



City of Woodland
Meeting Agenda
City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

March 4, 2025
6:00 PM

CITY COUNCIL
CLOSED SESSION
5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - LIABILITY CLAIMS:
Claimant: Myers and Sons Construction, LLC
Agency claimed against: City of Woodland

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

C. CALL TO ORDER

D. ROLL CALL

E. 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.

F. 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.

2. 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.

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

3. SUBJECT: Long Range Calendar

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

H. CONSENT CALENDAR

4. SUBJECT: Proclamation Declaring March 15, 2025 as "Arbor Day"

RECOMMENDATION FOR ACTION: Staff recommends the City Council approve a Proclamation designating March 15, 2025 as "Arbor Day" in the City of Woodland.

5. SUBJECT: Proclamation Declaring March 2-8, 2025 as "Women in Construction Week"

RECOMMENDATION FOR ACTION: Staff recommends the City Council approve a Proclamation declaring March 2-8, 2025 as "Women in Construction Week".

6. SUBJECT: City Council Meeting Minutes of February 4, 2025 and February 18, 2025

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meetings of February 4, 2025 and February 18, 2025.

7. SUBJECT: Approve Consultant Services Agreement with Carollo Engineers for ASR Well #31 Project, CIP 17-05

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, to authorize the City Manager to execute the consultant services agreement with Carollo Engineers (Carollo) for the ASR Well #31 project, CIP 17-05, for an amount not to exceed \$1,904,501 and authorize a contingency of up to 5% (\$95,225.05).

8. SUBJECT: Allocate Project Funding, Award Construction Contract, Approve Construction Inspection Consultant Agreement and Approve Amendment to Engineering Design Consultant Agreement for the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, 1) Approving the reallocation of \$1,000,000 of Sewer

Enterprise Funds from the Annual Sewer Repair and Replacement Project, CIP 08-21, to the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02; 2) Approving the reallocation of \$500,000 of Sewer Enterprise Funds from Replacement of Orangeburg Sewer Laterals, CIP 14-03, to the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02; 3) Awarding a construction contract in the amount of \$4,279,624.25 to Argonaut Constructors, Inc., for the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02, authorizing a contract contingency up to 10% (\$427,962), and authorizing the City Manager to execute the construction contract and change orders; 4) Approving a consultant agreement for construction inspection services with WSP USA, Inc., in the amount up to \$253,394, authorizing a contract contingency of up to 10% (\$25,339), and authorizing the City Manager to execute the agreement and amendments; and 5) Approving a consultant agreement amendment for engineering design services in the amount of \$32,135 for a total amount of up to \$302,525 with Laugenour & Meikle, and authorizing the City Manager to execute the amendment.

9. SUBJECT: Approve Contract Amendment with Mark Thomas for SR-113 at CR-25A Ultimate Interchange Modification Project, CIP 21-14

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to approve a contract amendment with Mark Thomas in the amount of \$30,205 for a total contract amount of \$265,341 for preparation of a Caltrans Project Report for the SR 113/CR 25A Ultimate Interchange Improvement Project, CIP #21-14.

10. SUBJECT: Amendment to Deferred Payment Loan to Friends of the Mission for Freeman Garden Court Project

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, 1) Appropriating \$205,270.20 in Permanent Local Housing Allocation (PLHA) funding for the Housing Assistance Grant (Fund 1324); 2) Approving an amendment to the deferred payment loan to Friends of the Mission to a revised amount of \$194,932 from the Affordable Housing In-Lieu Fees Fund and \$255,068 from 2020-2023 PLHA funds for the development of the Freeman Garden Court project; and 3) Authorizing the City Manager to execute amendments to the loan documents and regulatory agreement, subject to City Attorney approval.

I. REPORTS OF THE CITY MANAGER

11. SUBJECT: Fiscal Year 2024/25 Mid-Year Budget Adjustments

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing amendments to the Fiscal Year 2024/25 budget totaling \$3,772,901.

J. 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 March 4, 2025 was posted on February 28, 2025 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.



Sarah Lansburgh, CMC
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: March 4, 2025
ITEM #: F.2
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: March 4, 2025
ITEM #: G.3
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

March 8th

SPECIAL MEETING (Community & Senior Center)

City Council Strategic Goal Setting / Retreat

March 18th

REGULAR MEETING

Award Construction Contract for Community Center Parking Lot Expansion Project, CIP 24-08

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

Accept Public Improvements and File Notice of Completion: Prudler Subdivision – Offsite Improvements (East Street)

Council Handbook – Policies & Procedures

License Agreement with Sunrise Rotary – WRPP Observation Deck Project

New Aquatic Center Mural RFP

April 1st

REGULAR MEETING

Child Abuse Prevention (CAP) Month Proclamation

Accept Improvements and File Notice of Completion for County Road 25A Improvement Project, CIP 24-05

Quarterly Investment Report

STIP MOU Regarding YTD Funding

Yolano Donnelly Redevelopment – YCH Funding Agreement

FY26 - Spring Budget Workshop

April 15th

REGULAR MEETING

City Council Priority Goals & Strategic Plan – 2025-2026

Waste Management Franchise Agreement

May 13th

SPECIAL MEETING

Measures R and F Spending Plans

FY 26 Proposed Capital Improvement Plan Budget

May 20th

REGULAR MEETING

SB684/1123 By-right Small Subdivisions in MF/SF Zones

Annual Housing Report

Future Topics / Study Sessions:

Introduce FY26 Proposed Budget (June 3)

Sewer Rate Study (TBD)

Water Rate Study (TBD)

Woodland Transit Center (TBD)

Woodland Tennis Club Agreement (TBD)

Woodland Soccer Club Agreement (TBD)

Updated 2/28/2025



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 4, 2025
ITEM #: H.4
SUBJECT: Proclamation Declaring March 15, 2025 as "Arbor Day 2025"

Recommendation for Action: Staff recommends the City Council approve a Proclamation designating March 15, 2025 as "Arbor Day" in the City of Woodland.

Staff Contact:

Westley Schroeder, Park Superintendent, (530) 661-5958, westley.schroeder@cityofwoodland.gov

Fiscal Impact:

Hosting an annual Arbor Day celebration is included in the regular Urban Forestry budget. Costs of the event are reduced with the assistance of the Woodland Tree Foundation, West Coast Arborist, and community volunteers.

Background:

Each year the City of Woodland celebrates Arbor Day to recognize the community benefits of trees and the community's heritage as "The City of Trees". Arbor Day is a nationally celebrated observance that encourages tree planting and care. The observance and celebration of Arbor Day is one of the requirements of Woodland's designation as a "Tree City USA".

Founded by J. Sterling Morton in Nebraska in 1872, National Arbor Day is usually celebrated each year on the last Friday in April. However, the date varies depending on the climate of the State in which it is being held.

Discussion:

The observance of Arbor Day in Woodland on March 15, 2025 not only shows the City's commitment to its urban forest but also increases the awareness of the importance of trees in urban areas. It also provides educational opportunities to promote and improve the practice of urban tree planting and care.

As part of the day's activities, the City of Woodland Urban Forestry staff, Woodland Tree Foundation, West Coast Arborist, and volunteers will gather at 8:30 am at County Road 25A between Meikle Ave. and Promenade Drive (the street will be closed to traffic). People are encouraged to park at Rick Gonzales, Senior, Park and walk to the planting sites. There will be a short presentation to commemorate Arbor Day at Road 25A. After the presentation, volunteers will be broken up into groups to plant about 50 trees.

Celebrating Arbor Day illustrates the City's continuing commitment to the urban forest and the quality of life that trees provide to the community. Additionally, celebrating Arbor Day is one of the goals of the City's 2019 Urban Forest Plan for Community Outreach and Engagement.

Additionally, the Woodland Tree Foundation, in partnership with the City, will host a press conference on March 10th at Rick Gonzales, Senior, Park (11 am), to launch the statewide celebration of California Arbor Week, which occurs annually from March 7 to March 14. This event is being coordinated with California ReLeaf, CAL FIRE, and the USDA Forest Service. In addition to kicking

off Arbor Week, the event will announce the CAL FIRE and California ReLeaf's 2025 Arbor Week Youth Art Contest winners and include a ceremonial tree planting. Mayor Lansburgh and WJUSD Superintendent Lampkin will also be speaking at this event.

Conclusion:

Staff recommends the City Council approve a Proclamation designating March 15, 2025 as "Arbor Day" in the City of Woodland.

Prepared By: Westley Schroeder, Park Superintendent

Reviewed By: Christine Ferrara, Community Services Director



Ken Hiatt
City Manager

Attachments:

1. Proclamation - Arbor Day 2025



**PROCLAMATION
DECLARING MARCH 15, 2025 AS ARBOR DAY
IN THE CITY OF WOODLAND**

WHEREAS, in 1872 J. Sterling Morton proposed that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, 2025 is the 153rd anniversary of the holiday, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for building homes, fuel for our fires and beautifying our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Woodland does hereby designate Saturday, March 15, 2025 as Arbor Day in the City of Woodland. The City urges all citizens to celebrate and support efforts to protect our trees and woodlands, to plant trees to gladden the heart and promote the well-being of this and future generations.

Date: March 4, 2025

Rich Lansburgh, Mayor

Tom Stallard, Mayor Pro Tempore
David Moreno, Council Member

Tania Garcia-Cadena, Council Member
Mayra Vega, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 4, 2025
ITEM #: H.5
SUBJECT: Proclamation Declaring March 2-8, 2025 as "Women in Construction Week"

Recommendation for Action: Staff recommends the City Council approve a Proclamation declaring March 2-8, 2025 as "Women in Construction Week".

Discussion:

The National Association of Women in Construction (NAWIC) will celebrate Women in Construction (WIC) Week March 2-8. NAWIC's mission is to enhance the success of women in the construction industry. Locally, the NAWIC Sacramento Chapter #63 members are involved in construction and construction-related fields throughout the entire Sacramento region.

WIC Week provides an occasion for NAWIC's members across the country to raise awareness of the opportunities available for, and the growing role of, women in the construction industry. The focus of WIC Week is to highlight women as a visible component of the construction industry and give back to our communities. Sacramento Chapter #63 will have several activities during WIC Week this year which include:

1. Women in Construction Lobby Day at the State Capitol
2. Proclamations from Cities and Counties
3. Member and non-member networking event
4. Job Site Tour of an active construction site
5. Social Media Posts and Members Highlights
6. ...and more

Conclusion:

Staff recommends the City Council approve a Proclamation declaring March 2-8, 2025 as "Women in Construction Week".

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Ken Hiatt
City Manager

Attachments:

1. Proclamation - Women in Construction Week 2025



**PROCLAMATION DECLARING MARCH 2 – 8, 2025
AS “WOMEN IN CONSTRUCTION WEEK”**

WHEREAS, the National Association of Women in Construction (NAWIC) Sacramento Chapter #63 has distinguished itself for 60 years as the voice of women in construction in the Sacramento region; and

WHEREAS, the work done by the Sacramento Chapter of NAWIC has benefited the Sacramento region through community development and educational programs; and

WHEREAS, the Sacramento Chapter of NAWIC has unceasingly promoted the employment and advance of women in the construction industry; and

WHEREAS, the construction community, represented by Sacramento Chapter of NAWIC has been a driving force in fostering community development through renovation and beautification projects; promotion of skilled trades careers; and a positive vision of the future; and

WHEREAS, the Sacramento Chapter of NAWIC has sought to achieve successful results for the Sacramento region and surrounding areas in a cooperative spirit with other organizations.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Woodland do hereby recognize the National Association of Women in Construction Sacramento Chapter #63 and its many dedicated volunteers for its steadfast work on behalf and support of women in construction, and do proudly proclaim the week of March 2-8, 2025 as “Women in Construction Week,” and encourage our citizens to congratulate the organization on its many accomplishments.

Dated: March 4, 2025

Rich Lansburgh, Mayor

Tom Stallard, Mayor Pro Tempore
David Moreno, Council Member

Tania Garcia-Cadena, Council Member
Mayra Vega, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 4, 2025
ITEM #: H.6
SUBJECT: City Council Meeting Minutes of February 4, 2025
and February 18, 2025

Recommendation for Action: Staff recommends the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meetings of February 4, 2025 and February 18, 2025.

