:** 30 ft. wide road easement and 10 ft wide PUE recorded for the north side of Parcel B.
6. **Feb. 28, 1986:** PM 3400..Bk 8 pg.23 was recorded sixteen days after approval of the plans for the 103 ft road extension from Matmor Rd. Parcel B on PM 3400, a portion of Parcel 1 on PM 2681, was the Cable TV parcel, currently the Pet Grooming facility.

What happened after Feb. 28, 1986 recordation of PM 3400 related to roadway improvements is not known. There are at least three scenarios:

1. If PM 3400 had no COA to improve the 103 ft. road extension, then Parcel B had no apparent financial obligation to improve the north frontage. Case closed.
2. If there was a north Parcel B frontage improvement COA, it's up to the city and/or others to pursue financial reimbursement or "performance." Performance is typically bonded.
3. It's also possible there was a PM 3400 COA to improve the Parcel B frontage, but the owner paid money to the city for the value of 60 ft. ROW improvements to be completed by the city or others at a later date. If the latter is the case, the city should be obligated for cost to improve the 103 ft. of 60 ft. ROW roadway.

I've attached a revised sketch of a west Woodland Storage CUP access road and cul de sac with **no additional ROW impact to the Vet Clinic**. A narrower road could be considered, but recent experience of parking conflicts in Spring Lake confirm that narrow roads create problems if street parking is allowed at high density land use.

The revised cul de sac ROW footprint is limited to existing city ROW and lands owned/controlled by the Woodland Storage CUP applicant. This layout should still be able to provide a southwest public driveway access to the Moore property which would enhance its development options, and provide public driveway access to the Pet Grooming and the applicant's storage facility and possible future high density site. Everyone wins.

Conclusion and summary:

1. A 60 ft. public ROW access (40 ft. curb to curb) terminating in a cul de sac at the Moore west property line is a superior solution to provide west access to the Woodland CUP project and multiple adjacent properties.
2. The current PM 3400 Parcel B owner or the city may be responsible to fund roadway improvements for 103 ft. of the north Parcel B frontage. File research is recommended. NK Engineering and Surveying owner Richard Chambers and retired city employees may also be resources.
3. Please consider requiring this project to construct west project access from Matmor Rd. similar to that shown on the attached exhibit with a public 60 ft. ROW terminating in a cul de sac.

Respectfully,

Bruce Jacks

Bruce Jacks
Woodland, CA

Enclosure: Revised west public ROW access with cul de sac



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: I.19
SUBJECT: PUBLIC HEARING - Adoption of Amendments to the Community Development Block Grant Citizen Participation Plan and Fiscal Year 2019/20 CDBG Action Plan

Recommendation for Action: Staff recommends that the City Council take the following actions: 1) Hold a public hearing to receive community input on the proposed amendments to the City's Community Development Block Grant Public Participation Plan and the FY 2019/20 CDBG Action Plan; 2) Adopt Resolution No. approving an amendment to the City's Citizen Participation Plan and Amendment #1 to the FY 2019/20 CDBG Action Plan with the funding allocation recommended by staff; 3) Direct staff to complete the necessary paperwork to process Amendment #1 to the FY 2019/20 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocation along with any public input received during the public comment period and tonight's public hearing; 4) Direct staff to forward the completed Amendment #1 to the FY 2019/20 Action Plan and related documents to HUD once completed; 5) Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities; and 6) Authorize the Finance Officer to make the budget allocation as specified. These actions are consistent with the Federal CARES Act CDBG provisions to prevent, prepare for, and respond to Coronavirus.

Staff Contact

Dan Sokolow, Senior Planner – 530-661-5927, dan.sokolow@cityofwoodland.org

Fiscal Impact

There is no impact to the General Fund as Amendment #1 to the FY 2019/20 Action Plan allocates \$302,041 in supplemental CDBG funds awarded the City by the U.S. Department of Housing and Urban Development. The supplemental funds have been made available through *The Coronavirus Act Relief and Economic Security Act* (CARES Act) (Public Law 116-136) to prevent, prepare for, and respond to Coronavirus.

Background

The Federal CARES Act included supplemental CDBG funds for entitlement communities which includes the City to prevent, prepare for, and respond to Coronavirus. The sudden emergence of the coronavirus, as well as the local, state, and national efforts to address and combat it, necessitate taking immediate action so that unsheltered homeless people living in the City can have additional shelter options as well as additional health and sanitation resources and that such indoor shelter could slow the spread of Coronavirus. Another provision of the CARES Act provides increased flexibility for CDBG Citizen Participation and public hearings for CDBG Consolidated Plans (including Action Plans).

Provides that grantees may amend citizen participation plans to establish expedited procedures to draft, propose, or amend consolidated plans. Expedited procedures must include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and amended citizen participation plans.

In-person public hearings are not required. Grantees may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

Discussion

Staff recommends that the City Council amend the FY 2019/20 CDBG Action Plan to allocate the City's supplemental funds of \$302,041 for the purchase of commercial modular trailers in support of the Emergency Shelter Project which is being undertaken by the City in response to the sudden emergence of COVID-19 (coronavirus) 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. The trailers for the Emergency Shelter Project will provide a commercial kitchen, a laundry, and men's and women's bathrooms with showers.

As the purposed amendment to the FY 2019/20 CDBG Action Plan represents a "substantial" amendment, this action under the City's CDBG Citizen Participation Plan requires a public hearing and the hearing cannot take place until the public has had 30 days to review the amendment. Staff also recommends that the City Council utilize the CARES Act flexibility for CDBG Citizen Participation and public hearings for CDBG Consolidated Plans (including Action Plans) and amend its Citizen Participation Plan accordingly. Amending the Citizen Participation Plan will permit the City to shorten the public comment period for the amendments to the Citizen Participation Plan and FY 2019/20 Action Plan.

In compliance with the flexibility made available through the CARES Act for CDBG Citizen Participation and public hearings for CDBG Consolidated plans (including Action Plans), City staff noticed tonight's public hearing, the availability of the purposed amendments to the City's CDBG Participation Plan and FY 2019/20 Action Plan, and a public comment period in the Friday, June 26, 2020 edition of the Daily Democrat and the notice was posted to the City's website along with copies of the purposed amendments. The public comment period began June 26 and

runs through July 6, a period of ten days. The public may also submit comments for and at tonight's public hearing. Staff will report this evening on the public comments received prior to tonight's public hearing.

Conclusion

Staff recommends that the City Council take the following actions: 1) Hold a public hearing to receive community input on the proposed amendments to the City's Community Development Block Grant Public Participation Plan and the FY 2019/20 CDBG Action Plan; 2) Adopt Resolution No. approving an amendment to the City's Citizen Participation Plan and Amendment #1 to the FY 2019/20 CDBG Action Plan with the funding allocation recommended by staff; 3) Direct staff to complete the necessary paperwork to process Amendment #1 to the FY 2019/20 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocation along with any public input received during the public comment period and tonight's public hearing; 4) Direct staff to forward the completed Amendment #1 to the FY 2019/20 Action Plan and related documents to HUD once completed; 5) Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities; and 6) Authorize the Finance Officer to make the budget allocation as specified.

