City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

January 16, 2024
6:00 PM

CITY COUNCIL

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

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

Land Acknowledgment Statement - *The City of Woodland acknowledges the land on which we live and work. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Wintun Nation, and Yocha Dehe Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.*

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.gov. 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 communications 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: Martin Luther King Jr. Youth Essay Contest Winner

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council acknowledge the winners of the Martin Luther King Jr. Essay Contest.

4. SUBJECT: Certificate of Appreciation for Cindy Norris

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Certificate of Appreciation for Cindy Norris in recognition of her 32 years of dedicated public service and over 18 years of service to the citizens of Woodland.

G. CONSENT CALENDAR

5. SUBJECT: City Council Meeting Minutes of December 5, 2023 and December 19, 2023

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of December 5, 2023 and December 19, 2023.

6. SUBJECT: Community Services Department Quarterly Status Report for the Second Quarter FY24

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Community Services Department Quarterly Status Report for the Second Quarter FY24.

7. SUBJECT: Fire Department Semi-Annual Status Report

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Fire Department Semi-Annual Status Report for July-December 2023.

8. SUBJECT: Job Descriptions: Community Enhancement Specialist and Management Analyst Series

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the amended job descriptions for the Community Enhancement Specialist and the Management Analyst Series.

9. SUBJECT: Approval of Amendment #1 to the SLIF Reimbursement Agreement with TL Revival, L.P. for Beeghly Lot D (SM5196)

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving Amendment #1 to the agreement regarding reimbursement of Spring Lake Specific Plan improvements for

Subdivision #5196; and authorizing the City Manager to sign the Amendment on behalf of the City.

10. SUBJECT: Approval of Plans and Specifications, and Authorization of Bid Advertisement for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) Approving the Project plans and specifications, and (2) Authorizing bid advertisement for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02.

11. SUBJECT: Community Center Parking Lot Expansion Project (CIP 24-08) – Create a New Capital Project and Approve a Consultant Agreement

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to 1) approve a new capital project: Community Center Parking Lot Expansion Project (CIP 24-08), 2) appropriate a $1,000,000 transfer of Measure J reserve funds (Fund 1101) to the City's General Capital Fund, 3) appropriate $200,000 in the General Capital Fund (Fund 1501) to the Project, and 4) authorize the City Manager to execute a Professional Services Agreement with Laugenour and Meikle in an amount up to $136,541 for engineering and landscape design services and authorize the City Manager to execute amendments up to 15% of the agreement amount ($20,481).

H. REPORTS OF THE CITY MANAGER

12. SUBJECT: Woodland Police Department 2024-2026 Strategic Plan

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation on the Woodland Police Department's 2024-2026 Strategic Plan, which outlines specific goals and objectives. This document will serve as a guide for the Department to attain both a higher level of service to the public and a more nurturing environment for the department staff over the next (2) years.

13. SUBJECT: Equity Action Plan Update

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on Woodland's Equity Action Plan.

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 January 16, 2024, was posted on Friday, January 12, 2024, 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:	January 16, 2024
ITEM #:	D.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 communications submitted for items specific to this agenda will be attached as a file to the associated agenda item.

Ken Hiatt
City Manager

Attachments:
None

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
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

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

Ken Hiatt
City Manager

Attachments:
1. Council Long Range Calendar

CITY COUNCIL LONG RANGE CALENDAR

February 6th **REGULAR MEETING**

City Council Meeting Minutes of January 16, 2024
Annual Road Maintenance CIP 23-01 & 24-01; Plans and Specifications/Authorize Bid Advertisement
Fleet Procurement Bid Advertisement
2025 Water Main Replacement Project CIP 24-02; Approve Design Contract
South Canal Storm Ditch Project CIP 24-07; Accept as Complete
YBWL Culvert Replacement Project CIP 20-06; Accept as Complete
Pacific Flyway Pond Enhancement Project CIP 24-10; MOU w/YRCD
Crawford Park Court Reconstruction; Construction Bid Award
Cintas Uniform Contract Award
Police Department Midyear Report
Public Works Midyear Report
Fire Response / Station Location Analysis

February 20th **REGULAR MEETING**

Woodland Tennis Club – License Agreement
Bid Award for CR25A (Meikle to Parkland Avenue)
Community Development Midyear Report

February 24th **SPECIAL MEETING**

City Council Retreat / Study Session

Future Topics / Study Sessions:

FY23/24 Mid Year Budget (March)
Active Transportation Plan (March)
Retail Cannabis License Agreements (March/April)
Annual Housing Report (May)
Rule 20A Undergrounding (TBD)
Transit Hub Relocation (TBD)
CUPs for Cannabis Retailers (TBD)
Comprehensive Zoning Adoption (Spring 2024)

Updated 1/12/2024

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
ITEM #:	F.3
SUBJECT:	Martin Luther King, Jr. Youth Essay Contest Winner

Recommendation for Action: Staff recommends that the City Council acknowledge the participants of the 2024 Martin Luther King Jr. Essay Contest and receive a presentation by the first place author.

Discussion:
In December, the City and Woodland Joint Unified School District jointly issued an invitation to students in grades 7-12 to celebrate Dr. Martin Luther King Jr. by composing, in their own words, versions of Dr. King's famous "I Have a Dream" speech. Seventeen entries were received by students in both middle school and high school categories. The first-place winner is a Pioneer High School student who has been invited this evening to present their speech.

Ken Hiatt
City Manager

Attachments:
None

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
ITEM #:	F.4
SUBJECT:	Certificate of Appreciation for Cindy Norris

Recommendation for Action: Staff recommends that the City Council approve the Certificate of Appreciation for Cindy Norris in recognition of her 32 years of dedicated public service and over 18 years of service to the citizens of Woodland.

Ken Hiatt
City Manager

Attachments:

1. Certificate of Appreciation

CITY OF WOODLAND

Certificate of Appreciation

RECOGNIZING CINDY NORRIS FOR HER 32 YEARS OF PUBLIC SERVICE

WHEREAS, Cindy Norris has had a distinguished career in public service spanning nearly 33 years. She joined the City of Woodland's Community Development Department as a Senior Planner in 2005, promoting to the Department's Principal Planner in 2008. Prior to her service with the City of Woodland, Cindy worked for the communities of Davis and Rancho Cucamonga, where she started her Planning career; and

WHEREAS, Cindy worked on countless subdivision and development projects, advanced planning, and legislative and policy updates over her 18 years with the City. Cindy served as the lead Planner for the development of the Spring Lake community, overseeing numerous subdivisions, and design and development applications for the nearly 4,000 housing unit community. Cindy was involved in the planning and development of the Woodland Gateway shopping center, and more recently the Vista del Robles infill residential housing project on Main Street, the advanced planning efforts at Armfield and Lemen Avenue, and the development of all Cannabis-related policies and regulations for the City; and

WHEREAS, Cindy led the city's multi-year General Plan 2035 Climate Action Plan update, Housing Element update, and most recently the City's Comprehensive Zoning Code update; each representing significant coordination efforts amongst all City departments and which serve as strategic visioning and planning documents that will guide City growth, economic development and conservation efforts for decades to come; and

WHEREAS, Cindy provided high quality leadership and direction to the City's Planning Division for 18 years. She served as lead staff to the Woodland Planning Commission and provided significant support to the Historical Preservation Commission over her tenure. She mentored many young planners at the city, establishing strong foundations in public service and urban planning which has been a gift to Woodland and other benefiting communities; and

WHEREAS, Cindy's passion for urban planning, community equity and affordable housing, and environmental protection is evident throughout her career. Her contributions toward preserving Woodland's high quality of life, thoughtful growth and development and cherished historic character and Downtown has made her an invaluable member of the City's Community Development Department.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Woodland does hereby recognize Cindy Norris for over 32 years of dedicated public service and over 18 years of service to the citizens of Woodland.

CITY OF WOODLAND CALIFORNIA

DATED: January 16, 2024

_____
Tania Garcia-Cadena, Mayor

Rich Lansburgh, Mayor Pro Tempore

Mayra Vega, Council Member

Vicky Fernandez, Council Member

Tom Stallard, Council Member

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
ITEM #:	G.5
SUBJECT:	SUBJECT: City Council Meeting Minutes of December 5, 2023 and December 19, 2023

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of December 5, 2023 and December 19, 2023.

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

Ken Hiatt
City Manager

Attachments:
1. 12.05.23 Minutes_DRAFT
2. 12.19.23 Minutes_DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

Regular Meeting Minutes

Tuesday, December 5, 2023

6:00 PM

City Council

CITY COUNCIL

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

A. CALL TO ORDER

Meeting called to order at 6:00 PM.

B. ROLL CALL

All Council Members present.
Present: Members Fernandez, Lansburgh, Stallard, Vega and Mayor Garcia-Cadena
Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Mayor Pro Tem Garcia-Cadena's father, Eloy Garcia.

D. CEREMONIAL PRESENTATION - SWEARING-IN OF MAYOR

Ceremonial Oath of Office administered by Ray Cadena to Mayor Pro Tem Garcia-Cadena as Mayor.

E. COMMUNICATIONS - PUBLIC COMMENT

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1. SUBJECT: General Public Comments

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F. 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.

G. CONSENT CALENDAR

3. SUBJECT: City Council Meeting Minutes of November 7, 2023 and November 21, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of November 7, 2023 and November 21, 2023.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of November 7, 2023, and November 21, 2023.

4. SUBJECT: Sustainability Advisory Committee Minutes from October 2023

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive minutes from the Sustainability Advisory Committee's October meeting.

Received minutes from the Sustainability Advisory Committee's October meeting.

5. SUBJECT: Approval of a Settlement Agreement and Release by and among the City, TL Revival, LP and Sacramento Housing Alliance

RECOMMENDATION FOR ACTION: Staff recommends that City Council approve a Settlement Agreement and Release by and among the City, TL Revival, LP and Sacramento Housing Alliance in the form enclosed with this Staff Report, and direct the City Manager to execute such Settlement Agreement and Release on behalf of the City.

Approved a Settlement Agreement and Release by and among the City, TL Revival, LP and Sacramento Housing Alliance in the form enclosed with this Staff Report, and direct the City Manager to execute such Settlement Agreement and Release on behalf of the City.

6. SUBJECT: Waste Management Annual Rate Adjustment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, to 1) receive the Waste Management 2024 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2024 rate adjustments approved.

Adopted RESOLUTION NO. 8182, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE REQUEST FOR THE 2024 ANNUAL RATE ADJUSTMENT BY WASTE MANAGEMENT.

7. SUBJECT: 2022 Assistance to Firefighters Grant (AFG) Award Acceptance and Appropriation

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

1. Accept the 2022 Assistance to Firefighters Grant (AFG) Award for battery

powered extrication tools and related equipment; and

2. Appropriate $136,043 to Fund 1330 to fund the initial expenditure.

Adopted RESOLUTION NO. 8183, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE ACCEPTANCE OF THE 2022 ASSISTANCE TO FIREFIGHTERS GRANT (AFG) AWARD AND APPROPRIATION OF $136,043 TO FUND 1330.

8. SUBJECT: Appropriation of Funds for Clean Air Funds Grant Budget

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing a budget appropriation of $9,900 to Fund 365 for the Clean Air Funds Grant for fiscal year 2023/24.

Adopted RESOLUTION NO. 8183, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE ACCEPTANCE OF THE 2022 ASSISTANCE TO FIREFIGHTERS GRANT (AFG) AWARD AND APPROPRIATION OF $136,043 TO FUND 1330.

9. SUBJECT: Sprouts Farmers Market Offsite Improvement Project, Contract Amendment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to approve an amendment to the professional services agreement for construction management and inspection services with Associated Engineering Consultants, Inc. in the amount of $53,002.00 for a total agreement amount of $173,594.00 and authorize the City Manager to execute the amendment.

Adopted RESOLUTION NO. 8185, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, APPROVING AN AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES FOR CONSTRUCTION MANAGEMENT AND INSPECTION OF THE SPROUTS FARMERS MARKET OFFSITE IMPROVEMENT PROJECT.

10. SUBJECT: Staybridge Suites Offsite Improvement Project, Contract Amendment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to approve an amendment to the professional services agreement for construction management and inspection services with Associated Engineering Consultants, Inc. in the amount of $58,419.50 for a total agreement amount of $194,409.50 and authorize the City Manager to execute the amendment.

Adopted RESOLUTION NO. 8186, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, APPROVING AN AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES FOR CONSTRUCTION MANAGEMENT AND INSPECTION OF THE STAYBRIDGE SUITES OFFSITE IMPROVEMENT PROJECT.

11. SUBJECT: Approval of Landscape Maintenance Agreement with Caltrans for Gibson Road at SR-113 Interchange Modification Project, CIP 19-13

RECOMMENDATION FOR ACTION: Staff recommends that the Council adopt Resolution No. _____, approving the Landscape Maintenance Agreement with the State of California Department of Transportation (Caltrans) regarding interchange modifications at the SR-113 NB off-ramp at Gibson Road, CIP 19-13, and authorizing the Mayor and City Manager to sign the Agreement on behalf of the City.

Adopted RESOLUTION NO. 8187, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A LANDSCAPE MAINTENANCE AGREEMENT WITH THE STATE DEPARTMENT OF TRANSPORTATION (CALTRANS).

On a motion by Council Member Vicky Fernandez, seconded by Council Member Stallard and carried on a 5-0 vote, Council Members approved Consent Calendar Items No. 3 through 11.

AYES: Members Fernandez, Lansburgh, Stallard, Vega and Mayor Garcia-Cadena
NOES: None

H. REPORTS OF THE CITY MANAGER

12. SUBJECT: Fire Department Strategic Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation on the Woodland Fire Department's 2023-2028 Strategic Plan.

Received a presentation on the Woodland Fire Department's 2023-2028 Strategic Plan.

I. ADJOURN

Meeting adjourned at 6:43 PM.

Respectfully submitted,

Ana B. Gonzalez, City Clerk, CMC

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

Regular Meeting Minutes

Tuesday, December 19, 2023

6:00 PM

City Council

CITY COUNCIL

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

A. CALL TO ORDER

Meeting called to order at 6:00 PM.

B. ROLL CALL

Present: Members Fernandez, Lansburgh, Vega and Mayor Garcia-Cadena
Absent: Member Stallard

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Woodland Joint Unified School District Superintendent Elodia Lampkin.

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. 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.

Woodland Joint Unified School District Superintendent Elodia Lampkin spoke regarding the District Student Calendar.

1. SUBJECT: General Public Comments

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Emails received from Rich Jones and Clay Worl regarding Woodland Christian Cardinals.

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.

Verbal updates provided by Council Members/Staff.

2. SUBJECT: Long Range Calendar

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

F. CONSENT CALENDAR

3. SUBJECT: Woodland Christian Football Recognition

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation in recognition of Woodland Christian High School's recent State Football Division 5-A Championship.

Adopted a proclamation in recognition of Woodland Christian High School's recent State Football Division 5-A Championship.

4. SUBJECT: Parks & Recreation Commission Meeting Minutes of October 23, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the October 23, 2023 Parks & Recreation Commission Meeting Minutes.

Adopted a proclamation in recognition of Woodland Christian High School's recent State Football Division 5-A Championship.

5. SUBJECT: Salary Schedule effective January 1, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the City of Woodland Salary Schedule effective January 1, 2024.

Approved the City of Woodland Salary Schedule effective January 1, 2024.

6. SUBJECT: Fire Department Apparatus Maintenance and Repair Service Contracts

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

1. Execute the service agreement with Golden State Emergency Vehicle Service, Inc., with a total to not exceed the amount of $150,000 for the ongoing maintenance and repairs of fire apparatus.
2. Execute the service agreement with Riverview International Trucks, LLC, with a total to not exceed the amount of $100,000 for the ongoing maintenance and repairs of fire apparatus.

Adopted RESOLUTION NO. 8188, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AWARDING THE CONTRACT FOR MAINTENANCE AND REPAIR OF FIRE APPARATUS TO GODLEN STATE EMERGENCY VEHICLE SERVICE INC., IN THE AMOUNT OF $150,000 AND RIVERVIEW INTERNATIONAL TRUCKS, LLC IN THE AMOUNT OF $100,000.

7. SUBJECT: Fiscal Year 2022/23 AB1600 Annual Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____, accepting the AB1600 Annual Report for the Year Ended June 30, 2023.