Staff Contact:

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

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Ken Hiatt
City Manager

Attachments:

1. 02.04.25 draft_minutes
2. 02.18.25 draft_minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, February 4, 2025

6:00 PM

City Council

CITY COUNCIL

CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code §54957.6)
Agency Designated Representative: City Manager, City Attorney and Director of Administrative Services
Employee Organization: Woodland Police Officers Association and Police Supervisors Association

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

C. CALL TO ORDER

Meeting called to order at 06:00 PM.

Mayor Lansburgh stated there was no reportable action from the Closed Session.

D. ROLL CALL

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

Absent: None

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by former Council Member Jim Hilliard.

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.

F. COMMUNICATIONS - PUBLIC COMMENT

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

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

Verbal updates provided by Council Members/Staff.

3. SUBJECT: Long Range Calendar

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

Received the Long Range Calendar for informational purposes only.

H. PRESENTATIONS

4. SUBJECT: Sacramento Area Council of Governments 2025 Blueprint Presentation

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive a presentation on the Sacramento Area Council of Governments 2025 Blueprint from James Corless.

James Corless with the Sacramento Area Council of Governments presented the item and answered questions from Council.

I. CONSENT CALENDAR

Mayor Lansburgh invited public comment. Speaking from the public was James Vorhees. No further public comments were received.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Vega and carried on a 5-0 vote, Council Members approved Consent Calendar Items No. 5 through 14.

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

NOES: None

ABSTAIN: None

ABSENT: None

5. SUBJECT: Proclamation Declaring February 2025 as "Black History Month"

RECOMMENDATION FOR ACTION: Staff recommends the City Council proclaim the month of February 2025 as "Black History Month".

Proclaimed the month of February 2025 as "Black History Month".

6. SUBJECT: City Council Meeting Minutes of January 21, 2025

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of January 21, 2025.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of January 21, 2025.

7. SUBJECT: Parks & Recreation Commission Meeting Minutes for November 2024

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive the November 25, 2024, Parks & Recreation Commission Meeting Minutes.

Received the November 25, 2024, Parks & Recreation Commission Meeting Minutes.

8. SUBJECT: Update Authorized Bank Officers with Umpqua Bank

RECOMMENDATION FOR ACTION: Staff recommends the City Council approve Resolution No. _____, updating the City of Woodland's Authorized Bank Officers with Umpqua Bank.

Approved RESOLUTION NO. 8442, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND UPDATING THE DESIGNATED AUTHORIZED OFFICIALS WITH UMPQUA BANK.

9. 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 adopt Resolution No. _____, to 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.

Adopted RESOLUTION NO. 8443, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT BETWEEN THE CITY OF WOODLAND, WOODLAND POLICE DEPARTMENT, AND YUBA COMMUNITY COLLEGE DISTRICT FOR A CAMPUS RESOURCE OFFICER, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT.

10. SUBJECT: Fire Department Semi-Annual Status Report for the Period of July 1, 2024 through December 31, 2024

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive the Fire Department Semi-Annual Status Report for the period of July 1, 2024- December 31, 2024.

Received the Fire Department Semi-Annual Status Report for the period of July 1, 2024 - December 31, 2024.

11. SUBJECT: Public Works Semi-Annual Status Report for the Period of July 1, 2024 to December 31, 2024

RECOMMENDATION FOR ACTION: Staff recommends the City Council accept the Public Works Semi-Annual Status Report for the period of July 1, 2024 through December 31, 2024.

Accepted the Public Works Semi-Annual Status Report for the period of July 1, 2024 through December 31, 2024.

12. SUBJECT: Landmark and Specimen Tree Designations

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, designating 1) Canary Island palms at Woodland Cemetery as Landmark Trees; 2) a grove of Italian stone pines at Campbell Park as Specimen Trees; and 3) a grove of bald cypress at Campbell Park as Specimen Trees.

Adopted RESOLUTION NO. 8444, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO DESIGNATE 1) CANARY ISLAND PALMS AT WOODLAND CEMETERY AS LANDMARK TREES, 2) A GROVE OF ITALIAN STONE PINES AT CAMPBELL PARK AS SPECIMEN TREES, AND 3) A GROVE OF BALD CYPRESS AT CAMPBELL PARK AS SPECIMEN TREES.

13. SUBJECT: Award Construction Contract for 2025 Road Maintenance Project, CIP 25-02

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, 1) Approving a construction contract for the 2025 Road Maintenance Project, CIP 25-02 (Project); awarding the construction contract in the amount of \$1,108,407.50 to JV Lucas Paving, Inc.; authorizing a contract contingency up to 15% (\$166,261.13); and authorizing the City Manager to execute the construction contract and change orders; and 2) Approving a consultant services agreement for construction management and inspection services with Associated Engineering Consultants, Inc., in the amount of \$208,330.00; authorizing a contract contingency up to 15% (\$31,249.50); and authorizing the City Manager to execute the agreement and amendments.

Adopted RESOLUTION NO. 8445, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT AND CONSULTANT AGREEMENT FOR THE 2025 ROAD MAINTENANCE PROJECT, CIP 25-02, 1) Approving a construction contract for the 2025 Road Maintenance Project, CIP 25-02 (Project); awarding the construction contract in the amount of \$1,108,407.50 to JV Lucas Paving, Inc.; authorizing a contract contingency up to 15% (\$166,261.13); and authorizing the City Manager to execute the construction contract and change orders; and 2) Approving a consultant services agreement for construction management and inspection services with Associated Engineering Consultants, Inc., in the amount of \$208,330.00; authorizing a contract contingency up to 15% (\$31,249.50); and authorizing the City Manager to execute the agreement and amendments.

14. SUBJECT: Waiver of Second Reading and Adoption of Ordinance No. _____, Amending Section 17.84.030 of the Woodland Municipal Code

RECOMMENDATION FOR ACTION: Staff recommends the City Council waive the second reading and adopt Ordinance No. _____, amending Section

17.84.030 of the Woodland Municipal Code regarding Accessory Dwelling Units.

Waived the second reading and adopted ORDINANCE NO. 1733, 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.

J. PUBLIC HEARINGS

15. SUBJECT: Introduction and Waiver of First Reading of an Ordinance Repealing and Replacing Section 15.16.090 of the Woodland Municipal Code Regarding Density Bonuses and Other Affordable Housing Incentives

RECOMMENDATION FOR ACTION: Staff recommends the City Council: 1) Introduce and waive the first reading of Ordinance No. _____, repealing and replacing Section 15.16.090 of the Woodland Municipal Code regarding density bonuses and other affordable housing incentives required by State Density Bonus Law; and 2) Find the ordinance to be exempt from review under the California Environmental Quality Act ("CEQA").

Junior Planner Hadlie Ward and Deputy Director of Community Development Erika Bumgardner presented the item and answered questions from Council.

Mayor Lansburgh opened the public hearing and invited public comment. Speaking from the public was James Vorhees. No further public comment was received.

Mayor Lansburgh closed the public hearing.

On a motion by Council Member Moreno, seconded by Council Member Garcia-Cadena and carried on a 5-0 vote, Council Members introduced and waived the first reading of Ordinance No. _____, repealing and replacing Section 15.16.090 of the Woodland Municipal Code regarding density bonuses and other affordable housing incentives required by State Density Bonus Law; and 2) Found the ordinance to be exempt from review under the California Environmental Quality Act ("CEQA").

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

NOES: None

ABSTAIN: None

ABSENT: None

16. SUBJECT: Embarc Woodland Retail Cannabis Conditional Use Permit

RECOMMENDATION FOR ACTION: Staff recommends the City Council: 1) Receive the staff report; 2) Conduct a public hearing; 3) Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 categorical exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgment of the City as lead agency under CEQA; 4) Adopt Resolution No. _____ approving a Conditional Use Permit for a storefront retail cannabis dispensary at 825 East Street. Ste. 102-103 in the City's Corridor Mixed Use - East Street zone conditioned upon approval of the appropriate Cannabis Business Permit and the recommended conditions of approval; and 5) Adopt Resolution No. _____

approving an Operating Agreement between Embarc Woodland and the City of Woodland for a cannabis retail business and Cannabis Business Permit located in the City of Woodland.

Assistant Planner Anna Canales and Deputy Director Erika Bumgardner presented the item and answered questions from Council.

Mayor Lansburgh opened the public hearing and invited public comment. Speaking from the public were Josh Lewis, Jim Hilliard, Josh Hilliard and James Vorhees. No further public comment was received.

Mayor Lansburgh closed the public hearing.

On a motion by Council Member Vega, seconded by Council Member Garcia-Cadena and carried on a 5-0 vote, Council Members 1) Received the staff report; 2) Conducted a public hearing; 3) Found that the project is exempt from further environmental review pursuant to Class 1 and Class 32 categorical exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgment of the City as lead agency under CEQA; 4) Adopted RESOLUTION NO. 8446, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONDITIONAL USE PERMIT AND OPERATING AGREEMENT FOR A STOREFRONT RETAIL CANNABIS DISPENSARY AT 825 EAST STREET, STE. 102 AND 103 WITHIN THE CITY CORRIDOR MIXED USE-EAST STREET ZONE CONDITIONED UPON APPROVAL OF THE APPROPRIATE CANNABIS BUSINESS PERMIT AND THE RECOMMENDED CONDITIONS OF APPROVAL; and 5) Adopted RESOLUTION NO. 8447, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN OPERATING AGREEMENT WITH EMBARC WOODLAND, FOR A CANNABIS RETAIL FACILITY LOCATED AT 825 EAST STREET, STE. 102 AND 103, WOODLAND, CA 95776.

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

NOES: None

ABSTAIN: None

ABSENT: None

K. ADJOURN

Meeting adjourned at 07:07 PM.

Respectfully submitted,

**Sarah Lansburgh, CMC
City Clerk**

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, February 18, 2025

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 06:01 PM.

B. ROLL CALL

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

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Director of Public Works Craig Locke.

***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 Lansburgh invited public comment. Speaking from the public was Larry Peterson and Alan Hirsch. No further public comments were 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 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 Lansburgh invited public comment. Speaking from the public was James Vorhees. No further public comments were received.

On a motion by Council Member Vega, seconded by Council Member Garcia-Cadena and carried on a 5-0 vote, Council Members approved Consent Calendar Items No. 3 through 6.

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

NOES: None

ABSTAIN: None

ABSENT: None

3. SUBJECT: Police Department Semi-Annual Report for the Period of July 1, 2024 through December 31, 2024

RECOMMENDATION FOR ACTION: Staff recommends the City Council accept the Police Department Semi-Annual Report for July 1, 2024 through December 31, 2024.

Accepted the Police Department Semi-Annual Report for July 1, 2024 through December 31, 2024.

4. SUBJECT: Reject All Bids and Re-Authorize Bid Advertisement for Pedestrian Crossing Improvements Project, CIP 22-15

RECOMMENDATION FOR ACTION: Staff recommends the City Council: 1) Adopt Resolution No. _____, rejecting all bids from the January 22, 2025 bid opening; and 2) Re-Authorize bid advertisement for the Pedestrian Crossing Improvements Project, CIP 22-15.

Adopted RESOLUTION NO. 8448, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND REJECTING ALL BIDS FROM THE JANUARY 22, 2025 BID OPENING FOR THE PEDESTRIAN CROSSING IMPROVEMENTS PROJECT; RE-AUTHORIZE BID ADVERTISEMENT FOR THE PEDESTRIAN CROSSING IMPROVEMENTS PROJECT, CIP 22-15.

5. Subject: Approve the Second Amendment with the Ferguson Group for Federal Representation and Advocacy Services for Flood Mitigation and Transportation - Lower Cache Creek Flood Risk Reduction Project, CIP 22-16

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to 1) appropriate \$12,000 of Measure F Funds to the I-5/SR 113 Freeway to Freeway Project, CIP 24-06; and 2) Authorize amendment # 2 to extend the Ferguson Group agreement for an additional 12 months for an amount not to exceed \$72,000.