Staff recommends that the City Council take the following actions: 1) Hold a public hearing to receive community input on the proposed amendments to the City's Community Development Block Grant Public Participation Plan and the FY 2019/20 CDBG Action Plan; 2) Adopt Resolution No. approving an amendment to the City's Citizen Participation Plan and Amendment #1 to the FY 2019/20 CDBG Action Plan with the funding allocation recommended by staff; 3) Direct staff to complete the necessary paperwork to process Amendment #1 to the FY 2019/20 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocation along with any public input received during the public comment period and tonight's public hearing; 4) Direct staff to forward the completed Amendment #1 to the FY 2019/20 Action Plan and related documents to HUD once completed; 5) Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities; and 6) Authorize the Finance Officer to make the budget allocation as specified. These actions are consistent with the Federal CARES Act CDBG provisions to prevent, prepare for, and respond to Coronavirus.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Evis Morales, Financial Services Manager

Reviewed by: Christine Engel, Community Services Director



Ken Hiatt
Interim City Manager

Attachments:

1. Reso for July 7, 2020
2. Citizen Participation Plan Amendment
3. FY19 Action Plan Amendment #1
4. Public Hearing Notice for Amendments

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
APPROVE AN AMENDMENT TO THE COMMUNITY DEVELOPMENT BLOCK
GRANT CITIZEN PARTICIPATION PLAN AND AMENDMENT #1 TO THE FISCAL
YEAR 2019/20 CDBG ACTION PLAN**

WHEREAS, the U.S. Department of Housing and Urban Development has awarded the City of Woodland Community Development Block Grant funds of \$302,041 made available through *The Coronavirus Act Relief and Economic Security Act* (CARES Act) (Public Law 116-136) to prevent, prepare for, and respond to coronavirus;

WHEREAS, the City purposes to amend its Fiscal Year 2019/20 Action Plan to allocate the CDBG supplemental funds of \$302,041 for the purchase of commercial trailers in support of the Emergency Shelter Project which is being undertaken by the City in response to the sudden emergence of COVID-19 (coronavirus) 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;

WHEREAS, the proposed Action Plan amendment represents a “substantial” amendment and under the City’s Citizen Participation Plan this requires holding a public hearing and the hearing cannot take place until the public has 30 days to review the amendment;

WHEREAS, the CARES Act includes flexibility for CDBG Citizen Participation and public hearings for CDBG Consolidated Plans (including Action Plans) allowing the City to utilize a shortened public comment review period; and

WHEREAS, the proposed amendment to the Citizen Participation Plan and Amendment #1 to the Fiscal Year 2019/20 Action Plan have been made available to the public for a 10-day public comment period in compliance with the flexibility provisions of the CARES Act for CDBG Citizen Participation and public hearings for CDBG Consolidated Plans (including Action Plans) and public input has been incorporated into the amendments.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1: This City Council hereby finds and determines that the foregoing recitals are true and correct.

Section 2: This City Council hereby approves an Amendment to the CDBG Citizen Participation Plan as detailed in the first attachment (Amendment to CDBG Citizen Participation Plan) and pursuant to the CARES Act flexibility provisions for CDBG Citizen Participation and public hearings for CDBG Consolidated Plans (including Action Plans);

Section 3: This City Council hereby approves Amendment #1 to the Fiscal Year 2019/20 Action Plan as detailed in the second attachment (Amendment #1 to the Fiscal Year 2019/20 Action Plan) to allocate the City’s CARES Act CDBG supplemental funds of \$302,041

and finds that the use of the allocation is consistent with the CARES Act CDBG provisions to prevent, prepare for, and respond to coronavirus

Section 4: This City Council hereby directs staff

(a) to complete Amendment #1 to the FY 2019/20 Action Plan, as well as any other items required by the U.S Department of Housing and Urban Development (HUD), incorporating the adopted funding allocation along with any public input received during the public comment period; and

(b) to forward the completed Amendment #1 to HUD.

Section 5: This City Council hereby authorizes

(a) the City Manager to execute any agreements, contracts or other documents with the appropriate entities to carry out the CDBG funded activities; and

(b) authorizes the Finance Officer to make the budget allocations as specified.

Section 5: This Resolution shall take effect from and after the date of its passage and adoption.

PASSED AND ADOPTED by the City Council this 7th day of July, 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

Attachments:

1. Amendment to CDBG Citizen Participation Plan
2. Amendment #1 to Fiscal Year 2019/20 CDBG Action Plan

CITY OF WOODLAND

CDBG CITIZEN PARTICIPATION PLAN: JULY 7, 2020 AMENDMENT

Introduction

Regulations from the U.S. Department of Housing and Urban Development (HUD) require the City of Woodland to have a detailed Citizen Participation Plan, which contains the City's policies and procedures for public involvement in the Consolidated Plan process and the use of Community Development Block Grant (CDBG) funds. The plan must be available to the public.

The City adopted the current Citizen Participation Plan in June 2007 and the plan requires the City to hold a public hearing when a "substantial" amendment is proposed for the CDBG Consolidated Plan or Annual Action Plan. The public hearing cannot take place until the public has had 30 days to review the substantial amendment. As the City purposes to amend its Fiscal Year 2019/20 CDBG Action Plan in order to allocate \$302,041 in CDBG funds made available through *The Coronavirus Act Relief and Economic Security Act* (CARES Act) (Public Law 116-136), the purposed action constitutes a substantial amendment and triggers a 30-day public review period.

The *Coronavirus Aid, Relief and Economic Security Act* (CARES Act) (Public Law 116-136) includes increased flexibility for CDBG Citizen Participation and public hearings for CDBG Consolidated Plans (including Action Plans).

Provides that grantees may amend citizen participation plans to establish expedited procedures to draft, propose, or amend consolidated plans. Expedited procedures must include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and amended citizen participation plans.

In-person public hearings are not required. Grantees may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

The Amendment was noticed in the Woodland Daily Democrat on June 26, 2020. The public comment period extends through July 6, 2020.

Proposed Amendment to CDBG Citizen Participation Plan

For the CDBG-CV (CARES Act CDBG allocations) and CDBG FY19 (2019/20) and FY20 (2020/21) grants, the City may use expedited procedures to draft, propose, or amend consolidated plans including action plans. The expedited procedures must include notice and reasonable opportunity to comment of no less than 5 days. The 5-

day period can run concurrently for the comments on the action plan amendment and amended citizen participation plans.

