



**City of Woodland**  
**Meeting Agenda**  
**City Council**

City Hall  
Council Chambers  
300 First Street  
Woodland, CA 95695

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September 20, 2022  
6:00 PM

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**CITY COUNCIL**

**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 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. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to [CouncilMeetings@cityofwoodland.org](mailto:CouncilMeetings@cityofwoodland.org). Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.*

1. SUBJECT: General Public Comments

**WRITTEN COMMUNICATIONS:** This section is reserved for "General" Public Comments emailed within two (2) hours prior to the Council Meeting. These comments will be provided to the City Council and incorporated into the meeting minutes. Any other written communication submitted for items specific to this agenda will be attached as a file to the associated agenda item.

**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.*

2. SUBJECT: Long Range Calendar

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

## **F. PRESENTATIONS**

3. SUBJECT: Woodland National Intermediate 50/70 All-Stars

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation honoring the Woodland National Intermediate 50/70 All-Stars team for their recent accomplishments.

## **G. CONSENT CALENDAR**

4. SUBJECT: Chicano, Latino, and Hispanic Heritage Month

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation recognizing September 15, 2022 through October 15, 2022 as Chicano, Latino, and Hispanic Heritage Month in Woodland

5. SUBJECT: Public Works Quarterly Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of June 2022 through August 2022.

6. SUBJECT: Approval of New Job Descriptions - Water Quality Specialist Series

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) approve new job descriptions and salary ranges for the Water Quality Specialist I/II/Senior, (2) authorize placement of the new job classifications in the Woodland City Employee's Association (WCEA) bargaining unit, and (3) adopt Resolution No. \_\_\_\_\_, approving changes to the authorized full-time equivalent positions for fiscal year 2022/23.

7. SUBJECT: Carry-Over from FY2021/22 to FY2022/23 Unencumbered Appropriations

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, authorizing the carry-over of unencumbered appropriations from fiscal year 2021/22 to fiscal year 2022/23, totaling \$6,220,292.

8. SUBJECT: Purchase and Appropriation of \$48,659 to Replace the Community Services Department REC2GO Van

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, Authorizing the Appropriation of \$48,659 for the Replacement of a Community Services Department Electric (REC2GO) Work Van and the Purchase of said Vehicle.

9. SUBJECT: FEMA Assistance to Firefighters Grant (AFG) Award Appropriation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to appropriate \$44,500 to the Other Federal Grants Fund (330) to fund the initial expenditure for

the Incident Management training as awarded under the Assistance to Firefighters Grant.

10. SUBJECT: Live Scan Background Check Authority

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, authorizing the City of Woodland to access Department of Justice information for hiring purposes.

11. SUBJECT: Construction Contract for City of Woodland Library Toilet Room Accessibility Upgrades

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, 1. Authorizing a construction contract to All About Building, Inc., for the City of Woodland Library Toilet Room Accessibility Upgrades, in the amount of \$173,850.00, for the base bid only; and 2. Authorizing a contract contingency up to 20% (\$34,770.00); and 3. Authorizing the City Manager to execute the Contract and Public Works Director to approve any Change Orders within the budgeted contingency, on the city's behalf.

#### **H. PUBLIC HEARINGS**

12. SUBJECT: Historical Preservation Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1)Receive the staff report; (2)Conduct a public hearing; (3) Introduce and waive the first reading of Ordinance No. \_\_\_\_\_, amending Chapter 15.24 Historical Landmarks, Districts and Resources in the City of Woodland Municipal Code relating to the Historical Preservation Commission; and (4) Schedule second reading and adoption of the Ordinance for the October 4, 2022, City Council meeting.

#### **I. 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, September 20, 2022 was posted on Friday, September 16, 2022 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

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: September 20, 2022  
ITEM #: D.1  
SUBJECT: General Public Comments

ITEM: This section is reserved for "General" Public Comments received via email within two (2) hours prior to the start of the City Council Meeting. Any other written communication submitted for items specific to this agenda will be attached as a file.

**Attachments:**

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: September 20, 2022  
ITEM #: E.2  
SUBJECT: Long Range Calendar

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

**Staff Contact:**

Ana B. Gonzalez, City Clerk, (530) 661-5806, [ana.gonzalez@cityofwoodland.org](mailto:ana.gonzalez@cityofwoodland.org)

**Background:**

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

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

Ken Hiatt  
City Manager

**Attachments:**

1. Council Long Range Calendar

# UPDATED COUNCIL LONG RANGE CALENDAR

## **October 4<sup>TH</sup>**

## **REGULAR MEETING**

City Council Meeting Minutes – September 6 & 20, 2022  
2<sup>nd</sup> Reading – HPC/PC Ordinance Amendments  
Accept WPCF Biosolids Pond 11 Project as complete, CIP #20-13  
Woodland Storage Operating Agreement Modification  
Breast Cancer Awareness Proclamation  
Tax Exchange Agreements with Yolo County – Pending Annexations  
Permanent Supportive Housing Site Improvements – Final Acceptance  
East Beamer Way – Ground Lease and Regulatory Agreements

## **October 18<sup>TH</sup>**

## **REGULAR MEETING**

Apparatus Lease - Fire  
Animal Services Contract  
Organics Waste Agreement with Yolo County Landfill  
Approve Federal Cost Sharing Agreement and appropriate funding for LCCFRR Project, CIP #22-16

## **November 1<sup>ST</sup>**

## **REGULAR MEETING**

City Council Meeting Minutes – October 4 & 18, 2022  
Woodland Research Technology Park – Final EIR & Specific Plan  
1<sup>st</sup> Reading - Tree Ordinance Amendments

## **November 15<sup>TH</sup>**

## **REGULAR MEETING**

2<sup>nd</sup> Reading - Tree Ordinance Amendments  
Youth Master Plan Presentation  
Annexations – Westucky, Barnard Court, North East Street, & Industrial Area

### **Future Topics / Study Sessions:**

|                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comprehensive Zoning Update (December 2022)<br>Homeless Action Plan (December 2022)<br>Waste Management Residential Smart Truck (TBD)<br>Rule 20A Undergrounding District (TBD) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: September 20, 2022  
ITEM #: F.3  
SUBJECT: Woodland National Intermediate 50/70 All-Stars

**Recommendation for Action:** Staff recommends that the City Council adopt a Proclamation honoring the Woodland National Intermediate 50/70 All-Stars team for their recent accomplishments.

**Staff Contact:**

Spencer Bowen, Communications Manager & Policy Analyst | [spencer.bowen@cityofwoodland.org](mailto:spencer.bowen@cityofwoodland.org)

**Background:**

Woodland National Intermediate 50/70 All-Stars Little League team experienced historic success this season, including a Northern California State title.

**Discussion:**

Additional tournament wins and accolades can be found in the attached proclamation.

**Conclusion:**

Staff recommends that the City Council adopt a Proclamation honoring the Woodland National Intermediate 50/70 All-Stars team for their recent accomplishments.

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

Ken Hiatt  
City Manager

**Attachments:**

1. Proclamation Little League NorCal 2022

**CITY OF WOODLAND**  
**PROCLAMATION HONORING**  
**WOODLAND NATIONAL INTERMEDIATE 50/70 ALL-STARS**

**WHEREAS**, Woodland supports fitness, athletics, and particularly youth sports in our community; and

**WHEREAS**, local sports leagues provide our youth with an opportunity to recreate and build connections with their peers; and

**WHEREAS**, the Woodland National Intermediate 50/70 All-Stars won the Northern California State title in July 2022; and

**WHEREAS**, the team prevailed over teams from all over Northern California; and

**WHEREAS**, Woodland National previously won the California District 64 title in June and the NorCal Section One Little League tournament earlier in July; and

**WHEREAS**, the team made their friends, families, and all Woodlanders proud.

**NOW THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA**, hereby asks all residents to join us in proudly honoring and celebrating the Woodland National Intermediate 50/70 All-Stars for their profound accomplishments and commitment to excellence.

**DATED:** September 20, 2022

Mayra Vega, Mayor

Vicky Fernandez, Mayor Pro Tempore

Tom Stallard, Council Member

Tania Garcia-Cadena, Council Member

Rich Lansburgh, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: September 20, 2022  
ITEM #: G.4  
SUBJECT: Chicano, Latino, and Hispanic Heritage Month

**Recommendation for Action:** Staff recommends that the City Council adopt a Proclamation recognizing September 15, 2022 through October 15, 2022 as Chicano, Latino, and Hispanic Heritage Month in Woodland

**Staff Contact:**

Spencer Bowen | [spencer.bowen@cityofwoodland.org](mailto:spencer.bowen@cityofwoodland.org)

**Background:**

Each year, Americans observe and celebrate National Hispanic Heritage Month from September 15 to October 15. It's a time to celebrate the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America. The observance started in 1968 as Hispanic Heritage Week and in 1988 was expanded to cover a 30-day period starting on September 15 and ending on October 15. It was enacted into law on August 17, 1988, on the approval of Public Law 100-402. September 15 is significant because it is the anniversary of independence for Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. In addition, Mexico, Chile, and Belize observe their independence on September 16, 18, and 21, respectively. Also, Columbus Day, or Día de la Raza, which is October 12, falls within this 30-day period.

Prepared by: Spencer Bowen, Communications Manager & Policy Analyst

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

Ken Hiatt  
City Manager

**Attachments:**

1. Proclamation Chicano Latino Hispanic Heritage Month 2022

# CITY OF WOODLAND

## PROCLAMATION

### CELEBRATING CHICANO, LATINO, & HISPANIC HERITAGE MONTH 2022

**WHEREAS**, Hispanic Heritage month was enacted into law on August 17, 1988 and the US celebrates from September 15 through October 15; and

**WHEREAS**, the term Hispanic refers to communities from Spain and other Spanish-speaking countries, excluding Brazil; Latino refers to communities from Latin America; and Chicano refers to all Spanish-speaking and original Indigenous peoples who trace their heritage to Latin America and Africa; and

**WHEREAS**, September 15 was selected as this celebration's start date to coincide with the Independence Day celebrations of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico, Chile, and Belize observe their independence on September 16, 18, and 21, respectively; and

**WHEREAS**, Chicano, Latino, and Hispanic people have had a profound and positive influence in the United States through their strong commitment to family, hard work, and public service, among many other qualities. They have enhanced our national character with traditions that reflect the diverse customs of their communities and Woodland is a more vibrant place because of them; and

**WHEREAS**, Chicano, Latino, and Hispanic people have and continue to serve as Civil Rights leaders, educators, public servants, business owners, activists, artists, colleagues, friends, and much more in our community and across the world; and

**WHEREAS**, the State of California is home to 15 million Latinos; More than half the K-12 student population in California is Latino; and roughly 44% of Woodlanders identify as Hispanic or Latino; and

**WHEREAS**, the City of Woodland is proud to celebrate our Chicano, Latino, and Hispanic neighbors by partnering on an upcoming Downtown First Friday Craft Fair and Celebration on October 7, installing Papel Picado on First Street, launching the first-ever Yolo Growers and Farmworkers Festival, and more; and

**WHEREAS**, even today, Chicano, Latino, and Hispanic people persist through discrimination and prejudice to build and grow their communities undeterred, and we remember those who have long led the ongoing movement for justice and equality.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of Woodland proclaims the month beginning on September 15 and ending on October 15 as Chicano, Latino, and Hispanic Heritage Month and encourages all Woodlanders to commemorate this occasion.

**DATED:** September 20, 2022

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Mayra Vega, Mayor

Vicky Fernandez, Mayor Pro Tempore

Tom Stallard, Council Member

Tania Garcia-Cadena, Council Member

Rich Lansburgh, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: September 20, 2022  
ITEM #: G.5  
SUBJECT: Public Works Quarterly Status Report

**Recommendation for Action:** Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of June 2022 through August 2022.

**Staff Contact:**

Katie Jones, Public Works Management Analyst, 530-661-5902, [Katie.jones@cityofwoodland.org](mailto:Katie.jones@cityofwoodland.org)

**Background:**

This quarterly report covers the period from June 2022 through August 2022. The report presents a summary of Service Requests and Work Orders received, and also contains a narrative description of major work performed and notable department highlights.

**Conclusion:**

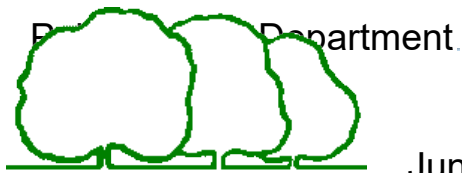
Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of June 2022 through August 2022.

Prepared by: Katie Jones, Public Works Management Analyst

Ken Hiatt  
City Manager

**Attachments:**

1. Jun22-Aug22 PW Quarterly Report Final



## Quarterly Status Report June 2022 through August 2022

### Public Works Service and Work Order Requests

| For the Months of Jun 22-Aug 22 |                  |              |
|---------------------------------|------------------|--------------|
| Division                        | Service Requests | Work Orders  |
| Electrical                      | 70               | 57           |
| Facilities                      | 85               | 167          |
| Fleet                           | -                | 259          |
| GIS                             | 3                | 47           |
| Pretreatment                    | -                | 123          |
| Sewer                           | 41               | 342          |
| Signs & Markings                | 8                | 188          |
| Storm Drain                     | 6                | 128          |
| Streets                         | 87               | 57           |
| USAs                            | -                | 14           |
| Water                           | 747              | 490          |
| WPCF                            | 4                | 29           |
| <b>Grand Total</b>              | <b>1,447</b>     | <b>1,646</b> |

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

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

| Total for Calendar Year 2022<br>Through 8/31/22 |                             |
|-------------------------------------------------|-----------------------------|
| Service Requests<br><b>4,464</b>                | Work Orders<br><b>4,171</b> |

**65 Working Days This Quarter =**

**22 Requests for Service per Day**

#### **Fleet & Facilities Division**

- **Fleet Services:** Inspected all overdue BIT program vehicles and equipment. Additionally, Fleet is currently up to date on all BIT Inspections and BIT identified maintenance.
- **Fleet Services:** Continued working with Enterprise on purchasing light duty vehicles. Heavy Duty vehicles will still be ordered through fleet and working with the specific department on selecting the details of each vehicle.
- **Fleet Services:** CHP is Scheduled to teach BIT program topics to relevant City employees in late September
- **Fleet Services:** Heavy Equipment Mechanic to receive Class A license by end of September. Currently enrolled in local trucking school.
- **Fleet Services:** Book Mobile currently out to Bid on CIP List. Bidding ends Sept 30.

- Fleet Services: Auction of equipment and vehicles completed. Return of over \$45,000 on 7 items.
- Facilities Services: Maintenance scheduled and materials on hand to fix major leaks in MSC roofs. Scheduled maintenance for the week of October 3. All labor shall be completed in house. Streets Crew to Assist in prep and application of material.
- Facilities Services: Currently ahead of Schedule on Facilities Master Plan on items under \$5000.
- Facilities Services: New AC Units installed at Fire Station 1 and at the MSC.
- Facilities Services: Brooks pool Boiler replacement scheduled and PO created for Purchase.
- Facilities Services: AC lines and valves that were labeled as “critical” by IT were replaced to current standards at the Police Station.
- Facilities Services: City Hall and PD roof scheduled for maintenance. All labor shall be completed in house.

### **Right-of-Way Division**

- GIS - Electrical: The GIS and Electrical Groups have been working together to update areas on the City map that have missing underground information. As the map is updated in real time, Electricians and USA Technicians are able to view this information, helping to accurately locate and GPS infrastructure when completing Service Requests and Work Orders.

| USA Tickets<br>Calendar Year 2022 |
|-----------------------------------|
| Quarter<br>June-August 2022       |
| 6,255                             |

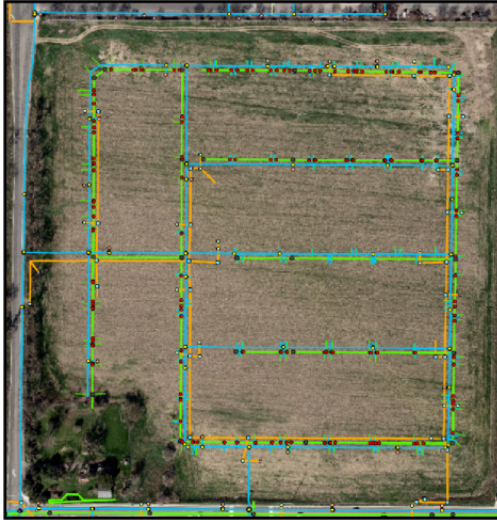
- GIS - GPS Projects: The GIS Group currently has several major projects in progress; Prudler Phase 1 & 2 (East St and Sports Park Dr), Pioneer Village Phase 1 (Pioneer Ave and Patriot Way), Parkside Phase 3 (Matmor Rd and Hadley Dr), Vista Del Robles (310 W Main St), Staybridge Suites (E Main St), Ford Dealership (Quality Cir), Gibson Rd (Ashley Ave to East St), and E Main St (East St to Pioneer Ave).

The images below show Prudler Phase 1 & 2 with 90% GPS completion, Pioneer Village Phase at about 80% GPS completion. GPS of Parkside Phase 3 underground utilities are complete as of last quarter, with GPS of above ground utilities at 95% completion. Underground GPS completion of Vista Del Robles is around 50%, Staybridge Suites is about 30%, and the Ford Dealership underground GPS is completed. As Gibson Rd and E Main St improvement projects progress, the GIS group will continue to GPS utilities as needed.

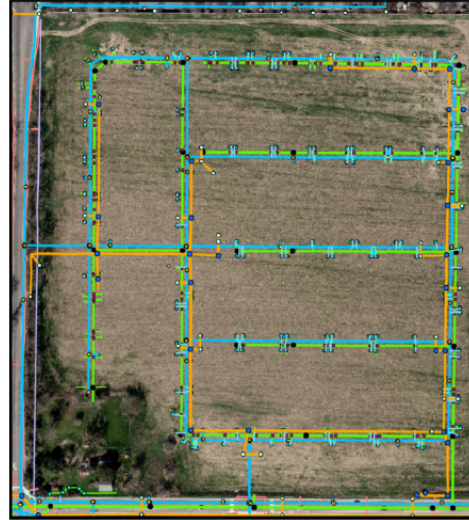
The following utilities are visible: Underground- Storm Gravity Mains, Inlet Points and Manholes; Water Control Valves, Fittings, Lateral Lines, and Pressurized Mains; Sewer Manholes, Lateral Taps, Lateral Lines, Gravity Mains and Electrical underground conduit. Above ground- Water Meters, Hydrants and Sewer Cleanouts.

**Prudler Phase 1 & 2**  
(East St and Sports Park Dr)

March-May 2022



June-August 2022



**Pioneer Village Phase 1 & 2**  
(Patriot Way and Pioneer Ave)

March-May 2022



June-August 2022





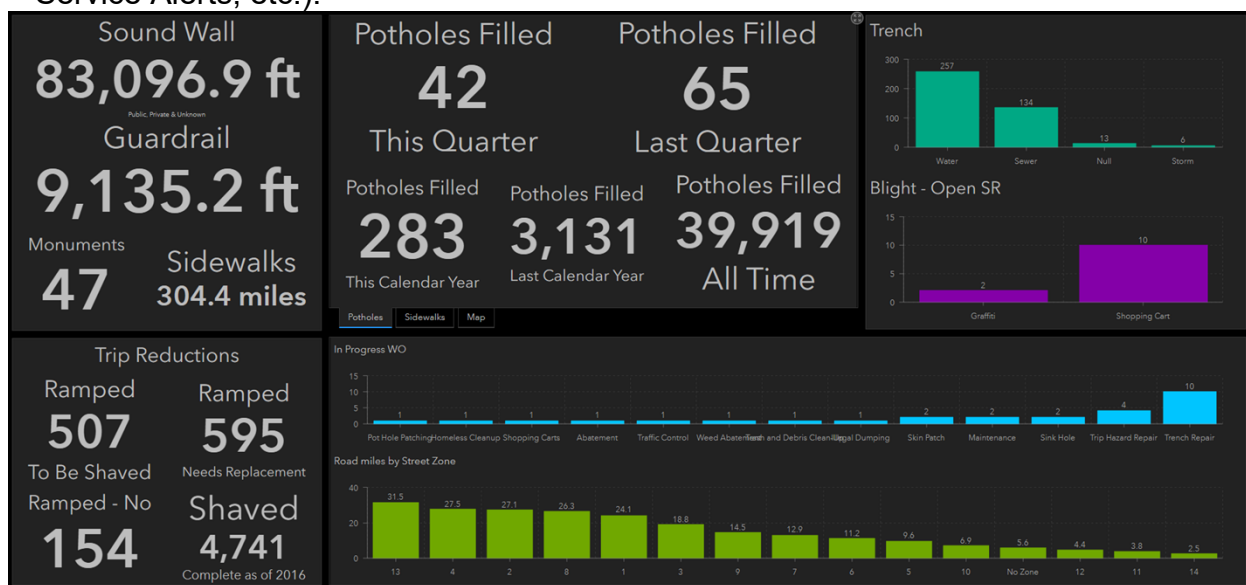
- GIS - Streets: The GIS Group is working with the Streets Group in adding all completed Skin Patch and completed “shaved” trip hazard locations to the map. Completed Skin Patch locations include; North St, Cross St, Matmor Rd and Beamer St. This project is ongoing with completion to be determined. Completed shaved trip hazard location are mainly within the areas of E Gum Ave, Matmor Rd and Springlake Areas. The GIS Group expects to have completed adding these locations to the map by Spring 2023.
- Electrical – Camera System Installations: The Electrical Group has worked with the IT department to install new antennas for various systems including the camera system. This should broaden the areas where we can place cameras. This is an ongoing project with new locations being added periodically.
- Electrical - CIP/Development Projects: The ROW Electrical Group is currently overseeing the inspection of four separate projects ranging from streetlight installations to the installation of new Traffic Signal Equipment. The East Main St, Gum Ave and Matmor Rd projects are in progress. All are expected to be completed by fall of 2023. Gibson Rd is estimated to be completed by Fall 2022.
- Electrical - Traffic Signals: The ROW Electrical Group oversaw the completion of Traffic Signal Cabinets, Pedestrian Heads, Pull Boxes and Flir cameras for vehicle detection. Completed locations include Main St at East St, Thomas St and Pioneer Ave.
- Electrical - Street Lights: The ROW Electrical Group is currently changing street lights from HPS (High Pressure Sodium) to LED fixtures in Springlake on Pioneer Ave and Parkland Ave, from Galvin Way to Heritage Pkwy. This project is estimated to be completed by Spring 2023.
- Electrical - Facility: The Industrial Electrical group has installed receptacles at the Community center for new A/V projectors in Banquet rooms 1-3 and Meeting rooms 1-4. Also this project included removing and relocating receptacles in the A/V rooms along with four new receptacles for speakers in the YMCA gym.