Adopted RESOLUTION NO. 8449, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CONTRACT AMENDMENT #2 WITH THE FERGUSON GROUP FOR FEDERAL REPRESENTATION AND ADVOCACY SERVICES FOR FLOOD MITIGATION AND TRANSPORTATION IMPROVEMENTS, to 1) appropriate \$12,000 of

Measure F Funds to the I-5/SR 113 Freeway to Freeway Project, CIP 24-06; and 2) Authorize amendment # 2 to extend the Ferguson Group agreement for an additional 12 months for an amount not to exceed \$72,000.

6. SUBJECT: Waiver of Second Reading and Adoption of Ordinance No. _____, Repealing and Replacing Section 15.16.090 of the Woodland Municipal Code Regarding Density Bonuses and Other Affordable Housing Incentives

RECOMMENDATION FOR ACTION: Staff recommends the City Council waive the second reading and adopt Ordinance No. _____, repealing and replacing Section 15.16.090 of the Woodland Municipal Code regarding density bonuses and other affordable housing incentives required by State Density Bonus Law.

Waived the second reading and adopted ORDINANCE NO. 1734, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND REPEALING AND REPLACING SECTION 15.16.090 OF THE WOODLAND MUNICIPAL CODE REGARDING DENSITY BONUSES AND OTHER AFFORDABLE HOUSING INCENTIVES REQUIRED BY STATE LAW AND FINDING THE ACTION TO BE EXEMPT FROM CEQA.

G. REPORTS OF THE CITY MANAGER

Mayor Lansburgh noted a request was received to rearrange items on the agenda under the City Manager Reports.

Receiving no objections, Item Nos. G.8 and G.9. were heard prior to Item G.7.

7. SUBJECT: Proposed Downtown Woodland Transit Center

RECOMMENDATION FOR ACTION:

Staff recommends the City Council:

- 1) Receive a presentation from Yolo Transit District staff on the relocation of the Woodland Transit Center from the County Fair Mall;
- 2) Determine that the Court Street location is not suitable for accommodating the proposed Transit Center; and
- 3) Direct staff to work with Yolo Transit District staff and return with a recommendation for a mutually agreeable alternative location(s) for relocating the Woodland Transit Center.

This item was heard after Item No. G.9.

Mayor Pro Tem Stallard recused himself from this item and vote. Mayor Pro Tem Stallard's recusal was due to owning real estate within 1,000 ft. of the area under discussion.

City Manager Ken Hiatt introduced the item. Executive Director Autumn Bernstein of the Yolo Transportation District (YTD) presented the item.

YTD Executive Director Bernstein, YTD Director of Planning Brian Abbanat, Director of Community Development Brent Meyer and City Manager Hiatt answered questions from Council.

Mayor Lansburgh invited public comment. Speaking from the public was Michael Barnbaum, Alan Hirsch, Andy Furilo, and JD Trebec. No further public comments were received.

On a motion by Council Member Vega, seconded by Council Member Moreno and carried on a 4-0-1 vote, Council Members:

- 1) Received a presentation from Yolo Transit District staff on the relocation of the Woodland Transit Center from the County Fair Mall;
- 2) Determined that the Court Street location is not suitable for accommodating the proposed Transit Center; and
- 3) Directed staff to work with Yolo Transit District staff and return with a recommendation for a mutually agreeable alternative location(s) for relocating the Woodland Transit Center.

AYES: Member Moreno, Garcia-Cadena, Vega and Mayor Lansburgh

NOES: None

ABSENT: None

ABSTAIN: Mayor Pro Tem Stallard

8. SUBJECT: Community Development Department Semi-Annual Status Report for the Period of July 1, 2024 through December 31, 2024

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive the Community Development Department Semi-Annual Status Report for July 1, 2024 through December 31, 2024.

Deputy Director of Community Development Erika Bumgardner and Director of Community Development Brent Meyer presented the item and answered questions from Council.

Mayor Lansburgh invited public comment. No public comments were received.

Council received the Community Development Department Semi-Annual Status Report for July 1, 2024 through December 31, 2024.

9. SUBJECT: Introduction and Waiver of First Reading of an Ordinance Amending the Boundaries of City Council Election Districts 2 and 3 to Include Annexed Territories

RECOMMENDATION FOR ACTION: Staff recommends the City Council introduce and waive the first reading of an Ordinance amending the boundaries of City Council Election Districts 2 and 3 to include annexed territories.

City Clerk Sarah Lansburgh and City Manager Ken Hiatt presented the item and answered questions from Council.

Mayor Lansburgh invited public comment. No public comments were received.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Vega and carried on a 5-0 vote, Council Members introduced and waived the first reading of an Ordinance amending the boundaries of City Council Election Districts 2 and 3 to include annexed territories.

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

NOES: None

ABSENT: None

ABSTAIN: None

H. ADJOURN

Meeting adjourned at 07:49 PM in memory of Traci Williams Long.

Respectfully submitted,

Sarah Lansburgh, CMC City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 4, 2025
ITEM #: H.7
SUBJECT: Approve Consultant Services Agreement with Carollo Engineers for ASR Well #31 Project, CIP 17-05

Recommendation for Action: Staff recommends that the City Council adopt Resolution No._____, to authorize the City Manager to execute the consultant services agreement with Carollo Engineers (Carollo) for the ASR Well #31 project, CIP 17-05, for an amount not to exceed \$1,904,501 and authorize a contingency of up to 5% (\$95,225.05).

Staff Contact:

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

Fiscal Impact:

This project is included in the approved Capital Improvement Plan Budget with a current budget of \$5.557 million as approved by Council on June 18, 2024. The existing funding has been provided from Fund 210, the Water Enterprise Fund. The costs of engineering services for design and construction are included in the existing budget. Design and construction are planned to proceed in two construction packages: well drilling and well equipping. The Carollo agreement includes design of both project packages: well drilling and well equipping. It also includes engineering services during construction for both phases. Additional funding will be necessary for the construction of the well equipping phase as the total project cost of well drilling and well equipping is estimated at around \$10 million.

The City has applied for \$3,000,000 in funding from the Bureau of Reclamation WaterSMART Drought Response Program: Drought Resiliency Projects for Fiscal Year 2025. The Bureau of Reclamation estimates it will award approximately 20 to 40 projects. If approved, the anticipated grant award date is September 1, 2025.

Background:

The City of Woodland relies on treated surface water from the Woodland Davis Clean Water Agency (WDCWA) for its water supply, with augmentation through its Aquifer Storage & Recovery (ASR) program. Woodland's ASR program improves short-term drought resiliency and long-term water supply reliability by storing high-quality treated Sacramento River water in the underground aquifer when water is abundant (winter) for use during peak demand (summer) or drought. The addition of a fourth ASR well will increase Woodland's overall injection and pumping capabilities to provide increased reliability of Woodland's highest quality supplemental source to WDCWA.

The fourth ASR well is needed to replace Well #22G and Well #16 and to maintain sufficient capacity to meet peak water system demand and demands in dry years. The past two droughts and the increase in duration of the curtailment of WDCWA's primary water right have also demonstrated the need for additional storage capacity.

Well #22G was permanently lost due to damage in a screened interval deep underground. The cause of the damage is unknown, but it may be related to subsidence or recent earthquakes. Well #22G was a primary backup to WDCWA and ASR supplied water. Well #16 is at the end of its useful life mechanically and the concentration of nitrates at the well is approaching the regulatory limit. The

concentration of hexavalent chromium is 3 times the maximum contaminant level, which makes the well unsuitable for blending with WDCWA supplied water. Well #16 is an active blending well in our system and is relied on as a primary backup to WDCWA and ASR supplied water. In less than 2 years, Well #16 will no longer be usable for mechanical and regulatory compliance reasons. Well #16 would need to be fully replaced and include two separate wellhead treatment systems for nitrate and hexavalent chromium. The cost would exceed the cost of an ASR well. Rather than replace one or both native groundwater wells with relatively poor groundwater quality, the fourth ASR well would serve as the replacement for both wells and the water quality would remain excellent.

Discussion:

Woodland has been recognized by the Federal Environmental Protection Agency for being a leader in water resiliency and climate change adaptation, with the ASR program being central to the City's water resiliency portfolio. A podcast by the Federal Emergency Management Agency (Level Up Audio Project) recently released an episode on drought mitigation featuring the City of Woodland as a case study (Season 3, Episode 5: Mitigating Drought with the City of Woodland, CA), citing the ASR program as a principal measure in the City's drought resiliency.

Water system planning has indicated the need for the 4th ASR Well by year 2026 to improve water system reliability and accommodate growth in the City. The development of an ASR well takes over 3 years total, including design, construction in two projects, and initial injection of surface water prior to use as a production well. To meet these timelines and maintain drought resiliency with respect to water supply as the City grows and develops, it's critical that the City begin the design of ASR Well #31. The schedule includes the well drilling package construction occurring in Fall 2025. The results of the new well capacity testing are used to design the well-equipping package. Well-equipping construction is anticipated in the summer-winter of 2026 and initial injection in the winter of 2026/27. The ASR well would be available for drinking water supply in summer 2028.

ASR Well #31 is planned to be drilled and constructed in Everman Park, replacing Well #8, a well that was formerly part of the City's water system. The site was chosen for a few reasons: the well site is far enough away from the other ASR wells to avoid interference in well operations but interior enough within the City to mitigate risk of agricultural wells on the outskirts of the City pumping stored ASR water. The City owns the property, thereby avoiding costs associated with land acquisition. Since Everman Park is a park with a former well site, the City was able to execute a Notice of Exemption from California Environmental Quality Act (CEQA) environmental compliance, filed November 9th, 2021. Final siting of the new ASR well on the property will be determined as part of the first phase of work pending Council approval of the contract.

Under the Sustainable Groundwater Management Act, a permit is required from the Yolo Sustainable Groundwater Agency (YSGA) for any new well. The permitting under the YSGA is more straightforward if the City is replacing an existing well on the same property. The WDCWA SEIR provides CEQA coverage for the ASR program, including ASR Well #31. WDCWA has also completed permitting with the SWRCB Division of Water Rights to allow for the long-term storage of treated drinking water diverted from the Sacramento River. The 2023 Water Main Replacement Project (CIP 22-04) constructed a larger diameter water main along 6th Street to increase water system capacity between the future Everman Park well site and the transmission main.

Aquifer Storage & Recovery wells involve specialty engineering services, as they're design-heavy projects relative to typical projects and standard production well projects. ASR wells require a deeper understanding of hydrology, geotechnical evaluations, ASR operational parameters, and geochemical reactions to inform design parameters. Engineering services during construction are also specific to ASR wells, and it is beneficial to continue with the team of experts utilized in design.

The City of Woodland circulated a Request for Qualifications on February 1, 2021 for engineering services for ASR Wells and Monitoring Wells. Statements of Qualification were submitted by consultants on March 3, 2021. On April 14, 2021, the City issued a list of Qualified Consultants for ASR engineering services. The City selected Carollo Engineers from the Qualified Consultants List to provide engineering services for well drilling and equipping, assistance with permitting and bidding, and engineering services during construction. Carollo is experienced in ASR Well design and was the selected engineering company for the design of City ASR Wells #29 and #30. Retaining Carollo for engineering services of ASR Well #31 helps ensure consistency of design and operation for Public Works staff that will operate and maintain all the City's ASR well facilities.

Conclusion:

Staff recommends that the City Council adopt Resolution No._____, to authorize the City Manager to execute the consultant services agreement with Carollo Engineers (Carollo) for the ASR Well #31 project, CIP 17-05, for an amount not to exceed \$1,904,501 and authorize a contingency of up to 5% (\$95,225.05).

