



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

January 21, 2025
6:00 PM

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: Dr. Martin Luther King Jr. Youth Visual Arts and Essay Contest

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

4. SUBJECT: Yolo County Housing Authority Strategic Plan

G. CONSENT CALENDAR

5. SUBJECT: City Council Meeting Minutes of December 3, 2024, December 10, 2024 and December 17, 2024.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meetings of December 3, 2024 and December 17, 2024, and the Joint Special City Council/Woodland Finance Authority Meeting of December 10, 2024.

6. SUBJECT: Salary Schedule effective January 1, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the City of Woodland Salary Schedule effective January 1, 2025.

7. SUBJECT: FY2024/25 Vehicle Replacement Appropriation (Fund 2012) Reserve Balance

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, to appropriate transfer expenditures of \$911,248 from various funds, including \$37,410 from Gas Tax (fund 1355), \$21,418 from Spring Lake LLD (fund 1389), \$51,418 from Sports Park Operations and Maintenance CFD (fund 1391), \$92,082 from Equipment Maintenance (fund 2010), \$71,959 from Sewer Enterprise (fund 2220) and \$636,961 from the General Fund American Rescue Plan (ARP) Spending Plan (fund 1101) to the Vehicle Replacement Fund (Fund 2012).

8. SUBJECT: Community Services Department Quarterly Status Report for the Second Quarter FY25

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Community Services Department Quarterly Status Report for the Second Quarter of FY25.

9. SUBJECT: California Office of Emergency Services Authorized Agents

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, naming the City Manager, Administrative Services Director, and Fire Chief as authorized agents with the California Office of Emergency Services.

10. SUBJECT: Sixth 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 sixth amendment to the Security Professional Service Agreement with Allied Universal Security Services for the Woodland Public Library.

11. SUBJECT: Approve a Change Order to the Techops Contract for the Library Book Mobile Build

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, to approve a \$968.12 change order to the Techops contract for the purchase and build of the Library Book Mobile.

12. SUBJECT: Approval of Campus Resource Officer Agreement Between the City of Woodland/Woodland Police Department and Yuba Community College District

RECOMMENDATION FOR ACTION: Staff recommends the City Council approve the Campus Resource Officer Agreement between the City of Woodland/Woodland Police Department and the Yuba Community College District for the provision of a full-time Campus Resource Officer at Woodland Community College, and authorize the City Manager to sign the Agreement.

13. SUBJECT: Waiver of Second Reading and Adoption of Ordinance Nos. _____, _____, _____, and _____, Regarding Mobile Vendors in the Woodland Municipal Code

RECOMMENDATION FOR ACTION: Staff recommends that the City Council waive the second reading adopt the following: 1) Ordinance No. _____, adopting Chapter 5.40 "Sidewalk Vendors" into the Woodland Municipal Code; 2) Ordinance No. _____, repealing Chapter 10.20 of the Woodland Municipal Code and adopting Chapter 5.44 "Mobile Vendors"; 3) Ordinance No. _____, repealing and replacing Section 17.84.250 "Mobile Vendors" of Woodland Municipal Code, Title 17 Zoning Ordinance with Section 17.84.250 "Mobile Vending and Food Preparation"; and 4) Ordinance No. _____, adopting Chapter 8.32 into the Woodland Municipal Code.

14. SUBJECT: Deferral of Residual Receipt Payments to the City from the Leisureville Community Association (LCA)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council defer the residual receipts loan payment due to the City of Woodland from the Leisureville Community Association (LCA) for calendar year 2021.

15. SUBJECT: Approve the Plans, Specifications, and Bid Authorization for 2025 Water and Sewer Repair and Replacement Project, CIP 24-02

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, 1) Approving the Project plans and specifications; and 2) Authorizing the bid advertisement for the 2025 Water and Sewer Repair and Replacement Project, CIP 24-02.

16. SUBJECT: Final Acceptance and Notice of Completion for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, approving an increase in construction contingencies and accepting the construction contract for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02, with Lund Construction Co. as complete and authorize the City Clerk to file a Notice of Completion.

H. PUBLIC HEARINGS

17. SUBJECT: Approve Modifications to the City Truck Route Map

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive a presentation, conduct a public hearing, and adopt Resolution No. _____, to approve the new City Truck Route Map.

18. SUBJECT: Introduction and Waiver of First Reading of an Ordinance Amending Section 17.84.030 of the Woodland Municipal Code

RECOMMENDATION FOR ACTION: Staff recommends that City Council 1) Introduce and waive first reading of an Ordinance amending Section 17.84.030 of the Woodland Municipal Code regarding Accessory Dwelling Units (ADU); and 2) Find that the adoption of the proposed ordinance is statutorily exempt from review under the California Environmental Quality Act ("CEQA") under Public Resources Code Section 21080.17.

19. SUBJECT: Revised Community Development Department - Planning Division Permitting and Entitlement Fee Schedule

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the revised Community Development Department - Planning Division Permitting and Entitlement Fee Schedule.

I. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority of the City of Woodland scheduled for January 21, 2025 was posted on January 16, 2025 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.



Jennifer Robinson
Deputy 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 21, 2025
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 21, 2025
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:

Sarah Lansburgh, CMC, City Clerk, (530) 661-5806, sarah.lansburgh@cityofwoodland.gov

Background:

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

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

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

CITY COUNCIL LONG RANGE CALENDAR

February 4th

REGULAR MEETING

City Council Minutes – January 2025

Authorization to Bid WPCF Grit System and Headworks Screw Pump Rehabilitation Project, CIP 24-12

Approve Consultant Agreement for ASR Well #31 Project, CIP 17-05

Public Works Semi-Annual Report

Police Department Semi-Annual Report

Fire Department Semi-Annual Report

SACOG 2025 Blueprint Project Presentation

Downtown Transit Hub Presentation

Embarc Retail Cannabis Conditional Use Permit and Operating Agreement – Public Hearing

February 18th

REGULAR MEETING

Council Boundaries Update per Annexations

Campaign Contribution Ordinance Update

Council Handbook – Policies and Procedures

Community Development Department Semi-Annual Report

Equity Action Plan Update

February 22nd

SPECIAL MEETING

City Council Annual Retreat / Goal Setting

March 4th

REGULAR MEETING

FY25 MidYear Budget Update

Future Topics / Study Sessions:

Woodland Tennis Club Agreement (TBD)

Woodland Soccer Club Agreement (TBD)

Yolano Donnelly Redevelopment – YCH Funding Agreement (April)

Updated 1/15/2025



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: F.3
SUBJECT: Martin Luther King, Jr. Youth Visual Arts and Essay Contest

Recommendation for Action: Staff recommends that the City Council acknowledge the 2025 Martin Luther King Jr. Visual Arts and Essay Contest Winners.

Discussion:

In November, the City launched a student visual arts and essay contest to honor Dr. Martin Luther King Jr. Students were encouraged to create a piece of art that reflects the qualities exemplified by Dr. King and how they could apply those qualities to their own lives. The theme for the essay contest was "Leadership and Service". Woodland Joint Unified School District assisted in the outreach to area students to encourage them to participate in the contest. Divisions for the contest were: Grades K-2, Grades 3-5, Grades 6-8, and Grades 9-12. Sixty-nine entries were received from various schools in Woodland including: Spring Lake Elementary, Zamora Elementary, Beamer Elementary, Sci-Tech Elementary, Douglass Middle School, Woodland High School, and Woodland Christian High School. The winners were invited to be acknowledged at the January 21, 2025 City Council meeting.



Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: F.4
SUBJECT: Yolo County Housing Authority Strategic Plan

Recommendation for Action: Receive a presentation from Ian Evans with the Yolo County Housing Authority.

Background:

As part of its federal funding mandates, Yolo County Housing (YCH) is required to adopt a Five-Year Agency Plan for its Housing Choice Voucher (HCV) and Low-Income Public Housing (LIPH) programs.

The Five-Year Agency Plan is required by HUD and typically only addresses HUD funded and related programs that YCH operates. A New Five-Year Agency plan for HUD is due in 2025 and while the HCV and LIPH are critical programs operated by YCH, there are many non-HUD funded programs and projects that YCH operates. YCH leadership utilized the opportunity of building a new HUD Five-Year Agency Plan to expand the scope and create a new Yolo County Housing Agencywide Five-Year Strategic Plan that encompasses all the programs, projects, and services YCH operates.

Prior HUD Five-Year Agency Plans lacked tangible, measurable goals with data and metrics assigned. When drafting the 2025-2029 Agencywide Strategic Plan, leadership created goals utilizing the Specific, Measurable, Achievable, Relevant, and Time-Bound (S.M.A.R.T.) approach wherever possible and when not achievable at the goal level, ensured timelines and metrics at the objective or tactic level.

YCH leadership felt it was valuable to gather input from multiple stakeholders when drafting the first-ever Agencywide Strategic Plan. Surveys were sent to residents and participants of YCH programs, City and County leadership, key YCH partners throughout Yolo County, YCH commissioners, and YCH staff. The input from these surveys helped identify areas of alignment and key focus areas for existing and future programs.

YCH staff will present an overview of current Yolo County Housing and New Hope Community Development Corporation (YCH's non-profit affiliate entity) programs and projects and will present a high-level overview of the relevant goals, objectives, and tactics for the new Agencywide Strategic Plan.

Additionally, staff will highlight recent collaborative efforts between YCH and the City of Woodland to advance projects and improve communities. Finally, staff is hoping to gather feedback from the Woodland City Council on areas they view as key opportunities for future collaboration, areas where they see alignment with the City's strategic plan, and any other insight that may be helpful as YCH leadership looks to finalize their first ever Agencywide Strategic Plan.

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

Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.5
SUBJECT: City Council Meeting Minutes of December 3, 2024,
December 10, 2024 and December 17, 2024

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meetings of December 3, 2024 and December 17, 2024, and the Joint Special City Council/Woodland Finance Authority Meeting of December 10, 2024.

Staff Contact:

Sarah Lansburgh, CMC, City Clerk, (530) 661-5806, sarah.lansburgh@cityofwoodland.gov

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

Ken Hiatt
City Manager

Attachments:

1. 12.03.24 draft_minutes
2. 12.10.24 draft_minutes
3. 12.17.24 draft_minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, December 3, 2024

6:00 PM

City Council

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

A. CALL TO ORDER

Meeting was called to order at 6:01 PM.

B. ROLL CALL

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

Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Council Member Fernandez.

***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.

Mayor Garcia-Cadena invited public comment. No public comment was received.

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.

Received the Long Range Calendar for informational purposes only.

F. CONSENT CALENDAR

Mayor Garcia-Cadena invited public comment. Speaking from the public was James Vorhees regarding Item F.6. and F.8. No further public comment was received.

On a motion by Council Member Stallard, seconded by Council Member Fernandez and carried on a 5-0 vote, Council Members approved Consent Calendar Items No. 3 through 10.

AYES: Members Fernandez, Lansburgh, Stallard, Vega and Mayor Garcia-Cadena

NOES: None

ABSENT: None

ABSTAIN: None

3. SUBJECT: City Council Meeting Minutes of November 5, 2024, and November 19, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of November 5, 2024, and November 19, 2024.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of November 5, 2024, and November 19, 2024.

4. SUBJECT: Fiscal Year 2023/24 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, 2024.

Adopted RESOLUTION NO. 8412, A RESOLUTION OF THE CITY OF WOODLAND ACCEPTING THE FISCAL YEAR 2023/24 ANNUAL REPORT OF DEVELOPMENT FEES (AB1600 REPORT).

5. SUBJECT: Job Descriptions - New Treatment Plant Mechanic Operator in Training and Revised Treatment Plant Mechanic

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the job description for the new classification of Treatment Plant Mechanic Operator in Training (OIT), set the pay for this classification at Range 52, and approve changes to the existing Treatment Plant Mechanic job description.

Approved the job description for the new classification of Treatment Plant Mechanic Operator in Training (OIT), set the pay for this classification at Range 52, and approved changes to the existing Treatment Plant Mechanic job description.

6. SUBJECT: Appointment of a Member to the Planning Commission

RECOMMENDATION FOR ACTION: Staff recommends that the City Council appoint a member to the Planning Commission.

Appointed John Murphy as a member of the Planning Commission for the remainder of Chris Holt's current term, which ends on June 30, 2025.

7. SUBJECT: Waiver of Second Reading and Adoption of Ordinance No. _____, Amending the Construction and Demolition Debris Recycling Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council waive the second reading and adopt Ordinance No. _____, to amend Chapter 13.40 to Title 13 of the Woodland Municipal Code relating to Construction and Demolition Debris Recycling and Diversion.

Waived the second reading and adopted ORDINANCE NO. 1727, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING CHAPTER 13.40 OF TITLE 13 OF THE WOODLAND MUNICIPAL CODE RELATING TO CONSTRUCTION AND DEMOLITION DEBRIS RECYCLING AND DIVERSION.

8. SUBJECT: Final Acceptance and Notice of Completion for Pacific Flyway Pond Enhancement Project, CIP 24-10

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) Reallocating \$46,250 of Spring Lake Infrastructure – Roads funding (Fund Code 682) from the County Road 25A (Parkland Ave. to Miekle Ave.) Improvement Project, CIP 24-05, to the Pacific Flyway Pond Enhancement Project, CIP 24-10, bringing the total Project budget to \$2,118,250; (2) Authorizing a \$32,370.39 increase to the construction contract contingency, bringing the total contract contingency to \$85,845.39; and (3) Accepting the construction contract with RJ Gordon Construction, Inc., as complete and authorizing the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 8413, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ACCEPTING THE PACIFIC FLYWAY POND ENHANCEMENT PROJECT, CIP 24-10, CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZING THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

9. SUBJECT: One-Year Extension of the Contract with San Joaquin Chemicals, Inc. for the Purchase of Coagulants in FY25

RECOMMENDATION FOR ACTION: Staff recommends that Council approve Resolution No. _____ authorizing the City Manager to execute the first one-year extension to the contract with San Joaquin Chemicals, Inc. for a total amount of \$203,250 for the purchase of coagulants in FY25.

Adopted RESOLUTION NO. 8414, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE A ONE-YEAR CONTRACT EXTENSION WITH SAN JOAQUIN CHEMICALS, INC. FOR FY25 COAGULANT PURCHASE NOT-TO-EXCEED \$203,250.

10. SUBJECT: Woodland Fire Department Annual Inspection Compliance Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to receive the annual inspection compliance report to fulfill the requirements of the California Health and Safety Code Sections 13146.2 and 13146.3.

Adopted RESOLUTION NO. 8415, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ACKNOWLEDGING THE CITY OF WOODLAND FIRE DEPARTMENT'S COMPLIANCE WITH SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

G. PUBLIC HEARINGS

11. SUBJECT: Designation of East St. Underground Utility District

RECOMMENDATION FOR ACTION: Staff recommends that the City Council
1) Receive the staff report; 2) Conduct a public hearing; and 3) Adopt
Resolution No._____, designating the East St. Underground Utility District.

Council Member Stallard recused himself from the Public Hearing due to owning property adjacent to the proposed Underground Utility District.

Management Analyst Richard Perry and Community Development Director Brent Meyer presented the item. Management Analyst Perry, Community Development Director Meyer and City Manager Ken Hiatt answered questions from Council.

Mayor Garcia-Cadena opened the public hearing. Speaking from the public were Brenda Cedarblade and James Vorhees. No further public comment was received.

Mayor Garcia-Cadena closed the public hearing.

On a motion by Mayor Pro Tem Lansburgh, seconded by Council Member Fernandez and carried on a 4-0-1 vote, Council Members 1) Received the staff report; 2) Conducted a public hearing; and 3) Adopted RESOLUTION NO. 8416, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DESIGNATING THE EAST STREET UNDERGROUND UTILITY DISTRICT.

AYES: Members Fernandez, Lansburgh, Vega and Mayor Garcia-Cadena

NOES: None

ABSENT: None

ABSTAIN: Member Stallard

12. SUBJECT: Continued Public Hearing and Approval of Fiscal Year 2023/24 Community Development Block Grant Action Plan Amendment #1, Allocation of State Permanent Local Housing Allocation Funds for Operation of the Emergency Shelter, Conditional User Permit for Emergency Shelter Land Use, and Amended and Restated Emergency Shelter Memorandum of Understanding

RECOMMENDATION FOR ACTION: Staff recommends that the City Council take the following actions: 1) Hold a continued public hearing to receive community input on the Fiscal Year (FY) 2023/24 Community Development Block Grant (CDBG) Action Plan Amendment #1; 2) Adopt Resolution No._____, approving the Conditional Use Permit with associated conditions of approval for the development of the Emergency Shelter phase two; 3) Adopt Resolution No._____, approving Action Plan Amendment #1 in substantially the same form presented to the City Council and incorporating public comments received at the public hearing for the allocation of \$131,000 in CDBG funds to Friends of the Mission for rehabilitation of the emergency shelter restroom/shower trailers and amend the Fiscal Year 2024/25 budget to appropriate an additional \$33,376 in CDBG funds (Fund 1320); authorizing the City Manager or designee to finalize and submit Action Plan Amendment #1 to the U.S. Department of Housing and Urban Development after the conclusion of the public comment period; approving the allocation of \$513,576 in State Permanent Local Housing

Allocation funds to the Yolo Wayfarer Center to support the operations of the emergency shelter over a two-year period and amend the Fiscal Year 2024/25 budget to appropriate an additional \$513,576 in Permanent Local Housing Allocation funds (Fund 1325); and approving the Amended and Restated Emergency Shelter Memorandum of Understanding with Friends of the Mission and Yolo Wayfarer Center in substantially the same form presented to the City Council.

Senior Planner Megan Meier and Housing Analyst Dan Sokolow presented the item. Senior Planner Meier, Housing Analyst Sokolow, City Manager Ken Hiatt and Doug Zeck of 4th and Hope answered questions from Council.

Mayor Garcia-Cadena opened the public hearing. Speaking from the public was James Vorhees. No further public comment was received.

Mayor Garcia-Cadena closed the public hearing.

On a motion by Council Member Fernandez, seconded by Council Member Stallard and carried on a 5-0 vote, Council Members 1) Held a continued public hearing to receive community input on the Fiscal Year (FY) 2023/24 Community Development Block Grant (CDBG) Action Plan Amendment #1; 2) Adopted RESOLUTION NO. 8417, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONDITIONAL USE PERMIT AND ASSOCIATED OPERATING AGREEMENT FOR EAST BEAMER CAMPUS EMERGENCY SHELTER II, AT 1901-A EAST BEAMER STREET WITHIN THE CITY COMMUNITY INDUSTRIAL ZONE; and 3) Adopted RESOLUTION NO. 8418, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE SUBSTANTIAL AMENDMENT TO THE FISCAL YEAR 2023/24 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN, STATE PERMANENT LOCAL HOUSING ALLOCATION FOR OPERATION OF THE EMERGENCY SHELTER, AND AMENDED AND RESTATED EMERGENCY SHELTER MEMORANDUM OF UNDERSTANDING.

AYES: Members Fernandez, Lansburgh, Stallard, Vega and Mayor Garcia-Cadena

NOES: None

ABSENT: None

ABSTAIN: None

H. REPORTS OF THE CITY MANAGER

13. SUBJECT: Introduction and Waiver of First Reading of an Ordinance Amending Section 15.16.200 of the Woodland Municipal Code

RECOMMENDATION FOR ACTION: Staff recommends that City Council introduce and waive first reading of an Ordinance amending Section 15.16.200 of Chapter 15.16 of the Woodland Municipal Code to provide additional alternative means of compliance with the City's affordable housing requirements.

City Manager Hiatt presented the item and answered questions from Council.

Mayor Garcia-Cadena invited public comment. No public comment was received.

On a motion by Council Member Stallard, seconded by Council Member Vega and carried on a 5-0 vote, Council Members introduced and waived first reading of an Ordinance amending Section 15.16.200 of Chapter 15.16 of the Woodland Municipal

Code to provide additional alternative means of compliance with the City's affordable housing requirements.

AYES: Members Fernandez, Lansburgh, Stallard, Vega and Mayor Garcia-Cadena

NOES: None

ABSENT: None

ABSTAIN: None

14. SUBJECT: Rotation of Mayor and Mayor Pro Tempore

RECOMMENDATION FOR ACTION: Staff recommends that the City Council designate the Council members to serve as Mayor and Mayor Pro Tempore for the following year, effective at the first regular meeting in December 2024.

City Manager Hiatt presented the item. Mayor Garcia-Cadena provided comment on her term as Mayor.

Mayor Garcia-Cadena invited public comment. No public comment was received.

On a motion by Council Member Fernandez, seconded by Council Member Vega and carried on a 5-0 vote, Council Members designated Council Members Rich Lansburgh to serve as Mayor and Tom Stallard as Mayor Pro Tempore for the following year, effective at the first regular meeting in December 2024.

AYES: Members Fernandez, Lansburgh, Stallard, Vega and Mayor Garcia-Cadena

NOES: None

ABSENT: None

ABSTAIN: None

I. ADJOURN

Meeting adjourned at 07:43 PM in memory of Ed Harris.

Respectfully submitted,

**Sarah Lansburgh, CMC
City Clerk**

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, December 10, 2024

6:00 PM

City Council

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

A. CALL TO ORDER

Meeting called to order at 05:59 PM.

B. ROLL CALL

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

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Council Member Fernandez.

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. SPECIAL PRESENTATIONS

1. SUBJECT: Declaration of Results of the November 5, 2024 Consolidated General Municipal Election

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, declaring the official results of the General Municipal Election held on November 5, 2024 and the final Certificates of Canvass related to the election of three (3) members of the City Council for Council Districts 2 (Stallard), 4 (Moreno) and 5 (Vega) with terms expiring upon the election of their successor thereto at the Presidential General Election of 2028, and related to Measure U.

City Clerk Sarah Lansburgh presented the item.

Mayor Lansburgh invited public comment. No public comment was received.

On a motion by Council Member Garcia-Cadena, seconded by Council Member Fernandez and carried on a 5-0 vote, Council Members adopted RESOLUTION NO. 8419, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 5, 2024; DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW.

AYES: Members Fernandez, Garcia-Cadena, Stallard, Vega and Mayor Lansburgh

NOES: None

ABSENT: None

ABSTAIN: None

2. SUBJECT: Comments by Outgoing Official

RECOMMENDATION FOR ACTION: Comments by Council Member Fernandez.

3. SUBJECT: Swearing-In Ceremony and Seating of Newly Elected Officials

RECOMMENDATION FOR ACTION: The City Clerk will administer the Oath of Office and present Certificates of Election to Council Member Stallard, Council Member David Moreno and Council Member Mayra Vega.

4. SUBJECT: Comments by Newly Elected Officials and Mayor

RECOMMENDATION FOR ACTION: Comments by Council Member Stallard, Council Member Moreno, Council Member Vega and Mayor Lansburgh.

E. ADJOURN

Meeting adjourned at 7:01 PM.

F. RECEPTION TO FOLLOW

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, December 17, 2024

6:00 PM

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

Council Members Present: Members Moreno, Garcia-Cadena, Vega and Mayor Pro Tem Stallard

Absent: Mayor Lansburgh

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Spencer Langdon.

***Land Acknowledgement 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.

Emails received regarding Item G.18. Mobile Vendor Ordinance Updates.

Mayor Pro Tem Stallard invited public comment. Speaking from the public was James Vorhees. No further comment was received.

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.

Received the Long Range Calendar for informational purposes only.

F. CONSENT CALENDAR

Mayor Pro Tem Stallard invited public comment. Speaking from the public was James Vorhees. No further public comment was received.

On a motion by Council Member Garcia-Cadena, seconded by Council Member Vega and carried on a 4-0 vote, Council Members approved Consent Calendar Items No. 3 through 17.

AYES: Members Moreno, Garcia-Cadena, Vega and Mayor Pro Tem Stallard

NOES: None

ABSENT: Mayor Lansburgh

ABSTAIN: None

3. SUBJECT: Commission on Aging Meeting Minutes for October 17, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the October 17, 2024 Commission on Aging meeting minutes.

Received the October 17, 2024 Commission on Aging meeting minutes.

4. SUBJECT: Parks & Recreation Commission Meeting Minutes for October 2024

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive the October 28, 2024, Parks & Recreation Commission Meeting Minutes.

Received the October 28, 2024, Parks & Recreation Commission Meeting Minutes.

5. SUBJECT: Sustainability Advisory Committee September 2024 Minutes

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive minutes from the Sustainability Advisory Committee September 2024 meeting.

Received minutes from the Sustainability Advisory Committee September 2024 meeting.

6. SUBJECT: 2023 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 2023 Assistance to Firefighters Grant (AFG) Award for cardiovascular and cancer screenings for all personnel; and 2) Appropriate \$39,260.00 to the Other Federal Grant Fund 330 to fund the initial expenditure.

Adopted RESOLUTION NO. 8420, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE ACCEPTANCE OF THE 2023 ASSISTNACE TO FIREFIGHTERS GRANT (AFG) AWARD AND APPROPTION OF \$39,260 TO FUND 330, authorizing the City Manager and the Fire Department to 1) Accept the 2023 Assistance to Firefighters Grant (AFG) Award for cardiovascular and cancer screenings for all personnel; and 2) Appropriate \$39,260.00 to the Other Federal Grant Fund 330 to fund the initial expenditure.

7. SUBJECT: City of Woodland Prohousing Incentive Program Application

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No.____, authorizing an application for, and receipt of, Prohousing Incentive Program funds.

Adopted RESOLUTION NO. 8421, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING APPLICATION FOR, AND RECEIPT OF, PROHOUSING INCENTIVE PROGRAM FUNDS.

8. SUBJECT: Waiver of Second Reading and Adoption of Ordinance No. _____, Amending Section 15.16.200 of the Woodland Municipal Code

RECOMMENDATION FOR ACTION: Staff recommends that City Council waive the second reading and adopt Ordinance No. _____, to amend Section 15.16.200 of Chapter 15.16 of the Woodland Municipal Code to provide additional alternative means of compliance with the City's affordable housing requirements.

Waived the second reading and adopted ORDINANCE NO. 1728, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING SECTION 15.16.200 OF CHAPTER 15.16 OF THE WOODLAND MUNICIPAL CODE TO PROVIDE ADDITIONAL ALTERNATIVE MEANS OF COMPLIANCE WITH THE CITY'S AFFORDABLE HOUSING REQUIREMENTS.

9. SUBJECT: Approve the Plans, Specifications and Bid Authorization for Pedestrian Crossing Improvements Project, CIP 22-15

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications and authorizing the bid advertisement for the Pedestrian Crossing Improvements Project, CIP 22-15.

Adopted RESOLUTION NO. 8422, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING BID ADVERTISEMENT FOR THE PEDESTRIAN CROSSING IMPROVEMENTS PROJECT, CIP 22-15.

10. SUBJECT: Approve the Plans, Specifications and Bid Authorization for Community Center Parking Lot Expansion, CIP 24-08

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No _____, 1) Approving the project plans and specifications and authorizing the bid advertisement of the Community Center Parking Lot Expansion Project, CIP 24-08; and 2) Approving a consultant services amendment for design services with Laugenour and Meikle in the amount of \$17,875 for a total agreement amount of \$173,216 and authorize the City Manager to execute the amendment for the Community Center Parking Lot Expansion Project, CIP 24-08.

Adopted RESOLUTION NO. 8423, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT OF BIDS AND APPROVING A PROFESSIONAL SERVICES CONTRACT AMENDMENT WITH LAUGENOUR AND MEIKLE FOR DESIGN SERVICES FOR THE COMMUNITY CENTER PARKING LOT EXPANSION PROJECT (CIP 24-08), 1) Approving the project plans and specifications and authorizing the bid advertisement of the Community Center Parking Lot Expansion Project, CIP 24-08; and 2) Approving a consultant services amendment for design services with Laugenour and Meikle in the amount of \$17,875 for a total agreement amount of \$173,216 and authorize the City Manager to execute the amendment for the Community Center Parking Lot Expansion Project, CIP 24-08.

11. SUBJECT: Approve the Plans, Specifications and Bid Authorization for 2025 Road Maintenance Project, CIP 25-02

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the 2025 Road Maintenance Project, CIP 25-02 and authorizing the bid advertisement.

Adopted RESOLUTION NO. 8424, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS FOR THE 2025 ROAD MAINTENANCE PROJECT, CIP 25-02; AND AUTHORIZING BID ADVERTISEMENT.

12. SUBJECT: Approve a Construction Contract for the Gibson Road at SR-113 Interchange Modification Project, CIP 19-13

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ to 1) Appropriate \$400,000 in SLIF Roads Funds (Fund 682) to the Gibson Road at SR-113 Interchange Modification Project (CIP 19-13) to cover all project costs; 2) Approve a construction contract for the Gibson Road at SR-113 Interchange Modification Project (CIP 19-13) and award the construction contract in the amount of \$1,671,099 to Carone & Company; authorize a contract contingency up to 15% (\$250,665); and authorize the City Manager to execute the construction contract and change orders; 3) Approve a professional services agreement for inspection services with UNICO Engineering in the amount of \$224,146.79, authorize a contract contingency up to 15% (\$33,622), and authorize the City Manager to execute the agreement and amendments; and 4) Approve an engineering design consultant services contract amendment with Mark Thomas in the amount of \$12,800 for a total agreement amount of \$404,957.29 and authorize the City Manager to execute the amendment.

Adopted RESOLUTION NO. 8425, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT, APPROPRIATION OF FUNDS, CONSULTANT AGREEMENT FOR INSPECTION, AND DESIGN CONTRACT AMENDMENT FOR THE GIBSON ROAD AT SR-113 INTERCHANGE MODIFICATION PROJECT, CIP 19-13, to 1) Appropriate \$400,000 in SLIF Roads Funds (Fund 682) to the Gibson Road at SR-113 Interchange Modification Project (CIP 19-13) to cover all project costs; 2) Approve a construction contract for the Gibson Road at SR-113 Interchange Modification Project (CIP 19-13) and award the construction contract in the amount of \$1,671,099 to Carone & Company; authorize a contract contingency up to 15% (\$250,665); and authorize the City Manager to execute the construction contract and change orders; 3) Approve a professional services agreement for inspection services with UNICO Engineering in the amount of \$224,146.79, authorize a contract contingency

up to 15% (\$33,622), and authorize the City Manager to execute the agreement and amendments; and 4) Approve an engineering design consultant services contract amendment with Mark Thomas in the amount of \$12,800 for a total agreement amount of \$404,957.29 and authorize the City Manager to execute the amendment.

13. SUBJECT: Approve a Professional Services Contract for the East Main Pump Station Generator Rehabilitation Project, CIP #22-02

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving a professional services contract with West Yost for pre-design services in the amount of \$118,006.

Adopted RESOLUTION NO. 8426, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A PROFESSIONAL SERVICES CONTRACT WITH WEST YOST ASSOCIATES, INC TO PROVIDE PRE-DESIGN SERVICES FOR THE EAST MAIN PUMP STATION GENERATOR REHABILITATION PROJECT, approving a professional services contract with West Yost for pre-design services in the amount of \$118,006.

14. SUBJECT: Approve a Professional Services Agreement with BSK Associates for 2025 Water Quality Testing Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract with BSK Associates for the 2025 Water Quality Testing Services, for an amount up to \$148,861.50 and authorize a contingency of up to 10% (\$14,886.15).

Adopt RESOLUTION NO. 8427, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH BSK ASSOCIATES FOR 2025 WATER QUALITY TESTING SERVICES, authorizing the City Manager to execute the contract with BSK Associates for the 2025 Water Quality Testing Services, for an amount up to \$148,861.50 and authorize a contingency of up to 10% (\$14,886.15).

15. SUBJECT: Final Acceptance and Notice of Completion for the Spring Lake Recycled Water Project, CIP 17-07

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the construction contract for the Spring Lake Recycled Water Project, CIP 17-07, with Argonaut Constructors, Inc., as complete and authorizing the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 8428, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE SPRING LAKE RECYCLED WATER PROJECT, CIP 17-07 CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

16. SUBJECT: Accept the Public Improvements for Subdivision Final Map 5162 and 5206 Pioneer Village Phase 1 and 2 Offsites

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the Public Improvements For Subdivision Final Map 5162 and 5206, Pioneer Village Phase 1 and 2 (offsite improvements only).

Adopted RESOLUTION NO. 8429, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ACCEPTING THE PUBLIC IMPROVEMENTS FOR SUBDIVISION FINAL MAP 5162 AND 5206, PIONEER VILLAGE PHASE 1 AND 2 (OFFSITE IMPROVEMENTS ONLY).

17. SUBJECT: Final Map 5221 Ruby Estates Subdivision, Related Subdivision Improvement Agreement, and Related Spring Lake Infrastructure Fee (SLIF) Reimbursement Agreement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council 1) Adopt Resolution No. _____, approving Final Map 5221 Ruby Estates Subdivision, approving the related Subdivision Improvement Agreement and authorizing the City Manager to sign on behalf of the City, and authorizing the City Manager to approve amendments to the Subdivision Improvement Agreement for the extension of time; and 2) Adopt Resolution No. _____, approving the SLIF Reimbursement Agreement for infrastructure related to Final Subdivision Map No. 5221 Ruby Estates Subdivision, and authorizing the City Manager to sign on behalf of the City, and authorizing the City Manager to sign amendments up to 15% of the Reimbursement Agreement.

1) Adopted RESOLUTION NO. 8430, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING FINAL MAP 5221, AND A SUBDIVISION IMPROVEMENT AGREEMENT WITH LENNAR HOMES OF CALIFORNIA, LLC AND AG EHC II (LEN) CA 2, L.P. FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS, approving Final Map 5221 Ruby Estates Subdivision, approving the related Subdivision Improvement Agreement and authorizing the City Manager to sign on behalf of the City, and authorizing the City Manager to approve amendments to the Subdivision Improvement Agreement for the extension of time; and 2) Adopted RESOLUTION NO. 8431, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE SLIF REIMBURSEMENT AGREEMENT ASSOCIATED WITH FINAL SUBDIVISION MAP 5221, RUBY ESTATES, and authorizing the City Manager to sign on behalf of the City, and authorizing the City Manager to sign amendments up to 15% of the Reimbursement Agreement.

G. PUBLIC HEARINGS

18. SUBJECT: Mobile Vendor Ordinance Updates

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the staff report, conduct a public hearing, and take the following actions: 1) Introduce and waive the first reading of an Ordinance adopting Chapter 5.40 "Sidewalk Vendors" into the Woodland Municipal Code; 2) Introduce and waive the first reading of an Ordinance repealing Chapter 10.20 of the Woodland Municipal Code and adopting Chapter 5.44 "Mobile Vendors"; 3) Introduce and waive the first reading of an Ordinance repealing and replacing Section 17.84.250 "Mobile Vendors" of Woodland Municipal Code, Title 17 Zoning Ordinance with Section 17.84.250 "Mobile Vending and Food Preparation"; 4) Introduce and waive the first reading of an Ordinance adopting Chapter 8.32 into the Woodland Municipal Code; and 5) Adopt a Resolution approving new mobile vendor permit fees and annual renewal fees.

Deputy Director of Community Development Erika Bumgardner and Director of Community Development Brent Meyer presented the item. Deputy Director Bumgardner, Director Meyer, and Spencer Langdon with the Woodland Chamber of Commerce answered questions from Council.

Mayor Pro Tem Stallard opened the public hearing. Speaking from the public were James Vorhees and Manuel Valenzuela. No further public comment was received.

Mayor Pro Tem Stallard closed the public hearing.

On a motion by Council Member Garcia-Cadena, seconded by Council Member Vega and carried on 4-0 vote, Council Members received the staff report, conducted a public hearing, and took the following actions: 1) Introduced and waived the first reading of an Ordinance adopting Chapter 5.40 "Sidewalk Vendors" into the Woodland Municipal Code; 2) Introduced and waived the first reading of an Ordinance repealing Chapter 10.20 of the Woodland Municipal Code and adopting Chapter 5.44 "Mobile Vendors"; 3) Introduced and waived the first reading of an Ordinance repealing and replacing Section 17.84.250 "Mobile Vendors" of Woodland Municipal Code, Title 17 Zoning Ordinance with Section 17.84.250 "Mobile Vending and Food Preparation"; 4) Introduced and waived the first reading of an Ordinance adopting Chapter 8.32 into the Woodland Municipal Code; and 5) Adopted RESOLUTION NO. 8432, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING PERMIT FEES AND ANNUAL RENEWAL FEES FOR SIDEWALK VENDOR PERMITS AND MOBILE VENDOR PERMITS.

AYES: Members Moreno, Garcia-Cadena, Vega and Mayor Pro Tem Stallard

NOES: None

ABSENT: Mayor Lansburgh

ABSTAIN: None

H. REPORTS OF THE CITY MANAGER

19. SUBJECT: Waste Management Update & Annual Rate Adjustment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, to 1) Receive a Waste Management update and the 2025 rate adjustment information; 2) Accept it as complete and adequate; and 3) Deem the proposed 2025 rate adjustments approved.

Environmental Resources Program Manager Rosie Ledesma, Joe Cadelago and Bella Iglesias of WM presented the item and answered questions from Council.

Mayor Pro Tem Stallard invited public comment. No public comment was received.

On a motion by Council Member Vega, seconded by Council Member Moreno and carried on a 4-0 vote, Council Members approved RESOLUTION NO. 8433, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE REQUEST FOR THE 2025 ANNUAL RATE ADJUSTMENT BY WASTE MANAGEMENT, to 1) Receive a Waste Management update and the 2025 rate adjustment information; 2) Accept it as complete and adequate; and 3) Deem the proposed 2025 rate adjustments approved.

AYES: Members Moreno, Garcia-Cadena, Vega and Mayor Pro Tem Stallard

NOES: None

ABSENT: Mayor Lansburgh

ABSTAIN: None

20. SUBJECT: Annual Measure R Report for Fiscal Year Ending June 30, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Annual Report for Measure R for the Fiscal Year ending June 30,

2024, and direct staff to publish the required excerpt of the report in the Daily Democrat and on the City's website.

Administrative Services Director Kim McKinney presented the item and answered questions from Council.

Mayor Pro Tem Stallard invited public comment. Speaking from the public was James Vorhees. No further public comment was received.

Council Members received the Annual Report for Measure R for the Fiscal Year ending June 30, 2024, and directed staff to publish the required excerpt of the report in the Daily Democrat and on the City's website.

21. SUBJECT: Measure F Annual Report for the Fiscal Year Ending June 30, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Measure F Annual Report for Fiscal Year ending June 30, 2024, and direct staff to publish the required excerpts from the report in the Daily Democrat and on the City's website.

Administrative Services Director Kim McKinney presented the item and answered questions from Council.

Mayor Pro Tem Stallard invited public comment. Speaking from the public was James Vorhees. No further public comment was received.

Council Members received the Measure F Annual Report for Fiscal Year ending June 30, 2024, and directed staff to publish the required excerpts from the report in the Daily Democrat and on the City's website.

22. SUBJECT: Revision to Council Committee Assignments

RECOMMENDATION FOR ACTION: Staff recommends that the Council amend the attached City Council Assignments for 2025.

Mayor Pro Tem Stallard asked Council if there were any questions or comments. Council had no questions or comments.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Garcia-Cadena and carried on a 4-0 vote, Council Members amended the City Council Assignments for 2025.

AYES: Members Moreno, Garcia-Cadena, Vega and Mayor Pro Tem Stallard

NOES: None

ABSENT: Mayor Lansburgh

ABSTAIN: None

23. SUBJECT: City Council Meeting Schedule for 2025

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve its meeting schedule for 2025.

Mayor Pro Tem Stallard asked Council if there were any questions or comments. Council had no questions or comments.

On a motion by Council Member Garcia-Cadena, seconded by Council Member Moreno and carried on a 4-0 vote, Council Members approved its meeting schedule for 2025.

AYES: Members Moreno, Garcia-Cadena, Vega and Mayor Pro Tem Stallard

NOES: None
ABSENT: Mayor Lansburgh
ABSTAIN: None

I. ADJOURN

Meeting adjourned at 7:47 PM.

Respectfully submitted,

Sarah Lansburgh, CMC
City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.6
SUBJECT: Salary Schedule effective January 1, 2025

Recommendation for Action: Staff recommends that the City Council approve the City of Woodland Salary Schedule effective January 1, 2025.

Staff Contact:

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

Fiscal Impact:

The action to approve the salary schedule has no direct fiscal impact.

Background:

The California Public Employees' Retirement System (CalPERS) requires that the City Council adopt and approve the salary schedule on a quarterly basis, and this staff report serves to meet the CalPERS requirement for the quarter effective January 1, 2025.

Discussion:

CalPERS requires that the salary schedule be reviewed and updated by City Council action on a quarterly basis.

This Salary schedule reflects approved salary adjustments based on the collective bargaining agreements for the Mid-Management Professional Association, (MMPA), Woodland City Employee Association (WCEA), Woodland Police Supervisors Association (WPSA), and Woodland Police Officers Association (WPOA), and associated changes in the pay ranges for executive management positions. The schedule also reflects an increase for part time seasonal job classifications, as the minimum wage has increased to \$16.50 per hour.

Conclusion:

Staff recommends that the City Council approve the City of Woodland Salary Schedule effective January 1, 2025.

Prepared By: Sheila McShane, Human Resources Manager

Reviewed by: Kim McKinney, Administrative Services Director

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

Ken Hiatt
City Manager

Attachments:

1. Salary Schedule January 15 2025



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

REGULAR FULL-TIME EMPLOYEES - BIWEEKLY/MONTHLY SALARY

CLASSIFICATION	GRADE	GROUP	Period	1	2	3	4	5	6	7
ACCOUNTANT I	M116	MMPA	Bi-Weekly	\$2,637.02	\$2,768.87	\$2,907.32	\$3,052.68	\$3,205.31	\$3,365.57	-
			Monthly	\$5,713.54	\$5,999.22	\$6,299.19	\$6,614.13	\$6,944.84	\$7,292.07	-
ACCOUNTANT II	M120	MMPA	Bi-Weekly	\$2,910.78	\$3,056.31	\$3,209.12	\$3,369.59	\$3,538.08	\$3,714.96	-
			Monthly	\$6,306.70	\$6,622.00	\$6,953.10	\$7,300.78	\$7,665.83	\$8,049.09	-
ACCOUNTING TECHNICIAN	G45	WCEA	Bi-Weekly	\$2,272.22	\$2,385.82	\$2,505.11	\$2,630.37	\$2,761.90	\$2,899.98	-
			Monthly	\$4,923.14	\$5,169.27	\$5,427.74	\$5,699.15	\$5,984.12	\$6,283.29	-
ADMIN SERVICES DIRECTOR	116	MGMT	Bi-Weekly	\$6,228.23	-	-	-	\$7,996.15	-	-
			Monthly	\$13,494.50	-	-	-	\$17,325.00	-	-
ADMINISTRATIVE CLERK I	G28	WCEA	Bi-Weekly	\$1,493.28	\$1,567.96	\$1,646.35	\$1,728.66	\$1,815.11	\$1,905.86	-
			Monthly	\$3,235.44	\$3,397.25	\$3,567.10	\$3,745.43	\$3,932.73	\$4,129.35	-
ADMINISTRATIVE CLERK II	G32	WCEA	Bi-Weekly	\$1,648.31	\$1,730.73	\$1,817.25	\$1,908.12	\$2,003.53	\$2,103.70	-
			Monthly	\$3,571.34	\$3,749.91	\$3,937.38	\$4,134.27	\$4,340.98	\$4,558.01	-
ADMINISTRATIVE CLERK III	G36	WCEA	Bi-Weekly	\$1,819.42	\$1,910.41	\$2,005.92	\$2,106.22	\$2,211.54	\$2,322.10	-
			Monthly	\$3,942.07	\$4,139.22	\$4,346.16	\$4,563.48	\$4,791.66	\$5,031.23	-
ADMINISTRATIVE SECRETARY	G42	WCEA	Bi-Weekly	\$2,109.97	\$2,215.48	\$2,326.24	\$2,442.56	\$2,564.69	\$2,692.92	-
			Monthly	\$4,571.60	\$4,800.21	\$5,040.19	\$5,292.21	\$5,556.83	\$5,834.66	-
ADMINISTRATIVE SUPERVISOR	G47	WCEA	Bi-Weekly	\$2,387.25	\$2,506.60	\$2,631.93	\$2,763.52	\$2,901.71	\$3,046.79	-
			Monthly	\$5,172.37	\$5,430.97	\$5,702.52	\$5,987.63	\$6,287.03	\$6,601.38	-
ASSISTANT ENGINEER	M125	MMPA	Bi-Weekly	\$3,293.28	\$3,457.94	\$3,630.84	\$3,812.37	\$4,002.99	\$4,203.14	-
			Monthly	\$7,135.43	\$7,492.20	\$7,866.82	\$8,260.13	\$8,673.15	\$9,106.81	-
ASSISTANT PLANNER	M118	MMPA	Bi-Weekly	\$2,770.52	\$2,909.05	\$3,054.49	\$3,207.23	\$3,367.58	\$3,535.96	-
			Monthly	\$6,002.80	\$6,302.94	\$6,618.06	\$6,948.99	\$7,296.43	\$7,661.24	-
ASSOCIATE CIVIL ENGINEER	M131	MMPA	Bi-Weekly	\$3,819.19	\$4,010.15	\$4,210.65	\$4,421.19	\$4,642.24	\$4,874.36	-
			Monthly	\$8,274.92	\$8,688.65	\$9,123.07	\$9,579.24	\$10,058.19	\$10,561.11	-
ASSOCIATE ENGINEER	M127	MMPA	Bi-Weekly	\$3,460.00	\$3,633.00	\$3,814.64	\$4,005.38	\$4,205.65	\$4,415.93	-
			Monthly	\$7,496.67	\$7,871.50	\$8,265.05	\$8,678.32	\$9,112.24	\$9,567.84	-
ASSOCIATE PLANNER	M124	MMPA	Bi-Weekly	\$3,212.95	\$3,373.60	\$3,542.27	\$3,719.39	\$3,905.36	\$4,100.63	-
			Monthly	\$6,961.40	\$7,309.47	\$7,674.92	\$8,058.68	\$8,461.61	\$8,884.70	-
BUILDING INSPECTOR I	G49	WCEA	Bi-Weekly	\$2,508.09	\$2,633.50	\$2,765.17	\$2,903.43	\$3,048.60	\$3,201.03	-
			Monthly	\$5,434.20	\$5,705.91	\$5,991.20	\$6,290.76	\$6,605.29	\$6,935.56	-
BUILDING INSPECTOR II	G53	WCEA	Bi-Weekly	\$2,768.46	\$2,906.90	\$3,052.23	\$3,204.85	\$3,365.09	\$3,533.34	-



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

			Monthly	\$5,998.34	\$6,298.28	\$6,613.17	\$6,943.85	\$7,291.03	\$7,655.57	-
BUS ENGAGE/RSRCE CONS PROG MGR	M124	MMPA	Bi-Weekly	\$3,212.95	\$3,373.60	\$3,542.27	\$3,719.39	\$3,905.36	\$4,100.63	-
			Monthly	\$6,961.40	\$7,309.47	\$7,674.92	\$8,058.68	\$8,461.61	\$8,884.70	-
CDD DEPUTY DIRECTOR	120	MGMT	Bi-Weekly	\$4,925.32	-	-	-	\$6,134.76	-	-
			Monthly	\$10,671.53	-	-	-	\$13,681.99	-	-
CHIEF BUILDING OFFICIAL	M140	MMPA	Bi-Weekly	\$4,769.64	\$5,008.12	\$5,258.52	\$5,521.46	\$5,797.52	\$6,087.40	-
			Monthly	\$10,334.21	\$10,850.92	\$11,393.47	\$11,963.16	\$12,561.30	\$13,189.37	-
CHIEF COLLECTION SYSTEM OPER	M132	MMPA	Bi-Weekly	\$3,914.66	\$4,110.40	\$4,315.92	\$4,531.70	\$4,758.30	\$4,996.22	-
			Monthly	\$8,481.77	\$8,905.86	\$9,351.17	\$9,818.69	\$10,309.66	\$10,825.15	-
CHIEF INFORMATION OFFICER	M142	MMPA	Bi-Weekly	\$5,011.10	\$5,261.66	\$5,524.74	\$5,800.98	\$6,091.03	\$6,395.58	-
			Monthly	\$10,857.39	\$11,400.27	\$11,970.28	\$12,568.79	\$13,197.23	\$13,857.09	-
CHIEF WATER SYSTEM OP	M132	MMPA	Bi-Weekly	\$3,914.66	\$4,110.40	\$4,315.92	\$4,531.70	\$4,758.30	\$4,996.22	-
			Monthly	\$8,481.77	\$8,905.86	\$9,351.17	\$9,818.69	\$10,309.66	\$10,825.15	-
CITY CLERK	125	MGMT	Bi-Weekly	\$4,804.62	-	-	-	\$6,130.38	-	-
			Monthly	\$10,410.00	-	-	-	\$13,282.50	-	-
CITY COUNCIL	110	CNCL	Bi-Weekly	\$115.38	-	-	-	-	-	-
			Monthly	\$250.00	-	-	-	-	-	-
CITY ENGINEER	M145	MMPA	Bi-Weekly	\$5,396.41	\$5,666.23	\$5,949.53	\$6,247.02	\$6,559.37	\$6,887.33	-
			Monthly	\$11,692.23	\$12,276.84	\$12,890.65	\$13,535.22	\$14,211.97	\$14,922.55	-
CITY MANAGER	101	CM	Bi-Weekly	\$11,682.58	-	-	-	-	-	-
			Monthly	\$25,312.25	-	-	-	-	-	-
CODE COMPLIANCE OFFICER I	G46	WCEA	Bi-Weekly	\$2,329.01	\$2,445.47	\$2,567.73	\$2,696.13	\$2,830.94	\$2,972.47	-
			Monthly	\$5,046.20	\$5,298.51	\$5,563.42	\$5,841.61	\$6,133.71	\$6,440.35	-
CODE COMPLIANCE OFFICER II	G50	WCEA	Bi-Weekly	\$2,570.80	\$2,699.34	\$2,834.30	\$2,976.01	\$3,124.83	\$3,281.06	-
			Monthly	\$5,570.06	\$5,848.56	\$6,140.97	\$6,448.03	\$6,770.46	\$7,108.96	-
COMM & STRATEGIC POLICY MGR	M134	MMPA	Bi-Weekly	\$4,112.86	\$4,318.48	\$4,534.41	\$4,761.12	\$4,999.19	\$5,249.16	-
			Monthly	\$8,911.19	\$9,356.71	\$9,824.56	\$10,315.77	\$10,831.57	\$11,373.17	-
COMM ENHANCEMENT SPECIALIST	G46	WCEA	Bi-Weekly	\$2,329.01	\$2,445.47	\$2,567.73	\$2,696.13	\$2,830.94	\$2,972.47	-
			Monthly	\$5,046.20	\$5,298.51	\$5,563.42	\$5,841.61	\$6,133.71	\$6,440.35	-
COMM RISK REDUCTION SPEC I	185A	WPFA	Bi-Weekly	\$2,473.65	\$2,597.45	\$2,727.31	\$2,863.68	\$3,006.85	-	-
			Monthly	\$5,359.56	\$5,627.81	\$5,909.17	\$6,204.64	\$6,514.84	-	-
COMM RISK REDUCTION SPEC II	185B	WPFA	Bi-Weekly	\$2,659.99	\$2,792.99	\$2,932.64	\$3,079.27	\$3,233.24	-	-
			Monthly	\$5,763.30	\$6,051.49	\$6,354.06	\$6,671.75	\$7,005.36	-	-