In-person public hearings are not required. The City may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the City's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

**CITY OF WOODLAND
ACTION PLAN: Fiscal Year 2019/20
AMENDMENT #1**

Introduction

On June 18, 2019, the City of Woodland adopted the FY 2019/20 Action Plan covering the period of July 1, 2019 through June 30, 2020. The City's Action Plan was approved by the U.S. Department of Housing and Urban Development on October 23, 2019. The Action Plan is a planning document required by HUD for local government entities (cities and counties) receiving federal Community Development Block Grant (CDBG) and other formula grant program funds. The Action Plan outlines specific projects and activities that the City will carry out during the July 1, 2019 through June 30, 2020 fiscal year.

HUD regulations require that a grantee's citizen participation plan must specify what program changes constitute a "substantial" amendment to the Action Plan and what procedure will be used to amend the plan. Based on the 2007-2008 Citizen Participation Plan, this amendment constitutes a "substantial" amendment because it funds an activity not included in the FY 2019/20 Action Plan.

The Amendment was noticed in the Woodland Daily Democrat on June 26, 2020. The public comment period extends through July 6, 2020.

Proposed Amendment #1 to the Fiscal Year 2019/20 CDBG Action Plan

The U.S. Department of Housing and Urban Development has awarded the City of Woodland supplemental CDBG funds of \$302,041 made available through *The Coronavirus Act Relief and Economic Security Act* (CARES Act) (Public Law 116-136) to prevent, prepare for, and respond to coronavirus. The sudden emergence of the coronavirus, as well as the local, state, and national efforts to address and combat it, necessitate taking immediate action so that unsheltered homeless people living in the City can have additional shelter options as well as additional health and sanitation resources and that such indoor shelter could slow the spread of coronavirus.

Activity: Commercial Modular Trailers for Supporting Emergency Shelter Project
Agency: City of Woodland
Funding Amount: \$302,041

Description – In support of the Emergency Shelter Project that will result in the construction of a 100-bed homeless shelter on City-owned property at the northwest corner of East Beamer Street and County Road 102, the City will need to purchase commercial modular trailers to provide restrooms, showers, laundry, and food service for the individuals using the shelter. The shelter will be operated by Woodland non-profit Yolo Wayfarer Center (dba Fourth and Hope).

CITY OF WOODLAND
NOTICE OF PUBLIC HEARING AND PROPOSED AMENDMENTS TO THE
COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN PARTICIPATION PLAN AND
2019/20 ACTION PLAN

Notice is hereby given that the City of Woodland intends to amend its Community Development Block Grant Citizen Participation Plan and 2019/20 CDBG Action Plan. The City plans to amend the (1) Citizen Participation Plan to establish expedited procedures to draft, propose, or amend consolidated plans which includes action plans and amend the (2) 2019/20 CDBG Action Plan to allocate the City's CARES Act CDBG allocation of \$302,041 for the purchase of commercial modular trailers that will be used by individuals sheltered at the Emergency Shelter Project. The public is invited to review the proposed amendments and submit comments.

A public hearing will be held to receive citizen's views on the proposed amendments to the Citizen Participation Plan and 2019/20 Action Plan at the July 7, 2020 Woodland City Council meeting starting at 6:00 p.m. The meeting will be conducted pursuant to the Governor's Executive Order N-29-20 and held via teleconference with Council members and the public participating via teleconference. These locations will not be listed on the agenda for the meeting and are not accessible to the public. There will be opportunities during the July 7, 2020 Council meeting to submit public comments for the proposed amendments to the Citizen Participation Plan and 2019/20 CDBG Action Plan. The agenda notice for the meeting will provide detailed instructions and will be posted to the City's website at www.cityofwoodland.org (go to meetings and agenda) and posted on the bulletin board outside City Hall (300 First Street).

Public comments received by the City on the amendment to the 2019/20 Action Plan will be incorporated into the final Plan as approved by the City Council. Notice is hereby given that the review period for the proposed amendments (Citizen Participation Plan and 2019/20 Action Plan) starts on June 26, 2020 and ends on July 6, 2020. Copies of the draft amendments are available at the City of Woodland's Community Development Department (City Hall, 300 First St., Woodland, CA 95695) during regular business hours and through the City's website (www.cityofwoodland.org). To request a copy of the proposed amendments or for further information, contact Dan Sokolow, Senior Planner at (530) 661-5927 or dan.sokolow@cityofwoodland.org.

CIUDAD DE WOODLAND
AVISO DE AUDIENCIA PÚBLICA Y ENMIENDAS PROPUESTAS AL BLOQUE DE
DESARROLLO COMUNITARIO CONCEDE PLAN DE PARTICIPACIÓN CIUDADANA Y
PLAN DE ACCIÓN 2019/20

Por la presente se da aviso de que la Ciudad de Woodland tiene la intención de enmendar su Plan de Participación Ciudadana de Subsidios en Bloque de Desarrollo Comunitario y el Plan de Acción CDBG 2019/20. La Ciudad planea enmendar el (1) Plan de Participación Ciudadana para establecer procedimientos expeditos para redactar, proponer o enmendar planes consolidados que incluyen planes de acción y enmendar el (2) Plan de Acción CDBG 2019/20 para asignar la asignación de CDBG de la Ley CARES de la Ciudad \$302,041 para la compra de remolques modulares comerciales que serán utilizados por personas refugiadas en el Proyecto de Refugio de Emergencia. Se invita al público a revisar las enmiendas propuestas y enviar comentarios.

Se llevará a cabo una audiencia pública para recibir las opiniones de los ciudadanos sobre las enmiendas propuestas al Plan de Participación Ciudadana y al Plan de Acción 2019/20 en la reunión del Consejo de la Ciudad de Woodland el 7 de julio de 2020 a partir de las 6:00 p.m. La reunión se llevará a cabo de conformidad con la Orden Ejecutiva N-29-20 del Gobernador y se llevará a cabo por teleconferencia con los miembros del Consejo y el público que participe por teleconferencia. Estas ubicaciones no se incluirán en la agenda de la reunión y no son accesibles al público. Habrá oportunidades durante la reunión del Consejo del 7 de julio de 2020 para presentar comentarios públicos sobre las enmiendas propuestas al Plan de Participación Ciudadana y al Plan de Acción CDBG 2019/20. El aviso de agenda para la reunión proporcionará instrucciones detalladas y se publicará en el sitio web de la Ciudad en www.cityofwoodland.org (vaya a reuniones y agenda) y se publicará en el tablón de anuncios fuera del Ayuntamiento (300 First Street).