Prepared by: Tim Busch, Principal Utilities Civil Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Approve Carollo Design Agreement, CIP 17-05
2. Final Proposal Woodland ASR Well 31 2025-02-18

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WOODLAND APPROVING AN AGREEMENT
WITH CAROLLO ENGINEERS FOR ENGINEERING
CONSULTING SERVICES FOR THE AQUIFER
STORAGE & RECOVERY WELL #31 PROJECT, CIP 17-05**

WHEREAS, the City of Woodland wishes to enter into an engineering consulting services agreement with Carollo Engineers, Inc. (Carollo) for Aquifer Storage & Recovery (ASR) Well #31 design and construction services, CIP 17-05 (“Agreement”); and

WHEREAS, the City circulated a Request for Qualifications (RFQ) for ASR Services on February 1, 2021 and established a list of qualified consultants on April 14, 2021 that included Carollo; and

WHEREAS, Carollo is experienced in the design and construction of ASR wells and was the engineering company responsible for design and construction services for City of Woodland ASR wells #29 and #30; and

WHEREAS, Carollo’s scope will include design of well drilling and equipping, assistance with permitting and bidding, as well as engineering services during construction; and

WHEREAS, the City Council wishes to approve the Agreement and authorize its execution through the adoption of this Resolution.

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

SECTION 1. The City Council hereby approves the Agreement between the City and Carollo for an amount of \$1,904,501 and an additional 5% contract contingency in the amount up to \$95,225.05 for total amount up to \$1,999,726.05. The City Manager is hereby authorized and directed to execute the Agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

SECTION 2. An executed copy of the Agreement is available and on file in the City Clerk’s office and is incorporated herein by reference and made a part of this Resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 4th day of March 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

February 18, 2025

Mr. Matt Cohen, Associate Engineer
City of Woodland Community Development Department
300 First Street
Woodland, CA 95695

Subject: Proposal for Aquifer Storage and Recovery Well 31 Design

Dear Mr. Cohen:

Carollo Engineers is pleased to submit this proposal for the City of Woodland's ASR Well 31 Design. We are very excited for this opportunity to continue collaborating with you and your team to further enhance the City's water supply portfolio with the expansion of your ASR well network.

Project Team

The project will be delivered by the same team of consultant staff, engineers, specialists, and experts that successfully provided the City of Woodland with ASR Wells 29 and 30. Key members of the project team include the City's Engineering and Water Operations groups, Carollo Engineers, ASR Systems, GSI Water Solutions, and A.T.E.E.M. Electrical Engineering. Carollo's staff includes Project Director **Chris Cleveland** and Project Manager **Michael Ducker** who will continue to provide the high level of service expected from the City and demonstrated on the award-winning Wells 29 and 30 projects.

Entrusting our team to continue to support this program offers the following benefits to you and your team.

- **More time in your day for other commitments.** While our team will benefit from continued collaboration with you, the overall commitment on your end will be reduced from that which was needed for Wells 29 and 30 due to the work flow development accomplished during this initial project. We understand the City's goals for this next phase and how best to support you as they are accomplished.
- **Ease of mind.** This team has successfully delivered 13 ASR projects in the last 10 years, including the City's Wells 29 and 30 project. Lessons learned on these projects will directly translate to reduced stress during Well 31. We are ready to hit the ground running and have a well-coordinated plan for delivering work.
- **Confidence of success.** You know what you are going to get when you ask our team to deliver this project. Your operations group will be familiar with what has become standard equipment and operational procedures. Your operations group will have the opportunity to add their experience with what works and make it better.

Project Understanding

Background

The City of Woodland water supply is provided by a combination of treated surface water from the Sacramento River and groundwater wells within the City. The surface water is treated at the Woodland-Davis Clean Water Agency water treatment plant. The City operates and maintains five active wells and one standby well. The proposed ASR Well 31 will provide supplemental groundwater supply during periods of high demand or drought.

Project Description

ASR Well 31 will be designed, constructed, and operated similar to the existing ASR Wells 28, 29, and 30 in capacity, design, and construction. The well is to be constructed on City property in Everman Park located on the corner of Sixth Street and Cottage Drive. The site is in a residential neighborhood, and the project will be designed with aesthetics and security in mind. Noise and other aspects of construction will be considered and mitigated during design and construction. The City will be leading the public outreach to the residents and the Carollo design team will provide assistance when requested. The project site is an existing well site with an abandoned Well 8-1 and no longer used Well 8-2, which is to be abandoned as part of the scope. There will be two new monitoring wells constructed 100 feet and 300 feet from the new ASR Well. See the conceptual site plans included as Exhibit A in this proposal.

The intent is to design and construct an ASR Well with an estimated capacity of 1,800 gallons per minute (gpm) recovery and 900 gpm recharge as described in the City's request for proposal. The design flow rates will not be established until after the construction and testing of ASR Well 31 and the final recharge and recovery rates will not be known until after startup, commissioning, and initial operation of the well.

Project Approach

The design and construction of ASR Well 31 will include the tasks and components described below and in the enclosed Exhibits.

The City and design team will participate in a project kickoff meeting to establish the available records and data, requested information, and preliminary design criteria. Data collection will include potholing, geotechnical field investigation and report, and topographic survey. The team will conduct a Design CAMP® to establish the design parameters. A short Technical Memorandum will be produced to summarize the decisions made during the Design CAMP® and will be used as the basis of design for the Well Drilling Bid Package 1 and Well Equipping Bid Package 2. The City will lead the permitting effort with the Carollo team providing limited permitting assistance to the City to obtain or amend permits from the Division of Drinking Water, Department of Water Resources, National Pollutant Discharge Elimination System, Waste Discharge Requirements, and Yolo County as listed in the detailed scope of work.

The Well Drilling Package 1 will include 90%, and Final Bid Documents with plans and technical specifications for abandonment of existing Well 8-2, construction of two monitoring wells, and drilling of the pilot test hole that will be constructed into ASR Well 31. The ASR well design will consider the information found during construction of the monitoring wells and the pilot hole, including results from the lithologic logs, sieve analysis, and e-log. The size, depth, screening interval, packing size, and materials of construction will be discussed with the City prior to converting the pilot test hole into ASR Well 31. The well drilling design team will provide bidding assistance, engineering services during construction, 24-hour constant rate test, aquifer testing, ground water quality sampling, monitor well recovery, cycle testing, and construction oversight of the ASR well and monitoring wells as described in the detailed scope of work.

The Well Equipping Package 2 will include 90%, and Final Bid Documents with plans and technical specifications for the downhole and aboveground equipping of the well and facility. The equipping design will include the deep well line-shaft vertical turbine pump, downhole flow control valve, process piping and automated valves, controls, instrumentation, chlorine storage and injection system, chlorine residual analyzer, and electrical, controls and instrumentation, SCADA, PLC programming, and radio communications. It has not been decided at this time if a dedicated emergency power generator will be included onsite; therefore, it is assumed that a manual transfer switch with generator plug will be provided. It is assumed that the well head, aboveground control piping, chemical feed

system, and electrical gear will be enclosed in a concrete masonry unit building, very similar to the Well 29 building which does not include a generator room. The work will include selective demolition of the existing Well 8-2 well facility. Site improvements include a paved access road, surface drainage, minor replacement and repairs to existing landscaping, and underground utilities to points of connection in the park or street adjacent to the project site. Site security will include fencing, security cameras, and an intrusion alarm.

Optional subconsultant tasks include the following:

- Interim recharge to store water prior to startup.
- Update of the ASR operations and maintenance manual to include ASR Well 31.
- Landscape architecture for a more robust site restoration and irrigation system design.
- Acoustics engineering to complete a noise study to optimize HVAC placement and shielding.
- Zone testing of the pilot borehole for estimating water quality and production rates.
- Review the feasibility of solar panel for power generation.

Engineering services during construction (ESDC) is an essential part of design and will include review of material and equipment submittals, responses to requests for information and design clarifications, attendance at construction meetings, and limited site visits during construction. These ESDC services are a continuation of the design process performed by the design team for the purpose of helping the City verify that the design intent is upheld during construction.

Construction Services

The City has asked Carollo Engineers to provide Engineering Services During Construction (ESDC) to review submittals, respond to requests for information and design clarifications, provide guidance on change order requests, and attend regular construction meetings. The City has expressed that they would like to retain Carollo Engineers to provide the same level of Construction Management services as performed for Wells 29 and 30. A scope of work and fee schedule for this work is not included. A tailored scope of work to meet the needs of the City and an appropriate fee schedule will be provided later upon the City's request.

Scope of Work

Preliminary scopes for design of ASR Well 31, as well as optional construction services, are provided in Exhibits B and C, respectively.

Design scope tasks include:

- Task 1 – Project Monitoring and Administration
- Task 2 – Data Collection and Preliminary Design
- Task 3 – Permitting
- Task 4 – Detailed Design – Well Drilling (Package 1)
- Task 5 – Detailed Design – Well Equipping (Package 2)
- Task 6 – Bidding Assistance – Well Drilling (Package 1)
- Task 7 – Bidding Assistance – Well Equipping (Package 2)
- Task 8 – ESDC – Well Drilling (Package 1)
- Task 9 – ESDC – Well Equipping (Package 2)
- Task 10 – Optional Tasks

Construction (Optional) scope tasks include:

- Task 10.1 Interim Recharge
- Task 10.2 ASR O&M Manual Update
- Task 10.3 Landscape Design
- Task 10.4 Acoustic Evaluation
- Task 10.5 Borehole Zone Testing
- Task 10.6 Review Solar Feasibility
- Task 10.7 Solar Power Design

Other (Optional) scope task not included in this proposal

- Project Management (Carollo)
- Specialty and Materials Testing Coordination
- Startup and Testing

Project Schedule

We will perform the scope of services for Task 1 through Task 8 over an assumed 12-month duration. Construction services as listed in Tasks 9 and 10 are assumed to have an 18-month duration. As stated in the RFP, it is understood that the City's intention is to have the construction of the well (Tasks 1 through 4, 6, and 8) completed by November 2025.

Fee Proposal

We have carefully reviewed the requirements of the City ASR Well 31 Design project, as well as information and data from our research and similar experience. Based on this, we have prepared an estimated fee for services provided in the enclosed Exhibit D Fee Proposal. We would like to emphasize that this estimate is based on our current understanding of the scope of work. It is anticipated that the scope of work and fee estimate will be further refined during negotiations to meet the specific budget requirements and particular project needs of the City.

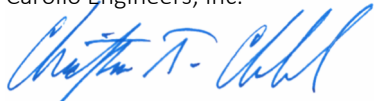
The proposed fees for data collection, field investigations, preliminary design, well drilling and construction, well equipping design, and engineering services during construction of ASR Well 31 look to be in agreement with the costs for existing ASR Wells 29 and 30 that were designed in 2015 and constructed in 2018. Since the construction of Wells 29 and 30, the economy has seen a rise in cost for labor, materials, and equipment. Typical times of construction have been prolonged due to supply chain issues. What used to be a 12-month construction timeline now can be 18 months or longer.

Some of the listed Optional tasks may be brought up during the design and construction process and deemed as nice-to-haves or not necessary to complete the design and will therefore not be approved. However, there are a few tasks that were previously requested to be listed as Optional but are highly recommended to meet the design intent and create a highly successful project. Those highly recommended tasks are the Updating the Operations and Maintenance Manual, Acoustic Evaluation, and Cycle Testing.

We look forward to continuing our working relationship with the City and welcome the opportunity to meet with you to discuss this proposal and make any modifications to meet your needs. I can be contacted directly by email at mducker@carollo.com or cell phone at 916-612-9401.

Mr. Matt Cohen, Associate Engineer
City of Woodland Community Development Department
February 18, 2025
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Sincerely,
Carollo Engineers, Inc.



Chris Cleveland, PE
Project Director



Michael Ducker, PE
Project Manager

Enclosures:

- Exhibit A – Scope of Work (Design and ESDC)
- Exhibit B – Site Plans (Figures 1 and 2)
- Exhibit C – Project Schedule
- Exhibit D – Fee Proposal

SCOPE OF WORK – DESIGN AND ESDC

Task 1 – Project Monitoring and Administration

Task 1.1 – General Project Management

Carollo Engineers, Inc. will be the project lead and main point of contact for project coordination between the City of Woodland (CITY) and the design team and other subconsultants.

In this scope of work the (CONSULTANT) will be used to represent the design team which will consist of one or more members of the following.

- Carollo Engineers – Well Equipping Design
- ASR Systems - ASR Well design
- GSI – Hydrogeologist
- ATEEM – Electrical, Instrumentation & Controls, and Programming

Other (SUBCONSULTANTS) may include the following.