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

COMMUNITY DEVELOPMENT CLERK I	G32	WCEA	Bi-Weekly	\$1,648.31	\$1,730.73	\$1,817.25	\$1,908.12	\$2,003.53	\$2,103.70	-
			Monthly	\$3,571.34	\$3,749.91	\$3,937.38	\$4,134.27	\$4,340.98	\$4,558.01	-
COMMUNITY DEVELOPMENT CLERK II	G37	WCEA	Bi-Weekly	\$1,864.90	\$1,958.15	\$2,056.07	\$2,158.86	\$2,266.81	\$2,380.15	-
			Monthly	\$4,040.63	\$4,242.65	\$4,454.81	\$4,677.53	\$4,911.43	\$5,156.99	-
COMMUNITY DEVELOPMENT DIRECTOR	119	MGMT	Bi-Weekly	\$6,228.23	-	-	-	\$7,996.15	-	-
			Monthly	\$13,494.50	-	-	-	\$17,325.00	-	-
COMMUNITY DEVELOPMENT TECH I	G42	WCEA	Bi-Weekly	\$2,109.97	\$2,215.48	\$2,326.24	\$2,442.56	\$2,564.69	\$2,692.92	-
			Monthly	\$4,571.60	\$4,800.21	\$5,040.19	\$5,292.21	\$5,556.83	\$5,834.66	-
COMMUNITY DEVELOPMENT TECH II	G46	WCEA	Bi-Weekly	\$2,329.01	\$2,445.47	\$2,567.73	\$2,696.13	\$2,830.94	\$2,972.47	-
			Monthly	\$5,046.20	\$5,298.51	\$5,563.42	\$5,841.61	\$6,133.71	\$6,440.35	-
COMMUNITY SERVICES DIRECTOR	122	MGMT	Bi-Weekly	\$6,228.23	-	-	-	\$7,996.15	-	-
			Monthly	\$13,494.50	-	-	-	\$17,325.00	-	-
COMMUNITY SVCS OFFICER	228	WPOA	Bi-Weekly	\$2,140.00	\$2,247.01	\$2,359.36	\$2,477.33	\$2,601.20	\$2,731.26	-
			Monthly	\$4,636.67	\$4,868.52	\$5,111.95	\$5,367.54	\$5,635.94	\$5,917.73	-
COMMUNITY SVCS PROGRAM MGR	M125	MMPA	Bi-Weekly	\$3,293.28	\$3,457.94	\$3,630.84	\$3,812.37	\$4,002.99	\$4,203.14	-
			Monthly	\$7,135.43	\$7,492.20	\$7,866.82	\$8,260.13	\$8,673.15	\$9,106.81	-
CONSERVATION COORDINATOR	G46	WCEA	Bi-Weekly	\$2,329.01	\$2,445.47	\$2,567.73	\$2,696.13	\$2,830.94	\$2,972.47	-
			Monthly	\$5,046.20	\$5,298.51	\$5,563.42	\$5,841.61	\$6,133.71	\$6,440.35	-
CONTRUCTION PROJECT MANAGER	M129	MMPA	Bi-Weekly	\$3,635.16	\$3,816.91	\$4,007.76	\$4,208.14	\$4,418.56	\$4,639.48	-
			Monthly	\$7,876.19	\$8,269.97	\$8,683.47	\$9,117.63	\$9,573.55	\$10,052.21	-
CRIME PREVENTION SPECIALIST	231	WPOA	Bi-Weekly	\$2,140.00	\$2,247.01	\$2,359.36	\$2,477.33	\$2,601.20	\$2,731.26	-
			Monthly	\$4,636.67	\$4,868.52	\$5,111.95	\$5,367.54	\$5,635.94	\$5,917.73	-
DATA SERVICES MANAGER	M136	MMPA	Bi-Weekly	\$4,321.06	\$4,537.11	\$4,763.97	\$5,002.17	\$5,252.28	\$5,514.88	-
			Monthly	\$9,362.29	\$9,830.41	\$10,321.94	\$10,838.04	\$11,379.93	\$11,948.91	-
DEPUTY FIRE CHIEF	162	FMMA	Bi-Weekly	\$5,544.07	\$5,821.27	\$6,112.33	\$6,417.94	\$6,793.68	-	-
			Monthly	\$12,012.15	\$12,612.75	\$13,243.39	\$13,905.55	\$14,719.65	-	-
DEPUTY POLICE CHIEF	205	PMMA	Bi-Weekly	\$5,606.55	\$5,886.88	\$6,181.22	\$6,490.29	\$6,814.80	\$7,155.54	\$7,513.32
			Monthly	\$12,147.52	\$12,754.92	\$13,392.64	\$14,062.29	\$14,765.40	\$15,503.68	\$16,278.86
DEPUTY PW DIRECTOR - UTILITIES	138	MGMT	Bi-Weekly	\$4,925.32	-	-	-	\$6,134.76	-	-
			Monthly	\$10,671.53	-	-	-	\$13,681.99	-	-
ELECTRICAL/SIGNS & MARK SUPER	M134	MMPA	Bi-Weekly	\$4,112.86	\$4,318.48	\$4,534.41	\$4,761.12	\$4,999.19	\$5,249.16	-
			Monthly	\$8,911.19	\$9,356.71	\$9,824.56	\$10,315.77	\$10,831.57	\$11,373.17	-
ELECTRICIANS ASSISTANT	G43	WCEA	Bi-Weekly	\$2,162.72	\$2,270.85	\$2,384.40	\$2,503.63	\$2,628.81	\$2,760.24	-



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

			Monthly	\$4,685.89	\$4,920.17	\$5,166.20	\$5,424.54	\$5,695.76	\$5,980.52	-
ENGINEERING AIDE I	G33	WCEA	Bi-Weekly	\$1,689.52	\$1,773.99	\$1,862.69	\$1,955.81	\$2,053.62	\$2,156.30	-
			Monthly	\$3,660.62	\$3,843.65	\$4,035.84	\$4,237.60	\$4,449.50	\$4,671.99	-
ENGINEERING AIDE II	G37	WCEA	Bi-Weekly	\$1,864.90	\$1,958.15	\$2,056.07	\$2,158.86	\$2,266.81	\$2,380.15	-
			Monthly	\$4,040.63	\$4,242.65	\$4,454.81	\$4,677.53	\$4,911.43	\$5,156.99	-
ENGINEERING ASSISTANT	G56	WCEA	Bi-Weekly	\$2,981.34	\$3,130.41	\$3,286.93	\$3,451.28	\$3,623.84	\$3,805.02	-
			Monthly	\$6,459.57	\$6,782.55	\$7,121.68	\$7,477.77	\$7,851.66	\$8,244.21	-
ENGINEERING TECH I	G44	WCEA	Bi-Weekly	\$2,216.79	\$2,327.62	\$2,444.01	\$2,566.22	\$2,694.52	\$2,829.25	-
			Monthly	\$4,803.05	\$5,043.18	\$5,295.36	\$5,560.14	\$5,838.12	\$6,130.04	-
ENGINEERING TECH II	G48	WCEA	Bi-Weekly	\$2,446.92	\$2,569.27	\$2,697.72	\$2,832.62	\$2,974.25	\$3,122.96	-
			Monthly	\$5,301.65	\$5,566.75	\$5,845.07	\$6,137.35	\$6,444.20	\$6,766.40	-
ENGINEERING TECH III	G52	WCEA	Bi-Weekly	\$2,700.93	\$2,835.98	\$2,977.80	\$3,126.67	\$3,283.02	\$3,447.17	-
			Monthly	\$5,852.02	\$6,144.63	\$6,451.89	\$6,774.46	\$7,113.20	\$7,468.86	-
ENV COMPLIANCE INSPECTOR I	G39	WCEA	Bi-Weekly	\$1,959.32	\$2,057.28	\$2,160.17	\$2,268.15	\$2,381.56	\$2,500.65	-
			Monthly	\$4,245.20	\$4,457.45	\$4,680.36	\$4,914.33	\$5,160.05	\$5,418.07	-
ENV COMPLIANCE INSPECTOR II	G43	WCEA	Bi-Weekly	\$2,162.72	\$2,270.85	\$2,384.40	\$2,503.63	\$2,628.81	\$2,760.24	-
			Monthly	\$4,685.89	\$4,920.17	\$5,166.20	\$5,424.54	\$5,695.76	\$5,980.52	-
ENV COMPLIANCE SPECIALIST	G49	WCEA	Bi-Weekly	\$2,508.09	\$2,633.50	\$2,765.17	\$2,903.43	\$3,048.60	\$3,201.03	-
			Monthly	\$5,434.20	\$5,705.91	\$5,991.20	\$6,290.76	\$6,605.29	\$6,935.56	-
ENV RESOURCES ANALYST	M127	MMPA	Bi-Weekly	\$3,460.00	\$3,633.00	\$3,814.64	\$4,005.38	\$4,205.65	\$4,415.93	-
			Monthly	\$7,496.67	\$7,871.50	\$8,265.05	\$8,678.32	\$9,112.24	\$9,567.84	-
EQUIPMENT MECHANIC HEAVY	G46	WCEA	Bi-Weekly	\$2,329.01	\$2,445.47	\$2,567.73	\$2,696.13	\$2,830.94	\$2,972.47	-
			Monthly	\$5,046.20	\$5,298.51	\$5,563.42	\$5,841.61	\$6,133.71	\$6,440.35	-
EQUIPMENT MECHANIC LIGHT	G41	WCEA	Bi-Weekly	\$2,058.51	\$2,161.43	\$2,269.51	\$2,382.99	\$2,502.14	\$2,627.24	-
			Monthly	\$4,460.11	\$4,683.10	\$4,917.27	\$5,163.14	\$5,421.30	\$5,692.35	-
EQUIPMENT MECHANIC SENIOR	G50	WCEA	Bi-Weekly	\$2,570.80	\$2,699.34	\$2,834.30	\$2,976.01	\$3,124.83	\$3,281.06	-
			Monthly	\$5,570.06	\$5,848.56	\$6,140.97	\$6,448.03	\$6,770.46	\$7,108.96	-
EQUIPMENT SERVICE CLERK	G32	WCEA	Bi-Weekly	\$1,648.31	\$1,730.73	\$1,817.25	\$1,908.12	\$2,003.53	\$2,103.70	-
			Monthly	\$3,571.34	\$3,749.91	\$3,937.38	\$4,134.27	\$4,340.98	\$4,558.01	-
EQUIPMENT SERVICE WORKER	G34	WCEA	Bi-Weekly	\$1,731.75	\$1,818.35	\$1,909.26	\$2,004.72	\$2,104.96	\$2,210.20	-
			Monthly	\$3,752.12	\$3,939.76	\$4,136.73	\$4,343.55	\$4,560.75	\$4,788.76	-
EXECUTIVE ASSISTANT	G49	WCEA	Bi-Weekly	\$2,508.09	\$2,633.50	\$2,765.17	\$2,903.43	\$3,048.60	\$3,201.03	-
			Monthly	\$5,434.20	\$5,705.91	\$5,991.20	\$6,290.76	\$6,605.29	\$6,935.56	-



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

EXECUTIVE ASST TO CM	G50	WCEA	Bi-Weekly	\$2,570.80	\$2,699.34	\$2,834.30	\$2,976.01	\$3,124.83	\$3,281.06	-
			Monthly	\$5,570.06	\$5,848.56	\$6,140.97	\$6,448.03	\$6,770.46	\$7,108.96	-
FACILITY MAINT WORKER III	G45	WCEA	Bi-Weekly	\$2,272.22	\$2,385.82	\$2,505.11	\$2,630.37	\$2,761.90	\$2,899.98	-
			Monthly	\$4,923.14	\$5,169.27	\$5,427.74	\$5,699.15	\$5,984.12	\$6,283.29	-
FACILITY MAINTENANCE WORKER I	G35	WCEA	Bi-Weekly	\$1,775.06	\$1,863.80	\$1,956.99	\$2,054.83	\$2,157.57	\$2,265.46	-
			Monthly	\$3,845.96	\$4,038.23	\$4,240.15	\$4,452.14	\$4,674.74	\$4,908.50	-
FACILITY MAINTENANCE WORKER II	G41	WCEA	Bi-Weekly	\$2,058.51	\$2,161.43	\$2,269.51	\$2,382.99	\$2,502.14	\$2,627.24	-
			Monthly	\$4,460.11	\$4,683.10	\$4,917.27	\$5,163.14	\$5,421.30	\$5,692.35	-
FINANCE CLERK I	G32	WCEA	Bi-Weekly	\$1,648.31	\$1,730.73	\$1,817.25	\$1,908.12	\$2,003.53	\$2,103.70	-
			Monthly	\$3,571.34	\$3,749.91	\$3,937.38	\$4,134.27	\$4,340.98	\$4,558.01	-
FINANCE CLERK II	G37	WCEA	Bi-Weekly	\$1,864.90	\$1,958.15	\$2,056.07	\$2,158.86	\$2,266.81	\$2,380.15	-
			Monthly	\$4,040.63	\$4,242.65	\$4,454.81	\$4,677.53	\$4,911.43	\$5,156.99	-
FINANCE OFFICER	M141	MMPA	Bi-Weekly	\$4,888.89	\$5,133.32	\$5,389.99	\$5,659.49	\$5,942.47	\$6,239.60	-
			Monthly	\$10,592.59	\$11,122.20	\$11,678.32	\$12,262.22	\$12,875.36	\$13,519.14	-
FINANCE SPECIALIST	G41	WCEA	Bi-Weekly	\$2,058.51	\$2,161.43	\$2,269.51	\$2,382.99	\$2,502.14	\$2,627.24	-
			Monthly	\$4,460.11	\$4,683.10	\$4,917.27	\$5,163.14	\$5,421.30	\$5,692.35	-
FINANCE SUPERVISOR	G54	WCEA	Bi-Weekly	\$2,837.68	\$2,979.56	\$3,128.55	\$3,284.95	\$3,449.23	\$3,621.67	-
			Monthly	\$6,148.32	\$6,455.71	\$6,778.53	\$7,117.40	\$7,473.32	\$7,846.96	-
FINANCIAL SERVICES MGR	M136	MMPA	Bi-Weekly	\$4,321.06	\$4,537.11	\$4,763.97	\$5,002.17	\$5,252.28	\$5,514.88	-
			Monthly	\$9,362.29	\$9,830.41	\$10,321.94	\$10,838.04	\$11,379.93	\$11,948.91	-
FIRE BATTALION CHIEF-REG	152	FMMA	Bi-Weekly	\$4,860.16	\$5,103.16	\$5,358.32	\$5,626.24	\$5,907.55	-	-
			Monthly	\$10,530.35	\$11,056.85	\$11,609.70	\$12,190.19	\$12,799.70	-	-
FIRE CAPTAIN BASE ONLY	178	WPFA	Bi-Weekly	\$3,921.15	\$4,117.21	\$4,323.06	\$4,539.23	\$4,766.18	-	-
			Monthly	\$8,495.83	\$8,920.61	\$9,366.64	\$9,835.00	\$10,326.73	-	-
FIRE CHIEF	128	MGMT	Bi-Weekly	\$6,275.77	-	-	-	\$8,461.54	-	-
			Monthly	\$13,597.50	-	-	-	\$18,333.34	-	-
FIRE ENGINEER BASE ONLY	175	WPFA	Bi-Weekly	\$3,403.14	\$3,573.29	\$3,751.96	\$3,939.56	\$4,136.52	-	-
			Monthly	\$7,373.47	\$7,742.13	\$8,129.25	\$8,535.72	\$8,962.46	-	-
FIRE MARSHAL	165	FMMA	Bi-Weekly	\$4,860.16	\$5,103.16	\$5,358.32	\$5,626.24	\$5,907.55	-	-
			Monthly	\$10,530.35	\$11,056.85	\$11,609.70	\$12,190.19	\$12,799.69	-	-
FIREFIGHTER BASE ONLY	172	WPFA	Bi-Weekly	\$2,998.59	\$3,148.52	\$3,305.94	\$3,471.25	\$3,644.80	-	-
			Monthly	\$6,496.94	\$6,821.80	\$7,162.88	\$7,521.04	\$7,897.07	-	-
FIREFIGHTER RECRUIT BASE	182	WPFA	Bi-Weekly	\$2,698.73	-	-	-	-	-	-



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

			Monthly	\$5,847.26	-	-	-	-	-	-
FLEET & FACILITIES MGR	M131	MMPA	Bi-Weekly	\$3,819.19	\$4,010.15	\$4,210.65	\$4,421.19	\$4,642.24	\$4,874.36	-
			Monthly	\$8,274.92	\$8,688.65	\$9,123.07	\$9,579.24	\$10,058.19	\$10,561.11	-
GIS ANALYST	G62	WCEA	Bi-Weekly	\$3,457.42	\$3,630.31	\$3,811.83	\$4,002.41	\$4,202.52	\$4,412.66	-
			Monthly	\$7,491.08	\$7,865.68	\$8,258.96	\$8,671.89	\$9,105.47	\$9,560.76	-
GIS COORDINATOR	M131	MMPA	Bi-Weekly	\$3,819.19	\$4,010.15	\$4,210.65	\$4,421.19	\$4,642.24	\$4,874.36	-
			Monthly	\$8,274.92	\$8,688.65	\$9,123.07	\$9,579.24	\$10,058.19	\$10,561.11	-
GIS TECHNICIAN I	G49	WCEA	Bi-Weekly	\$2,508.09	\$2,633.50	\$2,765.17	\$2,903.43	\$3,048.60	\$3,201.03	-
			Monthly	\$5,434.20	\$5,705.91	\$5,991.20	\$6,290.76	\$6,605.29	\$6,935.56	-
GIS TECHNICIAN II	G53	WCEA	Bi-Weekly	\$2,768.46	\$2,906.90	\$3,052.23	\$3,204.85	\$3,365.09	\$3,533.34	-
			Monthly	\$5,998.34	\$6,298.28	\$6,613.17	\$6,943.85	\$7,291.03	\$7,655.57	-
HOUSING ANALYST I	M120	MMPA	Bi-Weekly	\$2,910.78	\$3,056.31	\$3,209.12	\$3,369.59	\$3,538.08	\$3,714.96	-
			Monthly	\$6,306.70	\$6,622.00	\$6,953.10	\$7,300.78	\$7,665.83	\$8,049.09	-
HOUSING ANALYST II	M124	MMPA	Bi-Weekly	\$3,212.95	\$3,373.60	\$3,542.27	\$3,719.39	\$3,905.36	\$4,100.63	-
			Monthly	\$6,961.40	\$7,309.47	\$7,674.92	\$8,058.68	\$8,461.61	\$8,884.70	-
HUMAN RESOURCES ANALYST I	M121	MMPA	Bi-Weekly	\$2,983.54	\$3,132.72	\$3,289.35	\$3,453.83	\$3,626.53	\$3,807.85	-
			Monthly	\$6,464.34	\$6,787.56	\$7,126.93	\$7,483.29	\$7,857.48	\$8,250.34	-
HUMAN RESOURCES ANALYST II	M126	MMPA	Bi-Weekly	\$3,375.61	\$3,544.39	\$3,721.61	\$3,907.68	\$4,103.07	\$4,308.22	-
			Monthly	\$7,313.82	\$7,679.51	\$8,063.49	\$8,466.63	\$8,889.98	\$9,334.48	-
HUMAN RESOURCES CLERK	G39	WCEA	Bi-Weekly	\$1,959.32	\$2,057.28	\$2,160.17	\$2,268.15	\$2,381.56	\$2,500.65	-
			Monthly	\$4,245.20	\$4,457.45	\$4,680.36	\$4,914.33	\$5,160.05	\$5,418.07	-
HUMAN RESOURCES MANAGER	M140	MMPA	Bi-Weekly	\$4,769.64	\$5,008.12	\$5,258.52	\$5,521.46	\$5,797.52	\$6,087.40	-
			Monthly	\$10,334.21	\$10,850.92	\$11,393.47	\$11,963.16	\$12,561.30	\$13,189.37	-
HUMAN RESOURCES TECH I	G45	WCEA	Bi-Weekly	\$2,272.22	\$2,385.82	\$2,505.11	\$2,630.37	\$2,761.90	\$2,899.98	-
			Monthly	\$4,923.14	\$5,169.27	\$5,427.74	\$5,699.15	\$5,984.12	\$6,283.29	-
HUMAN RESOURCES TECH II	G50	WCEA	Bi-Weekly	\$2,570.80	\$2,699.34	\$2,834.30	\$2,976.01	\$3,124.83	\$3,281.06	-
			Monthly	\$5,570.06	\$5,848.56	\$6,140.97	\$6,448.03	\$6,770.46	\$7,108.96	-
IND ELECTRICAL/ELECT TECH	G58	WCEA	Bi-Weekly	\$3,132.27	\$3,288.88	\$3,453.33	\$3,625.98	\$3,807.29	\$3,997.65	-
			Monthly	\$6,786.59	\$7,125.91	\$7,482.22	\$7,856.30	\$8,249.14	\$8,661.57	-
INFORMATION SYSTEMS TECH I	G48	WCEA	Bi-Weekly	\$2,446.92	\$2,569.27	\$2,697.72	\$2,832.62	\$2,974.25	\$3,122.96	-
			Monthly	\$5,301.65	\$5,566.75	\$5,845.07	\$6,137.35	\$6,444.20	\$6,766.40	-
INFORMATION SYSTEMS TECH II	G52	WCEA	Bi-Weekly	\$2,700.93	\$2,835.98	\$2,977.80	\$3,126.67	\$3,283.02	\$3,447.17	-
			Monthly	\$5,852.02	\$6,144.63	\$6,451.89	\$6,774.46	\$7,113.20	\$7,468.86	-



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

INFRA ADMINISTRATOR	M141	MMPA	Bi-Weekly	\$4,888.89	\$5,133.32	\$5,389.99	\$5,659.49	\$5,942.47	\$6,239.60	-
			Monthly	\$10,592.59	\$11,122.20	\$11,678.32	\$12,262.22	\$12,875.36	\$13,519.14	-
JUNIOR ENGINEER	M121	MMPA	Bi-Weekly	\$2,983.54	\$3,132.72	\$3,289.35	\$3,453.83	\$3,626.53	\$3,807.85	-
			Monthly	\$6,464.34	\$6,787.56	\$7,126.93	\$7,483.29	\$7,857.48	\$8,250.34	-
JUNIOR PLANNER	M113	MMPA	Bi-Weekly	\$2,448.74	\$2,571.17	\$2,699.73	\$2,834.72	\$2,976.46	\$3,125.28	-
			Monthly	\$5,305.60	\$5,570.86	\$5,849.41	\$6,141.90	\$6,448.99	\$6,771.43	-
LAB SUPERVISOR	M127	MMPA	Bi-Weekly	\$3,460.00	\$3,633.00	\$3,814.64	\$4,005.38	\$4,205.65	\$4,415.93	-
			Monthly	\$7,496.67	\$7,871.50	\$8,265.05	\$8,678.32	\$9,112.24	\$9,567.84	-
LABRATORY TECHNICIAN I	G43	WCEA	Bi-Weekly	\$2,162.72	\$2,270.85	\$2,384.40	\$2,503.63	\$2,628.81	\$2,760.24	-
			Monthly	\$4,685.89	\$4,920.17	\$5,166.20	\$5,424.54	\$5,695.76	\$5,980.52	-
LABRATORY TECHNICIAN II	G47	WCEA	Bi-Weekly	\$2,387.25	\$2,506.60	\$2,631.93	\$2,763.52	\$2,901.71	\$3,046.79	-
			Monthly	\$5,172.37	\$5,430.97	\$5,702.52	\$5,987.63	\$6,287.03	\$6,601.38	-
LIBRARY PROGRAM MANAGER I	M122	MMPA	Bi-Weekly	\$3,058.14	\$3,211.05	\$3,371.58	\$3,540.16	\$3,717.18	\$3,903.04	-
			Monthly	\$6,625.97	\$6,957.28	\$7,305.10	\$7,670.35	\$8,053.89	\$8,456.58	-
LIBRARY PROGRAM MANAGER II	M125	MMPA	Bi-Weekly	\$3,293.28	\$3,457.94	\$3,630.84	\$3,812.37	\$4,002.99	\$4,203.14	-
			Monthly	\$7,135.43	\$7,492.20	\$7,866.82	\$8,260.13	\$8,673.15	\$9,106.81	-
LIBRARY SERVICES DIRECTOR	131	MGMT	Bi-Weekly	\$4,804.62	-	-	-	\$6,130.38	-	-
			Monthly	\$10,410.00	-	-	-	\$13,282.50	-	-
LIBRARY TECH ASSISTANT I	G29	WCEA	Bi-Weekly	\$1,530.62	\$1,607.15	\$1,687.51	\$1,771.89	\$1,860.48	\$1,953.49	-
			Monthly	\$3,316.34	\$3,482.15	\$3,656.26	\$3,839.10	\$4,031.04	\$4,232.57	-
LIBRARY TECH ASSISTANT II	G33	WCEA	Bi-Weekly	\$1,689.52	\$1,773.99	\$1,862.69	\$1,955.81	\$2,053.62	\$2,156.30	-
			Monthly	\$3,660.62	\$3,843.65	\$4,035.84	\$4,237.60	\$4,449.50	\$4,671.99	-
LIBRARY TECH ASSISTANT III	G37	WCEA	Bi-Weekly	\$1,864.90	\$1,958.15	\$2,056.07	\$2,158.86	\$2,266.81	\$2,380.15	-
			Monthly	\$4,040.63	\$4,242.65	\$4,454.81	\$4,677.53	\$4,911.43	\$5,156.99	-
LITERACY COORDINATOR	G46	WCEA	Bi-Weekly	\$2,329.01	\$2,445.47	\$2,567.73	\$2,696.13	\$2,830.94	\$2,972.47	-
			Monthly	\$5,046.20	\$5,298.51	\$5,563.42	\$5,841.61	\$6,133.71	\$6,440.35	-
MAINTENANCE SUPERVISOR	G53	WCEA	Bi-Weekly	\$2,768.46	\$2,906.90	\$3,052.23	\$3,204.85	\$3,365.09	\$3,533.34	-
			Monthly	\$5,998.34	\$6,298.28	\$6,613.17	\$6,943.85	\$7,291.03	\$7,655.57	-
MAINTENANCE WORKER I	G35	WCEA	Bi-Weekly	\$1,775.06	\$1,863.80	\$1,956.99	\$2,054.83	\$2,157.57	\$2,265.46	-
			Monthly	\$3,845.96	\$4,038.23	\$4,240.15	\$4,452.14	\$4,674.74	\$4,908.50	-
MAINTENANCE WORKER II	G40	WCEA	Bi-Weekly	\$2,008.32	\$2,108.72	\$2,214.15	\$2,324.86	\$2,441.10	\$2,563.16	-
			Monthly	\$4,351.36	\$4,568.89	\$4,797.33	\$5,037.19	\$5,289.05	\$5,553.52	-
MAINTENANCE WORKER III	G44	WCEA	Bi-Weekly	\$2,216.79	\$2,327.62	\$2,444.01	\$2,566.22	\$2,694.52	\$2,829.25	-



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

			Monthly	\$4,803.05	\$5,043.18	\$5,295.36	\$5,560.14	\$5,838.12	\$6,130.04	-
MANAGEMENT ANALYST I	M120	MMPA	Bi-Weekly	\$2,910.78	\$3,056.31	\$3,209.12	\$3,369.59	\$3,538.08	\$3,714.96	-
			Monthly	\$6,306.70	\$6,622.00	\$6,953.10	\$7,300.78	\$7,665.83	\$8,049.09	-
MANAGEMENT ANALYST II	M125	MMPA	Bi-Weekly	\$3,293.28	\$3,457.94	\$3,630.84	\$3,812.37	\$4,002.99	\$4,203.14	-
			Monthly	\$7,135.43	\$7,492.20	\$7,866.82	\$8,260.13	\$8,673.15	\$9,106.81	-
MARKTNG & BUS RELATIONS SPEC	M118	MMPA	Bi-Weekly	\$2,770.52	\$2,909.05	\$3,054.49	\$3,207.23	\$3,367.58	\$3,535.96	-
			Monthly	\$6,002.80	\$6,302.94	\$6,618.06	\$6,948.99	\$7,296.43	\$7,661.24	-
PARK MAINTENANCE WORKER I	G35	WCEA	Bi-Weekly	\$1,775.06	\$1,863.80	\$1,956.99	\$2,054.83	\$2,157.57	\$2,265.46	-
			Monthly	\$3,845.96	\$4,038.23	\$4,240.15	\$4,452.14	\$4,674.74	\$4,908.50	-
PARK MAINTENANCE WORKER II	G39	WCEA	Bi-Weekly	\$1,959.32	\$2,057.28	\$2,160.17	\$2,268.15	\$2,381.56	\$2,500.65	-
			Monthly	\$4,245.20	\$4,457.45	\$4,680.36	\$4,914.33	\$5,160.05	\$5,418.07	-
PARK MAINTENANCE WORKER III	G43	WCEA	Bi-Weekly	\$2,162.72	\$2,270.85	\$2,384.40	\$2,503.63	\$2,628.81	\$2,760.24	-
			Monthly	\$4,685.89	\$4,920.17	\$5,166.20	\$5,424.54	\$5,695.76	\$5,980.52	-
PARK SUPERINTENDENT	M132	MMPA	Bi-Weekly	\$3,914.66	\$4,110.40	\$4,315.92	\$4,531.70	\$4,758.30	\$4,996.22	-
			Monthly	\$8,481.77	\$8,905.86	\$9,351.17	\$9,818.69	\$10,309.66	\$10,825.15	-
PARK SUPERVISOR	G51	WCEA	Bi-Weekly	\$2,635.07	\$2,766.82	\$2,905.16	\$3,050.41	\$3,202.96	\$3,363.09	-
			Monthly	\$5,709.32	\$5,994.78	\$6,294.51	\$6,609.22	\$6,939.74	\$7,286.69	-
POLICE CHIEF	134	MGMT	Bi-Weekly	\$7,734.16	-	-	-	\$10,176.52	-	-
			Monthly	\$16,757.34	-	-	-	\$22,049.13	-	-
POLICE CRIME & INTEL ANALYST	212	WPSA	Bi-Weekly	\$2,743.49	\$2,880.68	\$3,024.70	\$3,175.93	\$3,334.73	-	-
			Monthly	\$5,944.23	\$6,241.47	\$6,553.52	\$6,881.19	\$7,225.24	-	-
POLICE LIEUTENANT	202	PMMA	Bi-Weekly	\$5,101.07	\$5,356.11	\$5,623.92	\$5,905.12	\$6,200.37	\$6,510.40	\$6,835.92
			Monthly	\$11,052.33	\$11,604.92	\$12,185.17	\$12,794.44	\$13,434.14	\$14,105.87	\$14,811.17
POLICE OFFICER RECRUIT	222	WPOA	Bi-Weekly	\$2,926.04	-	-	-	-	-	-
			Monthly	\$6,339.74	-	-	-	-	-	-
POLICE OFFICER-BASE ONLY	225	WPOA	Bi-Weekly	\$3,251.16	\$3,413.72	\$3,584.41	\$3,763.61	\$3,951.81	\$4,149.40	\$4,356.86
			Monthly	\$7,044.18	\$7,396.40	\$7,766.22	\$8,154.48	\$8,562.25	\$8,990.36	\$9,439.87
POLICE RECORDS SPECIALIST	234A	WPOA	Bi-Weekly	\$1,899.45	\$1,994.42	\$2,094.14	\$2,198.85	\$2,308.79	-	-
			Monthly	\$4,115.46	\$4,321.25	\$4,537.30	\$4,764.18	\$5,002.38	-	-
POLICE RECORDS SUPERVISOR	215	WPSA	Bi-Weekly	\$2,573.58	\$2,702.26	\$2,837.36	\$2,979.25	\$3,128.21	-	-
			Monthly	\$5,576.09	\$5,854.89	\$6,147.61	\$6,455.04	\$6,777.79	-	-
POLICE SERGEANT	218	WPSA	Bi-Weekly	\$3,760.87	\$3,948.91	\$4,146.37	\$4,353.68	\$4,571.36	\$4,799.94	\$5,039.93
			Monthly	\$8,148.54	\$8,555.97	\$8,983.80	\$9,432.96	\$9,904.62	\$10,399.86	\$10,919.84



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

POOL FACILITIES TECH	G46	WCEA	Bi-Weekly	\$2,329.01	\$2,445.47	\$2,567.73	\$2,696.13	\$2,830.94	\$2,972.47	-
			Monthly	\$5,046.20	\$5,298.51	\$5,563.42	\$5,841.61	\$6,133.71	\$6,440.35	-
PRINCIPAL CIVIL ENGINEER	M141	MMPA	Bi-Weekly	\$4,888.89	\$5,133.32	\$5,389.99	\$5,659.49	\$5,942.47	\$6,239.60	-
			Monthly	\$10,592.59	\$11,122.20	\$11,678.32	\$12,262.22	\$12,875.36	\$13,519.14	-
PRINCIPAL PLANNER	M136	MMPA	Bi-Weekly	\$4,321.06	\$4,537.11	\$4,763.97	\$5,002.17	\$5,252.28	\$5,514.88	-
			Monthly	\$9,362.29	\$9,830.41	\$10,321.94	\$10,838.04	\$11,379.93	\$11,948.91	-
PRINCIPAL UTILITIES CIVIL ENG	M141	MMPA	Bi-Weekly	\$4,888.89	\$5,133.32	\$5,389.99	\$5,659.49	\$5,942.47	\$6,239.60	-
			Monthly	\$10,592.59	\$11,122.20	\$11,678.32	\$12,262.22	\$12,875.36	\$13,519.14	-
PROGAMMER ANALYST	G63	WCEA	Bi-Weekly	\$3,543.86	\$3,721.06	\$3,907.11	\$4,102.47	\$4,307.60	\$4,522.96	-
			Monthly	\$7,678.37	\$8,062.30	\$8,465.42	\$8,888.70	\$9,333.13	\$9,799.75	-
PUBLIC WORKS DIRECTOR	137	MGMT	Bi-Weekly	\$6,228.23	-	-	-	\$7,996.15	-	-
			Monthly	\$13,494.50	-	-	-	\$17,325.00	-	-
RECREATION COORDINATOR	G36	WCEA	Bi-Weekly	\$1,819.42	\$1,910.41	\$2,005.92	\$2,106.22	\$2,211.54	\$2,322.10	-
			Monthly	\$3,942.07	\$4,139.22	\$4,346.16	\$4,563.48	\$4,791.66	\$5,031.23	-
RECREATION SUPERVISOR	G50	WCEA	Bi-Weekly	\$2,570.80	\$2,699.34	\$2,834.30	\$2,976.01	\$3,124.83	\$3,281.06	-
			Monthly	\$5,570.06	\$5,848.56	\$6,140.97	\$6,448.03	\$6,770.46	\$7,108.96	-
SIGNS AND MARKINGS TECH I	G39	WCEA	Bi-Weekly	\$1,959.32	\$2,057.28	\$2,160.17	\$2,268.15	\$2,381.56	\$2,500.65	-
			Monthly	\$4,245.20	\$4,457.45	\$4,680.36	\$4,914.33	\$5,160.05	\$5,418.07	-
SIGNS AND MARKINGS TECH II	G43	WCEA	Bi-Weekly	\$2,162.72	\$2,270.85	\$2,384.40	\$2,503.63	\$2,628.81	\$2,760.24	-
			Monthly	\$4,685.89	\$4,920.17	\$5,166.20	\$5,424.54	\$5,695.76	\$5,980.52	-
SOCIAL SERVICES MANAGER	M132	MMPA	Bi-Weekly	\$3,914.66	\$4,110.40	\$4,315.92	\$4,531.70	\$4,758.30	\$4,996.22	-
			Monthly	\$8,481.77	\$8,905.86	\$9,351.17	\$9,818.69	\$10,309.66	\$10,825.15	-
SR ACCOUNTANT	M125	MMPA	Bi-Weekly	\$3,293.28	\$3,457.94	\$3,630.84	\$3,812.37	\$4,002.99	\$4,203.14	-
			Monthly	\$7,135.43	\$7,492.20	\$7,866.82	\$8,260.13	\$8,673.15	\$9,106.81	-
SR ASSOCIATE CIVIL ENG	M134	MMPA	Bi-Weekly	\$4,112.86	\$4,318.48	\$4,534.41	\$4,761.12	\$4,999.19	\$5,249.16	-
			Monthly	\$8,911.19	\$9,356.71	\$9,824.56	\$10,315.77	\$10,831.57	\$11,373.17	-
SR BUILDING INSPECTOR	G57	WCEA	Bi-Weekly	\$3,055.86	\$3,208.66	\$3,369.09	\$3,537.56	\$3,714.45	\$3,900.15	-
			Monthly	\$6,621.04	\$6,952.10	\$7,299.70	\$7,664.71	\$8,047.97	\$8,450.32	-
SR BUILDING PLAN EXAMINER	G58	WCEA	Bi-Weekly	\$3,132.27	\$3,288.88	\$3,453.33	\$3,625.98	\$3,807.29	\$3,997.65	-
			Monthly	\$6,786.59	\$7,125.91	\$7,482.22	\$7,856.30	\$8,249.14	\$8,661.57	-
SR CIVIL ENGINEER	M138	MMPA	Bi-Weekly	\$4,539.81	\$4,766.80	\$5,005.13	\$5,255.40	\$5,518.17	\$5,794.08	-
			Monthly	\$9,836.26	\$10,328.06	\$10,844.44	\$11,386.71	\$11,956.03	\$12,553.83	-
SR COMM RISK REDUCTION SPEC	185C	WPFA	Bi-Weekly	\$2,945.27	\$3,092.54	\$3,247.17	\$3,409.52	\$3,580.01	-	-



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

			Monthly	\$6,381.42	\$6,700.51	\$7,035.54	\$7,387.29	\$7,756.69	-	-
SR CONTRUCTION PROJECT MANAGER	M131	MMPA	Bi-Weekly	\$3,819.19	\$4,010.15	\$4,210.65	\$4,421.19	\$4,642.24	\$4,874.36	-
			Monthly	\$8,274.92	\$8,688.65	\$9,123.07	\$9,579.24	\$10,058.19	\$10,561.11	-
SR ENGINEERING ASSISTANT	G58	WCEA	Bi-Weekly	\$3,132.27	\$3,288.88	\$3,453.33	\$3,625.98	\$3,807.29	\$3,997.65	-
			Monthly	\$6,786.59	\$7,125.91	\$7,482.22	\$7,856.30	\$8,249.14	\$8,661.57	-
SR ENV RESOURCES ANALYST	M131	MMPA	Bi-Weekly	\$3,819.19	\$4,010.15	\$4,210.65	\$4,421.19	\$4,642.24	\$4,874.36	-
			Monthly	\$8,274.92	\$8,688.65	\$9,123.07	\$9,579.24	\$10,058.19	\$10,561.11	-
SR HUMAN RESOURCES ANALYST	M132	MMPA	Bi-Weekly	\$3,914.66	\$4,110.40	\$4,315.92	\$4,531.70	\$4,758.30	\$4,996.22	-
			Monthly	\$8,481.77	\$8,905.86	\$9,351.17	\$9,818.69	\$10,309.66	\$10,825.15	-
SR MANAGEMENT ANALYST	M131	MMPA	Bi-Weekly	\$3,819.19	\$4,010.15	\$4,210.65	\$4,421.19	\$4,642.24	\$4,874.36	-
			Monthly	\$8,274.92	\$8,688.65	\$9,123.07	\$9,579.24	\$10,058.19	\$10,561.11	-
SR PLANNER	M132	MMPA	Bi-Weekly	\$3,914.66	\$4,110.40	\$4,315.92	\$4,531.70	\$4,758.30	\$4,996.22	-
			Monthly	\$8,481.77	\$8,905.86	\$9,351.17	\$9,818.69	\$10,309.66	\$10,825.15	-
SR POLICE RECORDS SPECIALIST	234B	WPOA	Bi-Weekly	\$2,089.40	\$2,193.88	\$2,303.56	\$2,418.73	\$2,539.67	-	-
			Monthly	\$4,527.04	\$4,753.40	\$4,991.06	\$5,240.59	\$5,502.62	-	-
SR PROGRAMMER ANALYST	G67	WCEA	Bi-Weekly	\$3,911.77	\$4,107.35	\$4,312.73	\$4,528.37	\$4,754.79	\$4,992.51	-
			Monthly	\$8,475.50	\$8,899.25	\$9,344.24	\$9,811.46	\$10,302.04	\$10,817.11	-
SR SIGNING AND MARKING TECH	G45	WCEA	Bi-Weekly	\$2,272.22	\$2,385.82	\$2,505.11	\$2,630.37	\$2,761.90	\$2,899.98	-
			Monthly	\$4,923.14	\$5,169.27	\$5,427.74	\$5,699.15	\$5,984.12	\$6,283.29	-
SR TRAFFIC SIGNAL STREET LIGHT	G60	WCEA	Bi-Weekly	\$3,290.83	\$3,455.37	\$3,628.15	\$3,809.56	\$4,000.05	\$4,200.04	-
			Monthly	\$7,130.14	\$7,486.64	\$7,860.98	\$8,254.05	\$8,666.77	\$9,100.08	-
SR TREE TRIMMER	G45	WCEA	Bi-Weekly	\$2,272.22	\$2,385.82	\$2,505.11	\$2,630.37	\$2,761.90	\$2,899.98	-
			Monthly	\$4,923.14	\$5,169.27	\$5,427.74	\$5,699.15	\$5,984.12	\$6,283.29	-
SR UTIL MAINT WORKER WATER	G49	WCEA	Bi-Weekly	\$2,508.09	\$2,633.50	\$2,765.17	\$2,903.43	\$3,048.60	\$3,201.03	-
			Monthly	\$5,434.20	\$5,705.91	\$5,991.20	\$6,290.76	\$6,605.29	\$6,935.56	-
SR UTIL MAINT WORKER WWC	G54	WCEA	Bi-Weekly	\$2,837.68	\$2,979.56	\$3,128.55	\$3,284.95	\$3,449.23	\$3,621.67	-
			Monthly	\$6,148.32	\$6,455.71	\$6,778.53	\$7,117.40	\$7,473.32	\$7,846.96	-
SR WATER POLLUTION CR OP	G67	WCEA	Bi-Weekly	\$3,911.77	\$4,107.35	\$4,312.73	\$4,528.37	\$4,754.79	\$4,992.51	-
			Monthly	\$8,475.50	\$8,899.25	\$9,344.24	\$9,811.46	\$10,302.04	\$10,817.11	-
SR WATER QUALITY SPECIALIST	G62	WCEA	Bi-Weekly	\$3,457.42	\$3,630.31	\$3,811.83	\$4,002.41	\$4,202.52	\$4,412.66	-
			Monthly	\$7,491.08	\$7,865.68	\$8,258.96	\$8,671.89	\$9,105.47	\$9,560.76	-
SR WATER SYSTEM OPERATOR	G54	WCEA	Bi-Weekly	\$2,837.68	\$2,979.56	\$3,128.55	\$3,284.95	\$3,449.23	\$3,621.67	-
			Monthly	\$6,148.32	\$6,455.71	\$6,778.53	\$7,117.40	\$7,473.32	\$7,846.96	-



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

SR WATER WASTEWATER INST TECH	G66	WCEA	Bi-Weekly	\$3,816.35	\$4,007.18	\$4,207.53	\$4,417.90	\$4,638.82	\$4,870.75	-
			Monthly	\$8,268.76	\$8,682.23	\$9,116.32	\$9,572.12	\$10,050.77	\$10,553.30	-
TECHNICAL SERVICES MANAGER	M136	MMPA	Bi-Weekly	\$4,321.06	\$4,537.11	\$4,763.97	\$5,002.17	\$5,252.28	\$5,514.88	-
			Monthly	\$9,362.29	\$9,830.41	\$10,321.94	\$10,838.04	\$11,379.93	\$11,948.91	-
TRAFFIC SIG/STREET LIGHT TECH	G56	WCEA	Bi-Weekly	\$2,981.34	\$3,130.41	\$3,286.93	\$3,451.28	\$3,623.84	\$3,805.02	-
			Monthly	\$6,459.57	\$6,782.55	\$7,121.68	\$7,477.77	\$7,851.66	\$8,244.21	-
TRANSPORTATION ENGINEER	M134	MMPA	Bi-Weekly	\$4,112.86	\$4,318.48	\$4,534.41	\$4,761.12	\$4,999.19	\$5,249.16	-
			Monthly	\$8,911.19	\$9,356.71	\$9,824.56	\$10,315.77	\$10,831.57	\$11,373.17	-
TREATMENT PLANT MECHANIC	G54	WCEA	Bi-Weekly	\$2,837.68	\$2,979.56	\$3,128.55	\$3,284.95	\$3,449.23	\$3,621.67	-
			Monthly	\$6,148.32	\$6,455.71	\$6,778.53	\$7,117.40	\$7,473.32	\$7,846.96	-
TREATMENT PLANT MECHANIC (OIT)	G52	WCEA	Bi-Weekly	\$2,700.93	\$2,835.98	\$2,977.80	\$3,126.67	\$3,283.02	\$3,447.17	-
			Monthly	\$5,852.02	\$6,144.63	\$6,451.89	\$6,774.46	\$7,113.20	\$7,468.86	-
TREATMENT PLANT SUPERINTENDENT	M137	MMPA	Bi-Weekly	\$4,429.08	\$4,650.54	\$4,883.06	\$5,127.22	\$5,383.57	\$5,652.77	-
			Monthly	\$9,596.34	\$10,076.17	\$10,579.96	\$11,108.98	\$11,664.40	\$12,247.67	-
TREE TRIMMER I	G39	WCEA	Bi-Weekly	\$1,959.32	\$2,057.28	\$2,160.17	\$2,268.15	\$2,381.56	\$2,500.65	-
			Monthly	\$4,245.20	\$4,457.45	\$4,680.36	\$4,914.33	\$5,160.05	\$5,418.07	-
TREE TRIMMER II	G43	WCEA	Bi-Weekly	\$2,162.72	\$2,270.85	\$2,384.40	\$2,503.63	\$2,628.81	\$2,760.24	-
			Monthly	\$4,685.89	\$4,920.17	\$5,166.20	\$5,424.54	\$5,695.76	\$5,980.52	-
UNDERGRND UTIL SVC WRKR	G46	WCEA	Bi-Weekly	\$2,329.01	\$2,445.47	\$2,567.73	\$2,696.13	\$2,830.94	\$2,972.47	-
			Monthly	\$5,046.20	\$5,298.51	\$5,563.42	\$5,841.61	\$6,133.71	\$6,440.35	-
UTILITIES ADMINISTRATOR	M141	MMPA	Bi-Weekly	\$4,888.89	\$5,133.32	\$5,389.99	\$5,659.49	\$5,942.47	\$6,239.60	-
			Monthly	\$10,592.59	\$11,122.20	\$11,678.32	\$12,262.22	\$12,875.36	\$13,519.14	-
UTILITY MAINT SUPERVISOR	G53	WCEA	Bi-Weekly	\$2,768.46	\$2,906.90	\$3,052.23	\$3,204.85	\$3,365.09	\$3,533.34	-
			Monthly	\$5,998.34	\$6,298.28	\$6,613.17	\$6,943.85	\$7,291.03	\$7,655.57	-
UTILITY MAINT WORKER WATER I	G37	WCEA	Bi-Weekly	\$1,864.90	\$1,958.15	\$2,056.07	\$2,158.86	\$2,266.81	\$2,380.15	-
			Monthly	\$4,040.63	\$4,242.65	\$4,454.81	\$4,677.53	\$4,911.43	\$5,156.99	-
UTILITY MAINT WORKER WATER II	G42	WCEA	Bi-Weekly	\$2,109.97	\$2,215.48	\$2,326.24	\$2,442.56	\$2,564.69	\$2,692.92	-
			Monthly	\$4,571.60	\$4,800.21	\$5,040.19	\$5,292.21	\$5,556.83	\$5,834.66	-
UTILITY MAINT WORKER WATER III	G46	WCEA	Bi-Weekly	\$2,329.01	\$2,445.47	\$2,567.73	\$2,696.13	\$2,830.94	\$2,972.47	-
			Monthly	\$5,046.20	\$5,298.51	\$5,563.42	\$5,841.61	\$6,133.71	\$6,440.35	-
UTILITY MAINT WORKER WATER IV	G50	WCEA	Bi-Weekly	\$2,570.80	\$2,699.34	\$2,834.30	\$2,976.01	\$3,124.83	\$3,281.06	-
			Monthly	\$5,570.06	\$5,848.56	\$6,140.97	\$6,448.03	\$6,770.46	\$7,108.96	-
UTILITY MAINT WORKER WWC I	G37	WCEA	Bi-Weekly	\$1,864.90	\$1,958.15	\$2,056.07	\$2,158.86	\$2,266.81	\$2,380.15	-



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

			Monthly	\$4,040.63	\$4,242.65	\$4,454.81	\$4,677.53	\$4,911.43	\$5,156.99	-
UTILITY MAINT WORKER WWC II	G42	WCEA	Bi-Weekly	\$2,109.97	\$2,215.48	\$2,326.24	\$2,442.56	\$2,564.69	\$2,692.92	-
			Monthly	\$4,571.60	\$4,800.21	\$5,040.19	\$5,292.21	\$5,556.83	\$5,834.66	-
UTILITY MAINT WORKER WWC III	G46	WCEA	Bi-Weekly	\$2,329.01	\$2,445.47	\$2,567.73	\$2,696.13	\$2,830.94	\$2,972.47	-
			Monthly	\$5,046.20	\$5,298.51	\$5,563.42	\$5,841.61	\$6,133.71	\$6,440.35	-
UTILITY MAINT WORKER WWC IV	G50	WCEA	Bi-Weekly	\$2,570.80	\$2,699.34	\$2,834.30	\$2,976.01	\$3,124.83	\$3,281.06	-
			Monthly	\$5,570.06	\$5,848.56	\$6,140.97	\$6,448.03	\$6,770.46	\$7,108.96	-
WASTEWATER SYSTEMS ADMIN	M141	MMPA	Bi-Weekly	\$4,888.89	\$5,133.32	\$5,389.99	\$5,659.49	\$5,942.47	\$6,239.60	-
			Monthly	\$10,592.59	\$11,122.20	\$11,678.32	\$12,262.22	\$12,875.36	\$13,519.14	-
WATER METER SERVICES TECH	G46	WCEA	Bi-Weekly	\$2,329.01	\$2,445.47	\$2,567.73	\$2,696.13	\$2,830.94	\$2,972.47	-
			Monthly	\$5,046.20	\$5,298.51	\$5,563.42	\$5,841.61	\$6,133.71	\$6,440.35	-
WATER POLL CTRL O-I-T	G40	WCEA	Bi-Weekly	\$2,008.32	\$2,108.72	\$2,214.15	\$2,324.86	\$2,441.10	\$2,563.16	-
			Monthly	\$4,351.36	\$4,568.89	\$4,797.33	\$5,037.19	\$5,289.05	\$5,553.52	-
WATER POLL CTRL OPER I	G51	WCEA	Bi-Weekly	\$2,635.07	\$2,766.82	\$2,905.16	\$3,050.41	\$3,202.96	\$3,363.09	-
			Monthly	\$5,709.32	\$5,994.78	\$6,294.51	\$6,609.22	\$6,939.74	\$7,286.69	-
WATER POLL CTRL OPER II	G55	WCEA	Bi-Weekly	\$2,908.63	\$3,054.06	\$3,206.75	\$3,367.10	\$3,535.45	\$3,712.22	-
			Monthly	\$6,302.03	\$6,617.12	\$6,947.97	\$7,295.39	\$7,660.14	\$8,043.13	-
WATER POLL CTRL OPER III	G59	WCEA	Bi-Weekly	\$3,210.57	\$3,371.10	\$3,539.65	\$3,716.64	\$3,902.47	\$4,097.59	-
			Monthly	\$6,956.24	\$7,304.05	\$7,669.24	\$8,052.72	\$8,455.35	\$8,878.11	-
WATER POLL CTRL OPER IV	G63	WCEA	Bi-Weekly	\$3,543.86	\$3,721.06	\$3,907.11	\$4,102.47	\$4,307.60	\$4,522.96	-
			Monthly	\$7,678.37	\$8,062.30	\$8,465.42	\$8,888.70	\$9,333.13	\$9,799.75	-
WATER QUALITY SPECIALIST I	G48	WCEA	Bi-Weekly	\$2,446.92	\$2,569.27	\$2,697.72	\$2,832.62	\$2,974.25	\$3,122.96	-
			Monthly	\$5,301.65	\$5,566.75	\$5,845.07	\$6,137.35	\$6,444.20	\$6,766.40	-
WATER QUALITY SPECIALIST II	G52	WCEA	Bi-Weekly	\$2,700.93	\$2,835.98	\$2,977.80	\$3,126.67	\$3,283.02	\$3,447.17	-
			Monthly	\$5,852.02	\$6,144.63	\$6,451.89	\$6,774.46	\$7,113.20	\$7,468.86	-
WATER SYSTEMS ADMINISTRATOR	M141	MMPA	Bi-Weekly	\$4,888.89	\$5,133.32	\$5,389.99	\$5,659.49	\$5,942.47	\$6,239.60	-
			Monthly	\$10,592.59	\$11,122.20	\$11,678.32	\$12,262.22	\$12,875.36	\$13,519.14	-
WATER SYSTEMS OPERATOR I	G42	WCEA	Bi-Weekly	\$2,109.97	\$2,215.48	\$2,326.24	\$2,442.56	\$2,564.69	\$2,692.92	-
			Monthly	\$4,571.60	\$4,800.21	\$5,040.19	\$5,292.21	\$5,556.83	\$5,834.66	-
WATER SYSTEMS OPERATOR II	G50	WCEA	Bi-Weekly	\$2,570.80	\$2,699.34	\$2,834.30	\$2,976.01	\$3,124.83	\$3,281.06	-
			Monthly	\$5,570.06	\$5,848.56	\$6,140.97	\$6,448.03	\$6,770.46	\$7,108.96	-
WATER/WASTE INSTR TECH	G62	WCEA	Bi-Weekly	\$3,457.42	\$3,630.31	\$3,811.83	\$4,002.41	\$4,202.52	\$4,412.66	-
			Monthly	\$7,491.08	\$7,865.68	\$8,258.96	\$8,671.89	\$9,105.47	\$9,560.76	-



CITY OF WOODLAND - SALARY SCHEDULE

Effective January 15, 2025

WPCF CHIEF OPERATOR	M132	MMPA	Bi-Weekly	\$3,914.66	\$4,110.40	\$4,315.92	\$4,531.70	\$4,758.30	\$4,996.22	-
			Monthly	\$8,481.77	\$8,905.86	\$9,351.17	\$9,818.69	\$10,309.66	\$10,825.15	-

TEMPORARY PART-TIME EMPLOYEES - HOURLY WAGES

CLASSIFICATION	GRADE	GROUP	Period	1	2	3	4	5	6	7
ACTIVITY LEADER I	901	TEMP	Hourly	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	-	-
ACTIVITY LEADER II	905	TEMP	Hourly	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00	-	-
ACTIVITY MANAGER	909	TEMP	Hourly	\$18.00	\$18.25	\$18.50	\$18.75	\$19.00	-	-
CIVIC FELLOW	917	TEMP	Hourly	\$20.00	\$25.00	-	-	-	-	-
INTERN	925	TEMP	Hourly	\$17.00	\$18.00	\$19.00	\$20.00	\$21.00	-	-
LIBRARY CIRCULATION ASSISTANT	927	TEMP	Hourly	\$18.94	\$19.19	\$19.44	\$19.69	\$19.94	-	-
LIBRARY PAGE	929	TEMP	Hourly	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	-	-
LIBRARY PROGRAM ASSISTANT	931	TEMP	Hourly	\$20.90	\$21.15	\$21.40	\$21.65	\$21.90	-	-
LIFEGUARD / AIDE	933	TEMP	Hourly	\$18.00	\$18.25	\$18.50	\$18.75	\$19.00	-	-
LIFEGUARD / INSTRUCTOR	937	TEMP	Hourly	\$19.00	\$19.25	\$19.50	\$19.75	\$20.00	-	-
MAKERSPACE LEAD	938	TEMP	Hourly	\$23.08	\$23.58	\$24.08	\$24.58	\$25.08	-	-
MAKERSPACE SUPPORT STAFF	939	TEMP	Hourly	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	-	-
MAKERSPACE TECHNICIAN	940	TEMP	Hourly	\$20.90	\$21.40	\$21.90	\$22.40	\$22.90	-	-
POOL MANAGER	941	TEMP	Hourly	\$21.50	\$21.75	\$22.00	\$22.25	\$22.50	-	-
RECREATION FACILITY AIDE	945	TEMP	Hourly	\$19.25	\$19.50	\$19.75	\$20.00	\$20.25	-	-
SPECIAL PROGRAM COORDINATOR	949	TEMP	Hourly	\$20.50	\$20.75	\$21.00	\$21.25	\$21.50	-	-
SWIM INSTRUCTOR AIDE	953	TEMP	Hourly	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	-	-

8

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

—

—

-

—

—

—

1

1

1

1

1

1

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

1

1

1

—

—

1

■

1

1

—

—

—

—

-
-

-
-

-
-

-
-

-
-

-
-

-
-

-
-

-

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

—

-

—

—

—

—

—

—

—

—

—

-

—

—

—

—

—

—

-

—

—

—

1

1

1

1

1

1

—

—

-
-

-
-

-

-
-
-

-
-

-
-

-
-

-
-

-



—

—

—

—

—

—

—

1

1

—

—

—

—

—

—

—

-
-

8

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.7
SUBJECT: FY2024/25 Vehicle Replacement Reserve
Appropriation (Fund 2012)

Recommendation for Action: Staff recommends the City Council adopt Resolution No._____, to appropriate transfer expenditures of \$911,248 from various funds, including \$37,410 from Gas Tax (fund 1355), \$21,418 from Spring Lake LLD (fund 1389), \$51,418 from Sports Park Operations and Maintenance CFD (fund 1391), \$92,082 from Equipment Maintenance (fund 2010), \$71,959 from Sewer Enterprise (fund 2220) and \$636,961 from the General Fund American Rescue Plan (ARP) Spending Plan (fund 1101) to the Vehicle Replacement Fund (Fund 2012).

