



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

April 20, 2021
6:00 PM

CITY COUNCIL - AMENDED - REGULAR MEETING WILL ADJOURN TO CLOSED SESSION

PLEASE NOTE: The April 20, 2021 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.

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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

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. 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.

E. 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.

1. SUBJECT: Long Range Calendar

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

F. PRESENTATIONS

2. SUBJECT: I-5 Managed Lanes Project

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation on the I-5 Managed Lanes Project from Jess Avila, Caltrans District 3 Project Manager.

3. SUBJECT: Valley Clean Energy Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an informational update from Mitch Sears, Valley Clean Energy (VCE) Interim General Manager, regarding VCEA activities.

G. CONSENT CALENDAR

4. SUBJECT: Planning Commission Meeting Minutes of November 19, 2020 and January 7, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Planning Commission Meeting Minutes of November 19, 2020 and January 7, 2021.

5. SUBJECT: Community Services Department Quarterly Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Community Services Department Quarterly Status Report for the period of January through March 21.

6. SUBJECT: Salary Schedule effective April 1, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the City of Woodland Salary Schedule effective April 1, 2021 and approve the addition of the Director of Administrative Services job classification.

7. SUBJECT: Service Contract with APG-Neuros (APGN) to provide Asset Management and Maintenance Service Plan for 4 High Speed Blowers at Water Pollution Control Facility

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing an Asset Management and Maintenance Service plan with APGN for 4 high speed blowers and other associated parts for an amount not-to-exceed \$55,000 per year.

8. SUBJECT: Purchase of Magnesium Hydroxide MgOH for the Water Pollution Control Facility

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to approve a contract increase for the purchase of magnesium hydroxide from Hill Brothers Chemical Company in an amount not-to-exceed \$187,000.00 for FY21 and \$193,000 for FY22.

9. SUBJECT: Budget Appropriation Request: Home Fire Sprinkler Coalition Stipend

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$300 to the General Fund Fire Department operations budget.

10. SUBJECT: 2021 Road Maintenance Project, CIP 20-02; Approve Plans and Specifications, Authorize Bid Advertisement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the 2021 Road Maintenance Project, CIP 20-02 and authorizing bid advertisement.

11. SUBJECT: 2021 ADA Improvement Project, CIP 20-09 & 21-06; Approve Plans and Specifications, Authorize Bid Advertisement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the 2021 ADA Improvement Project, CIP 20-09 & 21-06, and authorizing bid advertisement.

12. SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP 09-15; Approve the Urban Flood Risk Reduction Program Amendment #3 with the State of California Department of Water Resources

RECOMMENDATION FOR ACTION: Staff requests that the City Council adopt Resolution No. _____, authorizing the City Manager to sign the Amendment #3 to the funding agreement with the State of California Department of Water Resources (DWR) under the Urban Flood Risk Reduction Program (UFRR) for the Lower Cache Creek Feasibility Study, CIP #09-15

H. REPORTS OF THE CITY MANAGER

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

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

14. SUBJECT: Woodland's "Sesquicentennial" 150th Anniversary Celebration Update

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive an update on "Celebrate Woodland", the yearlong celebration to commemorate the City's 150th anniversary.

I. ADJOURN TO CLOSED SESSION

CITY COUNCIL

CLOSED SESSION

J. CLOSED SESSION

15. Conference with Legal Counsel – Existing Litigation (Sec. 54956.9)

Name of case: Yolo County Farm Bureau et al. v. City of Woodland et al., Yolo County Superior Court

K. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, April 20, 2021 was posted on Thursday, April 15, 2021 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: April 20, 2021
ITEM #: E.1
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".

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

MAY 4TH

REGULAR MEETING

Big Day of Giving – May 6, 2021
City Council Meeting Minutes of April 6, 2021 and April 20, 2021
Mosquito Vector Control Update
Public Hearing - 2nd Reading and Adopt Water Theft Ordinance
2021 Traffic Calming Project; Approve Plans and Specifications and Authorize Bidding

MAY 18TH

REGULAR MEETING

Public Works Week – May 17-21, 2021
Research and Tech Park Update
Measures F & J Spending Plan
Fiscal Year 21/22 Preliminary Budget Presentation

JUNE 1ST

REGULAR MEETING

Tree Ordinance Amendments Update

JUNE 15TH

REGULAR MEETING

Fiscal Year 21/22 Budget Adoption

Future Topics / Study Sessions:

TBD

Mayor / Mayor Pro Tempore Rotation
ARP Funding Strategies
Waste Container Ordinance
Waste Management Residential Smart Truck
Redistricting (September)
Comprehensive Zoning Update (October)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: F.2
SUBJECT: I-5 Managed Lanes Project

Recommendation for Action: Staff recommends that the City Council receive a presentation on the I-5 Managed Lanes Project from Jess Avila, Caltrans District 3 Project Manager.



Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: F.3
SUBJECT: Valley Clean Energy Update

Recommendation for Action: Staff recommends that the City Council receive an informational update from Mitch Sears, Valley Clean Energy (VCE) Interim General Manager, regarding VCE activities.

Staff Contact:

Ken Loman, Environmental Sustainability Manager, (530) 661-2060, ken.loman@cityofwoodland.org

Fiscal Impact:

None.

Background:

Valley Clean Energy (VCE) was formed in January 2017 as a joint powers agency between the County of Yolo and the City of Davis. The City of Woodland joined the agency in June of 2017. The City of Winters joined VCE in 2019. VCE's mission is to provide Community Choice Energy programs within the member agencies, including clean energy, product choice, and greenhouse gas emissions reductions with local control at competitive prices. VCE is the official electricity provider for both residential and commercial customers in Woodland. The VCE Board of Directors consists of two members from the City Councils and Board of Supervisors of each member jurisdiction.

Discussion:

Information about VCE activities is available to the City through its Council representatives on the VCE Board of Directors, through staff-level contacts between VCE and the City, and through public announcements by VCE. VCE leadership is also interested in providing the City with periodic public updates to the Council to further strengthen communication with the City about VCE activities. VCE's Interim General Manager has requested such an opportunity.

Conclusion:

Staff recommends that the City Council receive an informational update from Mitch Sears, Valley Clean Energy (VCE) Interim General Manager, regarding VCEA activities.

Prepared by: Ken Loman, Environmental Sustainability Manager

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

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

Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: G.4
SUBJECT: Planning Commission Meeting Minutes of November 19, 2020 and January 7, 2021

Recommendation for Action: Staff recommends that the City Council receive the Planning Commission Meeting Minutes of November 19, 2020 and January 7, 2021.

Staff Contact

Debbie Flemmer, Administrative Supervisor, (530) 661-5818, debbie.flemmer@cityofwoodland.org

Reviewed By: Cindy Norris, Principal Planner



Ken Hiatt
City Manager

Attachments:

1. 11.19.2020 PC FINAL Minutes
2. 1.7.2021 FINAL PC Minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting - Via Teleconference –

Thursday, November 19, 2020

6:30 PM

A. SPECIAL COMMENT:

1. **PLEASE NOTE:** The November 19, 2020 Woodland Planning Commission will be conducted pursuant to the Governor's Executive Order N-29-20.

The meeting will be held via teleconference and Commission 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 Planning Commission meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings.

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Instructions are provided at the end of the agenda.

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<https://zoom.us/j/92170095836>

Or Telephone: Dial 669-900-6833

Webinar ID: 921 7009 5836

B. CALL TO ORDER

Meeting called to order at 6:30 PM

Staff present:

Ken Hiatt, City Manager

Erika Bumgardner, Business Liaison

J Kimura Information Technician

C. ROLL CALL

Planning Commission Members Present: Planning Commission Member Steve Harris, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst

Absent: Planning Commission Member Chris Holt

D. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commission Vice-Chairperson Marco Lizarraga

E. STAFF AND COMMISSIONER COMMENTS

This is an opportunity for the Planning Commission members and staff to make comments and announcements to express concerns, or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

None

F. SUBCOMMITTEE REPORTS

None

G. COMMUNICATIONS FROM THE PUBLIC

None

H. APPROVAL OF MINUTES

None

I. PUBLIC HEARING

J. BUSINESS ITEMS

2. SUBJECT: Woodland Research and Technology Park Draft Specific Plan

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive a presentation on the Public Review Draft of the Woodland Research and Technology Park Specific Plan and an outline of the public review process over the coming 4-6 months including planned community and stakeholder engagement approach.

Presentation, discussion and comments between Staff, Commissioners, John Hodgson of Hodgson Company and the Public.

K. STAFF OR COMMISSIONER COMMENTS

None

L. ADJOURNMENT

Meeting adjourned at 7:25 PM.

Adopted by Planning Commission 4/1/2021

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting - Via Teleconference –

Thursday, January 7, 2021

6:30 PM

A. SPECIAL COMMENT:

PLEASE NOTE: The January 7, 2021 Woodland Planning Commission will be conducted pursuant to the Governor's Executive Order N-29-20.

The meeting will be held via teleconference and Commission 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 Planning Commission meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings.

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Please click the link below to join the Public Comment portion of the meeting:

<https://zoom.us/j/92170095836>

Or Telephone: Dial 669-900-6833

Webinar ID: 921 7009 5836

B. CALL TO ORDER

Meeting called to order at 6:30 PM

Staff Present:

Cindy Norris, Principal Planner

Megan Meier, Associate Planner

J Kimura, Information Technician

C. ROLL CALL

Planning Commission Members Present: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst
Absent: None

D. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commission Member Steve Harris.

E. STAFF AND COMMISSIONER COMMENTS

This is an opportunity for the Planning Commission members and staff to make comments and announcements to express concerns, or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

None

F. SUBCOMMITTEE REPORTS

None

G. COMMUNICATIONS FROM THE PUBLIC

None

H. APPROVAL OF MINUTES

1. SUBJECT: Planning Commission Meeting Minutes of October 1, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of October 1, 2020.

On a motion by Planning Commission Vice-Chairperson Marco Lizarraga, seconded by Planning Commission Member Fred Lopez and carried unanimously, to approve Planning Commission Meeting Minutes of October 1, 2020 with the following votes:

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst

Noes: None

Absent: None

I. PUBLIC HEARING

2. SUBJECT: Design Review for Richmond American; Harvest, part of the Spring Lake Central map, Phase 3

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission: 1) Receive a staff report; and 2) Review and approve the proposed conceptual residential designs for 84 lots as part of the Richmond American; The Harvest at Spring Lake project subject to the conditions of approval.

On a motion by Planning Commission Vice-Chairperson Marco Lizarraga, seconded by Planning Commission Member Fred Lopez and carried unanimously; a motion to approve the proposed conceptual residential designs for 84 lots as part of the Richmond American; The Harvest at Spring Lake project subject to the conditions of

approval.

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst

Noes: None

Absent: None

J. BUSINESS ITEMS

None

K. STAFF OR COMMISSIONER COMMENTS

None

L. ADJOURNMENT

Meeting adjourned at 7:12 PM

Adopted by Planning Commission 4/1/2021



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: G.5
SUBJECT: Community Services Department Quarterly Status Report

Recommendation for Action: Staff recommends that the City Council receive the Community Services Department Quarterly Status Report for the period of January through March 21.

Staff Contact:

Kris Bain, Community Services Program Manager, (530) 661-2002, krista.bain@cityofwoodland.org

Background:

This quarterly status report covers the period of January through March 2021. The report presents a summary of recreation programming, events, affordable housing, the community development block grant entitlement program, and parks and recreation facilities operation and maintenance. This report also contains a narrative description of major work performed and/or notable Department highlights.

Conclusion:

Staff recommends that the City Council receive the Community Services Department Quarterly Status Report for the period of January through March 21.

Prepared by: Kris Bain, Community Services Program Manager

Reviewed by: Christine Engel, Community Services Director

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

Ken Hiatt
City Manager

Attachments:

1. CSD Quarter 3 Report FY21

Community Services Department Quarterly Report: January-March 2020

The following provides a summary of the Community Service Department's programs, activities, and events for January-March 2021. This report refers to participant hours; the methodology for calculating participant hours is described at the end of the document. *Participant totals (total participants and total participant hours) are the total amount of participants/hours for the entire reporting period (i.e. in most cases three months).*

Quarterly Highlights

As a result of efforts to minimize the transmission of COVID-19, the Community & Senior Center remained closed and many in person programs/activities were cancelled. Virtual programs and activities were offered to the public during this time.

- Over 260 people participated in special activities and events such as the Dr. Martin Luther King Jr Commemorative Activities, Woodland Writes campaign, Shamrock Hunt, Arbor Day, and the César Chávez Commemorative Activities.
- Approximately 11,841 participant hours were recorded for aquatics; youth, teen, and contract recreation activities and classes.
- Approximately 484 participant hours were recorded for senior programs and events.

Administrative Projects

Youth Master Plan: Staff is working with the Woodland Joint Unified School District in developing a Youth Master Plan. The leadership team has met with key stakeholders in the community representing Yolo County Office of Education, Empower Yolo, All Leaders Must Serve, YMCA, Yolo County, United Way, Woodland Joint Unified School District, and the City of Woodland. Several workshops have been held with representatives from these organizations to work through Youth Development training modules.

ReXpo: This year, in lieu of holding an in-person ReXpo, the Department advertised and offered the historic discount for select programs on the second Friday in March that the public would have been able to take advantage of if there was an in person ReXpo. ReXpo is the annual event held the second Friday of each March where the public is invited to an open house to learn about upcoming recreation offerings. Those signing up for classes and programs during the three hour event also get a discount on program registration. Many in the community wait for this event in order to sign their children up for summer camp and swim lessons.

Program Marketing

During this reporting period, the Department used the following marketing efforts to promote the recreation program offerings.

- **Social Media:** The Department utilized Facebook and Instagram to advertise the offering of several programs and to increase community morale.
- **Senior Newsletter:** The “Senior Gram” newsletter was mailed to over 450 households every month. It was also available on the CSD webpage for download.
- **School Flyers:** One school flyer was distributed to WJUSD students to promote the César Chávez activities. All flyers are in English and Spanish.

Parks and Recreation Facilities

Community & Senior Center Facility Reservations

The Community & Senior Center and Sports Park has been closed since March 2020, therefore, there have not been any facility rentals (with the exception of special permitting for youth recreation user groups). Youth recreation user groups have rented fields for activities that comply with state and county requirements (following the County’s Youth Sports protocol). As restrictions have loosened, more activities are being allowed including games. In addition, YMCA re-opened the Fitness and Wellness Center at the Community & Senior Center.

COVID Vaccine Clinic: On Tuesday February 16th, Dignity Health began a mass vaccination clinic at the Woodland Community & Senior Center in the Kevin and Lorie Haarberg Gymnasium. This partnership allows for Dignity Health to increase their throughput in vaccinating their patients. The vaccination clinic is kept completely separate from the other programs in the building such as the Distance Learning Program. This site will operate Monday – Friday, with the weekend clinic being held at their facility on Cottonwood Street. The clinic is anticipated to run through the end of July.

Parks and Recreation Facilities Improvement Projects Update

Park/Recreation Facility	Projects Completed
Beamer Park	Repaired tennis court fencing.
Christiansen Park	Set up temporary fencing on Buchignani Field.
Community & Senior Center	Repaired walls and painted banquet room. Installed circulating fans in administrative area. Installed wainscoting in administrative conference room. Replaced fixture covers and corner protection in banquet rooms. Located breach in roof membrane and repaired leak with sealant. Continued to replace light systems with LED lights, including exterior front lights. Installed security lights in rear of the building. Replaced and repaired ceiling tiles throughout the facility.

	Repaired exit sign in card room. Repaired riser cable for the flagpole. Built wooden event display for events and programs. Cleaned carpets in meeting rooms and steam cleaned meeting room partitions.
Crawford Park	Removed graffiti on restroom exterior walls.
Ferns Park	Made repairs on the playground (replaced tunnel slide and tire swing).
Hiddleson Park	Removed dirt, fixed the irrigation in the infield and received all new infield mix that was spread and leveled, all new base sleeves were installed. Installed new bases and set up temporary fencing on the field.
Klenhard Park	Installed new partition stalls with doors in the restrooms.
Regional Park	Placed mulch along path.
Slaven Park	Replaced rocks on climbing wall.
Sports Park	Completed turf replacement project.
Other locations	Repaired sound wall at County Road 98/West Beamer.