- CTA – Surveyor
- Engeo – Geotechnical
- Arrow – Potholing
- Callander Assoc – Landscape
- Saxelby Acoustics - Noise

This task includes development of the Quality Assurance and Quality Control (QA/QC) Plan and Project Guide, preparation of monthly status reports, internal team meetings, regular correspondence with team members, and review of work progress for quality and completion. Monthly status reports will include the following:

- Description of work completed in reporting period.
- Percentage complete to date by task and subtask.
- Schedule and budget status.
- Deliverable status.
- Key decisions and action items.
- Potential project issues.

Task 1.2 – Kickoff Meeting

The kickoff meeting will be held shortly after notice to proceed.

Only the kickoff meeting is included in Task 1. These meetings are not included in this task but are distributed through the design and construction tasks. Design meetings are described in Task 5.3.

Task 1 – Deliverables

- QA/QC Plan and Project Guide.
- Monthly invoices, project status reports, and schedule updates.
- Meeting agendas and minutes.
- Decision item, action item, and comment log updates.

Task 1 – Meetings

- Kickoff meeting (in-person).

Task – Project Meetings

- 90% design review workshop (in-person and virtual).
- Bi-weekly internal design coordination meetings (assume biweekly meetings through a 12-month design period).
- Monthly design progress meetings (assume 1 meeting each month for 12 months, virtual conferences).

Task 2 – Data Collection and Preliminary Design

Task 2.1 – Data Collection and Review

The CONSULTANT and designated subconsultants will submit a request for information to the City for the purpose of performing a desk-top well siting study. The requested information will include public data from, nearby wells, record drawings, local utility information, subsurface geology, hydrogeologic data, groundwater quality, and data, environmental cleanup sites

Available data will be used to inform the other work items under this task.

Task 2.2 – Potholing

Potholing SUBCONSULTANT, Arrow Construction, will verify the location of underground utilities by means of potholing. All potholes will be temporarily backfilled per CITY requirements and permanent surface repairs will be made by the Package 2 Contractor during well equipping construction. SUBCONSULTANT will provide appropriate notification to Underground Service Alert prior to performing exploration to locate public utilities in potential conflict with the proposed surface exploration. Record drawings, as-built plans, and proposed points of connections as provided by the CITY and the SUBCONSULTANT will be used to identify pothole locations.

Final cost of potholing services will be dependent of location, depth, and surface conditions (soil, asphalt, concrete). A potholing allowance of \$20,000 has been included in this scope of work for up to six potholes. Final potholing costs will be developed when locations have been identified.

Task 2.3 – Geotechnical Investigation

Geotechnical SUBCONSULTANT, Engeo, will characterize the subsurface conditions of the well site for design by drilling two borings within the proposed building footprint. A drilling subcontractor will complete the borings using hollow-stem auger methods to depths of approximately 25 feet below existing grade, or refusal (whichever is more shallow), with a truck-mounted drill rig. SUBCONSULTANT will provide appropriate notification to Underground Service Alert prior to performing exploration to locate public utilities in potential conflict with the proposed surface exploration. Borings will be permitted and backfilled in accordance with Yolo County requirements.

A geotechnical report will be prepared and include the following findings and recommendations:

- Suitability of the sites for the proposed improvements.
- Assessment of geological hazards at the sites and in the general project area.
- Site seismicity and seismic hazards, including the potential for liquefaction, lateral spreading, and estimated seismically induced settlement. Due to the limited depth of exploration, a full liquefaction evaluation is not included, though potential liquefaction impacts will be included in the design recommendations, as needed.

- Treatment of geotechnical constraints such as loose/soft surface soils, existing fills, compressible soils, expansive soils, liquefiable soils, and lateral spreading, as necessary, based on field exploration results.
- Analysis of potential total and differential settlement due to liquefaction and consolidation, as appropriate.
- Conceptual measures to mitigate hazards, geotechnical constraints, and predicted settlements, as appropriate.
- Site grading recommendations, including fill placement recommendations, utility backfill, and recommendations for site drainage.
- Foundation design recommendations and 2019 and 2022 California Building Code (CBC) seismic criteria.
- Pavement recommendations for hot mix asphalt and Portland cement concrete.
- Approximate depth to groundwater.

Task 2.4 – Surveying and Mapping

Surveying and mapping SUBCONSULTANT, CTA Engineering and Surveying, will complete a design-level topographic survey. Horizontal and vertical control will be based on the CITY network of monuments. All project files will be tied into this control network. Supplemental control points will be sufficient in number and stability so that they may be used throughout the design and construction process. The well site is located on the northwest corner of Cottage Drive and Sixth Street. The topographic survey will include the well site, portions of the adjacent park, the street, paved pathways, and above and below ground utilities leading to the project site. See Exhibit A for project overall site plan and site plan. Parcel maps and record maps will be reviewed to provide a parcel boundary, the location of any easements, determine approximate as-built locations of underground facilities, boundaries, and easements for development of the background site plan.

The topographic map will include the following:

- Spot elevations of sufficient density to produce a surface model with 1-foot contours, including break lines, high points, and low points. Spot elevations on natural ground will be shown to the nearest 0.1 feet and spot elevations on pavement, concrete or other hard surfaces shown to the nearest 0.01 feet.
- Visible utilities including manholes, drain inlets, culverts, water valves, fire hydrants, cleanouts, utility vaults, poles, guys and pull boxes. Invert elevations, pipe size and direction will be obtained for all manholes (unless bolted), drain inlets and culverts. Overhead and/or communication lines will be shown.
- Trees with 6-inch trunk diameter or greater, areas of landscaping, concrete curbs and/or walkways.
- Sites with street frontage will also include location and elevation of the lip of gutter, back of curb and back of walk.
- Monitoring well, pothole, and geotechnical boring locations, if present.
- Property boundaries, right of ways, and easements.

Request For Information:

- The CITY will provide any record drawings or as-built plans for underground utilities on and supplying the project site to be included in on the project base map.
- The CITY will provide the location of the existing abandoned Wells 8-1 and 8-2.

Deliverables:

- Design level topographic survey in both PDR and AutoCAD file format.

Construction Staking:

- One set of construction stakes (with online offsets) for two monitoring wells and one ASR well location.

Assumptions:

- Underground utility measurements will be limited to surface visible features. If the CITY desires measurements to non-visible underground components, the CITY will provide and coordinate mark and locate (USA/811) services to be provided by others. Marks will be completed and legible at the time of the initial field survey visit.
- Utility potholing and geotechnical test borings are completed and identifiable prior to field surveys beginning.
- Record boundary information is substantial conformance with maps of record and no material discrepancies are discovered during the survey. Such discrepancies could require a Record of Survey be filed with Yolo County and is not a part of this scope of work. Should a Record of Survey be required, that work will be performed under a separate work order or contract.
- Only record easements of record to be shown, the CITY will obtain and provide to SUBCONSULTANT a Preliminary Title Report (PTR) of the affected parcel(s) which may disclose other easements of record. PTR review and mapping by SUBCONSULTANT is not included in the above scope of work or price estimate. This service can be added for an additional cost with CITY provided PTR to SUBCONSULTANT.

Task 2.5 – Design Camp and Technical Memorandum

CONSULTANT will prepare a Technical Memorandum (TM), as the basis of design for the final construction documents. The TM will include findings and recommendations from the data collection and review, potholing, geotechnical investigation, and surveying and mapping subtasks. Based on discussions with CITY staff, the ASR well will receive injection water from the Woodland Davis Clean Water Agency (WDCWA) surface water treatment plant; ASR well discharge water will be conveyed directly into the on-site CITY distribution system. Backflush water will be directed to the City sewer or storm drain system.

The TM will include sections to discuss and establish the following items:

- Design assumptions and criteria.
- Pump type and preliminary sizing.
- Preliminary Figure 1 Overall Site Plan and Figure 2 Site Plan
- Telemetry system basis of design.
- Security system basis of design.

Task 2 – Deliverables

- Topographic survey data in PDF and AutoCAD file format.
- Potholing data report indicating horizontal location, vertical depth, size, and material of each potholed utility.
- Draft and final Geotechnical Report in PDF format.
- Technical Memorandum in PDF format.

Task 2 – Assumptions

- An Environmental Impact Report (EIR) has been filed and no additional work is required.

- The preliminary design and the well drilling design package will be prepared using the assumed well capacity of at least 1,800 gallons per minute (gpm) as described in the CITY's request for proposal. The CONSULTANT cannot guarantee the well capacity. The final equipping design flow rates will not be established until after the construction and testing of ASR Well 31. The final recharge and recovery rates will not be known until after the startup, commissioning, and initial operation of the well.
- All project improvements will occur within the ASR well site and the adjacent (existing) City park as shown on Exhibit A.
- Design of off-site improvements and water treatment facilities are excluded from this project.
- Wet and dry utilities will extend from the facility to the point of connection in the adjacent street. Any offsite improvements, repairs, or replacements are not included in this scope of work but can be added at a later time as design parameters are established.
- Provisions for emergency power will be limited to a manual transfer switch and generator receptacle, generator sizing and design are not included.
- Structural improvements for this project are assumed to be limited to at-grade concrete equipment slabs, a wellhead pedestal, and a conventional single-story cement masonry unit (CMU) building to house the ASR well pedestal and related electrical equipment. The building will be, very similar to, a copy of the Well 29 facility, and does not include a generator room.
- The local storm drainage and/or sanitary sewer collection systems are sufficiently sized to handle periodic pump-to-waste flows from the ASR well; CITY staff will provide confirmation of available storm and/or sewer system capacity via hydraulic modeling or other methods.
- All deliverables will be provided in electronic format (PDF).
- Utility potholing and geotechnical test borings will be completed prior to survey mobilization.
- Record boundary information is in substantial conformance with maps of record and no material discrepancies are discovered during survey. Such discrepancies could require a Record of Survey be filed with Yolo County and are excluded from this scope of work.
- Only record easements shown on maps of record will be included on the survey unless the CITY provides a Preliminary Title Report of the affected parcel(s) which would disclose other easements of record.
- The surveyor, SUBCONSULTANT, will provide one set of construction stakes (with online offsets) for two monitoring wells and one ASR well location.
- The CONSULTANT and SUBCONSULTANT are not responsible for damage to existing utilities not accurately located.

Task 2 – Request for Information (RFI)

The CITY will provide the following information:

- Well drillers' reports for the existing production and monitoring wells in the vicinity of well 8. Drilling reports for wells 5, 8, 9, and 18 have already been provided.
- All available geotechnical, hydrogeologic and geochemical data, reports, and models for the project site or adjacent area.
- Historical and current water quality data for ground water and treated surface water.
- Potable water design flow and pressure requirements at the point of connection as derived from the CITY working water distribution system model and utility map.
- Storm drain capacity at the point of connection as determined by the CITY.
- Sewer capacity at the point of connection as determined by the CITY.
- Copy of the EIR by Woodland Davis Clean Water Agency.

- Copy of Notice of Exemption dated November 2021.
- The CITY will provide any record drawings or as-built plans for underground utilities on and supplying the project site to be included on the project base map.
- The CITY will provide the location of existing abandoned Wells 8-1 and 8-2.

Task 3 – Permitting

The City will lead the permitting effort and will be the main point of contact for the permitting agencies. The CONSULTANT will provide limited permit assistance. Permits required may include those listed below.

For the purposes of this proposal, the project-related elements that require permit acquisition include the construction and testing of municipal ASR Well #31, installation of two monitoring wells, conducting ASR cycle testing and the abandonment of City Well 8-2.

The primary permitting requirements for the well construction and abandonment activities are as follows:

Yolo County Well Drilling Permits

Obtain well installation and abandonment permits for each well from the Yolo County Environmental Health Department. The wells will be constructed by a C-57 certified driller under supervision of a California-registered PE or PG, and in compliance with standards set forth in California Department of Water Resources (DWR) Bulletin's 74-81 and 74-90. Permit requirements typically include water quality testing as specified in permitting materials, which will also include requirements for arsenic and chromium-VI. After drilling, the State Well Completion report will be submitted to the Yolo County Environmental Health Department within 60 days of completion of well construction. CONSULTANT will provide limited supporting information necessary for the Contractor to obtain the necessary permits and verify that the driller submits accurate reports to DWR.