Los comentarios públicos recibidos por la Ciudad sobre la enmienda al Plan de Acción 2019/20 se incorporarán al Plan final aprobado por el Consejo de la Ciudad. Se da aviso de que el período de revisión para las enmiendas propuestas (Plan de participación ciudadana y Plan de acción 2019/20) comienza el 26 de junio de 2020 y finaliza el 6 de julio de 2020. Las copias de enmiendas están disponibles en la Comunidad de la Ciudad de Woodland Departamento de Desarrollo (City Hall, 300 First St., Woodland, CA 95695) durante el horario comercial habitual y a través del sitio de la Ciudad (www.cityofwoodland.org). Para solicitar una copia de las enmiendas propuestas o para obtener más información, comuníquese con Dan Sokolow, Senior Planner al (530) 661-5927 o Dan.sokolow@cityofwoodland.org.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: J.20
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: July 7, 2020
ITEM #: J.21
SUBJECT: Award Commercial Modular Trailer Contracts 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 temporary homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050; and
2. Adopt Resolution No. _____, authorizing the City Manager to negotiate and award a vendor contract in the amount of \$210,000 to AMS Global, Inc. for the purchase of three commercial modular trailers (restrooms, showers, and laundry) for the Emergency Shelter Project (CIP 20-12) and authorize a contract contingency of up to 5% (\$10,500) of the total contract amount; and
3. Adopt Resolution No. _____, authorizing the City Manager to negotiate and award a vendor contract in the amount of \$97,200 to U.S. Mobile Kitchens for the purchase of one commercial modular trailer (mobile kitchen) for the Emergency Shelter Project (CIP 20-12) and authorize a contract contingency of up to 5% (\$4,860) of the total contract amount.

Staff Contact

Steve Coyle, Deputy Community Development Director – 530-661-5910,
stephen.coyle@cityofwoodland.org

Fiscal Impact

There is no impact to the General Fund. The City will be using its Federal CARES Act CDBG allocation of \$302,041. CDBG CARES funding has been included with the FY2020/21 adopted budget. Other funds appropriated by Council at the June 26, 2020 meeting for the Emergency Shelter will cover the \$5,159 balance of the cost of the trailers without contingency or the balance of \$20,519 including contingency. The trailers will likely cost less than 15% of the cost of a future building addition that contains a kitchen, bathrooms and laundry, and the City will retain ownership.

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, June 2, 2020, and June 16, 2020 meetings by unanimous votes of 5-0. Staff bid out construction of the Emergency Shelter Project on May 5, 2020 to four general contractors. Staff advertised for the purchase of the commercial modular trailer on May 15, 2020, and the City Council awarded a construction contract to Broward Builders, Inc. on June 16, 2020. Construction began on June 22, 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 constructing 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.

Discussion

The Emergency Shelter will, in order to meet budgetary constraints, contain only separate adult men's and women's sleeping areas, a common dining and assembly area, and four offices. A more expensive building addition with men's and women's bathrooms (including showers), a self-service washer and dryer laundry, a commercial kitchen and storage will be constructed when funding permits. To enable Shelter operations in the interim, the City will purchase commercial modular (mobile) trailers for deployment on site that will serve the residents and staff.

The City received only one bid from AMS Global, Inc. for the provision of commercial modular trailers to provide restrooms, showers, and a laundry for the Emergency Shelter Project, and staff determined that the bid complied with all technical submittal requirements and was the lowest responsive, responsible bidder. The two bathroom trailers and the eight-station laundry trailer will be fabricated off-site and delivered to the site.

Pursuant to Section 3.32.140(F) of the City's Municipal Code, City staff negotiated the purchase of a refurbished mobile commercial kitchen with U.S. Mobile Kitchens after staff received no bids within the published price range for a mobile commercial kitchen. Staff determined that the proposed purchase complied with all technical submittal requirements. The refurbished commercial kitchen trailer has been reserved for purchase and delivery pending Council approval. All four trailers will be delivered to the Shelter site and connected to utilities prior to occupancy.

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 temporary homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050; and
2. Adopt Resolution No. _____, authorizing the City Manager to negotiate and award a vendor contract in the amount of \$210,000 to AMS Global, Inc. for the purchase of three commercial modular trailers (restrooms, showers, and laundry) for the Emergency Shelter Project (CIP 20-12) and authorize a contract contingency of up to 5% (\$10,500) of the total contract amount; and
3. Adopt Resolution No. _____, authorizing the City Manager to negotiate and award a vendor contract in the amount of \$97,200 to U.S. Mobile Kitchens for the purchase of one commercial modular trailer (mobile kitchen) for the Emergency Shelter Project (CIP 20-12) and authorize a contract contingency of up to 5% (\$4,860) of the total contract amount.

Prepared by: Steve Coyle, Deputy Community Development Director

Reviewed by: Kim McKinney, Finance Officer

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



Ken Hiatt
Interim City Manager

Attachments:

1. Resolution for Contract with AMS Global, Inc.
2. Resolution for Contract with U.S. Mobile Kitchens

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE AWARD OF A VENDOR CONTRACT TO AMS
GLOBAL, INC. 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, June 16, 2020, and July 7, 2020 meetings;

WHEREAS, the City received one bid from AMS Global, Inc. for the provision of commercial modular trailers to provide restrooms, showers, and laundry for the Emergency Shelter Project and determined that the bid complied with all technical submittal requirements and is the lowest responsive, responsible bidder; and

WHEREAS, the City Council wishes to approve the award of a vendor contract for the purchase of three commercial modular trailers to provide restrooms, showers, and laundry 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 an agreement and award a vendor contract in the amount of \$210,000 to AMS Global, Inc. for the purchase of three commercial modular trailers to provide restrooms, showers, and laundry for the Emergency Shelter Project (CIP 20-12) and authorizes a contract contingency of up to 5% (\$10,500) of the total contract amount.

PASSED AND ADOPTED by the City Council this 7th day of July, 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 VENDOR CONTRACT TO U.S. MOBILE
KITCHENS 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, June 16, 2020, and July 7, 2020 meetings;

WHEREAS, pursuant to Section 3.32.140(F) of the City's Municipal Code, City staff negotiated the purchase of a refurbished mobile commercial kitchen with U.S. Mobile Kitchens after receiving no bids for a mobile commercial kitchen and determined that the proposed purchase complies with all technical submittal requirements; and

WHEREAS, the City Council wishes to approve the award of a vendor contract for the purchase of one mobile commercial kitchen (commercial modular trailer) 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 an agreement and award a vendor contract in the amount of \$97,200 to U.S. Mobile Kitchens for the purchase of one mobile commercial kitchen (commercial modular trailer) to provide food preparation and storage for the Emergency Shelter Project (CIP 20-12) and authorizes a contract contingency of up to 5% (\$4,860) of the total contract amount.

PASSED AND ADOPTED by the City Council this 7th day of July, 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



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: July 7, 2020
ITEM #: J.22
SUBJECT: Traffic Calming Program Update

Recommendation for Action: Staff recommends that the City Council:

1. Receive an update on the Traffic Calming Program and pilot projects installed in 2019; and
2. Adopt Resolution No. _____, approving the updated Traffic Calming Warrants and Program Outline and direct staff to proceed with implementation of the Program under the new program guidelines.