Play Structure Improvement Projects: Public meetings were conducted to select new play structures for Everman and Traynham Parks. These projects are being funded through a non-competitive Proposition 68 grant, with the use of some matching funds. New structures will be ordered in April, with the installation of the structures within the next few months.

Urban Forestry

Arbor Day

During the Arbor Day event on Saturday, March 6, volunteers planted fifty trees at five parks. The celebration started at Crawford Park and groups worked their way to Streng Pond, Ferns Park, Harris Park, and Woodside Park to plant trees. In addition, prior to the Arbor Day event, Rec2Go visited the Woodland Library, Slaven Park, and Woodside Park February 25th-27th and delivered over a hundred acorn-planting kits to families. Luna Vista Rotary and the Woodland Tree Foundation provided the acorn-planting kits.



Arbor Day 2021

Community Special Events/Activities

Community Special Events are generally activities/events open to the public during a one-day event. During this period, Community Special Events have been limited to activities for the public that could only performed virtually without social gathering (with the exception of the Cesar Chavez event).

Event	Date	Total Participants	Participant Hours	Fees Collected
Martin Luther King Jr. Commemorative Activities	Jan. 17	15	N/A	Free Program
Woodland Writes	Feb. 1-14	60	N/A	Free Program
Valentine's Day Virtual Craft	Feb. 14	33	N/A	Free Program
Arbor Day	Mar. 7	50	N/A	Free Program
Shamrock Hunt*	March 7-17	60	N/A	Free Program
César Chávez Commemorative Activities	March 31	25	25	Free Program
You've Been Egged*	Mar 26-Apr 3	20	N/A	\$400
Total Participants		263	25	\$400

**Measure J funding*

Aquatics

All aquatic programs are held at the Charles Brooks Community Swim Center. During the winter and early spring, the primary aquatic programming is lap swim, water aerobics, and the use of the pool by the Woodland Swim Team and the Woodland Joint School District.

Aquatics Program	Total Participants	Participant Hours	Fees Collected
Lap Swim & Water Aerobics	5,649	5,649	\$6,468
Woodland Swim Team	n/a	n/a	\$5,730
Total	5,649	5,649	\$12,198

Facility Reservations

During non-programmed hours, the Charles Brooks Community Swim Center is available to reserve for other aquatic activities not affiliated with the City of Woodland. Pool reservation fees account for the facility and safety personnel onsite during the scheduled event.

Woodland Swim Team

Woodland Swim Team is a year round USA Club Team that has rented the Charles Brooks Community Swim Center for practices and meets since 1952. The Woodland Swim Team held regular practices during this period. Fees collected: \$5,730

Woodland Joint Unified School District

Woodland and Pioneer High School swim teams utilize the pool for practices and meets before and after school from February through mid-May, Monday through Friday. Both teams started usage of the pool for their spring season during this period. Use of the facility is covered through the Joint Use Agreement between the City and Woodland Joint Unified School District.

Youth & Teen Recreation

Limited youth recreation programs have continued in person and virtually for participants including a distance learning program for students and Baby & Me during this reporting period.

Youth Recreation Program	Total Participants (3 months)	Participant Hours (3 months)	Fees Collected (3 months)
Fall Fun Club Distance Learning	64	3,840	\$21,974
Baby & Me <i>offered virtually</i> (Measure J)	91	91	Free Program
Total	155	3,931	\$21,974

Contract Classes

The City contracts with outside (special interest) instructors to teach a variety of recreation and leisure classes for participants of all ages. With the exception of tennis and boxing, the City retains 30% of the fees collected for each class (in addition to non-resident fees). The City retains 10% of the fees collected for the tennis program. For boxing, the City retains all of the revenue and pays the three contractors a monthly stipend (stipends for youth boxing are funded by Measure J).

Contract Classes (Adults and Youth)	Total Participants (3 Months)	Participant Hours (3 Months)	Fees Collected (3 Months)	Total Expense (3 Months)	Net Revenue (3 Months)
Boxing (Youth)	58	644	\$601	\$4,200	\$(3,599)
Boxing (Adult)	23	255	\$620	\$3,000	\$(2,380)
Cello Tennis Academy	456	1,362	\$21,684	\$19,516	\$5,168
Total	537	2,261	\$22,905	\$26,716	\$(811)

Seniors

The Woodland Senior Center has offered limited virtual programming since March 2020. The activities and support groups available resulted in a total of 484.5 participant hours during the third quarter.

Senior Recreation Program	Total Participants	Participant Hours	Fees Collected
Bingo offered virtually	23	34.5	Free Program
Parkinson's Support Group offered virtually	34	68	Free Program
Prostate Support Group offered virtually	35	70	Free Program
Rock Steady Boxing offered virtually	24	312	Free Program
Total	116	484.5	\$0

Grants and Housing

In addition to implementing recreation and senior programs, the Community Services Department also implements the Community Development Block Grant Entitlement program, grants for non-profit organizations, and affordable housing programs. The highlights of these programs for the third quarter are provided below.

Status of Community Development Block Grant (CDBG) Program Construction Activities

City of Woodland, ADA Accessibility Project: Design has been completed for the FY 2019/20 and 2020/21 projects and construction will occur this summer.

Project Roomkey: The City continued to work with Yolo County, Empower Yolo, and other nonprofit service providers which involves the sheltering of vulnerable homeless in local motels during the pandemic. Davis and West Sacramento are also participating in the program that will continue through June 2021. In Woodland, two motels, a total of 53 rooms, are being used for Project Roomkey and City staff have been responsible for the placements of individuals and coordinating other aspects of this effort with the motel staff, on-site social workers, and County staff. Besides access to on-site social workers, other services provided those sheltered through Project Roomkey include food deliveries, mobile medicine, meals, laundry, and COVID-19 vaccinations. Efforts have been made to connect individuals with housing and other services to lessen the number of individuals who will be unsheltered when they exit Project Roomkey.

Participant Hours Calculation

The Community Services Department measures programs through “participant hours”. Participant hours are a calculation of total program hours multiplied by the total number of unique participants within a program. Total participant hours reports how much time participants spend within each program. The measurement breaks down to 1 person x 1 hour = 1 Participant Hour. It should be noted that a higher number of participant hours is not, by itself, a measurement of greater program success compared to the participant hours of another program. Participant Hours (PH) is calculated by:

Drop In Programs: 1 Class meeting (in hours) x Total sign ins

Examples include Water Aerobics & Lap Swim, Badminton, and Night Hoops

Classes/Camps/Leagues: Total unique participants x total class time (in hours)

Examples include: Swim Lessons, Mad Science

Individual Entry: Each class meeting (in hours) x Total in attendance (adding each day)

Examples include: Teens Helping Seniors, Teen Pack

Event: Total Attendants x Average Time

Examples include: REXPO, 4th of July

Participant hours and participants in this report are listed for the three-month reporting period; therefore, if 100 participants are listed, the 100 refers to the total participants for the three-month period and could double or triple count the same participants if they participated each month (i.e. drop in volleyball).



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: G.6
SUBJECT: Salary Schedule effective April 1, 2021

Recommendation for Action: Staff recommends that the City Council approve the City of Woodland Salary Schedule effective April 1, 2021 and approve the addition of the Director of Administrative Services job classification.

Staff Contact:

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

Fiscal Impact:

The action to approve the salary schedule and the addition of the Director of Administrative Services job classification does not have direct fiscal impact into the Fiscal Year 2020/21 budget as the changes have been included in the 2020/21 fiscal year 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, and this staff report serves to meet the CalPERS requirement for the quarter effective April 1, 2021.

Discussion:

The Salary Schedule contains the addition of the Director of Administrative Services. This is a budgeted position within the City.

City Staff created the Director of Administrative Services job classification to capture all the duties of this new position, which was envisioned to assist the City Manager with the daily activities of the City. This position will plan, organize, and direct the operations of the Administrative Services Department. This includes Human Resources, Finance, and Information Technology. The position will develop and administer the City budget, coordinate assigned activities with other City departments and outside agencies. Additionally, the position will provide expert professional assistance to the City Council, City Manager and others; and to perform related duties as assigned.

Conclusion:

Staff recommends that the City Council approve the City of Woodland Salary Schedule effective April 1, 2021 and approve the addition of the Director of Administrative Services job classification.

Prepared By: Sheila McShane, Human Resources Manager



Ken Hiatt
City Manager

Attachments:

1. 04-01-21 Salary Schedule
2. Dir of Adm Services 2021

CITY OF WOODLAND - SALARY SCHEDULE
Effective April 1, 2021
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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
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		
Assist City Manager/Comm & Econ Dev Dir *	Contract		\$12,463.47				\$16,001.30			
Assistant Engineer *	125	MM	\$6,036.10	\$6,337.91	\$6,654.81	\$6,987.55	\$7,336.92	\$7,703.77		
Assistant Planner *	118	MM	\$5,077.96	\$5,331.86	\$5,598.45	\$5,878.39	\$6,172.30	\$6,480.91		
Associate Civil Engineer *	131	MM	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
Associate Engineer *	127	MM	\$6,341.68	\$6,658.77	\$6,991.70	\$7,341.30	\$7,708.36	\$8,093.78		
Associate Planner *	124	MM	\$5,888.89	\$6,183.33	\$6,492.50	\$6,817.12	\$7,157.98	\$7,515.88		
Building Inspection Services Manager *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,306.00	\$8,721.30	\$9,157.37		
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	\$8,742.08	\$9,179.18	\$9,638.14	\$10,120.05	\$10,626.05	\$11,157.36		
Chief Collection Systems Operator *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
Chief Plant Operator *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
Chief Project Engineer *	145	MM	\$9,890.87	\$10,385.40	\$10,904.68	\$11,449.91	\$12,022.40	\$12,623.52		
Chief Water Systems Operator *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,306.00	\$8,721.30	\$9,157.37		
Children's Librarian II *	118	MM	\$5,077.96	\$5,331.86	\$5,598.46	\$5,878.39	\$6,172.30	\$6,480.91		
City Clerk *	Contract		\$7,630.73				\$10,598.24			
City Engineer *	145	MM	\$9,890.87	\$10,385.40	\$10,904.68	\$11,449.91	\$12,022.40	\$12,623.52		
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		
Communications Manager	131	MM	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
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		\$11,305.55				\$14,682.50			
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	\$4,578.76	\$4,807.91	\$5,048.29	\$5,300.71	\$5,565.73			
Community Risk Reduction Specialist II	Base	F	\$4,923.67	\$5,169.87	\$5,428.36	\$5,699.78	\$5,984.78			
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		\$11,305.55				\$14,682.50			
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	\$6,036.10	\$6,337.91	\$6,654.81	\$6,987.55	\$7,336.92	\$7,703.77		
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	\$6,662.73	\$6,995.87	\$7,345.66	\$7,712.95	\$8,098.59	\$8,503.52		
Crime Prevention Specialist *	Base	P	\$3,998.46	\$4,198.38	\$4,408.29	\$4,628.72	\$4,860.16	\$5,103.17		
Deputy Chief ** (aka 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
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			
Director of Administrative Services	Contract		\$11,305.55				\$14,682.50			
Economic Development Manager *	136	MM	\$7,919.89	\$8,315.89	\$8,731.69	\$9,168.27	\$9,626.68	\$10,108.01		
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		

CITY OF WOODLAND - SALARY SCHEDULE

Effective April 1, 2021

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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
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		
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	\$6,341.69	\$6,658.77	\$6,991.70	\$7,341.30	\$7,708.36	\$8,093.77		
Environmental Sustainability Manager *	131	MM	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
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	\$4,426.80	\$4,648.15	\$4,880.56	\$5,124.58	\$5,380.81	\$5,649.86		
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	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
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	\$7,919.89	\$8,315.89	\$8,731.69	\$9,168.27	\$9,626.68	\$10,108.01		
Fire Battalion Chief	Flat	FM	\$9,448.70	\$9,921.12	\$10,417.18	\$10,938.04	\$11,484.94			
Fire Captain	Base	F	\$7,258.11	\$7,621.01	\$8,002.06	\$8,402.17	\$8,822.27			
Fire Chief **	Contract		\$11,305.55				\$14,682.50			
Fire Engineer	Base	F	\$6,299.25	\$6,614.21	\$6,944.93	\$7,292.18	\$7,656.77			
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 Reducer)	Base	F	\$4,578.76	\$4,807.91	\$5,048.29	\$5,300.71	\$5,565.73			
Fire Prevention Specialist II (aka Community Risk Reducer)	Base	F	\$4,923.67	\$5,169.87	\$5,428.36	\$5,699.78	\$5,984.78			
Firefighter	Base	F	\$5,550.44	\$5,827.96	\$6,119.35	\$6,425.33	\$6,749.58			
Firefighter Recruit	Base	F	\$4,995.40							
Fleet & Facilities Manager *	131	MM	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
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	\$5,386.30	\$5,655.62	\$5,938.40	\$6,235.32	\$6,547.08	\$6,874.44		
Human Resources Analyst II		C	\$6,094.10	\$6,398.81	\$6,718.75	\$7,054.69	\$7,407.42	\$7,777.79		
Human Resources Clerk		C	\$3,400.45	\$3,570.48	\$3,749.01	\$3,936.45	\$4,133.28	\$4,339.95		
Human Resources Manager		C	\$8,605.69	\$9,035.98	\$9,487.77	\$9,962.16	\$10,460.27	\$10,983.29		
Human Resources Technician I		C	\$4,042.06	\$4,244.17	\$4,456.36	\$4,679.19	\$4,913.14	\$5,158.80		
Human Resources Technician II		C	\$4,506.84	\$4,732.18	\$4,968.79	\$5,217.22	\$5,478.08	\$5,751.99		
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	\$8,320.84	\$8,736.87	\$9,173.72	\$9,632.40	\$10,114.03	\$10,619.73		
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	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
Junior Engineer *	121	MM	\$5,468.42	\$5,741.83	\$6,028.93	\$6,330.37	\$6,646.90	\$6,979.25		

CITY OF WOODLAND - SALARY SCHEDULE

Effective April 1, 2021

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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Junior Planner *	113	MM	\$4,488.18	\$4,712.59	\$4,948.22	\$5,195.63	\$5,455.42	\$5,728.19		
Laboratory & Environmental Compliance Mgr *	129	MM	\$6,662.73	\$6,995.87	\$7,345.66	\$7,712.95	\$8,098.59	\$8,503.52		
Laboratory Supervisor *	127	MM	\$6,341.69	\$6,658.76	\$6,991.70	\$7,341.30	\$7,708.36	\$8,093.77		
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	\$4,600.39	\$4,830.41	\$5,071.93	\$5,325.52	\$5,591.79	\$5,871.38		
Librarian II *	118	MM	\$5,077.96	\$5,331.86	\$5,598.46	\$5,878.39	\$6,172.30	\$6,480.91		
Librarian III *	122	MM	\$5,605.12	\$5,885.37	\$6,179.66	\$6,488.63	\$6,813.07	\$7,153.72		
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	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Management Analyst II *	125	MM	\$6,036.10	\$6,337.92	\$6,654.81	\$6,987.55	\$7,336.92	\$7,703.77		
Marketing and Business Relations Specialist *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
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	\$4,715.40	\$4,951.16	\$5,198.72	\$5,458.66	\$5,731.59	\$6,018.17		
Operations and Maintenance Superintendent *	137	MM	\$8,117.90	\$8,523.80	\$8,949.99	\$9,397.48	\$9,867.36	\$10,360.73		
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	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
Park Superintendent *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
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	\$8,742.08	\$9,179.18	\$9,638.14	\$10,120.05	\$10,626.05	\$11,157.36		
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	\$5,279.81	\$5,543.82	\$5,821.00	\$6,112.05	\$6,417.65			
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	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
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	\$4,952.81	\$5,200.44	\$5,460.47	\$5,733.53	\$6,020.21			
Police Sergeant **	Base	PS	\$7,237.73	\$7,599.62	\$7,979.60	\$8,378.58	\$8,797.52	\$9,237.40	\$9,699.27	\$10,184.23
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	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
Principal Planner *	136	MM	\$7,919.89	\$8,315.89	\$8,731.69	\$9,168.27	\$9,626.68	\$10,108.01		
Principal Utilities Civil Engineer *	141	MM	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
Public Works Director *	Contract		\$11,305.55				\$14,682.50			
Public Works O&M Infrastructure Admin	141	MM	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
Purchasing Manager *	123	MM	\$5,745.25	\$6,032.51	\$6,334.14	\$6,650.85	\$6,983.39	\$7,332.55		
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	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		