- Electrical: The Industrial Electrical group has continued to make instrumentation improvements to Wells sites with new Chlorine monitoring equipment at Well 24 and 28.
- Electrical: The Industrial Electrical group has completed improvements at WPCF with changes to the Aeration Basins instrumentation changing the ORP sensors to YSI sensors which involved wiring change outs throughout the basins.
- Electrical: The Industrial Electrical group and the Storm group have installed a concrete pad and electrical conduits for a new standby generator and area lights at Beamer underpass. This will minimize road closures due to flooding when power outages accompany rain events.
- Signs & Markings- Routine Street Marking Maintenance: The Signs & Marking Group refreshed Thermoplastic “STOP” approaches, Limit Lines and Raised Pavement Markers at select intersection in Area’s 2, 8, 6 and 4 (Kincheloe Dr, North St and Mack Way area’s). These reflective markers are designed to help keep the vehicles in their own lane while turning through these intersections.
- Signs & Markings- Sign Knockdowns: The Signs Group repaired or replaced 15 knocked down signs this Quarter.
- Signs & Markings- Overhead sign replacement: New Overhead signs for the W. Court St corridor have been delivered and built. Installation will proceed as time allows.
- Signs & Markings- Installs: The Signs Group installed two new Stop signs on Third St & Pendegast St. Warning signs, Limit lines and STOP legends were also installed.
- Signs & Markings- Routine Sign Maintenance: The Signs Group removed some of the damaged yellow cross walk sections on E Gibson Rd & Pioneer Ave. A Contractor then reinstalled the yellow Thermoplastic school crosswalk.
- Signs & Markings- Inspections: Continues Warranty Inspections and Plan reviews.
- Signs & Markings- Improvements: The Signs Group improved the Handicap stall on Bush St near First St. New stall width includes loading and unloading on either side of the vehicle. The joint design effort included the Sign Dept., GIS and Traffic Engineering.



The Signs Group refreshed the red curb paint at the Community Center as well as new red curb at Tyler Dr & Matmor Rd to improve line of sight issues.

- Streets - Sidewalk Replacement Project: The Streets Group has completed the Sidewalk replacement project eliminating 24 known Trip hazard locations, roughly 4470 SqFt.
- Streets - Sidewalk Shaving Project: The Streets Group has recently identified an additional 158 locations throughout the city. These locations will be “shaved” during FY 2023 project.
- Streets – Pothole Repair: The Streets Group has received a new Cimline Mastic Machine. This Machine puts down an aggregate based rubberized material, allowing the Streets Group to fill and more permanently repair potholes. Thus far, with this new machine the Streets Group has illuminated 43 potholes along E. Main Street between CR102 and Yolo Polo Plaza.
- Streets - Trash and Debris Clean Up: The Streets Group assisted Homeless Outreach Street Team (HOST) with cleanup of 71 homeless encampments, and responded to 44 different calls about trash and debris abandoned or dumped in various locations throughout the City.
- Streets Group Dashboard: The information below is a dataset filled with all reporting requirements and infrastructure maintained by the Streets Group. The following is a screenshot of the data as of September 15, 2022. The ROW Division is in the process of implementing dashboards for all maintained infrastructure (Facilities, Underground Service Alerts, etc.).



### Utilities Collections - Sewer and Storm Divisions

- The Collection Division has responded to more than 42 Service Requests with an average response time under 24 minutes.
- Collections crews performed routine inspection/maintenance on City Lift Stations and inspected 15 miles of Storm Ditch.
- The department will be going out for 3 Utility Maintenance Worker I/II positions.
- Collections staff have been performing a variety of weed abatement throughout City limits. Mowing areas where vegetation growth has been heaviest along with working with RCD on maintaining East Regional Pond.

- Within the last quarter, Collections Preventive Maintenance HVVC crews cleaned 61,317 feet of mainline pipe & CCTV crews inspected 69,519 feet. In addition to staff working through CCTV/HVVC equipment reliability issues.
- Crews have also inspected 16,158 feet of sewer laterals and rodded 266 feet of root intrusion in City owned lower sewer service lateral.
- Operation & Maintenance replaced 407 feet of sewer service laterals & 54 feet of sewer mainline. Staff also installed 14 new City sewer clean outs for access.
- County Probation & Woodland PD Host program crews have worked closely with Collections group in the cleanup of multiple homeless camps & debris in various locations.
- Collection crews worked closely with Community Development Department on plan review & inspection for the new infrastructure within the Spring Lake Development performing inspections on Cal-West Phase 3 & 4, Heritage Remainder Phase 2, CR 25A & Promenade CR102, Country Oaks, Parkside 3.
- Collections & Electrical crews are working together @ Beamer Lift Station. Groundwork done included grading, laying conduit, pouring concrete pad, installing/fabricating new security fence, still waiting on the install of Generator.

### **Utilities - Water Production and Distribution Division**

- Wells: Since 'Term 91' was declared, City ASR wells (3) are being called into service to augment surface water supplies as demand requires. As of 9-9-22 the City is receiving 8 Million Gallons a Day (MGD) from WDCWA with ASR supplying the difference to meet the daily 12 MGD demand.
- Wells: All other groundwater wells are currently off or in the "standby" position. Well #26 & #24 could possibly be used between the hours of 0600 – 0900 to meet peak flows (the instantaneous demand is approx. 18 MGD during that time).
- Distribution Division: Crews continue working on system maintenance, repairs and improvements, new water laterals installations, and abandonments of 2" BOW water mains. All program expectations and deadlines are being met.
- Preventive Maintenance: Crews continue to strive to meet the expectations of our valve-exercising program, hydrant maintenance program, coordination with contractors (WM shutdowns), handling service tech calls and mitigating water quality calls.
- Projects: The Pendegast CIP project installed ±6,000 ft of new 8" C900 WM, which was tested and tied into the existing system. The same amount of old main was abandoned. Water crews worked closely with Community Development Department to perform plan review & inspection for the new infrastructure within the Spring Lake Development, performing inspections on Cal-West Phase 3 & 4, Heritage Remainder Phase 2, CR 25A & Promenade CR102, Country Oaks, Parkside 3.
- Water Main Breaks: 13
- Water Main Valves, Fire Hydrants Replaced: 14
- Water Main Valves Exercised: 413
- Hydrant Maintenance (prepped & painted): 192
- Water Mains Abandoned: 1300 ft by Operations
- Water Quality Calls: 22
- Water Main Shutdowns: 49

- New Water Laterals Installed: 22
- Delinquent Accts Shutoff/On: 184

## **Wastewater Operations Division**

### **Laboratory:**

- Laboratory staff Continues to work on TNI requirements.
- The laboratory has completed P.T. testing this quarter and has passed all the required testing parameters.

### **Pretreatment:**

Pretreatment Staff works year round to inspect, permit and monitor a variety of businesses: Food Service Businesses (FSB's), Automotive Related Businesses (ARB's), Business of Concern (BOC's), Significant Industrial Users (SIU's), and Dental Industrial Users (DIU's). Staff also conducts a variety of sampling events to meet compliance requirements for the City's National Pollutant Discharge Elimination System (NPDES) Permit: Local Limits (LL), Return Activated Sludge (RAS), Grit & Rags (G&R), Receiving & Effluent Waters (R&E), Stormwater (SW) and Significant Industrial Users (SIU).

#### **6/2022 thru 8/2022**

| Inspections | Permitting/Outreach | Sampling |
|-------------|---------------------|----------|
| 74          | 31                  | 5        |

Pretreatment Staff continues to conduct residential public outreach door-to-door of "Fat Trappers" to our mobile home and apartment complex residents. Each household receives a small storage container and two disposable bags to dispose of used cooking oil. Along with that comes literature to teach residents on the proper disposal of Fats, Oils & Grease which includes the option to recycle it at our Wastewater Treatment plant for free as well as literature on not flushing items like Q-tips, feminine hygiene products, wipes and alike that can clog our sewer system.

### **Regulatory Compliance:**

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

### **Water Pollution Control Facility:**

- Plant Operations: the plant O&M staff continue plant maintenance projects including changing basins to perform inspection on aeration basins. Staff has been working on removing items from long term storage to prepare the building for demolition. UV system maintenance operations including ballast replacement and hydraulic hose replacements.
- Recycled Water Delivery: Currently the majority of recycled water is being delivered to the City's Parks Department. Biomass is online and utilizing some recycled water but has not resumed full operation.

- Solids Removal: The removal of solids from pond 10 is completed and the contractor is finishing up site work. Scheduled completion is fall 2022.



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: September 20, 2022  
ITEM #: G.6  
SUBJECT: Approval of New Job Descriptions - Water Quality Specialist Series

**Recommendation for Action:** Staff recommends that the City Council (1) approve new job descriptions and salary ranges for the Water Quality Specialist I/II/Senior, (2) authorize placement of the new job classifications in the Woodland City Employee's Association (WCEA) bargaining unit, and (3) adopt Resolution No. \_\_\_\_ approving changes to the authorized full-time equivalent positions for fiscal year 2022/23.

**Staff Contact:**

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

**Fiscal Impact:**

The recommended action does not result in any additional fiscal impact. The adopted fiscal year (FY) 2022/23 budget included authorization and funding for an Engineering Assistant position; the new job descriptions more accurately reflect the responsibility of the position but will not require any additional budget allocations.

**Discussion:**

The Utilities Engineering division within the Community Development Department is tasked with gathering, analyzing and reporting on data related to the City's water, recycled water, storm water, sewer collections and other utility related services provided by the City. The data and the required reporting for these programs are highly regulated by both the State of California and the federal government. This work has historically been done by an Engineering Assistant. However, given the increasing volume of data and reporting, as well as the more complex and specialized nature of the work, staff determined that the job description for Engineering Assistant does not accurately reflect the work effort for the position.

The proposed new job classifications are similar to the existing Engineering Assistant position, but are created to reflect the need for positions that have more specialized knowledge and work experience related specifically to the laws, regulations, environmental and chemical knowledge surrounding water related programs. Staff is proposing the salary range for Water Quality Specialist I at Range 48, Water Quality Specialist II at Range 52, and Senior Water Quality Specialist at Range 58. The proposed job descriptions and related salary ranges have been reviewed by the Woodland City Employee's Association (WCEA) bargaining group.

The authorized position listing for the FY2022/23 budget will also be adjusted to reflect the additional authorization for a Water Quality Specialist I/II and will remove the authorization to fill a currently vacant Engineering Assistant position. The total number of authorized positions will be unchanged.

**Conclusion:**

Staff recommends that the City Council (1) approve new job descriptions and salary ranges for the Water Quality Specialist I/II/Senior, (2) authorize placement of the new job classifications in the Woodland City Employee's Association (WCEA) bargaining unit, and (3) adopt Resolution No. \_\_\_\_ approving changes to the authorized full-time equivalent positions for fiscal year 2022/23.

Prepared by: Sheila McShane, Human Resources Manager

Reviewed by: Kim McKinney, Director of Administrative Services



Ken Hiatt  
City Manager

**Attachments:**

1. Water Quality Specialist I II final Sept 20 2022
2. Senior Water Quality Specialist final
3. Reso - Authorized Water Quality Specialist



## **WATER QUALITY SPECIALIST I/II**

### **DEFINITION**

To coordinate and perform advanced paraprofessional and highly technical office regulatory compliance activities for the drinking water, sewer collections, recycled water and storm water programs

### **DISTINGUISHING CHARACTERISTICS**

This Water Quality Specialist I (WQS I) is an entry level position. The WQS I will gather data and perform basic calculations on the collected data for the water, wastewater, storm water and recycled water programs. The Water Quality Specialist II (WQS II) is the journey level class of this series.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the utilities engineering staff as assigned. May exercise direct technical and functional supervision over lower level staff.

### **EXAMPLE OF DUTIES**

- Responsible to update and maintain database so that required data for Government reporting on the water systems/utilities is available. This includes water, recycled water, storm water and any other utility programs provided by the City.
- Gathers and analyzes data, as directed, on the City's drinking, storm water, recycled water quality, or sewer collection programs; interprets Federal and State regulations related to these programs.
- Assists to ensure compliance with and enforcement of Federal and State regulatory standards, permit requirements, and related programs and priorities; directs the review, analysis, and interpretation of new and changing regulations; interprets Federal, State, and regional regulations related to drinking, storm water, or recycled water programs.
- Analyze the testing data from the drinking water quality program to ensure compliance. Coordinates testing with City staff and contract laboratory.
- Coordinates a variety of special tests, studies, projects, information requests, and research related drinking water quality, storm water, recycled water quality, or sewer collection compliance efforts with City staff and consulting firms; collects, analyzes, and summarizes related data.
- Prepares mandated reports; identifies problems regarding water quality issues; prepares comprehensive reports on findings; provides recommendations related to implementation of solutions for compliance with regulations.
- Provides guidance to water utilities staff on regulatory impacts to drinking water, storm water, recycled water, and other related environmental aspects of City operations; leads efforts in developing and updating related City ordinances.

- Coordinates the compliance schedule for all water sampling requirements; coordinate with staff to collect water samples; receives, records, and reviews analytical results of sampling events; consults with operating division teams regarding action to take to address any water quality issues.
- Work with other departments and consultants on annual reporting of the water, storm water, recycled water and sewer collections programs.
- Stays abreast of new trends, innovations, and regulations relative to assigned program area; updates regulatory and emergency plans for assigned program area.
- Assists with the preparation of scope of work, requests for proposals, and quotes for professional services; as well as assist with the review responses to requests for proposals.
- Regular and consistent attendance; the employee must be present at work to receive and analyze data affecting the public's health and safety.
- Performs other duties as assigned.

## **OTHER JOB FUNCTIONS**

Coordinate with other departments such as environmental services, public works, and finance, as well as various government agencies that deal with utilities. Work with vendors to ensure required tests/sampling and analysis are complete. May assist the utilities engineering staff in responding to inquiries or concerns from citizens and other departments and agencies. Participate with tours and public presentations related to water system programs. Work with consultants and contractors with regard to providing documentation.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations and services of a comprehensive water quality program related to drinking water, storm water, recycled water or other water utilities.
- Aware of applicable laws, regulatory codes, ordinances, and procedures including, but not limited to, Federal (Clean Water Act, Safe Drinking Water Act), State of California (Code of Regulations, Title 22), and local regulations (sewer use ordinance) governing permitting and compliance requirements for drinking water, wastewater, or recycled water operations and programs.
- Aware of the various State Water Board's and Regional Water Board's (RWB) rulemaking and regulatory processes and requirements as well as Basin Plan amendments process for the RWB that affect the water utilities.
- General knowledge of environmental topics and issues related to water including drinking water, storm water, or recycled water discharge standards, water use during a drought, water cycles, recycled water use, and climate change.
- General chemistry knowledge of water systems.
- Basic understanding of drinking water, wastewater, and recycled water treatment plant systems and operations.
- Proper record keeping methods and procedures.
- Strong written and oral communication skills, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Understanding of American Water Works Association (AWWA) rules and regulations.
- Familiar with California Water Environment Association (CWEA) rules and regulations.

**Ability to:**

- Research and apply complex laws, rules, regulations, and ordinances relative to permitting requirements and standards for drinking water, storm water, or recycled water operations and program.
- Mitigate conflicts and balance interests of multiple stakeholders with City interests.
- Read and understand work plans and final reports.
- Assist with the preparation of technical documents, including reports for the public and City staff.
- Ensure that tests are conducted as need and work with various departments to establish testing of the various aspect of the water system.
- Maintain accurate records; and provide clear and concise information to management for the preparation of reports.
- Gather and analyze complex data; make sound technical and procedural recommendations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, media and City staff.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Establish effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Water Quality Specialist I**

Education:

Equivalent to an associate degree from an accredited college or university with major coursework in environmental studies, chemistry, biology, resource management, sanitary engineering, public administration, or a related field.

Experience:

Two (2) years of increasingly responsible experience in compliance activities regarding drinking water quality, wastewater quality, recycled water quality, or a related field. Experience working in a laboratory or in a recycle is desirable.

A Bachelor's degree may be substituted for experience on a year to year basis, up to four (4) years).

## **Water Quality Specialist II**

### Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in environmental studies, chemistry, biology, resource management, sanitary engineering, public administration, or a related field.

### Experience:

Four (4) years of increasingly responsible experience in compliance activities regarding drinking water quality, wastewater quality, recycled water quality, or a related field. Two (2) of those years can be as a Water Quality Specialist I with the City.

### **Licenses and Certifications:**

Possession of a valid California Driver's License, to be maintained throughout employment.

Additional expertise by way of applicable certification related to water quality and water or wastewater treatment is highly desirable. Examples include: certificates issued by American Water Works Association (AWWA) or California Water Environmental Association (CWEA).

## **ADA COMPLIANCE**

**Physical Ability:** Positions in this class frequently 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 25 pounds of force occasionally, and in excess of 50 pounds of force rarely 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. This is an essential function of the position as incumbents regularly use their sensory skills.



## **SENIOR WATER QUALITY SPECIALIST**

### **DEFINITION**

To coordinate and perform advanced paraprofessional and highly technical office regulatory compliance activities for the drinking water, sewer collections, recycled water and storm water programs. Plans, coordinates, develops, analyzes, and administers the City's drinking water, recycled water, storm water, and sewer collections programs' State and Federal environmental regulatory compliance.

### **DISTINGUISHING CHARACTERISTICS**

This Senior Water Quality Specialist is an advanced journey level position. The Water Quality Specialist I/II (WQS I/II) primarily will gather data and perform basic calculations on the collected data for the water, sewer collections, storm water and recycled water programs. This position is distinguished from the WQS I/II classification in that employees are expected to function as the subject matter expert for the regulatory reporting of the various water related programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the utilities engineering staff as assigned. May exercise direct technical and functional supervision over lower level staff.

### **EXAMPLE OF DUTIES**

- Gather data on the City's drinking, storm water, or recycled water quality programs as well as the sewer collection system.
- Provide analyses on the drinking water, storm water, or recycled water quality programs; interprets Federal and State regulations related to these programs.
- Provides technical expertise to ensure compliance with applicable permits; consults with regulatory agencies to comply with applicable regulations and to resolve any water quality or permitting issues.
- Ensures compliance with and enforces Federal and State regulatory standards, permit requirements, and related programs and priorities; directs the review, analysis, and interpretation of new and changing regulations; interprets Federal, State, and regional regulations related to drinking, storm water, or recycled water programs.
- Analyze the data from various testing of the drinking water quality program to ensure compliance. Coordinates testing with City staff and contract laboratory.
- Coordinates a variety of special tests, studies, projects, information requests, and research related to drinking water quality, storm water, recycled water quality, or

sewer collection compliance efforts with City staff and consulting firms; collects, analyzes, and summarizes related data.