Adopted RESOLUTION NO. 8189, A RESOLUTION OF THE CITY OF WOODLAND ACCEPTING THE FISCAL YEAR 2022/23 ANNUAL REPORT OF DEVELOPMENT FEES (AB1600 REPORT).

8. SUBJECT: Award Contract to Western Extrication Specialists for Battery Powered Extrication Tools and Related Equipment

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the purchase agreement with Western Extrication Specialists, with a total to not exceed amount of $143,422.68 for the purchase of battery powered extrication tools and related equipment.

Adopted RESOLUTION NO. 8190, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AWARDING THE PURCHASE CONTRACT FOR BATTERY POWERED EXTRICATION TOOLS AND RELATED EQUIPMENT TO WESTERN EXTRICATION SPECIALISTS, INC. IN THE AMOUNT OF $143,422.68.

9. SUBJECT: Fifth Amendment to the Security Professional Service Agreement with Allied Universal Security Services for Woodland Public Library

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the fifth amendment to the Security Professional Service Agreement with Allied Universal Security Services for the Woodland Public Library.

Adopted RESOLUTION NO. 8191, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE A FIFTH AMENDMENT TO THE SECURITY PROFESSIONAL SERVICE AGREEMENT WITH ALLIED UNIVERSAL SECURITY SERVICES.

10. SUBJECT: Final Acceptance and Notice of Completion for the 2023 Water Main Replacement Project, CIP 22-04

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the construction contract for the 2023 Water Main Replacement Project, CIP 22-04, with RJ Gordon Construction, Inc., as complete and authorizing the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 8192, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE 2023 WATER MAIN REPLACEMENT PROJECT, CIP 22-04, CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

11. SUBJECT: County Road 25A (Parkland Ave. to Miekle Ave.) Improvement Project, CIP 24-05, Approve Plans and Specifications and Authorize Bid Advertisement and Contract Amendment

    RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to 1.) approve the project plans & specifications and authorize bid advertisement for the County Road 25A (Parkland Ave to Miekle Ave) Project, CIP 24-05; and 2.) appropriate $50,000 in Spring Lake Infrastructure – Roads funding (Fund 682) for the Project; and 3.) approve a consultant services amendment for design with Cunningham Engineering in the amount of $31,000 for a total agreement amount of $141,100 and authorize the City Manager to execute the amendment.

Adopted RESOLUTION NO. 8193, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING BID ADVERTISEMENT FOR THE COUNTY ROAD 25A (PARKLAND AVE. TO MIEKLE AVE.) IMPROVEMENT PROJECT, CIP 24-05.

On a motion by Council Member Fernandez, seconded by Council Member Vega and carried on a 4-0 vote, Council Members approved Consent Calendar Items No. 3 through 11.

AYES: Members Fernandez, Lansburgh, Vega and Mayor Garcia-Cadena
NOES: None
ABSENT: Member Stallard

G. REPORTS OF THE CITY MANAGER

12. SUBJECT: Approval of Contract for Retired Annuitant

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, for Exception to the CalPERS 180-Day Wait Period for Retired Annuitant – Principal Planner, Cynthia Norris.

On a motion by Mayor Pro Tem Lansburgh, seconded by Council Member Fernandez and carried on a 4-0 vote, Council Members adopted RESOLUTION NO. 8194, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE HIRING OF CYNTHIA NORRIS AS A RETIRED ANNUITANT UNDER GOVERNMENT CODE 7522.56 & 21224.

AYES: Members Fernandez, Lansburgh, Vega and Mayor Garcia-Cadena
NOES: None
ABSENT: Member Stallard

13. SUBJECT: Comprehensive Zoning Code Update and Recommendations Review

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation on the Comprehensive Zoning Code Regarding Recommended Updates to the Public Review Draft and provide preliminary direction regarding recommended updates.

Received a presentation from Principal Planner Cindy Norris and Deputy Community Development Director Erika Bumgardner on the Comprehensive Zoning Code Regarding Recommended Updates to the Public Review Draft and provide preliminary direction regarding recommended updates.

14. SUBJECT: Measure F Annual Report for the Fiscal Year Ending June 30, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Measure F Annual Report for Fiscal Year ending June 30, 2023, and direct staff to publish the required excerpts from the report in the Daily Democrat and on the City's website.

On a motion by Council Member Vega, seconded by Council Member Fernandez and carried on a 4-0 vote, Council Members approved the Measure F Annual Report for Fiscal Year ending June 30, 2023, and directed staff to publish the required excerpts from the report in the Daily Democrat and on the City's website.

AYES: Members Fernandez, Lansburgh, Vega and Mayor Garcia-Cadena
NOES: None
ABSENT: Member Stallard

15. SUBJECT: Annual Measure J and Measure R Report for Fiscal Year Ending June 30, 2023

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Annual Reports for Measure J and Measure R for the Fiscal Year ending June 30, 2023, and direct staff to publish the required excerpt of the report in the Daily Democrat and on the City's website.

On a motion by Mayor Pro Tem Lansburgh, seconded by Council Member Fernandez and carried on a 4-0 vote, Council Members approved the Annual Reports for Measure J and Measure R for the Fiscal Year ending June 30, 2023, and directed staff to publish the required excerpt of the report in the Daily Democrat and on the City's website.

AYES: Members Fernandez, Lansburgh, Vega and Mayor Garcia-Cadena
NOES: None
ABSENT: Member Stallard

16. SUBJECT: Revision to Council Committee Assignments

RECOMMENDATION FOR ACTION: Staff recommends that the Council amend the attached City Council Assignments for 2024.

On a motion by Council Member Vega, seconded by Council Member Fernandez and carried on a 4-0 vote, Council Members amended and approved the City Council Assignments for 2024.

AYES: Members Fernandez, Lansburgh, Vega and Mayor Garcia-Cadena
NOES: None
ABSENT: Member Stallard

17. SUBJECT: City Council Meeting Schedule for 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve its meeting schedule for 2024.

On a motion by Council Member Fernandez, seconded by Council Member Vega and carried on a 4-0 vote, Council Members approved its meeting schedule for 2024.

AYES: Members Fernandez, Lansburgh, Vega and Mayor Garcia-Cadena
NOES: None
ABSENT: Member Stallard

H. ADJOURN

Meeting adjourned at 8:01 PM in memory of Gerald W. Dawson.

Respectfully submitted,

Ana B. Gonzalez, City Clerk, CMC

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
ITEM #:	G.6
SUBJECT:	Community Services Department Quarterly Status Report for the Second Quarter FY24

Recommendation for Action: Staff recommends that the City Council receive the Community Services Department Quarterly Status Report for the Second Quarter FY24.

Staff Contact:
Kris Bain, Community Services Program Manager, (530) 661-2002, krista.bain@cityofwoodland.gov

Discussion:
This Quarterly Status Report covers the period from October through December 2023. The report presents a summary of recreation programming, events, affordable housing, the community development block entitlement program, and parks and recreation facilities operations and maintenance. This report also contains a narrative descriptive of major work performed and/or notable Department highlights.

Conclusion:
Staff recommends that the City Council receive the Community Services Department Quarterly Status Report for the Second Quarter FY24.

Prepared by: Kris Bain, Community Services Program Manager

Reviewed by: Christine Engel, Community Services Director

Ken Hiatt
City Manager

Attachments:
1. CSD Quarterly Status Report

Community Services Department Quarterly Status Report
Second Quarter FY24

The following provides a summary of the Community Service Department's programs, activities, and events for the second quarter, October through December 2023.

This report refers to participant hours; the methodology for calculating participant hours is described at the end of the document. *Participant totals (total participants and total participant hours) are the total amount of participants/hours for the entire reporting period (i.e. in most cases three months)*.

Quarterly Highlights

- Approximately 21,594 participant hours were recorded for aquatics; youth, teen, and adult recreation activities and classes.
- Approximately 1,713 people attended events at the Community & Senior Center during facility rentals.
- Over 750 people participated in events such as the Trilogy Disc Golf Tournament, Movies on Main Street, Floating Pumpkin Patch, Cocoa with Santa Paws, and Parent's Night Out.
- Approximately 10,201 participant hours were recorded for senior programs and events.

Cocoa with Santa Paws November 29 at the Woodland Dog Park

PROGRAM MARKETING & OUTREACH

During this reporting period, the Department used the following marketing efforts to promote the recreation program offerings as well as community events and senior programs.

- Direct Marketing: Staff marketed activities to current and past participants for the Floating Pumpkin Patch, Youth Basketball League, Parents Night Out and other upcoming winter activities with flyers, digital flyers and emails, and banners.
- Direct Mailing: A large postcard was mailed to all residents of Woodland advertising the department's fall and winter activities and events.
- Senior Newsletter: The Senior Gram newsletter is mailed to 470 households each month and is available online at www.cityofwoodland.gov/seniors.
- Social Media: The Department utilizes Facebook and Instagram to advertise upcoming events and recreation programs.
- Rec2Go: Rec2Go provided departmental outreach at several community events and activities such as the weekly Tafoya Fall Harvest, Trunk or Treat, Prairie Harvest Festival, and the Woodland Holiday Parade.

PARKS & RECREATION FACILITIES

Woodland Community & Senior Center Recreation Facility Projects

Staff is currently working with several user groups on improvements at the Woodland Sports Park. Woodland Recreation Foundation has started to construct the new fast pitch fields on the property. Recently, they have broken ground, graded, and installed light poles. Staff has also worked with Woodland Soccer Club to add field usage to accommodate increased participation. Woodland Tennis Club recently submitted a new proposal to the City to extend their agreement with the City for the development of a tennis complex. Staff is working with the City Attorney on a revised license agreement that will then be reviewed by the Woodland Tennis Club and brought back to the City Council for consideration. Additionally, staff has met with the proponents of the Skate Park that is proposed at the Sports Park to discuss their continued interest in pursuing this project when funds are available.

Community & Senior Center Facility Reservations

The Community & Senior Center facility rental program is designed to both generate revenue for the City of Woodland and provide a location for community events. Types of rentals held at the Community Center include: meetings, parties (bridal and baby showers), weddings and receptions, quinceañeras, and business meetings. Reservations of the facility during the second quarter are shown below.

	General Facility Rentals *Includes rentals receiving discounts*	Facility Rentals *with Fees Waived*
Number of Rentals	18	10
Approximate Participants	1,348	365
Total Fees	**$18,644**	**$12,180 (waived)**

Youth User Groups Field Use

Players Fees

Youth organizations use city-owned fields for practices and games for soccer, baseball, and softball. Historically, "Player Fees" have been charged to each organization to cover the cost for use of the field for practices. With the passage of Measure J, (now Measure R) the "Player Fees" for Woodland residents have been waived for all youth organizations who use City fields saving the organizations thousands of dollars. Those participating in youth organizations who do not reside within city limits are deemed non-residents and pay $48 per player per season.

Youth sports organizations who used City of Woodland fields reported for the Fall 2023 season:

- 1, 237 youth players (445 baseball players + 792 soccer players)
- $33,399 in City fees were waived

Parks and Recreation Facility Improvement Projects

Park/Recreation Facility	Projects Completed
Camarena Ball Field	Repaired dugout gate.
Community & Senior Center	Continued light replacement in meeting rooms. Installed new LED lights in the Gymnasium and meeting rooms Performed maintenance on front fountain pump. Completed the audio-visual project. Performed roof maintenance and started roof cleaning project. Replaced flood lights for front flag poles. Prepared facility for carpet replacement.
Clark Ballfield	Resealed the blacktop in area that was cut to make repairs to a waterline.
Crawford Park	Removed and replaced walkway light pole light.
Freeman Park	Purchased and planted 120 plants along the western fence.
Slaven Park	Replumbed the drinking fountain and replaced the air pump at the bike station. Repaired damaged tables and benches in the picnic shelters.
Woodside Park	Repaired the missing and rotted wood expansion joints in the sidewalk.
Other City Locations	**Projects Completed**
Camp Clean-up	Assisted Officer Ford with clean-up on East Main Street.
Spring Lake Landscapes	Repaired damaged architectural masonry on Promenade Drive and Somerset Circle.

RECREATION ACTIVITIES – Special Events

Community Special Events are generally activities/events open to the public during a one-day event.

Event	Date	Total Participants	Fees Collected
Trilogy Challenge Disc Golf Tournament	October 7	44	$1,760
Movies on Main Street*	October 13	500	Free Event
Floating Pumpkin Patch*	October 27	127	$635
Cocoa with Santa Paws*	November 29	52	$150
Parents' Night Out*	December 15	34	$376
Total Participants		**757**	**$2,921**

** Event funded by Measure R*

Floating Pumpkin Patch Community Swim Center on October 27

RECREATION ACTIVITIES - Aquatics

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

Aquatics Program	Total Participants (3 months)	Participant Hours (3 months)	Fees Collected (3 months)
Lap Swim & Water Aerobics	3,297	3,297	$2,131
Pool Scheduling & Rentals	n/a	n/a	$1,640
Woodland Swim Team	n/a	n/a	$4,775
Total	**3,297**	**3,297**	**$8,546**

Pool Scheduling & Reservations

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

Woodland Swim Team

Woodland Swim Team is a year-round USA Club Team that has rented the Charles Brooks Community Swim Center for practices and meets since 1952. The Woodland Swim Team held regular practices during this quarter. Fees Collected: $4,775 ($1,910 monthly rental fee)

RECREATION ACTIVITIES - Youth & Teen Recreation

A variety of youth and teen recreation programs are offered by the Department year-round; however, the majority of the programs are offered during the summer. In addition to the programs listed below, please refer to the Contract Classes section for other program offerings that are available for youth and teens.

Youth Recreation Program	Total Participants (3 months)	Participant Hours (3 months)	Fees Collected (3 months)
After School Teen Pack*	903	2,553	Free Program
Rec2Go*	1,785	4,463	Free Program
Total	**2,688**	**7,016**	**$0**

**Program funded by Measure R*

RECREATION ACTIVITIES - Contract Classes

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

Contract Class	Total Participants (3 months)	Participant Hours (3 months)	Fees Collected (3 months)	Total Expense (3 months)	Net Revenue (3 months)
Art with Stephanie	40	119	$2,173	$1,493	$679
Boxing Youth*	98	825	$1,532	$4,020	-$2,488
Boxing Adult*	66	550	$1,720	$4,800	-$3,080
Cello Tennis Academy	201	730	$9,732	$7,334	$2,397
530 Cheer Academy	16	320	$1,640	$1,120	$520
Country Line Dance	337	1024	$2,022	$1,415	$606
Cuban Salsa Dance	27	108	$1,015	$661	$353
Dance Fitness & Tai Chi	89	356	$3,010	$2,009	$1,001
Dynamic Dancing	11	54	$990	$609	$380
Mindful Meditation	3	30	$168	$117	$50
Pilates	31	248	$1,075	$716	$359
Rock Steady Boxing**	39	211	$0	$550	-$550
Scottish Country Dance	47	752	$1,512	$1,018	$494
Socceroo	56	268	$5,146	$3,510	$1,635
Writing Life Stories	17	340	$285	$199	$85
Everyday Yoga	39	202	$1,071	$715	$355
Total	**1,117**	**6,138**	**$33,091**	**$30,286**	**$2,796**

* *Youth Center Enterprise Budget (253) is not used for instructor expenses.*

*** The City receives a reimbursement from the Woodland Recreation Foundation for the Rock Steady expenses*

RECREATION ACTIVITIES - Adult Sports

Adult sports activities are offered through the City. Activities include drop-in sports as well as organized softball, volleyball, and basketball leagues. Drop-in basketball (open gym) numbers are not reported, however, participation for the other programs is listed below.

Drop In Programs

Program	Total Sign-Ins	Participant Hours	Fees Collected
Badminton	801	2,403	Free
Pickleball	54	166	Free
Volleyball	65	130	$325
Total	**920**	**2,699**	**$325**

League Sports

Program	Teams	Total Participants	Participant Hours	Fees Collected
Basketball (fall league)	19	190	1,520	$10,450
Softball (Wood bat fall league)	5	60	540	$2,925
Volleyball (fall league)	6	48	384	$2,400
Total	**30**	**298**	**2,444**	**$15,775**

RECREATION ACTIVITIES – Senior Activities

Programs at the Woodland Senior Center include art classes; exercise classes; games; leisure programs and activities; education resources; support groups, and special events resulting in a total of 10,201 participant hours during the second quarter.