CITY OF WOODLAND - SALARY SCHEDULE

Effective April 1, 2021

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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
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	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Redevelopment & Housing Analyst II *	124	MM	\$5,888.89	\$6,183.33	\$6,492.50	\$6,817.12	\$7,157.98	\$7,515.88		
Redevelopment Manager *	136	MM	\$7,919.89	\$8,315.89	\$8,731.69	\$9,168.27	\$9,626.68	\$10,108.01		
Secretary to City Manager		C	\$4,540.31	\$4,767.33	\$5,005.70	\$5,255.98	\$5,518.78	\$5,794.72		
Senior Accountant *	125	MM	\$6,036.10	\$6,337.91	\$6,654.81	\$6,987.55	\$7,336.92	\$7,703.77		
Senior Application Analyst *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
Senior Associate Civil Engineer *	134	MM	\$7,538.28	\$7,915.19	\$8,310.95	\$8,726.48	\$9,162.82	\$9,620.96		
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	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Senior Civil Engineer *	138	MM	\$8,320.84	\$8,736.87	\$9,173.72	\$9,632.40	\$10,114.03	\$10,619.73		
Senior Construction Project Manager *	131	MM	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
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	\$7,008.22	\$7,358.63	\$7,726.56	\$8,112.89	\$8,518.54	\$8,944.46		
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	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
Senior Planner *	132	MM	\$7,175.03	\$7,533.79	\$7,910.46	\$8,306.00	\$8,721.30	\$9,157.37		
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	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
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	\$7,175.03	\$7,533.79	\$7,910.46	\$8,306.00	\$8,721.30	\$9,157.37		
Sports Manager *	125	MM	\$6,036.10	\$6,337.91	\$6,654.81	\$6,987.55	\$7,336.92	\$7,703.77		
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	\$7,538.28	\$7,915.19	\$8,310.95	\$8,726.48	\$9,162.82	\$9,620.96		
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	\$8,117.90	\$8,523.80	\$8,949.99	\$9,397.48	\$9,867.36	\$10,360.73		
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 Administrator	141	MM	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
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	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		

CITY OF WOODLAND - SALARY SCHEDULE

Effective April 1, 2021

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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
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	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
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		
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	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
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.

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	25.65	26.94	28.28	29.70	31.18	32.74		
Accountant II *	120	MM	28.32	29.73	31.22	32.78	34.42	36.14		
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		
Assist City Manager/Comm & Econ Dev Dir *	Contract		66.15				84.93			
Assistant Engineer *	125	MM	32.04	33.64	35.32	37.09	38.94	40.89		
Assistant Planner *	118	MM	26.95	28.30	29.72	31.20	32.76	34.40		
Associate Civil Engineer *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
Associate Engineer *	127	MM	33.66	35.34	37.11	38.97	40.91	42.96		
Associate Planner *	124	MM	31.26	32.82	34.46	36.18	37.99	39.89		
Building Inspection Services Manager *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
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	46.40	48.72	51.16	53.72	56.40	59.22		
Chief Collection Systems Operator *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Chief Plant Operator *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Chief Project Engineer *	145	MM	52.50	55.12	57.88	60.77	63.81	67.00		
Chief Water Systems Operator *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Children's Librarian II *	118	MM	26.95	28.30	29.72	31.20	32.76	34.40		
City Clerk *	Contract		40.50				56.25			
City Engineer *	145	MM	52.50	55.12	57.88	60.77	63.81	67.00		
City Manager *	Contract		0.00				111.46			
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		
Communication Manager*	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		

CITY OF WOODLAND - SALARY SCHEDULE

Effective April 1, 2021

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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
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		60.01				77.93			
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	26.42	27.74	29.13	30.58	32.11			
Community Risk Reduction Specialist II	Base	F	28.41	29.83	31.32	32.88	34.53			
Community Risk Reduction Specialist Senior	Base	F	31.45	33.03	34.68	36.41	38.23			
Community Services Director			60.01				77.93			
Community Services Officer *	Base	P	21.22	22.28	23.40	24.57	25.80	27.09		
Community Services Program Manager *	125	MM	32.04	33.64	35.32	37.09	38.94	40.89		
Conservation Coordinator	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Construction Project Manager *	129	MM	35.36	37.13	38.99	40.94	42.99	45.13		
Crime Prevention Specialist *	Base	P	21.22	22.28	23.40	24.57	25.80	27.09		
Deputy Chief ** (aka Police Captain)	Base	PM	57.83	60.72	63.75	66.94	70.29	73.80	77.49	81.37
Deputy Director of Community Development *	Contract		52.69				67.55			
Deputy Fire Chief	Flat	FM	62.18	65.29	68.56	71.99	76.20			
Director of Administrative Services	Contract		60.01				77.93			
Economic Development Manager *	136	MM	42.04	44.14	46.35	48.66	51.10	53.65		
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	29.13	30.59	32.12	33.72	35.41	37.18		
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	33.66	35.34	37.11	38.97	40.91	42.96		
Environmental Sustainability Manager *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
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	25.54	26.82	28.16	29.57	31.04	32.60		
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		50.75				65.15			
Finance Officer *	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
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	42.04	44.14	46.35	48.66	51.10	53.65		
Fire Battalion Chief	Flat	FM	54.51	57.24	60.10	63.11	66.26			
Fire Captain	Base	F	41.87	43.97	46.17	48.47	50.90			
Fire Chief **	Contract		60.01				77.93			
Fire Engineer	Base	F	33.44	35.11	36.86	38.71	40.64			
Fire Marshal	Flat	FM	50.15	52.66	55.29	58.06	60.96			

CITY OF WOODLAND - SALARY SCHEDULE

Effective April 1, 2021

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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Fire Prevention Specialist I	Base	F	26.42	27.74	29.13	30.58	32.11			
Fire Prevention Specialist II	Base	F	28.41	29.83	31.32	32.88	34.53			
Firefighter	Base	F	32.02	33.62	35.30	37.07	38.94			
Firefighter Recruit	Base	F	28.82							
Fleet & Facilities Manager *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
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	31.08	32.63	34.26	35.97	37.77	39.66		
Human Resources Analyst II		C	35.16	36.92	38.76	40.70	42.74	44.87		
Human Resources Clerk		C	19.62	20.60	21.63	22.71	23.85	25.04		
Human Resources Manager		C	49.65	52.13	54.74	57.48	60.35	63.37		
Human Resources Technician I		C	23.32	24.49	25.71	27.00	28.35	29.76		
Human Resources Technician II		C	26.00	27.30	28.67	30.10	31.60	33.19		
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	44.17	46.37	48.69	51.13	53.68	56.37		
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	38.08	39.99	41.99	44.09	46.29	48.61		
Junior Engineer *	121	MM	29.03	30.48	32.00	33.60	35.28	37.04		
Junior Planner *	113	MM	23.82	25.01	26.26	27.58	28.96	30.40		
Laboratory & Environmental Compliance Mgr *	129	MM	35.36	37.13	38.99	40.94	42.99	45.13		
Laboratory Supervisor *	127	MM	33.66	35.34	37.11	38.97	40.91	42.96		
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	24.42	25.64	26.92	28.27	29.68	31.16		
Librarian II *	118	MM	26.95	28.30	29.72	31.20	32.76	34.40		
Librarian III *	122	MM	29.75	31.24	32.80	34.44	36.16	37.97		
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	28.32	29.73	31.22	32.78	34.42	36.14		
Management Analyst II *	125	MM	32.04	33.64	35.32	37.09	38.94	40.89		
Marketing and Business Relations Specialist *	120	MM	28.32	29.73	31.22	32.78	34.42	36.14		
Meter Services Technician	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Office Manager *	115	MM	25.03	26.28	27.59	28.97	30.42	31.94		
Operations and Maintenance Superintendent *	137	MM	43.09	45.24	47.50	49.88	52.37	54.99		
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	38.08	39.99	41.99	44.09	46.29	48.61		

CITY OF WOODLAND - SALARY SCHEDULE
Effective April 1, 2021
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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Park Superintendent *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Park Supervisor	51	GS	28.42	29.84	31.33	32.90	34.55	36.27		
Planning Manager *	140	MM	46.40	48.72	51.16	53.72	56.40	59.22		
Police Captain ** (aka Deputy Chief)	Base	PM	57.83	60.72	63.75	66.94	70.29	73.80	77.49	81.37
Police Chief **	Contract		70.91				92.50			
Police Crime and Intelligence Analyst *	Base	PS	28.02	29.43	30.90	32.44	34.06			
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	28.32	29.73	31.22	32.78	34.42	36.14		
Police Records Specialist *	Base	P	18.84	19.78	20.77	21.81	22.90	0.00		
Police Records Supervisor	Base	PS	26.29	27.60	28.98	30.43	31.95	0.00		
Police Sergeant **	Base	PS	38.42	40.34	42.35	44.47	46.70	49.03	51.48	54.06
Pool Facility Technician	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Principal Civil Engineer *	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Principal Planner *	136	MM	42.04	44.14	46.35	48.66	51.10	53.65		
Principal Utilities Civil Engineer *	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Public Works Director *	Contract		60.01				77.93			
Public Works O&M Infrastructure Admin	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Purchasing Manager *	123	MM	30.49	32.02	33.62	35.30	37.07	38.92		
Recreation Coordinator	36	GS	19.62	20.61	21.64	22.72	23.85	25.05		
Recreation Superintendent *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
Recreation Supervisor	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Redevelopment & Housing Analyst I *	120	MM	28.32	29.73	31.22	32.78	34.42	36.14		
Redevelopment & Housing Analyst II *	124	MM	31.26	32.82	34.46	36.18	37.99	39.89		
Redevelopment Manager *	136	MM	42.04	44.14	46.35	48.66	51.10	53.65		
Secretary to City Manager		C	26.19	27.50	28.88	30.32	31.84	33.43		
Senior Accountant *	125	MM	32.04	33.64	35.32	37.09	38.94	40.89		
Senior Application Analyst *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Senior Associate Civil Engineer *	134	MM	40.01	42.01	44.11	46.32	48.63	51.07		
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	28.32	29.73	31.22	32.78	34.42	36.14		
Senior Civil Engineer *	138	MM	44.17	46.37	48.69	51.13	53.68	56.37		
Senior Construction Project Manager *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
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	40.43	42.45	44.58	46.81	49.15	51.60		
Senior Maintenance Worker	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		
Senior Management Analyst *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
Senior Planner *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Senior Police Records Specialist *	Base	P	20.72	21.76	22.84	23.99	25.19	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	38.08	39.99	41.99	44.09	46.29	48.61		
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		

CITY OF WOODLAND - SALARY SCHEDULE

Effective April 1, 2021

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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
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	38.08	39.99	41.99	44.09	46.29	48.61		
Sports Manager *	125	MM	32.04	33.64	35.32	37.09	38.94	40.89		
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	40.01	42.01	44.11	46.32	48.63	51.07		
Treatment Plant Mechanic	54	GS	30.61	32.14	33.74	35.43	37.20	39.06		
Treatment Plant Superintendent	137	MM	43.09	45.24	47.50	49.88	52.37	54.99		
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 Administrator*	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Utilities Maintenance Supervisor	53	GS	29.86	31.35	32.92	34.57	36.30	38.11		
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	47.56	49.94	52.44	55.06	57.81	60.70		
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	47.56	49.94	52.44	55.06	57.81	60.70		
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	47.56	49.94	52.44	55.06	57.81	60.70		
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			\$14.00	\$14.25	\$14.50	\$14.75	\$15.00			
Activity Leader II			\$14.75	\$15.00	\$15.25	\$15.50	\$15.75			
Activity Manager			\$15.25	\$15.50	\$15.75	\$16.00	\$16.25			
Cashier			\$14.00	\$14.25	\$14.50	\$14.75	\$15.00			
Counselor			\$14.00	\$14.25	\$14.50	\$14.75	\$15.00			
Intern			\$14.00	\$14.50	\$15.00	\$15.50	\$16.00			
Library Page			\$14.00	\$14.25	\$14.50	\$14.75	\$15.00			
Lifeguard / Aide			\$15.25	\$15.50	\$15.75	\$16.00	\$16.25			
Lifeguard / Instructor			\$15.75	\$16.00	\$16.25	\$16.50	\$16.75			
Pool Manager			\$17.00	\$17.25	\$17.50	\$17.75	\$18.00			
Recreation Facility Aide			\$16.75	\$17.00	\$17.25	\$17.50	\$17.75			
Special Program Coordinator			\$16.50	\$16.75	\$17.00	\$17.25	\$17.50			
Swim Instructor Aide			\$14.00	\$14.25	\$14.50	\$14.75	\$15.00			

Approved by City Council: April 20, 2021

CITY OF WOODLAND - SALARY SCHEDULE
Effective April 1, 2021
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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		



DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

Plan, organize, and direct the operations of the Administrative Services Department, including Human Resources, Finance, and Information Technology; as well as develop and administer the City budget, coordinate assigned activities with other City departments and outside agencies; and to provide expert professional assistance to the City Council, City Manager and others; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

The City Manager provides administrative direction. Exercises direct and indirect supervision of assigned staff. Exercises discretion and independent judgment with respect to assigned duties.

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

- Plans, organizes, assigns, directs, reviews and evaluates the activities of the Administrative Services Department including Human Resources, Finance, Information Technology, Risk Management and Franchise Management.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Administrative Services Department.
- Oversees and participates in the development and administration of the department and citywide budget and financial forecasting.
- Confers with and provides professional assistance to City staff members on Administrative Services matters.
- Advises the City Manager and the City Council on a broad range of issues within areas of responsibility.
- Develops interpretations of state and local codes, and City policies and agreements as they apply to City operations.
- Creates and maintains a high level of confidence in the handling of human resources issues and records.
- Direct, coordinate and participate in labor relations and negotiations of collective bargaining agreements.
- Approves changes to employee benefits insurance programs; and other related coverages. May negotiate contracted benefit services.

- Serve as the City's Risk Manager; oversee administration of various claims administration; represent the City on the Board of Directors for the pooled insurance joint powers authority.
- Work with Information Technology to ensure compliance and application of best practices.
- Work with departments to secure a cohesive Enterprise Resources Management throughout the City.
- Participates as a member of the City's Executive Management Team.
- Responsible for direct and indirect activities of assigned departments.
- Directs the selection, evaluation, and training and development of department staff.
- Work cooperatively with others, including other City departments/divisions and the public.
- Regular, predictable, consistent and timely attendance is an essential function of the position, as employee must be present to work to complete assigned tasks.
- Other duties as assigned.

OTHER JOB FUNCTIONS

Prepares a variety of correspondence and reports. Attends and makes presentations at council, interagency, committee and other meetings and conferences, as needed. Monitors contracts and agreements with outside service providers and vendors to ensure compliance, maximum benefit to City, and cost-effectiveness. Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff. Administers City's records management. Reviews investment strategies and implements changes as determined. Serve as a resource to the City Manager. May act as a hearing officer, as needed. Represents the City on boards and committees, in the community, and at professional meetings as needed.

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision. City organization and functions including laws, rules, codes, and regulations governing Administrative Services activities.
- Advanced principles and practices of human resources management, including recruitment, selection, discipline, benefits administration, and labor/employee relations as it relates to public sector.
- Principles and practices of municipal finance, accounting and procurement.
- Principles, requirements and methods of investing public funds.
- Principles of information systems.
- Applicable federal, state and local laws, codes and ordinances.
- Familiar with technology and various aspects of social media.
- Strong communication skills, both oral and written.