- Prepares mandated reports; identifies problems regarding water quality issues; prepares comprehensive reports on findings; provides recommendations related to implementation of solutions for compliance with regulations.
- Develops and provide guidance to water utilities staff, on regulatory impacts to drinking water, storm water, recycled water, and other related environmental aspects of City operations; leads efforts in developing and updating related City ordinances.
- Identifies and manage the coordination of compliance schedule for all water sampling requirements; coordinate with staff to collect water samples; receives, records, and reviews analytical results of sampling events; consults with operating division teams regarding action to take to address any water quality issues.
- Work with other departments and consultants on annual reporting of the water, storm water, recycled water and sewer collections and other applicable utility programs.
- Understand and provide guidance to Senior Staff on the new trends, innovations, and regulations relative to assigned program area; updates regulatory and emergency plans for assigned program area.
- Provide recommendations on with the preparation of scopes of work, requests for proposals, and quotes for professional services; as well as assist with the review responses to requests for proposals.
- Regular and consistent attendance; the employee must be present at work to receive and analyze data affecting the public's health and safety.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations and services of a comprehensive water quality program related to drinking water, storm water, or recycled water.
- Applicable laws, regulatory codes, ordinances, and procedures including, but not limited to, Federal (Clean Water Act, Safe Drinking Water Act), State of California (Code of Regulations, Title 22), and local regulations (sewer use ordinance) governing permitting and compliance requirements for drinking water, storm water, recycled water operations and programs.
- State Water Board's and Regional Water Board's (RWB) rulemaking and regulatory processes and requirements as well as Basin Plan amendments process for the RWB.
- Principles of program organization and administration.
- Principles and practices related staff report writing, preparation of requests for proposal, and management of contract agreements.
- General environmental topics and issues related to water including drinking water, storm water, or recycled water discharge standards, water use during a drought, water cycles, recycled water use, and climate change.
- Research methods and techniques.
- Principles of project and program management, including scheduling, prioritizing, and long-range planning.

- Basic understanding of drinking water, wastewater, and recycled water treatment plant systems and operations.
- Proper record keeping methods and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, media, and City staff.
- Strong written and oral communication skills, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

#### **Ability to:**

Research, understand, interpret, and apply complex laws, rules, regulations, and ordinances relative to permitting requirements and standards for drinking water, storm water, or recycled water operations and programs; explain application to a broad audience.

- Mitigate conflicts and balance interests of multiple stakeholders with City interests.
- Read and interpret study work plans and final reports; make sound technical recommendations.
- Write and prepare technical documents and reports for the public and City staff.
- Respond to inquiries and complaints from the public; exercise appropriate judgement in answering questions and releasing information including analyzing and considering consequences of decisions and/or recommendations.
- Direct and oversee the work of contracted service providers.
- Represent the department and the City in meetings with other agencies or boards in technical matters as assigned; make informed decisions through consensus or stakeholder engagement.
- Plan, schedule, assign, and oversee project activities.
- Maintain accurate records; prepare clear and concise reports; gather and analyze complex data; and make sound technical and procedural recommendations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

Equivalent to a bachelor's degree from an accredited college or university with major coursework in environmental studies, chemistry, biology, resource management, sanitary engineering, public administration, or a related field.

**Experience:**

Four (4) years of increasingly responsible experience in compliance activities regarding drinking water quality, storm water, recycled water quality, or a related field.

**Licenses and Certifications:**

Possession of a valid California Driver's License, to be maintained throughout employment.

Additional expertise by way of applicable certification related to water quality and water or wastewater treatment is highly desirable. Examples include: certificates issued by American Water Works Association (AWWA) or California Water Environmental Association (CWEA).

**ADA COMPLIANCE**

**Physical Ability:** Positions in this class frequently 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 25 pounds of force occasionally, and in excess of 50 pounds of force rarely 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. This is an essential function of the position as incumbents regularly use their sensory skills.

**RESOLUTION NO:** \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
APPROVING CHANGES TO AUTHORIZED FULL TIME EQUIVALENT POSITIONS  
FOR FISCAL YEAR 2022/23**

**WHEREAS**, the fiscal year 2022/23 budget for the City of Woodland was approved and adopted by City Council on June 21, 2022; and

**WHEREAS**, the approved budget included Council authorization of detailed Full-time Equivalent positions, by classification; and

**WHEREAS**, due to business needs and planned staff retirements, staff has identified a need to create a new job descriptions for a new series of positions; and

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

Section 1. The authorized Full-time Equivalent listing is modified to include the Water Quality Specialist I/II position, and to remove one (1) Engineering Assistant position.

Section 2. The salary schedule is approved to reflect updated job descriptions and all salary adjustments.

**PASSED AND ADOPTED** by the City Council this 20th day of September 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mayra Vega, Mayor

**ATTEST:**

\_\_\_\_\_,  
Ana B. Gonzalez, City Clerk

**APPROVED AS TO FORM**

\_\_\_\_\_  
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: September 20, 2022  
ITEM #: G.7  
SUBJECT: Carry-Over from FY2021/22 to FY2022/23 Unencumbered Appropriations

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, authorizing the carry-over of unencumbered appropriations from fiscal year 2021/22 to fiscal year 2022/23, totaling \$6,220,292.

**Staff Contact:**  
Evis Morales, Finance Officer (530) 661-5923, [evis.morales@cityofwoodland.org](mailto:evis.morales@cityofwoodland.org)

**Fiscal Impact:**  
Approval of the staff recommendations will authorize an amendment to the FY2022/23 budget in the amount of \$6,220,292. Funding for carry-over items was previously approved as part of the FY2021/22 budget for specific projects and program expenditures and is available for re-appropriation in FY2022/23.

The following table summarizes the recommended appropriations by fund source:

| <b>Fund Summary</b>    |    | <b>Amount</b> |
|------------------------|----|---------------|
| Internal Service Funds | \$ | 25,000        |
| General Fund           | \$ | 3,349,069     |
| Enterprise Funds       | \$ | 379,996       |
| Special Revenue Funds  | \$ | 2,248,611     |
| Measure E              | \$ | 13,867        |
| Measure F              | \$ | 198,749       |
| Tree Reserve Fund      | \$ | 5,000         |
|                        | \$ | 6,220,292     |

**Background:**  
In general, annual budget appropriations that are not expended or encumbered (set-aside to cover costs of existing contractual obligations) by year-end revert back to fund balance and are subsequently available for reappropriation in future budgets. However, each year, selected funding allocations in the preceding annual budget that support specific projects and/or priority needs may be requested for reappropriation. Reappropriation of unexpended and unencumbered funding is typically limited to funding needed to continue multi-year projects as well as funding allocated in the budget for a specific purpose that was unable to be completed prior to year-end. Carry-over requests submitted by each department have been reviewed by finance staff and the City Manager, with recommendations to the City Council based on the following criteria:

1. The fund paying for the carry-over, overall, is in good health.
2. Revenue was analyzed at a fund and department level to ensure that revenues received were consistent with anticipated fiscal year results.
3. Expenditures were analyzed at a fund and department level to ensure expenditure budgets were not in excess of anticipated levels and that adequate savings exist to fund carry-over requests.
4. Consistency of carry-over request with intent of original appropriation.

Departments submitted a total of \$7,907,173 in carry-over requests for the funds described herein. However, due to the criteria outlined above and budget appropriation authority, staff is recommending that \$6,220,292 be carried-over from FY2021/22 to FY2022/23. The detailed carry-over requests that are recommended for approval are attached to this staff report as Exhibit A.

### **Discussion:**

The carry-over recommendation consists of funding requests across six (6) fund types: General (includes Measure J), Enterprise Funds, Special Revenue, Measure E, Measure F, and Tree Reserve.

**Internal Service Fund:** A \$25,000 appropriation is being requested to augment funds accumulated over the life of the Rec2Go Van to replace it with a new vehicle. A transfer will be made from Measure J to the Vehicle Replacement fund where the actual vehicle purchase will be made. The carry-over figure is also shown in the General Fund as an appropriation for a transfer out.

**General Fund** expenditure budgets include activities for regular General Fund operations, Measure J activities, as well as the budget for American Rescue Plan (ARP) Revenue Recovery Projects. The staff recommendation for carry-overs in the General Fund includes \$770,007 for regular, ongoing activities, \$627,062 for Measure J activities, and \$1,952,000 in ARP carry-overs. The regular General Fund carry-overs include items that have been noted as high priority by the City Council, such as funding for downtown improvement efforts, appropriations in support of economic development, code enforcement abatement, and homeless related activities. Other carry-overs are for funding that was committed but not spent in the previous fiscal year, such as the funding for North Woodland annexation costs, special events, abandoned RV towing, parking lot upkeep, and other annual operations and maintenance expenses.

Measure J carry-over requests include initiatives that began in FY2021/22 but were unable to be completed for various reasons. These carry-over items include Advance Peace, library improvements, pool boiler replacement, and fire department youth outreach activities. Also, \$79,000 in User Group Seed funding is also being requested as a carry-over. This funding was identified and committed by the City Council as seed money to assist various community groups with fundraising for the build-out of the Sports Park at the Community Center; this continues to be carried forward until the user groups submit the required information.

ARP Revenue Recovery carry-over requests include previously approved projects such as the Boys and Girls Club, Woodland Haven Childcare, Opticom Upgrade (Fire), and Thermal Imaging Cameras (Fire).

**Enterprise Funds** carry-over requests are largely a continuation of environmental/sustainability funded activities and a minor amount for cemetery palm tree pruning.

**Special Revenue Funds** carry-over requests are largely funding related to grant programs that can span multiple fiscal years. Requested carry-overs include funding for First-Time Homebuyer Assistance, American Rescue Plan (police equipment), and environmental/sustainability grant funds. Also included is an increase in costs for landscape contract services for all lighting and landscaping districts in the City, including the Sports Park Community Facilities District.

**Measure E** includes a minor carry-over request for park projects to continue into FY2022/23. This is funding identified each year to carry out citywide park improvement projects. These are priority projects that include deferred maintenance and replacement of structures and amenities. This request will deplete all Measure E funding, but projects will continue with Measure F.

**Measure F** includes a carry-over request for park projects to continue into FY2022/23. This is funding identified each year to carry out citywide park improvement projects. These are priority projects that include deferred maintenance and replacement of structures and amenities.

**Tree Reserve Fund funding** requested for carry-over is designated to pay for tree rebates to assist homeowners with the planting of new trees.

**Conclusion:**

Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, authorizing the carry-over of unencumbered appropriations from fiscal year 2021/22 to fiscal year 2022/23, totaling \$6,220,292.

Prepared by: Evis Morales, Finance Officer

Reviewed by: Kim McKinney, Director of Administrative Services

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. Exhibit A - Carryover Items
2. FY23 Carry-Over Budget Resolution

**FY2021/22 TO FY2022/23 BUDGET CARRYOVERS  
UNENCUMBERED DEPARTMENT REQUESTS**

| Department            | Carry-over Item                   | Description/Rationale                                                                                                           | Amount      | Fund Name                |
|-----------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------|
| Community Development | Code Enforcement Funding          | Funding to be used for clean-up and demolition of blighted properties.                                                          | \$38,250    | General Fund             |
| Community Development | Economic Development Funding      | Funding for special projects including business attraction and retention.                                                       | \$65,929    | General Fund             |
| Community Development | Hotel Project Loan                | The City loan was approved and appropriated by City Council in FY22. Loan proceeds will be disbursed in FY23.                   | \$500,000   | General Fund             |
| Community Development | North Woodland Annexation         | Annexation work is still moving forward.                                                                                        | \$37,107    | General Fund             |
| Community Development | Planning Intern/Temporary Staff   | Temporary Staff/Planning Intern to assist the Department while certain planning staff is on long-term leave.                    | \$14,500    | General Fund             |
| Community Development | SB1383 Appropriation              | Funds needed to continue work on implementation of SB1383.                                                                      | \$221,396   | Recycling Fund           |
| Community Development | Electrify Yolo                    | Funding for Electrify Yolo project will be spent in FY23.                                                                       | \$150,000   | Environmental Compliance |
| Community Development | Legacy Disposal Site Grant        | Grant funds will be spent in FY23.                                                                                              | \$152,280   | State Grants Fund        |
| Community Development | SB1383 Local Assistance Grant     | Grant funds will be spent in FY23.                                                                                              | \$86,966    | State Grants Fund        |
| Community Development | Ag Start Grant                    | City funding for AgStart was approved and appropriated in FY22. Funding will be made available to Agstart in FY23.              | \$100,000   | Measure F                |
| Community Services    | Downtown Improvements             | Downtown projects to continue into FY23.                                                                                        | \$48,854    | General Fund             |
| Community Services    | Parking Lot Maintenance           | Maintenance of downtown parking lots will continue into FY23.                                                                   | \$32,262    | General Fund             |
| Community Services    | Special Events                    | Funds needed to support Dinner on Main, Pedestrian Overpass opening, and Campbell Park re-opening.                              | \$9,000     | General Fund             |
| Community Services    | Haven Childcare (ARP Funding)     | Woodland Haven Childcare Center Forgivable Loan Agreement.                                                                      | \$297,000   | General Fund - ARP       |
| Community Services    | Boys and Girls Club (ARP Funding) | Boys and Girls Club Grant Agreement.                                                                                            | \$1,400,000 | General Fund - ARP       |
| Community Services    | Pool Boiler Replacement           | Charles Brooks Community Swim Center Boiler Replacement Project                                                                 | \$170,533   | Measure J                |
| Community Services    | Measure J - User Group Seed Money | Seed funding for community projects to be carried-out at the Community Center/Sports Park.                                      | \$78,919    | Measure J                |
| Community Services    | Advance Peace                     | Advance Peace expanded services committed via Measure J. (City Share/County Share has been included in FY23 budget)             | \$300,000   | Measure J                |
| Community Services    | Rec2Go Van                        | Additional funding needed to replace Rec2Go van in FY23. MSJ Funds will be transferred to the Equipment Replacement fund (012). | \$25,000    | Measure J                |
| Community Services    | Rec2Go Van                        | Purchase will be made from Equipment Replacement fund (012).                                                                    | \$25,000    | Equipment Replacement    |

|                    |                   |                                     |         |               |
|--------------------|-------------------|-------------------------------------|---------|---------------|
| Community Services | Palm Tree Pruning | Cemetery palm tree pruning in FY23. | \$8,600 | Cemetery Fund |
|--------------------|-------------------|-------------------------------------|---------|---------------|

|                    |                                         |                                                                                                                                                                                                                 |           |                           |
|--------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------|
| Community Services | First-Time Homebuyer Assistance         | First time homebuyer loan assistance program to continue in FY23. Funds cover loans for low-income households and costs of homebuyer consultant (income determinations, loan underwriting, and other services). | \$649,250 | Home Grant                |
| Community Services | First-Time Homebuyer Assistance         | First time homebuyer loan assistance program to continue in FY23. Funds cover loans for low-income households and costs of homebuyer consultant (income determinations, loan underwriting, and other services). | \$210,000 | Housing Assistance Grants |
| Community Services | Landscape Services                      | Gibson Ranch L&L: 15% increase to Dominguez Landscape Services contract for Zones 1 and 2.                                                                                                                      | \$19,930  | Gibson Ranch L&L          |
| Community Services | Landscape Services                      | North Park L&L: 15% increase to Dominguez Landscape Services contract for Zones 1 and 2.                                                                                                                        | \$1,717   | North Park L&L            |
| Community Services | Landscape Services                      | Streng Pond L&L: 15% increase to Dominguez Landscape Services contract for Zones 1 and 2                                                                                                                        | \$1,735   | Streng Pond L&L           |
| Community Services | Landscape Services                      | West Woodland L&L: 15% increase to Dominguez Landscape Services contract for Zones 1 and 2                                                                                                                      | \$727     | West Woodland L&L         |
| Community Services | Landscape Services                      | 15% increase to Dominguez Landscape Services contract for Zones 1 and 2                                                                                                                                         | \$1,388   | Sports Parks O&M CFD      |
| Community Services | Landscape Services                      | Sports Parks O&M CFD: 15% increase to Dominguez Landscape Services contract for Zones 1 and 2                                                                                                                   | \$4,470   | Gateway L&L               |
| Community Services | Measure E Parks Projects                | Parks projects funded in FY22 to continue into FY23                                                                                                                                                             | \$13,867  | Measure E                 |
| Community Services | Measure F Parks Projects                | Parks projects funded in FY22 to continue into FY23                                                                                                                                                             | \$98,749  | Measure F                 |
| Community Services | Tree Rebates                            | Funds for Tree Rebate Program.                                                                                                                                                                                  | \$5,000   | Tree Reserve Fund         |
| Fire               | Opticom Upgrade (ARP Funding)           | Funds were approved and appropriated in FY22. Funds for the project will be disbursed in FY23.                                                                                                                  | \$180,000 | General Fund - ARP        |
| Fire               | Thermal Imaging (ARP Funding)           | Funds were approved and appropriated in FY22. Funds for the project will be disbursed in FY23.                                                                                                                  | \$75,000  | General Fund - ARP        |
| Fire               | Youth Outreach                          | Funding will be used for Fire youth outreach programs such as Dia de Los Niño's, Movies on Main, Senior Fair, Explorer Post, etc.                                                                               | \$10,000  | Measure J                 |
| Library            | Literacy Area Furnishings               | This is funding for new literacy furnishings that were approved in FY22. Payment will be made in FY23.                                                                                                          | \$36,610  | Measure J                 |
| Library            | Books and Materials                     | Unspent book and materials funding approved in FY22.                                                                                                                                                            | \$6,000   | Measure J                 |
| Police             | Abandoned RV Towing                     | Funding will allow for the continuation of the program and assist with unpaid invoices in FY23.                                                                                                                 | \$16,219  | General Fund              |
| Police             | Homeless Camp Clean-Up                  | Clean-up by County Probation. Invoices for services paid in FY23.                                                                                                                                               | \$4,139   | General Fund              |
| Police             | County's Share of Parking Revenue       | County's share of parking revenue to be disbursed in FY23.                                                                                                                                                      | \$1,935   | General Fund              |
| Police             | Parking Citation & Collections Services | Contract Services for parking citation and collection services performed in FY22 but paid in FY23.                                                                                                              | \$1,812   | General Fund              |

|        |                                           |                                                                                     |             |                      |
|--------|-------------------------------------------|-------------------------------------------------------------------------------------|-------------|----------------------|
| Police | Body-worn cameras, Tasers, In-car Cameras | Funding approved and appropriated in FY22. Payment on contract will be made in FY23 | \$1,120,148 | American Rescue Plan |
|--------|-------------------------------------------|-------------------------------------------------------------------------------------|-------------|----------------------|

| Fund Summary           |    | Amount    |
|------------------------|----|-----------|
| Internal Service Funds | \$ | 25,000    |
| General Fund           | \$ | 3,349,069 |
| Enterprise Funds       | \$ | 379,996   |
| Special Revenue Funds  | \$ | 2,248,611 |
| Measure E              | \$ | 13,867    |
| Measure F              | \$ | 198,749   |
| Tree Reserve Fund      | \$ | 5,000     |
|                        | \$ | 6,220,292 |

**RESOLUTION NO: \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
APPROVING AMENDMENTS TO THE FISCAL YEAR 2022-2023 ANNUAL BUDGET**

**WHEREAS**, a balanced annual budget for the City of Woodland was prepared for fiscal year 2022-2023 and adopted by the City Council on June 21, 2022; and

**WHEREAS**, the adopted budget also includes the fiscal year 2022-2023 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

**WHEREAS**, the budget for Capital Improvement Plan for fiscal year 2022-2023 has been prepared; and

**WHEREAS**, an amended annual budget has been prepared for fiscal year 2022-2023; and

**WHEREAS**, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2022-2023 and any remaining amounts shall be credited against their respective fund balances, except for:

- a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
- b. Any appropriations for incomplete capital projects at the end of fiscal year 2022-2023; and

**WHEREAS**, for these exceptions, such carry-overs may be made without further City Council action,

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

Section 1. The 2022-2023 Annual Amended Budget is hereby adjusted to include supplemental appropriations totaling \$6,220,292 shown in Exhibit A.

Section 2. Appropriations are hereby made at the individual fund level. The City Manager and Finance Officer are authorized to make budgetary transfers within an individual fund, so long as total appropriations for such fund remain unchanged. Interfund loans and/or transfers necessary to support fund level appropriations are hereby approved and authorized. Any changes to total fund level appropriations require further Council action.

Section 3. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2022-2023 Amended Budget, together with any non-substantive corrections to the proposed budget adopted by this Council.

**PASSED AND ADOPTED** by the City Council this 20<sup>th</sup> day of September 2022 by the following vote:

**RESOLUTION NO:** \_\_\_\_\_

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mayra Vega, Mayor

**ATTEST:**

\_\_\_\_\_,  
Ana B. Gonzalez, City Clerk

**APPROVED AS TO FORM**

\_\_\_\_\_  
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: September 20, 2022  
ITEM #: G.8  
SUBJECT: Purchase and Appropriation of \$48,659 to Replace the Community Services Department REC2GO Van

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, authorizing the appropriation of \$48,659 in the Equipment Replacement Fund (012) to replace an Electric Vehicle Work Van (Rec2Go Van).

**Staff Contact:**

Reece, Fleet & Facilities Manager, reece.ulrich@cityofwoodland.org, 530-661-5828

**Council Goal:**

Maintain City Infrastructure – providing reliable replacement vehicles while reducing overall carbon emissions.