Municipal Water Supply Permit Amendment

The CONSULTANT will provide limited assistance to the City to prepare and submit a request to the State Water Resources Control Board (State Board) for an amendment to the City's Domestic Water Supply permit. (Note: This form was previously submitted to the California Department of Public Health (CDPH); but, as of July 1, 2014 the Drinking Water Program has been transferred from CDPH to the State Board.) This submittal will include the Source Water Assessment and Protection (DWSAP) analysis of the new wells to update the existing City of Woodland's DWSAP assessment.

ASR Report of Waste Discharge Permit Modification

It is our understanding that the City is currently operating 3 other ASR wells under General Order 2012-0010. The City may require assistance adding Well 31 to this permit. The CONSULTANT will assist the City staff to prepare and submit the appropriate materials to the Central Valley Regional Water Quality Control Board to acquire the permit. A limited budget has been provided for this scope of work item under the assumption that City staff are able to conduct the majority of the work for this activity.

Many of the required permit applications also require documentation that California Environmental Quality Act (CEQA) compliance has been achieved. It is assumed that compliance with CEQA for the well drilling and testing can be accomplished under a categorical exemption (Cat Ex), because the City's water system is already built, the work can be considered as maintenance of existing facilities, and that the Project has no significant new impacts. It is therefore anticipated that CEQA permitting support will not be necessary.

Task 3 – Deliverables

- Yolo County well drilling and abandonment permits and well completion reports.
- Amendment to the City's Domestic Water Supply permit and the DWSAP analysis.

Task 3 – Assumptions

- The CITY will obtain and/or furnish all necessary temporary construction easements, permanent easements, and/or land acquisition services.
- The CITY will process, coordinate, and pay for any permit applications, plan reviews, inspections, or other items relating to building, plumbing, electrical, mechanical, and fire.
- CITY staff will act as lead for obtaining additional NPDES or WDR permits as required by the RWQCB.

Task 4 – Detailed Design – Well Drilling (Package 1)

Two separate design packages are assumed under this project. This scope of work assumes that Well Drilling (Package 1) will be completed first and advertised for bid such that the well drilling, development, and testing operations will be completed prior to completion of the Well Equipping (Package 2) design.

The CONSULTANT team will work with the CITY to select the ASR well and monitoring well sites at Everman Park that will meet State standards and provide an adequate construction footprint for drilling. The wells will be located in a residential area, therefore sound barriers will be included in the project design to be used during construction and testing to reduce noise to acceptable levels.

The use of specialized ASR well construction materials will be considered in the conceptual design to: (1) improve energy efficiency; (2) reduce potentially damaging effects from corrosion, reactivity, and/or biofouling; and (3) help maintain optimum long-term well performance. The CONSULTANT will consider elements intended for monitoring ASR operations and potentially minimize long-term maintenance costs, such as incorporating access tubes sized to accommodate periodic well diagnostic inspections (e.g., video surveys, flow testing, redevelopment tooling, and water quality profiling) to be conducted (if necessary) without having to remove and reinstall the pumping equipment. Additionally, the technical specifications may include options to conduct zone testing in the pilot boreholes to evaluate water quality for comparison with CITY's other ASR wells. The ASR well casing inner diameter will be sized sufficient to accommodate recharge down the pump column and down the casing annulus.

Monitoring Well Design

Final monitoring well design parameters and recommendations will be based on findings from the drilling program and borehole geophysical surveys. It is anticipated that each monitoring well will be constructed with at least 4-inch-inner-diameter polyvinyl chloride (PVC) casing to accommodate water level monitoring and water quality sampling equipment. Additionally, the larger casing diameter will allow for more effective development of each monitoring well and the wider selection available for sampling. This will improve communication with the aquifer and provide more accurate water levels. The final monitoring well design will consider monitoring equipment needs and seasonal water level fluctuations.

ASR Well Design

Final ASR well design parameters and recommendations will be based on findings from logging conducted during pilot borehole drilling and from the geophysical surveys. It is anticipated that the ASR well will be constructed with at least a 16- or 18-inch-inner-diameter casing to accommodate injection/pumping facilities capable of rates of approximately 1,800 gallons per minute. The actual, sustainable, well production rate and

injection rate will not be known until the well is constructed and tested and that rate could be either higher or lower than this initial estimate provided by the CITY.

The final well design will also consider well equipping needs and seasonal water level fluctuations.

Well Drilling Technical Specifications

The CONSULTANT will prepare a detailed technical specification document for the drilling and construction of ASR Well 31 and two nearby monitoring wells. The technical specification documents will detail the requirements for drilling, well construction materials, construction methods, well development and testing, and well disinfection at the respective wells. The documents will include conceptual well design schematics for contractor bidding purposes and specify requirements for site security, water management, erosion control, and site reclamation.

The specifications will incorporate CITY Engineering Standards and General Conditions as appropriate and will utilize prior specifications to the extent possible to reduce duplicating efforts and minimize preparation costs. The well construction specifications will be submitted to the CITY for review at the 50%, 90%, and 100% design stages, and be prepared in a format consistent with the CITY's bid package specifications. The Consultants' final submittal will include an engineer's cost estimate for the specified work items and materials.

Well Demolition Plans and Specifications

The CONSULTANT will prepare plans and specifications for the proper demolition of existing Well 8-2 in accordance with local standards. These plans and specifications will be included with the monitoring well and ASR well design package.

Task 4 – Deliverables

- Package 1: 50% design, plans, specifications, and cost estimate in PDF format.
- Package 1: 90% design, plans, specifications, and cost estimate in PDF format.
- Package 1: 100% (bid set) Design, plans, specifications, and cost estimate in PDF format.

Task 4 – Assumptions

- The monitoring well and ASR well screens will be set at the same target aquifer as used for ASR Wells 28, 29, and 30 with a single screen section.
- Construct two (2) monitoring wells at 100 feet and 300 feet from the ASR well. The monitoring well casing will have a minimum inner pipe diameter large enough to house a 3-inch submersible pump, single completion wells. A 4-inch-inner-diameter casing is recommended by the CONSULTANT and the CITY.
- There will be no nested monitoring wells.
- The Package 1 Contractor will contain drilling mud and dispose of offsite, pretreat water prior to discharge using temporary baker tanks prior to discharge to CITY sewer, and erect a temporary sound wall during drilling.
- Monitoring wells will be located on the CITY owned property within the park and no land acquisition is required.
- Well 8-1 has already been demolished and requires no further work.

Task 5 – Detailed Design – Well Equipping (Package 2)

Task 5.1 – Package 2: 90% Submittal

Following receipt of all CITY comments on the 50% design submittal, CONSULTANT will develop the 90% design submittal. All comments, decisions, and action items will be logged for record. CONSULTANT will provide a comments response log with the 90% design submittal for CITY review. Following CITY review of the 90% design submittal, CONSULTANT will meet with CITY to solicit feedback, review comments, and discuss next steps.

Task 5.2 – Package 2: 100% (Bid Set) Submittal

Following receipt of all CITY comments on the 90% design submittal, CONSULTANT will develop the Bid Set submittal. All comments, decisions, and action items will be logged for record. CONSULTANT will provide a comments response log with the Bid Documents submittal for CITY review.

Task 5.3 – Design Meetings

Regular project meetings will be held bi-weekly during the design period both internally with the design team and with the City to discuss the status of the progress of the project, coordinate disciplines, and resolve design and construction issues.

Special review meetings will be held after the design deliverable milestones for review and comment.

Task 5 – Assumptions

- Well building design will be the same as ASR Wells 29 and 30.
- Site plan is to be neighbor-friendly with minimal impact including:
 - Specified restrictions for construction days, time of day, noise, staging, traffic, and safety.
 - Noise survey to be completed for air conditioning unit.
- Site is 0.4-acres, approximately 150 feet by 115 feet, including the existing Well 8 building.
- Disinfection will be by storage and metered injection of sodium hypochlorite solution.
- CITY has not decided if an emergency generator is required. Is it assumed that a generator is not required and that a manual transfer switch or kirk key with generator plug and parking space will be provided.
- Communications will be via radio telemetry to the CITY Municipal Service Center.
- Security systems will include door and hatch intrusion switches, security cameras, and signage.
- A restroom will not be installed in the well building.
- Fire sprinklers are not required due to the volume of stored chemicals being less than the threshold and the building is classified as not occupied.
- CITY will provide a list of standard equipment and equipment tagging systems.
- CITY will provide all hydraulic modeling for its potable water, storm drain, and sewer systems.
- CITY will provide any surge analysis required for the construction of the well pump and valving systems.
- CITY will provide the General Conditions and front-end documents as appropriate.
- All CITY permit applications, plan reviews, inspections, and fees for the site, such as building, plumbing, electrical, mechanical, and fire, will be processed, coordinated, and paid for by the CITY.
- A traffic control plan is not required.

- CITY will provide a staging area within the city-owned park for parking and a fenced materials and equipment storage area.
- The fire alarm system will be described in a performance specification and the design provided by the selected subcontractor.
- Fire alarm monitoring system will be contracted directly through the CITY.
- There are no offsite utility improvements required for electrical power, potable water, sewer, and storm drain other than tying into the existing utilities in the adjacent street and the power poles.
- Natural gas facilities are not required.
- SCADA network upgrades at the CITY's Municipal Service Center are excluded.

Task 5 – Deliverables

- Package 2: 50% design, plans, specifications, and cost estimate in PDF format.
- Package 2: 90% design, plans, specifications, and cost estimate in PDF format.
- Package 2: 100% design, plans, specifications, and cost estimate in PDF format.

Task 6 – Bidding Assistance – Well Drilling (Package 1)

This task provides for the Well Drilling (Package 1) bid period assistance.

Task 6.1 – Attend Pre-Bid Conference

The CONSULTANT will attend the pre-bid conference for Package 1 as scheduled by the CITY and note any questions for later response by addendum.

Task 6.2 – Prepare Addenda

The CONSULTANT will prepare addenda in response to questions received by the CITY in writing. The CONSULTANT will submit the addenda to the CITY directly for distribution to prospective bidders.

Task 6.3 – Bid Tab Analysis

The CONSULTANT will review all submitted bids in coordination with the CITY for completeness, qualifications, and estimated costs, and will provide a letter recommending which drilling firms are best qualified based on the definitions to be included in the bidding package.

Task 6 – Assumptions

- The CITY will administer the bid process, including posting bid advertisements, receiving questions from prospective bidders, issuing responses to questions (responses provided by CONSULTANT scheduling pre-bid conferences, receiving bids, publicly opening bids, and posting bid results.
- Up to two addenda for Package 1 is assumed under this task.
- The CITY will receive written questions from prospective bidders and provide to CONSULTANT for response.
- The CITY will distribute addenda to prospective bidders.

Task 7 – Bidding Assistance – Well Equipping (Package 2)

This task provides for the Well Equipping (Package 2) bid period assistance.

Task 7.1 – Attend Pre-Bid Conference

The CONSULTANT Project Manager or Project Engineer will attend the pre-bid conference for Package 2 as scheduled by the CITY and note any questions for later response by addendum.

Task 7.2 – Prepare Addenda

The CONSULTANT will prepare addenda in response to questions received by the CITY in writing. The CONSULTANT will submit the addenda to the CITY directly for distribution to prospective bidders.

Task 7.3 – Bid Tab Analysis

The CONSULTANT will review the submitted contractor bids and prepare a bid tab evaluation for the CITY.

Task 7 – Assumptions

- CITY will administer the bid process, including posting bid advertisements, receiving questions from prospective bidders, issuing responses to questions (responses provided by CONSULTANT), scheduling pre-bid conferences, receiving bids, publicly opening bids, and posting bid results.
- Up to two addenda for each bid package is assumed under this task.
- The CITY will receive written questions from prospective bidders and provide to CONSULTANT for response.
- The CITY will distribute addenda to prospective bidders.

Task 8 – ESDC – Well Drilling (Package 1)

This task provides for the Well Drilling (Package 1) engineering services during construction.