Skill to:

- Plan, organize, assign, direct, review and evaluate activities of the Administrative Services Department.
- Select, train, motivate, and evaluate staff.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- Foster a team environment.
- Model and practice highest ethical standards of conduct.
- Analyze complex problems, evaluating alternatives, and making sound recommendations related to Administrative Services Department.
- Analyze department support needs and ensure prompt and efficient delivery of services, materials, and supplies. Interpret, analyze and apply federal, state and local laws, rules and regulations related to local government operations.
- Develop and implement sound human resources, finance, contracting, and other general administrative systems and procedures.
- Develop and administer a municipal budget.
- Prepare clear, concise and accurate reports, correspondence and other written materials.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer technology and applications in the performance of daily activities.

Minimum Experience and Education

Experience:

Eight (8) years of progressively responsible administrative and human resources management experience involving responsibility for the planning, organization, implementation and supervision of finance, human resources Information Technology and other internal services functions, work programs. At least three (3) years must be at management level.

Education:

Bachelor's degree from an accredited college or university with major coursework in public or business administration, human resources or a closely related field. A master's degree is desirable.

License:

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.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

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

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

Council Action: April 20, 2021

Director of Administrative Services
April 2021



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: G.7
SUBJECT: Service Contract with APG-Neuros (APGN) to provide Asset Management and Maintenance Service Plan for 4 High Speed Blowers at Water Pollution Control Facility

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing a Asset Management and Maintenance Service plan with APGN for 4 high speed blowers and other associated parts from APGN with an amount not-to-exceed \$55,000 per year.

Staff Contact

Shane Carlsen, Chief Plant Operator, (530) 661-2054, shane.carlsen@cityofwoodland.org.

Council Goal

Ensure that the City's physical infrastructure is planned, funded, and maintained to provide for current and future community needs, in support of commercial, recreational, and environmental requirements and standards, while managing the overall cost consistent with available resources.

Fiscal Impact

No additional funds are being requested for this procurement. The approved FY 21 budget has funds to cover- FY 22-FY26 budget includes funds for contract services at the Water Pollution Control Facility (WPCF) that will be allocated for this contract for future budget requirements.

Background

Four high speed turbo blowers provide the air to the aeration basins and maintain the dissolved oxygen levels necessary to treat the City's wastewater. These were installed during the 2016 treatment plant expansion, and at least one of these units runs 24/7, with additional units coming on as needed during peak flows. These blowers are part of the secondary treatment process at the WPCF and are fundamental to achieving the treatment levels necessary to meet the City's National Pollutant Discharge Elimination System (NPDES) permit with the Regional Water Quality Control Board (RWQCB).

Discussion

On January 12th, 2021, the City entered into a contract with APGN to remove and inspect one of the blower which developed a vibration fault and shut down. The initial estimate for this repair was \$26,200. Further investigation revealed that additional work is required to restore this unit to reliable operating condition. The total cost of this repair will be covered under this service contract. The proposed contract will include bi-annual services on all units including the inspection of key sensors, changing cooling fluids and filters.

Conclusion

Staff recommends that the City Council approve Resolution No. _____, authorizing approving and entering in to a contract, to provide Asset Management and Maintenance Service plan for a not to exceed \$55,000 per year through FY 26.

Prepared by: Shane Carlsen, Treatment Plant Superintendent

Reviewed by: Craig Locke, Public Works Director

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

Ken Hiatt
City Manager

Attachments:

1. Woodland_WPCF Blowers Asset Management & Maintenance Agreement 032221
2. APG Woodland_resolution_2021

CITY OF WOODLAND
PROFESSIONAL SERVICES AGREEMENT FOR MAINTENANCE SERVICES

CM #	001309
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This Agreement is made and entered into this _____ day of _____, 2021 by and between the City of Woodland, a California municipal corporation (“City”) and APGN Inc., a Corporation (“Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

RECITALS

A. Consultant desires to perform and assume responsibility for the provision of certain professional consultant services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing asset management and maintenance service plan services to public clients, is licensed in the State of California, and is familiar with the plans of City.

B. Consultant agrees that it is satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research.

C. City desires to engage Consultant to render such services for the WPCF Turbo Blowers Asset Management and Maintenance project (“Project”) as set forth in this Agreement.

AGREEMENT

1. SCOPE OF SERVICES AND TERM.

1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional asset management and maintenance plan consulting services necessary for the Project (“Services”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules, and regulations.

1.2 Term. The term of this Agreement shall be from May 2021 to April 2026, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may,

by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

2. SCHEDULE OF SERVICES.

2.1 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit “B” attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant’s conformance with the Schedule, City shall respond to Consultant’s submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

2.2 Extension of Time. Consultant may, for good cause, request extensions of time to perform the Services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Agreement.

2.3 Period of Performance and Liquidated Damages. Consultant shall perform and complete all Services under this Agreement within the term set forth in Section 2.1 above as it may be extended pursuant to Section 2.2 (“Performance Time”). Consultant shall also perform the Services in strict accordance with any completion schedule or Project milestones described in Exhibits “A” or “B” attached hereto, or which may be separately agreed upon in writing by the City and Consultant (“Performance Milestones”). Consultant agrees that if the Services are not completed within the aforementioned Performance Time and/or pursuant to any such Project Milestones developed pursuant to provisions of this Agreement, it is understood, acknowledged and agreed that the City will suffer damage.

3. FEES AND PAYMENTS.

3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit “C” attached hereto and incorporated herein by reference. The total compensation shall not exceed FIFTY FOUR THOUSAND TWO HUNDRED SEVENTY FIVE DOLLARS (\$54,275.00) without written approval of the City Manager. Consultant shall not be reimbursed for any expenses unless authorized in writing by City. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.2 Payment of Compensation. Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through

the date of the statement. City shall, within forty-five (45) days of receiving such statement, review the statement and pay all approved charges thereon.

3.3 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

4. CHANGES.

4.1 The Parties may, from time to time, request changes in the scope of the Services of Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of Consultant's compensation and/or changes in the schedule must be authorized in advance by City in writing. Mutually agreed changes shall be incorporated in written amendments to the Agreement.

5. RESPONSIBILITIES OF CONSULTANT.

5.1 Independent Contractor; Control and Payment of Subordinates. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

5.2 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

5.3 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or

property, shall be promptly removed from the Project by the Consultant at the request of the City. The key personnel for performance of this Agreement are as follows: Julio Fajardo.

5.3.1 City's Representative. The City hereby designates Shane Carlsen, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than the City's Representative or his or her designee.

5.3.2 Consultant's Representative. Consultant hereby designates Julio Fajardo, or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

5.4 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

5.5 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

5.6 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be

in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and subconsultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

6. INSURANCE.

6.1 Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the City to terminate this Agreement for cause.

6.2 Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

6.2.1 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.

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.

6.2.2 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.

6.2.3 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.

6.2.4 Professional Liability. Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.

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.

6.2.5 Contractors Pollution Liability: Contractors Pollution Liability Insurance covering all of the contractor's operations to include onsite and offsite coverage for bodily injury (including death and mental anguish), property damage, defense costs and cleanup costs with minimum limits of \$5 million per loss and \$10 million total all losses. Non-owned disposal site coverage shall be provided if handling, storing or generating hazardous materials or any material/substance otherwise regulated under environmental laws/regulations.

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 five (5) years from termination or expiration of this Agreement.

6.3 Endorsements.

6.3.1 The policy or policies of insurance required by Sections 6.2.1 Commercial General Liability and 6.2.2 Automobile Liability and 6.2.5 Contractor's Pollution Liability shall be endorsed to provide the following:

6.3.1.1 Additional Insured. The 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.

6.3.1.2 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.

6.3.1.3 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.

6.3.1.4 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.

6.3.1.5 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.

6.3.1.6 Applicability. That the coverage provided therein shall apply to the obligations assumed by the Consultant under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

6.3.2 The policy or policies of insurance required by Section 6.2.3 Workers' Compensation shall be endorsed, as follows:

6.3.2.1 Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

6.3.2.2 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.

6.3.3 The policy or policies of insurance required by Section 6.2.4 Professional Liability shall be endorsed, as follows:

6.3.3.1 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.

6.4 Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the 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.

6.5 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall 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, Consultant 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.

6.6 Failure to Maintain Coverage. Consultant 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. The City shall have the right to

withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

6.7 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.

6.8 Insurance for Subconsultants. All subconsultants shall be included as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing subconsultants to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured to the subconsultant's policies.

7. OWNERSHIP OF MATERIALS AND CONFIDENTIALITY.

7.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of City, and shall not be used in whole or in substantial part by Consultant on other projects without the City's express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, Consultant shall provide to City reproducible copies of all Documents & Data, in a form and amount required by City. City reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by City at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the Consultant is entitled under the termination provisions of this Agreement, Consultant shall provide all Documents & Data to City upon payment of the undisputed amount. Consultant shall have no right to retain or fail to provide to City any such documents pending resolution of the dispute. In addition, Consultant shall retain copies of all Documents & Data on file for a minimum of four (4) years following completion of the Project, and shall make copies available to City upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, Consultant shall make a reasonable effort to notify City and provide City with the opportunity to obtain the documents.

7.1.1 Subconsultants. Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design

professionals other than Consultant or its subconsultants, or those provided to Consultant by the City.

7.1.2 Right to Use. City shall not be limited in any way in its use or reuse of the Documents and Data or any part of them at any time for purposes of this Project or another project, provided that any such use not within the purposes intended by this Agreement or on a project other than this Project without employing the services of Consultant shall be at City's sole risk. If City uses or reuses the Documents & Data on any project other than this Project, it shall remove the Consultant's seal from the Documents & Data. Consultant shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the City upon completion, suspension, abandonment or termination. Consultant shall not be responsible or liable for any revisions to the Documents & Data made by any party other than Consultant, a party for whom the Consultant is legally responsible or liable, or anyone approved by the Consultant, or for the use of Documents & Data on any other project by City.

7.1.3 Electronic Copies. Consultant shall provide electronic copies of the finished products in the original software format at the conclusion of the respective phases of work. Complex documents such as reports that utilize more than one type of software shall also be provided in a common format such as Adobe Acrobat (*.pdf). Files of construction drawings shall be provided in a current version of AutoCAD.

7.2 Confidentiality. All Documents & Data, either created by or provided to Consultant in connection with the performance of this Agreement, shall be held confidential by Consultant. All Documents & Data shall not, without the prior written consent of City or except pursuant to court order, be used or reproduced by Consultant for any purposes other than the performance of the Services. Consultant shall not disclose, cause or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant that is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

7.3 Indemnification. Consultant shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by City of the Documents & Data, including any method, process, product, or concept specified or depicted.

8. ACCOUNTING RECORDS.

8.1 Accounting Records. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created

pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

9. SUBCONTRACTING.

9.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

10. TERMINATION OF AGREEMENT.

10.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

10.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

10.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

11. GENERAL PROVISIONS

11.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

City:

CITY OF WOODLAND, WPCF
42929 County Road 24
Woodland, CA 95776
Attn: Shane Carlsen

Consultant:

APGN Inc.
1270, Michele-Bohrec, Blainville

Quebec, Canada J7C 5S4
Attn: Julio Fajardo

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

11.2 Indemnification.

11.2.1 To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

11.2.2 To the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's obligations under the above indemnity shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, but shall not otherwise be reduced. If Consultant's obligations to defend, indemnify, and/or hold harmless arise out of Consultant's performance of "design professional services" (as that term is defined under Civil Code section 2782.8), then upon Consultant obtaining a final adjudication that liability under a claim is caused by the comparative active negligence or willful misconduct of the City, Consultant's obligations shall be reduced in proportion to the established comparative liability of the City and shall not exceed the Consultant's proportionate percentage of fault.

11.3 Laws and Regulations; Employee/Labor Certifications. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold City, its officials, directors, officers, employees, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

11.3.1 Employment Eligibility; Consultant. By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal

law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Consultant. Consultant also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. Consultant shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Consultant shall maintain records of each such verification, and shall make them available to the City or its representatives for inspection and copy at any time during normal business hours. The City shall not be responsible for any costs or expenses related to Consultant's compliance with the requirements provided for in Section 11.3 or any of its subsections.

11.3.2 Employment Eligibility; Subcontractors, Consultants, Sub-subcontractors and Subconsultants. To the same extent and under the same conditions as Consultant, Consultant shall require all of its subcontractors, consultants, sub-subcontractors and subconsultants performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 11.3.1.

11.3.3 Employment Eligibility; Failure to Comply. Each person executing this Agreement on behalf of Consultant verifies that they are a duly authorized officer of Consultant, and understands that any of the following shall be grounds for the City to terminate the Agreement for cause: (1) failure of Consultant or its subcontractors, consultants, sub-subcontractors or subconsultants to meet any of the requirements provided for in Sections 11.3.1 or 11.3.2; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the Consultant under Section 11.3.2); or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

11.3.4 Air Quality. To the extent applicable, Consultant must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the Yolo-Solano Air Quality Management District (YSAQMD) and/or California Air Resources Board (CARB). Consultant shall indemnify City against any fines or penalties imposed by YSAQMD, CARB, or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Consultant, its subconsultants, or others for whom Consultant is responsible under its indemnity obligations provided for in this Agreement.

11.4 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subconsultants to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

11.5 California Labor Code Requirements.

11.5.1 Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

11.5.2 If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

11.5.3 This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility

to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

11.6 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

11.7 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

11.8 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.

11.9 Assignment or Transfer. Consultant shall not assign, hypothecate or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

11.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

11.11 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

11.12 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

11.13 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

11.14 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Yolo County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Consultant must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Consultant. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Consultant shall be barred from bringing and maintaining a valid lawsuit against the City.

11.15 Time of Essence. Time is of the essence for each and every provision of this Agreement.

11.16 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subconsultants of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

11.17 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

11.18 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

11.19 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

11.20 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

11.21 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

11.22 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF WOODLAND

APGN Inc.

By: _____
Ken Hiatt
City Manager

By: _____
Name:
Title:

Attest:

By: _____
Ana B. Gonzalez
City Clerk

Approved as to Form:

By: _____
Best Best & Krieger LLP
City Attorney

EXHIBIT “A”

SCOPE OF SERVICES

Reference: 14-0027 City of Woodland, CA / AM-2020-0664B1

Subject: Proposal for an Asset Management and Maintenance Service Plan

Equipment covered: Two (2) NX200-C070 and two (2) NX300-C070 Turbo Blowers.

Dear Mr. Vieira,

We are pleased to provide you with our proposal for an **Asset Management and Maintenance Service Plan** for our product in your facility.

This plan has been carefully designed to provide you with a peace-of-mind operation, protecting your turbo blowers from unscheduled events. Through the Asset Management, we incorporate the latest improvements and developments into your Turbo Blowers and proactively manage their health throughout their life cycle, maintaining the equipment technologically up to date and maximizing their efficiency. The Asset Management and Maintenance Service Plan provides protection from unexpected maintenance spending through the Extended Warranty as well as priority supply of spare parts when needed.

Our Plan includes:

- A. Asset Management – Upgrades
- B. Extended Warranty
- C. Remote Monitoring System
- D. Extended Preventive Routine Maintenance

A. Asset Management – Upgrades

The Asset Management maintains the Turbo Blower(s) technologically up to date.

Includes:

- Mandatory or recommended product modifications
- Recommended upgrades and new component developments
- Fine tuning of turbo blower(s) and aeration system
- Participation in manufacturer’s maintenance and support development
- In the case of unscheduled events
 - After Hours Remote Technical Support (by telephone), as required
 - 24 hour a day - 365 days a year customer service support line by calling at 1-855-423-2746
 - Priority access to the field support team

- Priority on availability of parts and modules within 72 hours
- Priority on availability of replacement cores (loaners) at no charge to minimize downtime
- Field service report after each visit
- Refresher training on turbo blower preventive maintenance activities
- Dedicated Regional Manager for first response on field support
 - Regular meetings with customers to listen to current concerns and future needs
 - Regular training sessions for on-site personnel

B. Extended Warranty

The Extended Warranty eliminates the need to worry about capital and maintenance budget restrictions. It covers the cost of repairing or replacing major components when out of service.