Senior Programs

Programs	Total Sign-Ins	Participant Hours	Fees Collected
Art Classes	410	1,304	Free Programs
Exercise Classes	1,649	1,734	Free Programs
Games	894	2,918	Free Programs
General Programs	1,788	2,378	Free Programs
Support Groups	146	292	Free Programs
Total	**4,887**	**8,626**	**$0**

Senior Events

Events	Date	Participants	Participant Hours	Fee Collected
Senior Thanksgiving Dinner	Nov. 16	350	700	Free Program
Santa's Holiday Social	Dec. 14	350	875	Free Program
Total		**700**	**1,575**	**$0**

Grants and Housing

In addition to implementing recreation and senior programs, the Community Services Department also implements the Community Development Block Grant Entitlement program, grants for non-profit organizations, and affordable housing programs. The highlights of these programs for the second quarter of Fiscal Year 2024 are provided below.

FY 2023/24 Allocation

The City of Woodland was awarded $452,510 in CDBG funds for FY 2023/24. City Council approved the following projects.

Public Infrastructure Activities		
Applicant	**Project Title**	**Funding**
City of Woodland	ADA Accessibility Project	$294,131.50
Public Service Activities		
Applicant	**Project Title**	**Funding**
Northern California Children's Therapy Center	Project HOPE	$12,876.50
Legal Services of Northern California	Fair Housing Services	$10,000
Meals on Wheels Yolo County	Operation Accelerate	$15,000
Yolo Wayfarer Center	Emergency Shelter Services	$15,000
Yolo Food Bank	Nurture Woodland	$15,000
Administration		
Applicant	**Project Title**	**Funding**
City of Woodland	CDBG program administration	$90,502

Continuum of Care Grants

HUD approved funding in the amount of $348,174 for the Continuum of Care Reallocation Project for FY 2023/24. The Continuum of Care grants have funded Fourth & Hope's Supportive Housing Program in the City of Woodland for many years. The Supportive Housing Program provides permanent supportive housing and support services for individuals and families experiencing homelessness.

New Walter's House Substance Use Disorder Treatment Facility

Construction of the new Walter's House substance use disorder treatment facility is underway. The project is scheduled to be completed in the spring of 2024. The move to the East Beamer Way campus is the third phase in the overall project and will provide for an increase in the number of beds, from 44 beds at the current location to 60 beds at the new location.

Vista del Robles Affordable Housing Project Phase I & Phase II

Phase 1: Chelsea Development Corporation broke ground on its 72-unit affordable housing project in April 2022 with loan assistance from the City of Woodland. Rental rates are restricted to low-income

households earning between 30 and 60 percent of the median household income, adjusted for household size. The housing development is being constructed at the corner of West Main Street and Ashley Avenue. The project is near completion and the first move-ins are scheduled for late December 2023 - early January 2024. To join the interest list please visit https://www.conam.com/property/vista-del-robles-apartments/and select "Join Our Interest List".

Affordable Housing

Revival Development by Tim Lewis Communities (TLC)

On December 5, 2023, City Council approved a settlement agreement between the City, Tim Lewis Communities, and Sacramento Housing Alliance to increase the total in-lieu fee payment from $546,000 to $700,000 (an increase from $39,000 per unit to $50,000 per unit). The development was originally required to construct 17 inclusionary units but only constructed 3 inclusionary units before requesting and being approved for an amendment to the development agreement between the City and Tim Lewis Communities.

Participant Hours Calculation

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

Participant Hours (PH) is calculated by:

- Drop-In Programs: 1 Class meeting (in hours) x Total sign ins
  Examples include Water Aerobics & Lap Swim, Badminton
- Classes/Camps/Leagues: Total unique participants x total class time (in hours)
  Examples include Swim Lessons, Mad Science
- Individual Entry: Each class meeting (in hours) x Total in attendance (adding each day)
  Examples include Teens Helping Seniors, Teen Pack
- Event: Total Attendants x Average Time
  Examples include ReXpo, 4th of July, Rec2Go visits

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

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
ITEM #:	G.7
SUBJECT:	Fire Department Semi-Annual Status Report

Recommendation for Action: Staff recommends that the City Council accept the Fire Department Semi-Annual Status Report for July-December 2023.

Staff Contact:
Eric Zane, Fire Chief - 661-586, eric.zane@cityofwoodland.org

Background:
The Fire Department Semi-Annual Status Report includes a summary of all activity within the Department. In lieu of providing comprehensive monthly or quarterly status reports to the City Council and department heads, the City Council now receives status reports on a semi-annual basis via agenda packet.

Discussion:
In the past six months, the Woodland Fire Department has undergone significant developments and achievements. The Department successfully recruited and hired two Firefighter Recruits and one Fire Marshal. Additionally, we initiated the construction of a new training prop at Station 3, funded through a grant given to the West Valley Regional Fire Training Consortium and hosted two State Fire Marshal accredited courses, Confined Space Rescue and Trench Rescue.

The Department completed its strategic plan and presented a comprehensive five-year plan to the Council. Additionally, after meticulous evaluation, the Department determined the best, most cost-effective radio system for future replacement. We implemented station coverage automation in an effort to enhance operational efficiency, resulting in significantly reduced unnecessary movement of apparatus and leading to decreased wear and tear and fuel savings. This is reflected in the reduction in "Move Up" calls reflected in the attached summary. The department also contributed to emergency medical services by assisting in the development of a new county-wide ambulance Request for Proposal (RFP), which culminated in a new five-year contract with AMR. Notably, along with the City of West Sacramento, Woodland successfully concluded the Elkhorn Automatic Aid Agreement, improving the Department's ability to prioritize resources for incidents within the city.

In October, The Woodland Fire Department once again taught its annual fire safety education program for every first-grader in Woodland. The initiative emphasized the importance of home fire safety, continuing the Department’s commitment to proactive community engagement.

This synopsis highlights the diverse and impactful initiatives undertaken by the Woodland Fire Department, showcasing our commitment to excellence, community safety, and strategic planning over the past six months.

Conclusion:
Staff recommends that the City Council accept the Fire Department Semi-Annual Status Report for July-December 2023.

Prepared by: Jeran Scurggs, Management Analyst

Reviewed by: Eric Zane, Fire Chief

Ken Hiatt
City Manager

Attachments:
1. Semi Annual Report- Jul- Dec 2023

SEMI-ANNUAL REPORT

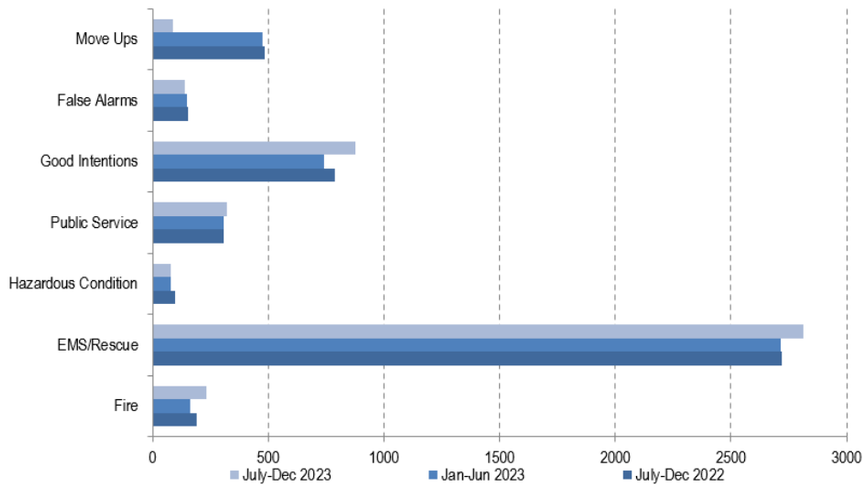
JULY 1-DECEMBER 31, 2023

Total Calls for Service
1.5 % decrease from Jan-Jun 2023
4,588

Average Response Time
2 second increase from Jan-Jun 2023
4:55

What types of calls did we run?

Calls for Service Comparison



*When two or three (dependent on area) engine/truck companies are committed to calls simultaneously, the remaining engine/truck companies move strategically into the vacated area(s) to ensure adequate coverage based upon the number of available apparatus. This practice is called a "move up".

Automatic Aid

Aid Received
176

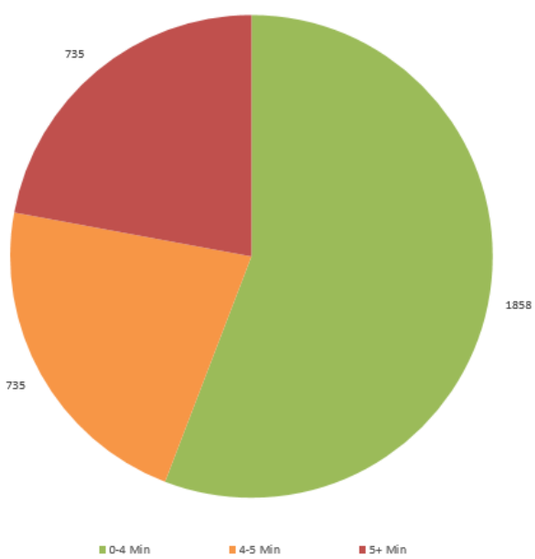
Aid Given
72

Automatic aid is provided to another agency through formal agreement and occurs automatically on significant events without any special request. .

STRUCTURE FIRE	FIRE- OTHER	FULL FIRST ALARM	EMS
80%	55%	67%	57%
Goal: 4 minutes 90% of the time	Goal: 4 minutes 90% of the time	Goal: 8 minutes 90% of the time	Goal: 4 minutes 90% of the time
Average: 5:21	Average: 6:11	Average: 5:36	Average: 5:50

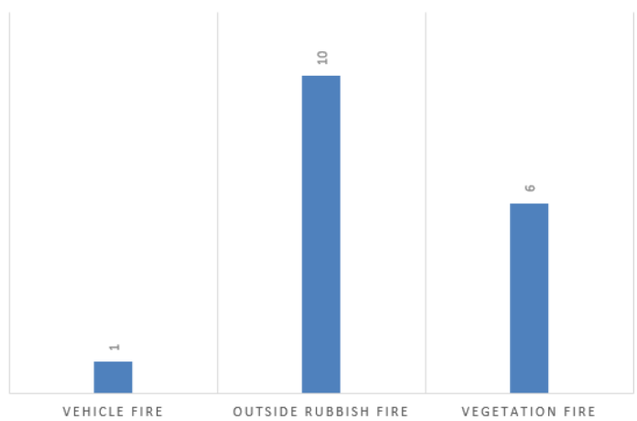
Priority Calls

Travel Time Goal of 4 Minutes or Less 90% of the Time



Intentional Fires

July-December 2023

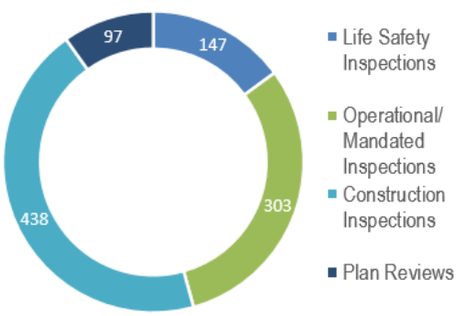


COMMUNITY RISK REDUCTION

Community Risk Reduction (CRR) is a process to identify and prioritize local risks, followed by the integrated and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact.

Inspection & Plan Review

July-December 2023



Code Enforcement
52 HOURS

Public Education Outreach
33 EVENTS

Fire Investigations
31 CONDUCTED

Emergency Management
50 HOURS

Total Inspections Completed
888

Public Outreach

In the first have of this fiscal year, we participated in National Night Out as well as several back to school events, station tours, and our annual First Grade Program which took us to every first grade class in Woodland!

We are look forward to seeing everyone at some of our favorite summer events as the weather starts to warm up!

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
ITEM #:	G.8
SUBJECT:	Job Descriptions: Community Enhancement Specialist and Management Analyst Series

Recommendation for Action: Staff recommends that the City Council approve the amended job descriptions for the Community Enhancement Specialist and the Management Analyst Series.

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

Fiscal Impact:
No fiscal impact results from modifications to the job descriptions.

Discussion:
Community Enhancement Specialist:
The fiscal year 2023/24 adopted budget provided funding for implementation of a Community Enhancement Program, including creation of a Community Enhancement Specialist (CES) position. Various City departments currently respond to blight and neighborhood clean-up efforts as a secondary function of their responsibilities. Creation of this program will help to consolidate the blight abatement efforts throughout the City. The CES position is the primary staff person responsible for coordinating and completing responses to issues such as litter, weed, debris and graffiti removal, biohazard abatement and cleaning of walkways, gutters, alleyways and some landscape areas. This position works in connection with the City's Homeless Outreach Street Team (HOST) and will oversee various contracts with vendors used by the City to complete major waste removal or clean up. The position will reside in the Police Department and work in cooperation with other City departments in the mission to keep the community clean and safe. In order to broaden the candidate pool, the City has amended the job description regarding a Class B License. Due to the nature and the expectation of this position, the previous requirement for a Class B License has been removed. Additionally, because the position is housed in the Police Department, there is a need for the applicant to pass a professional staff background, and the job description has been updated to reflect that need.

Management Analyst Series
City Departments utilize Management Analysts to assist with a wide variety of processes and responsibilities, including participation in the annual budgeting process, supervising employees, development of processes, monitoring contracts, to name a few of their duties. Due to recent retirements and resignations, the City conducted several recruitments for the position of Management Analyst, and the last few recruitments have resulted in small candidate pools. Staff feels the proposed modifications to the job description will allow candidates with more experience, but possibly less education, to participate in recruitments and the City can attract a more robust candidate pool.

Conclusion:
Staff recommends that the City Council approve the amended job descriptions for the Community Enhancement Specialist and the Management Analyst Series.

Prepared by: Sheila McShane, Human Resources Manager

Reviewed by: Kim McKinney, Director of Administrative Services

Ken Hiatt
City Manager

Attachments:

1. Community Enhancement Specialist Job Description 01 2024 Final
2. Management Analyst Job Description 01 2024 Final

300 First St.
Woodland, CA 95695

COMMUNITY ENHANCEMENT SPECIALIST

DEFINITION

To perform a variety of semi-skilled and skilled tasks in the removal of blight from City property. Positions allocated to this class are expected to perform skilled and complex maintenance including litter, weed, and debris removal duties and to work with third party contractors.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher level personnel. Responsibilities may include providing functional and technical supervision to lower-level maintenance personnel and third-party contractors. Positions assigned to this class are expected to perform the most complex and highly skilled maintenance duties of the division assigned, including highly skilled heavy equipment operation under minimal supervision.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

- Work to complete required duties for the City's Blight Abatement Team such as removal of graffiti, removal of abandoned camps, litter clean-up, power washing, removal and clean-up of bio-hazards and human waste, removal of fallen leaves and minor landscaping clean-up, as well as assist in the execution and implementation of special events that take place within the City limits.
- Work in cooperation with staff from other City departments.
- Fulfill the tasks assigned to them with attention to detail, speed, and a customer service-oriented attitude.
- Be self-directed in completing tasks and determining the next priority of work.
- Comply with policies and procedures of the Department's Illness and Injury Prevention Program.
- Utilize proper safety precautions and set a positive example for others.
- Perform related duties as assigned.
- Regular, predictable, consistent and timely attendance at City Hall or Police Department is an essential function of the position, in that the employee must be present at work to complete assigned tasks.

OTHER JOB FUNCTIONS

Provide general information to the public, other City departments, and vendors pertaining to area of assignment. Perform preventive maintenance and minor repairs on assigned equipment.

The work environment is located primarily outdoors and consists of completing tasks involving litter, weed, debris and graffiti removal, painting and biohazard abatement. Additional tasks include cleaning of walkways, street gutters, alleyways, and landscape areas. Conditions range from working outside in all types of weather conditions. Some work will involve hazardous and unsanitary conditions. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without regular direct supervision. Must be able to work under stressful conditions.

Meet stand-by program requirements and serve in a stand-by status after regular working hours and respond to emergency call-outs. Assist in the preparation of cost estimates, scheduling of work, and employee evaluations. Requisition of materials and supplies for assigned facilities and projects. Instruct subordinates in proper work techniques, use of equipment and safety practices and requirements. Work cooperatively with others. Drive vehicles and equipment as required.