**Fiscal Impact:**

The total purchase price for the vehicle replacement is estimated at \$73,659. The Rec2Go van has collected \$48,659 in reserve funds for the replacement of the vehicle. An additional \$25,000 budget appropriation is being requested for approval in the FY2021/22 to FY2022/23 Carry-over Staff Report to cover the difference in cost for the new van.

**Background:**

The proposed purchase will replace the existing electric Rec2Go van with a similar updated EV Van. The current vehicle has been deemed unsafe to drive despite being scheduled for replacement in FY2029/30. The current version EV van made by Ford Motor Company is functionally equivalent to the Rec2Go van, but developments in electric vehicle manufacturing make it more reliable than earlier vehicles. Furthermore, the proposed replacement has the shortest projected delivery schedule available.

**Discussion:**

Council approval is required for the appropriation of \$48,659 in the Equipment Replacement Fund (012) to replace this vehicle. After receiving Council authorization, staff will create a purchase order and the manufacturer will place the vehicle on order once it is received from the City.

**Conclusion:**

Staff recommends that the City Council approve Resolution No. \_\_\_\_\_, authorizing the appropriation of \$48,659 in the Equipment Replacement Fund (012) to replace an Electric Vehicle Work Van (Rec2Go Van).

Prepared by: Reece Ulrich, Fleet & Facilities Manager

Reviewed by: Craig Locke, Public Works Director



Ken Hiatt  
City Manager

**Attachments:**

1. Resolution for Rec2Go Allocation and Purchase - Final

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZE  
THE APPROPRIATION OF \$48,659 FOR THE REPLACEMENT OF A COMMUNITY SERVICES  
DEPARTMENT ELECTRIC (REC2GO) WORK VAN**

**WHEREAS**, the City of Woodland staff wishes to purchase a replacement Electric Vehicle in the amount of \$73,649 with a replacement term of 15 years;

**WHEREAS**, the City Council acknowledges that this purchase will be made ahead of schedule due to the drivable condition of the vehicle that was due to be replaced in FY 2029/30; and

**WHEREAS**, the purchase will be funded from the older vehicles' replacement reserve accounts (\$48,649) and additional funding from Measure J in the amount of \$25,000; and;

**WHEREAS**, the City Staff determined that the electric van is the most suitable replacement vehicle based on the initially purchased vehicle's unreliability and specialty order; and;

**WHEREAS**, the vehicle will be purchased through Ford Motor Company within the City's Purchasing Ordinance requirements; and

**WHEREAS**, there are no local Ford dealerships for the City to invite to a competitive bid for this particular purchase due to the manufacturer being the only authorized seller.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND:** hereby approves an appropriation of \$48,649 in the Equipment Replacement Fund (012) for the purchase and replacement of the Rec2Go vehicle.

**PASSED AND ADOPTED** by the City Council on this 20<sup>th</sup> day of September 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Myra Vega, Mayor

**ATTEST:**

\_\_\_\_\_  
Ana Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: September 20, 2022  
ITEM #: G.9  
SUBJECT: FEMA Assistance to Firefighters Grant (AFG) Award Appropriation

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to appropriate \$44,500 to the Other Federal Grants Fund (330) to fund the initial expenditure for the Incident Management training as awarded under the Assistance to Firefighters Grant.

**Staff Contact:**

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

**Fiscal Impact:**

The AFG award reimburses 90% of the requested costs, requiring a 10% recipient match. The City of Woodland will be responsible for the initial purchase, approximately \$ 44,500.00. Of this, 90% will be reimbursed by FEMA. The matching funds required for the City of Woodland's cost share will be approximately \$ 4,045.46. This would be the only non-reimbursed cost to the City of Woodland.

A one-time Measure F appropriation was approved as part of the FY2022/23 budget process for the expenditures.

**Background:**

The primary goal of the Assistance to Firefighters Grants (AFG) is to enhance the safety of the public and firefighters with respect to fire-related hazards by providing direct financial assistance to eligible fire departments, nonaffiliated Emergency Medical Services organizations, and State Fire Training Academies. This funding is for critically needed resources to equip and train emergency personnel to recognize standards, enhance operations efficiencies, foster interoperability, and support community resilience.

**Discussion:**

The Woodland Fire Department has requested funding in order to provide training for all of our Administrative, Command and Company Officer staff to reinforce Incident Command for type 4 and type 5 incidents. The primary focus of the training is on command and control tactical decision-making through simulations. The requested training meets NFPA 1021 - Standard for Fire Officer Professional Qualifications, NFPA 1500 Standard on Fire Department Occupational Safety, NFPA 1561 Standard for Incident Management System and principals of Command.

This training will provide critical information and experience for our command officers who respond within the City of Woodland as well as throughout the region to support our automatic and mutual aid departments. The Woodland Fire Department requested \$44,500.00 for the nationally recognized "Calm the Chaos - Mastering Fire Ground Command" course presented by Battalion Chief (Ret.) Anthony Kastros. This course will provide all of Woodland Fire Department's administration and command staff (16 Officers ranging from Fire Chief to Captains) with strategies and tactics to operate a safe and efficient emergency scene through three days of Hands-On Training and instructor lesson plan implementation including engine pumping, hose line deployment, smoke, SCBA, radios, search, ventilation, victim profiling and rescue scenarios. After-action reports with recommendations for department-wide implementation of training at the battalion level will be provided.

**Conclusion:**

Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to appropriate \$44,500 to the Other Federal Grants Fund (330) to fund the initial expenditure for the Incident Management training as awarded under the Assistance to Firefighters Grant.

Prepared by: Jeran Scruggs, Management Analyst

Reviewed by: Eric Zane, Fire Chief

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. 2021 AFG Grant Council Resolution- Training
2. EMW-2021-FG-10289 - Award Package

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AUTHORIZING THE CITY MANAGER TO APPROPRIATE \$44,500 TO FUND 330 TO  
FUND THE INITIAL EXPENDITURE FOR THE INCIDENT MANAGEMENT  
TRAINING AS AWARDED UNDER THE ASSISTANCE TO FIREFIGHTERS GRANT.**

***WHEREAS***, the Woodland Fire Department successfully applied for and was awarded the 2021 Assistance to Firefighters Grant (AFG) for Incident Management training; and

***WHEREAS***, the this training will be for all of Fire Administrative, Command and Company Officer staff to reinforce Incident Command for type 4 and type 5 incidents, primarily focusing on command and control tactical decision-making through simulations and meeting NFPA 1021 - Standard for Fire Officer Professional Qualifications, NFPA 1500 Standard on Fire Department Occupational Safety, NFPA 1561 Standard for Incident Management System and principals of Command; and

***WHEREAS***, the Fire Department requested a one-time Measure F appropriation for the matching funds which was approved by Council as part of the FY23 budget process.

***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 or his designee to appropriate \$44,500 to the Other Federal Grants Fund (330) to fund the initial expenditure for the Incident Management training as awarded under the Assistance to Firefighters Grant.

**PASSED AND ADOPTED** by the City Council this 20<sup>th</sup> day of September 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mayra Vega, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Ana B. Gonzales, City Clerk

\_\_\_\_\_  
Ethan Walsh, City Attorney



# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Effective date: 08/22/2022



Jeran Ulrich  
WOODLAND, CITY OF  
1000 LINCOLN AVE  
WOODLAND, CA 95695

EMW-2021-FG-10289

Dear Jeran Ulrich,

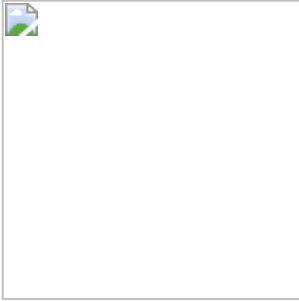
Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2021 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$40,454.54 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 10.0% of the Federal funds awarded, or \$4,045.46 for a total approved budget of \$44,500.00. Please see the FY 2021 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2021 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,



PAMELA WILLIAMS  
Assistant Administrator, Grant Programs

# Summary Award Memo

**Program:** Fiscal Year 2021 Assistance to Firefighters Grant

**Recipient:** WOODLAND, CITY OF

**UEI-EFT:** YAXJHVRK3M68

**DUNS number:** 785302373

**Award number:** EMW-2021-FG-10289

## Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2021 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

## Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

| Object Class     | Total       |
|------------------|-------------|
| Personnel        | \$0.00      |
| Fringe benefits  | \$0.00      |
| Travel           | \$5,000.00  |
| Equipment        | \$0.00      |
| Supplies         | \$0.00      |
| Contractual      | \$39,500.00 |
| Construction     | \$0.00      |
| Other            | \$0.00      |
| Indirect charges | \$0.00      |
| Federal          | \$40,454.54 |
| Non-federal      | \$4,045.46  |
| Total            | \$44,500.00 |
| Program Income   | \$0.00      |

## Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2021 AFG NOFO.

### Approved request details:

## Training

## Additional funding

### DESCRIPTION

Travel expenses such as flight, hotel, vehicle rental for Chief Kastros and his team from Firefighter Inspiration Readiness & Education, LLC to present the "Calm the Chaos - Mastering Fire Ground Command Class.

|        | QUANTITY | UNIT PRICE | TOTAL      | BUDGET CLASS |
|--------|----------|------------|------------|--------------|
| Cost 1 | 1        | \$5,000.00 | \$5,000.00 | Travel       |

## Classroom

### DESCRIPTION

"Calm the Chaos - Mastering Fire Ground Command" Train the Trainer Presented by Chief Anthony Kastros of Firefighter Inspiration Readiness & Education, LLC . The is a 5 day course which includes: The first two - 8 hrs days of Awareness level training. This portion of the course will be available for any firefighter who wishes to attend the course no matter where they are from. The last 3 - 8 hrs days will be spent with 15 Command staff from the Woodland Fire Department to learn a train-the-trainer aspect for the course.

| QUANTITY | UNIT PRICE  | TOTAL       |
|----------|-------------|-------------|
| 1        | \$39,500.00 | \$39,500.00 |

### BUDGET CLASS

Contractual

## Agreement Articles

**Program:** Fiscal Year 2021 Assistance to Firefighters Grant

**Recipient:** WOODLAND, CITY OF

**UEI-EFT:** YAXJHVRK3M68

**DUNS number:** 785302373

**Award number:** EMW-2021-FG-10289

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**Article 1****Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency. II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002. III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. § 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

**Article 2****General Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS. II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel. III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance. V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

**Article 3****Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

**Article 4****Activities Conducted Abroad**

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

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| <b>Article 5</b> | <b>Age Discrimination Act of 1975</b><br>Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Article 6</b> | <b>Americans with Disabilities Act of 1990</b><br>Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Article 7</b> | <b>Best Practices for Collection and Use of Personally Identifiable Information</b><br>Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.                                                                                                                                                                                                                                                                                                                                      |
| <b>Article 8</b> | <b>Civil Rights Act of 1964 – Title VI</b><br>Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Article 9</b> | <b>Civil Rights Act of 1968</b><br>Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.) |

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| <b>Article 10</b> | <b>Copyright</b><br>Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Article 11</b> | <b>Debarment and Suspension</b><br>Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.                                                                                                                                                   |
| <b>Article 12</b> | <b>Drug-Free Workplace Regulations</b><br>Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).                                                                                                                                                                                                                                                                                                        |
| <b>Article 13</b> | <b>Duplication of Benefits</b><br>Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions. |
| <b>Article 14</b> | <b>Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX</b><br>Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.                                          |

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| <b>Article 15</b> | <b>Energy Policy and Conservation Act</b><br>Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.                                                                                                                                                                                           |
| <b>Article 16</b> | <b>False Claims Act and Program Fraud Civil Remedies</b><br>Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801- 3812, which details the administrative remedies for false claims and statements made.)                                                                                                                                                                              |
| <b>Article 17</b> | <b>Federal Debt Status</b><br>All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)                                                                                                                                                                                                                                                                                    |
| <b>Article 18</b> | <b>Federal Leadership on Reducing Text Messaging while Driving</b><br>Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.                                                                                                                                                                     |
| <b>Article 19</b> | <b>Fly America Act of 1974</b><br>Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942. |
| <b>Article 20</b> | <b>Hotel and Motel Fire Safety Act of 1990</b><br>Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a                                                                                                                                                                                                                               |

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| <b>Article 21</b> | <p><b>John S. McCain National Defense Authorization Act of Fiscal Year 2019</b></p> <p>Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons</p>                                                                                                                                                                                              |
| <b>Article 22</b> | <p><b>Limited English Proficiency (Civil Rights Act of 1964, Title VI)</b></p> <p>Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <a href="https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited">https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited</a> and additional resources on <a href="http://www.lep.gov">http://www.lep.gov</a>.</p> |
| <b>Article 23</b> | <p><b>Lobbying Prohibitions</b></p> <p>Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.</p>                                                                                                                                                                                                                                                                                                                                                                |
| <b>Article 24</b> | <p><b>National Environmental Policy Act</b></p> <p>Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq. and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans</p>                                                                                                                                                                                                                                    |

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| <b>Article 25</b> | <b>Nondiscrimination in Matters Pertaining to Faith-Based Organizations</b><br>It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs. |
| <b>Article 26</b> | <b>Non-Supplanting Requirement</b><br>Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.                                                                                                                                                                                                                                                                                                                  |
| <b>Article 27</b> | <b>Notice of Funding Opportunity Requirements</b><br>All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.                                                                                                                                                                                                                                                      |
| <b>Article 28</b> | <b>Patents and Intellectual Property Rights</b><br>Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.                                                                                                                                                 |
| <b>Article 29</b> | <b>Procurement of Recovered Materials</b><br>States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.                  |

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| <b>Article 30</b> | <p><b>Rehabilitation Act of 1973</b></p> <p>Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. § 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Article 31</b> | <p><b>Reporting of Matters Related to Recipient Integrity and Performance</b></p> <p>General Reporting Requirements: If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Article 32</b> | <p><b>Reporting Subawards and Executive Compensation</b></p> <p>Reporting of first tier subawards. Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Article 33</b> | <p><b>Required Use of American Iron, Steel, Manufactured Products, and Construction Materials</b></p> <p>Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also Office of Management and Budget (OMB), Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure. Recipients and subrecipients of federal financial assistance programs for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless: (1) all iron and steel used in the project are produced in the United States-- this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; (2) all manufactured products used in the project are produced in the United States —this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable</p> |

law or regulation; and (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project. When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. (a) When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that: (1) applying the domestic content procurement preference would be inconsistent with the public interest; (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent. A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the OMB Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described. For awards by the Federal Emergency Management Agency (FEMA), existing waivers are available and the waiver process is described at 'Buy America' Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov. For awards by other DHS components, please contact the applicable DHS FAO. To see whether a particular DHS federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please either contact the applicable DHS FAO, or for FEMA awards, please see Programs and Definitions: Build America, Buy America Act | FEMA.gov.

#### **Article 34**

#### **SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

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| <b>Article 35</b> | <b>Terrorist Financing</b><br>Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.                                                                                                                                          |
| <b>Article 36</b> | <b>Trafficking Victims Protection Act of 2000 (TVPA)</b><br>Trafficking in Persons. Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.                  |
| <b>Article 37</b> | <b>Universal Identifier and System of Award Management</b><br>Requirements for System for Award Management and Unique Entity Identifier<br>Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference. |
| <b>Article 38</b> | <b>USA PATRIOT Act of 2001</b><br>Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.                                                                                                                                                                      |
| <b>Article 39</b> | <b>Use of DHS Seal, Logo and Flags</b><br>Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.                                                                                                      |
| <b>Article 40</b> | <b>Whistleblower Protection Act</b><br>Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.                                                                                                                                                                                                                    |

**Article 41****Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. To access the FEMA EHP screening form and instructions, go to the DHS/FEMA website. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

**Article 42****Applicability of DHS Standard Terms and Conditions to Tribes**

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

**Article 43****Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) if you have any questions.

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| <b>Article 44</b> | <p><b>Disposition of Equipment Acquired Under the Federal Award</b></p> <p>For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state subrecipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state subrecipients must follow the disposition requirements in accordance with state laws and procedures.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Article 45</b> | <p><b>Prior Approval for Modification of Approved Budget</b></p> <p>Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308. For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.</p> |
| <b>Article 46</b> | <p><b>Indirect Cost Rate</b></p> <p>2 C.F.R. section 200.210(a)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Article 47</b> | <p><b>Award Performance Goals</b></p> <p>FEMA will measure the recipient's performance of the grant by comparing the number of items requested in its application, the numbers acquired (ordered, paid, and received) within the period of performance. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient is required to report on the recipients compliance with the applicable industry, local, state and national standards described in the NOFO.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Obligating document

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------|
| <b>1. Agreement No.</b><br>EMW-2021-FG-10289                                                                                                                                                                                        | <b>2. Amendment No.</b><br>N/A                      | <b>3. Recipient No.</b><br>946000459                                                                                                         | <b>4. Type of Action</b><br>AWARD                                                       | <b>5. Control No.</b><br>WX00671N2022T                                                                                          |                                         |                                          |
| <b>6. Recipient Name and Address</b><br>WOODLAND, CITY OF<br>1000 LINCOLN AVE<br>WOODLAND, CA 95695                                                                                                                                 |                                                     | <b>7. Issuing FEMA Office and Address</b><br>Grant Programs Directorate<br>500 C Street, S.W.<br>Washington DC, 20528-7000<br>1-866-927-5646 |                                                                                         | <b>8. Payment Office and Address</b><br>FEMA, Financial Services Branch<br>500 C Street, S.W., Room 723<br>Washington DC, 20742 |                                         |                                          |
| <b>9. Name of Recipient Project Officer</b><br>Jeran Ulrich                                                                                                                                                                         |                                                     | <b>9a. Phone No.</b><br>530-6615875                                                                                                          | <b>10. Name of FEMA Project Coordinator</b><br>Assistance to Firefighters Grant Program |                                                                                                                                 | <b>10a. Phone No.</b><br>1-866-274-0960 |                                          |
| <b>11. Effective Date of This Action</b><br><br>08/22/2022                                                                                                                                                                          | <b>12. Method of Payment</b><br><br>OTHER - FEMA GO | <b>13. Assistance Arrangement</b><br><br>COST SHARING                                                                                        |                                                                                         | <b>14. Performance Period</b><br>08/29/2022 to 08/28/2024<br><b>Budget Period</b><br>08/29/2022 to 08/28/2024                   |                                         |                                          |
| <b>15. Description of Action a. (Indicate funding data for awards or financial changes)</b>                                                                                                                                         |                                                     |                                                                                                                                              |                                                                                         |                                                                                                                                 |                                         |                                          |
| <b>Program Name Abbreviation</b>                                                                                                                                                                                                    | <b>Assistance Listings No.</b>                      | <b>Accounting Data (ACCS Code)</b>                                                                                                           | <b>Prior Total Award</b>                                                                | <b>Amount Awarded This Action + or (-)</b>                                                                                      | <b>Current Total Award</b>              | <b>Cumulative Non-Federal Commitment</b> |
| AFG                                                                                                                                                                                                                                 | 97.044                                              | 2022-F1-GB01 - P410-xxxx-4101-D                                                                                                              | \$0.00                                                                                  | \$40,454.54                                                                                                                     | \$40,454.54                             | \$4,045.46                               |
| Totals                                                                                                                                                                                                                              |                                                     |                                                                                                                                              | \$0.00                                                                                  | \$40,454.54                                                                                                                     | \$40,454.54                             | \$4,045.46                               |
| <b>b. To describe changes other than funding data or financial changes, attach schedule and check here:</b><br>N/A                                                                                                                  |                                                     |                                                                                                                                              |                                                                                         |                                                                                                                                 |                                         |                                          |
| <b><del>16. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)</del></b><br>This field is not applicable for digitally signed grant agreements |                                                     |                                                                                                                                              |                                                                                         |                                                                                                                                 |                                         |                                          |

|                                                                 |                   |
|-----------------------------------------------------------------|-------------------|
| <b>17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)</b>        | <b>DATE</b>       |
| <b>Jeran Ulrich</b>                                             | <b>09/01/2022</b> |
| <b>18. FEMA SIGNATORY OFFICIAL (Name and Title)</b>             | <b>DATE</b>       |
| <b>PAMELA WILLIAMS, Assistant Administrator, Grant Programs</b> | <b>08/22/2022</b> |



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: September 20, 2022  
ITEM #: G.10  
SUBJECT: Live Scan Background Check Authority

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, authorizing the City of Woodland to access Department of Justice information for hiring purposes.

**Staff Contact:**

Dallas Tringali, Community Services Manager, (530) 661-2000, [dallas.tringali@cityofwoodland.org](mailto:dallas.tringali@cityofwoodland.org)

**Fiscal Impact:**

The cost to purchase the machine and pay set up costs is approximately \$5,000; this expense can be accommodated within the approved fiscal year budget.

**Background:**

The Community Services Department employs approximately 100 workers for summer programs, including Summertime Fun Club for 1st-6th graders, and Summer Teen Pack for 6th-8th graders, and aquatics programs for all ages. Staff promotes the job openings in February of every year, anticipating that interviews for the jobs will take place in April (during Woodland Joint Unified School District's spring break). Because many of the workers each year are new employees, they must complete a background check prior to starting work.