Staff Contact:

Karie Farnham, Financial Services Manager, (530) 661-5846, Karie.Farnham@cityofwoodland.gov

Fiscal Impact:

The cost associated with this additional, one-time appropriation totals \$911,248 from multiple funding sources. They include \$37,410 from Gas Tax (fund 1355), \$21,418 from Spring Lake LLD (fund 1389), \$51,418 from Sports Park Operations and Maintenance CFD (fund 1391), \$92,082 from Equipment Maintenance (fund 2010), \$71,959 from Sewer Enterprise (fund 2220) and \$636,961 from revenue recover funds related to the American Rescue Plan (ARP) Spending Plan (included in the General Fund, fund 1101).

Background:

To financially prepare for the replacement of City vehicles, staff annually calculates and collects a "fixed cost" charged to various funds, for each vehicle. These "fixed costs" collected over each year become the vehicle's reserve balance. For many years, the City has collected and maintained these reserves in conjunction with a city-wide vehicle replacement program to ensure sufficient available funding when vehicles reach their end of useful life and are due for replacement. During and after the pandemic the cost of vehicles increased substantially due to supply-chain and other inflationary factors. As a result, the City has under collected from the various internal funds for replacement vehicles and has accumulated a shortfall in overall reserve balances. Numerous vehicles for the Police, Fire and other City departments are due for replacement, some spanning back from FY2018/19, but sufficient reserves do not exist to complete these replacements. To allow time to calculate and correct the overall reserve balance shortfall, a citywide purchasing freeze of replacement vehicles has been in effect since April 2024.

Discussion:

At the end of FY2023/24, the reserve balance for future replacement of the City fleet totaled \$6,628,000. With the goal of resolving the reserve shortfall, Finance requested Police, Fire and Public Works conduct extensive analysis to determine a one-time appropriation "catch up" to bring our reserve balances back into a satisfactory position. This analysis indicates an overall catch up of \$2.26 million would be needed to reach corrected reserve levels, of which \$1.93 million would be reliant upon the General Fund. Because of the City's challenging budget forecast, Finance again worked with Police, Fire and Public Works to conduct a second round of analysis on a priority-based replacement request. The departments determined at a minimum, a total of \$911,248 (which includes a General Fund contribution of \$636,961) would be needed to replace the most urgent of vehicles at

this time, with a plan of continuing to monitor and adjust the fixed costs moving forward in order to build sufficient reserves over a shorter period of time for the remaining vehicle replacements due.

Taking into account the significant funding needs of the City and limited General Fund resources, staff reviewed options for funding sources to assist with the one-time catch up contributions, particularly in the General Fund. Within the American Rescue Plan (ARP) Spending Plan for FY2024/25 through FY2025/26, \$840,000 was allocated for Crisis Now. The overall financial contribution and related funding sources for the City's Crisis Now commitments has been reevaluated, which frees up the ARP funds for reallocation to different priorities. Staff is requesting to reallocate and appropriate \$636,961 from ARP into our vehicle replacement reserve balance, which would otherwise have to come from the General Fund reserve balances, along with appropriating \$37,410 from Gas Tax (fund 1355), \$21,418 from Spring Lake LLD (fund 1389), \$51,418 from Sports Park Operations and Maintenance CFD (fund 1391), \$92,082 from Equipment Maintenance (fund 2010) and \$71,959 from Sewer Enterprise (fund 2220) totaling an overall appropriation of \$911,248 into the Vehicle Replacement Fund (fund 2012). This appropriation will not only alleviate the General Fund of additional contributions not budgeted for this fiscal year, but will also enable the City to resume its much needed vehicle purchases city-wide.

Conclusion:

Staff recommends the City Council adopt Resolution No._____, to appropriate transfer expenditures of \$911,248 from various funds, including \$37,410 from Gas Tax (fund 1355), \$21,418 from Spring Lake LLD (fund 1389), \$51,418 from Sports Park Operations and Maintenance CFD (fund 1391), \$92,082 from Equipment Maintenance (fund 2010), \$71,959 from Sewer Enterprise (fund 2220) and \$636,961 from the General Fund American Rescue Plan (ARP) Spending Plan (fund 1101) to the Vehicle Replacement Fund (Fund 2012).

Prepared by: Karie Farnham, Financial Services Manager

Reviewed by: Kim McKinney, Administrative Services Director



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - FY25 Fund 2012 Appropriation Catch Up

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE APPROPRIATION OF \$911,248 TO FUND 2012 FOR VEHICLE
REPLACEMENT RESERVE BALANCES AND VEHICLE REPLACEMENT
PURCHASES**

WHEREAS, the City of Woodland has been unable to meet its reserve balance target for all City fleet in its Vehicle Replacement Fund (fund 2012); and

WHEREAS, in April 2024, the City enacted a city-wide vehicle purchasing freeze as a result; and

WHEREAS, the City is determined to bring vehicle reserve balances back into a satisfactory position and resume purchasing of replacement vehicles deemed priority by the Police, Fire and Public Works Departments; and

WHEREAS, the City of Woodland wishes to fund a one-time “catch up” appropriation by using multiple fund sources that have been determined to be in good standing.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Woodland, based on facts in the staff report, does hereby:

SECTION 1. Authorize the appropriations of \$37,410 from Gas Tax (fund 1355), \$21,418 from Spring Lake LLD (fund 1389), \$51,418 from Sports Park Operations and Maintenance CFD (fund 1391), \$92,082 from Equipment Maintenance (fund 2010) \$71,959 from Sewer Enterprise (fund 2220) and \$636,961 from the General Fund (American Rescue Plan) totaling \$911,248 into the Vehicle Replacement Fund (fund 2012) reserve balances.

SECTION 2. Authorize the City Manager to appropriate \$309,540 to the Vehicle Replacement Fund (fund 2012) for the replacement of vehicles 7-018, 7-019, 7-020, 7-021, 7-022, 7-108, 7-109, 7-400, 7-507, and 7-509 for the Police Department (totaling \$264,556) and replacement vehicle #6-901 for the Fire Department (totaling \$44,984).

PASSED, APPROVED AND ADOPTED, by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.8
SUBJECT: Community Services Department Quarterly Status Report for the Second Quarter of FY25

Recommendation for Action: Staff recommends that the City Council receive the Community Services Department Quarterly Status Report for the Second Quarter of FY25.

Staff Contact:

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

Discussion:

This Quarterly Status Report covers the period from October through December 2024. The report summarizes recreation programming, events, parks, recreation facility operations, and maintenance. The report also contains a narrative of major work performed and notable department highlights.

Conclusion:

Staff recommends that the City Council receive the Community Services Department Quarterly Status Report for the Second Quarter of FY25.

Prepared by: Kris Bain, Community Services Program Manager

Reviewed by: Christine Engel, Community Services Director



Ken Hiatt
City Manager

Attachments:

1. CSD Quarter 2 FY25

Community Services Department Quarterly Status Report Second Quarter FY25

The following is a summary of the programs, activities, and events organized by the Community Services Department for the second quarter of FY25, covering the period from October to December 2024.

This report references participant hours. The methodology for calculating participant hours is explained at the end of the document. Participant totals (total number of participants and total participant hours) represent the overall number of participants and hours for the entire reporting period.

Quarterly Highlights

- Approximately 30,524 participant hours were recorded for aquatics, youth, teen, and adult recreation activities and classes.
- Approximately 2,671 people attended events at the Community & Senior Center during facility rentals.
- Over 700 people participated in events such as the Trilogy Challenge Disc Golf Tournament, Teen Pack Throwdown, Movies on Main Street, Floating Pumpkin Patch, Cocoa with Santa Paws, and Parent's Night Out.
- Approximately 11,411 participant hours were recorded for senior programs and events.



Floating Pumpkin Patch, October 25, 2024

Program Marketing

During this reporting period, the Department used the following marketing efforts to promote the recreation program offerings, 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 fall and winter activities with flyers, digital flyers, emails, and banners.

- Senior Newsletter: The Senior Gram newsletter is mailed to more than 750 households monthly and is available online at www.cityofwoodland.gov/seniors.
- Social Media: The Department utilizes Facebook, Instagram, and Nextdoor to advertise upcoming events and recreation programs.
- Rec2Go: Rec2Go provided departmental outreach at community events and activities such as the Yolo County Farmworkers Festival, Trunk or Treat on Main Street, TILLYfest, and several school fall functions.

Parks & Recreation Facilities

Community & Senior Center Facility Reservations

The Community & Senior Center's facility rental program is intended to generate revenue for the City of Woodland and offer a venue for community events. Rentals at the Community Center include meetings, parties (such as bridal and baby showers), weddings and receptions, quinceañeras, and business meetings. Reservations for the facility during the second quarter are listed below.

	General Facility Rentals <i>Includes rentals receiving discounts</i>	Facility Rentals <i>with Fees Waived</i>
Number of Rentals	16	15
Approximate Participants	2,086	585
Total Fees	\$25,480	\$23,972 (waived)

Youth User Groups Field Use

Players Fees

Youth organizations utilize city-owned fields for soccer, baseball, and softball practices and games. Historically, these organizations have been charged "Player Fees" to cover the cost of field usage. However, with the passage of Measure J (now Measure R), these fees for Woodland residents have been waived for all youth organizations using city fields, resulting in significant savings of thousands of dollars for the organizations. Players from youth organizations who do not reside within city limits are considered non-residents and are required to pay a fee of \$46 per player for each season.

Youth sports organizations who used City of Woodland fields reported for the Fall 2024 season:

- 1, 256 youth players (326 baseball players + 120 softball players + 810 soccer players)
- \$35,168 in City fees were waived

Parks and Recreation Facility Improvement Projects

Park/Recreation Facility	Projects Completed
Community & Senior Center	Resurfaced floors in the banquet room and C-court (aerobics room). Installed retractable shades in the arts & crafts room.
Crawford Park	Installed a storage container adjacent to the pickleball court (container purchased by Woodland Area Pickleball Association). Refreshed DG walking path.
Freeman Park	Prepared the park for the skating rink.
Pioneer Park	Installed a new slide.
Skip & Julie Davies Sports Park	Installed nets to keep soccer balls from going over the fence at CR 24A. Installed safety fence tops to the ball field outfield fences.
Woodside Park	Refreshed DG walking path.
Other City locations Regional Park Pedestrian Overcrossing Main Street City Parking Lot	Performed weed abatement throughout the park. Installed cement pad and permanent garbage can. Power-washed trash cans. Repaired vinyl fencing.

Recreation Activities – Special Events

Event	Event Date	Total Participants	Participant Hours	Fees Collected
Teen Pack Throwdown*	Oct. 4	46	138	\$230
Trilogy Challenge Disc Golf	Oct. 5	32	112	\$1,280
Movies on Main Street*	Oct. 11	350	1,050	Free event
Floating Pumpkin Patch*	Oct. 25	114	57	\$570
Cocoa with Santa Paws*	Dec. 4	160	160	\$176
Parent's Night Out	Dec. 13	46	184	\$528
Total Participants		748	1,701	\$2,784

* Event funded by Measure R



Cocoa with Santa Paws, December 4, 2024

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 swimming, water aerobics, and the Woodland Swim Team's use of the pool.

Aquatics Program	Total Participants	Participant Hours	Fees Collected
Lap Swim & Water Aerobics	4,942	4,942	\$5,091
Rentals	n/a	n/a	\$5,774
Total	4,942	4,942	\$10,865

Rentals

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 on-site during the scheduled event. Fees collected during the second quarter included \$722 for general swim meet reservations and \$5,052 from the Woodland Swim Team.

Recreation Activities - Youth & Teen Recreation

The department offers a variety of youth and teen recreation programs 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 for youth and teens.

Youth Recreation Program	Total Participants	Participant Hours	Fees Collected
After School Teen Pack*	1,402	3,576	Free Program
Rec2Go*	2,470	8,398	Free Program
Total	3,872	11,974	No fees collected

*Program funded by Measure R

Recreation Activities - Contract Classes

The City contracts with outside instructors to teach recreation and leisure classes for people of all ages. For all classes except tennis and boxing, the City keeps 30% of the fees collected and non-resident fees. For the tennis program, the City keeps 10% of the fees. The City supplements the boxing programs (utilizing recreation program revenue and Measure R to assist with paying the contractors).

Contract Class	Total Participants (3 months)	Participant Hours (3 months)	Fees Collected (3 months)	Total Expense (3 months)	Net Revenue (3 months)
Art w/ Stephanie	7	14	\$363	\$240	\$123
Boxing Youth*	94	940	\$1,416	\$4,200	-\$2,784
Boxing Adult	60	600	\$1,518	\$4,800	-\$3,282
Cello Tennis Academy	193	541	\$6,707	\$6,036	\$671
Country Line Dance	263	395	\$2,040	\$1,428	\$612
Cuban Salsa	8	32	\$315	\$196	\$119
Dance Fitness & Tai Chi	107	443	\$4,830	\$3,178	\$1,652
Pilates	28	224	\$944	\$647	\$297
Rock Steady Boxing	49	686	\$940	\$750	\$190
Scottish Country Dance	24	336	\$815	\$526	\$289
Yoga	27	208	\$1,031	\$711	\$321
Zumba Kids	17	51	\$860	\$595	\$265
Total	877	4,470	\$21,779	\$23,307	-\$1,527

*Program funded by Measure R

Recreation Activities - Adult Sports

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

Open Gym	Total Sign-Ins	Participant Hours	Fees Collected
Badminton	948	2,844	Free
Pickleball	66	198	Free
Total	1,014	3,042	\$0

League Sports	Teams	Total Participants	Participant Hours	Fees Collected
Basketball (fall league)	22	220	1,760	\$13,200
Softball (fall league)	36	423	3,888	\$19,740
Volleyball (fall league)	7	56	448	\$2,940
Total	65	699	6,096	\$35,880

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 11,411 participant hours during the second quarter.

Senior Programs

Programs	Total Sign-Ins	Participant Hours	Fees Collected
Art Classes	399	1,074	Free Programs
Exercise Classes	2,261	1,356	Free Programs
Games	933	3,031	Free Programs
General Programs	912	3,956	Free Programs
Support Groups	182	344	Free Programs
Total	4,687	9,761	\$0

Senior Events

Programs	Date	Participants	Participant Hours
SCI Thanksgiving Dinner	Nov. 14	300	750
SCI Holiday Social	Dec. 12	300	900
Total		600	1,650

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 report 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 Dive-In Movie, 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 number of participants for the three-month period. The same participants could be doubled or triple counted if they participated each month (e.g., drop-in lap swim).



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.9
SUBJECT: California Office of Emergency Services Authorized Agents

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, naming the City Manager, Administrative Services Director, and Fire Chief as authorized agents with the California Office of Emergency Services.

Staff Contact:

Eric Zane, Fire Chief, (530) 661-5860, eric.zane@cityofwoodland.gov

Fiscal Impact:

No impact.

Background:

The State of California, Office of Emergency Services (OES) requires entities, such as the City of Woodland, to identify key position within its organization that act as the authorized agents when applying for and/or receiving grant funding associated with Federally Declared Disasters (DR), Fire Mitigation Assistance Grants (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre- Disaster Mitigation Program (LPDM), and additional grants associated with Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief.

Discussion:

The State of California requires that entities, such as the City of Woodland, update their Authorized Agents whenever changes in staffing occur. As a part of the requirement, the governing body must adopt a resolution identifying the Authorized Agents, by position. It has been determined that the City Manager, Administrative Services Director, and the Fire Chief be listed as the Authorized Agents.

Conclusion:

Staff recommends the City Council adopt Resolution No. _____, naming the City Manager, Administrative Services Director, and Fire Chief as authorized agents with the California Office of Emergency Services.

Prepared by: Nallely Castro, Management Analyst

Reviewed by: Eric Zane, Fire Chief

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

Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution- 2025 Authroized Agents Cal OES
2. Cal OES 130
3. Cal OES List of AA _ Woodland

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THAT THE CITY MANAGER, ADMINISTRATIVE SERVICE
DIRECTOR, AND FIRE CHIEF BE NAMED AS AUTHORIZED AGENTS WITH THE
STATE OF CALIFORNIA OFFICE OF EMERGENCY SERVICES (OES)**

WHEREAS, The City of Woodland is eligible to apply for Federal and State assistance when a State of Emergency is declared.

WHEREAS, the City of Woodland must identify three positions to act as the Authorized Agents in the event that the City requests Federal and/or State assistance as a part of disaster recovery, or hazard mitigation.

WHEREAS, the City of Woodland has identified the City Manager, Administrative Service Director, and Fire Chief as the Authorized Agents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland does:

SECTION 1. Approve the listed Authorized Agents.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



Cal OES ID No: 113-86328-0

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE City Council OF THE City of Woodland
(Governing Body) (Name of Applicant)

THAT City Manager, OR
(Title of Authorized Agent)
Administrative Services Director, OR
(Title of Authorized Agent)
Fire Chief
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Woodland,
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the City of Woodland,
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- ☒ This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- ☐ This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this 21 day of January, 2025

Richard Lansburgh- Mayor

(Name and Title of Governing Body Representative)

Tom Stallard- Mayor Pro Tem

(Name and Title of Governing Body Representative)

Mayra Vega- Council Member

(Name and Title of Governing Body Representative)

CERTIFICATION

I, **Sarah Lansburgh**, duly appointed and **City Clerk** of
(Name) (Title)

City of Woodland, do hereby certify that the above is a true and
(Name of Applicant)

correct copy of a resolution passed and approved by the **City Council**
(Governing Body)

of the **City of Woodland** on the 21 day of January, 2025.
(Name of Applicant)

City Clerk

(Signature)

(Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



List of Authorized Agents

Entity Name: **City of Woodland**

Cal OES ID: **113-86328-0**

- Enter each Authorized Agent (AA) as listed on the Designation of Applicant's Agent Resolution (Cal OES 130) for Non-State Agencies **or** as it appears on the Signature Authority (Cal OES 130SA) for California State Agencies.
- Check box to receive electronic copies of Cal OES Notification of Obligation and/or Payment packages. (Minimum 1 AA.)
- Email addresses must use an email that shares the official entity URL.

Authorized Agent Name	Authorized Agent Title	Email Address	Email Pkg?
Ken Hiatt	City Manager	Ken.Hiatt@cityofwoodland.gov	☒
Kim McKinney	Administrative Services Director	Kim.McKinney@cityofwoodland.gov	☒
Eric Zane	Fire Chief	Eric.Zane@cityofwoodland.gov	☒
			☐
			☐

- An Approved Contact may be designated by an AA to request or receive information on grant payment status. Add them by inputting their information below. (Ex. Accounting/Admin offices) Must use an official email URL.

Approved Contact Name	Approved Contact Title	Email Address	Email Pkg?
Karie Farnham	Financial Services Manager	Karie.Farnham@cityofwoodland.gov	☒
			☐
			☐

Please use a second page if more space is needed.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.10
SUBJECT: Sixth Amendment to the Security Professional Service Agreement with Allied Universal Security Services for the Woodland Public Library

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

Staff Contact:

Greta Galindo, Library Services Director, (530) 661-5980, greta.galindo@cityofwoodland.org

Fiscal Impact:

The Security Professional Service Agreement with Allied Universal is for the amount of \$69,996 for November 2024 through October 2025. The cost of executing this annual amendment for security services would increase the total multi-year contract by \$69,996, bringing the total to \$364,820. Funds to provide security services for the library were anticipated and can be accommodated within the current approved budget.

Background:

The Library entered into a Professional Services Agreement for Security at the Woodland Public Library with Allied Universal Security Services on November 1, 2017. The agreement is for a period of 3 years which would automatically continue thereafter on a month-to-month basis until terminated by either party. The agreement is to provide professional security services at the Woodland Public Library.

Discussion:

Allied Security Services provides a necessary service to the community to ensure the safety of City assets and community members who are using the Library facility and services. The services were reviewed and vetted by City staff at the Library and found to be of high quality, and the company to be both responsive and responsible.

Conclusion:

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

Prepared by: Greta Galindo, Library Services Director

Attachments:

1. Proposed Resolution - Sixth Amendment Library Security Agreement

RESOLUTION NO. _____

**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**

WHEREAS, the City of Woodland requires security services at the Woodland Public Library; and

WHEREAS, Allied Universal Security Services provides security services as required by Woodland Public Library.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Woodland authorizes the City Manager to execute the Sixth Amendment prepared by the City Attorney to contract with Allied Universal Security Services, increasing the amount of the contract by \$69,996 for a total contract amount of \$364,820.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.11
SUBJECT: Approve a Change Order to the Techops Contract for the Library Book Mobile Build

Recommendation for Action: Staff recommends the City Council adopt Resolution No._____, to approve a \$968.12 change order to the Techops contract for the purchase and build of the Library Book Mobile.

Staff Contact:

Reece Ulrich, Fleet and Facilities Manager, (530) 661-5962, reece.ulrich@cityofwoodland.gov

Fiscal Impact:

The total contract value for the proposed change order is \$968.12, which will be fully funded by the Friends of the Woodland Public Library. No City funds are required for this additional expense. The change order will ensure the completion of the Library Book Mobile project without impacting the City's general fund or budget.

Background:

In November 2022, the City Council approved a contract with Techops for the construction of a Library Book Mobile totaling \$600,416.20. This mobile service is designed to expand access to library services for residents, especially those with limited access to the main library. Since the initiation of the project, unforeseen costs have emerged due to the need for additional materials and design modifications to enhance the Book Mobile's functionality and appeal. The original contract did include language that allows for change orders to be executed at the staff level, and therefore Council must approve any overall changes.

Discussion:

The requested change order will cover the unforeseen expense of adding a public engagement accessory to the Library Book Mobile. The additional funds will allow for improvements that will increase the vehicle's utility and user experience for the public, furthering the City's goals to enhance access to library resources for all residents.

Conclusion:

Staff recommends the City Council adopt Resolution No._____, to approve a \$968.12 change order to the Techops contract for the purchase and build of the Library Book Mobile.

Prepared by: Courtney Morgan, Management Analyst

Reviewed by: Craig Locke, Public Works Director


Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Book Mobile Change Order Resolution
2. TechOps Final INV 2024239 - Book Mobile
3. 22.11.15 COUNCIL RESOLUTION Book Mobile
4. 22.11.15 Book Mobile Signed Quote
5. 22.11.15 Book Mobile Agreement-c1-c1 fully executed

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
REQUESTING APPROVAL OF A \$968.12 CHANGE ORDER TO THE
TECHOPS CONTRACT FOR THE PURCHASE AND BUILD OF THE LIBRARY
BOOK MOBILE**

WHEREAS, the City of Woodland entered into a contract with Techops for the purchase and build of a Library Book Mobile in November of 2022 totaling \$600,416.20; and

WHEREAS, the project scope requires an additional \$968.12 in funds to cover public engagement accessories that will improve the Book Mobile's appeal to residents; and

WHEREAS, the additional \$968.12 change order will be fully funded by the Friends of the Woodland Public Library, a local nonprofit organization dedicated to supporting the library's programs and services.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland hereby approves a \$968.12 change order to the Techops contract for the purchase and build of the Library Book Mobile, which was previously approved in November 2022 for a total of \$600,416.20, with the funds to be provided by the Friends of the Woodland Public Library.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney

Billed To: City of Woodland
 665 N Pioneer Ave
 Woodland CA 95776

Project: 1033 SVS City of Woodland BM
 665 N Pioneer Ave
 Woodland CA 95776

Due Date: 12/03/2024

PO#

Terms: Due Upon Receipt

Description	QTY	Price	Amount
Bookmobile Conversion	0.50	419,323.17	209,661.59
Change Order 1	1.00	968.12	968.12

Notes:

All invoices paid with a credit card will be subject to a 3.5% fee

ACH/Wire Info:
 Eagle Bank
 7815 Woodmont Ave
 Bethesda, MD 20814
 ABA: 055003298
 Account: 200418283

Remit checks to:
 TechOps Specialty Vehicles
 218A Log Canoe Circle
 Stevensville, MD 21666

Non-Taxable Amount:	210,629.71
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	210,629.71

RESOLUTION NO. 8013

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE PURCHASE OF A CUSTOMIZED FREIGHTLINER M2
MOBILE LIBRARY AND APPROVING THE BID AWARD TO TECHOPS
SPECIALITY VEHICLES AND AUTHORIZING LIBRARY TRUST FUND AND
MEASURE R FUND APPROPRIATIONS**

WHEREAS, the City of Woodland staff wishes to authorize the purchase of a customized Freightliner M2 Mobile Library for the Library Department for a total purchasing price of \$649,951; and

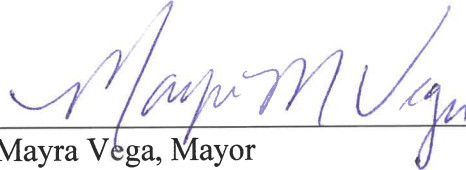
WHEREAS, the City of Woodland staff wishes to award the bid to Techops Specialty Vehicles; and

WHEREAS, the City of Woodland staff wishes to authorize a budget appropriation of \$375,835 from the Library Trust Fund (917) and \$274,116 from Measure R Fund (102).

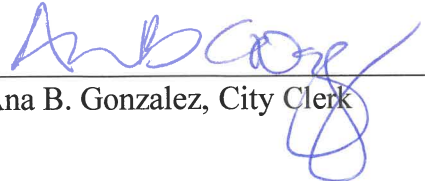
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND that the purchase of a mobile library is authorized, and the competitive bid awarded for the mobile library, and the Library Trust Fund \$375,835 and Measure R Funds \$274,116 are appropriated for this purchase.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 15th day of November, 2022, by the following vote:

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


Mayra Vega, Mayor

ATTEST:



Ana B. Gonzalez, City Clerk

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Qty	Item	Description	Price Each	Extended
1	M2 Bookmobile	2024 Freightliner M2 Bookmobile with 22' Aluminum Body Built to Line-Item Specifications	\$ 600,416.20	\$ 600,416.20

LINE ITEM PRICING

Qty	Item	Description	Price Each	Extended
1	2.4.1 Chassis	2024 Freightliner M2 Built to Specifications	\$ 96,761.63	\$ 96,761.63
1	2.5 Body	22' Marion Aluminum Dry Freight Truck Body	\$ 84,331.40	\$ 84,331.40
Conversion Line-Item Specifications				
1.3. Manuals and Documentation				
1	1.3.1.1	One (1) line set for chassis.	\$0.00	\$0.00
2	1.3.1.2	One (1) certified CA weight ticket listing front axle, rear axle and total weights. Also a Maryland weight ticket at inspection.	\$ 182.57	\$ 365.14
1	1.3.1.3	Two (2) complete key sets (ignition, doors, auxiliary locks, compartments, fuel); maximum keys per set shall be five (5).	\$ 55.56	\$ 55.56
1	1.3.1.4	One (1) complete dimensional layout drawing of exterior and interior front, rear, and both sides.	\$0.00	\$0.00
1	1.3.1.5	"As built" electrical schematics accurately detailing AC and DC electrical systems used in the upfitting.	\$0.00	\$0.00
1	1.3.1.6	Drawings and schematics shall also be provided in a digital format.	\$0.00	\$0.00
1.6. Guarantee				
1	1.6.1	Warranty all parts for 1 year	\$0.00	\$0.00
1.7.4 Special Purpose Commerical Modular Inspections				
2	1.7.4	Provide inspection for SPCM at pre-wire and completion of vehicle. (Inspection price is estimated and is subject to change via change order after completed.)	\$ 3,020.52	\$ 6,041.04
1	1.7.4	Provide SPCM sticker, placement TBD.	\$ 280.34	\$ 280.34
2.5 Body (Any items not included with Body OEM.)				
1	2.5.2	Provide and install body shall be connected to the cab rear wall with a weatherproof boot, to allow crouching height, pass-through capabilities. 2.5.2.1 Pass-through boot shall allow cab to "float" on its air-ride suspension.	\$0.00	\$0.00
1	2.5.2	Cut body front wall and install pass thru boot	\$ 2,030.77	\$ 2,030.77
1	2.5.2.1	Provide and install Accordion boat seal	\$ 768.03	\$ 768.03
1	2.5.2	Provide and install Aluminum for framing	\$ 444.44	\$ 444.44
3.1 Exterior				
1	3.1.1.1	Provide and install one (1) Yale 5100 series or equivalent door closer to control the movement of the door.	\$ 588.46	\$ 588.46
1	3.1.1.3	Provide and install interior door pull.	\$ 112.39	\$ 112.39
1	3.1.1.4.	Provide and install one push-bar entrance latch. (Marion body.)	\$0.00	\$0.00

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

Jennifer Samora

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	3.1.1.5	Provide and install one heavy-duty deadbolt. (Marion body.)	\$0.00	\$0.00
4	3.1.1.6-3.1.1.6.3	Provide and install hand rail 1.25" SS and stanchions.	\$ 544.02	\$ 2,176.08
2	3.1.1.7	Provide and install retractable step.	\$ 1,920.52	\$ 3,841.04
2	3.1.1.7.3	Provide and install safety yellow or white edging.	\$ 394.02	\$ 788.04
3	3.1.3	Provide and install 14 x 22 skylight with white PVC interior trim.	\$ 607.69	\$ 1,823.07
1	3.1.4	Fabricate and install underbody generator mounting system shall be fabricated for the generator. Included in body.	\$0.00	\$0.00
1	3.1.4.3	Provide and install vertically hinged with ¾" pin stainless steel continuous hinges. Included in body.	\$0.00	\$0.00
1	3.1.4.4	Provide and install a positive "compression" style, "slam latch", or equivalent latches and a door hold-back device. Included in body.	\$0.00	\$0.00
1	3.1.4.6	Provide and install Soundown 2", pins, caps, tape.	\$ 810.68	\$ 810.68
1	3.1.5	Fabricate and install 3.1.5. One (1) auxiliary battery compartment shall be installed to house the auxiliary battery bank. Compartment shall contain a slide tray (or trays) with positive latch and hold downs for ease of battery maintenance. Tray shall be lined with an isolation material to help prevent battery corrosion. Compartment shall be constructed of aluminum or equivalent materials. Included in body.	\$0.00	\$0.00
1	3.1.5.2	Provide and install vertically hinged with ¾" pin stainless steel continuous hinges. Included in body.	\$0.00	\$0.00
1	3.1.5.3	Provide and install a positive "compression" style, "slam latch", or equivalent latches and a door hold-back device. Included in body.	\$0.00	\$0.00
3	3.1.6	Provide and install 26" T x 26" W (approximate) high-quality window. (Included in body.)	\$0.00	\$0.00
1	3.1.7	Painting of compartments matched to body color. Included in body.	\$0.00	\$0.00
1	3.1.8	Provide and install "heavy" level vinyl graphics package. Vendor shall include a \$10,000 allowance for the development, printing and installation of this graphics package scheme.	\$ 10,000.00	\$ 10,000.00
3.2 Interior				
22	3.2.5	Provide and install rigid foam board insulation 1.5".	\$ 199.76	\$ 4,394.72
1	3.2.5	Provide and install furring strips on wall and ceiling posts/beams for 1.5" insulation	\$ 2,197.44	\$ 2,197.44
1	3.2.5	Provide and install underfloor insulation 2". Included in body.	\$0.00	\$0.00
1	3.2.6	Provide and install Loncoin Flecks flooring (color TBD)	\$ 2,278.29	\$ 2,278.29
6	3.2.6	Provide and install 1/2" plywood subfloor.	\$ 401.75	\$ 2,410.50
18	3.2.7	Provide and install 1/2" plywood wall liner	\$ 401.75	\$ 7,231.50
16	3.2.7.1	Provide and install 1/4" cork over wall liner	\$ 235.90	\$ 3,774.40
1	3.2.7.1	Provide and install tight woven or velcro friendly fabric on walls (Color TBD)	\$ 3,285.47	\$ 3,285.47
7	3.2.8	Provide and install 3/8" plywood ceiling liner	\$ 196.61	\$ 1,376.27
1	3.2.8	Provide and install soft sound absorbing material on ceiling (Color TBD)	\$ 1,659.40	\$ 1,659.40

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

16	3.2.9	Fabricate and install fabric covered cork board panel at all available wall space locations on walls (1/16CB+3/8FB) (Color TBD)	\$ 208.12	\$ 3,329.92
1	3.2.10	Fabricate and install pocket door assembly	\$ 2,369.23	\$ 2,369.23
6	3.2.10	Provide and install 3/4" plywood.	\$ 95.65	\$ 573.90
1	3.2.10	Provide and install Track hardware	\$ 399.57	\$ 399.57
1	3.2.10	Provide and install Fabric covering	\$ 810.26	\$ 810.26
1	3.2.10	Provide and install Anodized aluminum trim	\$ 405.13	\$ 405.13
1	3.2.10.1	Provide and install Latch	\$ 280.34	\$ 280.34
1	3.2.10.1	Provide and install Hold open latch	\$ 197.01	\$ 197.01
1	3.2.11	Fabricate and install storage and mechanical sections in over cab area	\$ 2,707.69	\$ 2,707.69
2	3.2.11	Provide and install 3/4" plywood	\$ 95.65	\$ 191.30
2	3.2.11	Provide and install Hinges	\$ 44.45	\$ 88.90
2	3.2.11	Provide and install Compression latch	\$ 18.89	\$ 37.78
2	3.2.12	Fabricate and install bulkhead rear of side entry door floor to ceiling.	\$ 1,015.39	\$ 2,030.78
2	3.2.12	Provide and install 3/4" plywood	\$ 95.65	\$ 191.30
2	3.2.12	Provide and install Anodized aluminum trim	\$ 366.24	\$ 732.48
2	3.2.12	Provide and install Laminate (Color TBD)	\$ 55.56	\$ 111.12
2	3.2.13	Provide and install 3-tier brochure rack with clear lexan face and removable dividers on bulkhead	\$ 284.62	\$ 569.24
2	3.2.14	Provide and install two (2) fixed sitting height staff desks per finalized plans. Desks shall be constructed of furniture grade plywood or equivalent. Works surface shall be finished with high-impact laminate or equivalent materials. Surface shall be bonded to a substrate and installed to allow easy removal and replacement as these surfaces experience excessive wear and tear.	\$ 5,415.39	\$ 10,830.78
2	3.2.14	Provide and install 3/4" plywood	\$ 95.65	\$ 191.30
2	3.2.14	Provide and install Laminate (Color TBD)	\$ 111.11	\$ 222.22
2	3.2.14.1	Provide and install Cable grommet	\$ 90.17	\$ 180.34
2	3.2.14.4	Fabricate and install 3-drawer cabinet with laminated sides, overlay drawer faces, bumper edging	\$ 4,061.54	\$ 8,123.08
2	3.2.14	Provide and install 3/4" plywood	\$ 95.65	\$ 191.30
2	3.2.14	Provide and install Laminate (Color TBD)	\$ 55.56	\$ 111.12
2	3.2.14	Provide and install Compression latch	\$ 18.89	\$ 37.78
6	3.2.14	Provide and install Drawer slide pair	\$ 38.89	\$ 233.34
2	3.2.14	The workstation shall have a modesty panel set 4" off the floor for heat distribution.	\$ 371.80	\$ 743.60
2	3.2.14.4	Provide and install pencil drawer	\$ 101.28	\$ 202.56
2	3.2.14.3	Fabricate and install 12"-14" drop down laminated workstation extension with laminate edge or bumper edging	\$ 676.93	\$ 1,353.86
2	3.2.14.3.1	Drop down hardware	\$ 371.80	\$ 743.60
2	3.2.14	Chair tie down	\$ 95.73	\$ 191.46

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

2	3.2.15	Provide and install two (2) overhead cabinet.	\$ 4,400.00	\$ 8,800.00
4	3.2.15	Provide and install 3/4" plywood.	\$ 264.88	\$ 1,059.52
4	3.2.15.1	Provide and install Hinges and latch	\$ 77.78	\$ 311.12
4	3.2.15.1	Provide and install White corkboard on surface of doors	\$ 224.79	\$ 899.16
4	3.2.15.2	Laminate (Color TBD)	\$ 111.11	\$ 444.44
4	3.2.15.2	Provide and install Cable grommet	\$ 90.17	\$ 360.68
2	3.2.15.2	Provide and install one (1) interior adjustable shelf in the base panel for future wiring.	\$ 394.02	\$ 788.04
2	3.2.15.3	Provide and install a lower, open shelf for placement of printers and other peripherals. This shelf shall contain a cable grommet for easy technology connection.	\$ 394.02	\$ 788.04
2	3.2.15.3	Provide and install Cable grommet	\$ 90.17	\$ 180.34
1	3.2.16	Provide and install Acore shelving system	\$ -	\$ -
15	3.2.16.1	Provide and install Shelf uprights	\$ 251.28	\$ 3,769.20
1	3.2.16.1	Fabricate and install interior support in body to support shelving system uprights	\$ 2,252.99	\$ 2,252.99
17	3.2.16.2	Provide and install Standard 9" x 36" deep wall shelves with aluminum center and integral 15° slope	\$ 317.95	\$ 5,405.15
4	3.2.16.2	Provide and install Standard 9" x 24" deep wall shelves with aluminum center and integral 15° slope	\$ 317.95	\$ 1,271.80
21	3.2.16.3	Provide and install Standard 11" x 24" deep wall shelves with aluminum center and integral 15° slope	\$ 335.73	\$ 7,050.33
3	3.2.16.3	Provide and install Standard 11" x 36" deep wall shelves with aluminum center and integral 15° slope	\$ 335.73	\$ 1,007.19
7	Not in Spec.	Provide and install seven (7) 9" deep x 24" rough rider designed specifically for the rear wall.	\$ 317.95	\$ 2,225.65
2	3.2.15.4	Provide and install double DVD/paperback shelves	\$ 551.28	\$ 1,102.56
3	3.2.16.5	Provide and install face out wall shelves.	\$ 466.84	\$ 1,400.52
2	3.2.16.6-3.2.16.6.1	Provide and install two whiteboard modular for use over the folding desks when desired. Modules shall be 36"W x 18" T (approx.) be framed with complimentary materials, and utilize Acore brackets to attach to the uprights.	\$ 562.91	\$ 1,125.82
2	3.2.16.7	Provide and install two (2) Acore double-sided "wall hugger" book cart with six (6) 7" shelves.	\$ 1,870.69	\$ 3,741.38
2	3.2.16.8	Provide and install two (2) Acore double-sided "wall hugger" book cart with four (4) 7" shelves and two (2) flat work tops.	\$ 1,955.13	\$ 3,910.26
1	3.2.16.9	Provide and install Book return cart with locking door	\$ 1,714.62	\$ 1,714.62
2	3.2.16.10	Provide and install two (2) Acore equipment carts with ventilation, adjustable inner shelf and locking doors.	\$ 2,434.02	\$ 4,868.04
10	3.2.16.11	Provide and install Wall Security Unit, to allow locking of wall hugger and book return carts to the upright system	\$ 436.84	\$ 4,368.40
3	3.2.16.12	Fabricate and install modular bench seat	\$ 676.92	\$ 2,030.76

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

3	3.2.16.12	Provide and install one folding supports for desk or worksurface.	\$ 620.00	\$ 1,860.00
1	3.2.16.2	3/4" plywood	\$ 95.64	\$ 95.64
3	3.2.16.12.1	Cushion	\$ 500.00	\$ 1,500.00
2	3.2.16.13	Fabricate and install modular folding desks.	\$ 2,707.69	\$ 5,415.38
1	3.2.16.13	Provide and install 3/4" plywood	\$ 95.64	\$ 95.64
1	3.2.16.13	Provide and install Laminate (Color TBD)	\$ 111.11	\$ 111.11
2	3.2.16.13	Appliance or adaptation PAIR of Cleated brackets with 3" flange at a 90 degree	\$ 385.73	\$ 771.46
3	3.2.16.15	Shelf label color strips	\$ 96.67	\$ 290.01
1	3.2.16.16	Custom powdercoat color for Acore products	\$ 277.78	\$ 277.78
1	Not in Spec.	Provide one touch up pen for Acore color, white is standard.	\$ 24.44	\$ 24.44
1	Shipping	Acore Shipping	\$ 1,333.33	\$ 1,333.33
3.3 Electrical System - AC				
1	3.3.3	Provide and install Onan 8kw diesel generator	\$ 14,047.69	\$ 14,047.69
1	3.3.3.3	Provide and install Fuel hose and fittings	\$ 66.67	\$ 66.67
1	3.3.3.3	Provide and install Fuel/water separator for bio-diesel	\$ 352.56	\$ 352.56
1	3.3.3.5	Provide and install Tailpipe downtube	\$ 55.56	\$ 55.56
1	3.3.3.5	Provide and install Exhaust pipe and hangers	\$ 563.25	\$ 563.25
1	3.3.3.5	Provide and install Warning Label	\$ 11.11	\$ 11.11
1	3.3.3.6	Provide and install Wiring Harness	\$ 466.24	\$ 466.24
1	3.3.3.6	Provide and install Control Panel	\$ 280.34	\$ 280.34
1	3.3.4	Provide and install shore cord in shoreline compartment.	\$ 338.46	\$ 338.46
1	3.3.4	Provide and install 25' long, 125/250VAC, 50A rated, 3-pole 4-wire shore cord	\$ 166.67	\$ 166.67
1	3.3.4	Provide and install Junction box and connectors	\$ 27.78	\$ 27.78
1	3.3.4.1	Provide and install NEMA 14-50 connector	\$ 151.28	\$ 151.28
1	3.3.4.2	Provide a Pigtail 20A-50A (Intended for running one AC and battery charging from a limited power supply.)	\$ 47.78	\$ 47.78
1	3.3.5	Provide and install automatic transfer switch	\$ 530.68	\$ 530.68
1	3.3.6-3.3.6.2	Provide and install Xantrex 3kW inverter/charger mounted in cab-over area. Provide and install 100A, 3-stage battery charger with manual equalized connected to the auxiliary battery bank.	\$ 3,574.96	\$ 3,574.96
1	3.3.6.3	Provide and install Xantrex Freedom SW 808-9002 (simplified) remote switch mounted near the front workstation, for daily, simplified use/control by Library staff.	\$ 377.35	\$ 377.35
1	3.3.6.4	Provide and install Freedom SCP System control panel	\$ 343.68	\$ 343.68
1	3.3.7	Provide and install Xantrex Xanbus auto gen start panel	\$ 654.36	\$ 654.36
1	3.3.8	Provide and install Square D panel box	\$ 1,503.85	\$ 1,503.85
1	3.3.8	Provide and install Panel cover	\$ 18.89	\$ 18.89
2	3.3.8	Provide and install Ground Bar	\$ 6.67	\$ 13.34
8	3.3.8	Provide and install Circuit breaker	\$ 8.89	\$ 71.12

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	3.3.8	Provide and install Circuit breaker GFCI	\$ 55.56	\$ 55.56
2	3.3.9	Provide and install duplex outlet (general use)	\$ 183.68	\$ 367.36
15	3.3.10	Provide and install orange outlet w/USB ports (electronics)	\$ 252.56	\$ 3,788.40
1	3.3.10.1	Provide and install Outdoor duplex cover	\$ 180.34	\$ 180.34
1	3.3.11	Provide and install 32" display on front wall	\$ 644.02	\$ 644.02
1	3.3.11.2	Provide and install MORryde TV1-080H or equivalent drop down TV ceiling mount.	\$ 138.89	\$ 138.89
1	3.3.12	Provide and install an inverted Duplex outlet	\$ 183.68	\$ 183.68
1	3.3.12.1	Provide and install Shock mounting	\$ 449.57	\$ 449.57
1	3.3.11.1	Provide and install a 15' premium hdmi cable	\$ 211.45	\$ 211.45
2	3.3.12-3.3.12.2	Provide and install Coleman Mach 8 13.5kBTU air conditioner on roof, unit shall stand a maximum of 10" above the roof and be included in the overall height measurement.	\$ 2,515.39	\$ 5,030.78
2	3.3.12.1	Provide and install ADB	\$ 194.62	\$ 389.24
3.4. Electrical System – DC/Other				
1	3.4.2	Full wiring accessibility	\$ 1,576.07	\$ 1,576.07
1	3.4.6	Provide and install DC circuit protection and power distribution	\$ 3,152.14	\$ 3,152.14
1	3.4.7	Provide and install battery switch	\$ 258.12	\$ 258.12
1	3.4.8	Provide and install master circuit breaker 150A minimum	\$ 123.50	\$ 123.50
1	3.4.12	Loom all wiring	\$ 394.02	\$ 394.02
4	3.4.13	Provide and install Trojan L16P-AC or equivalent , group 903, 6V deep-cycle batteries.	\$ 619.23	\$ 2,476.92
1	3.4.13	Provide and install Components to control charging to both battery systems	\$ 899.15	\$ 899.15
1	3.4.14	Provide and install Blue Sea Battery Merge.	\$ 888.03	\$ 888.03
1	3.4.14.2	Provide and install Blue Sea low voltage disconnect.	\$ 239.23	\$ 239.23
2	3.4.14.3	Provide and install master circuit breaker 150A minimum	\$ 123.51	\$ 247.02
16	3.4.15	Provide and install LED ceiling lighting	\$ 168.21	\$ 2,691.36
2	3.4.15.1	Provide and install Dimmer switches in zig-zag pattern.	\$ 112.40	\$ 224.80
2	3.4.16	Provide and install LED step well lighting at side entry door. Included in body.	\$ 0.00	\$ 0.00
1	3.4.16.1	Provide and install Door switch. Included in body.	\$ 0.00	\$ 0.00
3	3.4.17	Provide and install LED lighting in over cab storage	\$ 191.45	\$ 574.35
3	3.4.17	Provide and install Door switch	\$ 191.45	\$ 574.35
1	3.4.18	Provide and install 12VDC power point in cabover for powering of client supplied powered cooler.	\$ 178.12	\$ 178.12
4	3.4.19	Provide and install LED scene lights, two on the exterior curbside and two on the exterior rear.	\$ 545.13	\$ 2,180.52
2	3.4.19.1	Provide and install Dash switch	\$ 197.01	\$ 394.02
1	3.4.19.2	Provide and install Wiring for reverse	\$ 197.01	\$ 197.01
1	3.4.20	Provide and install Espar diesel fueled heater in vehicle	\$ 4,876.32	\$ 4,876.32

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	3.4.21	Provide and install Braun in body wheelchair lift at rear door	\$ 8,794.02	\$ 8,794.02
2	3.4.22	Provide and install vent fan in roof	\$ 1,012.48	\$ 2,024.96
1	3.4.23	Provide and install AM/FM/WB/XM/Bluetooth stereo with auxiliary input.	\$ 1,093.59	\$ 1,093.59
1	3.4.23	Provide and install XM tuner	\$ 416.24	\$ 416.24
1	3.4.23	Provide and install external antenna for radio	\$ 183.68	\$ 183.68
2	3.4.23.1	Provide and install 6" premium interior speaker pair in ceiling	\$ 219.23	\$ 438.46
1	3.4.23.1	Provide and install 6" premium speaker pair on exterior curb side	\$ 427.35	\$ 427.35
1	3.4.24	Provide and install one (1) cradlepoint IBR900 series or equivalent, wireless LTE advanced ruggedized modem shall be provided.	\$ 1,449.57	\$ 1,449.57
1	3.4.24	Provide and install modem that shall include 802.11 a/b/g/n/ac wave 2 MU-MIMO WiFi to provide a hotspot in and around the vehicle.	\$0.00	\$0.00
2	3.4.24.5	Provide and install one Antenna 5-1	\$ 838.46	\$ 1,676.92
2	3.4.24	Provide and install RJ45/CAT6 port at front workstation	\$ 377.35	\$ 754.70
1	3.4.25	Provide and install one (1) rear view, color LCD system shall be installed. System shall include all components necessary for the intended application and be wired with all features enables. 3.4.25.1 System shall included one (1) 7" minimum LCD color monitor mounted on (or in) the dash for easy view of the driver. 3.4.25.2 System shall included one (1) video camera with sun shields and build in microphone mounted to rear exterior. Shall have a vibration and shock resistant mounting, waterproof, and a minimum viewing angle of 114 degrees horizontal and 90 degrees vertical.	\$ 1,598.72	\$ 1,598.72
1	3.4.26	Provide and install parking sensor system on front and rear of vehicle with audible/visible display on dash	\$ 221.11	\$ 221.11
1	3.4.26	Backup sensor reversing system	\$ 1,178.13	\$ 1,178.13
1	3.4.26	Forward facing sensor system	\$ 1,178.13	\$ 1,178.13
1	3.4.27	Provide and install one 21' 12vdc awning shall be installed on the curbside of the vehicle. Awning shall include a wind sensor to close the awning when it detects high sustained winds. Awning shall include a knee action design to allow flex in moderate wind and automatically release any accumulated water away from the door. Awning shall include a hard-wired switch mounted high inside the main patron door, as well as a hand-held wireless remote control. Color of awning shall be chosen post-award by the Library from manufacturer's standard selections.	\$ 5,551.28	\$ 5,551.28
1	3.4.28	Provide and install one (1) Elmech Q-scan uniplex, or equivalent people counter shall be installed in the patron doorway.	\$ 1,238.03	\$ 1,238.03
1	3.4.29-3.4.29.1	Provide and install one (1) dometic breathe easy air purifier to be installed to clean the interior air. System shall include an on/off switch at the control panel.	\$ 926.92	\$ 926.92

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	3.4.30-3.4.30.3	Provide and install one 12VDC LED digital message board shall be provided and installed with a mount in the curbside front window. 3.4.30.1 Sign shall have a local on/off switch	\$ 390.34	\$ 390.34
1	3.4.30-3.4.30.4	Provide and install outlet with switch	\$ 208.12	\$ 208.12
3.5 Miscellaneous Components				
1	3.5.1	Provide and install atomic clock with interior and exterior temperature on interior wall	\$ 123.50	\$ 123.50
1	3.5.2/3.5.3	Provide and install battery operated CO/smoke detector on ceiling	\$ 123.50	\$ 123.50
2	3.5.4	Provide and install 5lb ABC fire extinguisher	\$ 167.95	\$ 335.90
1	3.5.5	Provide and install CA State DOT approved first aid kit in vehicle	\$ 123.50	\$ 123.50
1	3.5.6	Provide and install 3 triangle kit in ABS box inside vehicle	\$ 167.95	\$ 167.95
1.8 Delivery				
1	Transportation	Provide transportation from Stevensville, MD to Woodland, CA (Vehicle to be driven, \$2.10 per mile)	\$ 6,463.33	\$ 6,463.33
1	Design	Design Time	\$ 6,769.23	\$ 6,769.23
2	Training	Provide two on-site training sessions for a total of up to 6 hours in addition to a one-hour virtual training ahead of the delivery.	\$ 1,404.28	\$ 2,808.56
OPTIONS: (PRICES SHOWN, NOT INCLUDED)				
4.1 Odyne Hybrid Driveline			\$ 92,917.07	\$ 92,917.07
1	4.1 Odyne	Provide and install one PHEV Base Unit 17.7kwhr Lithium-Ion Battery Pack System with 12000 watts of exportable power.		
Remove Items from Original Specifications				
-1	3.1.4	Fabricate and install underbody generator mounting system shall be fabricated for the generator. Included in body.		
-1	3.1.5	Fabricate and install 3.1.5. One (1) auxiliary battery compartment shall be installed to house the auxiliary battery bank. Compartment shall contain a slide tray (or trays) with positive latch and hold downs for ease of battery maintenance. Tray shall be lined with an isolation material to help prevent battery corrosion. Compartment shall be constructed of aluminum or equivalent materials. Included in body.		
-1	3.3.3	Provide and install Onan 8kw diesel generator		
-1	3.3.3.3	Provide and install Fuel hose and fittings		
-1	3.3.3.3	Provide and install Fuel/water separator for bio-diesel		
-1	3.3.3.5	Provide and install Tailpipe downtube		
-1	3.3.3.5	Provide and install Exhaust pipe and hangers		
-1	3.3.3.5	Provide and install Warning Label		
-1	3.3.3.6	Provide and install Wiring Harness		
-1	3.3.3.6	Provide and install Control Panel		
-1	3.3.4	Provide and install 25' long, 125/250VAC, 50A rated, 3-pole 4-wire shore cord		
-1	3.3.4.1	Provide and install NEMA 14-50 connector		

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

-1	3.3.4.2	Provide a Pigtail 20A-50A (Intended for running one AC and battery charging from a limited power supply.)		
-1	3.3.5	Provide and install automatic transfer switch		
-1	3.3.6-3.3.6.2	Provide and install Xantrex 3kW inverter/charger mounted in cab-over area. Provide and install 100A, 3-stage battery charger with manual equalized connected to the auxiliary battery bank.		
-1	3.3.6.3	Provide and install Xantrex Freedom SW 808-9002 (simplified) remote switch mounted near the front workstation, for daily, simplified use/control by Library staff.		
-1	3.3.6.4	Provide and install Freedom SCP System control panel		
-1	3.3.7	Provide and install Xantrex Xanbus auto gen start panel		
-4	3.4.13	Provide and install Trojan L16P-AC or equivalent , group 903, 6V deep-cycle batteries.		
-1	3.4.13	Provide and install Components to control charging to both battery systems		
-1	3.4.14	Provide and install Blue Sea Battery Merge.		
-1	3.4.14.2	Provide and install Blue Sea low voltage disconnect.		
4.2 Standing height walk-through			\$ 14,623.59	\$ 14,623.59
1	4.2	Cut cab ceiling and attic floor and install pass thru boot		
1	4.2	Accordion boat seal		
1	4.2	Aluminum and steel for framing		
1	4.2	Fabric and vinyl for interior trim		
4.3 Air ride driver's seat			\$ 324.04	\$ 324.04
1	4.3	Provide and install passenger air ride seat. (Driver's air ride seat is included in chassis price.)		
4.4 Interior Color Changing LED Lights			\$ 709.26	\$ 709.26
1	4.4.1	Provide and install one (1) interior color/pattern programmable LED light system for enhanced visual impact. 4.4.1.1 Light strips shall be affixed in the upper perimeter corner. 4.4.1.2 Lights shall be controled by a hard-wired control in addition to any wireless controls options available for the system. (Handheld remote that will be with other remotes, phone app too.)		
4.5 360 Camera System			\$ 5,439.32	\$ 5,439.32
1	4.5.1	Provide and install one (1) Seon 360 around vehicle monitoring or <u>equivalent</u> system shall be installed with all triggers/features connected. System shall be mounted in a location out of general view, but still readily accessible for staff. System shall include, but not be limited to the following components. Additional accessories (cables, power/sensor harness, antennas, interconnects, etc.) may be necessary to fulfill the general intent of the system, and vendors are urged to consult with system manufacturer to complete system operability. System shall allow a 360-degree bird's eye view around the vehicle at the dash.		