Includes:

1. Blower core:
 - High efficiency impeller,
 - Permanent magnet synchronous motor,
 - Bump-foil air bearings,
 - Diffuser fan,
 - Motor casing
2. Variable speed drive/inverter
3. Input line reactor
4. Sine-wave (sinus) filter
5. Blower local control panel and Programmable Logic Controller (PLC) components
6. HMI touch-screen components
7. Internal vibration and absorption mounts
8. Vibration sensors and monitoring
9. Discharge expander (discharge cone)
10. Blow off by-pass valve and solenoid parts
11. Blow off silencer
12. Sound attenuating enclosure
13. Check valve seals and discs
14. Stop valve body seals and discs
15. External expansion joint

C. Remote Monitoring System

Remote Monitoring System and support as permitted by the customer

- Enables site managers to make better informed decisions through useable data of turbo blower operation.
- Fine tuning and monitoring of aeration system that allows for optimal turbo blower operation.

Option C1. Customer allows APGN to have remote access

- Site can enable or disable access at anytime

Option C2. Customer provides operational data. APGN will not have remote access

- Up to twice per year, operation and diagnostics reporting on operating units, when available. Customer will provide operational data from its control system to APGN for analysis such as:
 - a. Motor speed and temperature
 - b. Suction flow rate and temperature
 - c. Discharge pressure and temperature
 - d. Filter pressure drop
 - e. Bearing temperature
 - f. Power consumption
 - g. Rotor vibration
 - h. VFD temperature
 - i. Ambient temperature and ambient relative humidity
 - j. Blower status
 - k. Fault codes

D. Extended Preventive Routine Maintenance

Our Extended Preventive Routine Maintenance is designed in accordance to the the standards of the annual health check and inspection outlined in the O&M manual.

- One (1) on-site maintenance and inspection visit by a manufacturer's Field Service Technician.
- Customized class room and hands-on training to your staff's needs.
 - Also available through videoconference.
- Inspect and clean or replace air intake filters (inside the turbo blower).
- Inspect and clean dirt as well as debris in enclosure - seal as required.
- Perform visual inspection of core.
- Measure core shaft torque and assess condition.
- Perform bump start alignment of the core bearings.
- Audible and visual inspection of unit to determine health of connections, valves and gaskets.
- Ensure PLC and HMI software is operational and suitable for the blower control.
- Verification of blower protection from surge or adverse operating conditions.
- Review and analyze PLC errors history, and provide recommendations.
- Verify the PLC and HMI software version including the new protection or optimization, and update to latest standard, if applicable.
- Inspect for loose electrical and mechanical connections and tighten them as required.
- Inspection of all electrical wiring for signs of overheating or wear.
- Verify sensors functionality and replace them as required.
- Inspect blower operation following factory specifications and adjust control parameters to adapt to the operating environment.
- Inspect paint and fasteners and apply touch-up or replace fasteners as required. Touch-up does not apply to areas larger than a quarter Dollar coin size.
- For liquid cooled models only
 - Check the level of coolant and top up as required.

- Perform coolant flush (every 3 years)
 - Customer to dispose the old fluid.
- Field service report including a comprehensive check list for each blower.

Additionally, this plan includes:

- After Hours Remote Technical Support (by telephone), as required.
 - 24 hour a day - 365 days a year customer service support line by calling at 1-855-423-2746
 - Response time within 1 hour
 - Up to 150 hours of technical support
- Reporting on operation and diagnostics of operating units, when available for remote monitoring.
- 10% discount on spare parts and air filters for duration of the Asset Management and Service Plan.

Exclusions:

The following consumables and life limited parts are excluded from the coverage:

- Air filters elements
- BOV orifice diaphragm
- Coolant fluids
- Fuses
- Gaskets
- Hardware and fittings
- Power supplies
- Thermocouple and thermocouple transmitter
- Transformer 560/480 – 110/220 V
- Existing rusted areas on enclosure are not covered under the warranty

EXHIBIT “B”
SCHEDULE OF SERVICES

As detailed in the schedule scope of services the five-year option plan will commence after the execution of the agreement for five years.

EXHIBIT “C”
COMPENSATION

❖ **Five-year option: US \$54,275 per year for five (5) years.**

➤ The above prices include coverage on all four (4) Turbo Blowers.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE ASSET MANAGEMENT AND MAINTENANCE SERVICE CONTRACT WITH APG-NEUROS IN AN AMOUNT NOT-TO-EXCEED \$55,000 PER YEAR THOUGH FY26.

WHEREAS, The City's Water Pollution Control Facility (WPCF) has 4 APG-Neuros (APGN) high speed blowers providing the addition of dissolved oxygen into the aeration basins 24/7 basis since the 2016 expansion was completed; and

WHEREAS, high speed turbo blowers require regular maintenance to ensure continued reliability and efficient performance; and

WHEREAS, The continued efficient dependable operation of this equipment justifies entering into a comprehensive service plan to restore and maintain full capacity; and

WHEREAS, The City Manager has determined that the Asset Management and Maintenance plan with APGN is in the best interests of the City and its administrative operations based on the foregoing facts; and

WHEREAS, The high speed turbo blower system at the WPCF designed and manufactured by APGN is necessary to comply with requirements of the wastewater treatment plant's NPDES permit; and

WHEREAS, The funding for the not-to-exceed amount of \$55,000 per year will be taken out of the contract service's in the current FY21 budget and though FY26, and no additional funds are being requested at this time;

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. The above recitals are true and correct and adopted herein by this reference.

SECTION 2. That the City Council hereby approves and adopts the City Manager's determination that entering into the Asset Management and Maintenance Service Plan with APGN in an amount not-to-exceed \$55,000 per FY until FY26 is in the best interests of the City and approves award of a contract to APGN, for the same.

SECTION 3. That the City Council hereby authorizes the City Manager to execute a contract with APGN, in an amount not-to-exceed \$55,000 per year though FY26, for the Asset Management and Maintenance Service Plan for the blower system.

PASSED AND ADOPTED this __20th day of April, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard Mayor

APPROVED AS TO FORM:

Ethan Walsh, City Attorney

ATTEST: _____

Ana Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: G.8
SUBJECT: Purchase of Magnesium Hydroxide MgOH for the Water Pollution Control Facility

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to approve a contract increase for the purchase of magnesium hydroxide from Hill Brothers Chemical Company in an amount not-to-exceed \$187,000.00 for FY21 and \$193,000 for FY22.

Staff Contact

Shane Carlsen, Treatment Plant Superintendent, (530)661-2054, shane.carlsen@cityofwoodland.org.

Council Goal

Ensure that the City's physical infrastructure is planned, funded, and maintained to provide for current and future community needs, in support of commercial, recreational, and environmental requirements and standards, while managing the overall cost consistent with available resources.

Fiscal Impact

An amount of \$109,500.00 was approved in the FY21 Water Pollution Control Facility (WPCF) budget for the purchase of Magnesium Hydroxide (MgOH). We are requesting an additional \$77,500 MgOH to meet the treatment plant requirements for FY21. Staff will defer other WPCF purchases to facilitate purchasing this chemical, so no budget augmentation is being requested for FY21. The FY22 contract amount of \$193,000 will be funded by the Sewer enterprise fund. The average annual cost for MgOH has increased as a result of the transition from ground to surface water. The lower Ph of surface water requires that more MgOH be added to adjust the alkalinity and facilitate the biologic processing of the waste.

Background

The use of MgOH as part of the wastewater treatment process at the WPCF is required to meet the City's National Pollutant Discharge Elimination System permit which is enforced by the Regional Water Quality Control Board. The addition of MgOH creates an environment that supports the biologic digestion of waste and is essential in maintaining acceptable final effluent quality and an efficient treatment process. Given the importance of this chemical, it is critical to maintain a consistent and reliable supply of MgOH on hand.

Few retailers can supply MgOH in the required quantities in the region. The effectiveness of a given product can also vary greatly from plant to plant. Extensive testing of MgOH has been completed at the WPCF and the Hill Brothers product was found to be the most effective. The only competing local MgOH retailer is distributor who resells the Hills Brothers' product. Dealing directly with the supplier eliminates increased markup and reduces the cost of the product.

The City has a successful history using MgOH from Hill Brother's Chemical Company and has realized savings by purchasing directly from the manufacturer rather than a distributors. Hill Brothers staff have supported the City's needs and provided assistance with testing and evaluating the effluent to insure we are using the products in the most cost-effective manner.

Conclusion

Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to amend the contract #000804 to increase the purchase of magnesium hydroxide from Hill Brothers Chemical Company in an amount not-to-exceed \$187,000.00 for FY21 and \$193,000 for FY22.

Prepared by: Shane Carlsen, Treatment Plant Superintendent.

Reviewed by: Craig Locke, Public Works Director

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

Ken Hiatt
City Manager

Attachments:

1. Hill Bros Goods Purchase Agreement 2019-signed
2. Hill Brothers-MgOH-Resolution-April 2021 (1)

**CITY OF WOODLAND
GOODS PURCHASE AGREEMENT**

This Goods Purchase Agreement ("Agreement") is entered into this 21th day of October, 2019, by and between the City of Woodland, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at a municipal corporation organized under the laws of the State of California with its principal place of business at 42929 County road 24, Woodland, CA 95776 ("City"), and Hill Brothers Chemical Company, a CORPORATION with its principal place of business at 3000 East Birch Street #108, Brea CA 92821 ("Contractor"). City and Contractor are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

Section 1. DEFINITIONS.

A. "Goods" means all machinery, equipment, supplies, items, parts, materials, labor or other services, including design, engineering and installation services, provided by Contractor as specified in Exhibit "A," attached hereto and incorporated herein by reference.

B. "Delivery Date(s)" means that date or dates upon which the Goods is to be delivered to City, ready for approval, testing and/or use as specified in Exhibit "B."

Section 2. MATERIALS AND WORKMANSHIP.

When Exhibit "A" specifies machinery, equipment or material by manufacturer, model or trade name, no substitution will be made without City's written approval. Machinery, equipment or material installed in the Goods without the approval required by this Section 2 will be deemed to be defective material for purposes of Section 4. Where machinery, equipment or materials are referred to in Exhibit "A" as equal to any particular standard, City will decide the question of equality. When requested by City, Contractor will furnish City with the name of the manufacturer, the performance capabilities and other pertinent information necessary to properly determine the quality and suitability of any machines, equipment and material to be incorporated in the Goods. Material samples will be submitted at City's request.

Section 3. INSPECTIONS AND TESTS.

City shall have the right to inspect and/or test the Goods prior to acceptance. If upon inspection or testing the Goods or any portion thereof are found to be nonconforming, unsatisfactory, defective, of inferior quality or workmanship, or fail to meet any requirements or specifications contained in Exhibit "A," then without prejudice to any other rights or remedies, City may reject the Goods or exercise any of its rights under Section 4.C. The inspection, failure to make inspection, acceptance of goods, or payment for goods shall not impair City's right to reject nonconforming goods, irrespective of City's failure to notify Contractor of a rejection of nonconforming goods or revocation of acceptance thereof or to specify with particularity any defect in nonconforming goods after rejection or acceptance thereof.

Section 4. WARRANTY.

A. Contractor warrants that the Goods will be of merchantable quality and free from defects in design, engineering, material, and workmanship for a period of two (2) years, or such longer period as provided by a manufacturer's warranty or as agreed to by Contractor and City, from the date of final written acceptance of the Goods by City as required for final payment under Section 7. Contractor further warrants that any services provided in connection with the Goods will be performed in a professional and workmanlike manner and in accordance with the highest industry standards.

B. Contractor further warrants that all machinery, equipment, or process included in the Goods will meet the performance requirements and specifications specified in Exhibit "A" and shall be fit for the purpose intended. City's inspection, testing, approval, or acceptance of any such machinery, equipment, or process will not relieve Contractor of its obligations under this Section 4.B.

C. For any breach of the warranties contained in Section 4.A and Section 4.B, Contractor will, immediately after receiving notice from City, at the option of City, and at Contractor's own expense and without cost to City:

1. Repair the defective Goods;
2. Replace the defective Goods with conforming Goods, F.O.B. City's plant, office or other location of City where the Goods was originally performed or delivered; or
3. Repay to City the purchase price of the defective Goods.

If City selects repair or replacement, any defects will be remedied without cost to City, including but not limited to, the costs of removal, repair, and replacement of the defective Goods, and reinstallation of new Goods. All such defective Goods that is so remedied will be similarly warranted as stated above. In addition, Contractor will repair or replace other items of the Goods which may have been damaged by such defects or the repairing of the same, all at its own expense and without cost to City.

D. Contractor also warrants that the Goods is free and clear of all liens and encumbrances whatsoever, that Contractor has a good and marketable title to same, and that Contractor owns or has a valid license for all of the proprietary technology and intellectual property incorporated within the Goods. Contractor agrees to indemnify, defend, and hold City harmless against any and all third party claims resulting from the breach or inaccuracy of any of the foregoing warranties.

E. In the event of a breach by Contractor of its obligations under this Section 4, City will not be limited to the remedies set forth in this Section 4, but will have all the rights and remedies permitted by applicable law, including without limitation, all of the rights and remedies afforded to City under the California Commercial Code.

Section 5. PRICES.

Unless expressly provided otherwise, all prices and fees specified in Exhibit "C," attached hereto and incorporated herein by reference, are firm and shall not be subject to change without the written approval of City. No extra charges of any kind will be allowed unless specifically agreed to in writing by City's authorized representative. The total price shall include (i) all federal, state and local sales, use, excise, privilege, payroll, occupational and other taxes applicable to the Goods furnished to City hereunder; and (ii) all charges for packing, freight and transportation to destination.

Section 6. CHANGES.

City, at any time, by a written order, and without notice to any surety, may make changes in the Goods, including but not limited to, City's requirements and specifications. If such changes affect the cost of the Goods or time required for its performance, an equitable adjustment will be made in the price or time for performance or both. Any change in the price necessitated by such change will be agreed upon between City and Contractor and such change will be authorized by a change order document signed by City and accepted by Contractor.

Section 7. PAYMENTS.

A. Terms of payment, are net thirty (30) days, less any applicable retention, after receipt of invoice, or completion of applicable Progress Milestones. Final payment shall be made by City after Contractor has satisfied all contractual requirements. Payment of invoices shall not constitute acceptance of Goods.

B. If Progress Milestones have been specified in Exhibit "B," then payments for the Goods will be made as the requirements of such Progress Milestones are met. Progress payments for the Goods will be made by City upon proper application by Contractor during the progress of the Goods and according to the terms of payment as specified in Exhibit "B." Contractor's progress billing invoice will include progress payments due for the original scope of work and changes. Each "Item for Payment" shown in Exhibit "B" and each change order will be itemized on the invoice. Invoices for cost plus work, whether part of Exhibit "B" or a change order, must have subcontractor and/or supplier invoices attached to Contractor's invoice. Other format and support documents for invoices will be determined by City in advance of the first invoice cycle.

C. Payments otherwise due may be withheld by City on account of defective Goods not remedied, liens or other claims filed, reasonable evidence indicating probable filing of liens or other claims, failure of Contractor to make payments properly to its subcontractors or for material or labor, the failure of Contractor to perform any of its other obligations under the Agreement, or to protect City against any liability arising out of Contractor's failure to pay or discharge taxes or other obligations. If the causes for which payment is withheld are removed, the withheld payments will be made promptly. If the said causes are not removed within a reasonable period after written notice, City may remove them at Contractor's expense.

D. Payment of the final Progress Milestone payment or any retention will be made by City upon:

1. Submission of an invoice for satisfactory completion of the requirements of a Progress Milestone as defined in Exhibit "B" and in the amount associated with the Progress Milestone;

2. Written acceptance of the Goods by City;

3. Delivery of all drawings and specifications, if required by City;

4. Delivery of executed full releases of any and all liens arising out of this Agreement; and

5. Delivery of an affidavit listing all persons who might otherwise be entitled to file, claim, or maintain a lien of any kind or character, and containing an averment that all of the said persons have been paid in full.

If any person refuses to furnish an actual release or receipt in full, Contractor may furnish a bond satisfactory to City to indemnify City against any claim or lien at no cost to City.

E. Acceptance by Contractor of payment of the final Progress Milestone payment pursuant to Section 7.D will constitute a waiver, release and discharge of any and all claims and demands of any kind or character which Contractor then has, or can subsequently acquire against City, its successors and assigns, for or on account of any matter or thing arising out of, or in any manner connected with, the performance of this Agreement. However, payment for the final Progress Milestone by City will not constitute a waiver, release or discharge of any claims or demands which City then has, or can subsequently acquire, against Contractor, its successors and assigns, for or on account of any matter or thing arising out of, or in any manner connected with, the performance of this Agreement.