Staff Contact

Katie Wurzel, Principal Civil Engineer, (530) 661-5954, katie.wurzel@cityofwoodland.org

Fiscal Impact

The approved Capital Budget provides a funding allocation of \$200,000 from the General Capital funding (Fund 501 - Capital Projects) in support of a project (CIP #19-06) to review and update the city's Traffic Calming Program and fund critical traffic calming improvements. The work-performed to-date is entirely funded within this budget appropriation. There is approximately \$109,000 of the project budget remaining for on-going Program implementation.

Background

In early 2018, under Council direction, staff began an evaluation of the City's traffic calming warrants (criteria) and the program which defines the process for the evaluation and installation of traffic calming. A review of approximately 25 other agencies traffic calming programs revealed that the City's traffic calming warrants were less stringent than most other agencies. Staff also found that a few agencies had warrants that allowed neighborhood and street characteristics to influence eligibility for traffic calming. Believing that this was a sensible way to address neighborhood traffic calming in a way that considered users other than vehicle drivers, staff began the process of creating revised warrants. Through this effort, staff reviewed multiple sources of professional transportation engineering literature from ITE, NACTO and others to establish a set of warrants that gave weight to neighborhood characteristics while still adhering to the primary engineering basis and justification for traffic calming - volume and speed.

In October 2018, staff presented a draft set of proposed traffic calming warrants and draft program outline to the Council Infrastructure Sub-Committee (Barajas/Davies). During the June 4, 2019, Council meeting, staff presented this proposal to the entire Council, took comments and returned on July 2, 2019, with a revised proposal. This Traffic Calming Program Overview, Warrants and Process Outline document was adopted by Resolution 7312.5.

The adopted document included new warrants for the program that:

- Identified the process in a manner that was clear and concise
- Assessed the neighborhood characteristics and traffic
- Recognized the impact of traffic calming on road user safety
- Provided a way to identify impacts to public safety response times

- Stipulated that impacts on adjacent streets be considered

Further, the document outlines, in general terms, the process by which traffic calming could be requested and implemented, if warranted. It includes a requirement for outreach to adjacent residents/areas who might potentially be affected by the construction of traffic calming. The Process also requires that the affected areas be addressed as part of the overall plan.

The Council was generally supportive of the revised warrants and the new approach to traffic calming. However, with the adoption of Resolution 7312.5, the Council requested that staff use and review the program for streamlining opportunities over a 6-month period and then return to Council with an update. At the end of the 6-month period, no additional traffic calming requests had been received and staff updated the Council Infrastructure Subcommittee (Barajas/Fernandez) with a desire to wait a few months longer to see if any requests were received. To date, no new requests have been received.

Discussion

After the approval of the Traffic Calming Program, multiple efforts have been made by Engineering and Police Department staff in the Education, Engineering and Enforcement areas of Traffic Calming.

Police staff has utilized the strength of its volunteers through the Volunteer in Policing (ViP) program and these volunteers as well as engineering staff have engaged in traffic calming activities aimed at educating and raising driver awareness. The ViP patrol in high complaint and crime areas and report back to dispatch who send officers out to locate violators. Engineering staff has employed the use of the towable radar trailer on various streets to raise awareness of travel speeds.

Engineering staff executed a pilot project to deploy and test effectiveness of passive traffic calming in various locations throughout town. Completed pilot project streets include

- Woodland Avenue – College to Sutter – Install speed limit signs and yellow centerline
- Leo Way – E. Gum to Matmor – Install speed limit signs and yellow centerline
- Casa Linda Drive – West to Buena Tierra – Install speed limit signs and yellow centerline
- West Street –South City Limits – Install speed limit pavement markings and improved signage

Unfortunately, due to the COVID-19 pandemic, post implementation studies have not yet been completed. However, initial quantitative results showed that the passive measures reduced the travel speeds by 1 mph and qualitative results indicate that drivers are more likely to approach intersections and curves from the proper side of the street making others feel safer. Both of these observations are consistent with engineering expectations for passive measures.

Through the execution of the pilot project, feedback provided by residents helped to further refine the Program. The three most notable changes to the program include:

1. Elimination of the initial petition for traffic calming. Staff will perform an eligibility check and initial study upon the request of a resident.
2. Streamlined process for passive traffic control with the distribution of a plan and ballot simultaneously. Requirement for 75% approval response based on lessons learned from pilot project.
3. Streamlined process for active traffic control with a reduced requirement for public meetings. Requirement for 75% approval response for calmed streets and no more than 25% protest from adjacent areas.

In a joint effort, Police and Engineering staff have begun to employ the use of a stealth radar to capture speed data on streets. The use of this equipment removes any question about driver behavior changing because of the traditional traffic tubes on the roadway.

The Police Traffic Unit in coordination with Engineering and IT staff has developed a GIS map to assist with tracking and working on complaint locations. This map provides employees one common place for logging all traffic complaints. Crash and enforcement data are also overlaid to ensure we are conducting enforcement in the locations where complaints and crashes occur.

The Woodland Police Department has also made several efforts to increase the time that Traffic Motor Officers are available to conduct traffic enforcement duties. The Department reassigned a position to the Traffic Unit to increase the unit by one officer. Additionally, Community Service Officers have been trained to take non-injury traffic collision reports. By doing this, it allows Traffic and Patrol Officers to be free to conduct proactive traffic enforcement and crime prevention activities. The Traffic Officers have received extensive training in motorcycle operation and radar enforcement over the past year. This ensures these officers are better prepared and have the correct tools to conduct traffic enforcement activities. The attached WPD Traffic Unit Update provides detailed information on the Police Department activities and efforts.

Future work on the program includes the completion of the Traffic Calming Plan document based upon an approved outline, processing of any received traffic calming requests and a re-engagement with the residents of Pendegast Street to determine what traffic calming may be reasonably implemented for the corridor focusing on the effectiveness of the measures and potential impacts on parallel streets. It is anticipated, given current staffing levels, that this re-engagement process will begin in the September timeframe.

Conclusion

Staff recommends that the City Council:

1. Receive an update on the Traffic Calming Program and pilot projects installed in 2019; and
2. Adopt Resolution No. _____, approving the updated Traffic Calming Warrants and Program Outline and direct staff to proceed with implementation of the Program under the new program guidelines.

Prepared by: Katie Wurzel, Principal Civil Engineer

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



Ken Hiatt
Interim City Manager

Attachments:

1. Resolution
2. Revised Traffic Calming Overview, Warrants and Process Outline
3. WPD Traffic Update - Council

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE TRAFFIC CALMING PROGRAM OVERVIEW, WARRANTS AND
PROCESS OUTLINE**

WHEREAS, traffic calming has been proven to reduce vehicle travel speeds which can preserve neighborhood livability; and

WHEREAS, the City of Woodland desires to implement traffic calming consistent with the General Plan; and

WHEREAS, Staff has extensively reviewed traffic engineering standards, other agencies traffic calming plans, and current City policies and plans; and

WHEREAS, Staff has revised the previously adopted Traffic Calming Program Overview, Warrants and Process Outline to provide criteria addressing vehicle speeds and neighborhood livability, a process by which residents can request and, if warranted, obtain traffic calming in their neighborhood.