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	4.5.1	Provide and install equivalent: Safety vision system birdseye 360 SV-360-4CBE-AHD		
1	4.5.1	Provide and install Wiring bundle, cables, etc.		
1	4.5.1.1-4.5.1.1.1	Provide and install one (1) 9-11" dash-mounted monitor. Monitor shall automatically show exterior rear (back-up) camera when the vehicle is put in reverse. One 10" LED AHD Touchscreen Quad monitor to view Birdseye & Interior Cameras. (SV-LED10-TQ)		
1	4.5.1.2	Provide and install one (1) Electronic Control Unit (ECU).Equivalent with system.		
1	4.5.1.3	Provide and install one (1) 6-channel Digital Video Recorder (DVR) with 1TB of storage. 4112-HVR-1TBHDD		
1	4.5.1.4	Provide and install seven (7) cameras, appropriately selected for these locations: street side exterior, front exterior, curbside exterior, rear exterior, cab area, main cabin, interior facing rear, main cabin interior facing forward.		
2	4.5.1.4	Provide and install HD Cameras for exterior, Cameras 1, 2, 3 and 4.		
3	4.5.1.4	Provide and install HD Cameras for interior 5, 6 & 7.		
2	4.5.1.4	Provide and install RVC400 with a 75 ft. M12 to Micro-Fit harness for rear exterior or front (note, front facing camera may be a different part number) All cables included with Safety Vision quote.		
-1	3.4.25	Provide and install one (1) rear view, color LCD system shall be installed. System shall include all components necessary for the intended application and be wired with all features enables. 3.4.25.1 System shall included one (1) 7" minimum LCD color monitor mounted on (or in) the dash for easy view of the driver. 3.4.25.2 System shall included one (1) video camera with sun shields and build in microphone mounted to rear exterior. Shall have a vibration and shock resistant mounting, waterproof, and a minimum viewing angle of 114 degrees horizontal and 90 degrees vertical.		
4.6 Exterior 55" Monitor with Compartment			\$ 4,637.83	\$ 4,637.83
1	4.6.1-4.6.1.1	Fabricate and install display compartment in curb side exterior wall. Includes framing wall opening in body cutout. Included in Marion Body quote on truck tab.		
1	4.6.1.2	Provide and install HDMI port below display for user input to display		
1	4.6.1.2	Duplex outlet		
1	4.6.1.3	Color back wall of compartment black		
1	4.6.2	Provide and install 55" display in exterior compartment		
1	4.6.2	Mount		
1	4.6.2	Duplex outlet		
1	4.6.2.1	Shock mounting		
1	4.6.2.3	40' HDMI fiber cable		
1	4.6.2.3	6' premium hdmi cable		

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	4.6.2.4	Bose Solo 5 Speaker		
4.7 Alarm System			\$ 3,784.17	\$ 3,784.17
1	4.7.1	Provide and install one aqualarm 20446 or equivalent 12VDC powered security system with cell and email alert shall be installed. System shall include the following features: 4.7.1.1 Keypad activation/deactivation. 4.7.1.2 IR remote 4.7.1.3 Motion detector 4.7.1.4 Door contacts for all doors. 4.7.1.5 One (1) aqualarm 20421 solar powered exterior siren/strobe light.		
3	4.7.1	Provide and install additional door switches.		
1	4.7.1.5	Provide and install one aqualarm 20421 solar powered exterior siren/strobe light.		
4.8 Underbody hand wash compartment			\$ 9,626.58	\$ 9,626.58
1	4.8.1	Provide and install one underbody hand wash compartment. Compartment shall be located on the curbside of the vehicle. (Installed by Marion body.)		
1	4.8.1.2	Provide and install compartment with a slide-out stainless steel hand wash sink, 15 gallon potable water tank, 20-gallon gray water tank, tank level monitor system and instant hot water heater.		
1	4.8.1.2	Provide and install sink with faucet. (Rv brand with flat top)		
1	4.8.1.2	Provide one 15 gallon potable water tank and one 20 gallon gray water tank.		
1	4.8.1.2	Provide one tank level monitor system. (SeeLevel II Tank Monitor)		
1	4.8.1.2	Provide and install instant hot water heater. (Tankless Water Heater, 3000w mini electric instant hot water heater with LED display, 110v on demand water heater with remote control, golden.)		
1	4.8.1.2	Provide and install one freshwater pump.		
1	4.8.1.2	Provide and install one water pump filter. (Shurflo 1/2" pipe inlet)		
Subtotal			\$586,834.75	
Consumables /IBF			\$13,581.45	
HGAC/IFF			\$0.00	
Delivery			\$0.00	
Unit Price			\$600,416.20	

Notes: 1. All quotes will be valid for thirty (30) days.

- 50% of purchase price due upon acceptance of quotation.
- If advanced payments are made by TechOps to dealer on behalf of customer, customer shall pay the full amount due on the Chassis and Body within 10 days of arrival at TOSV or body company (as identified by TOSV).
- Balance due upon delivery - FOB Stevensville, MD.
- When applicable, customer to drop off/pick up vehicles or chassis and CFE.
- Transportation and delivery is estimated until delivery has been contracted. This could result in a price change.
- Body pricing from manufacturer is valid for 30 days. Any increases above \$1,000 will be passed through to the customer on the final invoice. (Any changes will be discussed upon receipt of the body from the manufacturer.)

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

3% fee added to credit card payments.

By signing below, I, the customer, agree to be bound by the following Terms and Conditions.

Accepted this 30 Day of November 2022

Name Ken J. Hust

Signature [Signature] Date 11/30/2022

TERMS

HGAC Contract Procurement: This procurement can be facilitated under our HGAC contract #AM10-18. When an order is placed, an HGAC worksheet shall be completed for your procurement personnel to submit to HGAC for their conformation. Their fee is not included in this proposal and will be added to the worksheet. For vehicles, the fee is \$ 1,000 per order whether it is for one or multiple vehicles on the same order. This purchase shall be based on TechOps' contract package plus published and non-published options.

GSA Contract Procurement: This procurement can be facilitated under TechOps GSA 23V Schedule Contract Number: 47QMCA19D0014 with end user FAR compliance. For vehicles, the GSA Industrial Funding Fee is .75% of the total sale price. This purchase shall be based on TechOps' contract package plus any applicable published and non-published options.

Purchase Orders: Customer (as indicated on the final, accepted quotation) shall submit a purchase order containing the requested conversion and related specifications ("Purchase Order"). Once a Purchase Order is received, TechOps will create a quote for the conversion.

Pricing: Pricing is subject to change. Except as set forth herein, all quotes will be valid for thirty (30) days. Vehicle, chassis, and/or body quotations are subject to availability and are only valid as of the date of the quote. All quotations exclude any applicable sales or use taxes unless specified and included with the price FOB-MD. Pricing to complete the Work (as hereinafter defined) is based on equipment, material, and time/labor applicable on the date the quote is prepared and/or provided to customer. TechOps reserves the right to revise and update the quote to meet any variations, whether due to increase in wages, materials, equipment, or increased cost outside TechOps's reasonable control or in relation to conditions discovered during the Work being performed.

Services: Once a Purchase Order is submitted, TechOps will provide conversion services in accordance with the specifications set forth on the final accepted quotation, and any amendments thereto (the "Work"). The Work shall be performed in Stevensville, MD unless otherwise specified by TechOps in TechOps sole discretion. TechOps will perform all Work in a good and workmanlike manner. TechOps will work with the customer to determine appropriate specifications, materials, and equipment when appropriate. Customer acknowledges that TechOps is not responsible for the accuracy or appropriateness of any specifications provided by the customer.

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Vehicle/Chassis Purchase & Arrival: TechOps is not a dealer. However, TechOps may assist the customer with selecting a vehicle, chassis, and/or body from a dealer that is suitable for the conversion based on the specifications provided by the customer and TechOps knowledge and experience. TechOps will endeavor to help the customer purchase a safe and reliable vehicle, chassis, and/or body. TechOps may, in its sole discretion, advance payments for the vehicle, chassis, and/or body to such dealers on behalf of customer. Customer acknowledges that the vehicle, chassis, and/or body will be purchased directly from the dealer and that TechOps does not, and will not, take title to the vehicle prior to its sale to the customer.

If TechOps assists the customer with the purchase of the vehicle, chassis, and/or body, TechOps will arrange for delivery of the vehicle by the dealer. If the customer purchases a vehicle, chassis, and/or body without the assistance of TechOps, customer shall arrange for the vehicle, chassis, and/or body to be delivered to TechOps. Customer shall be responsible for all delivery, transportation, or any related costs or expenses.

Production Time; Commencement; and Completion Date: Production time shall be estimated by the Project Manager when the order is placed taking into consideration the estimated arrival of the vehicle, chassis, and/or body at TechOps, equipment. The production time estimate will be confirmed when all plans are approved by TechOps and accepted by the customer. The necessity of special parts or changes in the type of equipment, materials, vehicle, chassis, or body, or a delay in delivery of the vehicle, chassis, or body may cause a delay to the estimated production time. The Work will commence upon delivery of the vehicle, chassis, body, equipment, or materials, whichever is delivered to TechOps later. All delays will be communicated to the Customer by TechOps. Any completion date or delivery date indicated by TechOps is subject to change by TechOps its sole discretion. The time for completion of the Work or delivery is not "of the essence." ☐

Cancellation; No Refunds: Upon acceptance by the customer of the final quotation, the Work may not be cancelled and, unless otherwise agreed upon in writing by TechOps. In the event the customer cancels an order, the customer shall not be entitled to a refund of any amount paid to TechOps by customer. Customer shall remain responsible for all amounts advanced on customer's behalf pursuant to the approved Work, including, but not limited to, amounts paid to dealers, vendors, or suppliers for equipment, materials, vehicles, chassis, or bodies. TechOps may cancel the Work at any time. If TechOps cancels the Work, TechOps shall refund all payments made to TechOps; provided however, that TechOps shall not be required to refund any amount of advanced payments made on behalf of the customer by TechOps to dealers for the vehicle, chassis, and/or body. TechOps shall cooperate with the customer to assist customer with obtaining possession and title of the vehicle, chassis, and/or body.

Payments and Deposits: Upon submission of a Purchase Order, Customer shall pay to TechOps a deposit in the amount equal to 50% of the Total Contract Price (as set forth in the final, accepted quotation). If TechOps assists the customer with purchasing a vehicle, chassis, and/or body by advancing payment on behalf of the customer to the dealer, the customer shall pay to TechOps 100% of the price of the vehicle, chassis, and/or body (as set forth in the final, accepted quotation, the "Vehicle Price") within ten (10) days of the vehicle, chassis, and/or body arriving at TechOps or the body company (as identified by TechOps). Failure to pay any amount when due shall result in TechOps charging a storage fee of \$ 10.00 per day until past due amounts and the storage fees are paid in full. The remaining balance due and owing on the Total Contract Price shall be paid upon completion of the Work.

All payments shall be made to TechOps Specialty Vehicles, 218-A Log Canoe Circle, Stevensville, MD 21666. Payments shall be made by wire transfer or credit card, unless otherwise agreed by TechOps in writing. A fee of 3% will be charged to the customer and added to each payment amount for all credit card payments. The wiring information is as follows: Eagle Bank, 7815 Woodmont Ave, Bethesda, MD 20814. ABA: 055003289, Account: 200264489.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Rights of TechOps Upon Nonpayment by Customer: In the event the customer fails to pay the remaining balance of the Total Contract Price when due, TechOps reserves the right to suspend the Work, withhold delivery of the converted vehicle to the customer, and/or may pursue all legal rights and remedies in both law and equity inclusive of both Maryland's Contract Lien Act and §16-200, et seq. of the Maryland Commercial Law Article. By accepting the quotation, customer acknowledges TechOps' security interest and right to lien customer's vehicle, chassis, and/or body for installed, yet unpaid equipment, materials, labor, parts, and supplies.

Force Majeure: In the event that either TechOps or customer is unable to perform any of its obligations under these Terms and Conditions or to enjoy any of its benefits because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, internet system unavailability, system malfunctions, epidemic, pandemic, or any other reason where failure to perform is beyond the reasonable control and not caused by the gross negligence of the non-performing party (a "Force Majeure Event"), the party who has been so affected shall give notice immediately to the other party and shall use its reasonable and its best efforts to resume performance as soon as practicable. Failure to meet projected "due dates" resulting from a Force Majeure Event shall extend such due dates for a reasonable period of time.

Limited Warranty; Manufacturer Warranties: TechOps offers a one (1) year warranty for its wiring and cabinetry workmanship beginning on the date the vehicle is delivered to the customer. In the event any repairs or replacement of warranted items covered by TechOps' one (1) year warranty, customer is required to contact TechOps Service Department to obtain approval for any and all repairs or replacements covered under the one (1) year warranty. Once approved, customer or its authorized representative shall submit an invoice to TechOps' Accounting Department for payment. Approval must be obtained in writing prior to commencing and completing any repairs or replacement.

The chassis, vehicle body, and all equipment, components, materials are warranted by their respective manufacturers. TechOps offers optional extended warranties. EXCEPT AS OTHERWISE SET FORTH HEREIN OR AGREED UPON IN WRITING SIGNED BY THE PARTIES, TECHOPS DOES NOT WARRANT (WHETHER EXPRESS, IMPLIED, OR OTHERWISE, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) THE CHASSIS, VEHICLE BODY, OR ANY OF THE EQUIPMENT, COMPONENTS, OR MATERIALS USED IN PERFORMING THE WORK.

Limitation of Liability: IN NO EVENT WILL TECHOPS HAVE ANY LIABILITY OR RESPONSIBILITY FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, LOST INCOME AND PROFITS), EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, RELATED TO THE WORK OR THESE TERMS AND CONDITIONS. TECHOPS SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY VEHICLE, CHASSIS, BODY, MATERIALS, EQUIPMENT, OR COMPONENTS USED IN PERFORMANCE OF THE SERVICES AND THE CUSTOMER AGREES NOT TO BRING ANY CLAIM, SUIT, OR CAUSE OF ACTION AGAINST TECHOPS RELATED TO THE SAME.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, TECHOPS' LIABILITY FOR DAMAGES FOR ANY CAUSE OF ACTION WHATSOEVER REGARDING, RELATED TO, OR ARISING OUT OF THESE TERMS AND CONDITIONS OR THE WORK WILL NOT EXCEED THE TOTAL CONTRACT PRICE. NO CLAIM, ACTION, DISPUTE OR CAUSE OF ACTION, OF ANY KIND OR NATURE WHATSOEVER, ARISING FROM OR IN CONNECTION WITH THESE TERMS AND CONDITIONS OR THE WORK MAY BE BROUGHT BY THE CUSTOMER MORE THAN ONE YEAR AFTER THE OCCURRENCE GIVING RISE TO THE CAUSE OF ACTION OR BE BARRED FOREVER, EXCEPT THAT ANY CLAIM, ACTION OR CAUSE OF ACTION FOR NON-PAYMENT MAY BE BROUGHT WITHIN TWO YEARS AFTER THE DATE ON WHICH PAYMENT WAS DUE.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Customer Supplied Equipment: Any customer supplied equipment must arrive complete and correct for the installation, and in good working condition. TechOps SV shall not be responsible for any customer supplied equipment not 100% functional upon arrival. Any pricing quoted does not include any parts, components, repair, or modifications to existing equipment. The Work cannot commence until all parts are delivered to TechOps. Used equipment may be subject to additional charges and will carry no warranty except for workmanship. If there are any failures during or after the customer supplied equipment, the customer shall be responsible for the cost of all repairs and related expenses. TechOps reserves the right to reject the use of customer supplied equipment in its sole discretion.

All customer supplied communications equipment must be complete, fully operational, and programmed upon arrival at TechOps. Equipment that does not meet the foregoing requirements will be installed in the designated locations with all wiring in place but not attached to the equipment. TechOps will have no further responsibility and it will be necessary for customer's communications vendor to complete the installation. At the request of the customer, TechOps may make arrangements at a qualified local vendor to complete the installation, and the customer shall be responsible for any and all expenses and costs incurred by TechOps. Customer acknowledges that the Work will be delayed until the equipment is returned in good, working order.

Binding Effect: The individual accepting the quote represents that he/she/it/they has the legal authority to bind the customer to the terms and conditions of these Terms and Conditions and any amendments thereto.

Governing Law, Jurisdiction, & Limitations: These Terms and Conditions and the parties' actions, rights and liabilities under these Terms and Conditions shall be governed by and construed under the laws of the State of Maryland, without reference to conflict of law principles. The parties hereby expressly consent to the jurisdiction and venue of the federal and state courts within the State of Maryland. Venue shall be in the Queen Anne's County Circuit Court located in Centreville, Maryland or the United States Federal District in Baltimore, as the case may be.

Entire Agreement: These Terms and Conditions and the final, accepted quotation referenced herein, constitute the entire agreement between the Parties concerning all Work, parts equipment, materials, labor, vehicles, chassis, and bodies provided by TechOps and supersedes all previous communications, representations, understandings, and agreements, whether verbal or written between the parties or their authorized representatives to these Terms and Conditions. No representation or statement of any kind made by either party, which is not expressly stated in this Agreement, shall be binding on the Parties hereto.

Amendments: No waiver, amendment or modification of any provisions of these Terms and Conditions shall be effective unless in writing and with the express approval of TechOps. This is exclusive of TechOps' right to modify, alter or amend any terms and conditions with or without notice to the customer.

Notices: Any notices under these Terms and Conditions or the final, accepted quotation, shall be considered to have been given when hand-delivered or sent by email or telefax, or three (3) days after being sent by first-class or certified mail, return receipt requested, to the other Party hereto.

Waiver: No failure or delay by either party in exercising any claim right, power or remedy under these Terms and Conditions, shall operate as a waiver of any such claim, right, power or remedy.

Attorneys' Fees, Costs, and Expenses: In the event of any lawsuit, collection, or any legal proceeding by TechOps involving these Terms and Conditions, the customer shall be responsible for the payment of any and all court costs, TechOps' attorneys' fees incurred, collection costs, professional costs, expert fees, investigator costs, and any other miscellaneous expenses incurred by TechOps.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Assignability & Binding Effect: Except as expressly set forth within Terms and Conditions, the customer may not transfer or assign, directly or indirectly, these Terms and Conditions or its rights and obligations hereunder without the express written permission of the TechOps. TechOps shall have the right to assign or otherwise transfer these Terms and Conditions to any parent, subsidiary, affiliated entity or pursuant to any merger, consolidation or reorganization, provided that all such assignees and transferees agree to be bound by these Terms and Conditions prior to such assignment or transfer. These Terms and Conditions shall be binding upon and inure to the benefit of the parties hereto, their successors, and assigns.

Certain Sections Invalid: If any provisions or portions thereof of Terms and Conditions are held by a court of competent jurisdiction to be invalid under any applicable statute or rule of law, they are to that extent deemed omitted and the remaining provisions of these Terms and Conditions shall remain in full force and effect.

Paragraph Headings: The titles and headings of the various sections and sections in these Terms and Conditions are intended solely for convenience of reference and are not intended for any other purpose whatsoever, or to explain, modify or place any construction upon or on any of the provisions of these Terms and Conditions.

Applicable Law: The terms and provisions of this Contract and any dispute arising hereunder shall be governed and principles of law applied by the laws of the State of Maryland. The courts of Maryland shall have the sole and exclusive jurisdiction in any case or controversy arising under this Contract. Each party to this Contract, inclusive of its successors or assigns hereby submits and consents to the jurisdiction of the courts of the State of Maryland and within which all such actions, unless otherwise provided for the arbitration of said disputes, shall be the proper venue for any such action.

END – TERMS AND CONDITIONS

WARRANTY

Chassis warranty: The chassis is warranted by the manufacturer of the chassis. Extended warranties are available for an additional fee.

Conversion warranty: TechOps SV warranties for wiring and cabinetry workmanship are covered for 1 year beginning on the date the vehicle is delivered to the original purchaser.

Component warranty: The Manufacturers of specific components offer warranty for their respective components. In all cases the component manufacturer's warranties are separate from the TechOps SV Warranty. Component Manufacturer's Warranties may be from 12 to 60 months or longer depending on the component.

Communications equipment: All customer supplied communications equipment must be complete, fully operational, and programmed upon arrival at TechOps SV. Equipment not complete will be installed in the designated locations with all wiring in place but not attached to the equipment. TechOps SV's responsibility will end at that point and it will be necessary for your communications vendor to complete the installation. TechOps SV shall not be responsible for any customer supplied equipment not 100% functional upon arrival. If you request the supplied equipment be serviced TechOps SV will make the arrangements at a qualified local vendor. The department shall be responsible for any and all charges incurred. This service will postpone the start of production time quotations until the equipment is returned in working order. There are no warranties implied by offering this service.

Customer supplied equipment: Any customer supplied equipment must arrive complete and correct for the installation, and in good working condition. Any pricing quoted does not include any parts, components, repair, or modifications to existing equipment. Production cannot commence until all parts are here and complete. Used equipment may be subject to additional charges and will carry no warranty except for workmanship. If there are any product failures during or after the installation the repair and all related expenses are to be the responsibility of the customer.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Production time: Is determined by the Project Manager when the order is placed, estimated arrival of the chassis at TechOps SV and all plans are approved. Special parts and equipment plus the change of a vehicle in a new model year may cause a delay to the quoted production time. At any time during construction, consider yourselves our guests to stop by and view or discuss your conversion. For multiple vehicle projects the production time will be quoted by the number of vehicles and the timeframe including delivery time that the customer requires.

Detail: Upon completion all conversions go through our Quality Assurance Process including a road test and detail.

TECHOPS SPECIALTY VEHICLES COMPANY INFORMATION AND PROCESS CONTROL

Experience: TechOps SV manufactures communications and specialty vehicles for the emergency services and specialty industries based on SUV's, vans, utility vehicles, custom rescue bodies, box trucks, step vans, bus chassis, trailers and more. Our customer base spans all sectors from local, county, state, federal, military agencies, and overseas accounts. Our proven process assures TechOps SV vehicles can be provided to distant areas while experiencing virtually no problems.

Location: The factory is located at 218-A Log Canoe Circle in Stevensville, Maryland approximately 5 miles East of Annapolis over the "Bay Bridge" with ample parking and easy highway access.

Factory visits: Many clients enjoy a visit to the factory before, during and after construction to view the progress, discuss fine adjustments and details if necessary and see a variety of conversions currently in production. If this is inconvenient a link can be established where you can view the progress of your conversion.

Facility: TechOps SV currently occupies approximately 18,000 square feet to meet the needs of our customers and our expansion into new markets. On staff are sales and support personnel along with accredited engineers holding numerous certifications to address all technical issues. TechOps SV personnel manage every segment of the conversion all under one roof enabling TechOps SV to produce quality products while maintaining control over all of the processes and procedures.

Service Centers: If you are close to the factory, TechOps SV will be your service facility. If our location is inconvenient, your local service center may be your choice of local vendors currently servicing your vehicles. Free pickup and delivery for service is available depending on proximity to our service location and on-site warranty service can be arranged.

Insurance: TechOps SV maintains \$ 2,000,000 product liability and will supply a certificate of insurance if requested.

Wiring: TechOps SV offers the highest quality wiring processes in the industry while meeting or exceeding industry, national, or local codes. Every vehicle is designed and built with ease of service in mind. Special GXL wire is covered by high temperature loom and wiring passing through metal is insulated with a grommet and sealed watertight where necessary. Where possible factory connectors are used eliminating unnecessary splicing into factory wires which could cause direct or indirect electrical problems.

Manuals: Upon completion, TechOps SV supplies all manufacturer's information from conversion products or component manufacturer.

Delivery: If requested, TechOps can arrange for customers vehicle to be delivered to TechOps and returned to the customer. We are very confident that TechOps SV can meet or exceed your expectations and specifications. New and returning customers can attest that the sales, manufacturing and delivery process at TechOps SV is an easy and enjoyable experience and we look forward to working with you on this and future projects. References are available upon request.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Production Process: The approved contract or proposal is assigned to the Project Manager who supervises the conversion into detailed production plans and applicable drawings. These drawings are sent to the customer's authorized Point of Contact (POC) for approval. Once the plans meet the customer's satisfaction and are approved they are forwarded to our technical engineering department who reviews them and creates a detailed bill of materials to identify and acquire the parts required to perform the conversion. When the base vehicle arrives at TechOps SV, it goes through a full inspection ensuring there is no damage or missing parts and matches the specifications supplied or approved. A vehicle check in list is completed and placed in the work order folder. The vehicle is brought onto the production floor and includes a carefully monitored parts storage area to ensure all parts remain with the vehicle throughout its conversion. All parts are properly identified for every job. The Project Manager inspects vehicles during construction and will alert the customer's POC to the progress of the project and any deviations that may be required. The vehicle conversion is completed and a thorough test drive is completed to ensure all components are installed and operating correctly. If any issues are discovered they are immediately corrected. This step has uncovered OEM warranty issues which required a visit to a local car dealership prior to the vehicles final delivery to the customer. The detailed inspection and delivery documents are kept with the job folder for future reference.

All drawings, product catalogs, manuals, and warranty information along with any invoicing are completed and ready for delivery.

TechOps SV is very proud of the well-deserved reputation that we have earned so if you have any questions please contact your sales representative.

CITY OF WOODLAND GOODS PURCHASE AGREEMENT

This Goods Purchase Agreement (“Agreement”) is entered into this 20th day of January 2023, by and between the City of Woodland, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at a municipal corporation organized under the laws of the State of California with its principal place of business at 655 N. Pioneer Avenue, Woodland, CA 95776 (“City”), and TechOps Specialty Vehicles, LLC, a Limited Liability Company with its principal place of business at 218A Log Canoe Circle, Stevensville, MD 21666 (“Contractor”). City and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

Section 1. DEFINITIONS.

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

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

Section 2. MATERIALS AND WORKMANSHIP.

When Exhibit “A” specifies machinery, equipment or material by manufacturer, model or trade name, Contractor will make every reasonable effort to avoid substitution; however, Contractor reserves the right to select all equivalent parts, as long as they meet the specifications provided by the City. When requested by City, Contractor will furnish City with the name of the manufacturer, the performance capabilities and other pertinent information necessary to properly determine the quality and suitability of any machines, equipment and material to be incorporated in the Goods. Material samples will be submitted at City’s request.

Section 3. INSPECTIONS AND TESTS.

City shall have the right to inspect and/or test the Goods prior to acceptance. Inspection shall occur within (1) week of the completion date of the work. If the City is unavailable to inspect and/or test the Goods within this timeframe, the City will be assessed a storage fee of \$100.00 per day until the Goods are inspected, accepted and paid for in full. If upon inspection or testing the Goods or any portion thereof are found to be nonconforming, unsatisfactory, defective, of inferior quality or workmanship, or fail to meet any requirements or specifications contained in Exhibit “A,” then without prejudice to any other rights or remedies, City may reject the Goods or exercise any of its rights under Section 4.C. The inspection, acceptance of goods, or payment for goods shall not impair City’s right to reject nonconforming goods, irrespective of City’s failure to notify Contractor of a rejection of nonconforming goods or revocation of acceptance thereof or to specify with particularity any defect in nonconforming goods after rejection or acceptance thereof.

Section 4. WARRANTY.

Contractor warrants that the Goods will be of merchantable quality and free from defects in design, engineering, material and workmanship for a period of one (1) year, or such longer period as provided by a manufacturer's warranty or as agreed to by Contractor and City, from the date of final written acceptance of the Goods by City as required for final payment under Section 7. In the event any repairs or replacement of warranted items covered by Contractors' one (1) year warranty, City is required to contact Contractors' Service Department within ten (10) days to obtain approval for any and all repairs or replacements covered under the one (1) year warranty. Approval must be obtained in writing prior to commencing and completing any repairs or replacement. Contractors' warranty does not cover damage to the vehicle or its workmanship resulting from negligence, unauthorized modifications, natural disaster, accident, theft, or loss.

A. Contractor further warrants that any services provided in connection with the Goods will be performed in a professional and workmanlike manner and in accordance with the highest industry standards.

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

C. For any breach of the warranties contained in 0 and Section 4.B, Contractor will, immediately after receiving notice from City, at the option of City, and at Contractor's own expense and without cost to City:

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

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

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

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

Section 5. PRICES.

Pricing to complete the Work (as specified in Exhibit "C," attached hereto and incorporated herein) is based on equipment, material, and time/labor applicable as of the date of this Agreement. Contractor reserves the right to update prices and fees the quote to meet any variations, whether due to increase in wages, equipment, or increased cost outside Contractor's reasonable control or in relation to conditions discovered during the Work being performed. All pricing changes will be submitted to the City's authorized representative, including changes in chassis and/or body price, via a Change Order and Contractors reserves the right to update and/or revise final pricing. Additionally, Contractors reserves the right to select all equivalent parts as long as they meet the specifications provided by the Customer. The total price shall include (i) all federal, state and local sales, use, excise, privilege, payroll, occupational and other taxes applicable to the Goods furnished to City hereunder; and (ii) a transportation allowance, to estimate all charges for packing, freight and transportation to destination. Such estimate will not be finalized and reconciled until a certified third party provides a quotation at the end of the project. All delivery charges will be billed separately from all milestones at the time of delivery of the completed project.

Section 6. CHANGE ORDERS.

City, at any time, by a written order, and without notice to any surety, may make changes in the Goods, including but not limited to, City's requirements and specifications. If such changes affect the cost of the Goods or time required for its performance, an equitable adjustment will be made in the price or time for performance or both. Any change in the price necessitated by such change will be agreed upon between City and Contractor and such change will be authorized by a Change Order document signed by City and accepted by Contractor. Change Order pricing is billed by the Contractor on a tier-basis and dependent on the on the current status of the project (i.e. pre-engineering, engineering, production) at the time the Change Order is presented. All Change Orders are invoiced separately from the Progress Milestones on the original order and due in full upon the City's approval of the Change Order. Modifications in scope and materials will result in a new production time estimate for the overall project, and a new completion date estimate will be provided by the Project Manager once plans are approved by the Contractor and accepted by the City.

Section 7. PAYMENTS.

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

B. If Progress Milestones have been specified Exhibit "B," then payments for the Goods will be made as the requirements of such Progress Milestones are met. Progress payments

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

C. Invoices shall be due in full, unless a specified amount is agreed upon between the Contractor and the City as a holdback. Holdback of a nominal amount may be withheld by the City until remedy is made on account of defective Goods not yet remedied, liens or other claims filed, reasonable evidence indicating probable filing of liens or other claims, failure of Contractor to make payments properly to its subcontractors or for material or labor, the failure of Contractor to perform any of its other obligations under the Agreement, or to protect City against any liability arising out of Contractor's failure to pay or discharge taxes or other obligations. If the causes for which payment is withheld are removed, the withheld payments will be made promptly. If the said causes are not removed within a reasonable period after written notice, City may remove them at Contractor's expense.

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

1. Submission of an invoice for satisfactory completion of the requirements of a Progress Milestone as defined in Exhibit "B" and in the amount associated with the Progress Milestone;
2. Written acceptance of the Goods by City immediately upon a satisfactory final inspection;
3. Delivery of all drawings and specifications, if required by City;
4. Delivery of executed full releases of any and all liens arising out of this Agreement; and
5. Delivery of an affidavit listing all persons who might otherwise be entitled to file, claim or maintain a lien of any kind or character, and containing an averment that all of the said persons have been paid in full.

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

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

demands which City then has, or can subsequently acquire, against Contractor, its successors and assigns, for or on account of any matter or thing arising out of, or in any manner connected with, the performance of this Agreement.

Section 8. SCHEDULE FOR DELIVERY.

A. The time of Contractor's performance is of the essence for this Agreement. The Goods will be delivered in accordance with the schedule set forth in Exhibit "B." Contractor must immediately notify City in writing any time delivery is behind schedule or may not be completed on schedule.

B. In the event that the Goods is part of a larger project or projects that require the coordination of multiple contractors or suppliers, then Contractor will fully cooperate in scheduling the delivery so that City can maximize the efficient completion of such project(s).

C. The Contractor has included a transportation allowance estimate in the original quote, per request by the City. Upon completion, inspection, acceptance and payment in full, Contractor will arrange for delivery via a certified third party. The transportation estimate will not be finalized and reconciled until the end of the project. All delivery charges will be billed separately from all milestones at the time of delivery of the completed project.

Section 9. TAXES.

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

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

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

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

Section 10. INDEPENDENT CONTRACTOR.

Contractor enters into this Agreement as an independent contractor and not as an employee of City. Contractor shall have no power or authority by this Agreement to bind City in any respect. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status.

All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of City. City shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors or any other person resulting from performance of this Agreement.

Section 11. SUBCONTRACTS.

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

Section 12. TITLE AND RISK OF LOSS.

Upon final payment and unless otherwise agreed, City will have title to, and risk of loss of, all completed and partially completed portions of the Goods upon the Goods leaving the Contractor's facility. The Contractor will ensure that third party carriers are properly insured during transport of the Goods, as well as materials delivered to and stored on City property which are intended to become a part of the Goods. Notwithstanding the foregoing, in the event that the City has paid Contractor for all or a portion of the Goods which remains in the possession of Contractor, then City shall have title to, and the right to take possession of, such Goods at any time following payment therefor. Risk of loss for any Goods which remains in the possession of Contractor shall remain with Contractor until such Goods has been delivered or City has taken possession thereof. Contractor will have risk of loss or damage to Contractor's property used in the construction of the Goods but which does not become a part of the Goods

Section 13. INDEMNIFICATION.

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

B. Contractor's defense obligation for any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against the City, its officials, officers, employees, agents or volunteers shall be at Contractor's own cost, expense and risk. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its officials, officers, employees, agents or volunteers, in any such suit, action or other legal

proceeding. Contractor shall reimburse City and its officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

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

Section 14. INSURANCE.

A. General. Contractor shall take out and maintain:

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

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

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

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

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

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

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

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

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

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

Section 15. LIENS.

A. Contractor, subcontractors and suppliers will not make, file or maintain a mechanic's or other lien or claim of any kind or character against the Goods, for or on account of any labor, materials, fixtures, tools, machinery, equipment, or any other things furnished, or any other work done or performance given under, arising out of, or in any manner connected with the Agreement (such liens or claims referred to as "Claims"); and Contractor, subcontractor and suppliers expressly waive and relinquish any and all rights which they now have, or may subsequently acquire, to file or maintain any Claim and Contractor, subcontractor and suppliers agree that this provision waiving the right of Claims will be an independent covenant.

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

Section 16. TERMINATION OF AGREEMENT BY CITY.

A. Should Contractor at any time refuse or fail to deliver the Goods with promptness and diligence, or to perform any of its other obligations under the Agreement, City may terminate Contractor's right to proceed with the delivery of the Goods by written notice to Contractor. In such event City may obtain the Goods by whatever method it may deem expedient, including the hiring of another contractor or other contractors and, for that purpose, may take possession of all materials, machinery, equipment, tools and appliances and exercise all rights, options and privileges of Contractor. The City shall remain responsible for all amounts advanced on the Contractor's behalf pursuant to the approved Work, including, but not limited to, amounts paid to dealers, vendors, or suppliers for equipment, materials, vehicles, chassis, or bodies.

B. City may, for its own convenience, terminate Contractor's right to proceed with the delivery of any portion or all of the Goods by written notice to Contractor. Such termination will be effective in the manner specified in such notice, will be without prejudice to any claims which

City may have against Contractor, and will not affect the obligations and duties of Contractor under the Agreement with respect to portions of the Goods not terminated.

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

1. Immediately discontinue such portion of the Goods and the placing of orders for materials, facilities, and supplies in connection with the Goods,

2. Unless otherwise directed by City, make every reasonable effort to procure cancellation of all existing orders or contracts upon terms satisfactory to City; and

3. Deliver only such portions of the Goods which City deems necessary to preserve and protect those portions of the Goods already in progress and to protect material, plant and equipment at the Goods site or in transit to the Goods site.

D. Upon termination pursuant to Section 16.B, Contractor will be paid a pro rata portion of the compensation in the Agreement for any portion of the terminated Goods already delivered, including material and services for which it has made firm contracts which are not canceled, it being understood that City will be entitled to such material and services. Upon determination of the amount of said pro rata compensation, City will promptly pay such amount to Contractor upon delivery by Contractor of the releases of liens and affidavit, pursuant to Section 7.C.

Section 17. TERMINATION OF AGREEMENT BY CONTRACTOR.

A. Contractor reserves the right to cancel the Work at any time for any reason. If Contractor cancels the Work, Contractor shall refund payments made to Contractor; provided however, that Contractor shall not be required to refund any amount of advanced payments made on behalf of the City by Contractor to dealers for the vehicle, chassis, and/or body or for any costs that have been incurred by the Contractor, including labor, engineering design and project management. Contractor shall cooperate with the City to assist with obtaining possession and title of the vehicle, chassis, and/or body.

Section 18. MISCELLANEOUS PROVISIONS.

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

CITY:

City of Woodland

655 N. Pioneer Avenue

Woodland, CA 95776

CONTRACTOR:

TechOps Specialty Vehicles, LLC

218A Log Canoe Circle

Stevensville, MD 21666

Attn:

Attn: Jon Brianas, President

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

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

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

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

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

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

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

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

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

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

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

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

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

[SIGNATURES ON FOLLOWING PAGE]

SIGNATURE PAGE FOR GOODS PURCHASE AGREEMENT
BETWEEN THE CITY OF WOODLAND
AND TECHOPS SPECIALTY VEHICLES, LLC

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

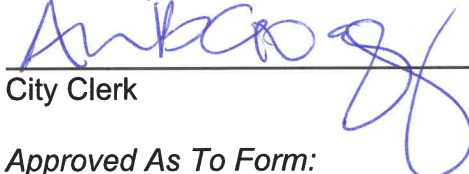
CITY OF WOODLAND

Approved By:


[INSERT NAME] Ken Hiatt
[INSERT TITLE] City Manager

2/1/2023
Date

Attested By:


City Clerk

Approved As To Form:


City Attorney

TECHOPS SPECIALTY VEHICLES, LLC


Signature

Jonathan Brianas
Name

President
Title

2/1/23
Date

EXHIBIT "A"
GOODS SPECIFICATIONS

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Qty	Item	Description	Price Each	Extended
1	M2 Bookmobile	2024 Freightliner M2 Bookmobile with 22' Aluminum Body Built to Line-Item Specifications	\$ 600,416.20	\$ 600,416.20

LINE ITEM PRICING

Qty	Item	Description	Price Each	Extended
1	2.4.1 Chassis	2024 Freightliner M2 Built to Specifications	\$ 96,761.63	\$ 96,761.63
1	2.5 Body	22' Marion Aluminum Dry Freight Truck Body	\$ 84,331.40	\$ 84,331.40
Conversion Line-Item Specifications				
1.3. Manuals and Documentation				
1	1.3.1.1	One (1) line set for chassis.	\$0.00	\$0.00
2	1.3.1.2	One (1) certified CA weight ticket listing front axle, rear axle and total weights. Also a Maryland weight ticket at inspection.	\$ 182.57	\$ 365.14
1	1.3.1.3	Two (2) complete key sets (ignition, doors, auxiliary locks, compartments, fuel); maximum keys per set shall be five (5).	\$ 55.56	\$ 55.56
1	1.3.1.4	One (1) complete dimensional layout drawing of exterior and interior front, rear, and both sides.	\$0.00	\$0.00
1	1.3.1.5	"As built" electrical schematics accurately detailing AC and DC electrical systems used in the upfitting.	\$0.00	\$0.00
1	1.3.1.6	Drawings and schematics shall also be provided in a digital format.	\$0.00	\$0.00
1.6. Guarantee				
1	1.6.1	Warranty all parts for 1 year	\$0.00	\$0.00
1.7.4 Special Purpose Commerical Modular Inspections				
2	1.7.4	Provide inspection for SPCM at pre-wire and completion of vehicle. (Inspection price is estimated and is subject to change via change order after completed.)	\$ 3,020.52	\$ 6,041.04
1	1.7.4	Provide SPCM sticker, placement TBD.	\$ 280.34	\$ 280.34
2.5 Body (Any items not included with Body OEM.)				
1	2.5.2	Provide and install body shall be connected to the cab rear wall with a weatherproof boot, to allow crouching height, pass-through capabilities. 2.5.2.1 Pass-through boot shall allow cab to "float" on its air-ride suspension.	\$0.00	\$0.00
1	2.5.2	Cut body front wall and install pass thru boot	\$ 2,030.77	\$ 2,030.77
1	2.5.2.1	Provide and install Accordion boat seal	\$ 768.03	\$ 768.03
1	2.5.2	Provide and install Aluminum for framing	\$ 444.44	\$ 444.44
3.1 Exterior				
1	3.1.1.1	Provide and install one (1) Yale 5100 series or equivalent door closer to control the movement of the door.	\$ 588.46	\$ 588.46
1	3.1.1.3	Provide and install interior door pull.	\$ 112.39	\$ 112.39
1	3.1.1.4.	Provide and install one push-bar entrance latch. (Marion body.)	\$0.00	\$0.00

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

Jennifer Samora 1

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	3.1.1.5	Provide and install one heavy-duty deadbolt. (Marion body.)	\$0.00	\$0.00
4	3.1.1.6-3.1.1.6.3	Provide and install hand rail 1.25" SS and stanchions.	\$ 544.02	\$ 2,176.08
2	3.1.1.7	Provide and install retractable step.	\$ 1,920.52	\$ 3,841.04
2	3.1.1.7.3	Provide and install safety yellow or white edging.	\$ 394.02	\$ 788.04
3	3.1.3	Provide and install 14 x 22 skylight with white PVC interior trim.	\$ 607.69	\$ 1,823.07
1	3.1.4	Fabricate and install underbody generator mounting system shall be fabricated for the generator. Included in body.	\$0.00	\$0.00
1	3.1.4.3	Provide and install vertically hinged with 1/4" pin stainless steel continuous hinges. Included in body.	\$0.00	\$0.00
1	3.1.4.4	Provide and install a positive "compression" style, "slam latch", or equivalent latches and a door hold-back device. Included in body.	\$0.00	\$0.00
1	3.1.4.6	Provide and install Soundown 2", pins, caps, tape.	\$ 810.68	\$ 810.68
1	3.1.5	Fabricate and install 3.1.5. One (1) auxiliary battery compartment shall be installed to house the auxiliary battery bank. Compartment shall contain a slide tray (or trays) with positive latch and hold downs for ease of battery maintenance. Tray shall be lined with an isolation material to help prevent battery corrosion. Compartment shall be constructed of aluminum or equivalent materials. Included in body.	\$0.00	\$0.00
1	3.1.5.2	Provide and install vertically hinged with 1/4" pin stainless steel continuous hinges. Included in body.	\$0.00	\$0.00
1	3.1.5.3	Provide and install a positive "compression" style, "slam latch", or equivalent latches and a door hold-back device. Included in body.	\$0.00	\$0.00
3	3.1.6	Provide and install 26" T x 26" W (approximate) high-quality window. (Included in body.)	\$0.00	\$0.00
1	3.1.7	Painting of compartments matched to body color. Included in body.	\$0.00	\$0.00
1	3.1.8	Provide and install "heavy" level vinyl graphics package. Vendor shall include a \$10,000 allowance for the development, printing and installation of this graphics package scheme.	\$ 10,000.00	\$ 10,000.00
3.2 Interior				
22	3.2.5	Provide and install rigid foam board insulation 1.5".	\$ 199.76	\$ 4,394.72
1	3.2.5	Provide and install furring strips on wall and ceiling posts/beams for 1.5" insulation	\$ 2,197.44	\$ 2,197.44
1	3.2.5	Provide and install underfloor insulation 2". Included in body.	\$0.00	\$0.00
1	3.2.6	Provide and install Loncoin Flecks flooring (color TBD)	\$ 2,278.29	\$ 2,278.29
6	3.2.6	Provide and install 1/2" plywood subfloor.	\$ 401.75	\$ 2,410.50
18	3.2.7	Provide and install 1/2" plywood wall liner	\$ 401.75	\$ 7,231.50
16	3.2.7.1	Provide and install 1/4" cork over wall liner	\$ 235.90	\$ 3,774.40
1	3.2.7.1	Provide and install tight woven or velcro friendly fabric on walls (Color TBD)	\$ 3,285.47	\$ 3,285.47
7	3.2.8	Provide and install 3/8" plywood ceiling liner	\$ 196.61	\$ 1,376.27
1	3.2.8	Provide and install soft sound absorbing material on ceiling (Color TBD)	\$ 1,659.40	\$ 1,659.40

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

16	3.2.9	Fabricate and install fabric covered cork board panel at all available wall space locations on walls (1/16CB+3/8FB) (Color TBD)	\$ 208.12	\$ 3,329.92
1	3.2.10	Fabricate and install pocket door assembly	\$ 2,369.23	\$ 2,369.23
6	3.2.10	Provide and install 3/4" plywood.	\$ 95.65	\$ 573.90
1	3.2.10	Provide and install Track hardware	\$ 399.57	\$ 399.57
1	3.2.10	Provide and install Fabric covering	\$ 810.26	\$ 810.26
1	3.2.10	Provide and install Anodized aluminum trim	\$ 405.13	\$ 405.13
1	3.2.10.1	Provide and install Latch	\$ 280.34	\$ 280.34
1	3.2.10.1	Provide and install Hold open latch	\$ 197.01	\$ 197.01
1	3.2.11	Fabricate and install storage and mechanical sections in over cab area	\$ 2,707.69	\$ 2,707.69
2	3.2.11	Provide and install 3/4" plywood	\$ 95.65	\$ 191.30
2	3.2.11	Provide and install Hinges	\$ 44.45	\$ 88.90
2	3.2.11	Provide and install Compression latch	\$ 18.89	\$ 37.78
2	3.2.12	Fabricate and install bulkhead rear of side entry door floor to ceiling.	\$ 1,015.39	\$ 2,030.78
2	3.2.12	Provide and install 3/4" plywood	\$ 95.65	\$ 191.30
2	3.2.12	Provide and install Anodized aluminum trim	\$ 366.24	\$ 732.48
2	3.2.12	Provide and install Laminate (Color TBD)	\$ 55.56	\$ 111.12
2	3.2.13	Provide and install 3-tier brochure rack with clear lexan face and removable dividers on bulkhead	\$ 284.62	\$ 569.24
2	3.2.14	Provide and install two (2) fixed sitting height staff desks per finalized plans. Desks shall be constructed of furniture grade plywood or equivalent. Works surface shall be finished with high-impact laminate or equivalent materials. Surface shall be bonded to a substrate and installed to allow easy removal and replacement as these surfaces experience excessive wear and tear.	\$ 5,415.39	\$ 10,830.78
2	3.2.14	Provide and install 3/4" plywood	\$ 95.65	\$ 191.30
2	3.2.14	Provide and install Laminate (Color TBD)	\$ 111.11	\$ 222.22
2	3.2.14.1	Provide and install Cable grommet	\$ 90.17	\$ 180.34
2	3.2.14.4	Fabricate and install 3-drawer cabinet with laminated sides, overlay drawer faces, bumper edging	\$ 4,061.54	\$ 8,123.08
2	3.2.14	Provide and install 3/4" plywood	\$ 95.65	\$ 191.30
2	3.2.14	Provide and install Laminate (Color TBD)	\$ 55.56	\$ 111.12
2	3.2.14	Provide and install Compression latch	\$ 18.89	\$ 37.78
6	3.2.14	Provide and install Drawer slide pair	\$ 38.89	\$ 233.34
2	3.2.14	The workstation shall have a modesty panel set 4" off the floor for heat distribution.	\$ 371.80	\$ 743.60
2	3.2.14.4	Provide and install pencil drawer	\$ 101.28	\$ 202.56
2	3.2.14.3	Fabricate and install 12"-14" drop down laminated workstation extension with laminate edge or bumper edging	\$ 676.93	\$ 1,353.86
2	3.2.14.3.1	Drop down hardware	\$ 371.80	\$ 743.60
2	3.2.14	Chair tie down	\$ 95.73	\$ 191.46

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

2	3.2.15	Provide and install two (2) overhead cabinet.	\$ 4,400.00	\$ 8,800.00
4	3.2.15	Provide and install 3/4" plywood.	\$ 264.88	\$ 1,059.52
4	3.2.15.1	Provide and install Hinges and latch	\$ 77.78	\$ 311.12
4	3.2.15.1	Provide and install White corkboard on surface of doors	\$ 224.79	\$ 899.16
4	3.2.15.2	Laminate (Color TBD)	\$ 111.11	\$ 444.44
4	3.2.15.2	Provide and install Cable grommet	\$ 90.17	\$ 360.68
2	3.2.15.2	Provide and install one (1) interior adjustable shelf in the base panel for future wiring.	\$ 394.02	\$ 788.04
2	3.2.15.3	Provide and install a lower, open shelf for placement of printers and other peripherals. This shelf shall contain a cable grommet for easy technology connection.	\$ 394.02	\$ 788.04
2	3.2.15.3	Provide and install Cable grommet	\$ 90.17	\$ 180.34
1	3.2.16	Provide and install Acore shelving system	\$ -	\$ -
15	3.2.16.1	Provide and install Shelf uprights	\$ 251.28	\$ 3,769.20
1	3.2.16.1	Fabricate and install interior support in body to support shelving system uprights	\$ 2,252.99	\$ 2,252.99
17	3.2.16.2	Provide and install Standard 9" x 36" deep wall shelves with aluminum center and integral 15° slope	\$ 317.95	\$ 5,405.15
4	3.2.16.2	Provide and install Standard 9" x 24" deep wall shelves with aluminum center and integral 15° slope	\$ 317.95	\$ 1,271.80
21	3.2.16.3	Provide and install Standard 11" x 24" deep wall shelves with aluminum center and integral 15° slope	\$ 335.73	\$ 7,050.33
3	3.2.16.3	Provide and install Standard 11" x 36" deep wall shelves with aluminum center and integral 15° slope	\$ 335.73	\$ 1,007.19
7	Not in Spec.	Provide and install seven (7) 9" deep x 24" rough rider designed specifically for the rear wall.	\$ 317.95	\$ 2,225.65
2	3.2.15.4	Provide and install double DVD/paperback shelves	\$ 551.28	\$ 1,102.56
3	3.2.16.5	Provide and install face out wall shelves.	\$ 466.84	\$ 1,400.52
2	3.2.16.6-3.2.16.6.1	Provide and install two whiteboard modular for use over the folding desks when desired. Modules shall be 36"W x 18" T (approx.) be framed with complimentary materials, and utilize Acore brackets to attach to the uprights.	\$ 562.91	\$ 1,125.82
2	3.2.16.7	Provide and install two (2) Acore double-sided "wall hugger" book cart with six (6) 7" shelves.	\$ 1,870.69	\$ 3,741.38
2	3.2.16.8	Provide and install two (2) Acore double-sided "wall hugger" book cart with four (4) 7" shelves and two (2) flat work tops.	\$ 1,955.13	\$ 3,910.26
1	3.2.16.9	Provide and install Book return cart with locking door	\$ 1,714.62	\$ 1,714.62
2	3.2.16.10	Provide and install two (2) Acore equipment carts with ventilation, adjustable inner shelf and locking doors.	\$ 2,434.02	\$ 4,868.04
10	3.2.16.11	Provide and install Wall Security Unit, to allow locking of wall hugger and book return carts to the upright system	\$ 436.84	\$ 4,368.40
3	3.2.16.12	Fabricate and install modular bench seat	\$ 676.92	\$ 2,030.76