Onboarding that volume of staff in a short period of time creates some issues in the hiring process. The temporary staff have to coordinate themselves to check off all of the required steps. Applicants are made to travel to three separate locations to complete pre-employment paperwork, drug screening, and fingerprints. Often, the availability of appointments for these steps is limited to when full-time staff is available.

Over the last 5 years, Community Services staff have been trained to fingerprint their own employees at the Police Department. This required staff to be in the lobby area of the Police Department after hours by themselves and/or schedule around the Police Department's need for the equipment.

**Discussion:**

Though the City of Woodland is already a Live Scan service provider, Yolo County is the administrator for Woodland's service. This service is paid for from a fund which has the condition that the Live Scan service can be used for employment if it is also used in a law enforcement capacity. After talking with Yolo County, it seems that the additional Live Scan machine would not meet the criteria to be used along with Yolo County's credentials.

Because the hiring process for temporary summer workers is so complex and spread-out, there are challenges in conducting the background processing and coordinating finger printing schedules, or reimbursing the potential employee for fingerprints conducted at a business in Davis. A solution to these challenges is to have a Live Scan machine at the Community Center for staff to fingerprint their employees, plus other employees or volunteers that the City may need to have fingerprinted if needed. Results of the Live Scan will either be provided to the Human Resources Manager or Community Services Director pending direction from the Department of Justice.

Penal Code section 11105(b)(11) authorizes a city, county or special district to request criminal record information from the Department of Justice (DOJ) in order to assist in fulfilling employment, certification, or

licensing duties. The Department of Justice requires that the City Council adopt a resolution to allow a new location within the City for the use of a Live Scan machine.

**Conclusion:**

Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, authorizing the City of Woodland to access Department of Justice information for hiring purposes.

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. 2022 Live Scan Council Resolution

CITY OF WOODLAND RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING  
THE CITY OF WOODLAND TO ACCESS DEPARTMENT OF JUSTICE INFORMATION  
FOR HIRING PURPOSES

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, or governing body of a city, county, district or joint powers authorities to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE, BE IT RESOLVED that the City of Woodland are hereby authorized to access state summary criminal history information for employment (including volunteers and contract employees), licensing, or certification purposes and may not disseminate the information to a private entity.

PASSED AND ADOPTED this 20<sup>th</sup> day of September 2022, by the following vote:

AYES: Council Members:  
NOES: Council Members:  
ABSENT: Council Members:  
ABSTAIN: Council Members

\_\_\_\_\_  
Mayra Vega, Mayor

ATTEST:

\_\_\_\_\_  
Ana Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: September 20, 2022  
ITEM #: G.11  
SUBJECT: Construction Contract for City of Woodland Library Toilet Room  
Accessibility Upgrades

**Recommendation for Action:** Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_,:

1. Authorizing a construction contract to All About Building, Inc., for the City of Woodland Library Toilet Room Accessibility Upgrades, in the amount of \$173,850.00, for the base bid only; and
2. Authorizing a contract contingency up to 20% (\$34,770.00); and
3. Authorizing the City Manager to execute the Contract and Public Works Director to approve any Change Orders within the budgeted contingency, on the city's behalf.

**Staff Contact**

Craig Locke, Public Works Director, (530) 661-5899, [Craig.Locke@cityofwoodland.org](mailto:Craig.Locke@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**

On April 14, 2022 the City executed a not to exceed \$35,000 Professional Services Agreement with Ponticello Enterprises for project management services during design, bidding, and construction. On June 7, 2022 Woodland City Council augmented the project budget, allocating a total of \$287,781.71 in FY 2023 to Library Accessibility Upgrades. The projected project expenses are approximately \$44,000 below the budget allocation, assuming all construction contingencies are expended. A 20% contingency is typical for work within an old building as there may be unforeseen circumstances that will require modifications to the construction activities. Contingency will only be used as necessary.

**Background**

The design of the City of Woodland Library ADA Restrooms Upgrade was initially funded with \$60,000 in CDBG funds in the City's FY 2019/20 CDBG Action Plan. This project will upgrade the two patron restrooms (men's and women's) located on the first floor of the library in compliance with the Americans with Disabilities Act.

**Funding for City of Woodland Library ADA Restrooms Upgrade**

| <b><u>Funding Award</u></b>      | <b><u>Amount</u></b> |
|----------------------------------|----------------------|
| FY 2019/20 CDBG Action Plan..... | 60,000.00            |
| FY 2021/22 CDBG Action Plan..... | 142,734.51           |
| FY 2022/23 CDBG Action Plan..... | 100,000.00           |
| <b>TOTAL.....</b>                | <b>\$302,734.51</b>  |

Approximately \$287,000 is available for construction and bid/construction management.

### **Discussion**

A portion of the FY 2019/20 CDBG funds, nearly \$15,000, was used for design and preparation of a construction cost estimate. Additional funds were awarded for FY 2021/22 since the construction cost estimate was approximately \$170,000. Due to increases in material/labor costs since preparation of the initial cost estimate and the retention of professional construction and project management, the remaining FY 2021/22 funds (\$187,782) were insufficient to complete the project. An additional \$100,000 was allocated to facilitate project completion this year. The additional funding consists of an approved CDBG amendment (\$51,000) and Measure J (\$49,000) funds.

### **Conclusion**

Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_;

1. Approving a construction contract to All About Building, Inc., for the City of Woodland Library Toilet Room Accessibility Upgrades, in the amount of \$173,850.00, for the base bid only; and
2. Authorizing a contract contingency up to 20% (\$34,770.00); and
3. Authorizing the City Manager to execute the Contract and Public Works Director to approve any Change Orders within the budgeted contingency, on the city's behalf.

Prepared by: Craig Locke, Public Works Director



Ken Hiatt  
City Manager

### **Attachments:**

1. Contract
2. Resolution

## **SECTION A. CONSTRUCTION CONTRACT**

**THIS CONSTRUCTION CONTRACT** (hereinafter "Contract") is made on the date set forth below, by and between the **City of Woodland** (hereinafter "City") and All About Building, Inc. (hereinafter "Contractor").

### **WITNESSETH:**

That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other, as follows:

#### **A-1 CONTRACT DOCUMENTS**

The complete Contract consists of the following documents, to wit:

1. Notice Inviting Bids
2. Instructions to Bidders
3. Bid Form
4. Construction Contract
5. Payment Bond to Accompany Contract
6. Performance Bond to Accompany Contract
7. General Conditions, Supplemental Conditions and Technical Specifications
8. Working Details and Plans
9. All Addenda and Change Orders
10. City of Woodland Standard Details and Construction Specifications of the Engineering Standards (current edition at time of bidding)
11. Caltrans Standard Specifications and Standard Plans (current edition at time of bidding).

Any and all obligations of the city and the Contractor are fully set forth and described therein. All of the above documents are intended to cooperate so that any work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all said documents. Unless incorporated herein by express reference, Sections 1 through 9, inclusive, of the Caltrans Standard Specifications are hereby expressly excluded from these contract documents and nothing set forth herein shall be deemed to incorporate Sections 1 through 9, inclusive, by implication.

#### **A-2 THE WORK**

The Contractor agrees to furnish all work, labor, tools, materials, transportation, equipment, services and other means of construction necessary to perform and complete in a good and workmanlike manner, those certain improvements entitled:

##### **Woodland Public Library Toilet Room Accessibility Upgrades**

as called for, and in the manner designated in, and in strict conformity with, the Plans and Specifications.

It is understood and agreed that the work, labor, tools, materials, transportation, equipment, services and other means of construction shall be furnished and the work performed and completed

as required in the Plans and Specifications under the sole direction and control of the Contractor, and subject to inspection and approval of the City, or its representatives. The City hereby designates as its representative for the purpose of this Contract the following named person: Craig Locke.

### **A-3 CONTRACT PRICE**

The City agrees to pay and the Contractor agrees to accept, in full payment for the work above agreed to be done, the sum of One-Hundred-Seventy-Three-Thousand, Eight-Hundred-Fifty dollars (\$173,850) subject to additions and deductions as provided in the Contract Documents. If applicable, the sum includes base bid and accepted alternate bid items numbered (none). If applicable, all other alternate bid items are rejected by City, and are not included in this Contract. (See Bid Schedule.)

### **A-4 TIME FOR PERFORMANCE**

The Contractor shall commence work within ten (10) days of the Notice to Proceed, and diligently prosecute the work to completion within sixty (60) calendar days of said Notice to Proceed for the base bid.

The Contractor shall, at its expense, obtain all necessary permits and licenses, easements, etc., for the construction of the project, give all necessary notices, pay all fees required by law, and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public health and safety.

### **A-5**

#### **BID SCH BID SCHEDULE – BASE BID**

| <b>Bid Item</b>   | <b>F/S</b> | <b>Description</b>                         | <b>Quantity</b> | <b>Units</b> | <b>Unit Price</b>   | <b>Extended Price</b> |
|-------------------|------------|--------------------------------------------|-----------------|--------------|---------------------|-----------------------|
| 1.                |            | Remodel of the men's and women's bathrooms | Lump Sum        | LS           | \$173,850.00        | \$173,850.00          |
| <b>TOTAL BID:</b> |            |                                            |                 |              | <b>\$173,850.00</b> |                       |

### **A-6 INSPECTION BY CITY**

The Contractor shall at all times maintain proper facilities and provide safe access for inspection by the City to all parts of the work, and to the shops wherein the work is in preparation. Where the Specifications require work to be specially tested or approved, it shall not be tested or covered up without timely, written approval by the City. Should any such work be covered up without such notice, approval, or consent, it must, if required by City, be uncovered for examination at the Contractor's expense.

## **A-7 NOTICE**

Any notice from one party to the other under the Contract shall be in writing and shall be dated and signed by the party giving such notice or by a duly authorized representative of such party. Any such notice shall not be effective for any purpose whatsoever unless served in the following manner.

- (a) If the notice is given to the City, by personal delivery thereof to the City's Director of Community Development, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to the City's Director of Community Development, postage prepaid and certified;
- (b) If the notice is given to the Contractor, by personal delivery thereof to said Contractor or to its duly authorized representative at the site of the project, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to the Contractor at the address set forth in the Contractor's Bid postage prepaid and certified; or
- (c) If the notice is given to the surety or any other person, by personal delivery to such surety or other person, or by depositing the same in the United States mail, enclosed in a sealed envelope, addressed to such surety or other person, as the case may be, at the address of such surety or person last communicated by it to the party giving the notice, postage prepaid and certified.

## **A-8 ACCIDENT PREVENTION**

Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and other hazards shall be guarded or eliminated in accordance with the safety provisions of the Construction Safety Orders issued by the Occupational Safety and Health Standards Board of the State of California.

## **A-9 CONTRACTOR'S WARRANTY**

The City shall not, in any way or manner, be answerable or suffer loss, damage, expense or liability for any loss or damage that may happen to said building, work, or equipment or any part thereof, or in, on, or about the same during its construction and before acceptance. Contractor unqualifiedly warrants all work and materials to be free of defects whether performed or installed by it or by any subcontractor or supplier in the project which is the subject of this Contract, unless a lesser quality is expressly authorized in the Plans and Specifications, in which event Contractor unqualifiedly warrants such lesser quality. Contractor further warrants that the work as performed by Contractor, subcontractor, or supplier will conform with the Plans and Specifications or any written authorized deviations therefrom.

## **A-10 LIQUIDATED DAMAGES**

Liquidated damages are as provided in Part V, Section D-8 of the General Conditions of the Contract.

## A-11 APPRENTICES

- (a) The Contractor's attention is directed to the provisions of Sections 1777.5, 1777.6, and 1777.7 of the California Labor Code concerning employment of apprentices by the Contractor or any subcontractor under him. In addition, Contractor shall obtain a certificate of apprenticeship before employing any apprentice pursuant to Sections 1777.5, 1777.6 and 1777.7 of the California Labor Code.
- (b) Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, ex officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.
- (c) Knowing violations of Section 1777.5 will result in forfeiture not to exceed one hundred dollars (\$100) for each calendar day of non-compliance pursuant to Section 1777.7.
- (d) The U.S. Department of Labor has derecognized the State of California Apprentices Program. Because of this, all apprentices working on this project must be registered with and have been issued a "Davis-Bacon Certification" through the Department of Labor Office of Apprenticeship. The employment of apprentices shall be in accordance with the Federal Labor Standards Compliance in Housing and Community Development Programs, Handbook 1344.1, Rev. 2.
- e) Awarded contractor must provide a list of names of all apprentices from each subcontractor and General Contractor along with copies of each apprentice "Davis-Bacon Certification" who will be used on this project to the City of Woodland prior to start.
- f) The Ratio of Apprentices to Journeyman shall be as per the Standards of Apprenticeship for the particular sponsor and/or collective bargaining agreement.
- g) For more information on registration and issuance of apprentices "Davis-Bacon Certification", please contact the U.S. Department of Labor at the following address.

U.S. Department of Labor/ETA  
Northern California Office  
Ms. Patricia Garcia, Regional Director  
90 7th Street, Suite 17-100  
San Francisco, CA 94103  
Phone: 415-625-2232  
Fax: 415-625-2235  
garcia.patricia@dol.gov

## **A-12 HOURS OF WORK**

Eight (8) hours of work in any calendar day shall constitute a legal day's work. The Contractor and each subcontractor shall forfeit, as penalty to the City, twenty-five dollars (\$25) for each worker employed in the execution of work on the Project by the Contractor or any subcontractor under him for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any calendar week in violation of the provisions of the Labor Code, and in particular, Section 1810 to Section 1815, thereof, inclusive, except that work performed by employees of the Contractor and his subcontractors in excess of eight hours per day at not less than one and one half times the basic rate of pay, as provided in Labor Code section 1815.

## **A-13 PAYROLL RECORDS**

Pursuant to Labor Code Section 1776, the Contractor and each subcontractor shall maintain weekly certified payroll records showing the name, address, social security number, work classification, straight time and overtime hours paid each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed in connection with the work. Contractor shall certify under penalty of perjury that records maintained and submitted by Contractor are true and accurate. Contractor shall also require subcontractor(s) to certify weekly payroll under penalty of perjury.

In accordance with Labor Code section 1771.4, the Contractor and each subcontractor shall furnish the certified payroll records directly to the Department of Industrial Relations ("DIR") on a weekly basis and in the format prescribed by the DIR, which may include electronic submission. Contractor shall comply with all requirements and regulations from the DIR relating to labor compliance monitoring and enforcement.

The payroll records described herein shall be certified and submitted by the Contractor at a time designated by the city. The contractor shall also provide on the following:

- (a) A certified copy of the employee's payroll records shall be made available for inspection or furnished to such employee or his or her authorized representative on request.
- (b) A certified copy of all payroll records described herein shall be made available for inspection or furnished upon request, of the DIR.

The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement ("DLSE") of the DIR or shall contain the same information as the forms provided by the DLSE

Any copy of records made available for inspection as copies and furnished upon request to the public shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of the Contractor or any subcontractor shall not be marked or obliterated.

In the event of noncompliance with the requirements of this Section, the Contractor shall have ten (10) calendar days in which to comply subsequent to receipt of written notice specifying any item or actions necessary to ensure compliance with this section. Should noncompliance still be evident after such ten (10) calendar day period, the Contractor shall, as a penalty to the City, forfeit One Hundred Dollars (\$100.00) for each day, or portion thereof, for each worker until strict compliance is effectuated. Upon the request of the DIR, such penalties shall be withheld from contract payments.

#### **A-14 PREVAILING WAGES**

- (a) The Contractor is aware of the requirements of California Labor Code Sections 1720 *et seq.* and 1770 *et seq.*, as well as California Code of Regulations, Title 8, section 16000 *et seq.* ("Prevailing Wage Laws") and Federal minimum wage rate requirements ("Davis-Bacon Wages"), as applicable, which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Since this Contract involves an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. The Contractor shall obtain a copy of the prevailing rates of per diem wages applicable to the work to be performed by subcontractors from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at <http://www.dir.ca.gov/dlsr/PWD/index.htm>. In the alternative, the City shall provide Contractor with a copy of the prevailing rates of per diem wages applicable to the work to be performed by subcontractors. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to perform work on the Project available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the Project site. Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or allege failure to comply with the Prevailing Wage Laws.
- (b) Attention is directed to the Federal minimum wage rate requirements included with these specifications in Part III Contract Documents, Section E Davis Bacon Wage Rates. If there is a difference between the minimum wage rates predetermined by the Secretary of Labor and the general prevailing wage rates determined by the Director of the California Department of Industrial Relations for similar classifications of labor, the Contractor and subcontractors shall pay not less than the higher wage rate. The Department will not accept lower State wage rates not specifically included in the Federal minimum wage determinations. This includes "helper" (or other classifications based on hours of experience) or any other classification not appearing in the Federal wage determinations. Where Federal wage determinations do not contain the State wage rate determination otherwise available for use by the Contractor and subcontractors, the Contractor and subcontractors shall pay not less than the Federal minimum wage rate, which

most closely approximates the duties of the employees in question. See Federal Labor Standards Provisions (HUD-4010).

- (c) The Contractor and each subcontractor shall forfeit as a penalty to the City not more than Two Hundred dollars (\$200) for each calendar day, or portion thereof, for each worker paid less than the stipulated prevailing wage rate for any work done by him, or by any subcontract under him, in violation of the provisions of the California Labor Code. The difference between such stipulated prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.
- (d) Contractor shall post, at appropriate conspicuous points on the Project site, a schedule showing all determined general prevailing wage rates and all authorized deductions, if any, from unpaid wages actually earned.

#### **A-15 CONTRACTOR REGISTRATION AND LABOR COMPLIANCE**

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. 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.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be the Contractor's sole responsibility to evaluate and pay the cost of complying with all labor compliance requirements under this Contract and applicable law. Any stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor that affect Contractor's performance of Work, including any delay, shall be Contractor's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Contractor caused delay subject to any applicable liquidated damages and shall not be compensable by the City. Contractor 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 Contractor or any subcontractor.

#### **A-16 SEVERABILITY**

Nothing contained in the Contract shall be construed so as to require the commission of any act contrary to law. Should a conflict arise between any provision contained herein and any present or future statute, law, ordinance or regulation contrary to which the parties have no legal right to contract or act, the latter shall prevail and the provision of this Contract which is affected shall be curtailed and limited but only to the extent necessary to bring it within the requirements

of the law. If such curtailment or limitation is not possible, the affected provision shall be of no force and effect. Except as aforesaid, such illegality shall not affect the validity of this Contract.

#### **A-17 COMPLETE AGREEMENT**

This Contract supersedes any and all agreements, either oral or in writing, between the Parties with respect to the subject matter herein. Each party to this Contract acknowledges that no representation by any party which is not embodied herein or any other agreement, statement, or promise not contained in this Contract shall be valid and binding.

#### **A-18 INTERPRETATION**

- (a) The parties hereto acknowledge and agree that each has been given the opportunity to independently review this Contract with legal counsel, and/or has the requisite experience and sophistication to understand, interpret and agree to the particular language of the provisions of the Contract.
- (b) In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsmanship of such provision.

#### **A-19 APPLICABLE LAW**

- (a) The parties hereto understand and agree that the terms of this Contract, and its Exhibits, have been negotiated and executed within the State of California and shall be governed by and construed under the laws of the State of California.
- (b) In the event of a dispute concerning the terms of this Contract, the parties hereto expressly agree that the venue for any legal action shall be with the appropriate court in the County of Yolo, State of California.
- (c) Project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations (DIR).

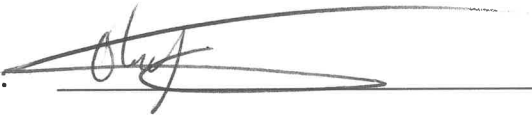
#### **A-20 AUTHORITY TO EXECUTE**

Each signatory to this Contract warrants that he or she is authorized to enter into this Contract on behalf of his or her principal.

IN WITNESS WHEREOF, three (3) identical counterparts of this Contract, each of which shall for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named, on the day and year first herein written.

DATED this 08 day of 31, 2022.

**CONTRACTOR:**

By: 

Name, Title: Oleg Kovrizhnykh, Owner

**CITY OF WOODLAND:**

By: \_\_\_\_\_

Name, Title: Ken Hiatt, City Manager

ATTEST:

\_\_\_\_\_  
Ana B. Gonzalez, City Clerk

## PART VIII PERFORMANCE BOND TO ACCOMPANY CONTRACT

KNOW ALL PERSONS BY THESE PRESENTS:

THAT WHEREAS, the City of Woodland (hereinafter referred to as “City”) has awarded to **All About Building, Inc.**, (hereinafter referred to as the “Contractor”) an agreement for **Woodland Public Library Toilet Room Accessibility Upgrades** (hereinafter referred to as the “Project”).