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

Section 1. The City Council hereby approves the Traffic Calming Program Overview, Warrants and Process Outline for use.

PASSED AND ADOPTED this 7th day of July 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

Traffic Calming Overview

Traffic Calming “Toolbox”

Traffic calming is divided into three categories: intervention, passive traffic calming and active traffic calming. Each of the categories contains multiple traffic calming measures, or “tools”, when taken as a whole, the group of measures is often referred to as a traffic calming “toolbox”.

Intervention

Intervention is focused on general speed awareness, education and enforcement. No physical changes are made to the roadway. All street types, including arterial and industrial streets, are eligible for intervention measures.

Intervention Measures:

- Education
- Enforcement
- Radar Trailer Placement

Passive Traffic Calming

Passive traffic calming aims to reduce speed by changing driver behavior using visual stimuli on the roadway including signs and striping. Passive measures allow the vehicle and driver to passively engage with the traffic calming as the roadway geometry is not physically altered. All street types, including arterial and industrial streets, are eligible for passive traffic calming.

Passive Measures:

- Centerline Striping
- Speed Limit Signs
- Speed Legends
- Curb Markings
- Transverse Speed Striping
- Crosswalks

Active Traffic Calming

Active traffic calming is designed to require a change in driver speed at the location of the measure which include traffic circles, speed humps and other physical changes to the roadway. These changes force drivers to actively engage in navigating the traffic calming measure. Active traffic calming is divided into two categories: vertical and horizontal. These categories are based on how the measure deflects the vehicle path.

Active traffic calming is much more expensive than other traffic calming as it requires significant design, construction, and maintenance. Only 2-lane local and neighborhood collector streets are eligible for active traffic calming and only horizontal measures will be placed on collector streets.

Active Measures (Category):

Speed Humps (*Vertical*)
Raised Intersections (*Vertical*)
Medians (*Horizontal*)
Intersection Medians (*Horizontal*)
Traffic Circles (*Horizontal*)
Bulb Outs (*Horizontal*)

Roundabouts (*Horizontal*)
Chicanes (*Horizontal*)
Mid-Block Chokers/Narrowing
(*Horizontal*)
Diverters (*Horizontal*)
Street Closures (*Horizontal*)

Street Eligibility Requirements

Before a study can be done to determine if a street meets warrants for implementation of traffic calming, eligibility for traffic calming must be determined.

Intervention: All local and collector streets are eligible for intervention and without the need for a study.

Passive: All local and collector streets that meet all of the following criteria are eligible for passive traffic calming:

- Speed limit 25 mph or 30 mph
- Two-lane roadway
- Traffic volumes:
 - >250 vpd for local street
 - >500 vpd for collector

Active: All local streets that meet all of the following criteria are eligible for all types of active traffic calming. All collector streets that meet all of the following criteria are eligible for horizontal active traffic calming only:

- Speed limit 25 mph or 30 mph
- Two-lane roadway
- Traffic volumes:
 - >500 vpd for local street
 - 1,000-5,000 vpd for collector
- Minimum corridor length of 1,000 ft

Functional Classification

Streets are categorized, by hierarchy, into four functional classifications: principal arterial, minor arterial, collector and local. Arterials are designed to move larger volumes of traffic across and through town. Collector streets move moderate volumes of traffic from local neighborhoods to the arterial streets. Local streets are designed to provide access to residential properties.

The objective of the traffic calming program is to maintain travel speeds and volumes in neighborhoods at levels that are appropriate for the street classification and promote livability

of the neighborhoods. To promote these goals, active traffic control measures are limited in their eligibility for placement to residential, 2-lane local or collector streets. Active traffic calming will not be applied on arterial roadways or industrial streets of any classification.

Implementation Warrants

If a street is determined to be eligible for traffic calming, a study can be performed to determine if the minimum necessary warrants, or criteria, are met for implementation of traffic calming. Below are descriptions of the different warrants which are broken into two categories: Primary Criteria and Neighborhood Conditions. Primary Criteria are those minimum thresholds that indicate a speeding or safety issue may exist. Neighborhood Conditions assess conditions where speeding can affect the quality of life for residents in a neighborhood.

Each of the warrants has an associated point value. This point score is used to determine if an eligible street meets the warrants for implementation of passive or active traffic calming. Further, this point score will be used to prioritize warranted projects in the event that requests exceed budget in any given year.

Primary Warrants

Critical Speed

To be eligible for traffic calming, the posted/legal speed limit must be 30 mph or less for the roadway. Points are allocated based on the actual measured critical speed on the roadway. This is defined as the 85th percentile speed or the speed 85 percent of vehicles are traveling at or below.

Collision History

It is not necessary that collisions have occurred within the study area to be eligible for traffic calming. However, points are assigned based on the number of collisions that have occurred in the three years prior to the study. For a collision to be included in the count, it must be speed related or susceptible to correction by the addition of traffic calming. Collision history excludes DUI incidents.

Neighborhood Conditions

Volume

Volumes shall be actual, measured traffic volumes or volume projected at buildout for areas affected by future development.

Pedestrian Generators

Proximity to pedestrian generators is an indication of the likelihood of pedestrians on the corridor. Pedestrian presence, especially young pedestrians, increases the need to control speeds. Higher speeds are tied to slower perception-reaction times and higher incident of significant injury in the case of vehicle vs. pedestrian collision.

Bicycles

Points are assigned to roadways that are part of an established Class III bike route (signs only, no bike lanes) and to those with Class II (striped) bike lanes. The presence of bicyclists on the roadway creates a desire to keep vehicle speeds lower to decrease the differential in the travel speeds of cyclists and motorists. Lower differential speeds increase bicyclist safety and reduce the potential for injury in the case of vehicle vs. bicycle collision.

Fronting Homes

The primary focus of traffic calming is to protect the quality of life of residential neighborhoods. As such, a higher point value is assigned to corridors with higher percentages of homes fronting the street. In the case of apartments or other high density residential uses, the front doors of the units do not have to face the street only that residents have direct, unhindered, access to the street.

Home Setback

Regardless of measured speed, perception of vehicle speed is often directly linked to how close one is to a moving vehicle. When homes are not set back from the street, a person standing in their yard often feels that vehicles are traveling much faster than they actually are. This perception relates to how comfortable people are on their property, regardless of actual travel speeds. As a result, points are assigned to corridors with homes having less than 20 foot front yard setbacks.