QUALIFICATIONS

Knowledge of:
Operational characteristics of heavy mechanical equipment used in the maintenance of streets, traffic signals, sidewalks, signs and markings, and storm drains. Methods, tools, and materials used in street, storm drains, water and sewer facilities maintenance and repair. Hazards associated with the assigned work and proper safety precautions including appropriate traffic control devices. Modern office procedures and computer equipment.

Skill to:
Demonstrate an ability to follow detailed maintenance routes and schedules as established by the Department. Assist maintenance team members with clean-up of homeless encampments. Demonstrate ethical behavior. Thoroughly document all work activity through City-authorized software. Report any unsafe conditions or operational issues to a supervisor and follow OSHA procedures. Provide event and programming assistance as assigned. Maintain assigned uniforms, equipment, tools, shop area and maintenance offices in operable, safe and organized conditions. Repeatedly follow all safety protocols when cleaning and disposing of bio-hazards and other dangerous materials. Perform highly skilled maintenance and repair work in work assigned. Match paint colors after graffiti removal; repaint surfaces professionally. Operate a variety of vehicular and stationary heavy mechanical equipment in a safe and effective manner. Act as lead worker for a small crew of maintenance personnel; assist in the training and supervision of others in the safe operation of equipment; oversee and monitor the work of others. Understand and carry out both oral and written directions in an independent manner. Use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner. Maintain written records and reports. Maintain vehicle, facilities and equipment security at all times. Respond in a timely manner to all maintenance service calls within the city limits. Work cooperatively with colleagues, program managers, and stakeholders.

Ability to:

Ability to operate commercial-grade pressure washing equipment and towing trailer. Ability to routinely communicate professionally with property and business owners. Learn and implement

new and existing maintenance work procedures and practice. Operate and maintain machinery and equipment related to the maintenance, repair and alterations of public works operations. Maintain and repair light power equipment. Perform heavy manual labor. Collect and enter data in an electronic format. Interpret and apply policies and procedures. Establish and maintain effective work relationships with those contacted in the performance of required duties.

May have to pass a professional staff law enforcement background, which includes a criminal history check, job-related work history, fingerprinting, polygraph test, credit checks and drugs use history.

Manual physical labor, with or without reasonable accommodation, lifting and moving materials equipment and supplies up to 75 lbs. with assistance

Minimum Education and Experience

Education:
High School Diploma or equivalent.

Experience:
One year of experience performing duties comparable to those of a Maintenance Worker I.

Bilingual: Knowledge of a second language is beneficial.

License and Certificate:
Required upon hire, possession of valid Class C California Driver's License.
Forklift Certification, First Aid and CPR certifications, is required prior to permanent appointment.

Possession of a valid Class B or Class A California Driver's License is a plus.

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

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

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

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

COUNCIL ACTION: January 16, 2024

300 First St.
Woodland, CA 95695

MANAGEMENT ANALYST I
MANAGEMENT ANALYST II
SENIOR MANAGEMENT ANALYST

DEFINITION

Provides staff assistance to a City Administrative official; performs responsible professional and technical administrative and analytical duties. Duties involve budgets, policies, procedures, organization, planning, contracts, facilities, systems, equipment, supplies, special projects, etc., depending on the job assignment, all or some of the following duties and qualifications may be invoked at the discretion of the Department Director.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by high level administrative and management positions. Responsibilities may include direct or indirect supervision of clerical and technical positions.

DISTINGUISHING CHARACTERISTICS

Management Analyst I - This is the entry level class in the Management Analyst series. Positions at this level are distinguished from the II level by the performance of less than the full range and complexity of duties as assigned to the journey level class within the series. Incumbents at this level typically have limited related work experience and are unfamiliar with the functions, operations and procedures of assigned department or office. This class, therefore, is typically used as a training class within the series.

Management Analyst II - This is the full journey level class of the Management Analyst series. Positions at this level are distinguished from the Management Analyst I level by the performance of the full range and complexity of duties as assigned with minimal assistance or direction. Incumbents are thoroughly familiar with the operating procedures of the department or office to which assigned, and possess technical expertise related to assigned program responsibilities. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Senior Management Analyst – This is the advanced journey level in the Management Analyst series. Positions at this level are distinguished from the II level by the breadth of experience and knowledge gained by working at the City of Woodland or other municipal agencies on a wide variety of projects. Positions in this class are always filled by advancement from the II level.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS:

- Compiles data and assists in developing recommendations on the formulation of policy, procedure, staffing, and organizational changes; participates in the installation of new and revised programs, systems, procedures and methods of operation.
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, and/or operational problems.
- Assists in the process of identifying City wide or Department-wide information system needs, including computer hardware/software and training programs.
- Researches and/or assists in the preparation, analysis, and administration of the department operating and/or capital budget.
- Researches, develops, reviews, and prepares grant applications, including monitoring existing programs for compliance with regulations.
- Represents the City in intra-departmental, community, and professional meetings.
- Develops budget documents.
- Tracks expenses to ensure compliance with the budget.
- Responsible for managing contracts within the City. This includes developing Request for Quotations (RFQ), Request for Proposals (RFP) and monitoring for compliance and budget.
- Compiles materials and prepares and/or assists in the preparation of reports, manuals, and publications.
- Assists in the coordination of departmental activities with departmental divisions, other City departments and outside agencies.
- Assists in the design and implementation of systems and forms for use in a City department or administrative office including, but not limited to, City wide information systems.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.
- Performs related duties as assigned.

QUALIFICATIONS:

Management Analyst I:

May supervise, train and evaluate assigned personnel.

Knowledge of:

- Principles of public administration.
- Basic principles and methods of administrative analysis and/or personnel and fiscal management.
- Budget preparation and control.
- Accounting and statistical methods.
- Current social, political, economic, and scientific developments and trends

- Planning functions and methods.
- Contract negotiation, preparation and monitoring.
- Current technology relating to departmental operations.

Management Analyst II:

In addition to the qualifications for Management Analyst I:

Ability to:

- Communicate effectively, orally and in writing.
- Analyze organizational and administrative problems; create, recommend and implement an effective course of action.
- Analyze and interpret factual data while applying a high degree of independent judgment.
- Establish and maintain effectively working relationships with employees and the public.
- Coordinate and/or manage a departmental program and/or activity.
- Procedures and process of City budget preparation and maintenance.
- Interpret and make decisions in accordance with rules, regulations and policies.
- Make recommendations regarding use of technology to improve departmental efficiency.
- Select, supervise, train and evaluate assigned staff.

Senior Management Analyst:

In addition to the qualifications for Management Analyst II:

Ability to:

- Prepare complex administrative, financial, organizational, and management recommendations.
- Effectively delegate authority
- Use initiative and sound judgement in making complex decisions.
- Use discretion with confidential materials and information.

Minimum Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these abilities would be:

Management Analyst I:

Education

Equivalent to a Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field.

Experience
One (1) year of administrative, budgetary, or other management analysis or similar experience.

Management Analyst II:

In addition to the Minimum Education and Experience for Management Analyst I

Education

Equivalent to a Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field.

Experience

Two (2) years of experience comparable to that of a City of Woodland Management Analyst I.

Senior Management Analyst:

In addition to the Minimum Education and Experience for Management Analyst II

Education

Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field. A Master's Degree from an accredited college or university in Public Administration, Business Administration or a closely related field may substitute one year of experience.

Experience:

Six (6) years of experience as a Management Analyst II or comparable position with at least two (2) of these years with the City of Woodland as a Management Analyst II. Direct supervisory responsibility may substitute for one (1) year of the six (6) years of required experience.

Knowledge of a second language is highly desirable.

ADA COMPLIANCE

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

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

Other Requirements:

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

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

COUNCIL ACTION: January 16, 2024

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
ITEM #:	G.9
SUBJECT:	Approval of Amendment #1 to the SLIF Reimbursement Agreement with TL Revival, L.P. for Beeghly Lot D (SM5196)

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving Amendment #1 to the agreement regarding reimbursement of Spring Lake Specific Plan improvements for Subdivision #5196; and authorizing the City Manager to sign the Amendment on behalf of the City.

Staff Contact:
Ed Wisniewski, Principal Civil Engineer - (530) 661-5820, ed.wisniewski@cityofwoodland.org

Fiscal Impact:
There is no impact to the City budget. All reimbursements/credits are handled through the Spring Lake Infrastructure Fee (SLIF) program.

Background:
On August 17th, 2021, City Council approved final subdivision map 5196, Beeghly Lot D, consisting of 62 single-family lots, and a Subdivision Improvement Agreement. At the same time, Council approved a SLIF Reimbursement Agreement for SLIF eligible cost at a total estimated value of $217,620, and authorized a 15% contingency.

On May 16th, 2023, the City Council accepted improvements for the subdivision. These improvements included certain SLIF funded backbone improvements. SLIF eligible improvements for this project include the concrete privacy & retaining wall along Parkland Ave within the project frontage limits.

Subsequent to acceptance of the improvements, TL Revival, L.P. submitted documentation of their SLIF reimbursable expenses in the form of construction contracts, contractor invoices, and canceled checks. The total cost actually expended by TL Revival, L.P. exceeds the amount listed in the original SLIF Agreement by more than the authorized contingency amount.

Discussion:
The SLIF reimbursement agreement states that the Developer will be reimbursed at actual costs pending submission of evidence of expenses related to SLIF eligible infrastructure. When the original agreement was drafted in 2021, the SLIF costs were based on estimated construction costs provided by the Developer's engineer. The standard practice for a developer to obtain reimbursement involves reconciling their actual costs at the end of the project and amending the Reimbursement Agreement to document the final agreed upon costs. When the amount is greater than the contingency approved by council, the amendment returns to council. In this case, the SLIF reimbursable amount is being revised from $217,620 to $308,259.24 (41.7% greater than the original amount). The actual cost of the concrete privacy walls was considerably higher than originally estimated, which resulted in the overrun of the original agreement amount. The original engineer's estimate also neglected to include the 10 pilaster columns installed within the 450-foot stretch of wall.

Conclusion:
Staff recommends that the City Council adopt Resolution No. _____, approving Amendment #1 to the agreement regarding reimbursement of Spring Lake Specific Plan improvements for Subdivision #5196; and authorizing the City Manager to sign the Amendment on behalf of the City.

Prepared by: Ed Wisniewski, Principal Civil Engineer

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

Ken Hiatt
City Manager

Attachments:
1. Resolution
2. SM 5196_SLIF Amendment #1
3. Location Map

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENT 1 TO AN AGREEMENT REGARDING REIMBURSEMENT OF SPRING LAKE SPECIFIC PLAN IMPROVEMENTS FOR SUBDIVISION 5196 WITH TL REVIVAL, LP, A CALIFORNIA LIMITED PARTNERSHP

WHEREAS, on August 17th, 2021, the City Council approved the final map 5196 (Beeghly Lot D), which created 62 single-family lots in the Spring Lake Specific Plan ("Map"); and

WHEREAS, TL Revival, L.P. constructed civil improvements that are reimbursable through the Spring Lake Infrastructure Fee (SLIF) financing program; and

WHEREAS, also on August 17th, 2021, the City Council approved the original SLIF Reimbursement Agreement with TL Revival, L.P. for subdivision 5196; and

WHEREAS, on May 16th, 2023, the City Council accepted improvements for the subdivision as complete; and

WHEREAS, TL Revival, L.P. has submitted documentation of actual costs for the construction of the improvements eligible for reimbursement through the SLIF; and

WHEREAS, City staff has reviewed the documentation and determined the actual final costs of improvements; and

WHEREAS, TL Revival, L.P. and the City desire to amend the SLIF Reimbursement Agreement to reflect actual costs of construction.

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

Section 1. The City Council hereby approves Amendment 1 to the Subdivision 5196 Spring Lake Infrastructure Fee (SLIF) Reimbursement Agreement and authorizes the City Manager to sign the document on behalf of the City.

Section 2. Through adoption of this resolution, the City of Woodland does not waive any of its rights, or obligations of TL Revival, L.P. or any other entity, under the conditions of approval for the Map, any associated development agreement, reimbursement agreement, participation agreement, or under any other document, ordinance or applicable law.

Section 3. The adoption of this resolution shall not be deemed to cure any breach by TL Revival, L.P. or any other entity of its obligations under the Map or any other document, ordinance, or applicable law.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 16th day of January 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Tania Garcia-Cadena, Mayor

ATTEST:

_____
Ana B. Gonzalez, City Clerk

AMENDMENT 1 TO
AGREEMENT REGARDING REIMBURSEMENT OF SPRING LAKE SPECIFIC PLAN IMPROVEMENTS FOR SUBDIVISION 5196

ARTICLE 1. PARTIES AND DATE

This First Amendment to the Agreement Regarding Reimbursement of Spring Lake Specific Plan Improvements dated August 26th, 2021 is entered into as of the ____ day of _____, 2024 ("Effective Date") by and between TL Revival, L.P., with its principal office located at 3500 Douglas Blvd, Suite 270, Roseville, CA 95661 ("Developer"), and the City of Woodland, a California municipal corporation ("City").

ARTICLE 2. RECITALS

2.1 City and TL Revival, L.P. entered into that certain Reimbursement Agreement dated August 26th, 2021 ("Agreement"), whereby City agreed to reimburse Spring Lake Specific Plan Improvements.

2.2 City and TL Revival, L.P. now desire to amend the Agreement to include additional compensation for actual costs for SLIF eligible expenses exceeding the original estimate; more particularly described in the Reimbursement Schedule attached as EXHIBIT A; and TL Revival, L.P. Reimbursement Summary incorporated by this reference and on file with the City of Woodland at City Hall, 300 First Street, Woodland CA, 95695.

ARTICLE 3. TERMS

3.0 Section 3.0 Purchase Price of the Agreement is hereby deleted in its entirety and replaced with a new Section 3.0 Purchase Price to read as follows:

The total purchase price for the improvements is Three Hundred Eight Thousand Two Hundred Fifty-Nine & 24/00 Dollars ($308,259.24) ("Purchase Price"). Reimbursement shall be for actual costs incurred subject to submission of documentation approved by the City Engineer. Reimbursement shall be processed by the City within 90 days of acceptance of improvements and submission of supporting document by the Developer, which is on file with the City.

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

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

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

NOW, THEREFORE, in consideration of the preceding recitals and the covenants hereinafter contained, the parties agree as follows:

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed as of the date first above written.