Task 8.1 – Pre-Construction Conference

The CONSULTANT will attend a pre-construction conference with the contractor to answer technical or logistical questions concerning project approach and completion.

Task 8.2 – ASR Well Construction Services

ASR Well Construction Oversight

The CONSULTANT team will provide the following services during construction of Package 1:

- Verify ASR well location.
- Witness conductor/surface casing installation.
- Monitor drilling operations and borehole construction.
- Inspect and verify casing and screen materials.
- Witness borehole conditioning and casing assembly installation.
- Inspect gravel pack and seal placement and estimate final quantities for installation.

ASR Well Drilling Inspection Services

CONSULTANT field staff will supervise the ASR well drilling and prepare detailed field notes documenting all drilling activities and contractor communications. Oversight will include regular monitoring of cuttings, drilling fluid characteristics, and penetration rates during original borehole drilling. During borehole reaming, the CONSULTANT will not be on site but will maintain daily communication with the driller.

Upon completion of the pilot hole, a detailed lithologic log of the cuttings will be prepared to identify portions of the aquifer with the greatest potential for ASR storage zone development. The target aquifer zone will be identified through the evaluation of cuttings in the Well 31 pilot borehole, and comparison with lithologic logs from nearby wells in Everman Park and the CITY's other ASR wells. Depending on the results of the pilot borehole, the CITY may decide to conduct zone testing within the pilot borehole to assess water quality and to estimate production rate from the target zone. Zone testing within the pilot borehole is excluded from the base scope of work; see Optional Tasks for pilot borehole zone testing.

Selected samples of drill cuttings collected within the targeted ASR storage zones will be submitted for sieve analysis at a geotechnical laboratory to determine the grain-size distribution of each sample. The laboratory results will be used to design the screen assembly and recommend an appropriate screen slot size and filter pack gradation necessary to prevent sand invasion when the well is in use.

ASR Well Borehole Geophysical Logging

Borehole geophysical logging will be conducted by the Package 1 Contractor to obtain additional hydrogeologic information to identify target storage zones and better design the screen assembly and slot sizing. The recommended geophysical logging suite will include:

- An electric log (resistivity and spontaneous potential).
- A caliper log of the pilot boring (and a second caliper log of the production well borehole to verify the borehole diameter for annular volume calculations).
- A natural gamma log.
- The geophysical logs will be reviewed by the CONSULTANT and used along with the lithologic log to identify the target aquifer and select the appropriate screen intervals.

ASR Well Construction Inspection Services

During the well construction phase, continuous oversight is considered essential because the ultimate value, performance, and longevity of the ASR well depends upon the drilling contractor's adherence to the materials, methods, technical standards, and design elements that will be specified. CONSULTANT will provide inspection services consistent with well construction activities, assumed for costing purposes at 10 hours per day throughout an estimated 2 to 3-week well construction period. Continuous oversight during installation of the screen assembly and filter pack material will help to verify that the well is completed to design depths and specified intervals. CONSULTANT personnel will document the construction materials and installation techniques via pipe tallies, cement grout records, and filter pack quantities and placement intervals. Samples of the filter pack material and cement grout will be collected to determine conformance with the project specifications, and a detailed as-built diagram of the well will be prepared for inclusion in the Well Construction Report.

CONSULTANT will also provide inspection services on a daily basis (estimated at 10 hours per day) during well development operations, throughout the estimated 1-week development period for the ASR well, to assure that the well is developed in compliance with the specified standards and in a manner that establishes a direct hydraulic connection with the aquifer. In addition, the CONSULTANT will provide inspection services for the final well video survey and the plumbness and alignment test (gyroscopic survey), which will be conducted by the drilling contractor. The CONSULTANT will prepare a video survey log to document proper construction and completion of the well after it has been installed. A copy of the well video survey will be included in the Well Construction Report.

ASR Well Post-Construction Well Testing Analysis

Prior to test pumping the new ASR well, the CONSULTANT will coordinate with the CITY and CONSULTANT to identify an appropriate water discharge area and coordinate efforts to minimize potential public relations problems that may result from the discharge of large volumes of water. CONSULTANT will provide logistical coordination of the discharge of water from the well site in accordance with any discharge permit issues or limitations that have been identified. CONSULTANT will also identify wells in the area that may be impacted by ASR operations or could be used as observation wells to monitor the aquifer's hydraulic response to pumping in the vicinity of the ASR wells.

CONSULTANT will design and supervise an aquifer testing program that will consist of baseline monitoring, 10-hour step-rate and 24-hour constant-rate pumping tests, and water-level recovery monitoring. The hydraulic response observed in the pumping and monitoring wells will be used to evaluate regional hydraulic properties, aquifer boundary conditions (such as impermeable boundaries that could affect aquifer storage capacity), the potential radius of influence of the tests, anisotropy, vertical permeability (leakage), far-field transmissivity, and storativity. These results can be used to anticipate ASR performance with regard to recharge and pumping rates and aquifer storage volume capacity. CONSULTANT will monitor the water level and water quality field parameters (e.g., water temperature, pH, dissolved oxygen, oxidation-reduction potential, turbidity, and specific conductance) during testing and evaluate the test results.

Near the end of the 24-hour constant rate pumping test, a groundwater quality sample will be collected and submitted to an accredited laboratory for Safe Drinking Water Act Phase II/Phase V (New Source Approval) analysis. Special consideration will be given to constituents known to be present in the City's groundwater that exceed water quality standards that may require treatment or blending. These include elevated concentrations of nitrates and naturally occurring metallic species (i.e., arsenic, hexavalent chromium, manganese, and selenium). Additionally, a water quality sample will be collected and sent to Water Systems Engineering for analysis. The results will be used to establish a baseline for comparison of future water quality and can be used to inform possible adverse conditions that may impact well performance.

After the cessation of the pumping tests at the ASR well, CONSULTANT will conduct recovery monitoring for a duration equivalent to the constant-rate pumping period or until 95 percent water-level recovery has been achieved (whichever occurs first) to characterize the aquifer's return to static/ambient conditions at the pumping well and the nearby monitoring wells.

Task 8.3 – Monitoring Well Construction Services

Monitoring Well Drilling Inspection Services

CONSULTANT field staff will supervise and document drilling activities and will maintain daily communication with the drilling contractor. Oversight will include regular monitoring of cuttings, drilling fluid characteristics, and penetration rates. A record of detailed field notes will be maintained. Upon completion of the pilot hole, a detailed lithologic log of the cuttings will be prepared. The target aquifer zone will be identified through the evaluation of cuttings in the Well 31 pilot borehole, and comparison with lithologic logs from nearby wells in Everman Park and other CITY ASR wells.

Monitoring Well Geophysical Logging

Borehole geophysical logging will be conducted by the drilling contractor to obtain additional hydrogeologic information to confirm the target storage interval consistent with ASR Well #31. The recommended geophysical logging suite will include:

- An electric log (resistivity and spontaneous potential).
- A caliper log of the pilot boring (and a second caliper log of the production well borehole to verify the borehole diameter for annular volume calculations).
- A natural gamma log.

The geophysical log will be reviewed by CONSULTANT and used along with the lithologic log to identify the target aquifer and select the appropriate screen intervals for each monitoring well.

Well Abandonment Oversight

CONSULTANT will provide inspection services for the abandonment of existing Well 8-2 to verify that it is destructured per Yolo County requirements.

Monitoring Well Construction Inspection Services

CONSULTANT will provide inspection services consistent with well construction activities, assumed for costing purposes at 10 hours per day throughout an estimated 1 to 2-week well construction period for each monitoring well. Continuous oversight during installation of the screen assembly and filter pack material will help to verify that each well is completed to design depths and specified intervals. CONSULTANT personnel will document the construction materials and installation techniques via pipe tallies, cement grout records, and filter pack quantities and placement intervals. Samples of the filter pack material and cement grout will be collected to determine conformance with the project specifications, and a detailed as-built diagram of each monitoring well will be prepared for inclusion in the Well Construction Report.

Task 8.4 – Well Construction Report

CONSULTANT will prepare a Well Construction Report for the ASR well, monitoring wells, and well abandonment that summarizes all work conducted during the well installations. The Well Construction Report will include all documentation collected during the drilling and construction of the wells, including but not limited to pipe tallies; grout records; penetration rate logs; geophysical logs; development logs; the lithologic log; groundwater quality sample results; aquifer test results; the final plumbness and alignment surveys; and the final video log. The Well Construction Report will also present recommendations for the optimum pumping rate, injection rate, and pump setting, along with a detailed as-built drawing of each well.

Task 9 – ESDC – Well Equipping (Package 2)

This task provides for the Well Equipping (Package 2) engineering services during construction.

Task 9.1 – Pre-Construction Conference

The CONSULTANT's Project Manager and Project Engineer will attend a pre-construction conference with the contractor to answer technical or logistical questions concerning project approach and completion.

Task 9.2 – Engineer Progress Meetings

The CONSULTANT's Project Manager or Project Engineer will attend regular progress meetings for the duration of construction. This task assumes remote attendance for bi-weekly construction meetings for the 18-month construction period.

Site visits for limited construction inspection or construction management is not included in this task. The City has expressed that they would like to retain Carollo Engineers to provide the same level of Construction Management services as performed for Wells 29 and 30. A scope of work and fee schedule for this work is not included. A tailored scope of work to meet the needs of the City and an appropriate fee schedule will be provided at a later date upon the City's request.

Task 9.3 – Respond to RFIs

CONSULTANT and subconsultants will respond to requests for information (RFIs) submitted by the contractor to the CITY or Construction Manager. Responses will be submitted in writing and delivered to the CITY or third-party construction manager via email. Review of up to sixty (60) RFIs is assumed under this task.

Task 9.4 – Shop Drawing Submittal Review

CONSULTANT and subconsultants will review shop drawing submittals for compliance with project plans and specifications. Review of a total of one hundred (100) submittals/resubmittals is assumed under this task.

Task 9.5 – Change Order Review

CONSULTANT and subconsultants will review proposed change orders and assist the CITY and Construction Manager with response preparation. If required, supplemental drawings and specifications will be prepared for the change order response. Up to four (4) change orders are assumed under this task.

Task 9.6 – Final Acceptance Walk

The CONSULTANT's Project Manager or Project Engineer will attend a final acceptance job walk as scheduled by the CITY and Construction Manager and note any final items required for project completion.

Task 9.7 – Record Drawings

The CONSULTANT will prepare record drawings based on as-built markups provided by the contractor or CITY's third-party construction manager.

Task 9.8 – Factory Witness Testing

A.T.E.E.M. (CONSULTANT) will attend up to 2 days of factory testing.

Task 9.9 – SCADA/PLC Programming

CONSULTANT will provide SCADA/PLC Programming for Well 31 for the following subtasks.

- Attend three (3) programming meetings.
- Program Well 31 and update Central Polling PLC. The programs will be based on the existing Well 29 and 30 program.
- Update HMI and PLC programs for all RTU sites in the water system to reflect the new ASR well. City staff will install new programs with CONSULTANT to reduce installation time.
- Configure existing HMI at the WWTP to monitor and control Well 31. Configure local HMI. The graphics will be based on the Well 29 program.
- Program initial system wide ASR functionality at the Central Polling PLC.
- Provide submittals at the 90% and As-built stages.

Task 9 Assumptions

- Total duration of construction will not exceed 18 months with active, on-site construction (excluding material procurement periods) requiring approximately 6 months. Due to uncertain conditions in material supply chains and the current bidding environment, this is a preliminary estimate of construction schedule based on available information; the anticipated construction schedule will be updated as design progresses and submitted to the CITY with each design deliverable (see Task 4).
- Attendance at 39 bi-weekly on-site construction progress meetings over the 18-month construction period is assumed.
- Responses to up to 60 RFIs and 100 shop drawing submittals are assumed.
- Responses to up to 4 design clarifications or change orders are assumed.
- Materials testing during construction are excluded from this scope of work. Specialty and Materials Testing Coordination services are included in the Construction Scope of Work provided in Exhibit C.

Task 10 – Optional Tasks

The following tasks are presented as optional components to the scope of work. These tasks will not be initiated until direction is received from the CITY.