WHEREAS, the work to be performed by the Contractor is more particularly set forth in the Contract Documents for the Project dated August 5, 2022 (hereinafter referred to as “Contract Documents”), the terms and conditions of which are expressly incorporated herein by reference; and

WHEREAS, the Contractor is required by said Contract Documents to perform the terms thereof and to furnish a bond for the faithful performance of said Contract Documents.

NOW, THEREFORE, we, All About Building Inc, the undersigned Contractor and Old Republic Surety Company as Surety, a corporation organized and duly authorized to transact business under the laws of the State of California, are held and firmly bound unto the City in the sum of **One-Hundred-Seventy-Three-Thousand, Eight-Hundred-Fifty dollars (\$173,850)**, said sum being not less than one hundred percent (100%) of the total amount of the Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that, if the Contractor, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the Contract Documents and any alteration thereof made as therein provided, on its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill all obligations including the one-year guarantee of all materials and workmanship; and shall indemnify and save harmless the City, its officers and agents, as stipulated in said Contract Documents, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a condition precedent to the satisfactory completion of the Contract Documents, unless otherwise provided for in the Contract Documents, the above obligation shall hold good for a period of one (1) year after the acceptance of the work by City, during which time if Contractor shall fail to make full, complete, and satisfactory repair and replacements and totally protect the City from loss or damage resulting from or caused by defective materials or faulty workmanship, Surety shall undertake and faithfully fulfill all such obligations. The obligations of Surety hereunder shall continue so long as any obligation of Contractor remains. Nothing herein shall limit the City’s rights or the Contractor or Surety’s obligations under the Contract, law or equity, including, but not limited to, California Code of Civil Procedure section 337.15.

Whenever Contractor shall be, and is declared by the City to be, in default under the Contract Documents, the Surety shall remedy the default pursuant to the Contract Documents, or shall promptly, at the City's option:

- (1) Take over and complete the Project in accordance with all terms and conditions in the Contract Documents; or
- (2) Obtain a bid or bids for completing the Project in accordance with all terms and conditions in the Contract Documents and upon determination by Surety of the lowest responsive and responsible bidder, arrange for a Contract between such bidder, the Surety and the City, and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the City under the Contract and any modification thereto, less any amount previously paid by the City to the Contractor and any other set offs pursuant to the Contract Documents.
- (3) Permit the City to complete the Project in any manner consistent with local, California and federal law and make available as work progresses sufficient funds to pay the cost of completion of the Project, less the balance of the contract price, including other costs and damages for which Surety may be liable. The term "balance of the contract price" as used in this paragraph shall mean the total amount payable to Contractor by the City under the Contract and any modification thereto, less any amount previously paid by the City to the Contractor and any other set offs pursuant to the Contract Documents.

Surety expressly agrees that the city may reject any contractor or subcontractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Contractor.

Surety shall not utilize Contractor in completing the Project nor shall Surety accept a bid from Contractor for completion of the Project if the City, when declaring the Contractor in default, notifies Surety of the City's objection to Contractor's further participation in the completion of the Project.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project, including but not limited to the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 30th day of August, 2022).

(Corporate Seal)

All About Building Inc  
Contractor/ Principal

By [Signature]

Title Owner

(Corporate Seal)

Old Republic Surety Company

Surety

By [Signature]

Attorney-in-Fact

Signatures of those signing for the Contractor and Surety must be notarized and evidence of corporate authority attached.

(Attach Attorney-in-Fact Certificate)

Title Mary Collins, Attorney-in-Fact

The rate of premium on this bond is \$30.00 per thousand. The total amount of premium charges, \$ 5,216.00.

(The above must be filled in by corporate attorney.)

Premium is for contract term and is subject to adjustments based on final contract price.

**THIS IS A REQUIRED FORM**

Any claims under this bond may be addressed to:

(Name and Address of Surety)

Old Republic Surety Company

P.O. Box 1635

Milwaukee, WI 53201 - 1635

(Name and Address of Agent or Representative for service of process in California, if different from above)

Melissa DeKoven

2710 Gateway Oaks Drive, Suite 150N

Sacramento, CA 95833-3505

Surety: 800-217-1792

(Telephone number of Surety and Agent or Representative for service of process in California)

Agent: 800-444-4134

## Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

### OPTIONAL

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

#### CAPACITY CLAIMED BY SIGNER

#### DESCRIPTION OF ATTACHED DOCUMENT

- ☐ Individual  
☐ Corporate Officer

\_\_\_\_\_  
Title(s)  
☐ Partner(s)      ☐ Limited  
                                 ☐ General  
☐ Attorney-In-Fact  
☐ Trustee(s)  
☐ Guardian/Conservator  
☐ Other:  
Signer is representing:  
Name Of Person(s) Or Entity(ies)

\_\_\_\_\_  
Title or Type of Document  
\_\_\_\_\_  
Number of Pages  
\_\_\_\_\_  
Date of Document

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signer(s) Other Than Named Above  
\_\_\_\_\_

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Sacramento )

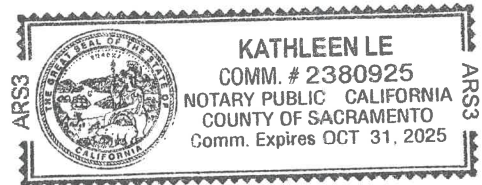
On August 30, 2022 before me, Kathleen Le, Notary Public  
(insert name and title of the officer)

personally appeared Mary Collins,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~  
subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in  
~~his~~/her/~~their~~ authorized capacity(~~ies~~), and that by ~~his~~/her/~~their~~ signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Kathleen Le (Seal)





# OLD REPUBLIC SURETY COMPANY

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint: Renee Ramsey, Elizabeth Colodi, John J. Weber, Jessica Monlux, John Hopkins, Sara Walliser, Marissa Robinson, Kristie Phillips, Claudine Gordon, Breanna Boatright, Deanna Quintero, K. Corey Ward, Bill Rapp, Tony Clark, Matthew Foster, Jason March, Samantha Watkins, Mary Collins, Paula Senna,

Pamela Sey, Jennifer Lakmann, Mindy Whitehouse, Phil Watkins, Brad Espinosa, Kathleen Le, Hunter Smithson of Chico, CA its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, **(other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds)**, as follows:

### ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 11th day of March, 2022

Karen J. Haffner  
Assistant Secretary



OLD REPUBLIC SURETY COMPANY

Alan Pavlic  
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 11th day of March, 2022, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson  
Notary Public

My Commission Expires: September 28, 2022

(Expiration of notary's commission does not invalidate this instrument)

### CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



31 2100

Signed and sealed at the City of Brookfield, WI this 30th day of August, 2022

Karen J. Haffner  
Assistant Secretary

ORSC 22262 (3-06)

InterWest Insurance Services

Bond No. 5958097  
Premium is included in the performance  
bond subject to adjustments based on  
final contract price.

## **PART IX     PAYMENT BOND TO ACCOMPANY CONTRACT**

KNOW ALL MEN BY THESE PRESENTS

THAT WHEREAS, the City of Woodland (hereinafter referred to as the "City"), by action taken or a resolution passed **September 20, 2022** has awarded to **All About Building, Inc.** hereinafter designated as the "Principal," a contract for the work described as follows:

**Woodland Public Library Toilet Room Accessibility Upgrades** (the "Project"); and

WHEREAS, the work to be performed by the Principal is more particularly set forth in the Contract Documents for the Project dated August 5, 2022 ("Contract Documents"), the terms and conditions of which are expressly incorporated by reference; and

WHEREAS, said Principal is required to furnish a bond in connection with said contract; providing that if said Principal or any of its Subcontractors shall fail to pay for any materials, provisions, provender, equipment, or other supplies used in, upon, for or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, or for amounts due under the Unemployment Insurance Code or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of said Principal and its Subcontractors with respect to such work or labor the Surety on this bond will pay for the same to the extent hereinafter set forth.

NOW THEREFORE, we, the Principal and Old Republic Surety Company as Surety, are held and firmly bound unto the City in the penal sum of **One-Hundred-Seventy-Three-Thousand, Eight-Hundred-Fifty dollars (\$173,850)** lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, his or its subcontractors, heirs, executors, administrators, successors or assigns, shall fail to pay any of the persons named in Section 9100 of the Civil Code, fail to pay for any materials, provisions or other supplies, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department or Franchise Tax Board from the wages of employees of the contractor and his subcontractors pursuant to Section 18663 of the Revenue and Taxation Code, with respect to such work and labor the Surety or Sureties will pay for the same, in an amount not exceeding the sum herein above specified.

This bond shall inure to the benefit of any of the persons named in Section 9100 of the Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety on this bond shall not be exonerated or released from the obligation of this bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described, or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or

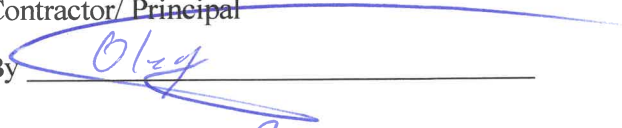
relating to any scheme or work of improvement herein above described, nor by any rescission or attempted rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the owner or City and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 9100 of the Civil Code, and has not been paid the full amount of his claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned and the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 30th day of August, 2022.

(Corporate Seal)

All About Building Inc

Contractor/ Principal

By 

Title 

Old Republic Surety Company

Surety

By 

Attorney-in-Fact

Title Mary Collins, Attorney-in-Fact

Signatures of those signing for the Contractor and Surety must be notified and evidence of corporate authority attached. A Power-of-Attorney authorizing the person signing on behalf of the Surety to do so much be attached hereto.

## Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA  
COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

### OPTIONAL

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

#### CAPACITY CLAIMED BY SIGNER

- ☐ Individual  
☐ Corporate Officer

\_\_\_\_\_  
Title(s)

- ☐ Partner(s)      ☐ Limited  
                         ☐ General

- ☐ Attorney-In-Fact  
☐ Trustee(s)  
☐ Guardian/Conservator  
☐ Other:

Signer is representing:  
Name Of Person(s) Or Entity(ies)

\_\_\_\_\_  
\_\_\_\_\_

#### DESCRIPTION OF ATTACHED DOCUMENT

\_\_\_\_\_  
Title or Type of Document

\_\_\_\_\_  
Number of Pages

\_\_\_\_\_  
Date of Document

\_\_\_\_\_  
Signer(s) Other Than Named Above

NOTE: A copy of the Power-of-Attorney to local representatives of the bonding company must be attached hereto.

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Sacramento

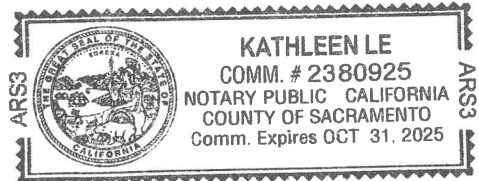
On August 30, 2022 before me, Kathleen Le, Notary Public  
(insert name and title of the officer)

personally appeared Mary Collins,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~  
subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in  
~~his~~/her/~~their~~ authorized capacity(~~ies~~), and that by ~~his~~/her/~~their~~ signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Kathleen Le (Seal)





# OLD REPUBLIC SURETY COMPANY

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint: Renee Ramsey, Elizabeth Collodi, John J. Weber, Jessica Monlux, John Hopkins, Sara Walliser, Marissa Robinson, Kristie Phillips, Claudine Gordon, Breanna Boatright, Deanna Quintero, K. Corey Ward, Bill Rapp, Tony Clark, Matthew Foster, Jason March, Samantha Watkins, Mary Collins, Paula Senna,

Pamela Sey, Jennifer Lakmann, Mindy Whitehouse, Phil Watkins, Brad Espinosa, Kathleen Le, Hunter Smithson of Chico, CA its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, **(other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds)**, as follows:

### ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 11th day of March, 2022.

OLD REPUBLIC SURETY COMPANY

Karen J. Haffner  
Assistant Secretary



Alan Pavlic  
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 11th day of March, 2022, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson  
Notary Public

My Commission Expires: September 28, 2022

(Expiration of notary's commission does not invalidate this instrument)

### CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



31 2100

Signed and sealed at the City of Brookfield, WI this 30th day of August, 2022.

Karen J. Haffner  
Assistant Secretary

ORSC 22262 (3-06)

InterWest Insurance Services



**Community Development Department**  
300 First St. ♦ Woodland, CA 95695 ♦ (530) 661-5820  
www.cityofwoodland.org

### Business Registration

**Expiration Date:** 08/31/2023

ALL ABOUT BUILDING INC  
5755 OLD ANTELOPE NORTH RD  
ANTELOPE, CA 95843



**Registration#:** BL-017158

**Business Desc:**  
Residential Remodelers

**Owner Name:**  
ALL ABOUT BUILDING INC

**Business Address:**  
5755 OLD ANTELOPE NORTH RD  
ANTELOPE, CA 95843

NON-TRANSFERABLE ♦ POST IN A CONSPICUOUS PLACE ♦ SITE SPECIFIC

#### Notice

This registration satisfies the requirements of Chapter 5.04 of the City of Woodland Municipal Code. The person, firm or corporation named above is granted this business registration certificate pursuant to the provisions of the City Business Registration Ordinances to engage in, carry on or conduct the business, trade, calling, profession, exhibition or occupation described above. The issuance of a Business Registration Certificate is not an endorsement, nor certification of compliance with other ordinances or laws, nor an assurance that the proposed use is in conformance with the city zoning regulations. This certificate is issued without verification that the holder is subject to or exempt from licensing by the State of California.

- ☐ The Business Registration Certificate must be posted in a conspicuous place if the business premises are open to the public.
- ☐ This Business Registration Certificate becomes void if you move your Business to any other location or change the type of business.
- ☐ All changes must be approved by the inspecting departments of this city.
- ☐ **REFUNDS:** Payee is not entitled to a refund of any portion of the fees by reason of termination of business prior to expiration of the term for which the certificate was issued.
- ☐ **RENEWAL:** The business owner is responsible for timely renewal. Delinquent fees must be added if payment is received later than the expiration date. Not receiving a renewal notice, for any reason, does not relieve responsibility for timely payment.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO  
APPROVE THE CITY OF WOODLAND LIBRARY ADA RESTROOMS UPGRADE**

**WHEREAS**, the Americans with Disabilities Act requires that all public facilities be made accessible to all members of the public regardless of disability; and

**WHEREAS**, the City of Woodland (“City”) has received program income Community Development Block Grant (CDBG) Funds and programed this funding for the Woodland Library ADA Restroom Upgrade project subject to the Department of Housing and Urban Development (HUD) regulations; and

**WHEREAS**, the City allocated additional Measure J funding for the project during the FY23 budget development; and

**WHEREAS**, the City has allotted sufficient funds in this Fiscal Year to complete the proposed City of Woodland Library ADA Restrooms Upgrade Accessibility project; and

**WHEREAS**, the City opened bids on August 23, 2022, and of the two received bids, the lowest responsive, responsible bidder was All About Building Inc. with a bid of \$173,850.00; and

**WHEREAS**, the City Council wishes to approve the above mentioned contract and authorize their execution through the adoption of this Resolution; and

**NOW, THEREFORE, BE IT RESOLVED, as follows:**

**Section 1:** This City Council hereby finds and determines that the foregoing recitals are true and correct.

**Section 2:** The City Council hereby approves the construction contract with All About Building Inc. in the amount of \$173,850.00. The City Manager is hereby authorized and directed to execute the contract and change orders up to 20% (\$34,770.00) of the original contract amount, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and conforming changes so long as the total dollar amount authorized herein does not change.

**Section 3:** Copies of the Construction Contract and Consultant Agreement for Construction Management and Inspection Services are available and on file in the City Clerk’s office, and are incorporated herein by reference and made part of this Resolution.

**Section 5:** This Resolution shall take effect from and after the date of its passage and adoption.

**PASSED AND ADOPTED** this 20th day of September, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mayra Vega, Mayor

ATTEST: \_\_\_\_\_  
Ana Gonzalez, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
AGENDA: City Council Regular Meeting  
DATE: September 20, 2022  
ITEM #: H.12  
SUBJECT: Historical Preservation Ordinance

**Recommendation for Action:** Staff recommends that the City Council:

- (1) Receive the staff report;
- (2) Conduct a public hearing;
- (3) Introduce and waive the first reading of Ordinance No. \_\_\_\_\_, amending Chapter 15.24 Historical Landmarks, Districts and Resources in the City of Woodland Municipal Code relating to the Historical Preservation Commission; and
- (4) Schedule second reading and adoption of the Ordinance for the October 4, 2022, City Council meeting.

**Staff Contact:**

Megan Meier, Associate Planner, [megan.meier@cityofwoodland.org](mailto:megan.meier@cityofwoodland.org), (530) 661-5814

**Fiscal Impact:**

The City will incur a minor cost estimated at less than \$400 to publish a copy of the Ordinance after City Council adoption.

**Background:**

The City Council held its annual retreat on March 12, 2022. All City commissions were invited to attend and provide feedback on ways to improve or support the work that they do as commissioners. The Historical Preservation Commission (HPC) Chair, Jim Bohon, participated in the retreat and provided his observations regarding the current role of the HPC and suggestions for the commission going forward. Mr. Bohon discussed the somewhat limited scope of the HPC and the difficulty in recruiting and retaining commissioners when only a limited number of projects come before the commission given their purview. It was noted that over the past 11 years there have only been 38 HPC meetings held. A majority of those meetings consist of work on the annual Heritage Home Awards ceremony. Once a year, the HPC reviews its annual work plan which is intended to further the educational component of the HPC initiative to provide the public with resources and information on historical buildings in the City of Woodland. The Chair ultimately recommended that City Council consider consolidating the HPC with the Planning Commission and work with local historical groups within Woodland on some of the educational initiatives.

On May 19, 2022, both the HPC Chair and Vice-chair notified the City Clerk of their resignation, leaving one remaining commissioner. With only one commissioner, the HPC could no longer conduct meetings and was placed on a temporary hold until staff could receive further direction from the City Council. Past recruitments by the City Clerk have resulted in a limited pool of applicants for HPC. At its July 5, 2022, City Council meeting, staff was given direction to amend the City municipal code for Historical Preservation and eliminate the Historic Preservation Commission, and transfer review responsibilities to the Planning Commission.

The following section describes proposed modifications to the Historical Preservation Ordinance, Chapter 15.24 "Historical Landmarks, Districts, and Resources," which reflect the guidance provided by the City Council.

**Discussion:**

Section 2.4 of the City's 2035 General Plan outlines goals and policies in support of historical preservation in the community. The aim of the General Plan goals and policies is to continue to promote historic preservation

in Woodland through community education and coordination with historic preservation groups. To be consistent with the General Plan's goals and policies, the Council has requested that the Planning Commission continue to carry on the work of the HPC to support historic preservation within the Community of Woodland.

The following code amendments are suggested at this time:

### **The transfer of power from the Historic Preservation Commission to the Planning Commission**

City Council and staff recognize the challenges of maintaining and staffing the HPC as it is structured currently given its limited purview, the pace of development within the historic downtown core, and challenges with commissioner recruitment. For these reasons, and under the direction of the City Council, Section 15.24.020 of the Woodland Municipal Code ("code") is amended to transfer all HPC duties to the Planning Commission to assume immediate responsibilities outlined in Chapter 15.24 of the code. Applicable code amendments are outlined in Attachment 1.

### **Demolition or Significant Alteration of a Potential Resource**

Under Section 15.24.070 of the City's current Historic Preservation Ordinance, a staff level or commission level "discretionary" review process is required for demolition or structural alteration of designated resources (i.e. a building that is listed on a local, state, or federal registry as a historical resource). A historical survey is typically required and mitigation requirements are generally administered under the California Environmental Quality Act (CEQA) to offset the impacts of altering or destroying a historical resource.

However, for ministerial or "by-right" projects or activities, such as demolition activity under the City's current code, there is very limited review required if the project/building is not already designated as a local, state, or federal resource or landmark, but could warrant that distinction. Therefore, additional code language is proposed that would allow staff to work with applicants of ministerial projects where there may be historical significance to retain, salvage or document the historical elements of the building/use, while still allowing the proposed demolition or alteration activities to move forward.

Under the proposed code revisions, buildings having the potential for local, state, or federal listing, and/or are 50 years old or older and slated for demolition or significant structural alteration will be evaluated for significant architectural features or historical location/use by staff or by a qualified historic resource consultant. If historical elements are identified, the proposed amendments to Chapter 15.24 will allow staff to utilize development tools such as historical reuse, architectural salvage, and/or informational plaques to honor and retain important historical elements of the structure or use.

### **Penalties**

Staff proposes removing Section 15.24.060, outlining "Penalties" because it is already adequately covered under the Building and Construction Title 15, Section 5.04.020, "Violation." Staff has found that there are relatively few violations of the historic preservation ordinance because review is generally associated with a development application or a demolition permit and can be managed through those permit processes.

**Please see Attachment 1, for the proposed ordinance text with amendments. Deleted text is shown with a strikeout, and new text is shown in bold text and underlined.**

### **Environmental:**

The proposed ordinance is exempt from CEQA per Regulation 15061(b)(3), which states that CEQA applies only to projects that have a significant effect on the environment, and this Ordinance clarifies an existing provision and provides minor substantive changes that are limited in scope and will not result in environmental impacts.