CITY OF WOODLAND

By: _____
City Manager

TL REVIVAL, L.P.

by: _____
Signature

Jay Timothy Lewis
Print Name

President
Title

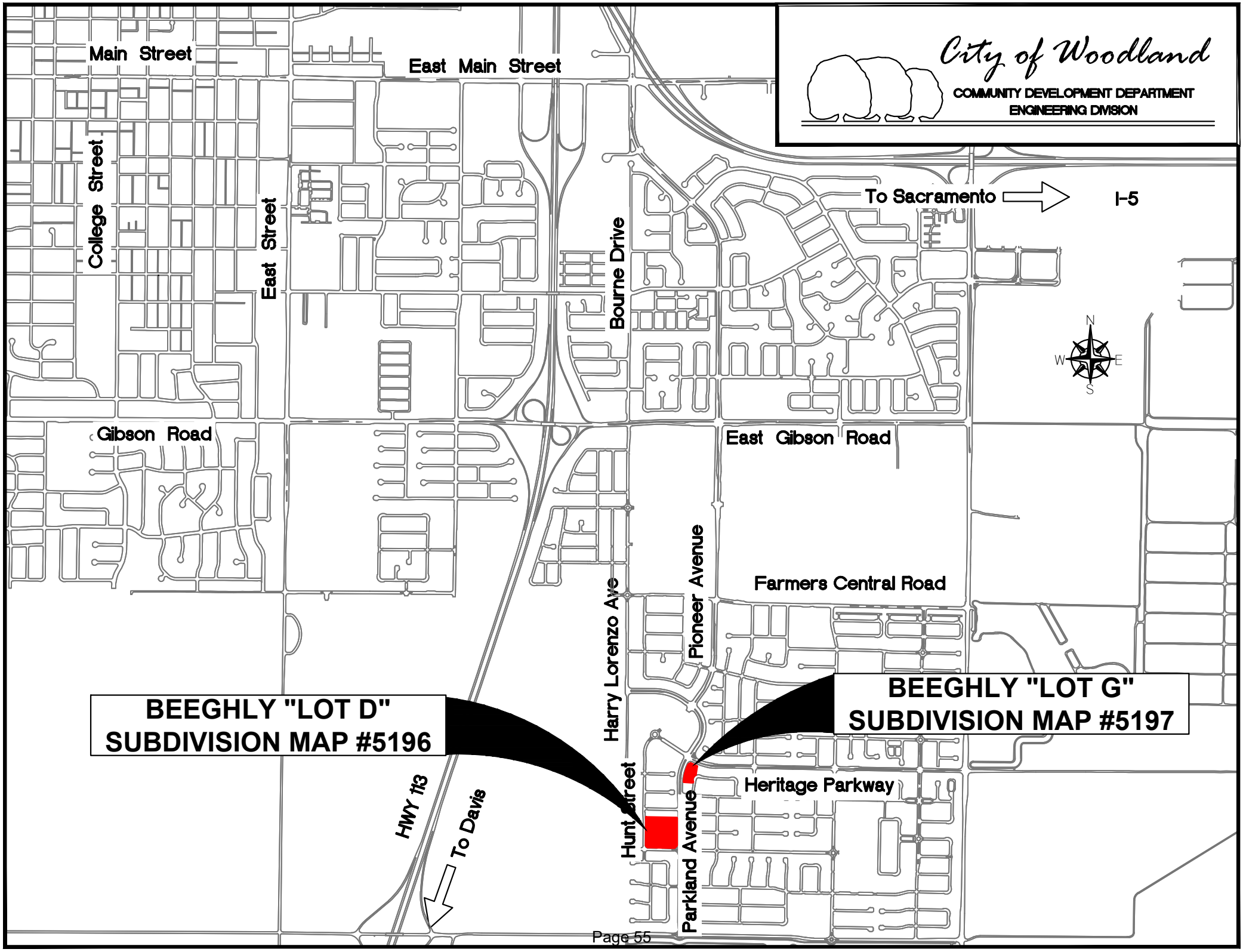
ATTEST:

_____
City Clerk

EXHIBIT A

IMPROVEMENTS TO BE REIMBURSED FROM THE SPRING LAKE INFRASTRUCTURE FEE

SLIF Reimbursement Schedule		
Item No.	**Construction Item Description**	**Actual Verified Cost**
1	CMU Retaining Wall	$89,882.82
2	6’ Board on Board Privacy Fence	$116,907.38
3	24”x24” Brick Pilasters	$41,805.96
Subtotal		**$248,596.16**
	Soft Costs (Fixed at 24%)	$59,663.08
Total Reimbursement		**$308,259.24**


City of Woodland
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION
Main Street
East Main Street
College Street
East Street
Bourne Drive
To Sacramento
I-5
N
W
E
S
Gibson Road
East Gibson Road
Farmers Central Road
Harry Lorenzo Ave
Pioneer Avenue
BEEGHLY "LOT D"
SUBDIVISION MAP #5196
BEEGHLY "LOT G"
SUBDIVISION MAP #5197
Heritage Parkway
Hunt Street
Parkland Avenue
HWY 113
To Davis

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
ITEM #:	G.10
SUBJECT:	Approval of Plans and Specifications, and Authorization of Advertisement for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, (1) Approving the Project plans and specifications, and (2) Authorizing bid advertisement for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02.

Staff Contact:
Mark Miller, Associate Engineer - (530) 661-5968, mark.miller@cityofwoodland.gov

Fiscal Impact:
The engineer's estimate of construction cost is $3.8 million. The estimated total project cost is $4.5 million and includes design, construction, construction contingency, inspection, and construction management costs.

Funding for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02 (the "Project"), is split between Sewer and Water Enterprise Funds. The estimate at this time is that the split will be $4.1 million from the Water Enterprise Fund and $400,000 from the Sewer Enterprise Fund. These costs are subject to change based on actual bid prices. An updated budget analysis will be prepared after receiving the bids. The Project is currently funded in the Capital Budget, which was approved by the City Council on June 20, 2023, with $3.2 million of Water Enterprise Funding and $800,000 of Sewer Enterprise Funding. This current funding in CIP 23-02 was allocated prior to finalizing the scope of work included in the Project. Award of the Construction Contract will be presented to Council for approval at a future date, at which time any necessary additional funding will be recommended for allocation to the Project.

There is no impact on the City's General Fund.

Background:
Set to break ground in Spring 2024, CIP 23-02 was scoped as the eighth phase of a multi-year project where Engineering and Operations staff identify locations in the City that have the greatest occurrence of water main and water lateral breaks and leaks, and prioritize these locations for replacement. The 2024 Project area is described as the vicinity of Homewood Drive between Gibson Road and Coloma Way, Rosewood Way, and Fourth Street and Third Street between Marshall Avenue and Homewood Drive. The Project area can be visualized on the attached map and contains a network of potable water mainlines that were constructed between 1946 and 1978 that range from 46 to 78 years old. These mainlines are made of ductile iron and cast iron, which have typical average service lives of 50 years after proper installation. The Project will replace the existing network with a new polyvinyl chloride mainline constructed in the street and will connect residences along the route with new polyethylene services.

Staff periodically evaluates the city sewer collection system according to the Sewer System Management Plan guidelines. Each sewer pipe in the city is attributed a condition rating that is

regularly updated with the goal of eliminating sewer overflows and providing adequate sewer capacity to residents. Though the existing sewer pipes within the Project area are between 74 and 107 years old, they are generally in fair condition and do not warrant complete replacement. Nevertheless, the most severe defects identified by staff will be excavated and replaced with the Project.

Discussion:
Areas of the city where infrastructure is identified for replacement often coincide with streets that have a network of smaller diameter water distribution mains buried behind the sidewalks. Due to many characteristics such as their age, size, location, material composition and burial depth, these back-of-walk mains are a constant nuisance for Operations staff to maintain as well as for City residents who install fencing or landscaping on their property's frontage. These back-of-walk mains exist in the 2024 Project vicinity and have been experiencing an increasing number of breaks and leaks in recent years. Once completed, the Project will have replaced under one mile of aging drinking water distribution network, which will result in more reliable water pressure and uninterrupted water service for approximately 106 residences.

The existing sewer system in the Project vicinity consists of six-inch, eight-inch and twelve-inch diameter vitrified clay mainlines in the street that were constructed as early as 1917. Though over a century old, these sewers are in relatively fair condition and only a handful of mainline spot repairs are planned in the Project. Thirty-seven individual sewer laterals which contain sags or breaks will be replaced during construction, and the Project will abandon one of the two parallel, redundant collection mains on Fourth Street. The 2024 Project will also rebuild one sewer utility hole and reshape the bottom of three others.

Conclusion:
Staff recommends that the City Council adopt Resolution No. _____, (1) Approving the Project plans and specifications, and (2) Authorizing bid advertisement for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02.

Prepared by: Mark Miller, Associate Engineer

Reviewed by: Tim Busch, P.E., Principal Utilities Civil Engineer
Brent Meyer, P.E., Community Development Director/ City Engineer

Ken Hiatt
City Manager

Attachments:
1. Resolution
2. Vicinity Map

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2024 WATER AND SEWER REPAIR AND REPLACEMENT PROJECT, CIP 23-02

WHEREAS, the City Council wishes to ensure the City's infrastructure is maintained in compliance with local, State and Federal regulations; and

WHEREAS, the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02, will replace water and sewer pipelines that are deficient or have exceeded their service life, resulting in more reliable system pressures and less interruptions of service for nearby residences; and

WHEREAS, the City Council has the authority to approve projects for bid; and

WHEREAS, the City Council wishes to approve the plans and specifications and authorize bid advertisement for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02, through adoption of this Resolution.

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

Section 1. The City Council hereby approves the plans and specifications for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02.

Section 2. The City Council hereby authorizes staff to advertise for bids for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 16th day of January, 2024, by the following vote:

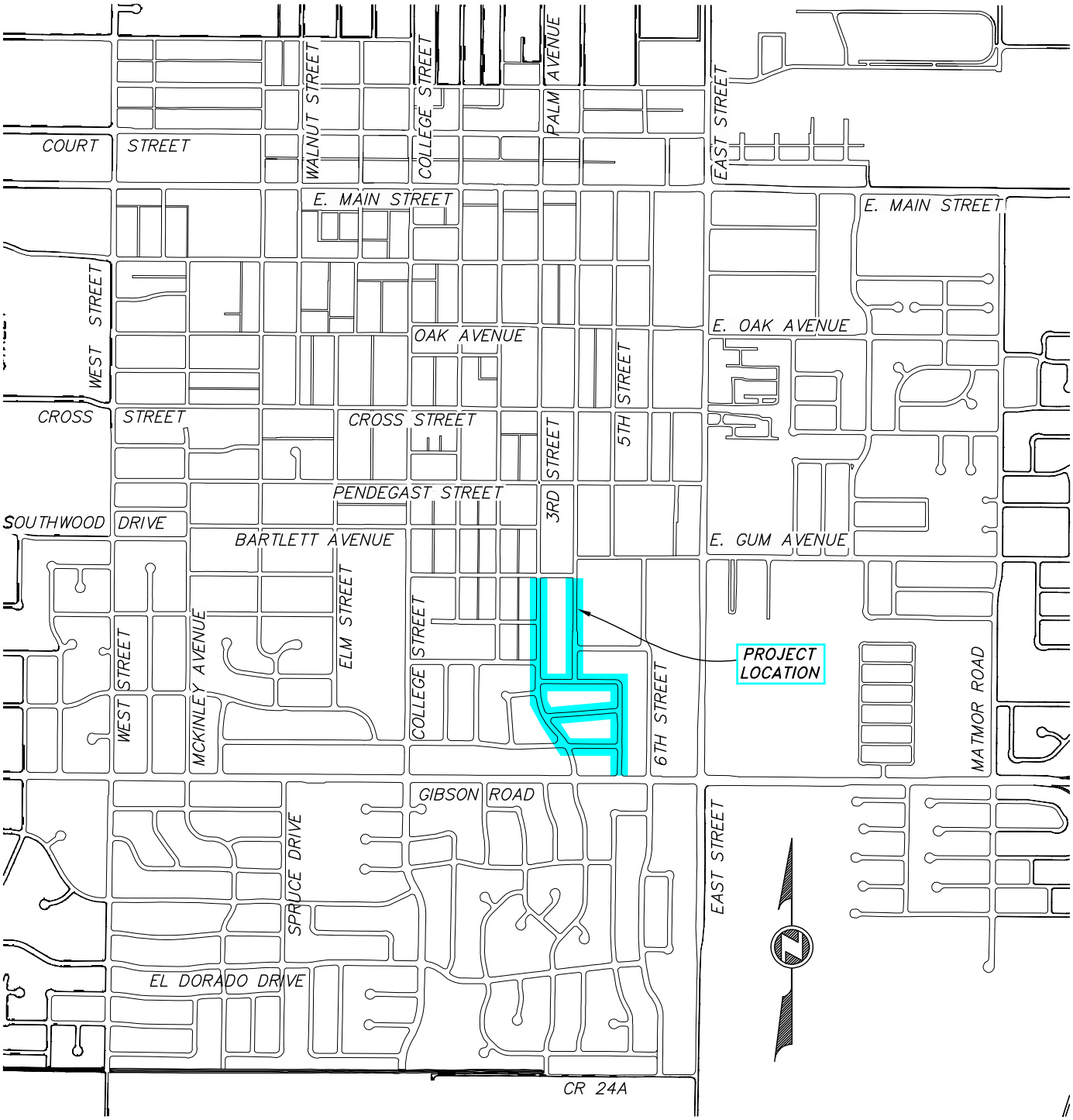
AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Tania Garcia-Cadena, Mayor

ATTEST:

_____
Ana B. Gonzalez, City Clerk

2024 Water & Sewer Replacement Project, CIP 23-02



VICINITY MAP

NTS

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
ITEM #:	G.11
SUBJECT:	Community Center Parking Lot Expansion Project (CIP 24-08) – Create a New Capital Project and Approve a Consultant Agreement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to 1) approve a new capital project: Community Center Parking Lot Expansion Project (CIP 24-08), 2) appropriate a $1,000,000 transfer of Measure J reserve funds (Fund 1101) to the City's General Capital Fund, 3) appropriate $200,000 in the General Capital Fund (Fund 1501) to the Project, and 4) authorize the City Manager to execute a Professional Services Agreement with Laugenour and Meikle in an amount up to $136,541 for engineering and landscape design services and authorize the City Manager to execute amendments up to 15% of the agreement amount ($20,481).

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

Fiscal Impact:
The City has earmarked $1.5 million in funding to assist with future Sports Park projects, including $1 million in Measure J reserves and $500,000 in Measure F reserves. To facilitate expenditure of the Measure J funds on this project, the requested action will first appropriate the $1 million in Measure J reserve balances (currently included in the General Fund) as a transfer to the City's General Capital Fund. A second action will appropriate $200,000 of this transferred amount to cover design and project management costs. The project will be designed to stay within the total project budget of $1.5M earmarked for these improvements. Staff will return to Council with a future request to appropriate additional funds at the time of the construction contract award.

Background:
On September 25, 2017, the Parks & Recreation Commission approved a conceptual plan of new parks and recreation facilities at the Woodland Sports Park. The recommendation presented to the Parks & Recreation Commission was the result of a City Council and Parks & Recreation Commission subcommittee tasked with evaluating current and future recreation facility needs. On October 17, 2017, staff presented the conceptual master plan for buildout of the Woodland Sports Park to the City Council. Following that meeting, the master plan was further refined and once again presented to Council on March 6, 2018.

Recommendations included in the master plan reports provided to the Parks & Recreation Commission and the City Council were provided as “Level A” and “Level B” recommendations: “Level A” projects are those that have the highest current need based on community need. “Level B” projects are projects that have an acknowledged high level of need and take a second priority only to the Level A projects. The need to construct additional parking was identified as a “Level A” recommendation. The master plan identified the grassy area in front of the main entrance to the Community & Senior Center as the area to provide the additional parking.

Discussion:
The City received Statements of Qualification from consultants in response to the City’s Request for Qualifications to design various roadway projects advertised on July 26, 2019. Staff reviewed,

scored and ranked the statements received, and Laugenour and Meikle (L&M) was one of the top ranked consultants. They were chosen to design the western half of the Gibson Road Rehabilitation Project and have completed a multitude of other projects as consultants to the City of Woodland. L&M has extensive experience in the design of parking lots such as this one and has included the primary Sports Park Master Plan consultant, Callander & Associates, to serve as the project's landscape architect. Staff has concluded negotiations for the final contract amount with L&M and is requesting that Council approve the consultant agreement at an amount not to exceed $136,541.

With the new aquatic center scheduled to open in fall of 2025, there is a window to complete the parking improvements this summer and address the previously identified parking deficiency when holding larger events at the Woodland Sports Park. In addition to providing much needed additional parking, the project will also fulfill a need to provide a higher quantity of handicapped parking spaces, which has also been identified as a need by the primary users of the Community & Senior Center. With authorization to proceed from City Council, staff will begin working with the design consultants immediately with the goal of advertising the project for bid later this spring so that construction can be completed before the rainy season of 2024.

Conclusion:
Staff recommends that the City Council adopt Resolution No. _____, to 1) approve a new capital project: Community Center Parking Lot Expansion Project (CIP 24-08), 2) appropriate a $1,000,000 transfer of Measure J reserve funds (Fund 1101) to the City's General Capital Fund, 3) appropriate $200,000 in the General Capital Fund (Fund 1501) to the Project, and 4) authorize the City Manager to execute a Professional Services Agreement with Laugenour and Meikle in an amount up to $136,541 for engineering and landscape design services and authorize the City Manager to execute amendments up to 15% of the agreement amount ($20,481).