Section 8. SCHEDULE FOR DELIVERY.

A. The time of Contractor's performance is of the essence for this Agreement. The Goods will be delivered in accordance with the schedule set forth in Exhibit "B." Contractor must immediately notify City in writing any time delivery is behind schedule or may not be completed on schedule. In the event that the Goods is part of a larger project or projects that require the coordination of multiple contractors or suppliers, then Contractor will fully cooperate in scheduling the delivery so that City can maximize the efficient completion of such project(s).

Section 9. TAXES.

A. Contractor agrees to timely pay all sales and use tax (including any value added or gross receipts tax imposed similar to a sales and use tax) imposed by any federal, state or local taxing authority on the ultimate purchase price of the Goods provided under this Agreement.

B. Contractor will withhold, and require its subcontractors, where applicable, to withhold all required taxes and contributions of any federal, state or local taxing authority which is measured by wages, salaries or other remuneration of its employees or the employees of its subcontractors. Contractor will deposit, or cause to be deposited, in a timely manner with the appropriate taxing authorities all amounts required to be withheld.

C. All other taxes, however denominated or measured, imposed upon the price of the Goods provided hereunder, will be the responsibility of Contractor. In addition, all taxes assessed by any taxing jurisdiction based on Contractor property used or consumed in the provision of the Goods such as and including ad valorem, use, personal property and inventory taxes will be the responsibility of Contractor.

D. Contractor will, upon written request, submit to City written evidence of any filings or payments of all taxes required to be paid by Contractor hereunder.

Section 10. INDEPENDENT CONTRACTOR.

Contractor enters into this Agreement as an independent contractor and not as an employee of City. Contractor shall have no power or authority by this Agreement to bind City in any respect. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of City. City shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors or any other person resulting from performance of this Agreement.

Section 11. SUBCONTRACTS.

Unless otherwise specified, Contractor must obtain City's written permission before subcontracting any portion of the Goods. Except for the insurance requirements in Section 13.A, all subcontracts and orders for the purchase or rental of supplies, materials or equipment, or any other part of the Goods, will require that the subcontractor be bound by and subject to all of the terms and conditions of the Agreement. No subcontract or order will relieve Contractor from its obligations to City, including, but not limited to Contractor's insurance and indemnification obligations. No subcontract or order will bind City.

Section 12. TITLE AND RISK OF LOSS.

Unless otherwise agreed, City will have title to, and risk of loss of, all completed and partially completed portions of the Goods upon delivery, as well as materials delivered to and stored on City property which are intended to become a part of the Goods. However, Contractor will be liable for any loss or damage to the Goods and/or the materials caused by Contractor or its subcontractors, their agents or employees, and Contractor will replace or repair said Goods or materials at its own cost to the complete satisfaction of City. Notwithstanding the foregoing, in the event that the City has paid Contractor for all or a portion of the Goods which remains in the possession of Contractor, then City shall have title to, and the right to take possession of, such

Goods at any time following payment therefor. Risk of loss for any Goods which remains in the possession of Contractor shall remain with Contractor until such Goods has been delivered or City has taken possession thereof. Contractor will have risk of loss or damage to Contractor's property used in the construction of the Goods but which does not become a part of the Goods.

Section 13. INDEMNIFICATION.

A. Contractor shall defend, indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and subconsultants arising out of or in connection with the Goods or the performance of this Agreement, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

B. Contractor's defense obligation for any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against the City, its officials, officers, employees, agents, or volunteers shall be at Contractor's own cost, expense, and risk. Contractor shall pay and satisfy any judgment, award, or decree that may be rendered against City or its officials, officers, employees, agents, or volunteers, in any such suit, action, or other legal proceeding. Contractor shall reimburse City and its officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

C. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its officials, officers, employees, agents or volunteers.

Section 14. INSURANCE.

A. General. Contractor shall take out and maintain:

1. Commercial General Liability Insurance, of at least \$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury and property damage, at least as broad as Insurance Services Office Commercial General Liability most recent Occurrence Form CG 00 01;

2. Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, of at least \$1,000,000 per accident for bodily injury and property damage, at least as broad as most recent Insurance Services Office Form Number CA 00 01 covering automobile liability, Code 1 (any auto);

3. Workers' Compensation in compliance with applicable statutory requirements and Employer's Liability Coverage of at least \$1,000,000 per occurrence; and

4. Pollution Liability Insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate shall be provided by the Contractor if transporting hazardous materials.

5. If Contractor is also the manufacturer of any equipment included in the Goods, Contractor shall carry Product Liability and/or Errors and Omissions Insurance which covers said equipment with limits of not less than \$1,000,000.

B. Additional Insured; Primary; Waiver of Subrogation; No Limitation on Coverage. The policies required under this Section shall give City, its officials, officers, employees, agents or volunteers additional insured status. Such policies shall contain a provision stating that Contractor's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any additional insureds shall not be called upon to contribute to any loss, and shall contain or be endorsed with a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers. The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as additional insured pursuant to this Agreement.

C. Insurance Carrier. All insurance required under this Section is to be placed with insurers with a current A.M. Best's rating no less than A-:VII, licensed to do business in California, and satisfactory to the City.

D. Evidence of Insurance. Contractor shall furnish City with original certificates of insurance and endorsements effecting coverage required by the Agreement. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms supplied or approved by the City. All certificates and endorsements must be received and approved by the City before delivery commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

E. Subcontractors. All subcontractors shall meet the requirements of this Section before commencing work. In addition, Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

F. Freight. Contractor shall ensure that third party shippers contracted by Contractor have adequate insurance coverage for the shipped Goods.

Section 15. LIENS.

A. Contractor, subcontractors and suppliers will not make, file or maintain a mechanic's or other lien or claim of any kind or character against the Goods, for or on account of any labor, materials, fixtures, tools, machinery, equipment, or any other things furnished, or any other work done or performance given under, arising out of, or in any manner connected with the

Agreement (such liens or claims referred to as "Claims"); and Contractor, subcontractor and suppliers expressly waive and relinquish any and all rights which they now have, or may subsequently acquire, to file or maintain any Claim and Contractor, subcontractor and suppliers agree that this provision waiving the right of Claims will be an independent covenant.

B. Contractor will save and hold City harmless from and against any and all Claims that may be filed by a subcontractor, supplier or any other person or entity and Contractor will, at its own expense, defend any and all actions based upon such Claims and will pay all charges of attorneys and all costs and other expenses arising from such Claims.

Section 16. TERMINATION OF AGREEMENT BY CITY.

A. Should Contractor at any time refuse or fail to deliver the Goods with promptness and diligence, or to perform any of its other obligations under the Agreement, City may terminate Contractor's right to proceed with the delivery of the Goods by written notice to Contractor. In such event City may obtain the Goods by whatever method it may deem expedient, including the hiring of another contractor or other contractors and, for that purpose, may take possession of all materials, machinery, equipment, tools and appliances and exercise all rights, options and privileges of Contractor. In such case Contractor will not be entitled to receive any further payments until the Goods is delivered. If City's cost of obtaining the Goods, including compensation for additional managerial and administrative services, will exceed the unpaid balance of the Agreement, Contractor will be liable for and will pay the difference to City.

B. City may, for its own convenience, terminate Contractor's right to proceed with the delivery of any portion or all of the Goods by written notice to Contractor. Such termination will be effective in the manner specified in such notice, will be without prejudice to any claims which City may have against Contractor, and will not affect the obligations and duties of Contractor under the Agreement with respect to portions of the Goods not terminated.

C. On receipt of notice under Section 16.B, Contractor will, with respect to the portion of the Goods terminated, unless the notice states otherwise,

1. Immediately discontinue such portion of the Goods and the placing of orders for materials, facilities, and supplies in connection with the Goods,
2. Unless otherwise directed by City, make every reasonable effort to procure cancellation of all existing orders or contracts upon terms satisfactory to City; and
3. Deliver only such portions of the Goods which City deems necessary to preserve and protect those portions of the Goods already in progress and to protect material, plant and equipment at the Goods site or in transit to the Goods site.

D. Upon termination pursuant to Section 16.B, Contractor will be paid a pro rata portion of the compensation in the Agreement for any portion of the terminated Goods already delivered, including material and services for which it has made firm contracts which are not canceled, it being understood that City will be entitled to such material and services. Upon

determination of the amount of said pro rata compensation, City will promptly pay such amount to Contractor upon delivery by Contractor of the releases of liens and affidavit, pursuant to Section 7.C.

Section 17. MISCELLANEOUS PROVISIONS.

A. Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address or at such other address as the respective parties may provide in writing for this purpose:

CITY:

City of Woodland

42929 county road 24

Woodland, CA 95776

Attn: WPCF / Shane Carlsen

CONTRACTOR:

Frank Alari

California Sales Manager

Hill Brothers Chemical Company

3000 East Birch Street #108

Brea, CA 92821

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

B. Assignment or Transfer. Contractor shall not assign or transfer any interest in this Agreement whether by assignment or novation, without the prior written consent of the City, which will not be unreasonably withheld. Provided, however, that claims for money due or to become due Contractor from the City under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer, whether voluntary or involuntary, shall be furnished promptly to the City.

C. Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

D. Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

E. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

F. Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Yolo County.

G. Interpretation. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party.

H. No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

I. Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right and authority to make this Agreement and bind each respective Party.

J. Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

K. Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

L. City's Right to Employ Other Contractors. City reserves its right to employ other contractors in connection with the Goods.

M. Entire Agreement. This Agreement constitutes the entire agreement between the Parties relative to the Goods specified herein. There are no understandings, agreements, conditions, representations, warranties or promises with respect to this Agreement, except those contained in or referred to in the writing.

SIGNATURE PAGE FOR GOODS PURCHASE AGREEMENT

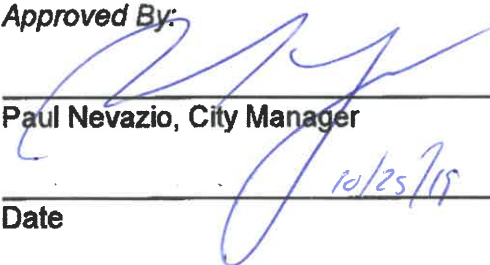
BETWEEN THE CITY OF WOODLAND

AND HILL BROTHERS CHEMICAL COMPANY

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

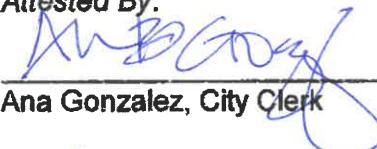
CITY OF WOODLAND

Approved By:

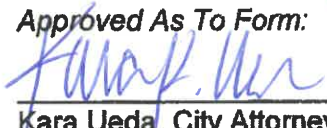

Paul Nevazio, City Manager

Date

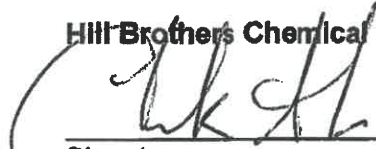
Attested By:


Ana Gonzalez, City Clerk

Approved As To Form:


Kara Ueda, City Attorney

Hill Brothers Chemical Company


Signature

Frank Alari

California Sales Manager

Date

10/23/19

EXHIBIT "A"
GOODS SPECIFICATIONS

PURCHASE SPECIFICATION

FOR

**TECHNICAL GRADE AQUEOUS SUSPENSION OF TECHNICAL GRADE MAGNESIUM
HYDROXIDE SLURRY DERIVED FROM CALCINED MAGNESIUM OXIDE**

FOR WASTEWATER TREATMENT PLANTS

1) PRODUCT SPECIFICATIONS AND MATERIAL REQUIREMENTS

a) Product Specifications

1. The Contractor shall ***at a minimum*** meet the following specifications in Table 1A directly below as well as the Technical Material Requirements in section b) below. The Contractor shall provide ***with the bid submittal*** written specifications for the product bid that meet the minimum specifications listed in Table 1A below:

Table 1A:

	Typical	Maximum	Minimum
Slurry Basis			
Mg(OH) ₂ contained lb/gal	7.7	8.0	7.3
Dry Solids Basis			
MgO, wt%	93.0		88.0
CaO, wt%	3.5	4.0	
SiO ₂ , wt%	1.5	3.5	
Fe ₂ O ₃ , wt%	.50	.60	
Median Particle Size, Micron	6.0	12.0	
Specific Surface Area, m ² /g	16	25	12
Lbs Alkalinity/Gallon	13.3	13.7	12.6
Caustic Magnesia Activity/Sec	75	135	
% Passing 325 Mesh Sieve	99.2	100	98.0
Stabilized Residual Test, Grams*	16.0	24.0	
NaOH Equivalent	1 lb Equivalent to .73 lb Mg(OH) ₂		
CaCO ₃ Equivalent	1 lb Equivalent to .59 lb Mg(OH) ₂		
Physical Properties:			
Density, lbs/gal	12.90		12.71
Solids, Weight Percent %	60	62	58
Viscosity, cps*	150	500	100
*TP-112 14 Hour Stability Residual Test			
*Brookfield RVT Viscometer #3 spindle @ 100 rpm, 60 seconds at 70°F			

b) Material Specifications and Requirements

1. To be considered, the technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide must also meet the following specifications, which shall be confirmed by a written analysis. Bid submittal will not be considered complete without requested documentation and *must be provided with the bid submittal*:

- (i) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide must be produced and derived from highly reactive calcined magnesium oxide utilizing a wet milling process for consistent product sizing, uniformity, reactivity and highest purity. This requirement is utilized to provide consistent performance, better dispersion and suspension stability. Magnesium hydroxide slurry produced or derived from uncalcined brucite, uncalcined dolomite, dolime, brucitic marble, or any caustic-enhanced or lime/calcium carbonate-enhanced versions of the former are not compliant with this bid. Proof of origination of the technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall require ***the contractor to provide a written description of the method confirming how the technical grade magnesium hydroxide slurry is derived from highly reactive calcined magnesium oxide with the bid submittal.***
- (ii) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide must be produced and derived from highly reactive calcined magnesium oxide that originates and is manufactured in the United States. Proof of origination of the technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide ***shall require the contractor to provide the written street address, town, state, zip code, contact name and contact name telephone number at the manufacturing location address with the bid submittal.***
- (iii) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a minimum Mg(OH)₂ dry weight percent purity of 88.0% or greater to insure high grade consistency, sufficient surface area and reactivity within the municipal wastewater. ***Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal.***

- (iv) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a minimum 7.3 pounds per gallon of a minimum 88.0% Mg(OH)₂ dry weight percent purity to insure a minimum reactive solids content per gallon, consistent sufficient surface area and reactivity within the municipal wastewater. **Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal.**
- (v) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a median particle size no greater than 12.0 microns in order to insure sufficient surface area and reactivity within the municipal wastewater. **Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal.**
- (vi) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a specific surface area, m²/g of no less than 12 square meters per gram in order to insure sufficient surface area and reactivity within the municipal wastewater. **Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal.**
- (vii) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a Caustic Magnesia Activity/Sec no greater than 135 seconds in order to insure sufficient surface area and reactivity within the municipal treatment plant. **Contractor shall confirm this requirement by providing written analysis with the bid submittal.**
- (viii) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall have a Stabilized Residual Test result in grams of less than or equal to 24 grams to prevent feed tank handling and wastewater treatment plant problems associated with instability of low grade magnesium hydroxide slurry produced from uncalcined brucite, uncalcined dolomite, dolime, brucitic marble, or any caustic-enhanced or lime-enhanced versions of the former. **Contractor shall confirm this requirement by providing written analysis with the bid submittal.**
- (ix) The technical grade magnesium hydroxide slurry derived from highly reactive calcined magnesium oxide shall be capable of cost effectively providing non-carbonate alkalinity for biological treatment plant processes. The percent by weight of the

Contractor's magnesium hydroxide slurry shall not exceed 4.0% by weight of CaO. This requirement is to prevent water softening and to prevent the precipitation of magnesium and calcium that results in sludge production, calcium scaling and reduced reactivity / reduced available alkalinity. ***Contractor shall confirm this requirement by providing written analysis performed by certified 3rd party laboratory with the bid submittal.***

EXHIBIT "B"
DELIVERY SCHEDULE

Delivery of Magnesium Hydroxide (Thioguard) will be on an as needed basis, typically every 4-5 weeks dependent on demand and dose of product. Delivery is expected 2-6 business days after the City of Woodland/WPCF requests product delivery, as this is time sensitive delivery because of the possibility to cause a violation at the treatment plant should the WPCF facility run out of Thioguard.