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

3	3.2.16.12	Provide and install one folding supports for desk or worksurface.	\$ 620.00	\$ 1,860.00
1	3.2.16.2	3/4" plywood	\$ 95.64	\$ 95.64
3	3.2.16.12.1	Cushion	\$ 500.00	\$ 1,500.00
2	3.2.16.13	Fabricate and install modular folding desks.	\$ 2,707.69	\$ 5,415.38
1	3.2.16.13	Provide and install 3/4" plywood	\$ 95.64	\$ 95.64
1	3.2.16.13	Provide and install Laminate (Color TBD)	\$ 111.11	\$ 111.11
2	3.2.16.13	Appliance or adaptation PAIR of Cleated brackets with 3" flange at a 90 degree	\$ 385.73	\$ 771.46
3	3.2.16.15	Shelf label color strips	\$ 96.67	\$ 290.01
1	3.2.16.16	Custom powdercoat color for Acore products	\$ 277.78	\$ 277.78
1	Not in Spec.	Provide one touch up pen for Acore color, white is standard.	\$ 24.44	\$ 24.44
1	Shipping	Acore Shipping	\$ 1,333.33	\$ 1,333.33
3.3 Electrical System - AC				
1	3.3.3	Provide and install Onan 8kw diesel generator	\$ 14,047.69	\$ 14,047.69
1	3.3.3.3	Provide and install Fuel hose and fittings	\$ 66.67	\$ 66.67
1	3.3.3.3	Provide and install Fuel/water separator for bio-diesel	\$ 352.56	\$ 352.56
1	3.3.3.5	Provide and install Tailpipe downtube	\$ 55.56	\$ 55.56
1	3.3.3.5	Provide and install Exhaust pipe and hangers	\$ 563.25	\$ 563.25
1	3.3.3.5	Provide and install Warning Label	\$ 11.11	\$ 11.11
1	3.3.3.6	Provide and install Wiring Harness	\$ 466.24	\$ 466.24
1	3.3.3.6	Provide and install Control Panel	\$ 280.34	\$ 280.34
1	3.3.4	Provide and install shore cord in shoreline compartment.	\$ 338.46	\$ 338.46
1	3.3.4	Provide and install 25' long, 125/250VAC, 50A rated, 3-pole 4-wire shore cord	\$ 166.67	\$ 166.67
1	3.3.4	Provide and install Junction box and connectors	\$ 27.78	\$ 27.78
1	3.3.4.1	Provide and install NEMA 14-50 connector	\$ 151.28	\$ 151.28
1	3.3.4.2	Provide a Pigtail 20A-50A (Intended for running one AC and battery charging from a limited power supply.)	\$ 47.78	\$ 47.78
1	3.3.5	Provide and install automatic transfer switch	\$ 530.68	\$ 530.68
1	3.3.6-3.3.6.2	Provide and install Xantrex 3kW inverter/charger mounted in cab-over area. Provide and install 100A, 3-stage battery charger with manual equalized connected to the auxiliary battery bank.	\$ 3,574.96	\$ 3,574.96
1	3.3.6.3	Provide and install Xantrex Freedom SW 808-9002 (simplified) remote switch mounted near the front workstation, for daily, simplified use/control by Library staff.	\$ 377.35	\$ 377.35
1	3.3.6.4	Provide and install Freedom SCP System control panel	\$ 343.68	\$ 343.68
1	3.3.7	Provide and install Xantrex Xanbus auto gen start panel	\$ 654.36	\$ 654.36
1	3.3.8	Provide and install Square D panel box	\$ 1,503.85	\$ 1,503.85
1	3.3.8	Provide and install Panel cover	\$ 18.89	\$ 18.89
2	3.3.8	Provide and install Ground Bar	\$ 6.67	\$ 13.34
8	3.3.8	Provide and install Circuit breaker	\$ 8.89	\$ 71.12

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	3.3.8	Provide and install Circuit breaker GFCI	\$ 55.56	\$ 55.56
2	3.3.9	Provide and install duplex outlet (general use)	\$ 183.68	\$ 367.36
15	3.3.10	Provide and install orange outlet w/USB ports (electronics)	\$ 252.56	\$ 3,788.40
1	3.3.10.1	Provide and install Outdoor duplex cover	\$ 180.34	\$ 180.34
1	3.3.11	Provide and install 32" display on front wall	\$ 644.02	\$ 644.02
1	3.3.11.2	Provide and install MORryde TV1-080H or equivalent drop down TV ceiling mount.	\$ 138.89	\$ 138.89
1	3.3.12	Provide and install an inverted Duplex outlet	\$ 183.68	\$ 183.68
1	3.3.12.1	Provide and install Shock mounting	\$ 449.57	\$ 449.57
1	3.3.11.1	Provide and install a 15' premium hdmi cable	\$ 211.45	\$ 211.45
2	3.3.12-3.3.12.2	Provide and install Coleman Mach 8 13.5kBTU air conditioner on roof, unit shall stand a maximum of 10" above the roof and be included in the overall height measurement.	\$ 2,515.39	\$ 5,030.78
2	3.3.12.1	Provide and install ADB	\$ 194.62	\$ 389.24
3.4. Electrical System – DC/Other				
1	3.4.2	Full wiring accessibility	\$ 1,576.07	\$ 1,576.07
1	3.4.6	Provide and install DC circuit protection and power distribution	\$ 3,152.14	\$ 3,152.14
1	3.4.7	Provide and install battery switch	\$ 258.12	\$ 258.12
1	3.4.8	Provide and install master circuit breaker 150A minimum	\$ 123.50	\$ 123.50
1	3.4.12	Loom all wiring	\$ 394.02	\$ 394.02
4	3.4.13	Provide and install Trojan L16P-AC or equivalent , group 903, 6V deep-cycle batteries.	\$ 619.23	\$ 2,476.92
1	3.4.13	Provide and install Components to control charging to both battery systems	\$ 899.15	\$ 899.15
1	3.4.14	Provide and install Blue Sea Battery Merge.	\$ 888.03	\$ 888.03
1	3.4.14.2	Provide and install Blue Sea low voltage disconnect.	\$ 239.23	\$ 239.23
2	3.4.14.3	Provide and install master circuit breaker 150A minimum	\$ 123.51	\$ 247.02
16	3.4.15	Provide and install LED ceiling lighting	\$ 168.21	\$ 2,691.36
2	3.4.15.1	Provide and install Dimmer switches in zig-zag pattern.	\$ 112.40	\$ 224.80
2	3.4.16	Provide and install LED step well lighting at side entry door. Included in body.	\$ 0.00	\$ 0.00
1	3.4.16.1	Provide and install Door switch. Included in body.	\$ 0.00	\$ 0.00
3	3.4.17	Provide and install LED lighting in over cab storage	\$ 191.45	\$ 574.35
3	3.4.17	Provide and install Door switch	\$ 191.45	\$ 574.35
1	3.4.18	Provide and install 12VDC power point in cabover for powering of client supplied powered cooler.	\$ 178.12	\$ 178.12
4	3.4.19	Provide and install LED scene lights, two on the exterior curbside and two on the exterior rear.	\$ 545.13	\$ 2,180.52
2	3.4.19.1	Provide and install Dash switch	\$ 197.01	\$ 394.02
1	3.4.19.2	Provide and install Wiring for reverse	\$ 197.01	\$ 197.01
1	3.4.20	Provide and install Espar diesel fueled heater in vehicle	\$ 4,876.32	\$ 4,876.32

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	3.4.21	Provide and install Braun in body wheelchair lift at rear door	\$ 8,794.02	\$ 8,794.02
2	3.4.22	Provide and install vent fan in roof	\$ 1,012.48	\$ 2,024.96
1	3.4.23	Provide and install AM/FM/WB/XM/Bluetooth stereo with auxiliary input.	\$ 1,093.59	\$ 1,093.59
1	3.4.23	Provide and install XM tuner	\$ 416.24	\$ 416.24
1	3.4.23	Provide and install external antenna for radio	\$ 183.68	\$ 183.68
2	3.4.23.1	Provide and install 6" premium interior speaker pair in ceiling	\$ 219.23	\$ 438.46
1	3.4.23.1	Provide and install 6" premium speaker pair on exterior curb side	\$ 427.35	\$ 427.35
1	3.4.24	Provide and install one (1) cradlepoint IBR900 series or equivalent, wireless LTE advanced ruggedized modem shall be provided.	\$ 1,449.57	\$ 1,449.57
1	3.4.24	Provide and install modem that shall include 802.11 a/b/g/n/ac wave 2 MU-MIMO WiFi to provide a hotspot in and around the vehicle.	\$ 0.00	\$ 0.00
2	3.4.24.5	Provide and install one Antenna 5-1	\$ 838.46	\$ 1,676.92
2	3.4.24	Provide and install RJ45/CAT6 port at front workstation	\$ 377.35	\$ 754.70
1	3.4.25	Provide and install one (1) rear view, color LCD system shall be installed. System shall include all components necessary for the intended application and be wired with all features enables. 3.4.25.1 System shall included one (1) 7" minimum LCD color monitor mounted on (or in) the dash for easy view of the driver. 3.4.25.2 System shall included one (1) video camera with sun shields and build in microphone mounted to rear exterior. Shall have a vibration and shock resistant mounting, waterproof, and a minimum viewing angle of 114 degrees horizontal and 90 degrees vertical.	\$ 1,598.72	\$ 1,598.72
1	3.4.26	Provide and install parking sensor system on front and rear of vehicle with audible/visible display on dash	\$ 221.11	\$ 221.11
1	3.4.26	Backup sensor reversing system	\$ 1,178.13	\$ 1,178.13
1	3.4.26	Forward facing sensor system	\$ 1,178.13	\$ 1,178.13
1	3.4.27	Provide and install one 21' 12vdc awning shall be installed on the curbside of the vehicle. Awning shall include a wind sensor to close the awning when it detects high sustained winds. Awning shall include a knee action design to allow flex in moderate wind and automatically release any accumulated water away from the door. Awning shall include a hard-wired switch mounted high inside the main patron door, as well as a hand-held wireless remote control. Color of awning shall be chosen post-award by the Library from manufacturer's standard selections.	\$ 5,551.28	\$ 5,551.28
1	3.4.28	Provide and install one (1) Elmech Q-scan uniplex, or equivalent people counter shall be installed in the patron doorway.	\$ 1,238.03	\$ 1,238.03
1	3.4.29-3.4.29.1	Provide and install one (1) dometic breathe easy air purifier to be installed to clean the interior air. System shall include an on/off switch at the control panel.	\$ 926.92	\$ 926.92

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	3.4.30-3.4.30.3	Provide and install one 12VDC LED digital message board shall be provided and installed with a mount in the curbside front window. 3.4.30.1 Sign shall have a local on/off switch	\$ 390.34	\$ 390.34
1	3.4.30-3.4.30.4	Provide and install outlet with switch	\$ 208.12	\$ 208.12
3.5 Miscellaneous Components				
1	3.5.1	Provide and install atomic clock with interior and exterior temperature on interior wall	\$ 123.50	\$ 123.50
1	3.5.2/3.5.3	Provide and install battery operated CO/smoke detector on ceiling	\$ 123.50	\$ 123.50
2	3.5.4	Provide and install 5lb ABC fire extinguisher	\$ 167.95	\$ 335.90
1	3.5.5	Provide and install CA State DOT approved first aid kit in vehicle	\$ 123.50	\$ 123.50
1	3.5.6	Provide and install 3 triangle kit in ABS box inside vehicle	\$ 167.95	\$ 167.95
1.8 Delivery				
1	Transportation	Provide transportation from Stevensville, MD to Woodland, CA (Vehicle to be driven, \$2.10 per mile)	\$ 6,463.33	\$ 6,463.33
1	Design	Design Time	\$ 6,769.23	\$ 6,769.23
2	Training	Provide two on-site training sessions for a total of up to 6 hours in addition to a one-hour virtual training ahead of the delivery.	\$ 1,404.28	\$ 2,808.56
OPTIONS: (PRICES SHOWN, NOT INCLUDED)				
4.1 Odyne Hybrid Driveline			\$ 92,917.07	\$ 92,917.07
1	4.1 Odyne	Provide and install one PHEV Base Unit 17.7kwhr Lithium-Ion Battery Pack System with 12000 watts of exportable power.		
Remove Items from Original Specifications				
-1	3.1.4	Fabricate and install underbody generator mounting system shall be fabricated for the generator. Included in body.		
-1	3.1.5	Fabricate and install 3.1.5. One (1) auxiliary battery compartment shall be installed to house the auxiliary battery bank. Compartment shall contain a slide tray (or trays) with positive latch and hold downs for ease of battery maintenance. Tray shall be lined with an isolation material to help prevent battery corrosion. Compartment shall be constructed of aluminum or equivalent materials. Included in body.		
-1	3.3.3	Provide and install Onan 8kw diesel generator		
-1	3.3.3.3	Provide and install Fuel hose and fittings		
-1	3.3.3.3	Provide and install Fuel/water separator for bio-diesel		
-1	3.3.3.5	Provide and install Tailpipe downtube		
-1	3.3.3.5	Provide and install Exhaust pipe and hangers		
-1	3.3.3.5	Provide and install Warning Label		
-1	3.3.3.6	Provide and install Wiring Harness		
-1	3.3.3.6	Provide and install Control Panel		
-1	3.3.4	Provide and install 25' long, 125/250VAC, 50A rated, 3-pole 4-wire shore cord		
-1	3.3.4.1	Provide and install NEMA 14-50 connector		

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

-1	3.3.4.2	Provide a Pigtail 20A-50A (Intended for running one AC and battery charging from a limited power supply.)		
-1	3.3.5	Provide and install automatic transfer switch		
-1	3.3.6-3.3.6.2	Provide and install Xantrex 3kW inverter/charger mounted in cab-over area. Provide and install 100A, 3-stage battery charger with manual equalized connected to the auxiliary battery bank.		
-1	3.3.6.3	Provide and install Xantrex Freedom SW 808-9002 (simplified) remote switch mounted near the front workstation, for daily, simplified use/control by Library staff.		
-1	3.3.6.4	Provide and install Freedom SCP System control panel		
-1	3.3.7	Provide and install Xantrex Xanbus auto gen start panel		
-4	3.4.13	Provide and install Trojan L16P-AC or equivalent , group 903, 6V deep-cycle batteries.		
-1	3.4.13	Provide and install Components to control charging to both battery systems		
-1	3.4.14	Provide and install Blue Sea Battery Merge.		
-1	3.4.14.2	Provide and install Blue Sea low voltage disconnect.		
4.2 Standing height walk-through			\$ 14,623.59	\$ 14,623.59
1	4.2	Cut cab ceiling and attic floor and install pass thru boot		
1	4.2	Accordion boat seal		
1	4.2	Aluminum and steel for framing		
1	4.2	Fabric and vinyl for interior trim		
4.3 Air ride driver's seat			\$ 324.04	\$ 324.04
1	4.3	Provide and install passenger air ride seat. (Driver's air ride seat is included in chassis price.)		
4.4 Interior Color Changing LED Lights			\$ 709.26	\$ 709.26
1	4.4.1	Provide and install one (1) interior color/pattern programmable LED light system for enhanced visual impact. 4.4.1.1 Light strips shall be affixed in the upper perimeter corner. 4.4.1.2 Lights shall be controlled by a hard-wired control in addition to any wireless controls options available for the system. (Handheld remote that will be with other remotes, phone app too.)		
4.5 360 Camera System			\$ 5,439.32	\$ 5,439.32
1	4.5.1	Provide and install one (1) Seon 360 around vehicle monitoring or <u>equivalent</u> system shall be installed with all triggers/features connected. System shall be mounted in a location out of general view, but still readily accessible for staff. System shall include, but not be limited to the following components. Additional accessories (cables, power/sensor harness, antennas, interconnects, etc.) may be necessary to fulfill the general intent of the system, and vendors are urged to consult with system manufacturer to complete system operability. System shall allow a 360-degree bird's eye view around the vehicle at the dash.		

Proprietary/Confidential Information

PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	4.5.1	Provide and install equivalent: Safety vision system birdseye 360 SV-360-4CBE-AHD		
1	4.5.1	Provide and install Wiring bundle, cables, etc.		
1	4.5.1.1-4.5.1.1.1	Provide and install one (1) 9-11" dash-mounted monitor. Monitor shall automatically show exterior rear (back-up) camera when the vehicle is put in reverse. One 10" LED AHD Touchscreen Quad monitor to view Birdseye & Interior Cameras. (SV-LED10-TQ)		
1	4.5.1.2	Provide and install one (1) Electronic Control Unit (ECU).Equivalent with system.		
1	4.5.1.3	Provide and install one (1) 6-channel Digital Video Recorder (DVR) with 1TB of storage. 4112-HVR-1TBHDD		
1	4.5.1.4	Provide and install seven (7) cameras, appropriately selected for these locations: street side exterior, front exterior, curbside exterior, rear exterior, cab area, main cabin, interior facing rear, main cabin interior facing forward.		
2	4.5.1.4	Provide and install HD Cameras for exterior, Cameras 1, 2, 3 and 4.		
3	4.5.1.4	Provide and install HD Cameras for interior 5, 6 & 7.		
2	4.5.1.4	Provide and install RVC400 with a 75 ft. M12 to Micro-Fit harness for rear exterior or front (note, front facing camera may be a different part number) All cables included with Safety Vision quote.		
-1	3.4.25	Provide and install one (1) rear view, color LCD system shall be installed. System shall include all components necessary for the intended application and be wired with all features enables. 3.4.25.1 System shall included one (1) 7" minimum LCD color monitor mounted on (or in) the dash for easy view of the driver. 3.4.25.2 System shall included one (1) video camera with sun shields and build in microphone mounted to rear exterior. Shall have a vibration and shock resistant mounting, waterproof, and a minimum viewing angle of 114 degrees horizontal and 90 degrees vertical.		
4.6 Exterior 55" Monitor with Compartment			\$ 4,637.83	\$ 4,637.83
1	4.6.1-4.6.1.1	Fabricate and install display compartment in curb side exterior wall. Includes framing wall opening in body cutout. Included in Marion Body quote on truck tab.		
1	4.6.1.2	Provide and install HDMI port below display for user input to display		
1	4.6.1.2	Duplex outlet		
1	4.6.1.3	Color back wall of compartment black		
1	4.6.2	Provide and install 55" display in exterior compartment		
1	4.6.2	Mount		
1	4.6.2	Duplex outlet		
1	4.6.2.1	Shock mounting		
1	4.6.2.3	40' HDMI fiber cable		
1	4.6.2.3	6' premium hdmi cable		

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

1	4.6.2.4	Bose Solo 5 Speaker		
4.7 Alarm System			\$ 3,784.17	\$ 3,784.17
1	4.7.1	Provide and install one aqualarm 20446 or equivalent 12VDC powered security system with cell and email alert shall be installed. System shall include the following features: 4.7.1.1 Keypad activation/deactivation. 4.7.1.2 IR remote 4.7.1.3 Motion detector 4.7.1.4 Door contacts for all doors. 4.7.1.5 One (1) aqualarm 20421 solar powered exterior siren/strobe light.		
3	4.7.1	Provide and install additional door switches.		
1	4.7.1.5	Provide and install one aqualarm 20421 solar powered exterior siren/strobe light.		
4.8 Underbody hand wash compartment			\$ 9,626.58	\$ 9,626.58
1	4.8.1	Provide and install one underbody hand wash compartment. Compartment shall be located on the curbside of the vehicle. (Installed by Marion body.)		
1	4.8.1.2	Provide and install compartment with a slide-out stainless steel hand wash sink, 15 gallon potable water tank, 20-gallon gray water tank, tank level monitor system and instant hot water heater.		
1	4.8.1.2	Provide and install sink with faucet. (Rv brand with flat top)		
1	4.8.1.2	Provide one 15 gallon potable water tank and one 20 gallon gray water tank.		
1	4.8.1.2	Provide one tank level monitor system. (SeeLevel II Tank Monitor)		
1	4.8.1.2	Provide and install instant hot water heater. (Tankless Water Heater, 3000w mini electric instant hot water heater with LED display, 110v on demand water heater with remote control, golden.)		
1	4.8.1.2	Provide and install one freshwater pump.		
1	4.8.1.2	Provide and install one water pump filter. (Shurflo 1/2" pipe inlet)		
			Subtotal	\$586,834.75
			Consumables /IBF	\$13,581.45
			HGAC/IFF	\$0.00
			Delivery	\$0.00
			Unit Price	\$600,416.20

- Notes:** 1. All quotes will be valid for thirty (30) days.
2. 50% of purchase price due upon acceptance of quotation.
3. If advanced payments are made by TechOps to dealer on behalf of customer, customer shall pay the full amount due on the Chassis and Body within 10 days of arrival at TOSV or body company (as identified by TOSV).
4. Balance due upon delivery - FOB Stevensville, MD.
5. When applicable, customer to drop off/pick up vehicles or chassis and CFE.
6. Transportation and delivery is estimated until delivery has been contracted. This could result in a price change.
7. Body pricing from manufacturer is valid for 30 days. Any increases above \$1,000 will be passed through to the customer on the final invoice. (Any changes will be discussed upon receipt of the body from the manufacturer.)

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

3% fee added to credit card payments.

By signing below, I, the customer, agree to be bound by the following Terms and Conditions.

Accepted this _____ Day of _____, _____

Name _____

Signature _____ Date _____

TERMS

HGAC Contract Procurement: This procurement can be facilitated under our HGAC contract #AM10-18. When an order is placed, an HGAC worksheet shall be completed for your procurement personnel to submit to HGAC for their conformation. Their fee is not included in this proposal and will be added to the worksheet. For vehicles, the fee is \$ 1,000 per order whether it is for one or multiple vehicles on the same order. This purchase shall be based on TechOps' contract package plus published and non-published options.

GSA Contract Procurement: This procurement can be facilitated under TechOps GSA 23V Schedule Contract Number: 47QMCA19D0014 with end user FAR compliance. For vehicles, the GSA Industrial Funding Fee is .75% of the total sale price. This purchase shall be based on TechOps' contract package plus any applicable published and non-published options.

Purchase Orders: Customer (as indicated on the final, accepted quotation) shall submit a purchase order containing the requested conversion and related specifications ("Purchase Order"). Once a Purchase Order is received, TechOps will create a quote for the conversion.

Pricing: Pricing is subject to change. Except as set forth herein, all quotes will be valid for thirty (30) days. Vehicle, chassis, and/or body quotations are subject to availability and are only valid as of the date of the quote. All quotations exclude any applicable sales or use taxes unless specified and included with the price FOB-MD. Pricing to complete the Work (as hereinafter defined) is based on equipment, material, and time/labor applicable on the date the quote is prepared and/or provided to customer. TechOps reserves the right to revise and update the quote to meet any variations, whether due to increase in wages, materials, equipment, or increased cost outside TechOps's reasonable control or in relation to conditions discovered during the Work being performed.

Services: Once a Purchase Order is submitted, TechOps will provide conversion services in accordance with the specifications set forth on the final accepted quotation, and any amendments thereto (the "Work"). The Work shall be performed in Stevensville, MD unless otherwise specified by TechOps in TechOps sole discretion. TechOps will perform all Work in a good and workmanlike manner. TechOps will work with the customer to determine appropriate specifications, materials, and equipment when appropriate. Customer acknowledges that TechOps is not responsible for the accuracy or appropriateness of any specifications provided by the customer.

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Vehicle/Chassis Purchase & Arrival: TechOps is not a dealer. However, TechOps may assist the customer with selecting a vehicle, chassis, and/or body from a dealer that is suitable for the conversion based on the specifications provided by the customer and TechOps knowledge and experience. TechOps will endeavor to help the customer purchase a safe and reliable vehicle, chassis, and/or body. TechOps may, in its sole discretion, advance payments for the vehicle, chassis, and/or body to such dealers on behalf of customer. Customer acknowledges that the vehicle, chassis, and/or body will be purchased directly from the dealer and that TechOps does not, and will not, take title to the vehicle prior to its sale to the customer.

If TechOps assists the customer with the purchase of the vehicle, chassis, and/or body, TechOps will arrange for delivery of the vehicle by the dealer. If the customer purchases a vehicle, chassis, and/or body without the assistance of TechOps, customer shall arrange for the vehicle, chassis, and/or body to be delivered to TechOps. Customer shall be responsible for all delivery, transportation, or any related costs or expenses.

Production Time; Commencement; and Completion Date: Production time shall be estimated by the Project Manager when the order is placed taking into consideration the estimated arrival of the vehicle, chassis, and/or body at TechOps, equipment. The production time estimate will be confirmed when all plans are approved by TechOps and accepted by the customer. The necessity of special parts or changes in the type of equipment, materials, vehicle, chassis, or body, or a delay in delivery of the vehicle, chassis, or body may cause a delay to the estimated production time. The Work will commence upon delivery of the vehicle, chassis, body, equipment, or materials, whichever is delivered to TechOps later. All delays will be communicated to the Customer by TechOps. Any completion date or delivery date indicated by TechOps is subject to change by TechOps its sole discretion. The time for completion of the Work or delivery is not "of the essence."

Cancellation; No Refunds: Upon acceptance by the customer of the final quotation, the Work may not be cancelled and, unless otherwise agreed upon in writing by TechOps. In the event the customer cancels an order, the customer shall not be entitled to a refund of any amount paid to TechOps by customer. Customer shall remain responsible for all amounts advanced on customer's behalf pursuant to the approved Work, including, but not limited to, amounts paid to dealers, vendors, or suppliers for equipment, materials, vehicles, chassis, or bodies. TechOps may cancel the Work at any time. If TechOps cancels the Work, TechOps shall refund all payments made to TechOps; provided however, that TechOps shall not be required to refund any amount of advanced payments made on behalf of the customer by TechOps to dealers for the vehicle, chassis, and/or body. TechOps shall cooperate with the customer to assist customer with obtaining possession and title of the vehicle, chassis, and/or body.

Payments and Deposits: Upon submission of a Purchase Order, Customer shall pay to TechOps a deposit in the amount equal to 50% of the Total Contract Price (as set forth in the final, accepted quotation). If TechOps assists the customer with purchasing a vehicle, chassis, and/or body by advancing payment on behalf of the customer to the dealer, the customer shall pay to TechOps 100% of the price of the vehicle, chassis, and/or body (as set forth in the final, accepted quotation, the "Vehicle Price") within ten (10) days of the vehicle, chassis, and/or body arriving at TechOps or the body company (as identified by TechOps). Failure to pay any amount when due shall result in TechOps charging a storage fee of \$ 10.00 per day until past due amounts and the storage fees are paid in full. The remaining balance due and owing on the Total Contract Price shall be paid upon completion of the Work.

All payments shall be made to TechOps Specialty Vehicles, 218-A Log Canoe Circle, Stevensville, MD 21666. Payments shall be made by wire transfer or credit card, unless otherwise agreed by TechOps in writing. A fee of 3% will be charged to the customer and added to each payment amount for all credit card payments. The wiring information is as follows: Eagle Bank, 7815 Woodmont Ave, Bethesda, MD 20814. ABA: 055003289, Account: 200264489.

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Rights of TechOps Upon Nonpayment by Customer: In the event the customer fails to pay the remaining balance of the Total Contract Price when due, TechOps reserves the right to suspend the Work, withhold delivery of the converted vehicle to the customer, and/or may pursue all legal rights and remedies in both law and equity inclusive of both Maryland's Contract Lien Act and §16-200, et seq. of the Maryland Commercial Law Article. By accepting the quotation, customer acknowledges TechOps' security interest and right to lien customer's vehicle, chassis, and/or body for installed, yet unpaid equipment, materials, labor, parts, and supplies.

Force Majeure: In the event that either TechOps or customer is unable to perform any of its obligations under these Terms and Conditions or to enjoy any of its benefits because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, internet system unavailability, system malfunctions, epidemic, pandemic, or any other reason where failure to perform is beyond the reasonable control and not caused by the gross negligence of the non-performing party (a "Force Majeure Event"), the party who has been so affected shall give notice immediately to the other party and shall use its reasonable and its best efforts to resume performance as soon as practicable. Failure to meet projected "due dates" resulting from a Force Majeure Event shall extend such due dates for a reasonable period of time.

Limited Warranty; Manufacturer Warranties: TechOps offers a one (1) year warranty for its wiring and cabinetry workmanship beginning on the date the vehicle is delivered to the customer. In the event any repairs or replacement of warranted items covered by TechOps' one (1) year warranty, customer is required to contact TechOps Service Department to obtain approval for any and all repairs or replacements covered under the one (1) year warranty. Once approved, customer or its authorized representative shall submit an invoice to TechOps' Accounting Department for payment. Approval must be obtained in writing prior to commencing and completing any repairs or replacement. The chassis, vehicle body, and all equipment, components, materials are warranted by their respective manufacturers. TechOps offers optional extended warranties. EXCEPT AS OTHERWISE SET FORTH HEREIN OR AGREED UPON IN WRITING SIGNED BY THE PARTIES, TECHOPS DOES NOT WARRANT (WHETHER EXPRESS, IMPLIED, OR OTHERWISE, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) THE CHASSIS, VEHICLE BODY, OR ANY OF THE EQUIPMENT, COMPONENTS, OR MATERIALS USED IN PERFORMING THE WORK.

Limitation of Liability: IN NO EVENT WILL TECHOPS HAVE ANY LIABILITY OR RESPONSIBILITY FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, LOST INCOME AND PROFITS), EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, RELATED TO THE WORK OR THESE TERMS AND CONDITIONS. TECHOPS SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY VEHICLE, CHASSIS, BODY, MATERIALS, EQUIPMENT, OR COMPONENTS USED IN PERFORMANCE OF THE SERVICES AND THE CUSTOMER AGREES NOT TO BRING ANY CLAIM, SUIT, OR CAUSE OF ACTION AGAINST TECHOPS RELATED TO THE SAME. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, TECHOPS' LIABILITY FOR DAMAGES FOR ANY CAUSE OF ACTION WHATSOEVER REGARDING, RELATED TO, OR ARISING OUT OF THESE TERMS AND CONDITIONS OR THE WORK WILL NOT EXCEED THE TOTAL CONTRACT PRICE. NO CLAIM, ACTION, DISPUTE OR CAUSE OF ACTION, OF ANY KIND OR NATURE WHATSOEVER, ARISING FROM OR IN CONNECTION WITH THESE TERMS AND CONDITIONS OR THE WORK MAY BE BROUGHT BY THE CUSTOMER MORE THAN ONE YEAR AFTER THE OCCURRENCE GIVING RISE TO THE CAUSE OF ACTION OR BE BARRED FOREVER, EXCEPT THAT ANY CLAIM, ACTION OR CAUSE OF ACTION FOR NON-PAYMENT MAY BE BROUGHT WITHIN TWO YEARS AFTER THE DATE ON WHICH PAYMENT WAS DUE.

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Customer Supplied Equipment: Any customer supplied equipment must arrive complete and correct for the installation, and in good working condition. TechOps SV shall not be responsible for any customer supplied equipment not 100% functional upon arrival. Any pricing quoted does not include any parts, components, repair, or modifications to existing equipment. The Work cannot commence until all parts are delivered to TechOps. Used equipment may be subject to additional charges and will carry no warranty except for workmanship. If there are any failures during or after the customer supplied equipment, the customer shall be responsible for the cost of all repairs and related expenses. TechOps reserves the right to reject the use of customer supplied equipment in its sole discretion.

All customer supplied communications equipment must be complete, fully operational, and programmed upon arrival at TechOps. Equipment that does not meet the foregoing requirements will be installed in the designated locations with all wiring in place but not attached to the equipment. TechOps will have no further responsibility and it will be necessary for customer's communications vendor to complete the installation. At the request of the customer, TechOps may make arrangements at a qualified local vendor to complete the installation, and the customer shall be responsible for any and all expenses and costs incurred by TechOps. Customer acknowledges that the Work will be delayed until the equipment is returned in good, working order.

Binding Effect: The individual accepting the quote represents that he/she/it/they has the legal authority to bind the customer to the terms and conditions of these Terms and Conditions and any amendments thereto.

Governing Law, Jurisdiction, & Limitations: These Terms and Conditions and the parties' actions, rights and liabilities under these Terms and Conditions shall be governed by and construed under the laws of the State of Maryland, without reference to conflict of law principles. The parties hereby expressly consent to the jurisdiction and venue of the federal and state courts within the State of Maryland. Venue shall be in the Queen Anne's County Circuit Court located in Centreville, Maryland or the United States Federal District in Baltimore, as the case may be.

Entire Agreement: These Terms and Conditions and the final, accepted quotation referenced herein, constitute the entire agreement between the Parties concerning all Work, parts equipment, materials, labor, vehicles, chassis, and bodies provided by TechOps and supersedes all previous communications, representations, understandings, and agreements, whether verbal or written between the parties or their authorized representatives to these Terms and Conditions. No representation or statement of any kind made by either party, which is not expressly stated in this Agreement, shall be binding on the Parties hereto.

Amendments: No waiver, amendment or modification of any provisions of these Terms and Conditions shall be effective unless in writing and with the express approval of TechOps. This is exclusive of TechOps' right to modify, alter or amend any terms and conditions with or without notice to the customer.

Notices: Any notices under these Terms and Conditions or the final, accepted quotation, shall be considered to have been given when hand-delivered or sent by email or telefax, or three (3) days after being sent by first-class or certified mail, return receipt requested, to the other Party hereto.

Waiver: No failure or delay by either party in exercising any claim right, power or remedy under these Terms and Conditions, shall operate as a waiver of any such claim, right, power or remedy.

Attorneys' Fees, Costs, and Expenses: In the event of any lawsuit, collection, or any legal proceeding by TechOps involving these Terms and Conditions, the customer shall be responsible for the payment of any and all court costs, TechOps' attorneys' fees incurred, collection costs, professional costs, expert fees, investigator costs, and any other miscellaneous expenses incurred by TechOps.

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Assignability & Binding Effect: Except as expressly set forth within Terms and Conditions, the customer may not transfer or assign, directly or indirectly, these Terms and Conditions or its rights and obligations hereunder without the express written permission of the TechOps. TechOps shall have the right to assign or otherwise transfer these Terms and Conditions to any parent, subsidiary, affiliated entity or pursuant to any merger, consolidation or reorganization, provided that all such assignees and transferees agree to be bound by these Terms and Conditions prior to such assignment or transfer. These Terms and Conditions shall be binding upon and inure to the benefit of the parties hereto, their successors, and assigns.

Certain Sections Invalid: If any provisions or portions thereof of Terms and Conditions are held by a court of competent jurisdiction to be invalid under any applicable statute or rule of law, they are to that extent deemed omitted and the remaining provisions of these Terms and Conditions shall remain in full force and effect.

Paragraph Headings: The titles and headings of the various sections and sections in these Terms and Conditions are intended solely for convenience of reference and are not intended for any other purpose whatsoever, or to explain, modify or place any construction upon or on any of the provisions of these Terms and Conditions.

Applicable Law: The terms and provisions of this Contract and any dispute arising hereunder shall be governed and principles of law applied by the laws of the State of Maryland. The courts of Maryland shall have the sole and exclusive jurisdiction in any case or controversy arising under this Contract. Each party to this Contract, inclusive of its successors or assigns hereby submits and consents to the jurisdiction of the courts of the State of Maryland and within which all such actions, unless otherwise provided for the arbitration of said disputes, shall be the proper venue for any such action.

END – TERMS AND CONDITIONS

WARRANTY

Chassis warranty: The chassis is warranted by the manufacturer of the chassis. Extended warranties are available for an additional fee.

Conversion warranty: TechOps SV warranties for wiring and cabinetry workmanship are covered for 1 year beginning on the date the vehicle is delivered to the original purchaser.

Component warranty: The Manufacturers of specific components offer warranty for their respective components. In all cases the component manufacturer's warranties are separate from the TechOps SV Warranty. Component Manufacturer's Warranties may be from 12 to 60 months or longer depending on the component.

Communications equipment: All customer supplied communications equipment must be complete, fully operational, and programmed upon arrival at TechOps SV. Equipment not complete will be installed in the designated locations with all wiring in place but not attached to the equipment. TechOps SV's responsibility will end at that point and it will be necessary for your communications vendor to complete the installation. TechOps SV shall not be responsible for any customer supplied equipment not 100% functional upon arrival. If you request the supplied equipment be serviced TechOps SV will make the arrangements at a qualified local vendor. The department shall be responsible for any and all charges incurred. This service will postpone the start of production time quotations until the equipment is returned in working order. There are no warranties implied by offering this service.

Customer supplied equipment: Any customer supplied equipment must arrive complete and correct for the installation, and in good working condition. Any pricing quoted does not include any parts, components, repair, or modifications to existing equipment. Production cannot commence until all parts are here and complete. Used equipment may be subject to additional charges and will carry no warranty except for workmanship. If there are any product failures during or after the installation the repair and all related expenses are to be the responsibility of the customer.

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Production time: Is determined by the Project Manager when the order is placed, estimated arrival of the chassis at TechOps SV and all plans are approved. Special parts and equipment plus the change of a vehicle in a new model year may cause a delay to the quoted production time. At any time during construction, consider yourselves our guests to stop by and view or discuss your conversion. For multiple vehicle projects the production time will be quoted by the number of vehicles and the timeframe including delivery time that the customer requires.

Detail: Upon completion all conversions go through our Quality Assurance Process including a road test and detail.

TECHOPS SPECIALTY VEHICLES COMPANY INFORMATION AND PROCESS CONTROL

Experience: TechOps SV manufactures communications and specialty vehicles for the emergency services and specialty industries based on SUV's, vans, utility vehicles, custom rescue bodies, box trucks, step vans, bus chassis, trailers and more. Our customer base spans all sectors from local, county, state, federal, military agencies, and overseas accounts. Our proven process assures TechOps SV vehicles can be provided to distant areas while experiencing virtually no problems.

Location: The factory is located at 218-A Log Canoe Circle in Stevensville, Maryland approximately 5 miles East of Annapolis over the "Bay Bridge" with ample parking and easy highway access.

Factory visits: Many clients enjoy a visit to the factory before, during and after construction to view the progress, discuss fine adjustments and details if necessary and see a variety of conversions currently in production. If this is inconvenient a link can be established where you can view the progress of your conversion.

Facility: TechOps SV currently occupies approximately 18,000 square feet to meet the needs of our customers and our expansion into new markets. On staff are sales and support personnel along with accredited engineers holding numerous certifications to address all technical issues. TechOps SV personnel manage every segment of the conversion all under one roof enabling TechOps SV to produce quality products while maintaining control over all of the processes and procedures.

Service Centers: If you are close to the factory, TechOps SV will be your service facility. If our location is inconvenient, your local service center may be your choice of local vendors currently servicing your vehicles. Free pickup and delivery for service is available depending on proximity to our service location and on-site warranty service can be arranged.

Insurance: TechOps SV maintains \$ 2,000,000 product liability and will supply a certificate of insurance if requested.

Wiring: TechOps SV offers the highest quality wiring processes in the industry while meeting or exceeding industry, national, or local codes. Every vehicle is designed and built with ease of service in mind. Special GXL wire is covered by high temperature loom and wiring passing through metal is insulated with a grommet and sealed watertight where necessary. Where possible factory connectors are used eliminating unnecessary splicing into factory wires which could cause direct or indirect electrical problems.

Manuals: Upon completion, TechOps SV supplies all manufacturer's information from conversion products or component manufacturer.

Delivery: If requested, TechOps can arrange for customers vehicle to be delivered to TechOps and returned to the customer. We are very confident that TechOps SV can meet or exceed your expectations and specifications. New and returning customers can attest that the sales, manufacturing and delivery process at TechOps SV is an easy and enjoyable experience and we look forward to working with you on this and future projects. References are available upon request.

Proprietary/Confidential Information
PROPERTY OF TECHOPS SPECIALTY VEHICLES, LLC.
UNLAWFUL TO COPY OR DISTRIBUTE WITHOUT PERMISSION.

218-A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004



DATE: 11/30/2022
QUOTE: 11302022.1033
REVISION: 1

Customer Info:

Name: City of Woodland - Reece Ulrich
Address: 655 N. Pioneer Ave. Woodland, CA 95776
Email: reece.ulrich@cityofwoodland.org
Number: 530-661-5828

TechOps Info:

Sales Person: Jennifer Samora
Email: jsamora@techopssv.com
Number: 720-862-5268
Terms: 50% Down / Chassis Balance on Arrival / Conversion Balance on Completion

PROJECT NAME: 1033 SVS City of Woodland Bookmobile

Production Process: The approved contract or proposal is assigned to the Project Manager who supervises the conversion into detailed production plans and applicable drawings. These drawings are sent to the customer's authorized Point of Contact (POC) for approval. Once the plans meet the customer's satisfaction and are approved they are forwarded to our technical engineering department who reviews them and creates a detailed bill of materials to identify and acquire the parts required to perform the conversion. When the base vehicle arrives at TechOps SV, it goes through a full inspection ensuring there is no damage or missing parts and matches the specifications supplied or approved. A vehicle check in list is completed and placed in the work order folder. The vehicle is brought onto the production floor and includes a carefully monitored parts storage area to ensure all parts remain with the vehicle throughout its conversion. All parts are properly identified for every job. The Project Manager inspects vehicles during construction and will alert the customer's POC to the progress of the project and any deviations that may be required. The vehicle conversion is completed and a thorough test drive is completed to ensure all components are installed and operating correctly. If any issues are discovered they are immediately corrected. This step has uncovered OEM warranty issues which required a visit to a local car dealership prior to the vehicles final delivery to the customer. The detailed inspection and delivery documents are kept with the job folder for future reference.

All drawings, product catalogs, manuals, and warranty information along with any invoicing are completed and ready for delivery.

TechOps SV is very proud of the well-deserved reputation that we have earned so if you have any questions please contact your sales representative.

EXHIBIT "B"
DELIVERY AND PAYMENT SCHEDULE

1. **Payments and Delivery:** The City and Contractor agree to the Progress Milestones as outlined below:

Due Date	Progress Milestone	Amount
Upon execution of this agreement	50% of the Total Contract Price	\$308,208.10
Upon Vehicle, chassis and/or body arriving at Contractor site or the body company	Remaining balance on the Chassis and/or Body	\$90,546.51
Upon inspection and acceptance	Remaining balance due on Total Contract Price, including any outstanding balances for Change Orders	\$209,661.59

Failure to pay any amount when due shall result in Contractor charging a storage fee of \$100.00 per day until past due amounts and the storage fees are paid in full. Contractor will not release the vehicle or MSO until all balances due have been paid in full.

As project completion nears, Contractor will coordinate inspection and acceptance with the City. City is solely responsible for being available to inspect and accept vehicle at the end of a project. Any delays in acceptance due to City scheduling are subject to the storage fee noted above. Regardless of City's availability to schedule acceptance, payment is due in full within ten (10) days of project completion.

All payments shall be made to Contractor at TechOps Specialty Vehicles, 218-A Log Canoe Circle, Stevensville, MD 21666. Payments shall be made by wire transfer, check, or credit card, unless otherwise agreed by Contractor in writing. A fee of 3% will be charged to the Customer and added to each payment amount for all credit card payments. The wiring information is as follows: Eagle Bank, 7815 Woodmont Ave, Bethesda, MD 20814. ABA: 055003289, Account: 200264489.

2. **Rights of Contractor Upon Nonpayment by Customer:** In the event the City fails to pay the remaining balance of the Total Contract Price when due, the Contractor reserves the right to suspend the Work, withhold delivery of the converted vehicle to the City, and/or may pursue all legal rights and remedies in both law and equity inclusive of both Maryland's Contract Lien Act and §16-200, et seq. of the Maryland Commercial Law Article. By accepting the quotation, City acknowledges Contractor's security interest and right to lien

City's vehicle, chassis, and/or body for installed, yet unpaid equipment, materials, labor, parts, and supplies.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.12
SUBJECT: Approval of Campus Resource Officer Agreement
Between the City of Woodland/Woodland Police
Department and Yuba Community College District

Recommendation for Action: Staff recommends the City Council approve the Campus Resource Officer Agreement between the City of Woodland/Woodland Police Department and the Yuba Community College District for the provision of a full-time Campus Resource Officer at Woodland Community College, and authorize the City Manager to sign the Agreement.

Staff Contact:

Dallas Hyde, Deputy Chief of Police, (530) 661-7868, dallas.hyde@cityofwoodland.gov

Fiscal Impact:

The Yuba Community College District will fully reimburse the City for the costs associated with this agreement. This includes personnel expenses, vehicle costs, and other resources required for the effective deployment of the Campus Resource Officer. The total compensation for the duration of the agreement shall not exceed \$950,000.

Report in Brief:

The Woodland Police Department and Yuba Community College District have proposed an agreement to assign a full-time Campus Resource Officer (CRO) at Woodland Community College. The CRO will promote safety, deliver educational workshops, and support emergency response and intervention efforts on campus. The District will reimburse the City for all personnel, vehicle, and equipment costs. This partnership, effective through June 30, 2028, will enhance campus safety and strengthen ties between the City and the college.

Background:

The Yuba Community College District has expressed the need for a Campus Resource Officer to enhance campus safety, promote a secure learning environment, and foster positive relationships with students, staff, and the surrounding community. This agreement aligns with the City of Woodland's commitment to supporting community safety and well-being.

The proposed agreement establishes a partnership between the Woodland Police Department and the Yuba Community College District. It outlines the scope of services, terms of compensation, and responsibilities for the placement of a dedicated Campus Resource Officer at Woodland Community College.

Discussion:

Under this agreement:

1. The Woodland Police Department will assign one full-time law enforcement officer to serve as a Campus Resource Officer at Woodland Community College.
2. The officer will perform various duties, including:
 - Coordinating with campus administration to enhance safety measures.

- Conducting workshops and providing resources to students, parents, and staff on topics such as bullying prevention, human trafficking awareness, and suicide prevention.
 - Participating in emergency response planning, intervention programs, and restorative practices.
 - Responding to campus incidents and supporting campus emergency drills and protocols.
3. The District will reimburse the City for personnel, equipment, and vehicle costs associated with the officer's deployment.
4. The financial terms include:
- A one-time cost of \$120,838 for vehicle and equipment procurement.
 - An annual reimbursement of \$36,879 for vehicle and equipment maintenance.
 - Personnel costs based on the officer's classification at Step G, which amounts to \$237,318.79 annually, adjusted for merit increases and updates to compensation rates. The agreement is effective upon approval by both parties and will remain in effect through June 30, 2028.

Conclusion:

Staff recommends the City Council approve the Campus Resource Officer Agreement between the City of Woodland/Woodland Police Department and the Yuba Community College District for the provision of a full-time Campus Resource Officer at Woodland Community College, and authorize the City Manager to sign the Agreement.

Prepared by: Dallas Hyde, Deputy Chief of Police

Approved by: Ryan Kinnan, Chief of Police



Ken Hiatt
City Manager

Attachments:

1. Contract/MOU between the City of Woodland/Woodland Police Department and the Yuba Community College District

**CAMPUS RESOURCE OFFICER AGREEMENT BY AND BETWEEN
THE YUBA COMMUNITY COLLEGE DISTRICT
AND CITY OF WOODLAND POLICE DEPARTMENT**

This Campus Resources Officer Agreement ("Agreement") is made and entered into on _____, 2025, by and between the City of Woodland Police Department ("Police Department") and Yuba Community College District ("District"). Police Department and District are at times referred to in this Agreement individually as "Party" and collectively as "Parties."

Recitals

WHEREAS, the District desires to contract with the Police Department for professional and special services of a campus resource officer on the Woodland Community College campus within the District;

WHEREAS, the District is authorized to contract with persons for the furnishing of professional and special services and advice, including in financial, economic, accounting, engineering, legal, administrative, or other related matters;

WHEREAS, the Police Department is specially trained, experienced, properly certified/licensed and competent to perform the professional and special services required by the District;

WHEREAS, the provision of professional and special law enforcement services shall not reduce the normal and regular ongoing service that the Police Department provides to the citizens of the City of Woodland;

The Campus Resource Officer's role is to coordinate with the District Director of Safety and Risk Management or designee for service needs of the Woodland Community College. A communication must occur with the Director of Safety and Risk Management on any activity occurring on campus.

NOW, THEREFORE, the Parties hereto agree as follows:

1) Term

This Agreement is effective from the date of approval by the last Party to execute this Agreement and shall continue through June 30, 2028 ("Term"), unless earlier terminated as set forth in this Agreement.

2) Scope of Services

The Police Department shall, during the Term, provide professional and special services of a campus resource officer on the Woodland Community College campus within the District as set forth in the Scope of Services described in Exhibit A (the "Services"), attached hereto and

incorporated herein by reference. The Services may be modified by the Parties' written agreement.

The Police Department shall perform all Services under this Agreement in a professional, skillful, competent, and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. The Police Department represents and warrants that all of its employees, officers, agents, consultants, and subcontractors shall have sufficient skill and experience to perform the Services. The Police Department assumes full responsibility for the acts or omissions of its employees, officers, agents, consultants, and subcontractors as they relate to this Agreement or the Services. The Parties agree that the Police Department will immediately remove any of its employees, officers, agents, consultants, or subcontractors from the District's property upon the District's instruction, as determined by the District in its sole discretion, for any or no reason. The Police Department agrees to promptly provide a replacement employee, officer, agent, consultant, or subcontractor acceptable to the District to perform the Services.

Supervisors from the Police Department are responsible for supervising Police Department personnel and will act as liaisons to District personnel related to the Services. The Police Department will use Captains, Lieutenants, and Sergeants (as determined in the Police Department's sole discretion) to staff supervisory positions. Deputy Police and Reserve Deputy Police will be used to staff non-supervisory positions. Captains, Lieutenants, and Sergeants may be used to staff non-supervisory positions with the mutual consent of both Parties.

3) Compensation

The District agrees to cover the cost for the services, including personnel costs incurred for one (1) full-time law enforcement officer, including, but not limited to wages, overtime, benefit costs, vehicle and equipment. Such total compensation costs shall be based on actual City total compensation rates for the law enforcement officer classification from which the Campus Resource Officer is selected, not to exceed the classification of Police Officer at Step G of the City of Woodland's salary schedule, and all related incentives and benefits. The current total compensation for each step is:

Step C - \$203,293.24

Step D - \$211,186.54

Step E - \$219,476.56

Step F - \$228,180.32

Step G - \$237,318.79

Vehicle and equipment costs:

Vehicle/Equipment Costs	One-Time	Recurring
Vehicle	\$100,488	\$34,844
Equipment	\$20,350	\$2,035
TOTAL	\$120,838	\$36,879
TOTAL	\$120,838 First year of MOU	\$36,879 Annually for years 2 and 3 of MOU

- The District shall pay as a one-time cost for vehicle and equipment of \$120,838 and pay annually \$36,879.
- The City shall provide the district with the most current total compensation rates annually every July, or if changes are made to the Woodland Police Officer's Association's MOU with the City through the negotiation process. The district and the City agree to amend the MOU to reflect any changes to the compensation reimbursement rates.
- Officers receive a merit/step increase annually on their date of hire. This new compensation rate would not be more than any of the amounts represented in the Step formula above.

The Police Department agrees to bill the District only for time assigned to the Services.

The Police Department will submit a detailed invoice to the District on a monthly basis for services provided pursuant to this Agreement. The District agrees to pay all undisputed bills in full no later than thirty (30) days after receiving the bill.

The total contract amount over the term of the contract shall not exceed "\$950,000."

4) Expenses and Equipment

The Police Department is solely and fully responsible for all costs and expenses incident to the performance of the Services, including all licenses, permits, approvals, instrumentalities, supplies, tools, equipment, or materials necessary to perform the Services (unless otherwise set forth in this Agreement.) The Police Department acknowledges and agrees that the District has no responsibility or liability whatsoever for any equipment or other property of the Police Department or its employees, officers, agents, consultants, or subcontractors placed on or near the District's premises. If the District furnishes any goods, materials, or other equipment to the Police Department, the Police Department assumes complete liability for those goods, materials, or other equipment. The Police Department agrees to promptly pay District the repair or replacement costs for such goods, materials, or other equipment not returned to the District in a satisfactory condition, as solely determined by the District.