Prepared by: Ed Wisniewski, Principal Civil Engineer

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

Ken Hiatt
City Manager

Attachments:
1. Resolution CIP 24-08
2. Professional Services Agreement_L&M
3. Conceptual Parking Improvements
4. Community Center/Sports Park Master Plan

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO CREATE A NEW CAPITAL PROJECT – COMMUNITY CENTER PARKING LOT EXPANSION (CIP 24-08), APPROPRIATE FUNDING FOR DESIGN OF THE PROJECT, AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH LAUGENOUR AND MEIKLE FOR DESIGN SERVICES

WHEREAS, master planning reports previously presented to Council in 2017 & 2018 identified a need for additional parking at the Woodland Sports Park; and

WHEREAS, the City of Woodland wishes to create a capital project to complete the Community Center parking improvements: CIP 24-08, Community Center Parking Lot Expansion Project; and

WHEREAS, as a result of Sports Park master plan recommendations, the City had earmarked $1M in Measure J funding and $500,000 in Measure F funding for these parking improvements; and

WHEREAS, the City conducted a quality based selection process for roadway design services in the summer of 2019 and Laugenour & Meikle was one of the top rated consultants. Laugenour & Meikle is a local business and has widespread experience in the design of these types of parking facilities; and

WHEREAS, the City wishes to enter into a consultant services agreement with Laugenour & Meikle through the adoption of this Resolution.

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

Section 1. The City Council hereby approves the creation of CIP 24-08, Community Center Parking Lot Expansion Project.

Section 2. The City Council hereby appropriates the transfer of $1M from Measure J fund balance (Fund 1101) to the General Capital Fund (Fund 1501), and appropriates $200,000 in General Capital funds (Fund 1501) for the Community Center Parking Lot Expansion Project, CIP #24-08.

Section 3. The City Council hereby authorizes the City Manager to execute a professional services agreement with Laugenour & Meikle in an amount up to $136,541 for the Community Center Parking Lot Expansion Project, CIP 24-08 and authorizes the City Manager to execute amendments up to 15% of the agreement amount ($20,481).

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 16th day of January 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Rich Lansburgh, Mayor ProTempore

ATTEST:

_____
Ana B. Gonzalez, City Clerk

82093.00001\8555510.2

CITY OF WOODLAND
PROFESSIONAL SERVICES AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

CM #	

This Agreement is made and entered into this _____ day of _____, 2024 by and between the City of Woodland, a California municipal corporation ("City") and Laugenour & Meikle, a ("Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

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

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

C. City desires to engage Consultant to render such services for the Community Center Parking Lot Expansion Project, CIP 24-08, ("Project") as set forth in this Agreement.

AGREEMENT

1. SCOPE OF SERVICES AND TERM.

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

1.2 Term. The term of this Agreement shall be from contract execution to June 30, 2025, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

2. SCHEDULE OF SERVICES.

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

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

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

3. FEES AND PAYMENTS.

3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed ONE HUNDRED THIRTY-SIX THOUSAND FIVE HUNDRED FORTY-ONE DOLLARS ($136,541) without written approval of City Manager. Consultant shall not be reimbursed for any expenses unless authorized in writing by City. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.2 Payment of Compensation. Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The

statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within forty-five (45) days of receiving such statement, review the statement and pay all approved charges thereon.

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

4. CHANGES.

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

5. RESPONSIBILITIES OF CONSULTANT.

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

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

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

threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City. The key personnel for performance of this Agreement are as follows: Bryan Bonino & Paymon Fardanesh.

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

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

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

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

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

6. INSURANCE.

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

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

6.2.1 Commercial General Liability. Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least $1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

6.2.2 Automobile Liability. Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of $1,000,000 each accident.

6.2.3 Workers' Compensation. Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than $1,000,000 per accident for bodily injury and disease.

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

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

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

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least five (5) years from termination or expiration of this Agreement.

6.3 Endorsements.

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

6.3.1.1 Additional Insured. The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

6.3.1.2 Primary Insurance and Non-Contributing Insurance. This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.

6.3.1.3 Severability. In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

6.3.1.4 Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.1.5 Duties. Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.

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

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

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

6.3.2.2 Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

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

6.3.3.1 Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.4 Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

6.5 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

6.6 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time if the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to

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

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

6.7 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

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

7. OWNERSHIP OF MATERIALS AND CONFIDENTIALITY.

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

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

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

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

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

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

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

8. ACCOUNTING RECORDS.

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

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

9. SUBCONTRACTING.

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

10. TERMINATION OF AGREEMENT.

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

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

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

11. GENERAL PROVISIONS

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

City:

CITY OF WOODLAND
300 First Street
Woodland, CA 95695
Attn: Ed Wisniewski

Consultant:

LAUGENOUR & MEIKLE
608 Court Street
Woodland, CA 95695
Attn: Bryan Bonino

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

11.2 Indemnification.

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

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

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

11.3.1 Employment Eligibility; Consultant. By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Consultant.

Consultant also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. Consultant shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Consultant shall maintain records of each such verification, and shall make them available to the City or its representatives for inspection and copy at any time during normal business hours. The City shall not be responsible for any costs or expenses related to Consultant's compliance with the requirements provided for in Section 11.3 or any of its sub-sections.

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

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

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

11.4 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration

contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subconsultants to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

11.5 California Labor Code Requirements.

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

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

11.5.3 This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend,

indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

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

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

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

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

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

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

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

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

11.14 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Yolo County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or

payment for extra work, disputed work, claims and/or changed conditions, Consultant must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Consultant. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Consultant shall be barred from bringing and maintaining a valid lawsuit against the City.

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

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

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

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

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

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

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

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

[SIGNATURES ON NEXT PAGE]

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

CITY OF WOODLAND

By: _____
Ken Hiatt
City Manager

Laugenour & Meikle

By: _____
Name:
Title:

Attest:

By: _____
Ana Gonzalez
City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

See following pages…

December 20, 2023

Mr. Ed Wisniewski
City of Woodland
Community Development Department
300 First Street
Woodland, California 95695
E-mail: Ed.Wisniewski@cityofwoodland.org

Re: **Proposal for Community & Senior Center Parking Lot Expansion, 2001 East Street, Woodland, CA 95776**

Dear Mr. Wisniewski:

Laugenour and Meikle is pleased to present this proposal for civil engineering and land surveying services for the above referenced project. A detailed description of the services to be provided is included in the attached Exhibit "A", Scope of Services & Compensation, which reflects the standard items of work required for this type of project.

If you have any questions or comments, please call.

Sincerely,

LAUGENOUR AND MEIKLE

Bryan P. Bonino, Principal, P.E., L.S.

Enclosure

AUTHORIZATION TO BEGIN WORK PRIOR TO CONTRACT PREPARATION:

CLIENT SIGNATURE **DATE**

EXHIBIT "A"

SCOPE OF SERVICES & COMPENSATION

I. SCOPE OF SERVICES:

A. PROJECT MANAGEMENT & MEETINGS:

- Manage the contract scope, schedule, and budget for all project activities.
- Coordination calls with Client.
- Project meetings/coordination with Agencies associated with project.
- Periodic project reviews with Client.

B. TOPOGRAPHIC SURVEY & BASE MAPPING

- Horizontal and vertical control, including boundary ties, per Agency Control Data.
- Research current record maps, deeds and easements.
- Perform field survey to collect data for boundary resolution.
- Topographic survey for civil design, including setting project control and benchmarks.
- Determine utility inverts for design (based on being able to physically determine inverts, does not include potholing).
- Create a topographic base map showing property lines and easements created from the Preliminary Title Report (to be provided by Client), record data, and the topographic survey. This base map will be used in our analysis and design.
- Supply Client with electronic file (AutoCAD).

C. SITE PLAN DEVELOPMENT:

- Prepare Civil Site Plan per information provided by Client.
- Make Site Plan recommendations based on civil design constraints.
- Review Agency Standards and Client design requirements.
- Coordinate with Client on options to adjust Site Plan due to constraints.
- Prepare final Civil Site Plan based on agreed revisions and Agency Design Standards.

D. PRELIMINARY GRADING, DRAINAGE AND UTILITY PLAN FOR 30% IMPROVEMENT PLANS:

- Review "initial" site plan provided by Client.
- Develop preliminary grading and drainage scheme for "initial" site plan.

- Determine site constraints for grading, storm water quality compliance, and ADA accessibility for site topography and Agency standards.
- Make site plan recommendations based on design constraints.
- Make site plan recommendations based on earthwork volume calculations.
- Coordination with Client on options to adjust site plan due to grading constraints.
- Review "revised initial" site plan.
- Develop Preliminary grading and drainage scheme for "revised initial" site plan for Agency Submittal.
- Outline grading and drainage constraints for "revised initial" site plan.
- Develop options for site design, source control and treatment control options for storm water quality per Agency requirements.
- Preliminary onsite utility layout for water, sewer, storm drain and fire main for Agency Submittal.
- Verify revised earthwork volume calculations for site balance, if possible.

E. 90% CIVIL ONSITE IMPROVEMENT PLANS:

- Review project conditions of approval and Client design requirements.
- Grading and drainage plan and hydraulic calculations for pipe sizing.
- Design site grading for project site and prepare a Grading Plan showing all surface drainage, curb and asphalt elevations and finish floor elevations of all buildings in conformance to the Site Plan provided.
- Design underground utilities to service the project with domestic water, fire protection, and sanitary sewer. Prepare a Utility Plan showing all utilities incorporated within said design together with all elevations necessary for the implementation of the design.
- Fire pump system, if required, is not part of this scope of services.
- Assist the Client in coordination of design services such as geotechnical engineer, traffic engineer, structural engineer, public utility (gas, electric, telephone, cable television, etc.) representative and consultants, environmental consultants, and landscape architect.

F. 100% CIVIL ONSITE IMPROVEMENT PLANS:

- Provide details within said civil plans to identify the construction requirements of appurtenances to be constructed within the project.
- Includes revisions for one (1) round of Agency comments, any additional revision costs will be determined, and a change order request will be submitted to Client for approval.
- Assumes no offsite work. If offsite work is required, Laugenour and Meikle will provide a separate proposal to the Client.
- Scope of work excludes drainage analysis and storm water quality compliance. A separate proposal will be provided for these items if they are required.

G. STORM WATER POLLUTION PREVENTION PLAN (SWPPP):

- Prepare Storm Water Pollution Prevention Plan (SWPPP) for Construction Activities.
- Prepare erosion and sedimentation control plan.
- Complete Notice of Intent (NOI) for filing by Owner.
- A single SWPPP to be developed for both onsite and offsite improvements.
- Excludes Qualified SWPPP Practitioner (QSP) services which are required for implementation and monitoring of SWPPP.

H. CONSTRUCTION ADMINISTRATION:

- Attend meeting (progress and coordination meeting at Owner's request).
- Site visit during construction (per Owner's request).
- Review and comment on project submittals related to civil design items.
- Conduct final project review of site improvements and assist in preparation of punch list.

I. ELECTRICAL WORK:

- Electrical work to be provided by M. Neils Engineering, Inc. See attached December 15, 2023, proposal for their scope of work.

J. LAUGENOUR AND MEIKLE COORDINATION WITH ELECTRICAL WORK:

- Provide coordination between Client and electrical subconsultant.

K. LANDSCAPING WORK:

- Landscaping work to be provided by Callander Associates. See attached December 14, 2023, proposal for their scope of work.

L. LAUGENOUR AND MEIKLE COORDINATION WITH LANDSCAPING WORK:

- Provide coordination between Client and landscaping subconsultant.

M. REIMBURSABLES:

- Reimbursable expenses for this project will include printing and delivery courier services. We have included an allowance of $1,000.00 in the project total to cover the possibility of these expenses.

III. EXCLUSIONS AND/OR RESPONSIBILITIES OF CLIENT OR OTHERS:

1. To provide Geotechnical Reports upon which Consultant can rely in performing services, including provision for review and approval of Consultant's improvement and grading plans by Client's geotechnical consultant, if required.
2. The design of walls, fences, retaining walls, or soundwalls of any kind and calculations as may be required by the public agency to obtain approvals.
3. To provide Consultant with current title reports, including supporting documents for project site and adjacent properties.
4. Design of dry (electric, gas, telephone and cable television) utility systems.
5. Any structural, acoustical, electrical, geotechnical engineering, traffic engineering for signal design or landscape architecture.
6. Client agrees consultant will not perform on-site construction review, construction management, supervision of construction of engineering structures, or other construction supervision for this project unless specifically provided for in another Agreement.
7. All investigations, work responsibilities, duties, or acts related to or involving archeological resources, endangered species or wetlands and asbestos, pollutants, or contaminants in the atmosphere, on the surface, or in the subsurface.
8. All work pertaining to environmental impact report mitigation monitoring, if required. Client agrees to assume complete responsibility and liability for changes in design, construction quantities, project cost, etc., whenever Client uses unsigned or unapproved survey maps or construction drawings for bidding or construction purposes.
9. To bear the cost of excavation and exposing ("potholing") utility locations, and/or video inspections thereof, both on-site and off-site, if, in the opinion of the Consultant, it becomes necessary and desirable to do so in order to ascertain precise utility condition, location or elevation information. Consultant will not be responsible for the condition, location or depth of existing underground utilities which are shown on the plans based on utility company, agency or Client records.
10. The improvements are designed with the intent that the firm, Laugenour and Meikle, will be performing the construction staking for the complete project. If, however, another firm should be employed to use the design plans for construction staking, Laugenour and Meikle will not assume any responsibility for errors or omissions, if any, which might occur and which could have been avoided, corrected or mitigated if Laugenour and Meikle had performed the staking work.
11. All submittals of plans/reports for Agency approval are the responsibility of the Client.
12. Any regulatory agency related fees for submitting, checking, filing, inspection, performance of services, etc. are the responsibility of the Client.
13. SWPPP implementation and monitoring.

EXHIBIT "B"

SCHEDULE OF SERVICES

- **Start of Design Services: January 2024**
- **Advertise for Bid: April/May 2024**
- **Start Construction: June 2024**
- **Complete Construction: November 2024**

EXHIBIT "C"

COMPENSATION

See following pages…

II. COMPENSATION:

Consultant shall be compensated on a "Fixed-Fee" basis per project total shown below. New tasks not associated with the above Scope of Services will be negotiated prior to starting any work on any additional new task:

A.	Project Management & Meetings	$	7,680.00
B.	Topographic Survey & Base Mapping	$	7,880.00
C.	Site Plan Development	$	1,920.00
D.	Preliminary Grading, Drainage & Utility Plan for 30% Improvement Plans	$	9,720.00
E.	90% Civil Improvement Plans	$	17,580.00
F.	100% Civil Onsite Improvement Plans	$	12,360.00
G.	Storm Water Pollution Prevention Plan (SWPPP)	$	4,440.00
H.	Construction Administration	$	6,720.00
I.	Electrical Work (Provided by Subconsultant)	$	24,480.00
J.	Laugenour and Meikle Coordination with Electrical Work	$	3,840.00
K.	Landscape Work (Provided by Subconsultant)	$	33,761.00
L.	Laugenour and Meikle Coordination with Landscape Work	$	5,160.00
M.	Reimbursables	$	1,000.00
PROJECT TOTAL		**$**	**136,541.00**

These costs are based on the following Laugenour and Meikle Prevailing Wage Rate Schedule (Exhibit "B").