### **Conclusion:**

Staff recommends that the City Council:

- (1) Receive the staff report;
- (2) Conduct a public hearing;
- (3) Introduce and waive the first reading of Ordinance No. \_\_\_\_\_, amending Chapter 15.24 Historical Landmarks, Districts and Resources in the City of Woodland Municipal Code relating to the Historical Preservation Commission; and
- (4) Schedule second reading and adoption of the Ordinance for the October 4, 2022, City Council meeting.

Prepared By: Megan Meier, Associate Planner

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

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

Ken Hiatt  
City Manager

**Attachments:**

1. Historic Preservation Ordinance
2. Historical Preservation Code Amendment

**ORDNANCE NO. \_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
WOODLAND AMENDING CHAPTER 15.24 TO THE CITY OF  
WOODLAND MUNICIPAL CODE RELATING TO HISTORICAL  
LANDMARKS, DISTRICTS AND RESOURCES**

**WHEREAS,** The city recognizes challenges maintaining and staffing the Historical Preservation Commission given its limited purview, the pace of development within the historic downtown core, and challenges with commissioner recruitment;” and

**WHEREAS,** The City Council on July 5, 2022 directed staff to amend the Historical Preservation Ordinance eliminating the Historical Preservation Commission and redirecting all responsibilities of the to the Planning Commission; and

**WHEREAS,** the City also desires to clarify regulations pertaining to potentially historic structures within the City, in relation to demolition and significant alterations; and

**WHEREAS,** this Ordinance therefore amends Chapter 15.24 to eliminate the Historical Preservation Commission, transfer the responsibilities previously carried out by the Historical Preservation Commission to the Planning Commission, and make other clarifying amendments to the Chapter 15.24; and

**WHEREAS,** this Ordinance is exempt from CEQA per Regulation 15061(b)(3), which states that CEQA applies only to projects that have a significant effect on the environment, and this Ordinance clarifies an existing provision and provides minor substantive changes that are limited in scope and will not result in environmental impacts.

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

**Section 1.** Chapter 15.24 of the Woodland Municipal Code is hereby amended as set forth in **Exhibit A**, attached hereto and incorporated herein by this reference.

**Section 2.** Adoption of this ordinance will ensure compliance with the City’s General Plan EIR mitigation requirements.

**Section 3.** The City Council hereby finds and determines that the recitals set forth above are hereby adopted and incorporated herein as a portion of the City Council’s findings in support of the adoption of this Ordinance

**Section 4.** This Ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act (“CEQA”) Guidelines because it has no potential for resulting in physical change in the environment, directly or indirectly because the Ordinance will maintain current levels of development. The City Council further finds, under Title 14 of the California Code of Regulations, Section 15061 (b)(3), that this Ordinance, including the two previously entitled projects referenced in Sections 2 and 5 herein, is nonetheless exempt from the

requirements of CEQA, in that the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The City Council therefore directs that a Notice of Exemption be filed with the County Clerk of the County of Yolo in accordance with CEQA Guidelines.

**Section 5. Severability.** If any part of this ordinance is held by a court of competent jurisdiction to be invalid or unenforceable, then such decision shall not affect the validity of the remaining parts, which shall remain in full force and effect.

**Section 6. Effective Date.** This ordinance shall take effect no sooner than 30 days after its final passage.

**Section 7. Publication.** The City Clerk shall certify to the adoption of this Ordinance and shall cause a summary thereof to be published in the Daily Democrat, a newspaper of general circulation, printed and published in the city of Woodland and county of Yolo, at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the City Clerk, and within fifteen (15) days of its adoption, shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the City Clerk, in accordance with California Government Code section 36933. This Ordinance shall take effect thirty (30) days after its adoption

**INTRODUCED** at a regular meeting of the Woodland City Council on the \_\_\_\_ day of \_\_\_\_\_, 2022, and **PASSED, APPROVED, AND ADOPTED** at a regular meeting of the Woodland City Council the \_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
Ana B. Gonzalez, City Clerk

\_\_\_\_\_  
Mayra Vega, Mayor

Approved as to Form

\_\_\_\_\_  
Ethan Walsh  
City Attorney

## EXHIBIT A

### 1. HISTORICAL PRESERVATION ORDINANCE AMENDMENTS

- 2.
- 3.
- 4.
- 5.

Woodland, California Municipal Code

6.

Title 15 BUILDINGS AND CONSTRUCTION

7.

#### Chapter 15.24 HISTORICAL LANDMARKS, DISTRICTS AND RESOURCES

15.24.010 Purpose.

8.

15.24.020 Historical Preservation, Powers and Duties of the Planning Commission.

9.

15.24.030 Designation of historical landmarks, historical districts and historical resources.

10.

15.24.040 Procedure for significant alterations and demolition permit applications for designated historical resources and landmarks Permit system.

11.

15.24.050 Enforcement—Regulations enforced by Building Official.

12.

~~15.24.060 Penalties.~~

13.

~~15.24.070~~ 15.24.060 Procedure for significant alterations and demolition permit applications for potentially eligible historical resources and landmarks affecting buildings with no historical designation.

14.

**15.24.010 Purpose.**

15.

16. This chapter is adopted to preserve areas and specific structures and objects in the City which reflect elements of its cultural, social, economic, political and architectural history; to promote their use for the education and welfare of the residents of the City; to encourage tourists to visit the City; to stabilize and improve property values in historic areas, structures and objects for the ultimate aesthetic and economic benefit of the City; and to provide increased availability to building owners of various construction code, financing aids and tax benefits permitted under State and Federal laws when buildings have designated historical landmark status or lie within a designated historical district. (Prior code § 12A-1-1)

17.

**A. Definitions.**

1. **Demolition - Actions that constitute demolition shall include the following: clear buildings from a site or sites, tear down, dismantle, raze or break to pieces.**
2. **Director – Community Development Director**
3. **Designated Historic Landmark – Any historical resource which has met state/national historic or architectural criteria, and is a registered resource on the state/federal listing as a historical landmark.**
4. **Designated Historical District – Definable unified geographic entity that possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development and is registered on a state or federal listing as a historical district.**
5. **Designated Historical Resource – Historical resource approved by the Planning Commission to be locally listed as a designated historical resource.**
6. **Eligible Historical Resource – A potential historical resource that has been identified on a historical resources inventory or other historical surveys as eligible for listing on the local, state, or national registry.**
7. **Honorary Historic District – A recognized geographic area that possesses a significant concentration, linkage, or continuity of sites, buildings, structures or objects united historically or aesthetically by plan or physical development, but is not registered on a state or federal listing as a historical district.**
8. **Significant Alteration – Changes to the exterior of a building or area that may change defining characteristics of the building, site, and environment or historic materials that characterize the property.**

18.

**15.24.020 Historical Preservation, Powers and Duties of the Planning Commission.**

**19.**

A. ~~Creation. There hereby is created a Historical Preservation Commission.~~

**20.**

B. ~~Composition. The Historical Preservation Commission shall consist of five members with a demonstrated interest, experience, or related professional qualifications in historic preservation.~~

**21.**

C. ~~Appointment and Removal. Members of the Historical Preservation~~

~~Commission shall be appointed pursuant to Section 2.04.270 of this code.~~

- D. ~~Terms of Members. The term of office for each member shall be for four years beginning July 1st and ending on June 30th. The appointments shall be made such that two appointments shall expire in even-numbered years and three appointments shall expire in odd-numbered years. If a member of the Commission is absent without cause for three successive regular meetings of the Commission, the office becomes vacant automatically and the Commission immediately shall notify the Council hereof.~~

- E. **A.** Powers and Duties. The **Planning Commission** ~~Historical Preservation Planning~~ Commission shall have the following powers and duties **related to historic landmarks, districts, and resources**:

1. To undertake a comprehensive historic resources inventory and maintain a historic register;
22. 2. To establish various criteria, guidelines and standards to carry out the intent of this chapter;
23. 3. To recommend to the City Council the designation of historical landmarks and historical districts;
4. To participate in administrating regulations pertaining to historical landmarks and historical districts;
5. To recommend to the City Council ways to fund and to otherwise make financially feasible the protection of historical landmarks and historical districts in the City;
24. 6. To recommend to the Council the means to implement the historic preservation element of the General Plan and this chapter by developing information and programs to increase awareness of, preservation of, and use of historical landmarks and historical districts in the City;
25. 7. To perform such other duties as the City Council may direct.

26. F. ~~Procedures. The Historical Preservation Commission shall meet at the call of the chairperson. The Commission shall adopt rules for conduct of its meetings in accordance with law and prepare and maintain a public record of its transaction on matters within its jurisdiction. (Prior code §§ 12A-2-1—12A-2-6)~~

**15.24.030 Designation of historical landmarks, historical districts and historical resources.**

- A. Standards for Designation of Historical Landmarks, Historical Districts and Historical Resources.
- 27.
- 1. A building, structure, object, or particular place may be designated for preservation as a landmark if it meets one or more of the following criteria:
- 28.
- a. Historical Importance. The building, structure, object, particular place, vegetation or geology, has character, interest of value, as part of the development, heritage or cultural characteristics of the City, State or Nation; or is the site of an historic event with an effect upon society; or is identified with a person or group of persons who had some influence society; or exemplifies the cultural, political, economic, social or historic heritage of the community.
  - b. Architectural Importance. The building, structure, object, or particular place exemplifies the environment of a group of people in an era of history characterized by distinctive architectural style; or embodies those distinguishing characteristics of an architectural type specimen; or is the work of an architect or master builder whose individual work has influenced the development of the area; or contains elements of architectural design, detail, materials or craftsmanship which represent a significant innovation.
- 2. An area may be designated as an historical district ~~which~~ when it includes at least two designated historical landmarks in such proximity that they create a setting historically or culturally significant to the local community, the State, or the Nation, sufficiently distinguishable from other areas of the City to warrant preservation by such means. Such districts may include structures and sites that individually do not meet criteria for landmark status but which geographically and visually are located so as to be part of the setting in which the other structures are viewed.
- 29.
- 3. The City Council shall approve and maintain a historical resources list. A building, structure, or object may be included on the list as a historical resource if, in the determination of the City Council, it satisfies the

~~Historical Preservation~~ **Planning** Commission's historical resources inventory study list evaluation criteria.

30.

- B. Procedure for Designation of Historical Landmarks, Historical Districts, and Historical Resources.

31.

1. The ~~Historical Preservation~~ **Planning** Commission by resolution may recommend to the City Council designation of a landmark or historical district, or an addition to the historical resources list, upon compliance with the following procedure:

32.

- a. Information concerning the proposal shall be filed with the Community Development Department and shall include:

33.

i. The assessor's parcel map number for the site;

34.

ii. A description detailing the special aesthetic, cultural, architectural, or engineering interest or value of an historic nature;

35.

iii. A map outlining the subject area;

iv. Sketches, drawings, photographs or other descriptive material showing what is to be preserved;

v. A statement of condition of the structure, object, or particular place;

vi. In the case of a proposed addition to the historical resources list, such other information as may be necessary for the Commission to determine whether the proposal satisfies the Commission's historical resources inventory study list evaluation criteria.

1)

vii. Such other information as reasonably may be requested by the Commission.

- b. The proposal shall be considered at a public hearing. Notice of the time, place and purpose of such hearing shall be given by the secretary of the Commission in a newspaper of general circulation in the City and by mail to each owner of property subject to the

proposed designation.

c. Recommendation of designation of all or part of the proposal shall be based on enumerated facts which show that the standards contained in this chapter for such designation have been met.

d. Commercial and Public Building Properties. A proposal affecting commercial and public building properties cannot be considered unless accompanied by written consent of a majority of the affected property owners.

e. Residential Buildings. A proposal affecting residential building properties cannot be considered unless accompanied by written consent of all of the affected property owners.

2. Upon receipt of the recommendation from the ~~Historical Preservation~~ **Planning** Commission, the City Council shall approve, modify, or disapprove the recommendation upon compliance with the following procedure:

a. A public hearing on the matter shall be scheduled for the next regular meeting consistent with demands of the agenda. Notice of the time, place and purpose of such hearing shall be given by the City Clerk in a newspaper of general circulation in the City and by mail to each owner of property subject to the proposed designation not less than 10 calendar days prior to the date of hearing.

b. Approval of the recommendation of designation shall be by resolution of the City Council. The City Clerk shall give written notice of such designation to each owner of property subject to the designation.

c. Appeal. Any person dissatisfied with any action of the ~~Historical Preservation~~ **Planning** Commission on an historical district or landmark designation, or designation as a historical resource, may appeal the decision to the City Council, at any time within 10 days after the rendition of the decision by the Historical Preservation Planning Commission (unless additional time is granted by the Commission). No conflict of interest shall exist solely by reason of the filing of an appeal by the City Council, an individual City Council member, or the City Manager. The appeal is taken by filing a notice of appeal

with the secretary. Upon filing of the notice of appeal and, except where an appeal is taken by the City Council, a City Council member, or the City Manager, payment of a filing fee, the secretary must, within 10 days, transmit to the City Clerk all exhibits, notices, affidavits, orders, and other papers and documents on file together with the finding of the ~~Historical Preservation~~ **Planning** Commission.

2)

1. The City Council shall hold a hearing upon said appeal after giving written notice to applicant and by causing a notice thereof to be published at least once in a newspaper of general circulation within the City at least 10 days prior to said hearing by the City Council.

2. No official action, such as the issuance of a building permit, license or other type of permit, shall be taken while an appeal or proceedings for designation are pending. (Prior code §§ 12A-3-1—12A-3-3)  
36.

37.

**15.24.040 Procedure for significant alterations and demolition permit applications for designated historical resources and landmarks** ~~Permit system.~~

38.

A. When Permit Required.

39.

1. No person shall demolish, remove, move, or make alterations which affect the exterior appearance of, or cause excavations which affect the exterior appearance of, a designated historical landmark, **designated historical resource**, or undertake the same with respect to any structure located in a designated historical district, without first obtaining approval from the ~~Historical Preservation~~ **Planning** Commission; excepting therefrom maintenance or repair work that does not change the design, material or exterior appearance thereof, or work authorized by the Building Official upon written approval of the Community Development Department for protection of public safety.

2. No person shall demolish a **designated historical landmark or** designated historical resource without first obtaining approval from the ~~Historical Preservation~~ **Planning** Commission, unless the Chief Building Official certifies that such demolition is required for the public safety due to an unsafe or dangerous condition. For purposes of this chapter, “demolish” shall include the following: clear buildings from a site, tear down, dismantle,

raze or break to pieces.

B. Application for Permit. A property owner who desires to construct, alter, move, remove, or demolish a designated historical landmark or any structure within a designated historical district, or who desires to demolish a designated historical resource, shall file an application with the Community Development Department upon a form prescribed by the City. The application shall include all necessary information required by the rules of the ~~Historical Preservation~~ **Planning** Commission. When the application is filed, it shall be referred to the ~~Historical Preservation~~ **Planning** Commission.

40. C. Procedure Upon Application.
1. Upon the filing of an application, the ~~Historical Preservation~~ **Planning** Commission shall cause an appropriate level of review to be conducted pursuant to the California Environmental Quality Act ("CEQA"). After such review has been completed, the secretary of the ~~Historical Preservation~~ **Planning** Commission shall set the matter for hearing and shall give written notice to the applicant and shall cause publication of notice in a newspaper of general circulation in the City of the date, time, and place of the hearing. ~~The Commission shall hold a public hearing and shall make its decision within six months from the date the application is filed with the Community Development Department if an EIR is required or within three months if a negative declaration is required or if the proposal is determined to be exempt from CEQA.~~ Approval of the application shall require an affirmative vote of a majority of the Commission members present. If the Commission fails to act within the foregoing time periods, the application shall be considered approved unless the applicant and the Commission agree to an extension of time.
  2. At the conclusion of the hearing, the Commission shall makes its decision and shall file a certificate of approval with the Building Official, or deny the application. No person may do any work upon a designated historical landmark or any structure within a designated historical district, or proceed to demolish a designated historical resource, which is the subject of an application, and the Building Official may not issue a building permit, until the Commission files a certificate of approval.
  3. Approved work shall be completed within one year from the date of approval unless substantially undertaken before such period has elapsed and diligently pursued thereafter.
- D. Criteria for Evaluating Application. In reviewing and acting upon each application, the Commission shall consider to the extent applicable, the following criteria:
- 41.
1. The historic value and significance, or the architectural value and significance, or both, of the designated historical landmark, the structure within a designated historical district, or the designated historical resource, and its relation to the historic value of the surrounding area;

2. The relationship of the exterior architectural features of the structure to the rest of the structure itself and to the surrounding area;
42. 3. The general compatibility of the exterior design, arrangement, texture and material which is proposed by the applicant;
43. 4. Plans for structures which have little or no historical value or plans for new construction for their compatibility with surrounding structures;
5. Conformance with guidelines and standards adopted by the Commission;
44. 6. Conformance with the Woodland General Plan.
45. E. Commission Restricted to Exterior Features Only. The Commission shall consider and pass upon only the exterior features of a designated historical landmark (unless the applicant voluntarily requests that interior features be included), or new structures upon sites located within a designated historical district, and may not consider interior arrangement therein.
- F. Special Considerations.
46. 1. If an application affects the exterior appearance of a structure or proposes to move, remove, or demolish a structure which the Commission considers will be a great loss to the City, the Commission shall attempt to work out an economically feasible plan for the preservation of the structure.
2. If the Commission is satisfied that the proposed ~~ed~~ construction or alteration will not materially impair the historic or architectural value of the structure, it shall approve the application.
47. 3. If the Commission finds that the retention of the structure constitutes a hazard to public safety and the hazard cannot be eliminated by economic means available to the owner, the Commission shall approve the application for demolition.
4. If the Commission considers the structure valuable for the period of architecture it represents and important to the neighborhood in which it exists, the Commission may nevertheless approve the application if any of

the following circumstances exist:

- a. The structure is a deterrent to a major improvement program which substantially benefits the City;

- b. The site is required for a public use which will be of more benefit to the public than the building which is the subject of the application, and there is no feasible alternative location for the public use;
  - c. The proposed application is necessary to construct a project of special merit;
- 48.
  - d. Denial of the proposed application will result in unreasonable economic hardship to the owner, and it is not feasible to preserve or restore the building, taking into consideration the economic feasibility of alternatives to the proposal, and balancing interest of the public in preserving the historic resource or portion thereof and the interest of the owner of the building in its utilization;
- 49.
  - e. Retention of the structure is not in the interest of the majority of inhabitants of the City.
- 50.
  - 5. The Commission may approve the moving of a structure of historical or architectural value as an alternative to demolition.
- 51.
  - G. Limit on Application Within One Year. No application for the same or substantially similar work may be filed within one year after the Commission has rejected it.
  - H. Exceptions from Regulations. The regulations contained herein which require approval by the Historical Preservation Planning Commission do not apply to painting, routine maintenance or repair of a designated historical landmark or a structure within a designated historical district, or of a designated historical resource.
  - I. Appeal. Any person dissatisfied with any action of the Historical Preservation Planning Commission on a request for building or demolition permit may appeal the decision to the City Council, at any time within 10 days after the rendition of the decision by the Historical Preservation Planning Commission (unless additional time is granted by the Commission). The appeal is taken by filing a notice of appeal with the secretary. Upon filing of the notice of appeal and payment of a filing fee, the secretary must, within 10 days, transmit to the City Clerk all exhibits, notices, affidavits, orders and other papers and documents on file, together with the finding of the Historical

Preservation **Planning** Commission.

1. The City Council shall hold a hearing upon said appeal after giving written notice to applicant and by causing a notice thereof to be published at least once in a newspaper of general circulation within the City at least 10 days prior to said hearing by the City Council.
2. No official action, such as the issuance of a building permit, license or other type of
52. permit, shall be taken while an appeal or proceedings for designation are pending. (Prior code §§ 12A-4-1—12A-4-9)
- 3)

**15.24.050 Enforcement—Regulations enforced by Building Official.**

**53.**

54. The provisions of this chapter shall be enforced by the Building Official of the City with the aid of persons from such other City departments as may be requested by the Building Official. The provisions of the State Historic Building Code (California Administration Code, Title 24, Part 8) shall be applicable in permitting repairs, alterations and additions necessary for the preservation, restoration, moving or continued use of an historical building or structure. (Prior code § 12A-5-1)

**55.**

**15.24.060 Penalties.**

**56.**

A. ~~Violation Is a Nuisance and May Be Abated.~~ A person who violates the provisions of this chapter is guilty of maintaining a public nuisance, which may be abated in accordance with Chapter ~~9.04~~, in addition to the procedures conferred by ~~Government Code~~ Sections 38773, 38773.1, 38773.5, ~~Civil Code~~ Section 3494, ~~Code of Civil Procedure~~ Section 731, or other lawful authority.