5) Insurance

The Police Department agrees to comply with, and agrees to ensure that each subcontractor performing any part or portion of the Services will comply with, the insurance requirements as outlined in Exhibit "B," which is attached hereto and fully incorporated herein by this reference.

6) Indemnification

A. The Police Department shall, to the fullest extent permitted by law and at its own cost and expense, defend, indemnify, and hold the District, its Board of Trustees, agents, officers, officials, and employees harmless from and against any and all claims, losses (including attorneys' fees, witness' fees, and all court costs), damages, expenses, and liability (including statutory liability), resulting from injury and/or death of any person or damage to or loss of any property to the extent arising out of any negligent or willful misconduct act of the Police Department or its agents, employees, appointees, or designees which act was performed in the fulfillment of this Agreement. This section shall survive the termination or expiration of this Agreement.

B. The District shall, to the fullest extent permitted by law and at its own expense, defend, indemnify and hold the City of Woodland and the Police Department, their agents, employees, appointees, and designees harmless from and against any and all claims, losses (including attorneys' fees, witness' fees and all court costs), damages, expenses and liability resulting from injury and/or death of any person or damage to or loss of any property arising out of any negligent or willful misconduct act by the District, or its Board of Trustees, which act was performed in the fulfillment of this Agreement. This section shall survive the termination or expiration of this Agreement.

C. In the event of concurrent negligence on the part of Police Department and District, the liability for any and all such claims shall be apportioned under the State of California's theory of comparative negligence as presently established or as may be modified hereafter.

7) Independent Contractor

Police Department shall be deemed and act as an independent contractor. Police Department understands and agrees that neither Police Department nor any of Police Department's employees, officers, agents, consultants, or subconsultants shall be considered officers, employees, or agents of the District, and are therefore not entitled to benefits of any kind or nature that are normally provided employees of the District or to which the District's employees are normally entitled, including but not limited to worker's compensation or unemployment benefits. Police Department further understands that this Agreement is not intended to, and shall not be construed to, create a joint venture or association, or any other relationship whatsoever other than an independent contractor relationship. Police Department shall perform the services and obligations under this Agreement according to the Police Department's own means and methods of work, which shall be in the exclusive charge and

under the control of Police Department, and which shall not be subject to control or supervision by the District, except as to the results of the Services. To the furthest extent provided by law, Police Department agrees to defend, indemnify, and hold the District harmless from any claims, demands, liabilities, damages, penalties, or taxes resulting from any misclassification of Police Department's employees, officers, agents, or representatives (as independent contractors) who provide services under this Agreement.

8) Limitation of Liability

Notwithstanding any other provision of this Agreement, in no event, shall either Party be liable to the other Party, regardless of whether any claim is based on contract or tort, for any special, consequential, punitive, indirect, or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the Services performed in connection with this Agreement.

9) Non-Assignability

Police Department shall not assign or transfer any interest in this Agreement or any portion thereof to a third party without the prior written consent of the District. The District may automatically terminate this Agreement if Police Department makes any purported assignment without the District's prior written consent.

10) Confidential Information

In performing the Services, Police Department may from time to time gain access to confidential or proprietary information and records, including but not limited to student record information as defined by 20 USC section 1232g, private information regarding students, families, faculty, employees, staff, donors, alumni, or other personnel data or information and other District related trade secrets, business plans, and other proprietary information ("Confidential Information."). The Parties agree that such access is not a provision or conveyance or disclosure to Police Department of student record information in violation of section 1232g or of any similar state law. Police Department acknowledges that any disclosure to any third party or any misuse of Confidential Information may irreparably harm the District. Accordingly, Police Department will not disclose or use, either during or after the term of this Agreement, any Confidential Information of the District without the District's prior written permission or unless otherwise required by law. Police Department further agrees that if in the performance of Services it does obtain such access to Confidential Information, it shall refrain from any removal, use or disclosure to any third person of such Confidential Information and shall take any and all necessary affirmative steps to maintain the confidentiality, and avoid such removal, use or disclosure, whether intentional or inadvertent, of such Confidential Information. Police Department will promptly notify the District if it becomes aware of any possible unauthorized disclosure or use of the Confidential Information. At all times during and after the term of this Agreement, Police Department shall comply with the applicable terms of the Family Educational Rights and Privacy act of 1974 (FERPA). Police Department may be considered a "school official." Police Department agrees to return all copies of Confidential Information to the District upon expiration or termination of this Agreement. The provisions of this section shall survive the termination or expiration of this Agreement.

11) Termination

This Agreement may be terminated by either Party at any time with or without cause, or for a Party's convenience, by providing at least sixty (60) days prior written notice to the other Party. In the event of termination by either Party, District shall fully compensate Police Department for undisputed Services satisfactorily rendered through the effective date of termination.

12) Waiver

The failure of a Party to enforce any of the provisions of this Agreement shall in no way be construed as a waiver of such provisions and shall not affect the right of either Party thereafter to enforce each and every provision of this Agreement in accordance with its terms. The waiver by either Party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or different provisions of this Agreement. No provisions of this Agreement may be waived unless in writing and signed by all Parties to this Agreement. Waiver of any one provision herein shall not be deemed to be a waiver of any other provisions herein.

13) Amendments

This Agreement may be modified at any time only by written Amendment executed by all of the Parties hereto and approved and/or ratified by the Parties' respective governing bodies.

14) Construction

This Agreement reflects the contributions of both Parties and accordingly the provisions of Civil Code section 1654 shall not apply to address or interpret any uncertainty.

15) Entire Agreement

This Agreement and its attached Exhibits constitute the entire agreement between the Parties with respect to the subject matter and supersedes all prior and contemporaneous agreements and understandings of the Parties.

16) Severability

If any provision of this Agreement or any portion thereof is held to be invalid or unenforceable, the balance of the Agreement shall nevertheless remain in full force and effect.

17) Notices

All notices and other communications pertaining to this Agreement shall be in writing and shall be deemed to have been given by a Party hereto on the date personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, or sent by overnight delivery services, or facsimile transmission, addressed to the individual and address set forth below each Party's signature

18) Counterparts

This Agreement may be executed in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. The Parties specifically agree that signatures on this Agreement received by facsimile or electronic transmission (i.e. a pdf version) shall be legally binding and that each Party is entitled and authorized to rely on the signatures transmitted by facsimile or electronically of the other Parties as if they were original signatures.

19) Captions and Headings

The captions and headnotes or sections of this Agreement, and marginal notes are intended for convenience and reference purposes only and in no way define, limit or describe the scope or intent of this Agreement

20) Governing Law

This Agreement shall be construed in accordance with and governed by the laws and decisions of the State of California.

21) Ratification by the Parties

This Agreement is not enforceable unless and until it is approved and/or ratified by the respective governing bodies of the District and the Police Department.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the dates of their signatures.

**YUBA COMMUNITY COLLEGE
DISTRICT**

By: _____

Name: Dr. Shouan Pan

Title: Chancellor

Date: _____

**CITY OF WOODLAND POLICE
DEPARTMENT**

By: _____

Name: Ken Hiatt

Title: City manager

Date: _____

**YUBA COMMUNITY COLLEGE
DISTRICT**

By: _____

Name: Kuldeep Kaur

Title: Vice Chancellor of Administrative Services

Date: _____

**CITY OF WOODLAND POLICE
DEPARTMENT**

By: _____

Name: Ryan Kinnan

Title: Chief of Police

Date: _____

EXHIBIT "A"

SCOPE OF SERVICES

1. Campus Resource Officer will work in partnership with District administrators to create safe and healthy learning environments for students and staff.
 - a. Campus Resource Officer will promote safety and security on the Woodland Community College campus by providing guidance, workshops and information to students, parents and staff. The effectiveness of these services will be measured monthly, by the number of individuals that participate in group and individual workshops and/or interventions promoting safe behaviors. Actions to support this goal include:
 - i. Provide students, parents and staff workshops and presentations on topics including:
 1. Technology Safety/Social Media Safety
 2. Domestic Violence
 3. Dating Violence
 4. Suicide Prevention
 5. Traffic Safety
 6. Bullying prevention
 7. Human trafficking
 8. Signs of substance abuse in students
 9. Community resources available to support families
 10. Additional topics as related to needs associated with current trends demonstrated throughout the community.
 - ii. Develop and deliver intervention skill-development, and healthy-lifestyle programs for District students on topics including.
 1. Anti-tobacco education addressing not only cigarettes, but also e-cigarettes, vapes, cigars, hookahs, and other such products on campus and in the community.
 - iii. Partner with District staff to provide support and appropriate referrals for victims of abuse and trafficking.
 - iv. In partnership with Campus administrators, conduct home visits and welfare checks to:
 1. Make contact with parents and at-risk students who are identified as not engaged in college to provide assistance to those families.
 2. Make contact and offer support and resources to families dealing with:
 - a. Domestic violence
 - b. Suicide Threats
 - c. Mental Health
 - d. Unfulfilled basic needs

- b. Campus Resource Officer will participate in meetings that will support maintaining a safe campus environment through building emergency response protocols, understanding current trends in the community, and establishing plans that are preventative in nature. Actions to support this goal may include:
 - i. Respond swiftly to major disruptions and flagrant criminal offenses at the campus.
 - ii. Partner with District staff during and after events that necessitate criminal investigations.
 - iii. Provide annual ALICE Training (Active Shooter Response Training) for District staff members.
 - iv. Work with District administrators to review and update the Campus Emergency Management Plan and give input on Comprehensive Campus Safety Plans.
 - v. Train Campus Supervisors on a variety of topics (i.e. gang awareness, tobacco awareness, active supervision, etc.) annually and as needed throughout the year.
 - vi. Provide additional law enforcement personnel and resources to assist with large public events on Campus such as athletic events, dances, and community functions.
 - vii. Meet with staff regularly to exchange information gathered from parents, community members, and social media relating to the safety and well-being of students and the Campus community.
 - viii. Serve as a consultant in improving the effectiveness in implementing emergency drills in conjunction with other local agencies.
- 2. Campus Resource Officer will partner with students and staff to implement Positive Behavior Intervention Support programs and Restorative Practices.
 - a. Campus Resource Officer will work with District to ensure Restorative Practices are primarily used to address negative behaviors that compromise the physical and mental safety of members throughout the District community. Actions to support this goal may include:
 - i. In cooperation with Campus administrators, address student behavior concerns at the lowest level of intervention appropriate.
 - ii. In cooperation with Campus administrators, counselors, social workers, and Campus staff, participate in Restorative Practices to facilitate student discussion and conflict resolution when appropriate.
 - iii. Connect victims and friends of victims of violence to the appropriate resources.

- b. Campus Resource Officers will build positive relationships with students, staff, and community members, resulting in a reduction in the number of Campus-based arrest and disciplinary infractions throughout the City of Woodland. Measurement of success will be inclusive of student participation in community outreach efforts designed to build supportive and trusting relationships with students.
- 3. Any additional responsibilities, and specific details of these listed responsibilities, of the Campus Resource Officer shall be mutually agreed upon between the District's designated representative and the designated Police Department representative. The Campus Resource Officer shall fall under the direct supervision of the Woodland Police Department at all times. The Campus Resource Officer will be supervised by a sworn officer on duty during the officer's shift.

EXHIBIT "B"

INSURANCE REQUIREMENTS

The Police Department is required to submit to the District with the Agreement Certificates of Insurance with original endorsements evidencing the insurance coverage required herein. Each policy required herein, except workers' compensation and professional liability, shall be endorsed with specific language naming the Yuba Community College District, and its trustees, officers, agents, employees, and volunteers ("Additional Insureds") as additional insured parties, and each Certificate of Insurance shall so specify. Each policy required herein shall be endorsed with specific language waiving subrogation rights against the Additional Insureds, and each Certificate of Insurance shall so specify. Such certificates shall evidence all coverages and limits required by the District in this Agreement and shall specify that insurers will give the District thirty (30) days prior written notice of non-renewal or cancellation. The Police Department will ensure insurance is placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District. The Police Department's provision of the required insurance hereunder shall not act as a potential limitation on the Police Department's liability.

The Police Department shall, at its own cost and expense, procure and maintain in force, throughout the term of this Agreement, insurance as follows:

1. Commercial General Liability insurance, with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for personal injury, bodily injury, death, and property and other damage, including coverages for contractual liability, personal injury, broad form property damage, independent contractors, products and completed operations (required from all contractors);
2. Commercial Automobile Liability insurance, with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including coverages for owned, non-owned, and hired vehicles for all activities of the Police Department arising out of or in connection with the work to be performed under this Agreement. If the Police Department or its employees, officers, agents, consultants, or subcontractors will use personal automobiles in any way to perform the Services, the Police Department shall obtain evidence of personal automobile liability coverage for each such person.
3. Workers' Compensation coverage in the amount required by law, and Employers' Liability insurance with limits not less than \$1,000,000 each accident, \$1,000,000 employee and \$1,000,000 each disease, provided that the Police Department has employees as defined by the California Labor Code. In addition, the Police Department shall require any and every subcontractor to procure and maintain Workers' Compensation and Employer's Liability Insurance in the limits described above.
4. Professional Liability insurance, with limits not less than \$1,000,000 each claim and \$2,000,000 aggregate, with respect to coverage for errors and omissions arising from professional services rendered under this Agreement by the Police Department or any of the Police Department's employees, officers, agents, consultants, or subcontractors, and

with any deductible not to exceed \$25,000 each claim. (Required only if the following blank is checked _____.)

Each policy required herein shall be primary to any other insurance or self-insurance available to the District, its trustees, officers, agents, employees and volunteers, and shall apply separately to each.

The Police Department is solely responsible for the payment of or costs associated with any and all premiums, deductibles, or self-insurance retentions. Any deductibles or self-insured retentions must be declared to and approved by the District.

The Police Department agrees to ensure that each subcontractor or subconsultant performing any part or portion of the Services will comply with the terms of this Exhibit "B" and will procure and maintain the required insurance coverage during the term of the Agreement.

Maintenance of the required insurance is a material condition of this Agreement and failure to maintain such insurance may, at the District's option, result in a declaration of material breach and immediate termination of this Agreement by the District. Alternatively, the District may purchase or obtain the required insurance coverage and, without further notice to the Police Department, may deduct from sums due to the Police Department any premium or other costs advanced by the District for such insurance. These remedies shall be in addition to any other remedies available to District.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.13
SUBJECT: Waiver of Second Reading and Adoption of Ordinance Nos. _____, _____, _____, and _____, Regarding Mobile Vendors in the Woodland Municipal Code

Recommendation for Action: Staff recommends that the City Council waive the second reading and adopt the following: 1) Ordinance No. _____, adopting Chapter 5.40 "Sidewalk Vendors" into the Woodland Municipal Code; 2) Ordinance No. _____, repealing Chapter 10.20 of the Woodland Municipal Code and adopting Chapter 5.44 "Mobile Vendors"; 3) Ordinance No. _____, repealing and replacing Section 17.84.250 "Mobile Vendors" of Woodland Municipal Code, Title 17 Zoning Ordinance with Section 17.84.250 "Mobile Vending and Food Preparation"; and 4) Ordinance No. _____, adopting Chapter 8.32 into the Woodland Municipal Code.

Staff Contact:

Hadlie Ward, Assistant Planner, (530) 661-5960, hadlie.ward@cityofwoodland.gov
Erika Bumgardner, Deputy Community Development Director, (530) 661-5886, erika.bumgardner@cityofwoodland.gov

Fiscal Impact:

Application Fees:

At the regularly scheduled meeting on December 17, 2024, the City Council adopted a Resolution introducing new fees for the Sidewalk Vendor Permit and Mobile Vendor Permit proposed in the Sidewalk Vendor Ordinance and Mobile Vendor Ordinance. Revenue by permit fees or administrative citations will be included in the General Fund. The amount of revenue collected (\$100-300 on new permits and \$50 on annual renewals) is not expected to have a material impact on overall General Fund revenues. Mobile Vendors are also subject to City Business License fees which are approximately \$114 for in-town vendors and \$191 for out-of-town vendors, with an annual \$77 renewal fee.

Taxes:

Mobile vendors that sell taxable products must register for a California Seller's Permit, which enables vendors to collect and report sales tax to the California Department of Tax and Fee Administration. Some products, such as cold food products sold individually, are not taxable, regardless of whether they are sold by a brick-and-mortar restaurant, grocery store, or a mobile vendor. In the City of Woodland, the sales tax rate is 8% and must be collected for all taxable products. The California Department of Tax and Fee Administration disseminates applicable funds from sales tax to cities and counties monthly. All mobile vendors conducting business in the City of Woodland are required to collect sales tax on taxable products at the standard rate. As part of the permit application and renewal process, staff will confirm that each vendor has a valid and current California Seller's Permit.

Background:

At its December 17, 2024 meeting, the City Council introduced and waived the first reading of an Ordinance adopting Chapter 5.40 "Sidewalk Vendors" into the Woodland Municipal Code ("WMC"), an Ordinance repealing Chapter 10.20 of the WMC and adopting Chapter 5.44 "Mobile Vendors, an Ordinance repealing and replacing Section 17.84.250 "Mobile Vendors" of the WMC, Title 17 Zoning

Ordinance with Section 17.84.250 “Mobile Vending and Food Preparation, and an Ordinance adopting Chapter 8.32 into the WMC.

In 2004, the Woodland City Council adopted Ordinance No. 1410, which addressed Vendors, Peddlers, and Solicitors. After response from mobile vendor business owners that the ordinance was too restrictive, the City Council approved amendments to allow stationary mobile vending. Following concerns about a lack of clear standards and regulations for mobile vendors, the ordinance was again amended in 2011 to create the current Chapter 10.20 of the WMC. The Comprehensive Zoning Code Update adopted in July 2024 included Section 17.84.250, which created a new mobile vendors section supplemental to Chapter 10.20 of the WMC. This section created some inconsistency between the requirements for mobile vendors in the Zoning Ordinance and Chapter 10.20 of the WMC, specifically due to the lack of clarity for nonmotorized mobile vendors and the differences in requirements for vendors operating on public versus private property.

State legislation since 2011, including Senate Bills 946 and 972, created new definitions for some food vendor types, including sidewalk vendors and compact mobile food operations (CMFOs). These nonmotorized vendor types differ in scale from motorized mobile vendors, such as food trucks, that are the focus of the current Mobile Vendor Ordinance. The Sidewalk Vendor and Mobile Vendor Ordinances proposed will bring the WMC into compliance with state law and establish clear requirements for various vendor types identified by City and County staff.

Staff determined the need to update and clarify the existing mobile vendor ordinance based on feedback and requests from community members. Various meetings with stakeholders, including local vendors, the Woodland Chamber of Commerce, and the Yolo County Environmental Health Division, were conducted during the development of the proposed ordinances. The code updates were developed to create coordination opportunities with Yolo County for enforcement and to adapt to the changing needs of the local food economy.

Chapter 5.40 “Sidewalk Vendors” brings the WMC into compliance with state law, including Senate Bills 946 and 972, which define compact mobile food operations (CMFOs) and restrict local agency abilities to regulate sidewalk vendors. Chapter 5.44 clarifies requirements for vendor types that were not clearly addressed under previous code, including CMFOs. It also updates permitting requirements for consistency with Yolo County Environmental Health permitting. Section 17.84.250 addresses requirements for stationary mobile vendors on private property, commissary kitchens and other food preparation uses, and food truck hubs. Chapter 8.32 adopts the Food Handling chapter of the Yolo County Code by reference, to create further opportunities for collaboration between the County and City for enforcement.

During the City Council meeting on December 17th, the Council discussed several recommendations made by the Planning Commission in their review of the proposed ordinances on November 21st, 2024 and considerations presented by Staff. The Council voted to incorporate the recommended changes, including a provision requiring shopping centers and buildings to be at least 50% occupied, as measured by square footage, before a stationary mobile food facility (food truck) can be approved for the address.

Environmental Review:

Staff has determined that the adoption of the proposed ordinance updates are exempt from the requirements of the California Environmental Quality Act (“CEQA”) pursuant to Sections 15061(b)(3) and 15060(c)(2) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3. These sections apply to projects that will not have a significant effect on the environment.

Conclusion:

Staff recommends that the City Council waive the second reading and adopt the following: 1) Ordinance No. _____, adopting Chapter 5.40 "Sidewalk Vendors" into the Woodland Municipal Code; 2) Ordinance No. _____, repealing Chapter 10.20 of the Woodland Municipal Code and adopting Chapter 5.44 "Mobile Vendors"; 3) Ordinance No. _____, repealing and replacing Section 17.84.250 "Mobile Vendors" of Woodland Municipal Code, Title 17 Zoning Ordinance with Section 17.84.250 "Mobile Vending and Food Preparation"; and 4) Ordinance No. _____, adopting Chapter 8.32 into the Woodland Municipal Code.

Prepared by: Hadlie Ward, Assistant Planner

Reviewed by: Erika Bumgardner, Deputy Director, Community Development Department

Attachments:

1. Proposed Ordinance - Chapter 5.40 Sidewalk Vendors
2. Proposed Ordinance - Chapter 5.44 Mobile Vendors
3. Proposed Ordinance - Section 17.84.250 Mobile Vending and Food Preparation
4. Proposed Ordinance - Chapter 8.32 Food Handling

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND ADOPTING CHAPTER 5.40 INTO THE WOODLAND MUNICIPAL
CODE RELATING TO SIDEWALK VENDORS**

WHEREAS, Senate Bill (“SB”) 946, the Safe Sidewalk Vending Act, was signed by Governor Jerry Brown on September 17, 2018, defining sidewalk vendors and regulating requirements that local agencies can instate for sidewalk vendors; and

WHEREAS, California Government Code Section 51038 specifies that the City has the ability to regulate the time, place and manner of sidewalk vending as it relates to objective health, safety, and welfare concerns, except as stated in SB 946; and

WHEREAS, the current mobile vending regulations in Chapter 10.20 of the Woodland Municipal Code (“WMC”) speaks broadly to vending in the public right-of-way, but does not fully comply with all requirements set forth by SB 946; and

WHEREAS, the City desires to be compliant with the requirements of State law relating to the regulation of sidewalk vending; and

WHEREAS, this ordinance (“Ordinance”) adopts Chapter 5.40 into the WMC to outline the permitting, operation, and location requirements, as well as violations and penalties, for roaming and stationary sidewalk vendors operating in the City, in accordance with State law; and

WHEREAS, on November 21, 2024, the Planning Commission conducted a duly noticed public hearing to consider the staff report, recommendations by staff, and public testimony concerning the Ordinance. Following the public hearing, the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, on December 5, 2024, the City gave public notice of a City Council public hearing to be held to consider this Ordinance by advertisement in a newspaper of general circulation; and

WHEREAS, on December 17, 2024, the City Council conducted a duly noticed public hearing to consider the Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance; (2) the policy considerations discussed therein; and (3) the consideration and recommendation of the Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Woodland does hereby ordain as follows:

SECTION 1. Incorporation of Recitals. The recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 2. California Environmental Quality Act (CEQA). The City Council finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3 because it has no potential for resulting in physical change to the environment, directly or indirectly. Moreover, the City Council finds that this Ordinance is also exempt under CEQA pursuant to Guidelines Section 15061(b)(3) (there exists no possibility that the activity will have a significant adverse effect on the environment) because this Ordinance will not cause a change in any of the physical conditions within the area affected.

SECTION 3. Code Adoption. Chapter 5.40 of the Woodland Municipal Code is hereby adopted to read in full as set forth in the attached Exhibit “A,” incorporated by this reference.

SECTION 4. Severability. If any provision or clause of this ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable.

SECTION 5. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

INTRODUCED at a regular meeting of the City Council of the City of Woodland, California on the 17th day of December 2024, and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

[Insert Exhibit A – Chapter 5.40 Sidewalk Vendors]

5.40 Sidewalk Vendors

5.40.010 Definitions

“Certified farmers’ market” means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 16 of the Food and Agricultural Code and any regulations adopted pursuant to that chapter;

“Compact mobile food operation” means a mobile food facility that operates from an individual or from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance;

“Director” means the Director of the City’s Community Development Department or designee;

“Roaming sidewalk vendor” means a sidewalk vendor who moves from place to place and stops only to complete a transaction;

“Sidewalk vendor” means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one’s person, upon a public sidewalk or other pedestrian path;

“Stationary sidewalk vendor” means a sidewalk vendor who vends from a fixed location in the public right-of-way; and

“Swap meet” means a location operated in accordance with Article 6 (commencing with Section 21660) of Chapter 9 of Division 8 of the Business and Professions Code, and any regulations adopted pursuant to that article.

5.40.020 Permits Required

- A. Sidewalk Vendor Permit. No person, either for themselves or any other person, shall conduct or engage in sidewalk vending within the City without first obtaining a Sidewalk Vendor Permit pursuant to this Chapter, except for the following:
1. Vendors operating in conjunction with an event approved through a Temporary Use Permit or Special Event Permit issued by the City
 2. Peddlers and solicitors, as separately regulated under Chapter 9.56
 3. No Sidewalk Vendor Permit shall be required if the vendor only sells, displays, solicits or offers for sale, barter or exchange any of the following:
 - i. Newspapers, leaflets, pamphlets, bumper stickers, or buttons.
 - ii. Items which have been created, written, composed or otherwise produced by the vendor: Books, cassette tapes, compact discs, paintings, photographs or any other item that is inherently communicative and has nominal utility apart from its communication. Although an item may have some expressive purpose, it will be deemed to have more than nominal utility apart from its communication if it has a common and dominant non-expressive purpose. Examples of items that have more than nominal utility

apart from their communication and thus may not be vended under the provisions of this section, include, but are not limited to, the following: housewares, appliances, articles of clothing, sunglasses, auto parts, oils, incense, perfume, lotions, candles, jewelry, toys, stuffed animals, foodstuffs and beverages.

- B. Every permittee, upon receipt of a Sidewalk Vendor Permit, shall maintain the permit with the conveyance for which it is issued at all times of operation.
- C. Upon demand of a City employee authorized to enforce this chapter, a person operating a vending conveyance shall present the Sidewalk Vendor Permit that is in effect for the permit holder.
- D. All Sidewalk Vendor Permits are the property of the City and each shall authorize the operation of a single specific sidewalk vendor. It is unlawful for any person to sell or transfer, or attempt to sell or transfer, any sidewalk vendor permit.

5.40.30 Permit Application

- A. To apply for a Sidewalk Vendor Permit, a person must file an application with the Community Development Department, accompanied by a non-refundable application fee. The application shall be in a form prescribed by the Director and shall contain, at a minimum the following:
 - 1. The full legal name, business address, residential address, and telephone number of the sidewalk vendor.
 - 2. Valid identification, such as a California driver's license, individual taxpayer identification number, Social Security number, or any other government-issued identification card.
 - 3. The name and contact information of all persons that will be utilizing the conveyance for sidewalk vending.
 - 4. Written evidence that the applicant is an owner, lessee or holder of a similar interest in the conveyance to be used for sidewalk vending.
 - 5. A copy of the valid Yolo County Environmental Health Department Permit (including the Commissary Agreement) as applicable to food vendors, except when the sidewalk vending consists solely of twenty-five (25) square feet or less of display area from which only prepackaged non-potentially hazardous food and whole uncooked produce will be sold. If potentially hazardous food or cooked produce will be sold or the display area is greater than twenty-five (25) square feet, the vendor

must provide a copy of the Yolo County Environmental Health Department Permit issued to the vendor.

6. Proof of a valid City business license, or concurrent application for a City business license with the Sidewalk Vendor Permit application.
7. The name and contact information for the operator of the approved commissary as applicable to food vendors.
8. The address of the approved commissary as applicable for food vendors. The commissary shall be subject to a Zoning Clearance if located in the City of Woodland.
9. A commissary service plan, detailing the hours in which the sidewalk vendor will take their conveyance to the commissary to be serviced each day, as applicable to food vendors.
10. Whether the sidewalk vendor intends to operate as a stationary or roaming vendor.
11. If the vendor will be stationary, the application must include a site plan with the proposed location, marked by major cross streets, a photo or sketch of the location on an eight (8) inch by eleven (11)-inch sheet of paper, and the hours per day and the days per week during which the stationary sidewalk vendor proposed to operate at the location.
12. The address where the sidewalk vending conveyance will be parked and stored when not in use.
13. The type of food, goods, and/or merchandise the sidewalk vendor will vend.
14. Food vendors must provide a description of methods for ensuring adequate sanitation and waste management, such as dishwashing, handwashing, grease removal and liquid waste disposal, food storage and preparation, and potable water supply, as applicable.
15. A Certificate of General Liability Insurance in a form acceptable to the City Attorney, to be kept in force during the term of the permit. The insurance must have a minimum of \$100,000 coverage and include public liability and bodily insurance. The insurance policy must name the City of Woodland, its officials and employees, as additional insureds. The policy must be endorsed by the state that coverage may not be suspended, voided, cancelled, or reduced in coverage or limits without thirty (30) days prior written notice to the City.

16. Proof of Worker's Compensation insurance, as applicable.
17. Proof of a California Department of Tax and Fee Administration Seller's Permit.
18. Any additional licenses from other State or local agencies to the extent required by law.
19. An acknowledgement that the use of public property is at the sidewalk vendor's own risk and the City does not take any steps to ensure public property is safe or conducive to the sidewalk vending activities.
20. Any other reasonable information regarding the time, place, and manner of the proposed vending.

5.40.040 Permit Fee

- A. The Sidewalk Vendor Permit application fee and renewal fee are hereby established and imposed. The City Council shall establish by resolution the amount of these fees, and any related penalties.

5.40.050 Permit Issuance

- A. Except as provided in this section, a Sidewalk Vendor Permit shall be issued by the Director upon receipt of a complete application and payment of the permit fee, as specified in this chapter, and after the Director has:
 1. Either based on the application and/or a physical inspection of the sidewalk vending conveyance and operation, the Director determines that the sidewalk vendor complies with this code and applicable State and County laws and regulations; and
 2. Determined that the business location and vehicle storage location, if within the City, comply with applicable zoning regulations and other codes.
- B. A Sidewalk Vendor Permit may be denied by the Director if the following findings are made:
 1. The information submitted pursuant to Section 5.40.30 of this chapter is materially false or incomplete.
 2. The application as proposed does not meet the requirements for sidewalk vendors, as specified in this chapter, at the discretion of the Director.
 3. Within twelve (12) months of the date of application, the applicant, any registered owner of the vending conveyance, or any person with a financial interest in the business that operates the vending conveyance, has had his or her Sidewalk Vendor Permit revoked.

4. A person with ten percent (10%) or greater financial interest in the operation of the sidewalk vending business has been convicted of a crime, and the time for appeal has elapsed, irrespective of the entry of a subsequent order under Penal Code Section 1203.4; or has committed any act involving dishonesty, fraud, deceit, or moral turpitude with intent to substantially benefit him or herself, or another, or substantially injure another, or having the effect of substantially injuring another.

Provided, however, that the permit shall be denied upon any of the grounds specified in this subsection (B)(4) only if the Director finds that the crime or act is substantially related to the qualifications, functions or duties of a sidewalk vendor owner or owner of a business which operates vending vehicles or has substantial contact with minors.

However, no person shall be denied a permit solely on the basis that he or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Penal Code Section 4852.01 et seq., or that he or she has been convicted of a misdemeanor if he or she has met all applicable requirements of the criteria of rehabilitation developed to evaluate the rehabilitation of a person when considering a petition under Penal Code Section 4852.01 et seq.

5.40.060 Permit Expiration and Renewal

- A. All Sidewalk Vendor Permits shall expire one year from their date of issuance. The corresponding City business license shall coincide and expire concurrently with the Sidewalk Vendor Permit. Applications for renewal shall be filed between ninety (90) and thirty (30) days before their date of expiration.
- B. If a timely and complete application for renewal is filed, the permit's expiration shall be stayed until a decision on the renewal application is issued. The Director shall either approve or deny the renewal of the permit within thirty (30) calendar days of receipt of the complete application. The Community Development Director may extend the time for consideration of the application for up to an additional thirty (30) calendar days upon written notice to the applicant. The failure of the Community Development Director to timely act shall constitute approval of the renewal of the permit.
- C. Applications for Sidewalk Vendor Permit renewal require the following:
 1. Completed Sidewalk Vendor Permit Renewal Form.
 2. Copy of current Yolo County Environmental Health permit, if applicable.
 3. Current Certificate of General Liability insurance.
 4. Verification of the vending location for stationary sidewalk vendors.
 5. Payment of the non-refundable renewal fee in an amount set by resolution of the City Council.

- D. Upon application for Sidewalk Vendor Permit renewal, an inspection of the sidewalk vending operation may be required to verify compliance, at the discretion of the Director.
- E. Failure to timely submit a renewal application prior to expiration of the permit shall result in permit expiration. Should a Sidewalk Vendor Permit expire, the vendor who was the permitholder shall be required to submit a complete new application for a Sidewalk Vendor Permit.

5.40.070 Permits Nontransferable

- A. No permit granted pursuant to this Chapter shall be transferable. Any change in ownership or operation of a sidewalk vending conveyance requires a new permit under this Chapter. In the event the holder of any sidewalk vendor permit sells or otherwise transfers the conveyance or operation to another person or entity, the permit holder shall notify the City to close the permit within five days of the sale, transfer, or of cease of operations.

5.40.080 Location and Siting

- A. Stationary sidewalk vendors are prohibited in areas that are zoned exclusively for residential use. This prohibition does not extend to roaming sidewalk vendors.
- B. Stationary sidewalk vending is prohibited in areas with no sidewalks or with narrow sidewalks where the sidewalk vendor's operation cannot still leave a minimum of forty-eight inches (48") of accessible path of travel, without obstruction, along the public sidewalk or public pathway.
- C. Roaming sidewalk vending is prohibited in areas with no sidewalks. Roaming vendors may not place or allow any obstruction that would reduce the width of the sidewalk to less than forty-eight inches (48"), except for the brief duration of time to conduct a sale.
- D. Vending Prohibited in Certain Parks. Stationary sidewalk vendors are prohibited from vending in parks where the City has signed an agreement for concessions that exclusively permits the sale of food or merchandise by the concessionaire. Stationary sidewalk vendors and roaming sidewalk vendors may vend in parks that do not have signed agreements for exclusive food or merchandise concessionaires if they comply with all the requirements of this Chapter.
- E. Vending Prohibited Near Farmers' Markets. Sidewalk vendors are prohibited within six hundred (600) feet of a permitted certified farmers' market during the limited operating hours of that certified farmers' market.
- F. Vending Prohibited Near Swap Meets. Sidewalk vendors are prohibited within six hundred (600) feet of a permitted swap meet during the limited operating hours of that swap meet.

G. Vending Prohibited Near Temporary Special Events. Sidewalk vendors are prohibited within six hundred (600) feet of an area designed for a temporary special event for the limited duration of the Special Event Permit, as issued pursuant to Chapter 12.40 of the City of Woodland Municipal Code.

H. No sidewalk vendor shall vend in any of the following locations:

1. Within one-hundred (100) feet of:
 - i. A police officer, firefighter, lifeguard, or emergency service personnel actively performing their duties or providing service to the public
 - ii. A freeway onramp or freeway offramp
 - iii. Another sidewalk vendor, unless otherwise approved by the Director
2. Within twenty-five (25) feet of:
 - i. Any traffic intersection
 - ii. Any driveway, entrance to a parking lot, or alley approach
 - iii. A street corner, marked crosswalk, or curb return of any unmarked crosswalk
 - iv. A traffic signal, traffic signal controller, or emergency facility
 - v. A fire hydrant or fire call box
 - vi. A curb painted white, yellow, green, blue, red, or signed for no parking
 - vii. A bus stop, bus shelter, or bus bench
 - viii. The entrance, exit, or emergency exit to a building, structure, or facility
3. Within fifteen (15) feet of:
 - i. An automated teller machine

I. Sidewalk vending is prohibited in whole or in part on a street, alley, bicycle lane, Class I path, roadway median, crosswalk, freeway on-ramp, or other location that may interfere with vehicle or bicycle traffic and create a hazard for vendors and customers.

J. The issuance of a Sidewalk Vendor Permit does not provide an exclusive right to operate within any specific portion of the public right-of-way or any public property.

K. Sidewalk Vending Operation Storage

1. Sidewalk vending operations must be stored at the approved commissary, as applicable for food vendors.
2. Up to two (2) compact mobile food operations or other nonmotorized vending conveyances may be stored on a residential property if stored behind a fence line, inside a garage, or otherwise not visible from the public right-of-way. No other nuisance, odor, or noise shall be caused by the storage of a vending conveyance. A clear description of the storage location and proof of inspection and approval

by the Yolo County Environmental Health Department must be provided with the Sidewalk Vendor Permit application for each conveyance.

5.40.090 General Operational Requirements

- A. A copy of the Sidewalk Vendor Permit and the permit from the Yolo County Environmental Health Department, as applicable for food vendors, shall be always posted in a location that is clearly visible to patrons of the vendor and City staff.
- B. Sidewalk vendors shall immediately move to provide access to the sidewalk if necessary, to avoid impeding the movement of pedestrians or other traffic. Sidewalk vendors must allow persons to freely pass while walking, running, or using mobility assistance devices and to comply with the Americans with Disabilities Act of 1990 (Public Law 101336) and any other disability access standards.
- C. All food, goods, and merchandise must be stored inside or affixed to the sidewalk vending operation or carried by the sidewalk vendor.
- D. No food, goods, merchandise, signage, equipment, or other possessions of the sidewalk vendor shall be stored on public property.
- E. No food, goods, merchandise, or signage of the sidewalk vendor shall be displayed on the ground or on public use items, including but not limited to, benches, tables, and utility infrastructure.
- F. Prior to leaving any vending location, the sidewalk vendor shall pick up, remove, and dispose of any trash or refuse generated by the vending operations or the vendor's customers within a fifteen (15) foot radius of the vending location.
- G. Sidewalk vendors shall immediately clean up any food, grease, or other fluid or items related to vending activities that falls on public property.
- H. Sidewalk vending operations shall not be chained, fastened, or affixed at any time to any building or structure, including, but not limited to, lampposts, parking meters, traffic signals, fire hydrants, benches, bus shelters, trash cans, street signs, trees, or other objects in the public right-of-way.
- I. Sidewalk vending operations shall not be left unattended and shall be removed from public property when not in active use by a sidewalk vendor.
- J. Sidewalk vendors shall return to the approved commissary at least once daily to dispose of waste, clean, and service the facility, as applicable to food vendors. The mobile vendor

may be required to keep a visit log recording the date and time of each visit may be required to be kept at the approved commissary, at the request of the Director.

- K. Operations must be self-contained, including any power, fuel, cooling, cooking, shading, and heating equipment. Vending conveyances shall not contain or use explosive or hazardous materials, with the exception of propane.
- L. Sidewalk vendors may not attach or use water lines, electrical lines, or gas lines for their vending operation.
- M. Sidewalk vendors may not use any electrical outlet owned by the City or any other person. Power cords or extension cords across the sidewalk or other public right-of-way are prohibited.
- N. Sidewalk vendors shall not directly vend goods/merchandise from a car or personal vehicle that does not have the primary purpose of vending.
- O. Sidewalk vendors shall not vend to any person traveling in a motor vehicle along a public roadway.
- P. Vending operations may not be placed on and sidewalk vendors may not stand on areas improved with flowers, shrubs, street trees, or other landscaping.
- Q. No vendor shall outcry, ring bells, play chimes, play an amplified music system, or make any other noise prohibited in Section 9.28.090.
- R. Sidewalk vendors shall not have any site furniture, including chairs, tables, shade structures, or signage outside of the sidewalk vending operation.
- S. Sidewalk vendors must organize customer queuing in a manner that interferes with pedestrian safety or the flow of traffic.
- T. The vendor shall not utilize any equipment or methods that constitute a fire hazard, as determined by the City of Woodland Fire Marshal.
- U. Stationary sidewalk vendors who operate outside of daylight hours shall provide adequate lighting that may be necessary to ensure customer safety. Lighting shall be directed downwards and away from adjacent properties.
- V. Roaming vendors shall move continuously, except when conducting a sale, which must last no more than thirty (30) minutes.
- W. Prohibited Sales: Sidewalk vendors shall not sell or offer any of the following:

1. Alcohol, cannabis, tobacco, or pharmaceutical products, products that contain nicotine, any product or device used to smoke/vape nicotine or cannabis;
2. Fireworks;
3. Adult-oriented materials;
4. Any weapons, including knives, guns, explosive devices, or BB devices or imitation firearms;
5. Live animals, wildlife, fish, fowl, or insects;
6. Any type of rental activity, including the rental of any goods and services; and
7. Automobile and vehicle services except car washing and windshield repair conducted in compliance with applicable stormwater control requirements.

5.40.100 Violations; Penalties

- A. A violation of this chapter by a sidewalk vendor who has a valid Sidewalk Vendor Permit from the City is punishable only by an administrative fine in the following amounts:
 1. One hundred dollars (\$100.00) for the first violation.
 2. Two hundred dollars (\$200.00) for the second violation within one year of the first violation.
 3. Five hundred dollars (\$500.00) for each additional violation within one year of the first violation.
 4. The Director may rescind a permit issued to a sidewalk vendor for the term of that permit upon the fourth violation or subsequent violations.
- B. A person engaged in sidewalk vending without a valid City sidewalk vending permit is punishable by an administrative fine in amounts not to exceed the following:
 1. Two-hundred and fifty dollars (\$250.00) for the first violation.
 2. Five-hundred dollars (\$500.00) for the second violation within one year of the first violation.
 3. One-thousand dollars (\$1,000.00) for each additional violation within one year of the first violation.
 4. Upon proof of a valid Sidewalk Vendor Permit issued by the City, the administrative fines set forth in this subsection shall be reduced to amounts set forth in subsection A, as required for sidewalk vendors with a valid Sidewalk Vendor Permit.
- C. Failure to pay an administrative fine pursuant to this chapter shall not be punishable as an infraction or misdemeanor. Additional fines, fees, assessments, or any other financial conditions beyond those authorized shall not be assessed.
- D. A violation of this Chapter shall not be punishable as an infraction or misdemeanor. No person alleged to have violated the provisions herein shall be subject to arrest except when otherwise permitted by law.

- E. Should the Director rescind a Sidewalk Vendor Permit, written notice of the action shall be sent to the permitholder. Such notice shall contain a brief statement of the grounds to be relied upon for rescinding such permit. Notice may be given either by personal delivery to the persons to be notified, or by depositing the notice in the U.S. mail in a sealed envelope, postage prepaid, addressed to the persons to be notified at the address appearing in the Sidewalk Vendor Permit. Upon the Director's rescinding of the permit, the permit shall be null and void.
- F. When assessing an administrative fine pursuant to this section, the Director shall take into consideration the person's ability to pay the fine. The City shall provide the person with notice of his or her right to request an ability-to-pay determination and shall make available instructions or other materials for requesting an ability-to-pay determination. The person may request an ability-to-pay determination at adjudication or while the judgement remains unpaid, including when a case is delinquent or has been referred to a comprehensive collection program.
 - 1. If the person meets the criteria described in subdivision (a) or (b) of Government Code Section 68632, the local authority shall accept, in full satisfaction, 20 percent of the administrative fine imposed pursuant to this chapter.
 - 2. The City may allow the person to complete community service in lieu of paying the total administrative fine, may waive the administrative fine, or may offer an alternative disposition.
- G. All appeals of administrative fines, citations, and/or permit rescission under this section must be made in compliance with the requirements and procedures of Section 5.44.110 through 5.44.130.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND REPEALING CHAPTER 10.20 AND ADOPTING CHAPTER 5.44 INTO
THE WOODLAND MUNICIPAL CODE RELATING TO MOBILE VENDORS**

WHEREAS, the California Constitution delegates police powers which give the city authority to enact laws which promote the public health, safety, and general welfare of its citizens, including regulation of mobile vending on both public and private property; and

WHEREAS, the City may regulate mobile food facilities operating in the right-of-way, pursuant to California Vehicle Code Section 22455 and California Health and Safety Code Section 114315; and

WHEREAS, the City Council adopted Ordinance No. 1410 on December 7, 2004 to address the standards for Vendors, Peddlers and Solicitors; and

WHEREAS, on March 1, 2011, the City Council adopted Ordinance No. 1526 amending Section 14-6-9, which later became Chapter 10.20, to create clarified standards for mobile vendors; and

WHEREAS, Senate Bill 972 was signed by Governor Gavin Newsom on September 22, 2022, defining compact mobile food vendor (“CMFO”), a type of nonmotorized mobile vendor not fully addressed or reflected in the permit limit in Chapter 10.20 of the WMC; and

WHEREAS, an increase in unpermitted mobile vendors without licenses from the City or Yolo County Environmental Health Division was documented at the Yolo County Board of Supervisors meeting on September 24, 2024; and

WHEREAS, the City desires to incorporate standards to clarify requirements for CMFOs, address public safety concerns, and improve enforcement of unpermitted mobile vendors; and

WHEREAS, this ordinance (“Ordinance”) repeals Chapter 10.20 and adopts Chapter 5.44 into the WMC to outline the permitting, operation, and location requirements, as well as violations and penalties, for mobile vendors operating in the City, in accordance with State law; and

WHEREAS, on November 21, 2024, the Planning Commission conducted a duly noticed public hearing to consider the staff report, recommendations by staff, and public testimony concerning the Ordinance. Following the public hearing, the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, on December 5, 2024, the City gave public notice of a City Council public hearing to be held to consider this Ordinance by advertisement in a newspaper of general circulation; and

WHEREAS, on December 17, 2024, the City Council conducted a duly noticed public hearing to consider the Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance; (2) the policy considerations discussed therein; and (3) the consideration and recommendation of the Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Woodland does hereby ordain as follows:

SECTION 1. Incorporation of Recitals. The recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 2. California Environmental Quality Act (CEQA). The City Council finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15358 (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3 because it has no potential for resulting in physical change to the environment, directly or indirectly. Moreover, the City Council finds that this Ordinance is also exempt under CEQA pursuant to Guidelines Section 15061(b)(3) (there exists no possibility that the activity will have a significant adverse effect on the environment) because this Ordinance will not cause a change in any of the physical conditions within the area affected.

SECTION 3. Repeal. Chapter 10.20 of the Woodland Municipal Code is hereby repealed in its entirety.

SECTION 4. Code Adoption. Chapter 5.44 of the Woodland Municipal Code is hereby adopted to read in full as set forth in the attached Exhibit “A,” incorporated by this reference.

SECTION 5. Severability. If any provision or clause of this ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable.

SECTION 6. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

INTRODUCED at a regular meeting of the City Council of the City of Woodland, California on the 17th day of December 2024, and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

[Insert Exhibit A – Chapter 5.44 Mobile Vendors]

5.44 Mobile Vendors

5.44.010 Definitions

“Compact mobile food operation” means a mobile food facility that operates from an individual or from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance;

“Commissary” means a food facility that services mobile food facilities, compact mobile food operations, or vending machines where any of the following occur: (a) Food, containers, or supplies are stored. (b) Food is prepared or prepackaged for sale or service at other locations. (c) Utensils are cleaned. (d) Liquid and solid wastes are disposed, or potable water is obtained;

“Director” means the Director of the City’s Community Development Department or designee;

“Mobile food facility” means any vehicle or trailer used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. “Mobile food facility” does not include a “transporter” used to transport packaged food from a food facility, or other approved source to the consumer;

“Mobile vending conveyance” means any vehicle, trailer, cart, stand, wagon, or other motorized or nonmotorized conveyance used for vending food or non-food merchandise;

“Roaming mobile vendor” means a mobile vendor who moves from place to place and stops only to complete a transaction; and

“Stationary mobile vendor” means a mobile vendor who vends from a fixed location on private property.

5.44.020 Permits Required

- A. Mobile Vendor Permit. It is unlawful for any person to maintain, manage, or operate a mobile vending conveyance within the City unless such activity is maintained, managed, or operated in strict compliance with all applicable city, county, state, and federal laws, rules, and regulations, including the possession of a Mobile Vendor Permit issued by the City.
1. Stationary mobile vendors on private property shall be subject to Section 17.84.250 of the City of Woodland Zoning Ordinance in addition to the provisions of this chapter.
 2. Roaming motorized food facilities operating in the public right-of-way and other roaming mobile vendors operating on public property shall be subject to the provisions of this chapter.
 3. Exemptions:
 - a. Temporary mobile vendors operating on a site with a permanent brewery, school, hospital, or similar site at the discretion of the Director and located on the site for greater than thirty (30) minutes but no longer than four (4) hours per day, as contracted with the business on site with written consent of the property owner or authorized official.

- b. Vendors catering a private event located fully on private property that is not open to the general public.
- c. The sale of agricultural products on the site where they are grown.
- d. Sidewalk vendors shall be subject to separate requirements under Chapter 5.40.
- e. Peddlers and solicitors shall be subject to separate requirements under Chapter 9.56.
- f. Vendors operating in conjunction with a Temporary Use Permit or Special Event Permit shall be subject to separate requirements under Section 17.84.370 and Chapter 12.40.

B. All Mobile Vendor Permits are the property of the City and each shall authorize the operation of a single mobile vending conveyance.

5.44.030 Permit Application

A. To apply for a Mobile Vendor Permit, the vendor must file an application with Community Development Department, accompanied by a nonrefundable application fee. The application shall be in a form prescribed by the Director and shall contain, at a minimum the following:

- 1. The full legal name, business address, residential address, and telephone number of the mobile vendor.
- 2. Valid identification, such as a California driver's license, individual taxpayer identification number, Social Security number, or any other government-issued identification card.
- 3. The name and contact information of all persons that will be utilizing the conveyance for mobile vending.
- 4. The State vehicle license plate number and the vehicle identification number of the mobile vending conveyance, if applicable.
- 5. Written evidence that the applicant is an owner, lessee or holder of a similar interest in the conveyance to be used for mobile vending.
- 6. A copy of the valid Yolo County Environmental Health Department Permit for food vending, including the approved Commissary Agreement and Restroom Agreement, except when the mobile vending consists solely of twenty-five (25) square feet or less of display area from which only prepackaged non-potentially hazardous food and whole uncooked produce will be sold. If potentially hazardous food or cooked produce will be sold or the display area is greater than

twenty-five (25) square feet, the vendor must provide a copy of the Yolo County Environmental Health Department Permit issued to the vendor.

7. Proof of a valid City business license, or concurrent application for a City business license with the Mobile Vendor Permit application.
8. The name and contact information for the operator of the approved commissary as applicable to food vendors.
9. The address of the approved commissary as applicable for food vendors. The commissary shall be subject to Zoning Clearance if located in the City of Woodland.
10. A commissary service plan detailing the hours in which the mobile vendor will take their conveyance to the commissary to be serviced each day, as applicable to food vendors.
11. The proposed greywater disposal location.
12. The address where the mobile vending conveyance will be parked and stored when not in use.
13. A description of the vendor type. If vendors are proposing to operate as stationary vendors, the additional requirements of Section 17.84.250 apply. If a mobile vendor proposes to operate one vendor conveyance as stationary and roaming, or as a mobile vendor and a sidewalk vendor, they shall apply for a Mobile Vendor Permit with a description of all proposed methods of operation.
14. A business operation plan, including vending areas and hours of operation.
15. The type of food, goods, and/or merchandise the mobile vendor will vend.
16. Food vendors must provide a description of methods for ensuring adequate sanitation and waste management, such as dishwashing, handwashing, grease removal and liquid waste disposal, food storage and preparation, and potable water supply, as applicable.
17. A Certificate of General Liability Insurance for vendors operating in the public right-of-way or public property. Must be provided in a form acceptable to the City Attorney, to be kept in force during the term of the permit. The insurance must have a minimum of \$100,000 coverage and include public liability and bodily insurance. The minimum coverage required may be increased if the operation includes open flame, high-risk potentially hazardous foods, or other risks at the

discretion of the Director. The insurance policy must name the City of Woodland, its officials and employees, as additional insureds. The policy must be endorsed by the state that coverage may not be suspended, voided, cancelled, or reduced in coverage or limits without thirty (30) days prior written notice to the City.

18. Proof of Worker's Compensation insurance, as applicable.
19. Proof of vehicle registration with the California Department of Motor Vehicles and proof of an automobile insurance policy, as applicable.
20. Proof of a California Department of Tax and Fee Administration Seller's Permit.
21. Any additional licenses from other State or local agencies to the extent required by law.
22. Any other reasonable information regarding the time, place, and manner of the proposed vending.

5.44.040 Permit Fee

- A. The Mobile Vendor Permit fee is hereby established and imposed. The City Council shall establish by resolution the amount of the Mobile Vendor Permit fee, and any related penalties.

5.44.050 Permit Transferability

- A. Mobile Vendor Permits are not transferable, except as specified in Section 17.84.250. Permit holders shall notify the City within five (5) days of sale, transfer of ownership, or closure of the mobile vending business or operation.