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EXHIBIT "B"

RATE SCHEDULE

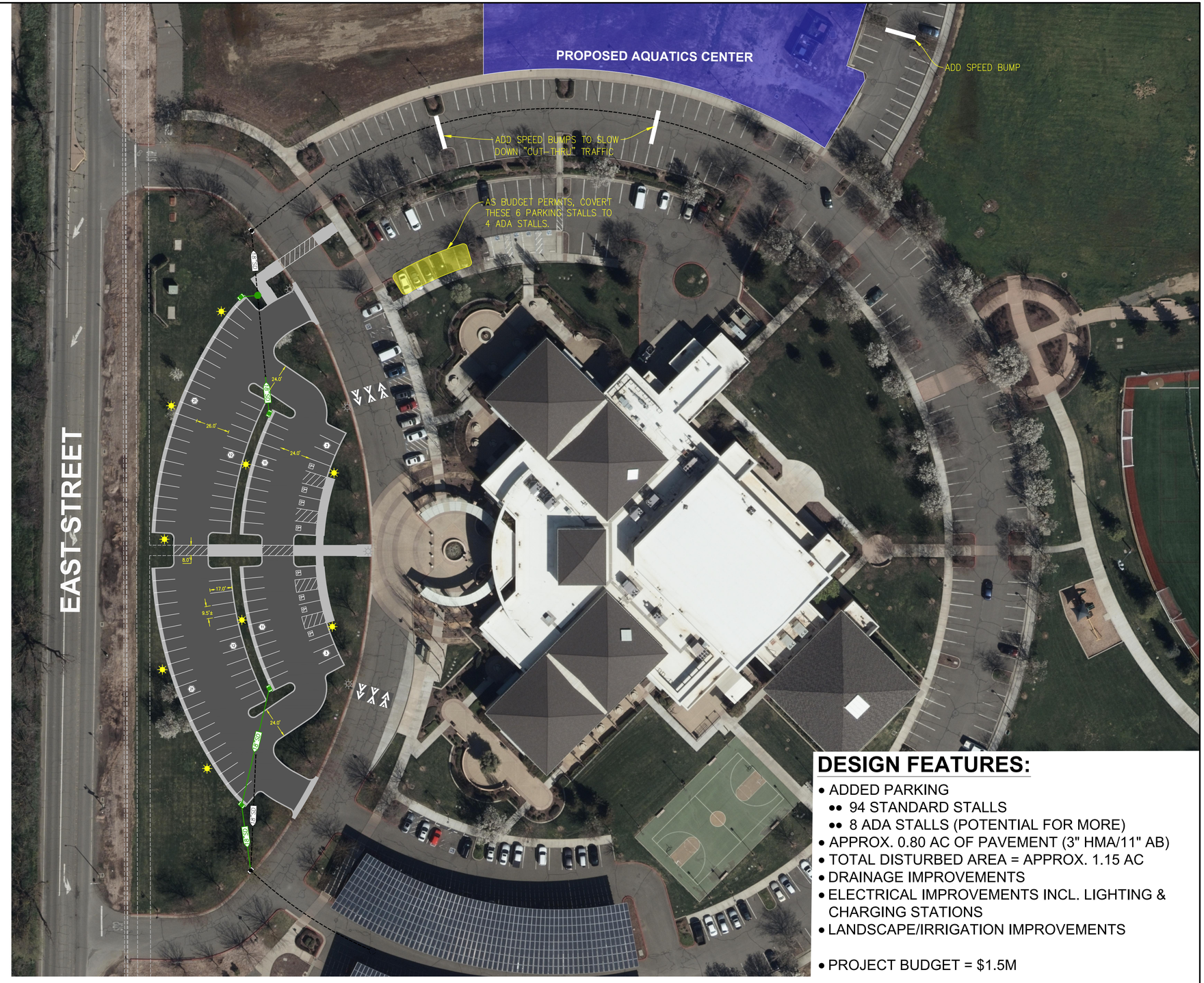
PERSONNEL CLASSIFICATION	RATE PER HOUR
Principal Engineer	$240.00
Principal Surveyor	$240.00
Senior Engineer/Project Manager	$225.00
Senior Engineer	$215.00
Senior Surveyor	$215.00
Associate Engineer	$200.00
Surveyor	$190.00
Assistant Surveyor	$175.00
Assistant Engineer	$185.00
Assistant Project Manager	$175.00
Junior Engineer	$165.00
Technician 3	$165.00
Technician 2	$150.00
Technician 1	$105.00
Clerical	$ 75.00
Accounting	$115.00
Survey Party, 1-Man*	$210.00
Survey Party, 1-Man Travel*	$175.00
Survey Party, 2-Man*	$320.00
Survey Party, 2-Man Travel*	$245.00

REIMBURSABLES:

Aerial Drone	—	$500.00 per Aerial Model
Field Material	—	Charged at cost plus 15%
Reproduction Items	—	Charged at cost plus 15%
Subconsultants	—	Charged at cost plus 15%
Fees	—	Charged at cost plus 15%
Agency/Utility Maps/Plans	—	Charged at cost plus 15%

* Public Works Prevailing Wage Rate

EXISTING CONDITION



CONCEPTUAL PLAN

DESIGN FEATURES:

- ADDED PARKING
  - 94 STANDARD STALLS
  - 8 ADA STALLS (POTENTIAL FOR MORE)
- APPROX. 0.80 AC OF PAVEMENT (3" HMA/11" AB)
- TOTAL DISTURBED AREA = APPROX. 1.15 AC
- DRAINAGE IMPROVEMENTS
- ELECTRICAL IMPROVEMENTS INCL. LIGHTING & CHARGING STATIONS
- LANDSCAPE/IRRIGATION IMPROVEMENTS

- PROJECT BUDGET = $1.5M

DECEMBER 8, 2023

CITY OF WOODLAND CALIFORNIA

COMMUNITY CENTER
CONCEPTUAL PLAN - PARKING EXPANSION

N W E S

40' 0 20' 40'
SCALE: 1" = 40''

CITY OF WOODLAND CALIFORNIA

COMMUNITY CENTER / SPORTS PARK

CONCEPTUAL MASTER PLAN UPDATE

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
ITEM #:	H.12
SUBJECT:	Woodland Police Department 2024-2026 Strategic Plan

Recommendation for Action: Staff recommends that the City Council receive a presentation on the Woodland Police Department's 2024-2026 Strategic Plan, which outlines specific goals and objectives. This document will serve as a guide for the Department to attain both a higher level of service to the public and a more nurturing environment for the department staff over the next (2) years.

Staff Contact

Derrek Kaff, Police Chief, (530) 661-7865, Derrek.Kaff@cityofwoodland.gov

Council Goals

The Woodland Police Department's 2024-2026 Strategic Plan addresses (3) areas of focus that align with the following City Council Goals:

- City Council Goal #1 – Improve Quality of Life
- City Council Goal #3 – Strengthen Public Safety & Infrastructure.
- City Council Goal #4 – Enhance Governance & Fiscal Responsibility

Background

Chief Kaff invited all department staff to participate in the 2024–2026 Strategic Plan Steering Committee meetings, which commenced in April 2023. The committee was comprised of both sworn and professional staff from various ranks and bureaus. During the formulation of this new Strategic Plan, committee members engaged in brainstorming, research, and the development of potential goals, grounded in their perception of attainability over the course of the next (2) years. Nevertheless, this plan will remain adaptable and subject to updates as necessary to address our continually evolving demands.

In May 2023, the Committee distributed an internal survey to all department employees, giving them the opportunity to contribute additional input anonymously. The survey aimed to address a wide range of internal needs among the employees. These are needs that, when met, would enhance their ability to serve the community better. The responses from (80) employees provided valuable and important information.

The Committee also actively sought input from the public in both English and Spanish, engaging with the community at a Town Hall meeting, Coffee Shops, and La Superior. Participants were invited to prioritize different areas, and the findings from all public surveys consistently highlighted the same top (5) areas, albeit in different sequences:

Town Hall Meeting 2/25/23:

1. Traffic

2. Outreach/Education
3. Mitigating the Effects of Homelessness (Unhoused Persons)
4. Violent/Major Crime
5. School Safety

Coffee Listening Sessions 3/08/23:

1. Unhoused Persons
2. Violent/Major Crime
3. School Safety
4. Traffic
5. Outreach/Education

La Superior Tabling Session 3/16/23:

1. Violent/Major Crime
2. Unhoused Persons
3. School Safety
4. Traffic
5. Outreach/Education

These surveys solicited crucial input and assessed the significance of each focus area from respondents. The feedback and perspective gathered from both employee and community surveys proved invaluable to the Committee. These responses assisted the Committee in formulating specific strategies, goals, and tasks for each focus area.

Throughout the development of the Strategic Plan, Chief Kaff presented draft versions to employees and their associations, the City Council Public Safety Subcommittee, and the Chief's Advisory Board.

The (5) focus areas are:

1. Prioritize employee well-being through thoughtful and strategically managed workload with emphasis on wellness and continuous education
2. Cultivate a diverse, risk-intelligent, and innovative culture
3. Reduce violent crime and hold prolific offenders accountable to create a safer community
4. Enhance internal communication and external outreach to foster transparency and strengthen community engagement
5. Prioritize and address concerns related to traffic, the effects of homelessness, and Woodland's most frequent crimes

Conclusion: Staff recommends that the City Council receive a presentation on the Woodland Police Department's 2024-2026 Strategic Plan, which outlines specific goals and objectives. This document will serve as a guide for the Department to attain both a higher level of service to the public and a more nurturing environment for the department staff over the next (2) years.

Prepared by: Dominique Bonino, Chief's Assistant

Approved by: Derrek Kaff, Chief of Police

Ken Hiatt
City Manager

Attachments:
1. WPD 2024-26 STRATEGIC PLAN

WOODLAND POLICE DEPARTMENT

2024-2026 STRATEGIC PLAN GOALS

1.1

Increase employee awareness of and availability to utilize fitness programs and focus on mental wellness. Evaluate shift structures and model wellness to increase workout opportunities.

1.2

Study other public peace officer workout programs to identify a model that would be a good match for WPD.

1.3

Expand the Peer Support program to a minimum of 10 trained members (8 sworn and 2 professional).

1.4

Host three sessions a year with a law enforcement culturally competent therapist to educate staff on mental resiliency.

1.9 / 1.10

1.9 Review modified-duty assignments to provide more effective uses. (P50)

1.10 Evaluate the workers' compensation process to identify steps that speed the recovery of employees and improve communication.

1.8

Expand the online reporting system and processes to increase efficiency and customer service

1.6 / 1.7

1.6 Increase officer available time to improve proactive policing.

1.7 Conduct a workload comparison with like sized regional departments to determine service level reductions.

1.5

Establish a formal mentorship program for all employees.

WOODLAND POLICE DEPARTMENT

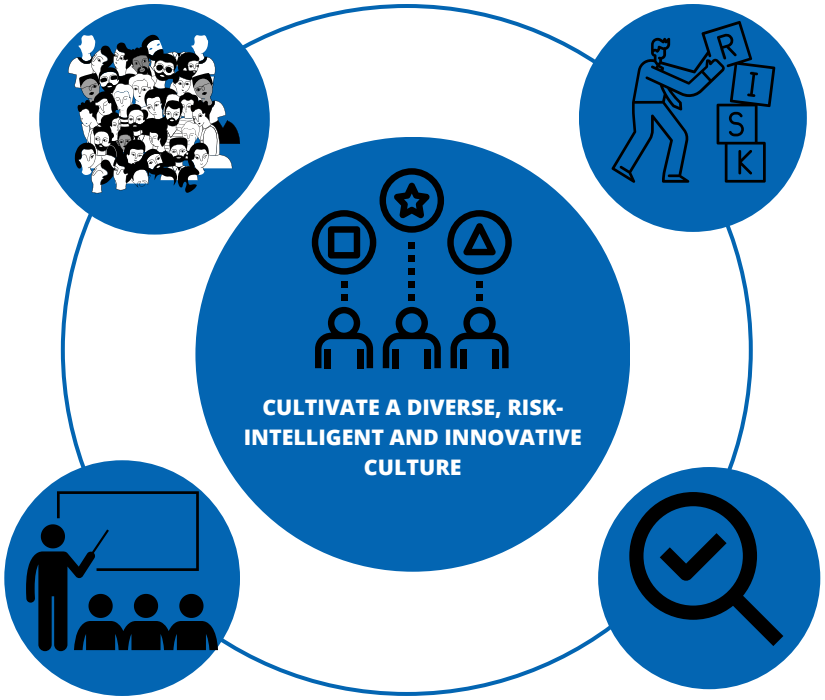
2024-2026 STRATEGIC PLAN GOALS

2.1

Study of current DEI Workforce Demographics

2.2

Implementation of additional DEI Employee Training and Development



2.4

Additional risk management through auditing of training and providing tools necessary in modern era policing.

2.3

Risk Management through research and implementation of appropriate auditing structures for citations and citizen interactions

WOODLAND POLICE DEPARTMENT

2024-2026 STRATEGIC PLAN GOALS

3.1

Establish an additional problem oriented policing team to handle issues proactively.
The team will include proactive and investigative elements.

3.2

Continue and expand coordination with the DA and YCSO to hold prolific offenders accountable to DDIC and major cases.

3.4

CAU will create special bulletins to educate staff on violent crime and prolific offenders. These reports should be consistent and a timeline established. Study other department's CAU for ideas on how to disseminate information.

3.3

Establish a liaison program with the DA's office to be included in DA meetings and increase communication.

WOODLAND POLICE DEPARTMENT

2024-2026 STRATEGIC PLAN GOALS

4.1

Chief to visit workgroup meetings and provide updates. Follow-up with a comprehensive video.

4.2

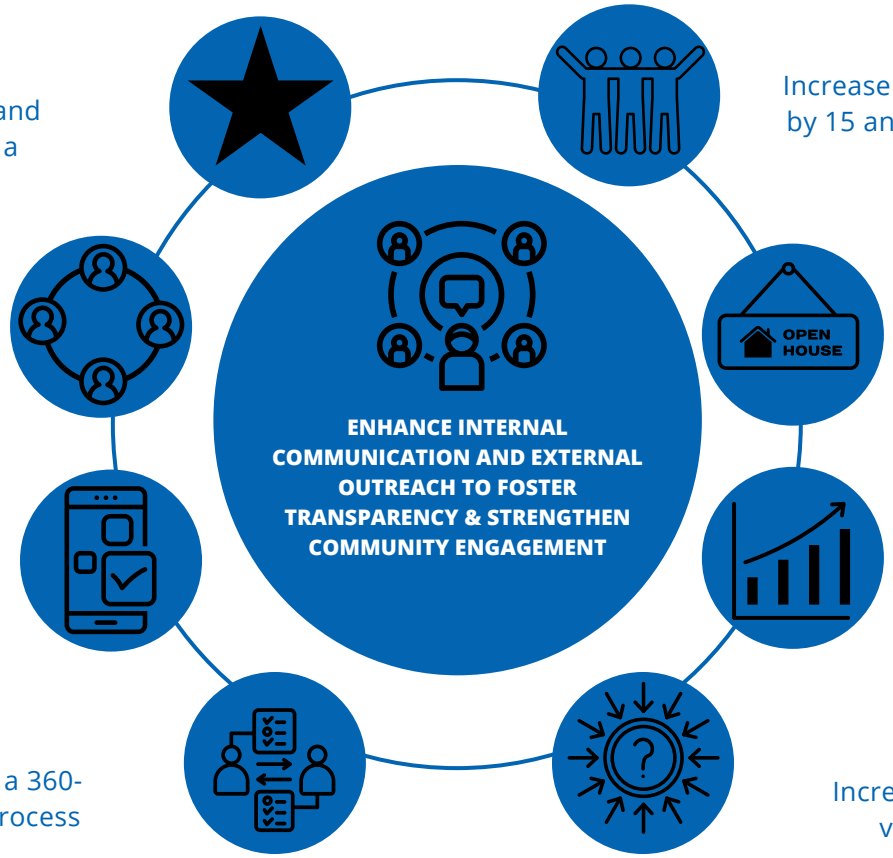
Increase communication channels for additional engagement on upcoming events, training, and departmental changes

4.3

Research mass communication tool options for internal use. (internal app)

4.4

Research and implement a 360-degree staff evaluation process



4.9

Increase the VIP active participant numbers by 15 and formalize additional jobs in each Bureau.