Sidewalk Width

The issue of speed perception is further affected by sidewalk width and the presence, or absence, of landscape strips creating separation between pedestrians and the roadway. Where wide sidewalks are separated from the road by wide landscape areas, vehicle speeds are not as impactful to pedestrians as they are with narrow, monolithic, sidewalks adjacent the travel way. To account for this impact, points are assigned to corridors with monolithic sidewalks and a higher point value is assigned for narrow, monolithic, sidewalks.

Other Unique Conditions

In some areas, unique conditions or characteristics exist that change the way speeds impact a neighborhood. These characteristics can include unexpected roadway geometry, missing sections of sidewalk, limited sight distance, abnormally high collision rate, evidence of unreported collisions, etc. Points may be allocated to account for these unique conditions.

Proposed Warrants

Eligibility Requirements:

Criteria	Active Eligible	Passive Eligible	Basis for Eligibility
Street Type & Functional Class			Active only on 2-lane, local & collector streets
Existing Posted Speed			Active only on 25 & 30 mph streets
Volume			Active: >500 vpd on local street; 1,000-5,000 on collector Passive: >250 vpd on local street; >500 on collector

Primary Warrants:

Criteria	Max. Points	Points	Basis for Point Allocation
Critical Speed	10	On 25 MPH streets, 85th percentile speed:	
		0	≤26 mph
		2	27-28 mph
		4	29-30 mph
		6	31-32 mph
		8	33-34 mph
		10	≥35 mph
		On 30 MPH streets, 85th percentile speed:	
		0	≤36 mph
		2	37-38 mph
		4	39-40 mph
		6	41-42 mph
		8	43-44 mph
		10	≥45 mph
3 Year Collision History	10	2	Points assigned per recorded collision susceptible to correction by traffic calming. (Excludes DUI collisions)

Neighborhood Conditions:

Criteria	Max. Points	Points	Basis for Point Allocation
Daily Volume	8	Local Streets:	
		0	<500 vpd (Not Eligible for Active Traffic Calming)
		2	500-1,000 vpd
		4	1,001-1,500 vpd
		6	1,501-2,000 vpd
		8	>2,000 vpd
		Collector Streets:	
		0	<1,000 vpd (Not Eligible for Active Traffic Calming)
		2	1,000-2,000 vpd
		4	2,001-3,000 vpd
Pedestrian Generators (school, park, greenbelt access, or other significant pedestrian generating facility.	5	6	3,001-4,000 vpd
		8	4,001-5,000 vpd
		0	>5,000 vpd (Not Eligible for Active Traffic Calming)
		3	Per pedestrian generator on the roadway
Bicycles	5	2	Per pedestrian generator within 500 feet
		1	Per pedestrian generator within 1,000 ft
		5	Points for established/signed bike route
Fronting Homes	5	2	Points for bike lanes present
		Percentage of parcels with homes fronting*:	
		0	25% or less
		3	26-75%
		5	76-100%
		*Apartments equal 1 fronting home regardless of building orientation on the parcel.	
		5	Points assigned for neighborhoods with more than 50% of homes having front yard setbacks less than 20 feet.
Home Setback	5	5	Measurement: back of walk to face of home (not garage).
Sidewalk Width	5	5	Majority of sidewalk monolithic ≤6 ft wide
		2	Majority of sidewalk monolithic >6 ft wide
Other Unique Conditions	5	0-5	Unexpected roadway geometry, evidence of unreported collisions, etc.

Implementation/Prioritization Score:

	Active	Passive
Min. Total Points Required	22	14
Min. Primary Criteria	6	2

Evaluation and Implementation Process

Initial Study Request

To initiate a traffic study, a resident must contact Traffic Engineering to identify the area of desired traffic calming.

Minimum Project Study Length/Area

Minimum eligible corridor length is 1,000 feet with a 500-foot minimum length for any individual segment within the corridor.

Study Cycles

Traffic calming studies will be performed twice per year. Study petitions received will be studied according to the following timelines:

Cycle 1: Receipt on or before July 1 – Study performed September - December

Cycle 2: Receipt on or before January 1 – Study performed March – June

If more requests are received than can be processed during the cycle, they will be processed on a first-come, first-served basis - the remainder will be processed in the following cycle.

Eligibility Check & Warrant Evaluation

Upon receipt of a request, City staff will determine eligibility of the street requested and if eligible, will initiate a traffic calming warrant study during the upcoming study cycle. Upon completion of the study, one of the following will occur:

1. **Warrants Not Met** – City staff will contact the petitioner with study results and discuss intervention options for the corridor.
2. **Warrants Met – Passive Traffic Calming** – proceed to next step in Evaluation & Implementation Process.
3. **Warrants Met – Active Traffic Calming** – proceed to next step in Evaluation & Implementation Process.

Project Prioritization and Notification

If, during any cycle, more streets are found to be warranted for traffic calming than can be funded, the projects will be ranked first according to the Primary Warrant score, second by the Neighborhood Conditions score. Projects will be implemented in score priority order. Depending on available funding, separate prioritization of active and passive traffic calming may occur to allow implementation of as many projects as possible.

Residents will be notified of the corridor eligibility, whether the corridor was prioritized for funding and, if prioritized, the anticipated schedule for implementation. Residents may request that projects not prioritized for funding be re-evaluated in the following cycle.

Implementation

Corridors that are eligible for traffic calming installation and prioritized for funding will be processed through the following steps:

Step 1: Traffic Calming Plan Preparation

Passive Traffic Calming

A plan will be prepared identifying the appropriate passive traffic calming measures for the selected corridor.

Active Traffic Calming

A plan will be prepared identifying the appropriate active traffic calming measures for the selected corridor and the affected area.

The affected area is defined as any adjacent corridor anticipated to have an increase in volume of vehicles per day $\geq 10\%$ for local streets or $\geq 25\%$ for collectors as a result of the installation of traffic calming in the requested area.

Step 2: Internal Plan Review

Passive Traffic Calming

Traffic Engineering staff will coordinate with staff from Planning, Public Works, Fire and Police to evaluate the proposed traffic calming to determine if the proposal is appropriate to the corridor.

Active Traffic Calming

Traffic Engineering staff will coordinate with staff from Planning, Public Works, Fire and Police to evaluate the proposed traffic calming devices. This review will determine if the proposal is appropriate to the corridor, verify there are no significant, detrimental impacts to public safety access or response times and confirm that no considerable increase in operation or maintenance costs will result from implementation.

Step 3: Neighborhood Review and Approval

Passive Traffic Calming

The City will mail the traffic calming plan with a ballot to all residents and property owners on the corridor.

Residents will review the proposed improvements and return their ballots. The City will deem the project substantially supported if 75% of ballots are returned in favor of the proposed improvements.

The City will mail the proposed plan to all residents and property owners on the corridor and within the affected area for review and comment. Upon completion of the comment period, the Traffic Engineer will determine the need to hold a neighborhood meeting before preparation of the final plan.