5.44.060 Permit Issuance

- A. Except as provided in this section, a Mobile Vendor Permit shall be issued by the Director upon receipt of a complete application and payment of the permit fee, as specified in this chapter, and after the Director has:
 1. Either based on the application and/or a physical inspection of the mobile vending conveyance and operation, the Director determines that the mobile vendor complies with this code and applicable State and County laws and regulations; and
 2. Determined that the business location and vehicle storage location, if within the City, comply with applicable zoning regulations and other codes.
- B. A Mobile Vendor Permit may be denied by the Director if the following findings are made:

1. The information submitted pursuant to Section 5.44.30 of this chapter is materially false or incomplete;
2. The application as proposed does not meet the requirements for mobile vendors, as specified in this chapter and Section 17.84.250, at the discretion of the Director;
3. Within twelve (12) months of the date of application, the applicant, any registered owner of the vending conveyance, or any person with a financial interest in the business that operates the vending conveyance, has had his or her Mobile Vendor Permit revoked; or
4. A person with ten percent (10%) or greater financial interest in the operation of the mobile vending business has been convicted of a crime, and the time for appeal has elapsed, irrespective of the entry of a subsequent order under Penal Code Section 1203.4; or has committed any act involving dishonesty, fraud, deceit, or moral turpitude with intent to substantially benefit him or herself, or another, or substantially injure another, or having the effect of substantially injuring another.

Provided, however, that the permit shall be denied upon any of the grounds specified in this subsection (B)(4) only if the Director finds that the crime or act is substantially related to the qualifications, functions or duties of a sidewalk vendor owner or owner of a business which operates vending vehicles or has substantial contact with minors. However, no person shall be denied a permit solely on the basis that he or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Penal Code Section 4852.01 et seq., or that he or she has been convicted of a misdemeanor if he or she has met all applicable requirements of the criteria of rehabilitation developed to evaluate the rehabilitation of a person when considering a petition under Penal Code Section 4852.01 et seq.

5.44.070 Permit Expiration and Renewal

- A. All Mobile Vendor Permits shall expire one year from their date of issuance. The corresponding City business license shall coincide and expire concurrently with the Mobile Vendor Permit. Applications for renewal shall be filed between ninety (90) days and thirty (30) days before their date of expiration.
- B. If a timely and complete application for renewal is filed, the permit's expiration shall be stayed until a decision on the renewal application is issued. The Director shall either approve or deny the renewal of the permit within thirty (30) calendar days of receipt of the complete application. The Community Development Director may extend the time for consideration of the application for up to an additional thirty (30) calendar days upon

written notice to the applicant. The failure of the Community Development Director to timely act shall constitute approval of the renewal of the permit.

- C. Upon application for Mobile Vendor Permit renewal, an inspection of the mobile vending conveyance may be required at the discretion of the Director prior to renewal.
- D. An inspection of the approved vending location, as applicable to stationary vendors as specified in Section 17.84.250 of the City of Woodland Zoning Ordinance, may be required at the discretion of the Director prior to renewal.
- E. Applications for Mobile Vendor Permit renewal require the following:
 - 1. Completed Mobile Vendor Permit Renewal Form.
 - 2. Copy of current Yolo County Environmental Health permit, if applicable.
 - 3. Verification of the vending location for stationary mobile vendors, as specified in Section 17.84.250.
- F. Should a Mobile Vendor Permit expire, the vendor who was the permit holder shall be required to submit a new application for a Mobile Vendor Permit.
 - 1. Stationary mobile vendors subject to the thirteen (13)-permit limit shall be placed on the permit availability list as specified in Section 17.84.250.F of the City of Woodland Zoning Ordinance.

5.44.080 Location and Siting Requirements

- A. Mobile vending is prohibited on properties that are vacant, unimproved, or stand-alone parking lots. A mobile vending conveyance may only be stopped or parked on surfaces paved with concrete, asphalt, or another impervious surface.
- B. Mobile vending conveyances shall not be located in any emergency fire lane, drive aisle, or any other location that may interfere with access by emergency services and vehicular traffic.
- C. Mobile vending conveyances shall not obstruct walkways, sidewalks, or other pathways.
- D. Mobile vending conveyances shall not be placed on, and mobile vendors shall not stand on, areas improved with flowers, shrubs, street trees, or other landscaping.
- E. Mobile vendors are prohibited on sites developed as a gas station or other vehicle service station.
- F. Vending Prohibited Near Farmers' Markets. Mobile vendors are prohibited within six hundred (600) feet of a permitted certified farmers' market during the limited operating hours of that certified farmers' market.

G. Vending Prohibited Near Swap Meets. Mobile vendors are prohibited within six hundred (600) feet of a permitted swap meet during the limited operating hours of that swap meet.

H. Vending Prohibited Near Temporary Special Events. Mobile vendors are prohibited within six hundred (600) feet of an area designed for a temporary special event for the limited duration of the Special Event Permit, as issued pursuant to Chapter 12.40 of the City of Woodland Municipal Code.

I. Mobile vendors must be located at least three hundred (300) feet apart.

J. Mobile vendors must be located at least two hundred (200) feet from existing brick-and-mortar restaurants, unless the mobile vendor is affiliated with the restaurant.

K. No mobile vendor shall vend in any of the following locations:

1. Within one hundred (100) feet of:
 - i. A police officer, firefighter, lifeguard, or emergency service personnel actively performing their duties or providing service to the public
 - ii. A freeway onramp or freeway offramp
2. Within twenty-five (25) feet of:
 - i. Any traffic intersection
 - ii. Any driveway, entrance to a parking lot, or alley approach
 - iii. A street corner, marked crosswalk, or curb return of any unmarked crosswalk
 - iv. A traffic signal, traffic signal controller, or emergency facility
 - v. A fire hydrant or fire call box
 - vi. A curb painted white, yellow, green, blue, red, or signed for no parking
 - vii. A bus stop, bus shelter, or bus bench
 - viii. The entrance, exit, or emergency exit to a building, structure, or facility
3. Within fifteen (15) feet of:
 - i. An automated teller machine

L. Mobile Vending Conveyance Storage

1. Mobile vending conveyances must be stored at the approved commissary, as applicable for food vendors. If the mobile vendor is not a food vendor or the commissary does not have parking capacity, the following storage locations may be considered, subject to approval by the Director:
 - i. Up to two (2) compact mobile food operations or other nonmotorized vending conveyances may be stored on a residential property if stored behind a fence line, inside a garage, or otherwise not visible from the public right-of-way. No other nuisance, odor, or noise shall be caused by

the storage of a vending conveyance. A clear description of the storage location and proof of inspection and approval by the Yolo County Environmental Health Department must be provided with the Mobile Vendor Permit application for each conveyance.

- ii. Mobile food facilities or other motorized vending facilities may be stored in commercial and industrial areas if screened or otherwise not visible from the public right-of-way, as approved by the Director.

5.44.090 Operation Requirements

- A. A copy of the Mobile Vendor Permit and the required permit from the Yolo County Health Department, as applicable for food vendors, shall be always posted in a location that is clearly visible to patrons of the vendor and City staff.
- B. Mobile vendors shall return to the approved commissary at least once daily to dispose of waste, clean, and service the facility, as applicable to food vendors. The mobile vendor may be required to keep a visit log recording the date and time of each visit may be required to be kept at the approved commissary, at the request of the Director.
- C. Mobile vending conveyances shall park at the storage location approved by the City and Yolo County Environmental Health Department when not operating.
- D. Mobile vendors and mobile vending conveyances shall not permanently alter the character or physical facilities of the property where they occur.
- E. Mobile vending must be accessory to a primary use on any site.
- F. Roaming mobile vendors shall not be stopped in one location or on one property for over 30 minutes. Motorized mobile vending conveyances operating in the public right-of-way must move continuously, stopping only to complete transactions with customers.
- G. Roaming mobile vending conveyances must be legally parked when temporarily stopped to complete a transaction with customers.
- H. If a mobile vendor is located in a parking lot, the minimum number of on-site parking spaces pursuant to Section 17.68.030 must be available, unless otherwise approved by the Director.
- I. Mobile vendors shall not have any site furniture, including chairs, tables, shade structures, or other structures outside of the mobile vending conveyance, unless otherwise approved by the Director.

- J. Mobile vendors must keep the vending area clean of litter or debris. Prior to leaving any vending location, the mobile vendor shall pick up, remove, and dispose of any trash or refuse generated by the vending operation or the vendor's customers within a fifteen (15)-foot radius of the vending location.
- K. Mobile vendors shall provide trash receptacles for customer use on the site. Trash receptacles shall be emptied and removed prior to the closure of the mobile vending conveyance.
- L. Vendors shall immediately clean up any food, grease, or other fluid or item related to vending activities that falls outside of the vending conveyance. Any waste and wastewater must be disposed of at the approved commissary.
- M. All food, goods, and merchandise must be stored inside or affixed to the mobile vending conveyance or carried by the vendor.
- N. No vendor shall outcry, ring bells, play chimes, play an amplified music system, or make any other noise prohibited in Section 9.28.090.
- O. Mobile vending conveyances must be fully self-contained, and may not attach or use water lines, electrical lines, or gas lines.
- P. Mobile vendors may not use any electrical outlet owned by the City or any other person. Power cords or extension cords across the sidewalk, any public right-of-way, parking lot, or pathway are prohibited.
- Q. Operations shall only be conducted from a vehicle or conveyance consistent with state law and Yolo County Health Department approvals. Mobile vendors shall not directly vend food, goods, or merchandise from a car or personal vehicle that does not have the primary purpose of vending.
- R. Mobile vendors shall not vend to any person traveling in a motor vehicle along a public roadway.
- S. Vendors must organize customer queuing in a manner that does not interfere with pedestrian safety or the flow of traffic.
- T. The vendor shall not utilize any equipment or methods that constitute a fire hazard, as determined by the Fire Marshal.
- U. Prohibited Sales: Mobile vendors shall not sell or offer any of the following:

1. Alcohol, cannabis, tobacco, or pharmaceutical products, products that contain nicotine, any product or device used to smoke/vape nicotine or cannabis;
2. Fireworks;
3. Adult-oriented materials;
4. Any weapons, including knives, guns, explosive devices, or BB devices or imitation firearms;
5. Live animals, wildlife, fish, fowl, or insects;
6. Any type of rental activity, including the rental of any goods and services; and
7. Automobile and vehicle services except car washing and windshield repair conducted in compliance with applicable stormwater control requirements.

5.44.100 Violations; Penalties

- A. The City hereby declares that mobile vending conveyances that are not in compliance with the provisions of this Section or Section 17.84.250 are a detriment to the public health, safety, and general welfare and are a public nuisance as defined in Chapter 9.04 (Nuisances) of the City of Woodland Municipal Code. In addition to any other remedy allowed by law or penalties described in this section, any person who violate a provision of this chapter is subject to administrative citation pursuant to Chapter 9.20.
- B. A violation of this Chapter and/or Section 17.84.250 by a mobile vendor that has a valid Mobile Vendor Permit from the City is punishable by the following:
 1. A code violation notice upon first violation.
 2. A fine of two-hundred and fifty dollars (\$250.00) for a second violation or any subsequent violation.
 3. Permit suspension or revocation subject to an administrative hearing held by the Community Development Director for the third or any subsequent violation.
- C. A person engaged in mobile vending without a Mobile Vendor Permit is punishable by an administrative fine in the following amounts:
 1. An administrative fine of five hundred dollars (\$500.00) for the first violation and any subsequent violation.
- D. Should a mobile vendor without a Mobile Vendor Permit be operating on private property within the City of Woodland, the property owner is punishable by an administrative fine in the following amounts:
 1. An administrative fine of two hundred and fifty dollars (\$250.00) for the first violation and any subsequent violation.
- E. No Mobile Vendor Permit shall be suspended or revoked until a hearing is held by the Director. Written notice of the hearing shall be sent to the permitholder. Such notice shall contain a brief statement of the grounds to be relied upon for revoking or suspending such permit. Notice may be given either by personal delivery to the persons to be notified, or by depositing the notice in the U.S. mail in a sealed envelope, postage

prepaid, addressed to the persons to be notified at the address appearing in the Mobile Vendor Permit. An additional notice shall be sent to the permitholder following the final determination.

- F. Upon the Director's suspension or revocation of any permit pursuant to this section, the permit shall be null and void.

5.44.110 Appeals

- A. Any applicant or permittee aggrieved by a decision of the Community Development Director in denying, suspending, modifying or revoking a permit, or imposing conditions on the issuance of a permit or permit renewal, may appeal the decision to the City Council in accordance with the procedures set forth in this section.
- B. Any applicant or permittee who desires to appeal a decision of the Community Development Director, may appeal the decision by submitting a written appeal to the City Clerk within 10 calendar days from the date of service of the notice of denial, suspension, modification, revocation, or conditioned approval or renewal. The written appeal shall contain:
 - 1. A brief statement in ordinary and concise language of the specific decision or condition protested, together with any material facts claimed to support the contentions of the appellant;
 - 2. A brief statement in ordinary and concise language of the relief sought, and the reasons why it is claimed the protested action should be reversed or otherwise set aside;
 - 3. The signatures of all parties named as appellants and their official mailing addresses; and
 - 4. The verification (by declaration under penalty of perjury) of at least one appellant as to the truth of the matters stated in the appeal.
- C. Upon receipt of a timely filed appeal, the City Clerk shall cause the matter to be sent for hearing before the City Council within 30 calendar days from the date of receipt of the notice of appeal, giving the appellant not less than 10 calendar days' notice in writing of the time and place for hearing.
- D. Failure of any person to timely file an appeal in accordance with the provisions of this section shall constitute an irrevocable waiver of the right to an administrative hearing and a final adjudication of the notice and decision, or any portion thereof.
- E. Only those matters or issues specifically raised by the appellant in the appeal notice shall be considered in the hearing of the appeal.
- F. The mobile vendor shall cease operations during the pendency of any appeal.

- G. The provisions of the Administrative Procedure Act (commencing with Section 11500 of the Government Code of the State) shall not be applicable to such a hearing, nor shall formal rules of evidence in civil or criminal justice proceedings be so applicable.
- H. The City Council shall by resolution from time to time establish a fee for the filing of appeals. Such fee shall be for the sole purpose of defraying costs incurred for the administration of appeals. The fee for an appeal shall be paid at the time of and with the filing of an appeal. No appeal shall be deemed valid unless the prescribed fee has been paid.

5.44.120 Hearings – Appeals

- A. At the time set for hearing, the City Council shall proceed to hear the testimony of the Community Development Director, the appellant, and other competent persons, including members of the public, respecting those matters or issues specifically raised by the appellant in the notice of appeal.
- B. The proceedings at the hearing shall be electronically recorded. Either party may provide a certified shorthand reporter to maintain a record of the proceedings at the party's own expense.
- C. The City Council may, upon request of the appellant or upon request of the City, grant continuances from time to time for good cause shown, or upon his or her own motion.
- D. Hearings need not be conducted according to the technical rules relating to evidence and witnesses.
- E. Oral evidence shall be taken only upon oath or affirmation.
- F. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil actions.
- G. The City Council has discretion to exclude evidence if its probative value is substantially outweighed by the probability that its admission will necessitate undue consumption of time.
- H. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but over timely objection shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. An objection is timely if made before submission of the case or on reconsideration.

- I. Each party shall have these rights, among others:
 - 1. To call and examine witnesses on any matter relevant to the issues of the hearing;
 - 2. To introduce documentary and physical evidence;
 - 3. To cross-examine opposing witnesses on any matter relevant to the issues of the hearing;
 - 4. To impeach any witness regardless of which party first called the witness to testify;
 - 5. To rebut the evidence presented against the party; and
 - 6. To represent him, her, or itself or to be represented by anyone of his, her, or its choice who is lawfully permitted to do so.
- J. In reaching a decision, official notice may be taken, either before or after submission of the case for decision, of any fact that may be judicially noticed by the courts of this State or that may appear in any of the official records of the City or any of its departments.

5.44.130 Forms, contents, finality of decision of appeals

- A. If it is shown, by a preponderance of the evidence, that one or more bases exist to deny, suspend, modify, or revoke the permit, the City Council shall affirm the Community Development Director's decision to deny, suspend, modify, revoke or condition the permit.
- B. The City Council's determination of the appeal shall be final.
- C. The final decision shall inform the appellant that the decision is a final decision and that the time for judicial review is governed by California Code of Civil Procedure Section 1094.6. Copies of the decision shall be delivered to the appellant personally or sent by certified mail to the address shown on the appeal within 10 business days following the conclusion of the hearing.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND REPEALING AND REPLACING SECTION 17.84.250 OF THE TITLE 17
ZONING ORDINANCE RELATING TO MOBILE VENDING AND FOOD
PREPARATION**

WHEREAS, the California Constitution delegates police powers which give the city authority to enact laws which promote the public health, safety, and general welfare of its citizens, including regulation of mobile vending on both public and private property; and

WHEREAS, Senate Bill 972 was signed by Governor Gavin Newsom on September 22, 2022, defining compact mobile food vendor (“CMFO”), a type of nonmotorized mobile vendor not fully addressed or reflected in the permit limit in Chapter 10.20 of the Woodland Municipal Code (“WMC”); and

WHEREAS, on June 18, 2024, the City Council adopted Ordinance No. 1722, a Comprehensive Zoning Code Update Section including 17.84.250 relating to mobile vendors on private property; and

WHEREAS, Section 17.84.250 was found to have language regarding mobile vendor requirements created inconsistencies with state legislation and the mobile vendor ordinance in the WMC; and

WHEREAS, land uses related to mobile vending, including commissary kitchens and food truck hubs, are not directly addressed in the Title 17 Zoning Ordinance; and

WHEREAS, this ordinance (“Ordinance”) repeals and replaces Section 17.84.250 of the WMC to supplement the requirements for mobile vendors in Chapter 5.44 for stationary mobile vendors on private property, vendors affiliated with local brick-and-mortar restaurants, food truck hubs, and food preparation uses such as commissaries; and

WHEREAS, on November 21, 2024, the Planning Commission conducted a duly noticed public hearing to consider the staff report, recommendations by staff, and public testimony concerning the Ordinance. Following the public hearing, the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, on December 5, 2024, the City gave public notice of a City Council public hearing to be held to consider this Ordinance by advertisement in a newspaper of general circulation; and

WHEREAS, on December 17, 2024, the City Council conducted a duly noticed public hearing to consider the Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance; (2) the policy considerations discussed therein; and (3) the consideration and recommendation of the Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Woodland does hereby ordain as follows:

SECTION 1. Incorporation of Recitals. The recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 2. California Environmental Quality Act (CEQA). The City Council finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15358 (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3 because it has no potential for resulting in physical change to the environment, directly or indirectly. Moreover, the City Council finds that this Ordinance is also exempt under CEQA pursuant to Guidelines Section 15061(b)(3) (there exists no possibility that the activity will have a significant adverse effect on the environment) because this Ordinance will not cause a change in any of the physical conditions within the area affected.

SECTION 3. Repeal and Replace. Section 17.84.250 of the Title 17 Zoning Ordinance is hereby repealed in its entirety and replaced to read in full as set forth in the attached Exhibit “A,” incorporated by this reference.

SECTION 4. Severability. If any provision or clause of this ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable.

SECTION 5. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

INTRODUCED at a regular meeting of the City Council of the City of Woodland, California on the 17th day of December 2024, and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

[Insert Exhibit A – Section 17.84.250 Mobile Vending and Food Preparation]

17.84.250 Mobile Vending and Food Preparation

A. Definitions

“Compact mobile food operation” means a mobile food facility that operates from an individual or from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance;

“Commissary” means a food facility that services mobile food facilities, compact mobile food operations, or vending machines where any of the following occur: (a) Food, containers, or supplies are stored. (b) Food is prepared or prepackaged for sale or service at other locations. (c) Utensils are cleaned. (d) Liquid and solid wastes are disposed, or potable water is obtained;

“Stationary mobile vendor” means a mobile vendor who vends from a fixed location on private property;

“Mobile food facility” means any vehicle or trailer used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. “Mobile food facility” does not include a “transporter” used to transport packaged food from a food facility, or other approved source to the consumer; and

“Mobile vending conveyance” means any vehicle, trailer, cart, stand, wagon, or other motorized or nonmotorized, moveable facility used for vending food or non-food merchandise.

B. Permits Required

1. Stationary mobile vendors operating on private property shall be subject to the provisions of this section, in addition to the requirements of Chapter 5.44 of the City of Woodland Municipal Code, including, but not limited to, the requirement for a Mobile Vendor Permit.
2. The maximum number of Mobile Vendor Permits issued for stationary mobile food facilities or other motorized mobile vending conveyances shall be thirteen (13), except as described in subsection C(1).
 - i. Should all thirteen (13) permits for stationary mobile food facilities or other motorized mobile vending conveyances be filled, the Director shall place subsequent applicants that meet City requirements on a permit availability list and shall notify the applicant of this decision and provide him or her with general information regarding the permit availability list. In the event a Mobile Vendor Permit becomes available, the Director shall notify the applicant who has been on the permit availability list the longest and allow him or her a reasonable time to provide the Director with any information necessary to ensure the application is current and otherwise complies with this code. If the applicant does so, he or she shall receive the Mobile Vendor Permit. In the event the applicant does not, the Director shall remove that applicant from the permit availability list and

repeat the process until a permit has been issued or all the applicants on the permit availability list have been notified.

C. Mobile Food Facilities for Local Brick-and-Mortar Restaurants

1. Each legally established restaurant located in a brick-and-mortar location may have one mobile vending conveyance that is owned by the restaurant owner(s), under the same business license, and that substantially has the same business name as the restaurant. Such mobile vending facilities will not be subject to the thirteen (13)-permit limit on stationary motorized mobile vending facilities allowed in the City jurisdiction.
2. Restaurants that wish to serve as a commissary for more than one mobile vendor must obtain approval by the Community Development Department and the Public Works Department. Any additional stationary mobile food facilities affiliated with an existing restaurant beyond one will be subject to the thirteen (13)-permit limit per subsection B(2).
3. The affiliated restaurant must be approved by Yolo County Environmental Health and the City as the commissary for the mobile food facility.

D. Sale or transfer of mobile vending conveyance

1. In the event that a Mobile Vendor Permit holder for a stationary mobile food facility or other motorized vending conveyance subject to the thirteen (13)-permit limit sells or otherwise transfers the mobile vendor vehicle to a bona fide purchaser for value, such bona fide purchaser for value may continue to operate the mobile vending conveyance in the same location previously approved through the stationary Mobile Vendor Permit within the City provided the purchaser first complies with all of the provisions and requirements of this section and Chapter 5.44 of the City of Woodland Municipal Code, including having applied for and obtained all required licenses and permits.
2. Within five days of any mobile vendor conveyance sale or transfer, the seller shall notify the City of the sale or transfer and shall provide proof of the sale or transfer as may be required by the City.
3. A bona fide purchaser of a mobile vendor conveyance previously approved through a Mobile Vendor Permit subject to the thirteen (13)-permit limit on stationary motorized mobile vendors shall provide all necessary updated application documents and information within ninety (90) days of the original owner ceasing operations. A bona fide purchaser pursuant to this section shall not be placed on the permit availability list when applying for a stationary Mobile Vendor Permit to replace the permit of the previous permittee for the purchased vehicle.

E. Application Requirements. In addition to the Mobile Vendor Permit application requirements outlined in Chapter 5.44 of the Woodland Municipal Code, the following will be required for review for mobile vendors subject to this section:

1. Site plan including the parking location address, existing site conditions, major cross streets, and the proposed operation location.
 2. The private property owner's written authorization to operate and vend on the private property. The written authorization shall describe the approved location and operation schedule
 3. Any other reasonable information regarding time, place, and manner of proposed vending.
- F. Permit Expiration and Renewal. Mobile Vendor Permits for stationary mobile vendors subject to this section shall be subject to the following, in addition to Section 5.44.070 of the City of Woodland Municipal Code:
1. Should a Mobile Vendor Permit subject to the thirteen (13)-permit limit for stationary mobile vendors expire, the vendor must reapply for a Mobile Vendor Permit. If there are no permits available due to the thirteen (13)-permit limit for stationary mobile vendors, the vendor will be placed on the permit availability list, as described in subsection B(2)(i).
- G. Location and Siting Requirements. In addition to the location and siting requirements in Section 5.44.080 of the City of Woodland Municipal Code, the following will be required for mobile vendors subject to this section:
1. Stationary mobile vending facilities may be permitted, subject to the requirements of this Code including all applicable operating standards and granting of a Mobile Vendor Permit as provided in Chapter 5.44, in the Corridor Mixed Use-West Main (CMU-WM), Corridor Mixed Use-East (CMU-E), Corridor Mixed Use-Kentucky (CMU-K), Corridor Mixed Use-Flex (CMU-F), Community Commercial Mixed Use (CCMU), Regional Commercial-Flex (RC-F), Regional Commercial (RC), and Industrial Flex (IF) zones.
 2. Stationary mobile vendors are prohibited in residential areas in the City and within one hundred (100) feet of properties zoned Residential Low (R-L), Residential Low-Medium (R-LM), Residential Medium (R-M), and Residential High (R-H).
 3. Stationary mobile vendors must be accessory to a primary permitted use that has a valid business license on the same lot as their approved location.
 4. No more than one stationary mobile vendor shall be allowed per lot, except as allowed in Section 17.84.250 or otherwise approved by the Community Development Director.
 5. Adequate access, drainage, sanitation, and other necessary facilities must be provided on the proposed site in a safe and secure matter. The City's Traffic Engineer and Fire Marshall shall review and approve each location prior to operation.

6. Shopping centers or buildings must be at least fifty percent (50%) occupied, as measured by square footage, before a stationary mobile food facility vendor may be approved at the address, or before a permit may be renewed.

H. Mobile Vending Conveyance Storage. In addition to the storage requirements detailed in subsection 5.44.080.J of the City of Woodland Municipal Code, the following shall apply to mobile vendors subject to this section:

1. The approved vending location may be approved as an overnight storage location for stationary mobile vendors, if the permit holder provides verification that the vending conveyance is serviced at the approved commissary daily, subject to the discretion of the Community Development Director.

I. Operating Standards. In addition to the operation requirements detailed in Section 5.44.090 of the City of Woodland Municipal Code, the following will be required for mobile vendors subject to this section:

1. Stationary mobile vendors must have access to approved restroom facilities within two hundred (200) feet of the vending site. Restroom facilities must be easily accessible to the food handlers and be supplied with hot water, soap, and towel dispensers. The restroom facility must be listed in the Restroom Agreement on file with the Yolo County Environmental Health Division.

J. Mobile Vending Conveyance Design Standards

1. Signage must be professional and readable. The use of prohibited or unpermitted signs for mobile vendors is not allowed.
2. No freestanding or banner signs shall be displayed.
3. Mobile vendors shall not have any site furniture, including chairs, tables, shade structures, or other structures outside of the mobile vending conveyance, unless otherwise approved by the Director.
4. Mobile vending conveyances must be self-contained, including any signage, fuel, cooking equipment, shading, and heating and cooling equipment.
5. Mobile vending conveyances must be functioning and operable.

K. Food Preparation and Commissary Requirements

1. Stationary mobile food facilities must have an approved commissary that is located in the City of Woodland jurisdiction.
2. Existing restaurants may act as commissaries for no more than two mobile food facilities or compact mobile food operations at any time, subject to approval by the Community Development Department Director, the Public Works Department, and by the Yolo County Environmental Health Division.
3. A business that is a commissary for mobile food facilities and/or compact mobile food operations must be in a zone where the food preparation use is permitted.

4. No stand-alone food preparation uses shall be allowed in the Downtown Core (DX-1) zone facing Main Street. Any commissary or other food preparation use must be accessory to the primary use, such as a customer facing restaurant.
 5. The Public Works Department must approve the commissary location and determine that the site has sufficient capacity to support the mobile vendor prior to permit application approval.
 6. The food preparation use may require site upgrades or increased servicing at cost to the business and/or property owner to support multiple mobile food facilities, catering operations, or other food production operations.
 7. The commissary must provide facilities for preparation and packaging of food, potable water supply, liquid waste disposal facilities, waste grease removal, refrigerated/frozen food storage, dry food storage, utensil storage, electrical hook-up, ware washing, restrooms, and truck/cart cleaning, as specified by the Yolo County Environmental Health Department Director.
 8. Overnight parking for mobile food facilities or compact mobile food operations must be provided by the commissary, unless an alternative location for the parking of each mobile vendor or sidewalk vendor utilizing the commissary is approved by the Community Development Director.
 9. Any stationary mobile vendor with a Mobile Vendor Permit previously approved by the City prior to the effective date of the ordinance codified in this section shall be entitled to a ninety (90) day period to find a new commissary if the vendor's existing commissary does not comply with the requirements of this section. At the expiration of the ninety (90) day period, existing vendors shall be subject to the same commissary requirements as new vendors.
- L. Permanent Food Truck Hub. A food-court style vendor hub, where multiple stationary mobile food facilities are located may be considered in non-residential zones, subject to a Zoning Administrator Permit at the discretion of the Community Development Director.
1. Food truck hubs shall require permanent infrastructure including dining areas, restrooms, service areas for the vending vehicles, lighting, and landscaping.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND ADOPTING CHAPTER 8.32 INTO THE WOODLAND MUNICIPAL
CODE RELATING TO THE ADOPTION BY REFERENCE OF THE FOOD
HANDLING CHAPTER OF THE YOLO COUNTY CODE**

WHEREAS, the California Government Code Sections 500022.9 allows cities to enact ordinances which adopt by reference county ordinances; and

WHEREAS, Chapter 3 of Title 6 of the Yolo County Code, entitled “Food Handling” includes the permitting requirements for food facilities; and

WHEREAS, the Yolo County Environmental Health Division implements the permitting process as described in Chapter 3 of Title 6 of the Yolo County Code to protect public health and food safety; and

WHEREAS, the City intends to collaborate with the Yolo County Environmental Health Division in the enforcement of health permitting for food facilities within Woodland; and

WHEREAS, this ordinance (“Ordinance”) adopts Chapter 8.32 into the Woodland Municipal Code, which adopts by reference Chapter 3 of Title 6 of the Yolo County Code; and

WHEREAS, on November 21, 2024, the Planning Commission conducted a duly noticed public hearing to consider the staff report, recommendations by staff, and public testimony concerning the Ordinance. Following the public hearing, the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, on December 5, 2024, the City gave public notice of a City Council public hearing to be held to consider this Ordinance by advertisement in a newspaper of general circulation; and

WHEREAS, on December 17, 2024, the City Council conducted a duly noticed public hearing to consider the Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance; (2) the policy considerations discussed therein; and (3) the consideration and recommendation of the Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Woodland does hereby ordain as follows:

SECTION 1. Incorporation of Recitals. The recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 2. California Environmental Quality Act (CEQA). The City Council finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15358 (the activity will not result in a direct or reasonably foreseeable indirect physical change

in the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3 because it has no potential for resulting in physical change to the environment, directly or indirectly. Moreover, the City Council finds that this Ordinance is also exempt under CEQA pursuant to Guidelines Section 15061(b)(3) (there exists no possibility that the activity will have a significant adverse effect on the environment) because this Ordinance will not cause a change in any of the physical conditions within the area affected.

SECTION 3. Code Adoption. Chapter 8.32 of the Woodland Municipal Code is hereby adopted to read in full as set forth in the attached Exhibit “A,” incorporated by this reference.

SECTION 4. Severability. If any provision or clause of this ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable.

SECTION 5. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

INTRODUCED at a regular meeting of the City Council of the City of Woodland, California on the 17th day of December 2024, and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

[Insert Exhibit A – Chapter 8.32 Food Handling]

8.32 Food Handling

8.32.010 Yolo County Code Adoption

A. The City adopts by reference, and makes a part of this Chapter, Yolo County Code Chapter 3 of Title 6, entitled "Food Handling," except as amended in this chapter.

B. Amendments to Yolo County Code

1. Section 6-3.01 Definitions, is amended to read as follows:

For the purposes of this chapter, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined as follows:

- (a) "Director of Environmental Health" shall mean the Director of the Yolo County Environmental Health Division or his/her designated employee.
- (b) "Employee" shall mean any person who is engaged in the handling, preparation, packaging, or serving of food or drink, or in the handling of utensils used in the preparation, packaging, or serving of food or drink, or who is employed, with or without pay, at any time in any room in which food or drink is prepared, packaged, or served.
- (c) "Food Facility" shall mean an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level as more fully defined in the California Health and Safety Code, Sections 113789 and 113831.
- (d) "Operator" shall mean every person, owner, or agent conducting the business of a Food Facility.
- (e) "Person" shall mean the property owner, business owner, operator, or any person who engages in, enables, allows, permits, or otherwise sponsors the operation of a Food Facility.
- (f) "Placard" shall mean a color-coded placard that describes the compliance status of the food facility at the most recent Routine Inspection or Re-Inspection. The color green shall be the primary color used for a "PASS" placard. The color yellow shall be the primary color used to a "CONDITIONAL PASS" placard. The color red shall be the primary color for the "CLOSED" placard.
- (g) "Re-Inspection" shall mean an inspection of any food facility by the Director of Environmental Health to determine compliance with an inspection report following a Routine Inspection, or any interim inspection conducted to determine compliance with specific regulations or legal requirements.
- (h) "Routine Inspection" shall mean an inspection of any food facility by the Director of Environmental Health to determine compliance with all applicable federal, state, and local laws and regulations pertaining to the protection of public health.

2. Section 6-3.02 Permits, is amended to read as follows:

It shall be unlawful for any Person to open, operate, or maintain a food facility without first obtaining a business license from the City of Woodland and a permit from the Yolo County Director of Environmental Health.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.14
SUBJECT: Deferment of Residual Receipts for Calendar Year 2021 for Leisureville Community Association

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the deferment of the residual receipts payment due for HOME/CDBG loan in calendar year 2021, totaling \$22,244.

Staff Contact:

Franklin Cui, Housing Analyst II, (530) 661-2019, franklin.cui@cityofwoodland.gov

Fiscal Impact:

Residual receipts due for HOME/CDBG loan in calendar year 2021, totaling \$22,244, will be deferred for payment and will not be deducted from the principal and interest for the loan.

Background:

In 1995 the City provided a \$1,227,381 HOME/CDBG loan to assist the Leisureville Community Association (LCA), a non-profit owner cooperative, with the purchase of the senior citizen Leisureville development located at 1313 East Gibson Road, and provided funding for a loan share program which benefits low-income households purchasing membership in the owners' cooperative. Repayment of the loan is deferred for the loan term, which was renegotiated as City Council Resolution No. 8011 on November 15, 2022 to extend to July 1, 2033. The loan agreement includes a residual receipts provision requiring Leisureville to make a payment to the City when a profit is generated from the development.

Discussion:

The City's HOME/CDBG residual receipts provision requires Leisureville (LCA) to make the residual receipts payment to the City after each calendar year. Residual Receipts means any cash on hand remaining as profit at the end of a calendar year, after deducting from revenues the debt service, expenses, and required payments into reserves. When a residual receipts payment is triggered, the payment is credited first against accrued interest and then against outstanding principal for the loan.

Recently LCA was forced to replace the water and sewer lines within the development, as the infrastructure had deteriorated in the nearly 50 years since its initial installation. The sewer and water systems underwent a repair process in which the existing pipes were re-lined with an impermeable barrier, for future cost savings and as a less invasive approach. The cost of the work exceeded \$3,900,000. Consequently, LCA sought funding through a Sabal Capital – Freddie Mac program loan amount of \$4,643,000 to pay off existing balance on its principal mortgage loan and cover the rehabilitation of the sewer and water systems. The resulting loan fees, appraisal, and inspection costs depleted the project's operating reserves, and the increased expense ratio of servicing the Freddie Mac loan impacts their ability to fund these required operating reserves in order to cover required capital improvements and position LCA for future financial security.

The necessary modifications to the water and sewer lines mitigated any risk that this system might have imposed upon the required day-to-day operations of the project and the affected tenant population. This was an essential improvement that LCA was obligated to undertake, for the well-

being of the population served.

As of the financial statement released at the end of calendar year 2023, LCA HOME/CDBG obligations to the City total \$2,278,118 in accrued interest and principal, of which \$1,058,137 is accrued interest. With the deferral of the \$22,244 residual receipts payment for future date, this amount will not be deducted from the accrued interest until payment is made.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving the deferment of the residual receipts payment due for HOME/CDBG loan in calendar year 2021, totaling \$22,244.

Prepared by: Franklin Cui, Housing Analyst II

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



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - LCA Residual Receipts Deferral
2. LCA Letter Request Forgive RR

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE DEFERMENT OF RESIDUAL RECEIPTS FOR CALENDAR YEAR 2021
FOR LEISUREVILLE COMMUNITY ASSOCIATION**

WHEREAS, the City in 1995 provided a \$1,227,381 HOME Investment Partnerships Program (HOME)/Community Development Block Grant (CDBG) housing loan to assist Leisureville, a non-profit owner cooperative, with the purchase of the Leisureville development and provided funding for a loan share program which benefits low-income households purchasing membership in the cooperative; and

WHEREAS, the loan agreement requires that repayment of the City loan be deferred to July 1, 2033 and that residual receipts payments each year be made towards the principal and accrued interest of the loan; and

WHEREAS, Leisureville obtained financing in order to pay off its principal mortgage loan and generate loan proceeds of approximately \$3,900,000 to cover Leisureville's cost of rehabilitating its sewer and water systems; and

WHEREAS, the resulting loan fees, appraisal, and inspection costs depleted the project's operating reserves, and the increased expense ratio of servicing the Freddie Mac loan impacts their ability to fund these required operating reserves in order to cover required capital improvements and position the Leisureville development for future financial security.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

The City Council does hereby approve the deferment of the residual receipts payment due for HOME/CDBG loan in calendar year 2021, totaling \$22,244, for which this amount will not be deducted from the principal and accrued interest for the term of the loan.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, City Clerk

Ethan Walsh, City Attorney



November 6, 2024

Mr. Franklin Cui
Housing Analyst II
Community Development Department, City of Woodland
300 1st Street
Woodland, CA 95695

Re: Leisureville Community Association – Residual Receipts

Dear Franklin:

This letter is in response to the City's request for payment for the reported \$22,244.00 2021 Residual Receipts in accordance with Leisureville Community Association's (LCA) CDGB/Home Loan Agreement dated April 7, 1995.

We are writing to request the City defer if not forgive their request for payment of the 2021 Residual Receipt amount due to LCA's financial hardship.

As a point of reference, CPA audits for the years ending 2019, 2020, 2021 and 2022 report Residual Receipts of <\$8,394>, \$1,388, \$22,244 and <\$328,814>, respectively (see attached 2020 audit page 16 and the 2021 audit page 18).

In 2021, frequent sewer and water line repairs caused LCA's Board of Directors to solicit inspections of the park's sewer and water lines. The results indicated the potential for major failure of both due to aging decomposition of the original materials employed. Conclusions of the inspections recommended full replacement. LCA's Board requested vendor bids to install new sewer and water lines. Among the vendors, Hall's Plumbing, a local plumbing contractor, introduced a process to re-line the existing sewer pipes with a liquid material that hardens and creates an impermeable barrier. This solution was favored not only for cost savings, but also, a less invasive approach. The sewer lines were originally installed under the pads where homes are set. The option of trenching beneath the homes was not practical

and due to the undulations of the existing sewer lines, a trenchless solution was not available. Halls Plumbing's bid, received in 2022, for this scope of work was \$3,936,589.

The search for funding the improvements ensued. The 2021 audited year-end balance of LCA's cash reserves invested with Charles Schwab in Certificates of Deposit with varying maturity dates totaled \$515,121. Since reserve funds were inadequate to pay for the capital improvements, LCA's Board initiated a search for 3rd party financing. Unsuccessful sources for financing included Chase Bank, the 1st Trust Deed lender at that time (carrying an outstanding mortgage loan balance of \$296,404, an extremely low loan to value rate), Columbia Bank, Wells Fargo Bank and the City of Woodland. The reasoning behind their refusal was in essence due to the association structure of ownership eliminating the possibility for recourse should LCA default (there being no individual owner responsible in the event of foreclosure). The City of Woodland also denied assistance based on available funding.

A loan was eventually sourced under a Freddie Mac program supporting affordable multi-family communities. The approved loan amount was \$4,643,000. To obtain this loan, LCA paid loan fees, appraisal and inspection costs depleting their reserve balance to \$100,000 (see attached, page 13 of the 2022 audit). The current balance of reserves is \$110,649.12 (see attached, Charles Schwab Balance Letter dated November 6, 2024).

From the loan proceeds of \$4,643,000, the following items have been paid:

- Chase Mortgage Loan \$296,404
- Reimbursable Plumbing Expense \$67,000
- Tree Removal \$95,000
- Halls Plumbing \$3,936,589 (due in full upon completion)

The remaining balance is \$248,007. Recently, LCA identified the water lines leading to and from the backflow devices require replacement. The bid for completion of this work is \$42,000. Thereafter, LCA is expected to have \$206,007 of unincumbered proceeds barring payment of Change Orders yet to be presented by Halls Plumbing.

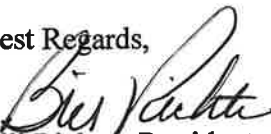
The short and long-term financial security of Leisureville rests upon their ability to service their Freddie Mac loan, fund the restoration of their reserve balance to afford future capital improvements and financially position the operation to obtain financing for the Freddie Mac balloon payment of \$3,936,589 due January 1, 2033, see attached, 2022 audit page 14).

Current 2024 financial results through September 30th report Net Cash Flow of \$19,244 with \$151,087 available cash on hand.

For the reasons stated, Leisureville Community Association requests forgiveness of the 2022 Residual receipts due City of Woodland or deferment to mid-year 2025 when we expect to settle

the Hall's Plumbing payments with the lender and receive the residual loan proceeds.

Best Regards,

A handwritten signature in black ink, appearing to read "Bill Richter". The signature is written in a cursive style with a large, looping initial "B".

Bill Richter, President

Leisureville Community Association Board of Directors+



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.15
SUBJECT: Approve the Plans, Specifications, and Bid Authorization for 2025 Water and Sewer Repair and Replacement Project, CIP 24-02

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, 1) Approving the Project plans and specifications; and 2) Authorizing the bid advertisement for the 2025 Water and Sewer Repair and Replacement Project, CIP 24-02.

Staff Contact:

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

Fiscal Impact:

The 2025 Water and Sewer Repair and Replacement Project, CIP 24-02 (the "Project"), is currently funded in the Capital Budget with \$1 million of Sewer Enterprise Funds and \$3,887,737 of Water Enterprise Funds. This current funding in CIP 24-02 was allocated prior to finalizing the scope of work included in the Project. Now that the plans and specifications are finalized, the engineer's estimate of construction cost is \$5.8 million and the estimated total project cost is \$7 million which includes design, construction, construction contingency, inspection, and construction management costs. These costs are subject to change based on actual bid prices, and an updated budget analysis will be prepared after receiving the bids.

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 to the City's General Fund.

Background:

CIP 24-02 was partially scoped for underground sewer and water utility repairs to be completed in advance of a separate road improvement project planned for 2026 construction. The 2026 project is slated to resurface portions of College and Cross Streets which include the CIP 24-02 project vicinity.

CIP 24-02 is also the ninth phase of a multi-year project where Engineering and Operations staff annually identify locations around the City that have the greatest occurrence of water main and water lateral breaks and leaks, and prioritize these locations for repair and replacement. The areas prioritized for replacement are predominantly streets with two-inch (2") or three-inch (3") cast iron water mains located behind sidewalks. These small-diameter, back-of-walk water mains have been experiencing an increasing number of breaks in recent years due to their location, bury depth, pipe material and aging condition. The existing water infrastructure in this area ranges between 76 and 125 years old. Just under one mile of Woodland's deficient back-of-walk water distribution network will be eliminated with the 2025 Project.

In 2004, the City constructed Capital Improvement Project 02-05 which replaced a portion of the cast iron water main originally installed on Cross Street between Elm and First Streets in 1928 with new ductile iron pipe. Since ductile iron pipe has an expected service life of more than 100 years, the 2025 Project will not replace this 21-year-old water main.

Staff periodically evaluate the 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 a goal to eliminate sewer overflows and provide adequate sewer capacity to residents. The existing sewer pipes within the Project area are between 76-125 years old and generally have slopes less than half of the minimum sewer standard. Additionally, there are several mainline segments and sewer lateral lines that warrant full replacement due to their deteriorated condition. CIP 24-02 will construct about 3,600 feet of new eight-inch diameter sewer main from Pendegast Street to McKinley Avenue and connect to the trunk interceptor installed in three previous sewer and water replacement projects, CIP's 20-07, 20-14 and 21-01.

Discussion:

The existing sewer system on College Street between Pendegast and Laurel and on Cross Street between College and McKinley consists of six-inch and eight-inch diameter vitrified clay mainlines in the street. These mains were constructed with inadequate flowline slopes and many service laterals from nearby residences are practically flat. The Project will replace this system with more than 3,600 feet of eight-inch diameter main on average three feet deeper than the existing pipelines to better facilitate sewer flow. Additionally, 82 sewer laterals within the project limits will be replaced with improved burial depths and slopes. City residences in the area will also be notified for the opportunity to lower their own private sewer lateral in tandem with the Project's efforts to reduce the frequency of private blockages and overflows.

In conjunction with the sewer replacement, approximately 6,370 feet of mainline water pipe will be installed in the vicinity of Cross Street between West and Third and College Street between Pendegast and Lincoln. This is an area of the city with antiquated two-inch diameter cast iron water mains located behind sidewalks and six-inch and eight-inch diameter cast iron mains in the street. These mains are notorious for problems such as breaks and leaks. Once completed, the Project will result in more reliable water pressure and uninterrupted water service for over 100 residences.

The City is actively seeking road rehabilitation grant funding for these road segments. We are anticipating receiving funding in the next 2-3 years. The work contained in CIP 24-02 will clear underground utility repairs ahead of the planned road repairs and any pavement condition data obtained in CIP 24-02 will inform design of the road project. Furthermore, the 2025 Project is part of regular maintenance of the City's utilities and is necessary to remain in compliance with State Water Resources Control Board and Regional Water Quality Control Board requirements for water distribution and sewer collection systems, respectively.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, 1) Approving the Project plans and specifications; and 2) Authorizing the bid advertisement for the 2025 Water and Sewer Repair and Replacement Project, CIP 24-02.

Prepared by: Mark Miller, Associate Engineer

Reviewed by: Tim Busch, Principal Utilities Civil Engineer
Brent Meyer, City Engineer/ CDD Director



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Plans, Specs, Bid Authorization CIP 24-02
2. Vicinity Map CIP 24-02

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 2025 WATER AND SEWER REPAIR AND
REPLACEMENT PROJECT, CIP 24-02**

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

WHEREAS, the 2025 Water and Sewer Repair and Replacement Project, CIP 24-02, 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 2025 Water and Sewer Repair and Replacement Project, CIP 24-02, 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 2025 Water and Sewer Repair and Replacement Project, CIP 24-02.

SECTION 2. The City Council hereby authorizes staff to advertise for bids for the 2025 Water and Sewer Repair and Replacement Project, CIP 24-02.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



 LIMITS OF WATER MAIN REPLACEMENT (CIP 24-02)
 LIMITS OF SEWER MAIN REPLACEMENT (CIP 24-02)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: G.16
SUBJECT: Final Acceptance and Notice of Completion 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. _____, approving an increase in construction contingencies and accepting the construction contract for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02, with Lund Construction Co. as complete and authorize the City Clerk to file a Notice of Completion.

Staff Contact:

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

Fiscal Impact:

The authorized construction contract amount with Lund Construction Co. for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02, (hereafter "Project") is \$2,587,152 with an approved contingency amount of \$258,715. One change order has been executed in the amount of \$175,696.99 and one final change order remains to be executed in the amount of \$163,416.94 which would result in a total construction contract of \$2,926,265.93.

The Project has an authorized total budget of \$4 million funded through Water Enterprise (\$3,200,000) and Sewer Enterprise (\$800,000) Funds. All work was completed within the authorized project budget.

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

Background:

CIP 23-02 was partially scoped as the eighth project in a multi-year program where Engineering and Operations staff identify locations in the City's water distribution and sewer collection systems that have the greatest occurrence of defects, breaks and leaks, and prioritize these locations for replacement. The 2024 project replaced the existing water distribution system and repaired the most severe sewer collection system defects in the vicinity of Third Street, Fourth Street and Homewood Drive between Gibson Road and Marshall Avenue. CIP 23-02 was also scoped for construction in advance of a 2025 road repaving project so that any necessary underground utility improvements were complete.

Approximately 4,600 linear feet of mainline water pipe were replaced by the Project, thereby eliminating a portion of the antiquated system of 2-inch diameter cast iron water mains which are buried in resident's front yards near the city sidewalks. These 2-inch mains are notorious for problems such as breaks and leaks as they are located shallow enough to be subject to diurnal fluctuations in temperature and can be disturbed by homeowner's improvements. The Project constructed a new 8-inch diameter main in the street and connected 93 adjacent residences with new polyethylene services that will deliver more reliable water pressure for the next century. Concurrent with this water work, the Project repaired 4 deficient sewer manhole structures, repaired or replaced more than 40 defective sewer laterals in the public right of way, abandoned 500 feet of inaccessible sewer main and repaired sewer flowline sags and fractures in the project vicinity.

Discussion:

One change order for CIP 23-02 has been executed to date in the amount of \$175,696.99 and one final change order remains to be executed in the amount of \$163,416.94. This final change order brings the total construction change order amount to \$339,113.93 and the total contract amount to \$2,926,265.93. The first change order compensated the contractor for scope changes that improved the sewer collection system on Dog Gone Alley in advance of another upcoming paving project. The final change order compensates the contractor for scope changes and unforeseen conditions encountered when replacing sewer laterals and also accounts for the final contract quantities that were measured at the end of the Project to be below or above the originally bid amounts. The total change order amount of \$339,113.93 is \$80,398.93 more than the authorized construction contract contingency; thus, Staff is seeking authorization of a \$80,398.93 increase to the contingency amount. A breakdown of project expenditures is enumerated in the table below:

Construction Contract	\$2,587,152
Project Design	\$225,420
Change Orders	\$339,114
Construction Inspection	\$225,461
Total Construction Cost	\$3,377,147
Project Management Staff Time	\$120,000
Total Project Cost	\$3,497,147
Total Project Budget	\$4,000,000

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving an increase in construction contingencies and accepting the construction contract for the 2024 Water and Sewer Repair and Replacement Project, CIP 23-02, with Lund Construction Co. as complete and authorize the City Clerk to file a Notice of Completion.

Prepared by: Mark Miller, Associate Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Acceptance and NOC_2024 Water and Sewer Project, CIP 23-02

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN INCREASE IN CONSTRUCTION CONTINGENCY FOR THE 2024 WATER
AND SEWER REPAIR AND REPLACEMENT PROJECT, CIP 23-02, AND ACCEPTING THE
CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZING
THE CITY CLERK TO FILE A NOTICE OF COMPLETION**

WHEREAS, the City Council adopted Resolution 8208 on February 20, 2024, to execute a construction contract with Lund Construction Co. (“Lund”) in the amount of \$2,587,152 and to approve construction contingencies of up to \$258,715 for the 2024 Water and Sewer and Replacement Project, CIP 23-02 (the “Project”); and

WHEREAS, construction of the Project began on April 17, 2024, and was completed on November 29, 2024; and

WHEREAS, one contract change order was executed in an amount totaling \$175,696.99, and one final change order remains to be executed in the amount of \$159,132.06, which brings the total contract change order amount to \$334,829.05; and

WHEREAS, to cover final project change order costs, the City wishes for the currently authorized construction contract contingency of \$258,715 to be increased by \$76,114.05; and

WHEREAS, authorization of a construction contract contingency increase of \$76,114.05 is required to execute the final contract change order and close out the construction contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The City Council hereby authorizes a \$76,114.05 increase to the construction contract contingency for the 2024 Water and Sewer and Replacement Project, CIP 23-02, bringing the total authorized contingency up to \$334,829.05.

SECTION 3. The City Council hereby accepts the 2024 Water and Sewer and Replacement Project, CIP 23-02, as complete.

SECTION 4. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the 2024 Water and Sewer and Replacement Project, CIP 23-02.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: H.17
SUBJECT: Approve Modifications to the City Truck Route Map

Recommendation for Action: Staff recommends the City Council receive a presentation, conduct a public hearing, and adopt Resolution No. _____, to approve the new City Truck Route Map.

Staff Contact:

Clara Olmedo, Associate Engineer, (530) 661-5824, clara.olmedo@cityofwoodland.org

Fiscal Impact:

The current action does not impact the City's budget.

Background:

City Ordinance Section 10.08.230.C. *Restricted Use of Certain Streets* allows the City Council, by resolution, to designate truck routes for movement in the City. Without designated truck routes within city limits, semi-trucks and large commercial vehicles are allowed to drive on all City streets, without restriction, for pickup or deliveries of goods, wares and merchandise or to deliver materials for the repair, alteration, remodeling or construction.

With guidance from the City Attorney, City staff has updated the City's truck route map and is proposing changes for adoption. Changes include modifying and/or removing portions of existing truck routes that are located within City limits. The purpose of the change is to help maintain the condition of, and reduce congestion on city streets. Additionally, these modifications are intended to minimize trucks using Woodland as a connection to other destinations by removing routes which currently allow through traffic movements. Staff's intent with the proposed modification to the routes has been to avoid changes that result in significant impacts for truck traffic that is doing business within the City.

Discussion:

City staff presented the changes to the truck route map to the Council Infrastructure Subcommittee on February 22, 2024. Members of the committee were supportive of the changes.

City staff held an open house discussion on March 27, 2024, in City Hall Council Chambers to discuss the changes with local businesses. Notifications of the meeting were mailed out to businesses located along the truck routes to be removed and those that might be affected by the changes. City Engineering, Police Department staff and Highway Patrol staff were available to provide information and answer any questions that the business representatives had during the meeting. Most of the concerns raised related to maintaining existing access, enforcement, deliveries, and using restricted streets as direct routes. Through this process, it was determined that the proposed changes do not significantly impact our local businesses. Businesses in Woodland will continue to have access and will be able to make deliveries as usual.