EXHIBIT "C"
FEE SCHEDULE

The pricing, effective November 1, 2019 will be \$2.73/gallon. This is delivered pricing for full truckloads (approx.. 4000 gallons). This price will be firm through October 31st 2020. Thereafter, we will offer pricing not to exceed 3% for the next two years on the same calendar. The 3% is a maximum and will only increase based on cost increases we incur.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING
AND APPROVING THE PURCHASE OF MAGNESIUM HYDROXIDE FROM HILL
BROTHERS CHEMICAL COMPANY, IN AN AMOUNT NOT-TO-EXCEED \$187,000 FOR
FY21 AND FOR \$193,000 FOR FY22**

WHEREAS, controlling PH levels in the effluent and maintains a healthy environment for the treatment plant biology to grow and thrive and is important in maintaining acceptable final effluent quality during treatment process upsets; and

WHEREAS, the use of alkalinity chemicals as part of the wastewater treatment process at the City's Water Pollution Control Facility (WPCF) is a required element of the City's National Pollutant Discharge Elimination System (NPDES) permit and is regulated by the Regional Water Quality Control Board; and

WHEREAS, alkalinity control products are produced with proprietary formulations by different manufacturers and the effectiveness of a given product can vary greatly from plant to plant dependent upon influent constituents and plant treatment processes; and

WHEREAS, at the WPCF, the City has evaluated a variety of alkalinity control chemicals and found the magnesium hydroxide to be the most desirable option for controlling the alkalinity in the treatment system; and

WHEREAS, it is extremely important to maintain consistent and reliable alkalinity control, as the City has experienced with magnesium hydroxide provided by Hill Brother Chemical Company.

WHEREAS, City staff has determined that Hill Brothers products are similar cost to other chemical vendors with the added benefit of Hill Brothers support evaluating results and ensuring optimum dosing by City staff; and

WHEREAS, this authorization shall be for the remainder of FY 21 and is in an amount not-to-exceed \$187,000.00, this includes the \$104,131 already spent this year for a total of \$187,000 for FY21, and \$193,000.00 for FY22; and

WHEREAS, funding for these chemicals has been previously approved in the current FY21 budget and, no additional funds are being requested, because we will use funds available under and 220-081-7954-5226 approved for Operation and Maintenance, and 220-081-7854-5540 the purchase of a south pond solar mixer and other equipment to offset the cost of additional chemical, FY 22 will be will be from 220-081-7854-5226.

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. The above recitals are true and correct and adopted herein by this reference.

SECTION 2. That the City Council hereby approves and adopts the purchase of magnesium hydroxide from Hill Brothers Chemical Company, in an amount not-to-exceed \$187,000.00 for FY 21 and \$193,000.00 for FY22, with Hill Brothers Chemical Company for the same.

SECTION 3. That the City Council hereby authorizes The City Manager to approve the purchase with Hill Brothers Chemical Company, in an amount not-to-exceed \$187,000.00 for FY21 and \$193,000.00 for FY22, for the purchase of magnesium hydroxide.

PASSED AND ADOPTED this 20th day of April, 2021 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, Mayor

APPROVED AS TO FORM:

Ethan Walsh, City Attorney

ATTEST: _____

Ana Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: G.9
SUBJECT: Budget Appropriation Request: Home Fire Sprinkler Coalition Stipend

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$300 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 Home Fire Sprinkler Week will be fully offset by stipend revenue received.

Background:

In March 2021, the Woodland Fire Department applied for a stipend from the Home Fire Sprinkler Coalition. Each year, the Coalition awards stipends to 30 qualifying fire departments throughout the country that demonstrate a plan to conduct community outreach during Home Fire Sprinkler Week (May 16-22, 2021).

Discussion:

The Woodland Fire Department was successfully awarded the stipend of \$300. The funds will be used to purchase equipment to create and edit educational videos and demonstrations of sprinkler functionality in the home. These videos will be made available through social media accounts and "boosted" to reach a greater population. Residential sprinklers have been required in the City of Woodland since the early 1990's; however, regular maintenance is required to ensure that they will work properly in the event of a fire in the home. Unfortunately, staff has discovered through the Residential Resale Home Inspection program that oftentimes, lack of maintenance can lead to a malfunction of the system. The aim of this public education outreach program is to enhance the knowledge-base of the homeowners in the City about their sprinklers system; from design, to functionality, to regular maintenance tips and tricks.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$300 to the General Fund Fire Department operations budget.

Prepared By: Emily Walling, Fire Marshal

Reviewed By: Eric Zane, Fire Chief



Ken Hiatt
City Manager

Attachments:

1. HFSC Appropriation Resolution 4.2021

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO APPROPRIATE
\$300 TO THE FY21 WOODLAND FIRE DEPARTMENT BUDGET**

WHEREAS, the Woodland Fire Department successfully applied and was awarded the Home Fire Sprinkler Coalition Stipend in the amount of \$300; and

WHEREAS, the Woodland Fire Department will use these funds to purchase public education tools and materials necessary to provide virtual outreach programs during Home Fire Sprinkler Week (May 16-22); and

WHEREAS, the Woodland Fire Department's total appropriation request of \$300 is completely offset by the Home Fire Sprinkler Coalition Stipend; 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 \$300 to the FY21 Woodland Fire Department budget.

PASSED AND ADOPTED this 20th day of April, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM

Ana Gonzalez, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: G.10
SUBJECT: 2021 Road Maintenance Project, CIP 20-02; Approve Plans and Specifications, Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the 2021 Road Maintenance Project, CIP 20-02 and authorizing bid advertisement.

Staff Contact

Justin Lau, Junior Engineer, (530) 661-5960, Justin.lau@cityofwoodland.org

Fiscal Impact

The project is identified in the current Capital Budget as CIP 20-02 with a project budget of \$1,358,238. The project funding is comprised of \$94,262 in Measure E funding, \$1,200,000 in Measure F funding and \$63,976 in Water Enterprise Funds to fund improvements associated with water utility conflicts. This project funding is consistent with the current approved Capital Budget and the Measure E & F Spending Plans.

The Engineer's estimate of construction cost is \$550,000. The project will be bid with multiple additive alternatives to provide the flexibility to award as much work as possible while ensuring the project does not exceed the approved funding.

Background

In 2006, voters approved the Measure E, ½ cent sales tax, along with advisory measures to identify voter preferences for use of those tax proceeds. Under the advisory measures, road maintenance and repair received the second highest voter response.

In November 2016, Woodland voters approved Measure F, which extended the ½ cent sales supplemental sales tax. The 12-year approval of Measure F, a General Tax, includes funding for general city services such as street maintenance. Funds from both Measure E & F will be utilized to complete this project.

Staff maintains a pavement management program that track pavement conditions and aims to address pavement maintenance on local streets with the Measure E and F funds.

Discussion

Pavement maintenance is significantly different than pavement rehabilitation or reconstruction which repairs failed roadways. The goal of pavement maintenance is to prevent needing reactive road repair by proactively preserving and maintaining pavements in fair condition which have not yet deteriorated to the point of needing rehabilitation.

To increase cost efficiency and minimize public inconvenience, pavement maintenance for local/residential streets is completed in discrete 'zones' of the city. Geographically bounding projects reduces the cost for construction and traffic control; it also increases the effectiveness of management and inspection. Over the past 14 years, the city has completed pavement maintenance projects in all of the 14 designated zones. With

maintenance completed on many local roads throughout the city, there is an opportunity to focus the 2021 Road Maintenance project, CIP #20-02 on some of the collector streets in need of preventative maintenance services.

The current base bid scope includes pavement maintenance seals on the following corridors:

- Cottonwood Street (Main Street to Gibson Road)
- W Lincoln Avenue (County Road 98 to West Street)
- W Cross Street (County Road 98 to West Street)

The streets identified for treatment above were chosen because they are at an age and condition prime for inexpensive surface seal work to preserve their condition and extend their useful life. Pavements should be resurfaced within the first 5-7 years after construction and every 7-10 years thereafter, to prevent age related cracking that can progress into premature asphalt failures.

Upon Council authorization, project bids will be solicited and staff anticipates returning to Council for contract award in May 2021 for a construction start date in June 2021.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the 2021 Road Maintenance Project, CIP 20-02 and authorizing bid advertisement.

Prepared by: Justin Lau, Junior Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. 2021 Road Maint. Project Map

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE PLANS AND SPECIFICATIONS FOR THE 2021 ROAD
MAINTENANCE PROJECT, CIP 20-02; AND AUTHORIZING BID ADVERTISEMENT**

WHEREAS, the City of Woodland has \$1,358,238 of Measure E, Measure F and Water Enterprise funds identified in the Capital Budget to maintain and extend the life of Woodland's street network, referred to as the 2021 Road Maintenance Project, CIP 20-02 (the "Project"); and

WHEREAS, the funding is consistent with the Capital Budget and the Measure E & F Spending Plans; and

WHEREAS, the Federal Highway Administration and Department of Justice published a directive that surfacing projects awarded after July 1, 2014 that improve the roadway structure must improve ADA ramps within the project limits; and

WHEREAS, the City Council desires to expend the funds and to construct the Project improvements; and

WHEREAS, the Project has been reviewed in accordance with the California Environmental Quality Act (CEQA) and is considered exempt under the Existing Facilities exemption, CEQA Guideline 15301(c).

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

Section 1. The City Council hereby approves the plans and specifications for the 2021 Road Maintenance Project, CIP 20-02, which are available on file with the City Clerk.

Section 2. The City Council authorizes City staff to advertise the 2021 Road Maintenance Project, CIP 20-02 for bids, with construction anticipated to begin in May 2021.

Section 3. The City Council finds that the Project is exempt from CEQA pursuant to CEQA Guideline 15301(c).

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the _____ day of _____ 2021, by the following vote:

AYES:

NOES:

ABSENT:

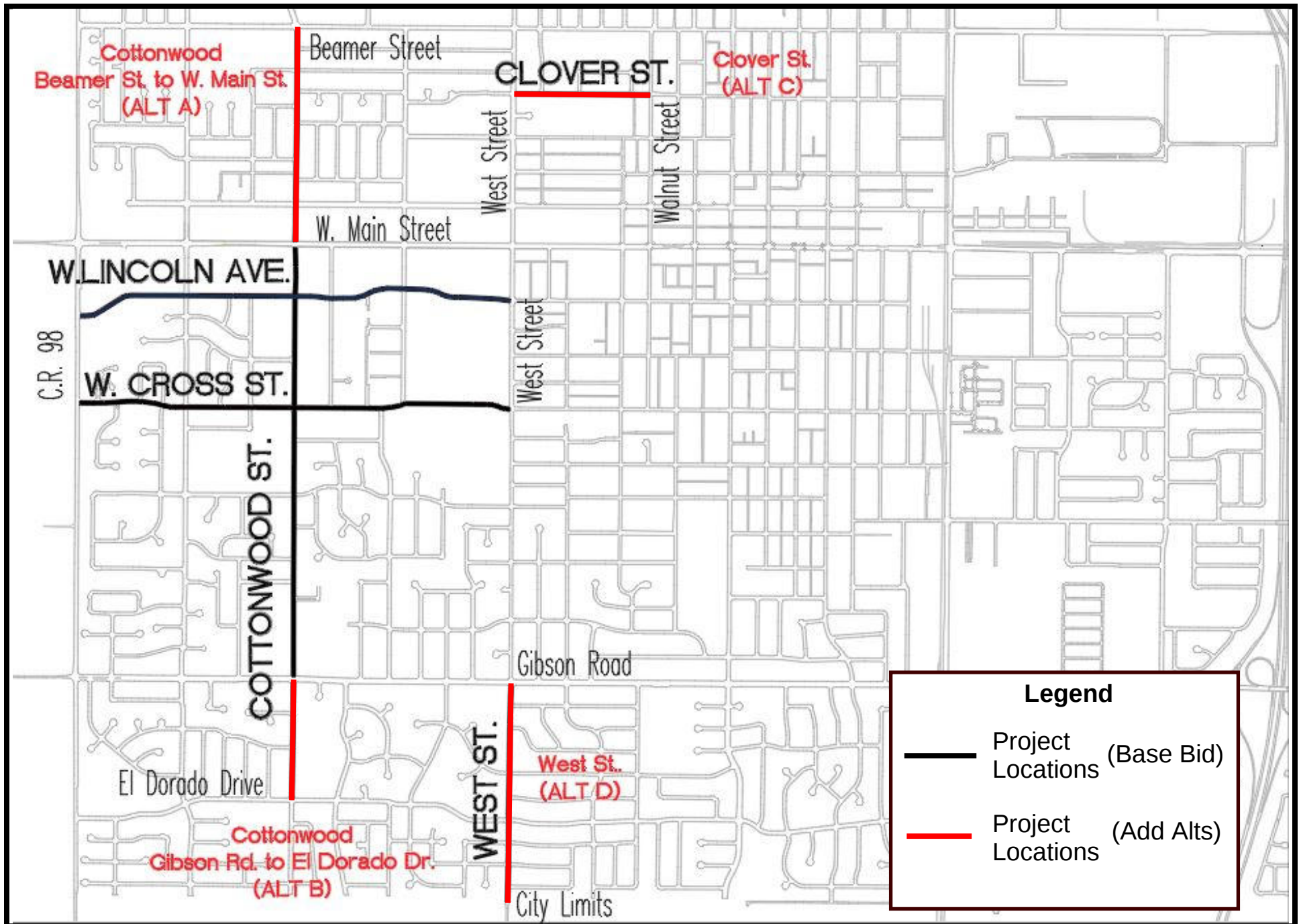
ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

2021 Road Maintenance Project Map





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: G.11
SUBJECT: 2021 ADA Improvement Project, CIP 20-09 & 21-06; Approve Plans and Specifications, Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the 2021 ADA Improvement Project, CIP 20-09 & 21-06, and authorizing bid advertisement.

Staff Contact:

Diana Ayón, Senior Associate Civil Engineer, (530) 661-5967, diana.ayon@cityofwoodland.org

Fiscal Impact:

The total project budget is \$455,000 as identified in the current Capital Budget as CIP 20-09 & 21-06. The project funding is \$405,000 in Community Development Block Grant (CDBG) funding and \$50,000 in Water Enterprise Funds to fund improvements associated with water utility conflicts.

The Engineer's estimate of base bid construction cost is \$225,000. The difference between the total project budget and the engineer's estimate is the amount budgeted for design, construction management, inspection and construction contingency. The project will be bid with multiple additive alternatives to provide the flexibility to award as much work as possible while ensuring the project does not exceed the approved funding.

Background:

The City of Woodland applies for CDBG funds annually from the United States Department of Housing and Urban Development (HUD). CDBG funds must be used for activities that assist lower-income persons and to eliminate conditions of blight from the community.

In 2019 and 2020, the Engineering Division applied for and received \$405,000 in CDBG grant funding for access improvements for persons with disabilities to various locations within the City.

Discussion:

The project conforms to the requirements of the CDBG grant, the Americans with Disabilities Act (ADA), and is in conformance with the overall ADA Program/Priority Route which was identified in conjunction with the City's ADA citizen's advisory committee. Wherever reasonable, construction hours will be limited such that work is completed in a manner that minimizes disruption to local businesses, schools and residents.

The project locations were selected from the City's priority route, which is coordinated with YoloBus routes. These routes connect government buildings, medical facilities, parks, schools and other high use facilities throughout the City.

Upon Council authorization, project bids will be solicited and staff anticipates construction to start in June 2021.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the 2021 ADA Improvement Project, CIP 20-09 & 21-06, and authorizing bid advertisement.