The plan will be modified based on comments received and neighborhood meeting, if held. The final plan and a ballot will be sent to all residents and property owners on the corridor and within the affected area.

Residents will review the final plan and return their ballots. The City will deem the project substantially supported if 75% of the ballots are received from the residents on the street(s) proposed for traffic calming indicating approval and less than 25% protest is received from the residents of the affected areas where no traffic control is proposed.

Active Traffic Calming

Public Notice of Project

Upon neighborhood approval of the traffic calming plan, a public notice will be issued by the City to all property owners and residents within 500 feet of the installation areas. This notice will provide project details, staff contact information for concerns and, if applicable, the date, time and location of the Council meeting, where the project will be presented to Council.

Timeline for Implementation

Projects prioritized for funding in a given cycle will proceed into final design where the plans and specifications for the project will be prepared and then the project will be bid for construction. The timeline for design and construction will vary by size of project and level of design necessary. However, it is anticipated that, on average, an approved project will enter construction within 12-18 months of funding approval.

Incremental Implementation

At the discretion of the Traffic Engineer, during the planning stage and before the installation of any traffic calming measures, intervention and/or passive traffic calming measures may be implemented on the corridor and their effects evaluated. If these alternate measures do not alleviate the issue, the corridor will continue through the implementation process for active traffic calming. Depending on the project scope, prioritization score, and/or other factors, the incremental implementation may occur simultaneously with the traffic calming plan preparation process.

Post-Implementation Study

For all areas where traffic calming is installed, and areas potentially affected by the installation, a post-implementation study will be performed to determine the effectiveness of the traffic calming and ensure there are no unintended traffic pattern changes needing to be addressed.

Active traffic calming will be considered successful if a 10% improvement is achieved without substantial detrimental impacts to adjacent neighborhoods.

Re-Application and Projects Not Selected for Funding

If a study finds that traffic calming is not warranted, a new study will not be completed for at least two years from the date of the original study. After the two-year timeline, residents may re-start the petition process. Exceptions to the two-year requirement may be made for areas where changes to roads or adjacent land uses may have impacted traffic.

Projects that meet warrants for traffic calming, but are not prioritized for funding, may request to have their project re-evaluated with the following cycle of projects. These projects do not need to re-start the petition process unless the original petition is more than 2 years old.

WPD Traffic Unit Update

<u>COLLISIONS</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020-CURRENT</u>
Non-Injury	521	578	541	198
Injury	161	135	146	58
Fatal	2	2	1	1
Vehicle vs Bicycle Injury	16	23	19	4
Vehicle vs Bicycle Fatal	0	0	0	0
Vehicle vs Pedestrian injury	15	17	11	7
Vehicle vs Pedestrian Fatal	1	2	1	0

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020-CURRENT</u>
<u>TRAFFIC COMPLAINTS</u>	58	100	80	58

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020-CURRENT</u>
<u>TRAFFIC STOPS CONDUCTED</u>	3126*	6414	6505	3255

*During 2017 the data collection program was not in place until June 2017

TRAFFIC PERSONNEL STAFFING

In the summer of 2019, the Traffic Unit was assigned two new officers and subsequently began their traffic enforcement and police motorcycle training. Motorcycle training was slow due to only having one motorcycle to train with and repairs to the motorcycle from being damaged as a result of training (normal with training new officers). Officer Nava and Cueva successfully passed the POST approved two-week Police Motorcycle Course in Fresno CA. with Officer Nava graduating in October 2019 and Officer Cueva in January 2020. In June both Officer Cueva and Nava received training in radar speed enforcement. In January 2020, Traffic Sergeant Tom Davis was promoted to Lieutenant and Sgt. Ruiz was later selected as his replacement as the Traffic Sergeant. Sgt. Ruiz was a former police motorcycle officer but had not been on the motorcycle for over 8 years and needed to be retrained in house. By the end of March 2020, Sgt. Ruiz was re-qualified as a police motorcycle officer. Additionally, in January 2020 Officer Nava was assigned to work Wednesday through Saturday to expand traffic enforcement coverage to more days throughout the week.

On May 6, 2020, Sgt. Ruiz was involved in an on duty motorcycle traffic collision. He was on his motorcycle at a scene of a vehicle on fire when he was hit from behind by a vehicle. Sgt. Ruiz sustained minor injuries but was off work for a few days. The police motorcycle was totaled and will be replaced. On May 12, 2020, Officer Cueva was on a call for service and involved in a fight with a combative suspect. As a result, Officer Cueva's hand was broken and he has been on light duty since the incident and will not be back to full duty until mid to late July.

During the spring of 2020, both Officer Cueva and Nava were moved to Grave shift patrol to fill vacancies. Officer Cueva was on patrol for two weeks and Officer Nava for three weeks. Traffic officers have also been used to support with local protests.

OFFICE OF TRAFFIC SAFETY ENFORCEMENT FOR WOODLAND POLICE
DEPARTMENT GRANT

OPERATIONAL DATES FOR FISCAL YEAR 2019-2020

Winter Mobilization: Dec 13, 2019 – Jan 1, 2020

December 20, 2019 (Friday) 1800-0000 DUI Saturation Enforcement

December 21, 2019 (Saturday) 1900-0300 DUI / CDL Checkpoint

January 9, 2020 (Thursday) 1600-2000 PCF Enforcement

January 17, 2020 (Friday) 1800-0000 DUI Saturation Enforcement

February 7, 2020 (Friday) 1800-0000 DUI Saturation Enforcement

February 20, 2020 (Thursday) 1600-2000 PCF Enforcement

May 2020 – National Bicycle and Motorcycle Safety Month

May 15, 2020 (Friday) 1400-1800 PCF Enforcement

May 15, 2020 (Friday) 1800-0000 DUI Saturation Enforcement

May 20, 2020 (Wednesday) 1600-2000 Bike / Ped Enforcement

May 26, 2020 (Tues) 1600-2000 PCF Enforcement

May 28, 2020 (Thursday) 1600-2000 Distracted Driving Enforcement

June 12, 2020 (Friday) 1400-1800 PCF Enforcement

June 12, 2020 (Friday) 1800-0000 DUI Saturation Enforcement

June 19, 2020 (Friday) 1800-0000 DUI Saturation Enforcement

June 26, 2020 (Friday) 1400-1800 PCF Enforcement

June 26, 2020 (Friday) 1800-0000 DUI Saturation Enforcement

June 30, 2020 (Tuesday) 1600-2000 PCF Enforcement

July 17, 2020 (Friday) 1800-0000 DUI Saturation Enforcement

August 14 – September 1, 2020 Summer Mobilization

August 22, 2020 (Saturday) 1800-0000 DUI Saturation Patrol

September 2020 – California's Pedestrian Safety Month

September 25, 2020 (Saturday) 1800-0000 DUI Saturation Enforcement

- 4 collaborative PCF patrols 4 hours each with West Sacramento PD will be scheduled between July and September