Notice of tonight's public hearing was published on the city website and all businesses within City limits with an active business license received a postcard, mailed on November 18, which notified them of the public hearing and where to view the truck route maps. Notice was also published in the Daily Democrat with an initial publication date of November 19, 2024, and published once a week for

four consecutive weeks following the initial publication. The last notice was published December 17th, 2024.

Once the updated map is approved by Council, City businesses will be notified of the approval and be provided the updated map. The map will also be distributed to the California Highway Patrol and to the California Department of Transportation Local Truck Route Network page for information distribution and enforcement purposes. City staff will also make sure roadway signage is updated as needed.

Conclusion:

Staff recommends the City Council receive a presentation, conduct a public hearing, and adopt Resolution No. _____, to approve the new City Truck Route Map.

Prepared by: Clara Olmedo, Associate Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Updated Truck Route Map
2. Truck Route Map

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
APPROVE THE UPDATED TRUCK ROUTE MAP**

WHEREAS, Section 10.08.230.C. Restricted Use of Certain Streets of the Municipal Code of the City of Woodland, California, authorizes the City Council, by resolution, to designate truck routes for movement in the City; and

WHEREAS, City staff presented the changes to the truck route map to the Infrastructure Committee on February 22, 2024 and committee was supportive of the changes; and

WHEREAS, City staff held an open house discussion on March 27, 2024 to provide local businesses with information on the changes and to answer any questions; and

WHEREAS, a postcard to all businesses within City limits with a business license was mailed on November 18, 2024 notifying them of a public hearing. A weekly notice was also published in the Daily Democrat from November 19, 2024 through December 17, 2024; and

WHEREAS, the City conducted a public hearing to receive comments and concerns; and

WHEREAS, the City wishes to make changes to the truck route map 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 updated truck route map.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

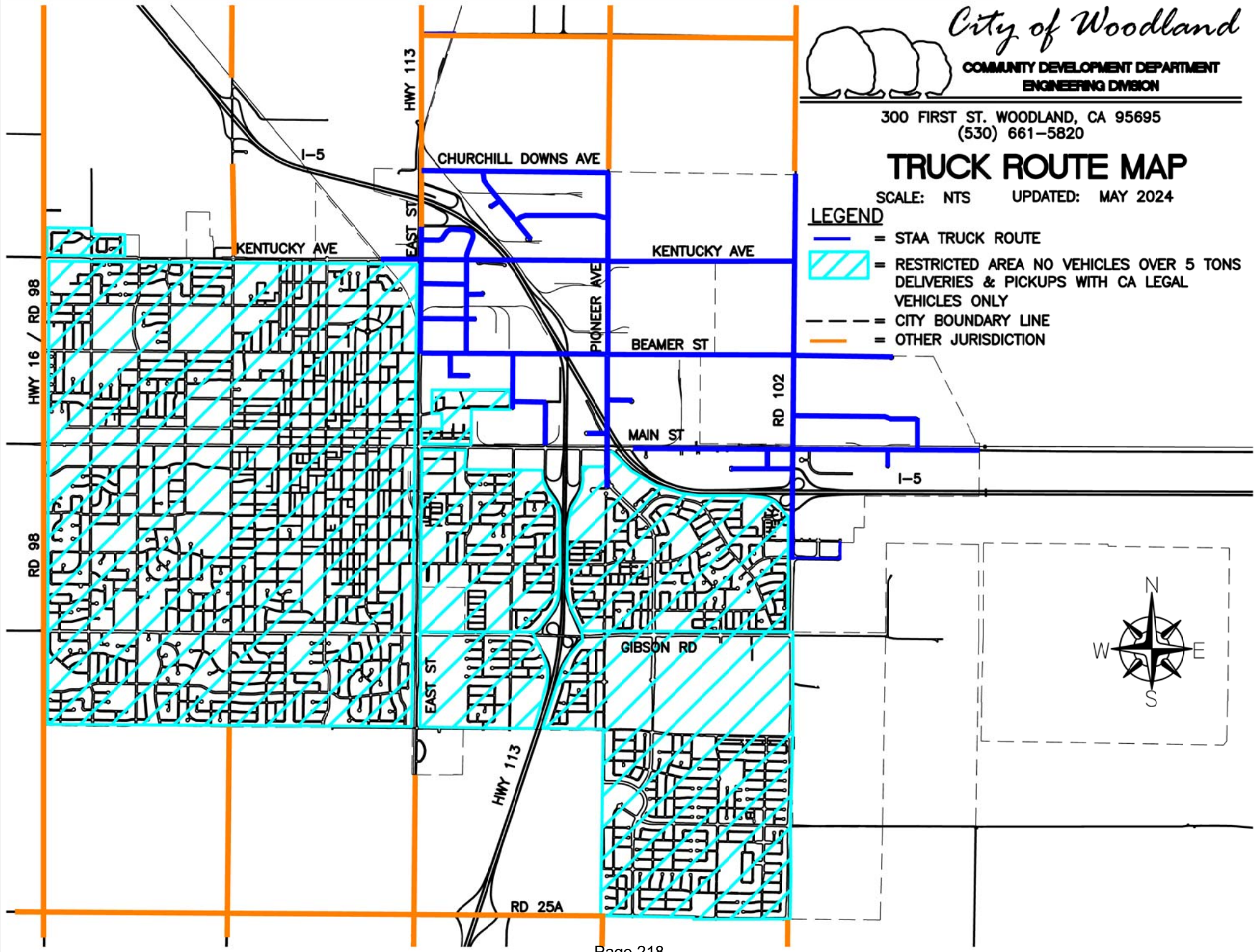
Ethan Walsh, City Attorney

TRUCK ROUTE MAP

SCALE: NTS UPDATED: MAY 2024

LEGEND

-  = STAA TRUCK ROUTE
-  = RESTRICTED AREA NO VEHICLES OVER 5 TONS
DELIVERIES & PICKUPS WITH CA LEGAL
VEHICLES ONLY
-  = CITY BOUNDARY LINE
-  = OTHER JURISDICTION





TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: H.18
SUBJECT: Introduction and Waiver of First Reading of an Ordinance Amending Section 17.84.030 of the Woodland Municipal Code

Recommendation for Action: Staff recommends that City Council 1) Introduce and waive first reading of an Ordinance amending Section 17.84.030 of the Woodland Municipal Code regarding Accessory Dwelling Units (ADU); and 2) Find that the adoption of the proposed ordinance is statutorily exempt from review under the California Environmental Quality Act ("CEQA") under Public Resources Code Section 21080.17.

Staff Contact:

Erika Bumgardner, (530) 661-5886, erika.bumgardner@cityofwoodland.gov

Background:

In recent years, the California Legislature has approved, and the Governor has signed into law, a number of bills that, among other things, amended various sections of the Government Code to impose new limits on local authority to regulate Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). In 2024, the California Legislature approved, and the Governor signed into law, two new bills — AB 2533 and SB 1211 — that further amend state ADU law as summarized below.

AB 2533 – Unpermitted ADUs and JADUs

Subject to limited exceptions, existing state law prohibits a city from denying a permit to legalize an unpermitted ADU that was constructed before January 1, 2018, if the denial is based on the ADU not complying with applicable building, state, or local ADU standards. One exception allows a city to deny a permit to legalize if the city makes a written finding that correcting the violation is necessary to protect the health and safety of the public or the occupants of the structure.

AB 2533 changes this by: (1) expanding the above prohibition to also include JADUs; (2) moving the construction-cutoff date from January 1, 2018, to January 1, 2020; and (3) replacing the above exception with a requirement that local agencies find that correcting the violation is necessary to comply with the standards specified in Health and Safety Code section 17920.3 (Substandard Buildings). (See amended Gov. Code, § 66332(a)–(f).)

SB 1211 – Replacement Parking Requirements; Multifamily ADUs

Replacement Parking

Existing state law prohibits the City from requiring off-street parking spaces to be replaced when a garage, carport, or covered parking structure is demolished in conjunction with the construction of, or conversion to, an ADU.

SB 1211 amends this prohibition to now also prohibit a city from requiring replacement parking when an uncovered parking space is demolished for or replaced with an ADU. (See amended Gov. Code, § 66314(d)(11).)

Multifamily ADUs

SB 1211 further defines *livable space* in connection with converted ADUs inside a multifamily dwelling structure. Existing state law requires the City to ministerially approve qualifying building-permit applications for ADUs within “portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages” The term “livable space” is not defined by existing state ADU law.

SB 1211 changes this by adding a new definition: “Livable space’ means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.” (See amended Gov. Code, § 66313(e).)

SB 1211 also increases the number of detached ADUs that lots with an existing multifamily dwelling can have. Existing state law allows a lot with an existing or proposed multifamily dwelling to have up to two detached ADUs.

Under SB 1211, a lot with an *existing* multifamily dwelling can have up to eight detached ADUs, or as many detached ADUs as there are primary dwelling units on the lot, whichever is less. (See amended Gov. Code, § 66323(a)(4)(A)(ii).) SB 1211 does not alter the number of ADUs that a lot with a *proposed* multifamily dwelling can have — the limit remains at two. (See amended Gov. Code, § 66323(a)(4).)

Discussion:

Both AB 2533 and SB 1211 take effect January 1, 2025. To remain valid, the City’s ADU ordinance must comply with requirements imposed by AB 2533 and SB 1211. Adopting the proposed ordinance (Attachment 2) ensures that the City’s ADU ordinance will be valid under AB 2533 and SB 1211. For these reasons, staff is recommending that the City Council adopt the proposed ordinance (Attachments 1 and 2).

Environmental Review:

Under California Public Resources Code section 21080.17, CEQA does not apply to the adoption of an ordinance by a city or county implementing the provisions of Article 2 of Chapter 13 of Division 1 of Title 7 of the Government Code, which is California’s ADU law and which also regulates JADUs, as defined by section 66313. Therefore, the adoption of the proposed ordinance is statutorily exempt from CEQA in that it implements state ADU law.

Planning Commission Recommendation:

At its December 19, 2024, meeting, the Woodland Planning Commission voted 6-0, with one member absent, to recommend City Council approval of the proposed amendments to Woodland Municipal Code, Zoning Ordinance Chapter 17.84.030 (Accessory Dwelling Units).

Conclusion:

Staff recommends that City Council 1) Introduce and waive first reading of an Ordinance amending Section 17.84.030 of the Woodland Municipal Code regarding Accessory Dwelling Units (ADU); and 2) Find that the adoption of the proposed ordinance is statutorily exempt from review under the California Environmental Quality Act (“CEQA”) under Public Resources Code Section 21080.17.

Prepared by: Amanda Portier, Marketing & Business Relations Specialist

Reviewed by: Erika Bumgardner, Deputy Community Development Director



Ken Hiatt
City Manager

Attachments:

1. Proposed Ordinance - Amend Section 17.84.030 ADUs WMC
2. Exhibit A-1 Proposed Amended ADU Regulations (Redline)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING SECTION 17.84.030 OF THE CITY OF WOODLAND MUNICIPAL CODE RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS AND FINDING THE ACTION TO BE STATUTORILY EXEMPT FROM CEQA UNDER PUBLIC RESOURCES CODE § 21080.17

WHEREAS, the City of Woodland, California (“City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, state law authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units (“ADUs”) and junior accessory dwelling units (“JADUs”); and

WHEREAS, in recent years, the California Legislature has approved, and the Governor has signed into law, numerous bills that, among other things, amend various sections of the Government Code to impose new limits on local authority to regulate ADUs and JADUs; and

WHEREAS, in 2024, the California Legislature approved, and the Governor signed into law, Assembly Bill 2533 (“AB 2533”) and Senate Bill 1211 (“SB 1211”), which further amend state ADU law; and

WHEREAS, AB 2533 and SB 1211 take effect on January 1, 2025, and for the City’s ADU ordinance to remain valid, it must be amended to reflect the requirements of AB 2533 and SB 1211; and

WHEREAS, the City desires to amend its local regulatory scheme for the construction of ADUs and JADUs to reflect AB 2533’s and SB 1211’s changes to state law; and

WHEREAS, on December 19, 2024, the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning this proposed Ordinance. Following the public hearing, the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, on January 21, 2025, the City Council held a duly-noticed public hearing to consider the Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance, (2) the policy considerations discussed therein, and (3) the consideration and recommendation by the City’s Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, the City Council of the City of Woodland does ordain as follows:

SECTION 1. Incorporation. The recitals above are each incorporated by reference and adopted as findings by the City Council.

SECTION 2. California Environmental Quality Act (CEQA). Under California Public Resources Code section 21080.17, the California Environmental Quality Act (“CEQA”) does not apply to the adoption of an ordinance by a city or county implementing the provisions of Article 2 of Chapter 13 of Division 1 of Title 7 of the California Government Code, which is California’s ADU law and which also regulates JADUs, as defined by section 66313. Therefore, adoption of the Ordinance is statutorily exempt from CEQA in that it implements state ADU law.

SECTION 3. General Plan. The City Council hereby finds that the adoption of the Ordinance is consistent with the General Plan as a matter of law under Government Code section 66314(c).

SECTION 4. Code Amendment. Section 17.84.030 of the Woodland Municipal Code is hereby amended and restated to read in its entirety as provided in Exhibit “A-1,” attached hereto and incorporated herein by reference.

SECTION 5. Effective Date. This Ordinance takes effect 30 days after its adoption.

SECTION 6. HCD Submittal. In accordance with Government Code section 66326, the City Clerk is directed to submit a copy of this Ordinance to the California Department of Housing and Community Development within 60 days after adoption.

SECTION 7. Publication. The City Clerk is directed to certify to the adoption of this Ordinance and post or publish this Ordinance as required by law.

SECTION 8. Custodian of Records. The custodian of records for this Ordinance is the City Clerk and the records comprising the administrative record are located at 300 First Street, Woodland, CA.

SECTION 9. Severability. If any provision of this Ordinance or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any portion thereof.

INTRODUCED at a regular meeting of the City Council of the City of Woodland, California on the 21st day of January 2025, and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the _____ day of _____, 20__ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A-1

Amended ADU Regulations

17.84.030 Accessory Dwelling Units

- A. **Purpose.** The purpose of this Section is to provide reasonable regulations for the development of accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in certain areas and on lots developed or proposed to be developed with single-family residential dwellings, duplexes, and multiple-family units. Such accessory dwelling units contribute needed housing to the community's housing stock and promote housing opportunities for the persons wishing to reside in the City. In addition, the regulations in this Section are intended to promote the goals and policies of the City's General Plan and comply with requirements codified in the State Planning and Zoning Law related to accessory dwelling units in residential areas, including California Government Code § 65852.2 and § 65852.22.
- B. **Effect of Conforming Accessory Dwelling Unit.** An accessory dwelling unit that conforms to this Section shall:
1. Be deemed an accessory use and shall not be considered to exceed the allowable density for the lot upon which it is located;
 2. Be deemed a residential use that is consistent with the General Plan and the zoning designations for the lot on which the ADU or JADU is located;
 3. Not be considered in the application of any local ordinance, policy, or program to limit residential growth;
 4. Not be considered a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service; and
 5. Not be required to correct a nonconforming zoning condition, as defined in Subsection 17.84.030.C.6, Definitions, below. This does not prevent the City from enforcing compliance with applicable building standards in accordance with Health and Safety Code § 17980.12.
- C. **Definitions.**
1. "Accessory dwelling unit (ADU)" means a residential dwelling unit that is either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling, including detached garages and that provides independent living facilities for one or more persons. An accessory dwelling unit also includes:
 - a. An efficiency unit, as defined in California Health and Safety Code § 17958.1; and
 - b. A manufactured home, as defined in California Health and Safety Code § 18007.
 2. "Complete independent living facilities" means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.
 3. "Efficiency kitchen" means a kitchen that includes each of the following:

- a. A cooking facility with appliances.
 - i. A food preparation counter or counters that are of reasonable size in relation to the size of the junior accessory dwelling unit; and
 - ii. Food storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.
 - 4. "Junior accessory dwelling unit" or "JADU" means a residential unit that satisfies all of the following:
 - a. Is no more than 500 square feet in size;
 - b. Is contained entirely within an existing or proposed single-family structure. An enclosed use within the residence, such as an attached garage, is considered to be a part of and contained within the single-family structure;
 - c. Includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure;
 - d. If the unit does not include its own separate bathroom, then it shall contain an interior entrance to the main living area of the existing or proposed single-family structure to allow bathroom access from the main house, in addition to an exterior entrance that is separate from the main entrance to the primary dwelling; and
 - e. Includes an efficiency kitchen, as defined in Subsection 17.84.030.C.3, Definitions.
 - 5. "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
 - 6. "Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.
 - 7. "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.
 - 8. "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.
 - 9. "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
 - ~~10.~~ "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.
 - ~~10.11.~~ "Livable space" means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.
- D. **Locations Permitted.** Accessory dwelling units and junior accessory dwelling units are permitted in all zones that allow for any single-family or multifamily residential use, including the corridor mixed use districts if they allow for any residential use.

- E. **Approvals.** Before constructing an ADU or converting an existing structure or portion of an existing structure or residence to an ADU or JADU, the applicant shall obtain permits in accordance with the requirements of this Section.
1. All ADUs and JADUs shall satisfy the requirements of the California Building Standards Code, as amended by the City, and any other applicable laws.
 2. **Building Permit Only Approval.** An applicant shall not be required to submit an application for an ADU Permit under Subsection 17.84.030.E.3, ADU Permit Review, and may instead seek Building Permit (see Section 17.100.130, Building Permit) only approval for an ADU or JADU, or both, where the proposal satisfies the requirements of California Government Code § 65852.2, as the same may be amended from time to time, the California Building Standards Code, as amended by the City, and any other applicable laws. The following are categories of ADUs and JADUs that shall be approved under this Subsection 17.84.030.E.2, Building Permit Only Approval:
 - a. *Converted Space or Structure on Single-Family Lot.* Only one ADU as described in this Subsection 17.84.030.E.2.a, Converted Space or Structure on Single-Family Lot, and one JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:
 - i. Is either within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or (in the case of an ADU only) within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress;
 - ii. Has exterior access that is independent of that for the single-family dwelling;
 - iii. Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes; and
 - iv. The JADU complies with the requirements of California Government Code § 65852.22.
 - b. *Limited Detached on Single-Family Lot.* One detached, new-construction ADU on a lot with a proposed or existing single-family dwelling (in addition to any JADU that might otherwise be established on the lot under Subsection 17.84.030.E.2.a, Converted Space or Structure on Single-Family Lot, above, if the detached ADU satisfies the following limitations):
 - i. The side- and rear-yard setbacks are at least four feet.
 - ii. The total floor area is 800 square feet or smaller.
 - iii. The peak height above grade does not exceed the applicable height limit provided in Subsection 17.84.030.F.2, Height, below.
 - c. *Converted on Multifamily Lot.* One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including,

but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages:

- i. If each converted, ADU complies with state building standards for dwellings.
- ii. At least one converted ADU is allowed within an existing multifamily dwelling structure, but the number of ADUs created under this Subsection 17.84.030.E.2.c, Converted on Multifamily Lot, may not exceed 25 percent of the existing multifamily dwelling units.
- d. *Limited Detached on Multifamily Lot.* No more than two detached ADUs on a lot with a proposed multifamily dwelling, or up to eight detached ADUs on a lot that has an existing multifamily dwelling if each detached ADU satisfies the following limitations:
 - i. The side- and rear-yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of less than four feet, the City will not require any modification to the multifamily dwelling as a condition of approving the ADU.
 - ii. The total floor area is 800 square feet or smaller.
 - iii. The peak height above grade does not exceed the applicable height limit provided in Subsection 17.84.030.F.2, Height.
 - ~~iii.~~iv. If the lot has an existing multifamily dwelling, the quantity of detached ADUs does not exceed the number of primary dwelling units on the lot.

3. ***ADU Permit Review.***

- a. The Director or designee shall administratively (ministerially) review and approve an ADU permit application filed pursuant to Subsection 17.84.030.E.5, Application Requirements and shall not require a public hearing, provided that the submitted application is complete and that the ADU complies with the requirements contained in that Section and any other applicable law.
- b. Except as allowed under Subsection 17.84.030.E.2, Building Permit Only Approval, no ADU may be created without a Building Permit (see Section 17.100.130, Building Permit) and an ADU permit in compliance with the standards set forth in Subsections 17.84.030.F, General ADU and JADU Requirements, and 17.84.030.G, Specific ADU and JADU Requirements.
- c. Discretionary review for an ADU permit application is required as a result of non-compliance with standards set forth in Subsections 17.84.030.F, General ADU and JADU Requirements, and 17.84.030.G, Specific ADU and JADU Requirements, shall be subject to the review requirements in Subsection 17.84.030.E.7, Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.

4. ***ADU Permit Application Process and Timing.***

- a. The City must approve or deny an application to create an ADU or JADU within 60 days from the date that the City receives a completed application. If the City has not acted upon the completed application within 60 days, the application shall be deemed approved unless the following:
 - i. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay; or
 - ii. If the permit application to create an ADU or JADU is submitted with an application to create a new single-family or multifamily dwelling on the lot, the City may delay acting on the permit application for the ADU or JADU until the City acts on the permit application to create the new single-family or multifamily dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.
- b. If the City denies an application to create an ADU or JADU, the City must provide the applicant with comments that include, among other things, a list of all defective or deficient items and a description of how the application may be remedied by the applicant. Notice of denial and corresponding comments must be provided to the applicant within the 60-day time period established by Subsection 17.84.030.E.4.a.
- c. A permit to demolish a detached garage that is to be replaced with an ADU is reviewed with the application for the ADU and issued at the same time.

5. ***Application Requirements.***

- a. Applications for an accessory dwelling unit permit shall be made in writing by the property owner or his or her authorized agent, on forms provided by the Community Development Department, and accompanied by such data and information as may be necessary to fully describe the request including:
 - i. Name and address of the applicant.
 - ii. Owner-Builder Acknowledgment and Information Verification Form.
 - iii. Assessor's parcel number(s) of the property.
 - iv. Plot Plan (drawn to scale) in sufficient detail to clearly describe:
 - a. Physical dimensions of the property.
 - b. Location and dimensions of all existing and proposed structures, walls, and fences.
 - c. Location and dimensions of all existing and proposed easements, drainage structures, and utilities.
 - d. Location, dimensions, and names of all adjacent roads, whether public or private.
 - e. Setbacks.

- f. Existing and proposed methods of circulation, including ingress and egress, driveways, parking areas, and parking structures.
 - g. A narrative description of architectural treatments proposed for the ADU.
 - v. *Floor Plans.* Complete floor plans of both existing and proposed conditions shall be provided. Each room shall be dimensioned and resulting floor area calculation included. The use of each room shall be labeled. The size and location of all doors, closets, walls, and cooking facilities shall be clearly depicted. For an attached ADU, the plans must include the primary dwelling as well.
 - vi. Elevations of all sides of the exterior structure and show all exterior structures, all architectural projections, and all openings for both the primary residence and the proposed ADU including building dimensions, and material call outs.
 - vii. A color and materials sample board as requested by the Director.
 - viii. Color photographs of the exterior of the primary residence as requested by the Director.
 - ix. *Construction Management Plan.* Construction hours and staging to minimize impacts on surrounding residential properties, as requested by the Director.
 - b. The filing and review fee shall be as prescribed by City Council resolution or ordinance. The City may charge a fee to reimburse it for costs incurred in processing ADU permits, including the costs of adopting or amending the City's ADU ordinance.
6. ***ADUs and Discretionary Approval.***
- a. Any proposed ADU or JADU that does not conform to the objective standards set forth in Subsections 17.84.030.F, General ADU and JADU Requirements, and 17.84.030.G, Specific ADU and JADU Requirements, may be allowed by the City with a Zoning Administrator Permit in accordance with Section 17.100.090, Zoning Administrator Permit and Subsection 17.92.020.D, Zoning Administrator. If required, a noticed public hearing shall be held in accordance with Section 17.96.080, Public Notice and Section 17.96.090, Conduct of Public Hearing.
 - i. Applies to ADUs over 1,000 square feet and/or three bedrooms.
 - ii. The maximum size of an ADU subject to this Subsection 17.84.030.E.6, ADUs and Discretionary Approval is 1,200 square feet, or three bedrooms.

- b. *Findings.* Before approval of the Zoning Administrator Permit (see Section 17.100.090, Zoning Administrator Permit) granting the exception, the Zoning Administrator shall find that:
 - i. The exterior design of the accessory dwelling unit is in harmony with, and maintains the scale of, the neighborhood;
 - ii. If an exception to parking requirements is requested, the exception will not result in excessive parking congestion;
 - iii. The site plan provides adequate open space usable and useful for both the accessory dwelling unit and the primary residence;
 - iv. Where applicable, open space and landscaping provides for privacy and screening of adjacent properties;
 - v. The location and design of the accessory unit maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, noise, light air, solar access, or parking of adjacent properties; and
 - vi. Windows that impact the privacy of the neighboring side or rear yard have been minimized. Major windows, access stairs, entry doors and decks are generally limited to the walls facing the primary residence or the alley, if applicable.

7. ***Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.***

- a. The City will not deny an ADU or JADU application due to a nonconforming zoning condition, Building Code violation, or unpermitted structure on the lot that does not present a threat to the public health and safety and that is not affected by the construction of the ADU or JADU.
- b. *Unpermitted ADUs and JADUs Constructed Before 20202018.*
 - i. *Permit to Legalize.* As required by state law, the City may not deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 20202018, if denial is based on either of the following grounds:
 - a) The ADU or JADU violates applicable building standards; or
 - b) The ADU or JADU does not comply with the state ADU or JADU law (California Government Code § 65852.2) or this Section.
 - ii. *Exceptions.*
 - a) Notwithstanding Subsection 17.84.030.E.7.b.i, Permit to Legalize, the City may deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 20202018, if the City makes a finding that correcting a violation is necessary to comply with the standards specified in California Health and Safety

~~Code § 17920.3, protect the health and safety of the public or of occupants of the structure.~~

- b) Subsection 17.84.030.E.7.b.i, Permit to Legalize does not apply to a building that is deemed to be substandard in accordance with California Health and Safety Code § 17920.3.

F. **General ADU and JADU Requirements.** The following requirements apply to all ADUs and JADUs that are approved under Subsection 17.84.030.E.2, Building Permit Only Approval, or Subsection 17.84.030.E.3, ADU Permit Review:

1. ***Zoning.***

- a. An ADU or JADU subject only to a Building Permit under Subsection 17.84.030.E.2, Building Permit Only Approval may be created on a lot in a Residential or Mixed-Use zone.
- b. An ADU or JADU subject to an ADU permit under Subsection 17.84.030.E.3, Height may be created on a lot that is zoned to allow single-family dwelling residential use or multifamily dwelling residential use.

2. ***Height.***

- a. Except as otherwise provided by Subsection 17.84.030.F.2.b, a detached ADU created on a lot with an existing or proposed single-family or multifamily dwelling unit may not exceed 16 feet in height.
- b. A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed 18 feet in height.
- c. An ADU that is attached to the primary dwelling may occupy any level of the primary dwelling unit if it is designed as an integral part of the primary dwelling and a separate ingress and egress is provided. A height of 25 feet or the height limitation imposed by the underlying zone that applies to the primary dwelling, whichever is lower shall apply to an ADU attached to a primary dwelling. Notwithstanding the foregoing, ADUs subject to this Subsection 17.84.030.F.2.c, may not exceed two stories.
- d. An ADU above a detached structure located contiguous to an alley may be up to 25 feet in height.
- e. For purposes of this Subsection 17.84.030.F.2, Height, height is measured above existing legal grade to the peak of the structure.

3. ***Fire Sprinklers.***

- a. Fire sprinklers are required in an ADU if sprinklers are required in the primary residence.
- b. The construction of an ADU does not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.

4. **Rental Term.** No ADU or JADU may be rented for a term that is shorter than 30 days. This prohibition applies regardless of when the ADU or JADU was created.
5. **No Separate Conveyance.** An ADU or JADU may be rented, except as otherwise provided in Government Code § 65852.26, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).
6. **Owner Occupancy.**
 - a. ADUs are not subject to owner occupancy requirements.
 - b. As required by state law, all JADUs are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. However, the owner-occupancy requirement of this paragraph does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.
7. **Building and Construction.**
 - a. All ADUs and JADUs must comply with all local Building Code requirements.
 - b. No passageway shall be required in conjunction with the construction of an accessory dwelling unit.
 - c. *No Change of Occupancy.* Construction of an ADU does not constitute a Group R occupancy change under the local Building Code, as described in the California Building Code § 310, unless the Building Official or Code Enforcement Division makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this Subsection prevents the City from changing the occupancy code of a space that was uninhabitable space or that was only permitted for nonresidential use and was subsequently converted for residential use in accordance with this Section.
8. **Deed Restriction.** Prior to issuance of a Building Permit for an ADU or JADU, a deed restriction must be recorded against the title of the property in the County Recorder's office and a copy filed with the Director. The deed restriction must run with the land and bind all future owners. The form of the deed restriction will be provided by the City and must provide that:
 - a. Except as otherwise provided in Government Code § 65852.26, the ADU or JADU may not be sold separately from the primary dwelling.
 - b. The ADU or JADU is restricted to the approved size and to other attributes and applicable ADU and JADU requirements and standards.
 - c. The deed restriction runs with the land and may be enforced against future property owners.
 - d. The deed restriction may be removed if the owner eliminates the ADU or JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the

deed restriction, an owner may make a written request of the Director, providing evidence that the ADU or JADU has in fact been eliminated. The Director may then determine whether the evidence supports the claim that the ADU or JADU has been eliminated. Appeal may be taken from the Director's determination consistent with other provisions of this Code. If the ADU or JADU is not entirely physically removed but is only eliminated by virtue of having a necessary component of an ADU or JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this Code.

- e. The deed restriction is enforceable by the Director or designee for the benefit of the City. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the City is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the ADU or JADU in violation of the recorded restrictions or abatement of the illegal unit.

- 9. ***Income Reporting.*** In order to facilitate the City's obligation to identify adequate sites for housing in accordance with Government Code § 65583.1 and § 65852.2, the following requirements must be satisfied:

- a. With the Building Permit application, the applicant must provide the City with an estimate of the projected annualized rent that will be charged for the ADU or JADU. See Section 17.100.130, Building Permit.
- b. By January 30 of each year after initial Building Permit issuance, the owner shall report the actual rent charged for the ADU or JADU during the prior year. If the City does not receive the report within the 90-day period, the City shall send a request for information to the owner.

- G. **Specific ADU and JADU Requirements.** The following requirements apply only to ADUs that require an ADU permit under Subsection 17.84.030.E.3, ADU Permit Review.

- 1. ***Maximum Size.***

- a. The maximum size of a detached or attached ADU subject to this Subsection 17.84.030.G.1, Maximum Size is 1,000 square feet. No more than two bedrooms are allowed.
 - i. An ADU over 1000 square feet or three bedrooms shall be subject to Zoning Administrator review as provided in Subsection 17.84.030.E.6, ADUs and Discretionary Approval.
 - ii. No ADU shall exceed 1,200 square feet per Subsection 17.84.030.E.6.a.ii.
- b. An attached ADU that is created on a lot with an existing primary dwelling shall not exceed 50 percent of the existing floor area of the primary dwelling.
- c. Exception. Application of other development standards such as size based on a percentage of the proposed or existing primary dwelling, FAR, lot coverage,

front setbacks, minimum lot size, or open-space requirements for an attached or detached ADU may not require the ADU to be less than 800 square feet.

2. **Parking—General Requirement.** Accessory dwelling units must meet the following parking standards.
 - a. One off-street parking space is required for an ADU that is approved under Subsection 17.84.030.E.3, ADU Permit Review.
 - b. Parking configuration, if required:
 - i. The required parking spaces may be located in setback areas or tandem parking on an existing driveway unless specific findings are made under Subsection 17.84.030.G.2.b.ii.
 - ii. Parking arrangements in Subsection 17.84.030.G.2.b.i, are not permitted if the Director (or designee) makes specific findings that such parking arrangements are not feasible based upon specific site or regional topographical or fire or life safety conditions.
 - c. *Exceptions.* Parking standards shall not be imposed on an ADU in any of the following circumstances:
 - i. The ADU is located within one-half mile walking distance of public transit, including a public bus stop, bus station or transit station that charge set fares, run on fixed routes, and are available to the public.
 - ii. The ADU is located within an architecturally and historically significant historic district.
 - iii. The ADU is part of the existing primary residence or an existing accessory structure under Subsection 17.84.030.E.2.a, Converted Space or Structure on Single-Family Lots.
 - iv. When on-street parking permits are required but not offered to the occupant of the ADU.
 - v. When there is an established car share vehicle stop located within one block of the ADU.
 - vi. When the permit application to create an ADU is submitted with an application to create a new single-family or new multifamily dwelling on the same lot, provided the ADU or the lot satisfies any other criteria listed in parking exception Subsections 17.84.030.G.2.c.i through v.
 - d. *No Replacement.* When a garage, carport, ~~or~~ covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.
3. **Setbacks.**

- a. An ADU that is subject to this Section must conform to a 20-foot front yard setback, or the front setback imposed by the underlying zone, whichever is greater.
 - b. An ADU that is subject to this Subsections 17.84.030.G, Specific ADU and JADU Requirements must conform to four-foot side- and rear-yard setbacks.
 - c. *Alley Adjacent ADUs and ADUs Adjacent to Non-residentially Zoned Property.* Side or rear yard setbacks adjacent to an alley or non-residentially zoned property may be zero feet. Parking provided off the alley shall maintain a 24-foot back-out, which includes the alley.
 - d. *Garage and Accessory Building Conversion.* No setback shall be required for a legally established, existing garage or accessory building that is converted to an ADU, provided the structure is not expanded under Subsection 17.84.030.E.2.a.i. Any expansion of the structure under Subsection 17.84.030.E.2.a.i is subject to side and rear setbacks of four feet.
 - e. *Addition Over a Garage.* The four-foot minimum side and rear setback requirement of Subsection 17.84.030.G.3.b shall apply to the newly constructed portion of an ADU constructed above a legally established existing garage.
 - f. *Roof Decks.* All roof decks along the project perimeter and abutting residential uses shall be stepped back a minimum of five feet from the roof edge and a minimum of eight feet from the property line and shall include a minimum 42-inch solid rail or parapet, so that they are oriented away from and screened to prevent direct views of abutting residential neighbors. Roof decks facing/adjacent to a right-of-way or alley are not required to be stepped back.
4. ***Lot Coverage.***
- a. No ADU subject to this Subsection 17.84.030.G, Specific ADU and JADU Requirements may cause the total lot coverage of the single-family lot to exceed 50 percent, except that an ADU that is 800 square feet or less, not more than 16 feet in height, and compliant with a minimum four-foot side and rear setback, shall be considered consistent with all City development standards, irrespective of any other Municipal Code limitations governing lot coverage, floor area ratio, and open space.
 - b. *Rear Yard Coverage.* An ADU shall not result in more than 30 percent rear yard coverage as measured from the rear wall of the primary residence to the rear property line (or as measured from the average distance of the rear wall from the rear property boundary if the rear wall does not follow a straight line). Except that an ADU that is 800 square feet or less, not more than 16 feet in height, and compliant with a minimum four-foot side and rear setback, shall be considered consistent with all City development standards, irrespective of any other Municipal Code limitations governing lot coverage, floor area ratio, and open space.
5. ***Architectural Requirements.***

- a. The materials and colors of the exterior walls, roof, and windows and doors must match or be harmonious with the appearance and architectural design of the primary dwelling.
- b. The exterior lighting must be limited to down-lights or as otherwise required by the Building or Fire Code.
- c. The ADU must have an independent exterior entrance, apart from that of the primary dwelling.
- d. The interior horizontal dimensions of an ADU must be at least 10 feet wide in every direction, with a minimum interior wall height of seven feet.
- e. Windows and doors of the ADU may not have a direct line of sight to an adjoining residential property. Fencing, landscaping, or privacy glass may be used to provide screening and prevent a direct line of sight.
- f. All second-story windows and doors in a second unit that are less than 30 feet from a property line that is not a right-of-way line must either be (for windows) clerestory with the bottom of the glass at least six feet above the finished floor, or (for windows and for doors) utilize frosted or obscure glass.
- g. Access stairs, entry doors and decks must face the primary residence or the alley, if applicable.
- h. A garage converted to an accessory dwelling unit shall include removal of garage door(s) which shall be replaced with architectural features, including walls, doors, windows, trim and accent details.
- i. The architectural treatment of an ADU to be constructed on a lot that has an identified historical resource listed on the federal, State, or local register of historic places must comply with all applicable ministerial requirements imposed by the Secretary of Interior.

6. ***Landscape and Screening Requirements.***

- a. Evergreen landscape screening must be planted and maintained between the ADU and adjacent parcels when there is direct adjacency of the ADU to an existing primary dwelling on an adjacent parcel in which there is no screening as follows:
 - i. At least one five-gallon size plant shall be provided for every five linear feet of exterior wall.
 - ii. As an alternative, a solid fence of at least six feet in height may be installed along a side or rear yard in compliance with fencing standards.
- b. All landscaping must be drought-tolerant.

7. ***Other.***

- a. The ADU and primary dwelling must use the same driveway to access the street, unless otherwise required for fire-apparatus access, as determined by the fire authority.
 - b. Each unclosed parking space shall be at least eight and one-half feet wide and 18 feet long.
 - c. Each parking space that is provided in an enclosed garage shall be at least 10 feet wide and 20 feet long and have at least seven and one-half feet vertical clearance.
- H. **Fees.** The following requirements apply to all ADUs that are approved under Subsections 17.84.030.E.2, Building Permit Only Approval and 17.84.030.E.3, ADU Permit Review.

1. ***Impact Fees.***

- a. For purposes of this Subsection, “impact fee” means a “fee” under the Mitigation Fee Act (California Government Code § 66000(b)) and a fee under the Quimby Act, California Government Code § 66477. “Impact fee” here does not include any connection fee or capacity charge for water or sewer service.
- b. No impact fee is required for an ADU or JADU that is less than 750 square feet in size.
- c. Any impact fee that is required for an ADU that is 750 square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit (e.g., the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling).

2. ***Utility Fees and Connection.***

- a. If an ADU is constructed with a new single-family home, a separate utility connection directly between the ADU and the utility and payment of the normal connection fee and capacity charge for a new dwelling are required pursuant to Government Code § 65852.2(f)(4) and (f)(5).
- b. Except as described in Subsection 17.84.030.H.2.a, converted ADUs on a single-family lot that are created under Subsection 17.84.030.E.2.a, Converted Space or Structure on Single-Family Lot are not required to have a new or separate utility connection directly between the ADU and the utility, nor is a connection fee or capacity charge required.
- c. Except as described in Subsection 17.84.030.H.2.a, all ADUs that are not covered by Subsection 17.84.030.H.2.b, require a new, separate utility connection directly between the ADU and the utility.
 - i. The connection is subject to a connection fee or capacity charge that is proportionate to the burden created by the ADU based on either the floor area or the number of drainage-fixture units (DFU) values, as

defined by the Uniform Plumbing Code, upon the water or sewer system.

- ii. The portion of the fee or charge that is charged by the City may not exceed the reasonable cost of providing this service.
-



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 21, 2025
ITEM #: H.19
SUBJECT: Revised Community Development Department - Planning Division Permitting and Entitlement Fee Schedule

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the revised Community Development Department - Planning Division Permitting and Entitlement Fee Schedule.

Staff Contact:

Erika Bumgardner, Deputy Community Development Director, (530) 661-5886, erika.bumgardner@cityofwoodland.gov

Fiscal Impact:

The proposed Community Development Department - Planning Division Fee Schedule update does not substantially increase or decrease fees, but better aligns fees with actual staff time spent on project review based on project type and anticipated complexity. Additionally, the fee update reflects the updated permit types and review procedures established by the updated Comprehensive Zoning Code adopted by the City Council in June 2024. It is not anticipated that fees generated annually through permit and entitlement review will substantially change.

Background:

In June 2024, the City Council adopted an updated Comprehensive Zoning Code. The code update established new and revised permit types and review procedures to assist residents, development partners, staff and decision makers to allow qualified development proposals expedited review, thereby helping to reduce the front-end design/development costs particularly for new housing projects and for new or expanding businesses. As a follow-on to the code update, the Community Development Department - Planning Division Fee Schedule requires updates to align with the updated permit types and review procedures.

The proposed adjustment to the fee schedule is designed to enhance clarity and transparency for all stakeholders involved in the permitting and development process. The revised fee structure aligns with new entitlement types listed in the updated zoning code and more accurately reflects the actual costs incurred by Planning Division and Community Development Department staff during the plan review process. For example, the proposed adjustments create additional fee categories to account for "minor" project applications, such as new sign permits, which can be reviewed quickly and by one or two staff members, as well as more significant or "major" project applications, such as new commercial development, that can take more time and involvement from multiple staff persons throughout the department.

Similar to other cities in Yolo County and the Sacramento region, staff recommends the application of a three percent (3%) "Technology Fee" to all permit types. Implementing the 3% Technology Fee will allow the city to replace legacy software and support new, more accessible technologies for its citizens. Current expected uses for the fee include new permitting software that will be available online 24/7 and include accessibility features like language translation, walkthroughs of common permitting processes, and the ability to review permit status and public records from a web portal.

While the proposed fee schedule, included as Attachment 2, is not substantially different from the existing fee schedule (provided as Attachment 3 for reference), staff completed a comparison of neighboring and regional jurisdictions, ensuring that the fees remain competitive and fair. The proposed fee schedule aligns with surrounding jurisdictions, if not remaining slightly lower in comparison to other jurisdictions.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving the revised Community Development Department - Planning Division Permitting and Entitlement Fee Schedule.

Prepared by: Erika Bumgardner, Deputy Community Development Director



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Updated Entitlement & Permit Fee Schedule
2. Exhibit A Planning Fee Schedule Effective 2-1-25
3. Current CDD Planning Division Fee Schedule 2024

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN UPDATED AND REVISED COMMUNITY DEVELOPMENT
DEPARTMENT – PLANNING DIVISION ENTITLEMENT AND PERMIT FEE
SCHEDULE, INCLUDING THE ADDITION OF A NEW THREE PERCENT
TECHNOLOGY FEE**

WHEREAS, in June 2024, the Woodland City Council adopted the Comprehensive Zoning Code which includes new and updated entitlement and permits types; and

WHEREAS, the City of Woodland has an existing schedule of Planning Division fees that have not been updated in over a decade, and the City decided to update the existing fee schedule to align with the updated Zoning Code and ensure a straightforward and predictable fee structure that provide clarity and transparency for all stakeholders involved in the permitting process; and

WHEREAS, the proposed fees as set forth in the proposed fee schedule accurately reflect the actual costs incurred by the Planning Division during the plan and permit review process and do not exceed the estimated cost of the services and/or regulatory activities for which the fees are imposed.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland hereby resolved that the updated Community Development Department – Planning Division Fee Schedule, attached hereto as Exhibit “A” and incorporated herein by this reference, is hereby approved and adopted. The updated Fee Schedule as approved herein shall be effective February 1, 2025.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 21st day of January 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Lansburgh, CMC, City Clerk

Ethan Walsh, City Attorney

Exhibit “A”
Community Development Department – Planning Division Fee Schedule
[insert fee schedule]

**COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION
FEE SCHEDULE, FEBRUARY 1, 2025 (EFFECTIVE DATE)**

ENTITLEMENTS ¹	TOTAL FEE 4	PLNG.	ENG.	FIRE	PD	PARKS
PERMITS/ENTITLEMENTS						
Annexation	Actual Costs ²					
Appeals	\$326	\$326				
Conditional Use Permit	\$5,096	\$3,776	\$996	\$162	\$162	
Modification to an Approved Discretionary Permit, Minor (<i>Planning Staff determination, No Routing, No Noticing, No PC action</i>)	\$892	\$892				
Modification to an Approved Discretionary Permit, Major (<i>Project Routed, Noticing required, and/or PC Review</i>)	\$2,283	\$1,560	\$399	\$162	\$162	
Temporary Use Permit - Minor (<i>e.g. Less than 90 days, no major alterations to a site/building, no potential impacts, no noticing, etc.</i>)	\$628	\$628				
Temporary Use Permit - Major (<i>e.g. Longer than 90 days, site or building alterations, potential impacts, noticing, possible PC review, etc.</i>)	\$1,588	\$1,588				
Condominium Conversion	\$5,015	\$4,815	\$200	\$0	\$0	
General Plan Text and/or Map Amendment	Actual Costs ²					
General Plan Petition	\$788	\$788				
Referral by the County Under the Dev. Policy	\$336	\$336				
Master Sign Program - Minor (<i>Planning Staff determination, No Routing, No Noticing, No PC action</i>)	\$1,955	\$1,955				
Master Sign Program - Major (<i>Project Routed, Noticing required, and/or PC Review</i>)	\$2,111	\$2,111				
Variances	\$2,777	\$2,481	\$296			
Zoning Administrator Permit	\$2,777	\$2,481	\$296			
Zoning Text and/or Map Amendments	Actual Costs ²					
Planned Development	Actual Costs ²					
Zoning Interpretation	\$892	\$892				
Determination of Public Convenience or Necessity (PCN)	\$2,643	\$2,481			\$162	
Development Agreement	Actual Costs ²					
Pre-Application Review	\$336 (Minor Review is Free for First 4 hours of Staff Time)	\$336				
DEVELOPMENT REVIEW (SITE PLAN AND DESIGN REVIEW)						
Development Review Tier 2/3 - New Building / Major Commercial Expansion <i>- new buildings proposed (commercial or multifamily, including small lot subdivisions) - major commercial expansions (over 50% of existing square footage)</i>	\$4,650	\$3,176	\$997	\$162	\$162	\$153
Development Review Tier 2/3 - Accessory Structure / Commercial Expansion / Discretionary Planning Entitlement <i>- Commercial Accessory Structures over 5,000 - major exterior remodel (50% or greater of exterior) and building expansion - moderate commercial expansions (30 - 50% of existing square footage) - any stand alone DR permit that requires Planning Commission review</i>	\$3,062	\$1,588	\$997	\$162	\$162	\$153

ENTITLEMENTS ¹	TOTAL FEE 4	PLNG.	ENG.	FIRE	PD	PARKS
Development Review Tier 2/3 - Minor Plan Review <i>- Residential Accessory Structures over 800sf or over 12 ft in height</i> <i>- Commercial Accessory Structure over 1,200sf up to 5,000sf</i> <i>- stand alone new landscape plan or major revision</i>	\$1,588	\$1,588				
Architectural Review in National Register Historic District	\$1,588	\$1,588				
Development Review Tier 2/3 - Major Exterior Remodel <i>- Major Exterior Remodel (50% or greater of exterior) or minor building expansion (up to 29% of existing square footage)</i>	\$1,103	\$1,103				
Development Review Tier 2 - Minor Exterior Remodel <i>- Minor Exterior Remodel (less than 50% of exterior) visible from the public right of way</i>	\$628	\$628				
Sign Permit - Minor (e.g. Window Decal, one sign)	\$346	\$346				
Sign Permit - Major (e.g. Multiple Signs, Complex logos, etc.)	\$628	\$628				
Development Review Tier 1 - New Single Family Residential / Minor Modifications to Approved Plans <i>- New Single Family or Duplex Residential</i> <i>- ADU over 800sf up to 1,000sf</i> <i>- minor modifications to landscaping or landscape plans for nonresidential use, including tree removal/replacement</i>	\$486	\$486				
Development Review Tier 1 - Small Structures / Minor Design Review <i>- Accessory Structure over 120sf up to 800sf</i> <i>- Minor Planning staff review where separate Planning application is typically not required, fees typically applied through Building Permit process (e.g. verification of fence placement, gates, building setback confirmation, minor exterior modification not visible from public right of way, etc.)</i>	\$346	\$346				
Subdivisions > 10 units <i>(Subdivisions fewer than 10 units subject to Development Review Tier 2/3 as appropriate)</i>	\$3,384	\$2,985	\$399			
Minor Modification - Minor (e.g. Single Family residence, accessory building, sign, fence, Building Remodel, etc.)	\$486	\$486				
Minor Modification - Major (e.g. Commercial, Multifamily, multiple modifications requested, etc.)	\$1,588	\$1,588				
Minor Modification - Major with Planning Commission Review (e.g. Commercial, Multifamily, multiple modifications requested, etc.)	\$3,062	\$3,062				
ENVIRONMENTAL (in addition to other fees shown)						
Categorical Exemption	\$688	\$489	\$199			
Initial Study	Actual Costs ²					
Negative Declaration	Actual Costs ²					
Mitigated Negative Declaration	Actual Costs ²					
LAND DIVISION						
Amendment to Tentative Map	\$4,529	\$3,932	\$597			
Certificate of Compliance	\$369	\$369				

ENTITLEMENTS ¹	TOTAL FEE 4	PLNG.	ENG.	FIRE	PD	PARKS
Lot Line Adjustment	\$870	\$471	\$399			
Lot Merger	\$1,262	\$863	\$399			
Reversion to Acreage	\$1,262	\$863	\$399			
Tentative Parcel Map	\$4,485	\$2,897	\$1,588			
Small Lot Subdivision	\$10,967	\$6,150	\$4,223	\$162	\$162	\$270
Tentative Subdivision Map ³ (+ \$27/lot)	Actual Costs ²					
Vesting Tentative Map ³ (+ \$27/lot)	Actual Costs ²					
PUBLICATIONS						
Zoning Ordinance/Small Map (copy)	\$43					
General Plan (copy)	\$57					
Subdivision Ordinance (copy)	\$31					
Copy of EIR	\$31					
Copy of Zoning Maps - Small	\$6					
Copy of City Limits Map - Small	\$6					
Copy of City Limits Map - Medium	\$31					
Copy of City Limits Map - Large	\$31					
Set of Address Maps - 6 total or \$10 per page individually	\$95					
Copies 8 1/2" x 11" (per page)	\$0.37					
OTHER PLANNING FEES						
In-Lieu Parking	\$7,382					
Tree Planting	\$307					\$307

¹ Major projects: some development projects will be deemed "major projects" and shall pay actual costs incurred by the City in processing the application for the entitlement sought pursuant to an advanced funding agreement. See footnote 2 below. Included are projects needing a CEQA Initial Study and/or a Mitigated Negative Declaration, Negative Declaration, or Environmental Impact Report.

² For items that are charged actual costs, Developer shall pay the actual costs incurred by the City in processing the application for the entitlement sought, including Staff costs at the hourly costs set forth in the Staff charge out rates, as well as the cost of retaining professional consultants retained to prepare environmental documentation, provide planning, engineering, building inspection, and legal services, and to perform other functions related to review and processing of the application. The costs will be charged pursuant to an advanced funding agreement entered into between City and applicant.

³ See Engineering for fees and final maps and improvements plans & encroachment permits (Final Parcel Map Processing Fee).

⁴ 3% Technology Fee applied to total cost of permit



**COMMUNITY DEVELOPMENT DEPARTMENT
FEE SCHEDULE JULY 1, 2024 - JUNE 30, 2025**

ENTITLEMENTS	TOTAL FEE
Annexation	\$11,409
Appeals (Staff Decision, Planning Commission, Council)	\$326
Conditional Use Permit (CUP)	\$5,096
CUP/PUD/ZAP Modification	\$2,283
Condominium Conversion	\$5,015
General Plan Amendment	\$7,296
PUD Overlay Zone Change	\$3,934
General Plan Petition	\$788
Referral by the County Under the Dev. Policy	\$336
Sign Plan--Comprehensive (basic)	\$1,955
Sign Plan--Comprehensive (full PC review)	\$2,111
Variances and Zoning Administrator Permit	\$2,777
Zone Change and PUD Zone Change	\$7,151
Zoning Interpretation	\$892
DESIGN REVIEW AND SITE PLAN REVIEW	
Site Plan Review (Commercial/Multifamily)	\$3,062
Design Review Commercial/Multifamily/New Building)	\$1,588
Commercial (Major Remodel)	\$1,103
Commercial (Minor/Signs)	\$628
Residential (Single Family)	\$486
Residential (Accessory Building)	\$346
Subdivisions > 10 units	\$3,384
SL / Russell Ranch Design Review - Custom Single Family Home	\$224
ENVIRONMENTAL (in addition to other fees shown)*	
Categorical Exemption	\$688
Initial Study	\$8,237
Negative Declaration	\$2,575
Mitigated Negative Declaration	\$5,322

ENTITLEMENTS	TOTAL FEE
LAND DIVISION	
Certificate of Compliance	\$369
Lot Line Adjustment	\$870
Lot Merger	\$1,262
Reversion to Acreage	\$1,262
Tentative Map Amendment	\$4,529
Tentative Parcel Map	\$4,485
Tentative Subdivision Map** fee + \$27/lot)	\$10,967
Vesting Tentative Map** (Plus \$27 per lot) Plus \$27 per lot)	\$11,672
PUBLICATIONS	
Zoning Ordinance/Small Map (copy)	\$43
General Plan (copy)	\$57
Subdivision Ordinance (copy)	\$31
EIR (copy)	\$31
Copies 8 1/2" x 11" (per page)	\$0.37
OTHER PLANNING FEES	
In-Lieu Parking	\$7,382
Tree Planting	\$307
*Major projects: some development projects will be deemed "major projects" and will be charged time and materials. Included are projects needing an EIR.	
** See Engineering for fees and final maps and improvements plans & encroachment permits (Final Parcel Map Processing Fee).	