B. ~~Criminal Penalty for Violation.~~ A person who violates a provision of this chapter is guilty of an infraction and may be punished by a fine not to exceed \$1,000.00.

**57.**

C. ~~Remedies Are Cumulative.~~ The remedies for violation of the provisions of this chapter are alternative and cumulative rather than exclusive in nature. (Prior code §§ 12A-6-1—12A-6-3)

**~~15.24.070~~ 15.24.060 Procedure for significant alteration and demolition permit**

**applications for potentially eligible historical resources and landmarks affecting buildings with no historical designation.**

A. Demolition Review Required. All applications for demolition permits affecting buildings or other structures which are not designated as historical landmarks or historical resources shall be subject to review as provided in this chapter to prevent, to the extent possible, the loss of buildings or other structures of potential historical significance.

~~B. Demolition. Actions which constitute demolition shall include the following: clear buildings from a site or sites, tear down, dismantle, raze or break to pieces.~~

~~C. Determination of Historic Potential.~~

58.

1. Upon receipt of any application for a permit to demolish a building, structure, or other feature, the Building Inspection Division shall forward the application to the Planning Division of the Community Development Department. The Planning Division shall determine whether the building, structure, or other feature is a designated historical landmark or resource and, if not, whether the building, structure, or other feature **that has potential historic significance** should be considered for such designation. Such determination shall be completed within 10 working days of receiving an application for a demolition permit from the Building Inspection Division.

~~2. If the building, structure or other feature is a designated historical landmark or historical resource, an application shall be prepared and referred to the Historical Preservation Commission pursuant to Section 15.24.040(B) herein.~~

**2. If the building, structure or other feature has potential historic significance, and has been identified in a historical resources inventory study as eligible for historical listing or is over 50 years old, in the opinion of the Planning Division Director, but is not currently designated as a historical landmark or historical resource subject to CEQA, an application for a determination shall the Director can request that a historic resource survey be prepared as part of a demolition or structural alteration application. Upon review of the historical survey, if the building is identified to have**

distinct architectural elements and/or historical use of potential historical significance, additional requirements may be included as part of the ministerial demolition permit, such as architectural salvage, informational plaque, architectural reuse of salvage material, or equivalent. The Director shall have the ability to can elevate the review and referred to the Historical Preservation Planning Commission pursuant to Section ~~15.24.030~~(B) herein.

- a) The Director may place development requirements on any demolition permit granted pursuant to this section as the Director determines to be necessary.

~~If the Planning Division determines that the building, structure, or feature is not designated as a historical landmark or historical resource, and that it should not be considered for such designation, it shall so inform the Building Inspection Division. The Building Inspection Division may then issue the demolition permit. (Prior code §§ 12A-7-1—12A-7-3)~~





## **EXHIBIT A**

### **HISTORICAL PRESERVATION ORDINANCE AMENDMENTS**

Woodland, California Municipal Code

#### **Title 15 BUILDINGS AND CONSTRUCTION**

##### **Chapter 15.24 HISTORICAL LANDMARKS, DISTRICTS AND RESOURCES**

15.24.010 Purpose.

15.24.020 Historical Preservation, Powers and Duties of the Planning Commission.

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##### **15.24.010 Purpose.**

This chapter is adopted to preserve areas and specific structures and objects in the City which reflect elements of its cultural, social, economic, political and architectural history; to promote their use for the education and welfare of the residents of the City; to encourage tourists to visit the City; to stabilize and improve property values in historic areas, structures and objects for the ultimate aesthetic and economic benefit of the City; and to provide increased availability to building owners of various construction code, financing aids and tax benefits permitted under State and Federal laws when buildings have designated historical landmark status or lie within a designated historical district. (Prior code § 12A-1-1)

##### **A. Definitions.**

1. **Demolition - Actions that constitute demolition shall include the following: clear buildings from a site or sites, tear down, dismantle, raze or break to pieces.**
2. **Director – Community Development Director**

3. Designated Historic Landmark – Any historical resource which has met state/national historic or architectural criteria, and is a registered resource on the state/federal listing as a historical landmark.
4. Designated Historical District – Definable unified geographic entity that possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development and is registered on a state or federal listing as a historical district.
5. Designated Historical Resource – Historical resource approved by the Planning Commission to be locally listed as a designated historical resource.
6. Eligible Historical Resource – A potential historical resource that has been identified on a historical resources inventory or other historical surveys as eligible for listing on the local, state, or national registry.
7. Honorary Historic District – A recognized geographic area that possesses a significant concentration, linkage, or continuity of sites, buildings, structures or objects united historically or aesthetically by plan or physical development, but is not registered on a state or federal listing as a historical district.
8. Significant Alteration – Changes to the exterior of a building or area that may change defining characteristics of the building, site, and environment or historic materials that characterize the property.

#### **15.24.020 Historical Preservation, Powers and Duties of the Planning Commission.**

- ~~A. Creation. There hereby is created a Historical Preservation Commission.~~
- ~~B. Composition. The Historical Preservation Commission shall consist of five members with a demonstrated interest, experience, or related professional qualifications in historic preservation.~~
- ~~C. Appointment and Removal. Members of the Historical Preservation Commission shall be appointed pursuant to Section 2.04.270 of this code.~~
- ~~D. Terms of Members. The term of office for each member shall be for four years beginning July 1st and ending on June 30th. The appointments shall be made such that two appointments shall expire in even-numbered years and three appointments shall expire in odd-numbered years. If a member of the Commission is absent without cause for three successive regular meetings of the Commission, the office becomes vacant automatically and the Commission immediately shall notify the Council hereof.~~
- ~~E. **A.** Powers and Duties. The **Planning Commission** Historical Preservation Planning Commission shall have the following powers and duties related to historic landmarks, districts, and resources:~~

1. To undertake a comprehensive historic resources inventory and maintain a historic register;

2. To establish various criteria, guidelines and standards to carry out the intent of this chapter;
3. To recommend to the City Council the designation of historical landmarks and historical districts;
4. To participate in administering regulations pertaining to historical landmarks and historical districts;
5. To recommend to the City Council ways to fund and to otherwise make financially feasible the protection of historical landmarks and historical districts in the City;
6. To recommend to the Council the means to implement the historic preservation element of the General Plan and this chapter by developing information and programs to increase awareness of, preservation of, and use of historical landmarks and historical districts in the City;
7. To perform such other duties as the City Council may direct.

~~F. Procedures. The Historical Preservation Commission shall meet at the call of the chairperson. The Commission shall adopt rules for conduct of its meetings in accordance with law and prepare and maintain a public record of its transaction on matters within its jurisdiction. (Prior code §§ 12A-2-1—12A-2-6)~~

#### **15.24.030 Designation of historical landmarks, historical districts and historical resources.**

A. Standards for Designation of Historical Landmarks, Historical Districts and Historical Resources.

1. A building, structure, object, or particular place may be designated for preservation as a landmark if it meets one or more of the following criteria:
  - a. Historical Importance. The building, structure, object, particular place, vegetation or geology, has character, interest of value, as part of the development, heritage or cultural characteristics of the City, State or Nation; or is the site of an historic event with an effect upon society; or is identified with a person or group of persons who had some influence society; or exemplifies the cultural, political, economic, social or historic heritage of the community.
  - b. Architectural Importance. The building, structure, object, or particular place exemplifies the environment of a group of people in an era of history characterized by distinctive architectural style; or embodies those distinguishing characteristics of an architectural type specimen; or is the work of an architect or master builder whose individual work has influenced the development of the area;

or contains elements of architectural design, detail, materials or craftsmanship which represent a significant innovation.

2. An area may be designated as an historical district ~~which~~ **when** it includes at least two designated historical landmarks in such proximity that they create a setting historically or culturally significant to the local community, the State, or the Nation, sufficiently distinguishable from other areas of the City to warrant preservation by such means. Such districts may include structures and sites that individually do not meet criteria for landmark status but which geographically and visually are located so as to be part of the setting in which the other structures are viewed.

3. The City Council shall approve and maintain a historical resources list. A building, structure, or object may be included on the list as a historical resource if, in the determination of the City Council, it satisfies the ~~Historical Preservation~~ **Planning** Commission's historical resources inventory study list evaluation criteria.

B. Procedure for Designation of Historical Landmarks, Historical Districts, and Historical Resources.

1. The ~~Historical Preservation~~ **Planning** Commission by resolution may recommend to the City Council designation of a landmark or historical district, or an addition to the historical resources list, upon compliance with the following procedure:

a. Information concerning the proposal shall be filed with the Community Development Department and shall include:

- i. The assessor's parcel map number for the site;
- ii. A description detailing the special aesthetic, cultural, architectural, or engineering interest or value of an historic nature;
- iii. A map outlining the subject area;
- iv. Sketches, drawings, photographs or other descriptive material showing what is to be preserved;
- v. A statement of condition of the structure, object, or particular place;
- vi. In the case of a proposed addition to the historical resources list, such other information as may be necessary for the Commission to determine whether the proposal satisfies the Commission's historical resources inventory study list evaluation criteria.
- vii. Such other information as reasonably may be requested by the

Commission.

- b. The proposal shall be considered at a public hearing. Notice of the time, place and purpose of such hearing shall be given by the secretary of the Commission in a newspaper of general circulation in the City and by mail to each owner of property subject to the proposed designation.
- c. Recommendation of designation of all or part of the proposal shall be based on enumerated facts which show that the standards contained in this chapter for such designation have been met.
- d. Commercial and Public Building Properties. A proposal affecting commercial and public building properties cannot be considered unless accompanied by written consent of a majority of the affected property owners.
- e. Residential Buildings. A proposal affecting residential building properties cannot be considered unless accompanied by written consent of all of the affected property owners.

2. Upon receipt of the recommendation from the ~~Historical Preservation~~ **Planning** Commission, the City Council shall approve, modify, or disapprove the recommendation upon compliance with the following procedure:

- a. A public hearing on the matter shall be scheduled for the next regular meeting consistent with demands of the agenda. Notice of the time, place and purpose of such hearing shall be given by the City Clerk in a newspaper of general circulation in the City and by mail to each owner of property subject to the proposed designation not less than 10 calendar days prior to the date of hearing.
- b. Approval of the recommendation of designation shall be by resolution of the City Council. The City Clerk shall give written notice of such designation to each owner of property subject to the designation.

C. Appeal. Any person dissatisfied with any action of the ~~Historical Preservation~~ **Planning** Commission on an historical district or landmark designation, or designation as a historical resource, may appeal the decision to the City Council, at any time within 10 days after the rendition of the decision by the Historical Preservation Planning Commission (unless additional time is granted by the Commission). No conflict of interest shall exist solely by reason of the filing of an appeal by the City Council, an individual City Council member, or the City Manager. The appeal is taken by filing a notice of appeal with the secretary. Upon filing of the notice of appeal and, except where an appeal is taken by the City Council, a City Council member, or the City Manager, payment of a filing fee, the secretary must, within 10 days, transmit to the City Clerk all exhibits, notices, affidavits, orders, and other papers and documents on file together with the finding of the ~~Historical~~

Preservation **Planning** Commission.

1. The City Council shall hold a hearing upon said appeal after giving written notice to applicant and by causing a notice thereof to be published at least once in a newspaper of general circulation within the City at least 10 days prior to said hearing by the City Council.
2. No official action, such as the issuance of a building permit, license or other type of permit, shall be taken while an appeal or proceedings for designation are pending. (Prior code §§ 12A-3-1—12A-3-3)

**15.24.040 Procedure for significant alterations and demolition permit applications for designated historical resources and landmarks Permit system.**

A. When Permit Required.

1. No person shall demolish, remove, move, or make alterations which affect the exterior appearance of, or cause excavations which affect the exterior appearance of, a designated historical landmark, **designated historical resource**, or undertake the same with respect to any structure located in a designated historical district, without first obtaining approval from the Historical Preservation **Planning** Commission; excepting therefrom maintenance or repair work that does not change the design, material or exterior appearance thereof, or work authorized by the Building Official upon written approval of the Community Development Department for protection of public safety.
2. No person shall demolish a **designated historical landmark or** designated historical resource without first obtaining approval from the Historical Preservation **Planning** Commission, unless the Chief Building Official certifies that such demolition is required for the public safety due to an unsafe or dangerous condition. For purposes of this chapter, “demolish” shall include the following: clear buildings from a site, tear down, dismantle, raze or break to pieces.

B. Application for Permit. A property owner who desires to construct, alter, move, remove, or demolish a designated historical landmark or any structure within a designated historical district, or who desires to demolish a designated historical resource, shall file an application with the Community Development Department upon a form prescribed by the City. The application shall include all necessary information required by the rules of the Historical Preservation **Planning** Commission. When the application is filed, it shall be referred to the Historical Preservation **Planning** Commission.

C. Procedure Upon Application.

1. Upon the filing of an application, the ~~Historical Preservation~~ **Planning** Commission shall cause an appropriate level of review to be conducted pursuant to the California Environmental Quality Act ("CEQA"). After such review has been completed, the secretary of the ~~Historical Preservation~~ **Planning** Commission shall set the matter for hearing and shall give written notice to the applicant and shall cause publication of notice in a newspaper of general circulation in the City of the date, time, and place of the hearing. ~~The Commission shall hold a public hearing and shall make its decision within six months from the date the application is filed with the Community Development Department if an EIR is required or within three months if a negative declaration is required or if the proposal is determined to be exempt from CEQA.~~ Approval of the application shall require an affirmative vote of a majority of the Commission members present. If the Commission fails to act within the foregoing time periods, the application shall be considered approved unless the applicant and the Commission agree to an extension of time.
2. At the conclusion of the hearing, the Commission shall make its decision and shall file a certificate of approval with the Building Official, or deny the application. No person may do any work upon a designated historical landmark or any structure within a designated historical district, or proceed to demolish a designated historical resource, which is the subject of an application, and the Building Official may not issue a building permit, until the Commission files a certificate of approval.
3. Approved work shall be completed within one year from the date of approval unless substantially undertaken before such period has elapsed and diligently pursued thereafter.

D. Criteria for Evaluating Application. In reviewing and acting upon each application, the Commission shall consider to the extent applicable, the following criteria:

1. The historic value and significance, or the architectural value and significance, or both, of the designated historical landmark, the structure within a designated historical district, or the designated historical resource, and its relation to the historic value of the surrounding area;

2. The relationship of the exterior architectural features of the structure to the rest of the structure itself and to the surrounding area;
3. The general compatibility of the exterior design, arrangement, texture and material which is proposed by the applicant;
4. Plans for structures which have little or no historical value or plans for new construction for their compatibility with surrounding structures;
5. Conformance with guidelines and standards adopted by the Commission;
6. Conformance with the Woodland General Plan.

E. Commission Restricted to Exterior Features Only. The Commission shall consider and pass upon only the exterior features of a designated historical landmark (unless the applicant voluntarily requests that interior features be included), or new structures upon sites located within a designated historical district, and may not consider interior arrangement therein.

F. Special Considerations.

1. If an application affects the exterior appearance of a structure or proposes to move, remove, or demolish a structure which the Commission considers will be a great loss to the City, the Commission shall attempt to work out an economically feasible plan for the preservation of the structure.
2. If the Commission is satisfied that the proposed ~~edat~~ construction or alteration will not materially impair the historic or architectural value of the structure, it shall approve the application.
3. If the Commission finds that the retention of the structure constitutes a hazard to public safety and the hazard cannot be eliminated by economic means available to the owner, the Commission shall approve the application for demolition.
4. If the Commission considers the structure valuable for the period of architecture it represents and important to the neighborhood in which it exists, the Commission may nevertheless approve the application if any of the following circumstances exist:
  - a. The structure is a deterrent to a major improvement program which substantially benefits the City;

- b. The site is required for a public use which will be of more benefit to the public than the building which is the subject of the application, and there is no feasible alternative location for the public use;
- c. The proposed application is necessary to construct a project of special merit;
- d. Denial of the proposed application will result in unreasonable economic hardship to the owner, and it is not feasible to preserve or restore the building, taking into consideration the economic feasibility of alternatives to the proposal, and balancing interest of the public in preserving the historic resource or portion thereof and the interest of the owner of the building in its utilization;
- e. Retention of the structure is not in the interest of the majority of inhabitants of the City.

5. The Commission may approve the moving of a structure of historical or architectural value as an alternative to demolition.

G. Limit on Application Within One Year. No application for the same or substantially similar work may be filed within one year after the Commission has rejected it.

H. Exceptions from Regulations. The regulations contained herein which require approval by the Historical Preservation Planning Commission do not apply to painting, routine maintenance or repair of a designated historical landmark or a structure within a designated historical district, or of a designated historical resource.

I. Appeal. Any person dissatisfied with any action of the ~~Historical Preservation Planning Commission~~ on a request for building or demolition permit may appeal the decision to the City Council, at any time within 10 days after the rendition of the decision by the Historical Preservation Planning Commission (unless additional time is granted by the Commission). The appeal is taken by filing a notice of appeal with the secretary. Upon filing of the notice of appeal and payment of a filing fee, the secretary must, within 10 days, transmit to the City Clerk all exhibits, notices, affidavits, orders and other papers and documents on file, together with the finding of the ~~Historical Preservation~~ **Planning** Commission.

- 1. The City Council shall hold a hearing upon said appeal after giving written notice to applicant and by causing a notice thereof to be published at least once in a newspaper of general circulation within the City at least 10 days prior to said hearing by the City Council.
- 2. No official action, such as the issuance of a building permit, license or other type of permit, shall be taken while an appeal or proceedings for designation are pending.  
(Prior code §§ 12A-4-1—12A-4-9)

#### **15.24.050 Enforcement—Regulations enforced by Building Official.**

The provisions of this chapter shall be enforced by the Building Official of the City with the aid of persons from such other City departments as may be requested by the Building Official. The provisions of the State Historic Building Code (California Administration Code, Title 24, Part 8) shall be applicable in permitting repairs, alterations and additions necessary for the preservation, restoration, moving or continued use of an historical building or structure. (Prior code § 12A-5-1)

#### **~~15.24.060 Penalties.~~**

~~A. Violation Is a Nuisance and May Be Abated. A person who violates the provisions of this chapter is guilty of maintaining a public nuisance, which may be abated in accordance with Chapter 9.04, in addition to the procedures conferred by Government Code Sections 38773, 38773.1, 38773.5, Civil Code Section 3494, Code of Civil Procedure Section 731, or other lawful authority.~~

~~B. Criminal Penalty for Violation. A person who violates a provision of this chapter is guilty of an infraction and may be punished by a fine not to exceed \$1,000.00.~~

~~C. Remedies Are Cumulative. The remedies for violation of the provisions of this chapter are alternative and cumulative rather than exclusive in nature. (Prior code §§ 12A-6-1—12A-6-3)~~

#### **~~15.24.070~~ 15.24.060 Procedure for significant alteration and demolition permit applications for potentially eligible historical resources and landmarks affecting buildings with no historical designation.**

A. Demolition Review Required. All applications for demolition permits affecting buildings or other structures which are not designated as historical landmarks or historical resources shall be subject to review as provided in this chapter to prevent, to the extent possible, the loss of buildings or other structures of potential historical significance.

~~B. Demolition. Actions which constitute demolition shall include the following: clear buildings from a site or sites, tear down, dismantle, raze or break to pieces.~~

C. Determination of Historic Potential.

1. Upon receipt of any application for a permit to demolish a building, structure, or other feature, the Building Inspection Division shall forward the application to the

Planning Division of the Community Development Department. The Planning Division shall determine whether the building, structure, or other feature is a designated historical landmark or resource and, if not, whether the building, structure, or other feature **that has potential historic significance** should be considered for such designation. Such determination shall be completed within 10 working days of receiving an application for a demolition permit from the Building Inspection Division.

2. If the building, structure or other feature is a designated historical landmark or historical resource, an application shall be prepared and referred to the Historical Preservation Commission pursuant to Section ~~15.24.040~~(B) herein.

**2. If the building, structure or other feature has potential historic significance, and has been identified in a historical resources inventory study as eligible for historical listing or is over 50 years old,** in the opinion of the Planning Division Director, but is not currently designated as a historical landmark or historical resource **subject to CEQA,** an application for a determination shall **the Director can request that a historic resource survey** be prepared **as part of a demolition or structural alteration application.** **Upon review of the historical survey, if the building is identified to have distinct architectural elements and/or historical use of potential historical significance, additional requirements may be included as part of the ministerial demolition permit, such as architectural salvage, informational plaque, architectural reuse of salvage material, or equivalent. The Director shall have the ability to can elevate the review** and referred to the Historical Preservation Planning Commission pursuant to Section ~~15.24.030~~(B) herein.

- a) **The Director may place development requirements on any demolition permit granted pursuant to this section as the Director determines to be necessary.**

If the Planning Division determines that the building, structure, or feature is not designated as a historical landmark or historical resource, and that it should not be considered for such designation, it shall so inform the Building Inspection Division. The Building Inspection Division may then issue the demolition permit. (Prior code §§ 12A-7-1—12A-7-3)