Prepared by: Diana Ayón, Senior Associate Civil Engineer

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

Attachments:

1. Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE PLANS AND SPECIFICATIONS FOR THE 2021 ADA
IMPROVEMENT PROJECT, CIP 20-09 & 21-06; AND AUTHORIZING BID
ADVERTISEMENT**

WHEREAS, the City of Woodland has a total project budget of \$455,000, including \$405,000 in Community Development Block Grant (CDBG) and \$50,000 in Water Enterprise funds identified in the Capital Budget for access improvements for persons with disabilities, referred to as the 2021 ADA Improvement Project, CIP 20-09 & 21-06 (the “Project”); and

WHEREAS, the City Council desires to expend the funds and to construct the Project;
and

WHEREAS, the Project conforms to the requirements of the CDBG grant, the Americans with Disabilities Act (ADA), and is in conformance with the overall ADA Program/Priority Route which was identified in conjunction with the City’s ADA citizen’s advisory committee; and

WHEREAS, the Project has been reviewed in accordance with the California Environmental Quality Act (CEQA) and is considered exempt under the Existing Facilities exemption, CEQA Guideline 15301(c).

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

Section 1. The City Council hereby approves the plans and specifications for the 2021 ADA Improvement Project, CIP 20-09 & 21-06, which are available on file with the City Clerk.

Section 2. The City Council authorizes City staff to advertise the 2021 ADA Improvement Project, CIP 20-09 & 21-06 for bids, with construction anticipated to begin in June 2021.

Section 3. The City Council finds that the Project is exempt from CEQA pursuant to CEQA Guideline 15301(c).

PASSED AND ADOPTED the City Council of the City of Woodland at a regular meeting of the City Council held on the _____ day of _____ 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: G.12
SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP 09-15; Approve the Urban Flood Risk Reduction Program Amendment #3 with the State of California Department of Water Resources

Recommendation for Action: Staff requests that the City Council adopt Resolution No. _____, authorizing the City Manager to sign the Amendment #3 to the funding agreement with the State of California Department of Water Resources (DWR) under the Urban Flood Risk Reduction Program (UFRR) for the Lower Cache Creek Feasibility Study, CIP #09-15.

Staff Contact:

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

Fiscal Impact:

The City was awarded a \$5,000,000 grant through the State of California DWR Urban Flood Risk Reduction Program for continuing work on the Lower Cache Creek Feasibility Study (LCCFS) in 2016 with a total amount of \$10,000,000. The grant included a 50% cost share by the City and 50% by DWR for all eligible work items. The DWR UFRR Program is funded through Proposition 1E, the Disaster Preparedness and Flood Protection Act of 2006. Amendment #1 to the funding agreement updated the scope and budget to reflect completion of the LCCFS and reduced the total amount from \$10,000,000 to \$2,400,000 and thus the grant amount is reduced from \$5,000,000 to \$1,200,000. Amendment #2 to the funding agreement increased the total amount from \$2,400,000 to \$2,539,330 and thus the grant amount increased from \$1,200,000 to \$1,269,665.

The costs for the feasibility study have been updated to reflect a refinement to the work plan for the City and DWR to complete the Environmental Impact Report (EIR) for the Woodland Flood Risk Management Project. The updated total cost for the feasibility study under the UFRR program is \$2,839,330 and is split 50% each City and DWR. The City cost share is \$1,419,665. The amendment to the Agreement increases the total amount of the grant amount by \$150,000. The increase in the grant amount does not authorize additional work on the project, but rather brings the City and DWR more into balance on the cost sharing for work items covered in the UFRR grant. The amended UFRR Agreement budget is sufficient to fund completion of the feasibility study and non-federal components.

The City is eligible for credit on past work that has been completed as part of the LCCFS for City expenses that are not creditable to the Army Corps of Engineers efforts. The City has received over \$750,000 in reimbursement on eligible expenses under the UFRR grant.

There is no impact to the General Fund.

Background:

The City continues to be engaged with the Corps of Engineers (Corps) on the Lower Cache Creek Feasibility Study (LCCFS) and the feasibility study is near completion. The LCCFS is led by the Corps and is somewhat limited in scope flexibility. The UFRR program allows for a second avenue towards a flood protection solution

and may allow for a City-State partnership in providing a flood protection solution. The UFRR program also allows for more flexibility in investigation of flood solutions, such as enhancements to the NED plan to mitigate impacts to properties north of the City and comply with California SB-5, which requires a 200-year level of flood protection for urban areas.

The City and DWR have been working to rescope the work under the UFRR Agreement to better match the work needed to complete the study elements for both the LCCFS and non-federal enhancements and to reflect anticipated schedule to design and construction funding.

Discussion:

The scope of work included in Amendment #3 reflects work elements to complete the EIR, including comment responses. The added scope includes grant coverage for City Attorney work to prepare responses to EIR comments. The overall scope of work includes: project management, evaluation of project features necessary to mitigate project impacts north of Woodland and comply with California SB-5, preparation of a conceptual finance plan, evaluation of impacts to City storm drainage facilities near the project, and preparation of the CEQA Environmental Impact Report. The Corps LCCFS does not include preparation of the CEQA document as that is not necessary under a Federal project. Preparation of the CEQA document is a responsibility of the non-federal sponsors. Amendment #3 adjusts the UFRR grant budget to reflect the refinement in project costs.

Conclusion:

Staff requests that the City Council adopt Resolution No. _____, authorizing the City Manager to sign the Amendment #3 to the funding agreement with the State of California Department of Water Resources (DWR) under the Urban Flood Risk Reduction Program (UFRR) for the Lower Cache Creek Feasibility Study, CIP #09-15.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Reso UFRR Amendment 3 042021
2. Amendment 3

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AMENDMENT #3 TO THE AGREEMENT WITH STATE OF
CALIFORNIA DEPARTMENT OF WATER RESOURCES FOR THE URBAN FLOOD
RISK REDUCTION PROGRAM, CIP #09-15**

WHEREAS, the City of Woodland wishes to authorize the City Manager to sign the State of California Department of Water Resources Amendment to the Agreement under the Urban Flood Risk Reduction Program (UFRR) for continuing work on the LCCFS; and

WHEREAS, the Amendment modifies the grant amount from \$1,269,665 to \$1,419,665 and includes a 50% City match and the total cost from \$2,539,330 to \$2,839,330; and

WHEREAS, the amendment updates the scope of work to include elements necessary to complete both the LCCFS and non-federal enhancements to meet local objectives. The amendment includes the scope of work necessary for: project management, evaluation of project features necessary to mitigate project impacts north of Woodland and comply with California SB-5, preparation of a conceptual finance plan, evaluation of impacts to City storm drainage facilities near the project, and preparation of the CEQA Environmental Impact Report; and

WHEREAS, the City Council wishes to extend the completion date of the agreement to June 30, 2022; and

WHEREAS, the City Council wishes to approve the Amendment #3 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 authorizes the City Manager to execute the Amendment #3 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 Amendment #3 does not change.

Section 2. A copy of the Amendment #3 is attached and made a part of this Resolution.

PASSED AND ADOPTED this 20th day of April 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

Agreement # 4600011710
Amendment 3
City of Woodland

STATE OF CALIFORNIA
THE CALIFORNIA NATURAL RESOURCES AGENCY
DEPARTMENT OF WATER RESOURCES

Amendment No. 3 To

**FUNDING AGREEMENT BETWEEN THE STATE OF CALIFORNIA
DEPARTMENT OF WATER RESOURCES
AND THE**

CITY OF WOODLAND

FOR THE

WOODLAND FLOOD RISK REDUCTION PROJECT

**FUNDED UNDER THE
STATE- FEDERAL FLOOD CONTROL SYSTEM MODIFICATION PROGRAM
(EARLY IMPLEMENTATION PROJECTS)**

OF

**THE CALIFORNIA DISASTER PREPAREDNESS AND FLOOD PREVENTION BOND ACT OF 2006
AND
THE BUDGET ACT OF 2020 (STATS. 2020, CH. 6), ITEM 3860-301-0001**

Amendment number 3 to the Agreement, entered into by and between State of California, acting by and through the Department of Water Resources, herein referred to as the "State" and the City of Woodland, a public agency in the County of Yolo, State of California, duly organized, existing, and acting pursuant to the laws thereof, herein referred to as the "Funding Recipient," which parties do hereby agree as follows:

a) This Amendment will modify the first sentence of Paragraph 1 as follows:

PURPOSE OF FUNDING. This funding is made available by State to Funding Recipient to assist in financing an Urban Flood Risk Reduction Program Project pursuant to Chapter 1.699 (commencing with section 5096.800) of Division 5 of the Public Resources Code and the Budget Act of 2020 (Stats. 2020, ch. 6), Item 3860-301-0001.

b) This Amendment will modify Paragraph 2 as follows:

TERM OF FUNDING AGREEMENT. The term of the Funding Agreement shall be from February 1, 2017, through June 30, 2022.

- c) This Amendment will modify Paragraph 4 as follows:

PROJECT COST: The reasonable cost of building out the Project is estimated to be \$2,839,330.

- d) This Amendment will modify Paragraph 5 as follows:

LIMIT ON STATE FUNDS: Pursuant to the California Disaster Preparedness and Flood Prevention Bond Act of 2006 (Proposition 1E) and the Budget Act of 2020 Stats. 2020, ch. 6), Item 3860-301-0001, and subject to the availability of funds, including any mandates from the Department of Finance, the Pooled Money Investment Board ("PMIB") or any other state authority, the State will provide the Funding Recipient in accordance with the terms of this Funding Agreement for the State cost share an amount not to exceed \$1,419,665 except as provided in Paragraph 29. The State will not make payments of any kind – advances or reimbursements – until funding is made available by the State Treasurer, after allocation decisions are made by the Pooled Money Investment Board and Department of Finance. Funding recipients will only be entitled to State funds for Eligible Project Costs, as defined in Paragraph 7, and calculated in accordance with the cost sharing provisions in Paragraph 8.

- e) This Amendment will modify Paragraph 32 as follows:

FUNDING RECIPIENT COMMITMENTS. Funding Recipient accepts and agrees to comply with all terms, provisions, conditions, and commitments of this Funding Agreement, Including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by Funding Recipient in the application, documents, amendments, and communications filed in support of its request for funding from the California Disaster Preparedness and Flood Prevention Bond Act of 2006 and the Budget Act of 2020 (Stats. 2020, ch. 6), Item 3860-301-0001.

- f) The "Amended Overall Work Plan" describing the work to be done is included as Exhibit A to this agreement.

All other terms and conditions shall remain the same.

Agreement # 4600011710
Amendment 3
City of Woodland

IN WITNESS WHEREOF, the parties hereto have executed this Funding Agreement

STATE OF CALIFORNIA
DEPARTMENT OF WATER RESOURCES

CITY OF WOODLAND

By 
Jeremy Arrich, Chief
Division of Flood Management

By _____
Ken Hiatt, City Manager
City of Woodland

Date: 3/30/2021

Date: _____

Approved as to Legal Form
And Sufficiency:

Approved as to Legal Form
And Sufficiency:
Funding Recipient Counsel

By 
Robin Brewer,
Assistant Chief Counsel

By _____
Ethan Walsh
City Attorney

Date: 3/26/2021

Date: _____



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: H.13
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
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: April 20, 2021
ITEM #: H.14
SUBJECT: Woodland's "Sesquicentennial" 150th Anniversary Celebration Update

Recommendation for Action: Staff recommends the City Council receive an update on “Celebrate Woodland”, the yearlong celebration to commemorate the City’s 150th anniversary.

Staff Contact:

Christine Engel, Community Services Director (530) 661-2000; christine.engel@cityofwoodland.org

Fiscal Impact:

Expenses related to City planned events/efforts for the yearlong celebration will be funded through a previously approved special events budget and the proposed FY22 special events budget that will be considered by the City Council for adoption in June 2021. It is anticipated that no more than \$40,000 will be spent (including marketing, outreach, and other miscellaneous expenses).

Background:

The City incorporated on February 22, 1871, making this year its 150th Anniversary ("Sesquicentennial"). The City is proud to celebrate Woodland's history, people, businesses, culture, public services, and future. The theme for this yearlong celebration is “Celebrate Woodland”. Celebrating our community is a way to remember our vibrant past and look forward to our bright future.

Discussion:

The Celebrate Woodland Committee is planning a series of Sesquicentennial events to bring the community together to discover our history, honor our diversity, and celebrate our future. The Committee is being led by Council Member Lansburgh who is joined by Council Member Garcia-Cadena. Committee members include representatives from the Stroll through History (Jim Lapsley), Yolo County Historical Society (Kathy Harriman), Dinner on Main (Linda Henigan), the Daily Democrat (Marc Hutt), Woodland Chamber of Commerce (Cynthia Evans and Josh Hilliard), and City staff.

With the help of two committee members, Trista and Sam Kennedy, a logo has been designed and a webpage has been launched. The website, www.CelebrateWoodland.org, highlights the history of community, displays upcoming events, and shares ways to get involved. The webpage also includes a section that list books on Woodland, some of which will be available for purchase.

Preliminary planning for the celebration include a series of events and activities hosted by the City and community organizations throughout the year. The celebration will culminate with multiple events being held on October 16th throughout the City, including a City sponsored event that will be held outside of City Hall on First Street (and in the parking lot).

Yearlong Events/Efforts:

1. T-Shirt Design Contest: The Celebrate Woodland Committee in partnership with SorD Boardshop is having a T-Shirt logo design contest. T-shirt logo designs can be submitted until April 23, 2021.

2. Youth Birthday Card Contest: The Celebrate Woodland Committee is calling all youth to participate in designing their very own birthday card for Woodland. Birthday cards can be submitted until June 1, 2021.
3. Celebration Food Week: Staff is working with local restaurants to gauge their interest in participating in “Celebration Food Week” that would include them having 1-2 menu items with locally sourced produce. This event is planned for the week of May 17-23.
4. Historic/Places of Interest Bike/Walk/Run Route: A map is being created that identifies a route for people to take via bike/walk/run to see and hear about historic/key locations in the community. At each location there will be a QR code that, when used, will include someone speaking in English and Spanish about the location/community highlight. The map is anticipated to be available in June.
5. Commemorative Yearbook: Staff is compiling photos and stories from the yearlong celebration into a commemorative yearbook that will be printed and available to the community in early 2022.
6. City of Woodland and Visit Yolo Videos: This effort includes the production of videos that will focus on the past, present, and future of Woodland.
7. 150th Celebration Foods: Staff is working with Food Front partners to develop commemorative food and drink products to highlight Woodland’s thriving food and agriculture industry
8. First Friday: The City is working in partnership with Historic Downtown Business Association to restart First Fridays for 2021 focused on Art, History, Music, and Food. Committee members will work with businesses to have window displays highlight the buildings history. Live music will be integrated throughout downtown at various outdoor spaces and photography competitions are being explored to be included in some of the events.
9. Daily Democrat Articles: A series of articles throughout the year will be published in May, July, August and November on a variety of topics that will focus on Woodland’s past, its ties to agriculture, and its future. The top of the page will include a banner identifying it as a special page in the newspaper with the Celebrate Woodland 150 logo.
10. Marketing: New Sesquicentennial banners will be going up on the light posts on Main Street as well as a street spanning banner across Main at Second Street). Displays are being created and will be featured on the Interstate-5 digital freeway sign. Other efforts could include a Daily Democrat Article sponsorship and designing 150th Anniversary hats and stickers.

October 16th “Celebrate Woodland” Event:

The planning committee is also working on a series of community wide events that will be held on October 16th. The concept for this “Celebrate Woodland” event is for multiple non-profits, service clubs, and businesses, as well as the City, to have events on the same day to provide a wide range of activities for the public and also to minimize large crowds in one location. The City sponsored event will be held in the parking lot across from City Hall (as well as on First Street in front of City Hall). While event planning is in the early stages, it is anticipated that the City will feature City Department booths that reflect on the past and present of

Woodland for its particular area of focus (such as old water pipes/systems compared to present day systems). Throughout the community, other organizations will also be hosting events/open houses. Letters have been sent by the Committee Chair to non-profits and service clubs in the community asking them to participate in the yearlong events as well as on October 16th. Those interested in participating can register online on the webpage.

Conclusion: Staff recommends the City Council receive an update on “Celebrate Woodland”, the yearlong celebration to commemorate the City’s 150th anniversary.

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a stylized, flowing script.

Ken Hiatt
City Manager

Attachments:

None