4.7 / 4.8

4.7 Research OPEN HOUSE
4.8 Annually host single topic town hall style meetings on Traffic, Unhoused and Violent Crime.

4.6

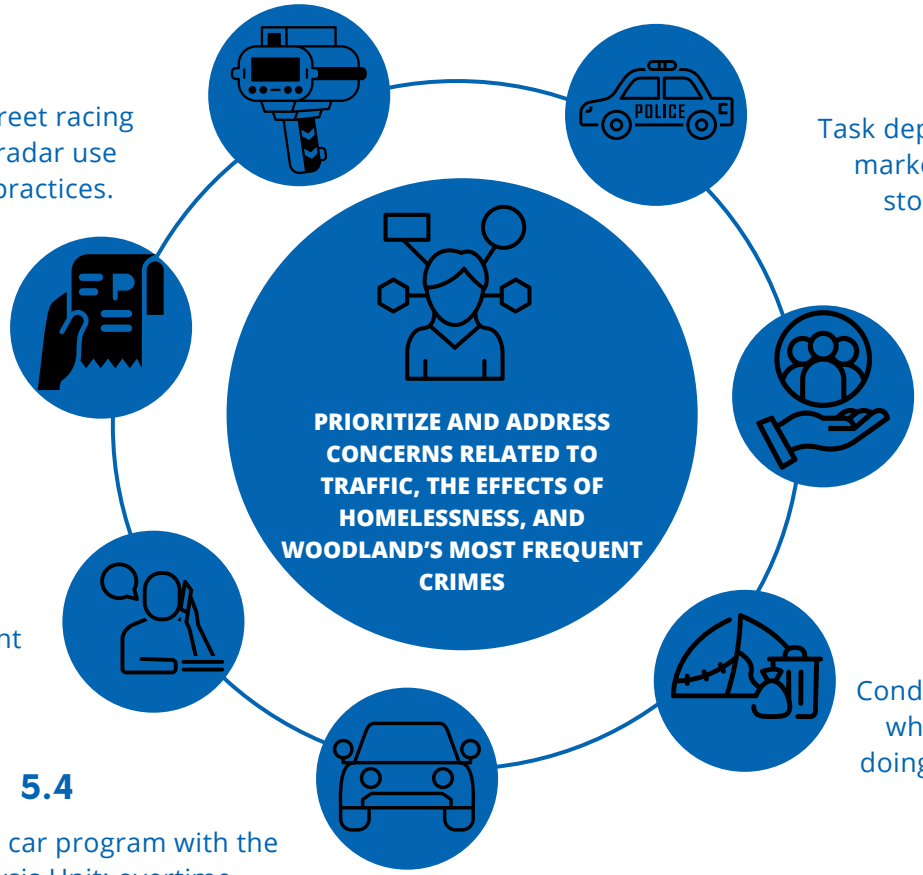
Evaluate the ROI of existing outreach programs.

4.5

Increase & expand use of FAQ videos on social media

WOODLAND POLICE DEPARTMENT

2024-2026 STRATEGIC PLAN GOALS



5.1

Additional training in street racing rules and prevention, radar use and basic traffic best practices.

5.2

Research and implement a new parking citation system.

5.3

Create a program for department volunteers to handle traffic complaints.

5.4

Establish a bait car program with the Crime Analysis Unit; overtime opportunities for special details.

5.5

Conduct a best practice study of what other jurisdictions are doing regarding abating camps, enforcement.

5.6

Research options for civilian staff (in lieu of officers) to perform tasks related to unhoused.

5.7

Task department volunteers to deploy marked vehicles in front of retail stores for crime prevention.

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	January 16, 2024
ITEM #:	H.13
SUBJECT:	Equity Action Plan Update

Recommendation for Action: Staff recommends that the City Council receive the annual update on the City's Equity Action Plan

Staff Contact:
Spencer Bowen, Communication & Strategic Policies Manager, (530) 661-5808, spencer.bowen@cityofwoodland.gov

Background:
City Council members has emphasized the need for the City to prioritize diversity, equity, and inclusion (DEI) both within our workplace and in the public services we provide. In Spring 2022, the City collaborated with a team of UC Berkeley graduate students to perform an analysis and needs assessment of Woodland's equity and inclusion policies. Following receipt of the students' report in Summer 2022, City Council established an ad-hoc DEI subcommittee to lead the production of an Equity Action Plan. On January 17, 2023, Council adopted the City's first Equity Action Plan.

The Equity Action Plan addresses both internal and external diversity, equity, and inclusion goals. As detailed in the attachment, the plan includes the following broad results to be achieved through its actions:

Internal Work

- Result #1: City staff, leadership, and elected officials understand and are committed to equity

External Work

- Result #2: Woodland residents are well-served and feel included by City programs and outreach
- Result #3: The City of Woodland governs in a way that prioritizes equitable opportunity, justice, and safety

Discussion:
Since the Equity Action Plan's adoption, the City Manager's Office of Equity, Engagement, Economy, and Environment ("E4 Office") has advanced several actions. To date, 5 actions are complete, and 12 are in progress.

Complete

- Establish a regularly-meeting Citywide DEI committee (Internal)
  - Two meetings in 2023; representation from across City Departments
  - Committee advice on items such as the staff survey (see below)

- Launch internal staff survey / audit (Internal)
    - Survey launched in Summer 2023 with a roughly 38% response rate
- Staff develops department-level equity action plan template (Internal)
    - Draft template prepared; to be presented to Department Heads in early 2024
- Launch Civic Fellowship Program (Internal)
    - First class of eight fellows completed the program in August 2023
    - Preparation for the 2024 program to begin in February 2024
- Build inclusive strategies within Communications and Engagement plan (External)
    - City's Communications Plan is continuously updated
    - Examples of inclusive strategies include developing stronger relationships across multiple media outlets, prioritizing website updates and translation capabilities, and more regular external messaging

<u>In Progress</u>

- Analyze internal survey data, prepare report (Internal)
    - Report findings circulated among E4 Staff, City Manager, Department Heads, and City Staff DEI committee
- Prioritize multilingual staff hiring and training (Internal)
    - Multilingual skills emphasized in recruitment
    - Ongoing tracking and effort to expand
- Collaborate with other public agencies on equity initiatives (Internal)
    - Ongoing; Examples include Collaborative for Woodland Youth, Yolo County partnerships
- Expand culturally-inclusive recognitions, celebrations, initiatives, and special events (External)
    - Continued work to expand these initiatives
    - Examples include: Yolo County Farmworker Festival, Hispanic Heritage Month, La Pieadad Sister City, Woodland Ecumenical and Multi-Faith Ministries Peace Picnic, Global Rice Fest, César Chávez event, Dr. Martin Luther King Jr. event, and more
- Expand programmatic data efforts (External)
    - Community Services Department (CSD) 2023 Civic Fellow's report on program participation is an excellent template for future efforts
    - Will incorporate similar analyzes into forthcoming department-level plans
- Increase language accessibility (External)
    - For example, new "physical media" items like signs, fliers, etc. are translated into Spanish
- Expand "meet people where they are" strategies (without overburdening community groups) (External)
    - Concept of "Repeated outreach" (mirroring the same message across multiple outlets) is now the norm for Citywide communications
- Expand and improve youth recreational facilities and programs (External)
    - Examples include expanded child care capacity, BeeLine Microtransit, the Woodland Boys & Girls Club, youth leadership and advisory bodies for the Police Department and Public Library, and more
- Expand and improve senior recreational facilities and programs (External)
    - BeeLine Microtransit expands access to programming; New Aquatic Facility; Woodland Regional Park Preserve, Woodland Area Pickleball Association; continued collaboration with Senior Center Inc.;
- Continue to expand alternatives to traditional law enforcement response (External)
    - Continued co-responders deployment

    - Homeless Street Team
    - Advance Peace program
    - Police Athletic League
    - YGRIP Partnership
- Develop resources to assist low-income renters (External)
    - Refreshed webpage
    - New informational resource
- Regularly report on the City's equity progress and request feedback (External)
    - Equity Action Plan add to City Webpage (https://cityofwoodland.org/1414/Equity-Action-Plan)
    - This staff report serves as the first annual update
    - Future reporting will include expanded department-level information

Not Yet Begun

- Each Department Develops an Equity Action Plan
- Expand internal data efforts (Internal)
- Launch "community sentiments" survey / scientific panel (External)
- Be mindful of equity when collaborating on public-private partnerships (External)

Conclusion:
Staff recommends that the City Council receive an update on Woodland's Equity Action Plan

Ken Hiatt
City Manager

Attachments:
1. Equity Action Plan 01.16.24

***Equity Definition**: Just and fair inclusion into a community where all Woodlanders can participate, prosper, and reach their full potential.*

INTERNAL WORK

RESULT #1: City staff, leadership, and elected officials understand and are committed to equity

COMMUNITY INDICATORS

- Internal staff data
  - *Disaggregated by job type, department, race, and identity*
  - Comparison to community at large
  - Average salaries
  - Historic trends
  - New hire trends
- Staff survey / audit data (including an analysis of how representative the sample is)
  - *Disaggregated*
  - Proposed categories, included but not limited to (modeled after similar audits):
    - Workplace "climate"
    - Workforce development, advancement, promotions, benefits, and policies
    - Leadership
    - Discrimination and Harassment
    - DEI within the City
    - Demographics of respondents (for analysis and representation)

OUTCOMES

- The City of Woodland is a model employer that advances equity
- The City of Woodland increases community representation and all forms of diversity in its workforce

ACTIONS	DATE	PERFORMANCE MEASURES	ACCOUNTABILITY	PROGRESS NOTES
Establish a regularly-meeting Citywide DEI committee	End of 2023	o Representation from every City Department o Four or more annual meetings	E4 Office City Manager	*2 meetings in 2023*
Expand internal data efforts	End of 2024	o Establish processes to collect the internal data needed for the above community indicators	E4 Office HR Office Administrative Services	*Not yet begun*
Launch internal staff survey / audit	End of 2023	o Inaugural staff survey launched o Participation (raw number and %) on the staff survey	E4 Office HR Office IT Office	*Survey launched Summer 2023; 38% response*
Analyze survey results, prepare report	Early 2024	o Will reflect questions asked in survey (above)	E4 Office IT Office Administrative Services	*In progress*

Staff Develops Department-Level Equity Action Plan Template	Spring 2024	○ Plan template exists ○ Includes sections that correspond to all of the key goals of any department-level plan (spread across all three plan results)	E4 Office City Manager	*Draft prepared; will circulate in early 2024*
Each Department Develops an Equity Action Plan – *hiring, promotion, and retention facet*	End of 2024	○ Plan exists ○ Plan specifies strategies to recruit, hire, retain, and promote staff in populations of interest ○ Plan specifies how to partner with HR to track this data	E4 Office Department Heads	*Not yet begun*
Prioritize multilingual staff hiring and training	Ongoing	○ Percent of annual new hires who are multilingual ○ Percent of annual new hires multilingual in something other than Spanish	HR Department	*Emphasis included in recruitment;* *Working on disaggregating data across organization*
Launch Civic Fellowship program	Summer 2023	○ Number of students participating ○ Number of fellows who go into public service (annual) ○ Percent of fellows (all time) who go into public service ○ Quantity of promotion through trusted community groups	E4 Office Department Heads as needed CSD; Summer at City Hall	*First class of eight fellows completed their work in August 2023*
Collaborate with other public agencies on equity initiatives	Ongoing	○ Establishment of at least one collaborative equity effort per year with entities like WJUSD, County of Yolo, etc.	City Manager E4 Office	*Yolo County, Collaborative for Woodland Youth, etc.*

EXTERNAL WORK

RESULT #2: Woodland residents are well-served and feel included by City programs and outreach

COMMUNITY INDICATORS

- City program data: "Who do we serve?"
  - *Disaggregated*
  - Comparison to community at large
  - Where clients come from geographically
    - Including: how we are identifying and investing in underserved areas
  - Historic trends
  - "New users" / uptake
  - Possible departments to include – InterGov capability?
    - CSD youth and senior programs
    - Library programs
    - Permit data, such as business licenses
    - Ratepayer assistance program
- Woodland voting and democratic participation data
  - *Disaggregated as possible*
  - Historic trends
  - Comparison to peer / local jurisdictions
- Community sentiments on equity, inclusion, and belonging
  - *Disaggregated as possible*
  - Needs to be high quality, statistically significant data

OUTCOMES

- City programs and engagement reach our entire community
- The City increases the proportion of historically marginalized and/or vulnerable groups that benefit from City programs

ACTIONS	DATE	PERFORMANCE MEASURES	ACCOUNTABILITY	NOTES
Expand culturally-inclusive recognitions, celebrations, initiatives, and special events	End of 2024	○ Quantity of culturally-inclusive events / initiatives increases by 50% or more from 2022 baseline	E4 Office Special Events Committee Economic Development	*Ongoing work – Farmworker, Hispanic Heritage, MLK, Chavez, Rice Fest, etc.*
Expand programmatic data efforts	End of 2024	○ Establish program-by-program processes to collect the data needed for the above indicators	E4 Office Department Heads (as applicable)	*CSD produced a 2023 report (Civic Fellow); further efforts forthcoming*

Launch "community sentiments" survey / scientific panel	Beginning of 2025	○ A statistically-reliable effort has been launched, promoted, and analyzed	E4 Office	*Not yet begun*
Build inclusive strategies within Communications and Engagement plan, including:	Ongoing	○ Include the below topics in a regularly-updated Communications and Engagement plan document	E4 Office	*Comms Plan remains up-to-date*
Increase language accessibility	Ongoing	○ Audit of external communications items for a representative period of time finds at least one third in Spanish ○ First external communication in other languages, such as Cantonese	E4 Office	*Progress; further analyses needed*
Expand "meet people where they are" strategies (without overburdening community groups)	End of 2024	○ City repeats important outreach across mediums including in-person events, publications, social media, email listservs, and webpage in at least 50% of external communications ○ Identify at least 10 key cultural organizations and develop personal relationships	E4 Office City Clerk Permitting External contractors	*Progress; need to continue to develop community group partnerships*
Each Department Develops an Equity Action Plan – *program accessibility and outreach facet*	End of 2024	○ Plan exists ○ Plan specifies strategies to grow participation and outreach among traditionally underrepresented groups ○ Plan specifies how to track this data	E4 Office Department Heads	*Not yet begun*

RESULT #3: The City of Woodland governs in a way that prioritizes equitable opportunity, justice, and safety

COMMUNITY INDICATORS	OUTCOMES

• Population-level descriptive data
  ○ *Disaggregated as possible*
  ○ Historic trends
  ○ Topics to include:
  ▪ Unemployment
  ▪ Business ownership
  ▪ Household income
	• Increase the quantity of local government policies, structures, and processes that are designed with an equity lens
	• City leaders make choices that center and elevate the

▪ Rent burden ▪ Home ownership rates ▪ Public safety incident and stop data ▪ Civic participation ▪ Graduation, educational attainment, and literacy ▪ Health indicators, including insurance and food access	most vulnerable populations

ACTIONS	DATE	PERFORMANCE MEASURES	ACCOUNTABILITY	NOTES
Expand and improve youth recreational facilities and programs	End of 2024	o Make significant improvements, launch new, or expand 10 significant youth-facing non-WJUSD facilities o +___ child care slots in Woodland o Complete 1,000 youth Microtransit rides in 2024	E4 Office CSD Nonprofit partners YoloTD	*Continued progress*
Expand and improve senior recreational facilities and programs	End of 2024	o Add 5 new Spanish-language senior-oriented programs o Complete 1,000 senior Microtransit rides in 2024	E4 Office CSD YoloTD Nonprofit partners	*Continued progress*
Continue to expand alternatives to traditional law enforcement response	End of 2025	o +__% proportion of calls for service handled with a co-responder o A measure on efficacy of Crisis Now (will need further thought when program takes shape)	E4 Office Yolo County Sheriff Woodland PD	*Co-responders utilization; Advance Peace; YGRIP; PAL*

Prioritize affordable housing production	End of 2024	o Increase affordable housing supply from 1,659 to 1,800 or more, adding to a current stock of:
		  o 131 units for extremely low income
		  o 527 units for very low income households
		  o 1,001 units for low income households
		o Fill 90%+ PSH units at East Beamer Neighborhood Campus
			E4 Office
			City Planning
			Housing Analyst
			Developers and nonprofit partners
				Continued progress – data pulls concurrent with Housing Element report to HCD in Spring 2024

Develop resources to assist low-income renters	Early 2024	o Development of legal and financial guides in collaboration with Yolo Housing	E4 Office CSD and Housing Analyst	*One pager, webpage*

		○ Direct staff to prepare a staff report on various City-level policy options related to rent relief	City Attorney	
Be mindful of equity when collaborating on public-private partnerships	Ongoing	○ Existence of at least one equity-informed request, agreement, data point, etc. in all MOUs or similar with groups that provide quasi-public services (i.e. Boys and Girls Club)	E4 Office City Attorney City Manager	*Not yet begun*
Regularly report on City's Equity progress and request feedback	Annually beginning in January 2024	○ DEI subcommittee staff develops options for regular community engagement for "external" accountability to our goals ○ DEI subcommittee Council members select an option for inaugural initiative ○ DEI subcommittee and staff produce or host at least one initiative annually	E4 Office	*In progress*
Each Department develops an Equity Action Plan – *equity lens policymaking facet*	End of 2023	○ Plan exists ○ Specifies how equity and the "curb cut effect" will be incorporated into decision making processes ○ Specifies how equity, disadvantaged communities, and more will be prioritized when applying for grants and completing reports	Department Heads E4 Office	*Not yet begun*