Optional Task 10.1 – Interim Recharge

If it is viable and of interest to the CITY, the CONSULTANT will provide guidance for implementation of interim recharge of the ASR well following completion of well construction and aquifer performance testing. This would likely utilize temporary piping installed at permanent points of connection. This interim recharge of the ASR well could be used to store a significant quantity of treated drinking water prior to the startup and commissioning of the well.

Optional Task 10.2 – ASR Operations and Maintenance Manual Update

The CONSULTANT will provide an update to the current ASR Operations and Maintenance (O&M) Manual, originally prepared in 2017, that reflects lessons learned since that time and incorporates operation of the CITY's three existing ASR wells plus ASR Well 31. The update will include a recommended ASR operational plan for the first year of Well 31 operation. For power generation facilities incorporated into the ASR Well 31 design, the update will provide a performance review and associated O&M recommendations based on a review of monthly ASR and power generation operating data. Following completion of the first operational cycle (recharge, storage, recovery), CONSULTANT shall prepare a summary report with any recommendations for further operational adjustments.

Optional Task 10.3 – Landscape Architecture, Restoration, and Irrigation

CONSULTANT will retain Callander Associates to provide landscaping and irrigation plans for restoration of the original vegetation and to provide a limited amount of visual screening of the ASR facility as described in PDR. Design plans and specifications would be incorporated into Task 5 (Detailed Design – Well Equipping). The final scope of services will be dependent on the level of design requested by the CITY.

Optional Task 10.4 – Acoustic Evaluation

CONSULTANT will retain Saxelby Acoustics to evaluate projected noise contours of the exterior mounted building HVAC unit and provide recommendations for final placement of the equipment to minimize ambient noise. Design recommendations would be incorporated into Task 5 (Detailed Design – Well Equipping). The final scope of services will be dependent on the selected equipment.

Optional Task 10.5 – Pilot Borehole Zone Testing

CONSULTANT will perform zone testing of the pilot borehole to assess water quality and estimated production rates in different zones. The final scope of services will be dependent on the number of zones to be tested.

Optional Task 10.6 - ASR Well Cycle Testing

The CONSULTANT will make a very small effort to determine the feasibility of installing solar panels on the roof.

Optional Task 10.7 - ASR Well Cycle Testing

The CONSULTANT will provide a limited schematic design and performance specification for a solar panel system.

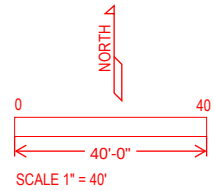
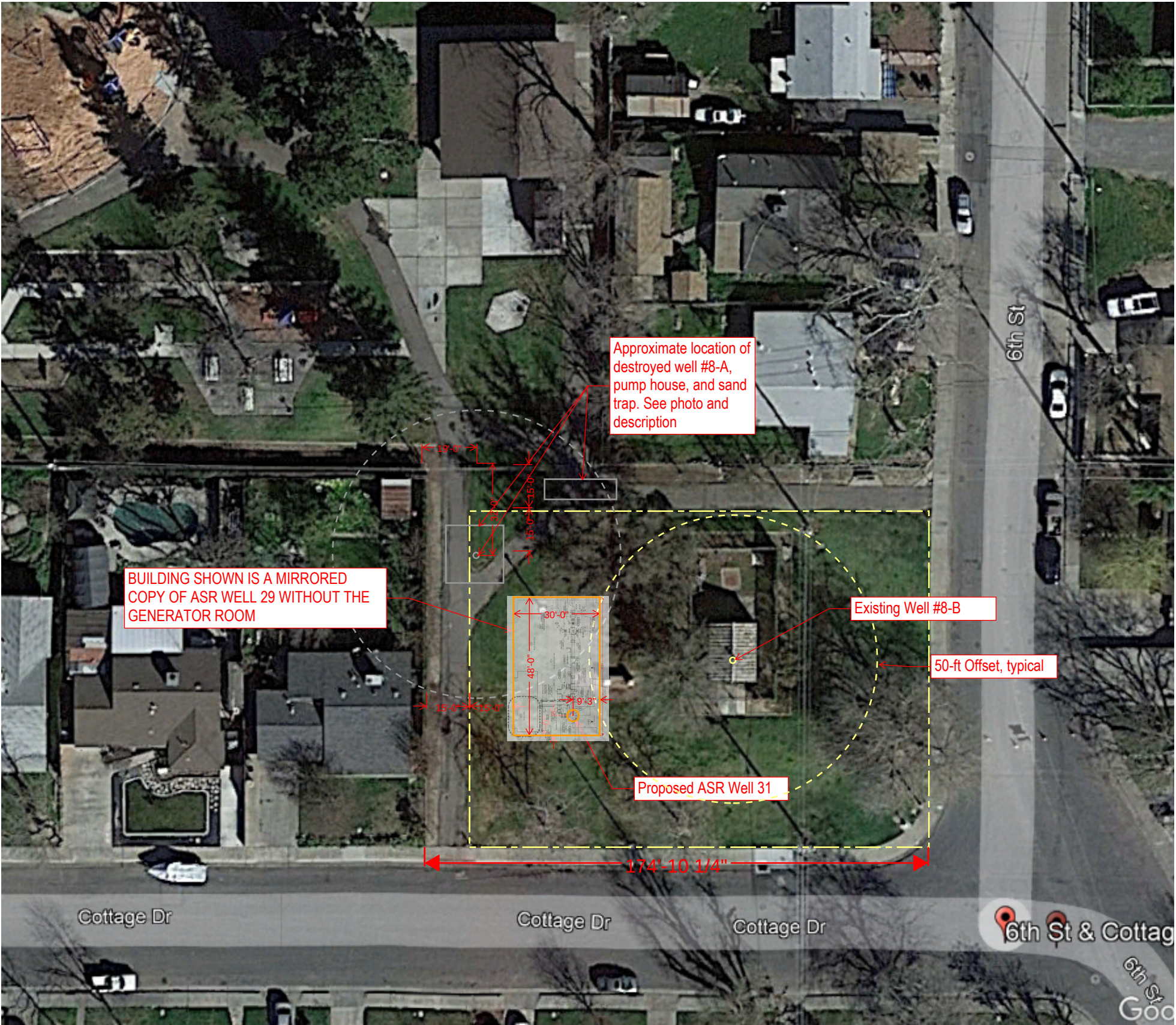
TIME OF PERFORMANCE

CONSULTANT will perform the scope of services for Task 1 through Task 7 over an assumed 12-month duration. The duration for Task 8 through Task 10 will be established following completion of Task 2 (Data Collection and Preliminary Design) but is not anticipated to exceed 18 months.

As stated in the RFP, it is understood that the City's intention is to have the construction of the well completed in time for the City to begin injection February 2027. The existing Well 8-2 will need to be destroyed and the aboveground improvements will need to be removed prior to ASR well installation.

PAYMENT

Payment to the CONSULTANT for services performed under this Agreement will be based on the attached fee proposal (Exhibit D) on a time and materials basis. The not-to-exceed cost limit to the CONSULTANT's services is \$1,969,563 for the base scope of services (Tasks 1 through 9). The fee estimate includes all project costs, including expenses and subconsultant costs. Annual hourly rate adjustments may be requested at the beginning of each calendar year without affecting the not-to-exceed contract amount.



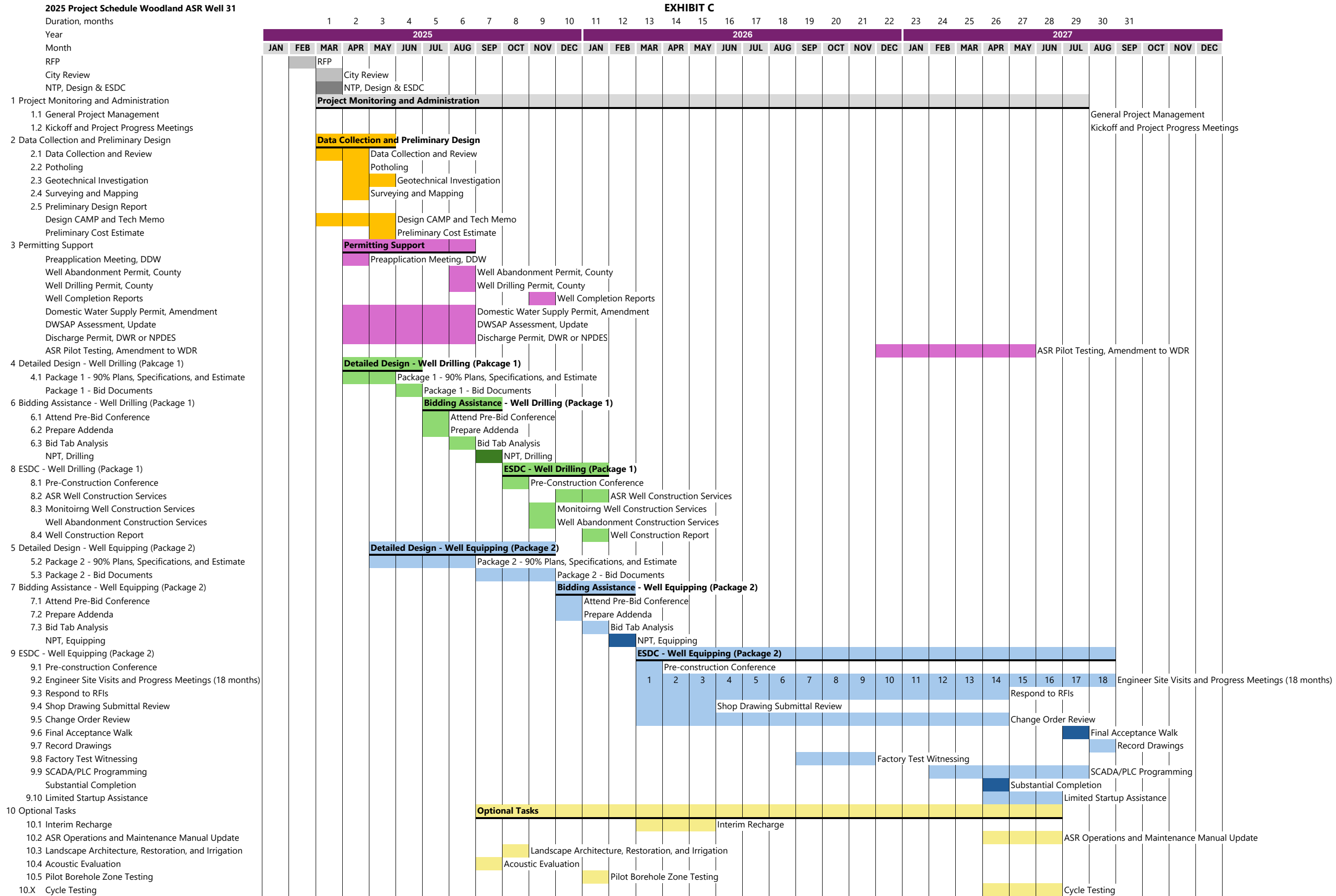


EXHIBIT D

CITY OF WOODLAND

AQUIFER STORAGE AND RECOVERY WELL 31 DESIGN

(REVISED 2025) FEE PROPOSAL



	Carollo Engineers, Inc. ¹														Subconsultants										Project Total
	Project Director	Quality Assurance	Project Manager	Project Engineer	Staff Engineer	Structural Lead	Structural Support	Senior CAD Tech.	CAD Tech.	Doc. Process.	Total Hours	Labor Cost	PECE ²	Expenses ²	CTA	A.T.E.E.M.	ENGEO	GSI	ASR Systems	Arrow	Callander Associates	Saxelby Acoustics	Sub. Markup ³		
	Chris Cleveland	Justin Peterson	Michael Ducker	Micaela Robertson	Staff Eng.	Structural Lead	Azmin E.								Surveying	Electrical and Instr.	Geotech	Well Design	ASR Support	Potholing	Landscape	Noise			
1 Project Monitoring and Administration																									
1.1 General Project Management (30 months)	4	-	60	60	-	-	-	-	-	-	124	\$ 31,936	\$ 1,984	\$ -	\$ -	\$ -	\$ -	\$ 15,557	\$ 34,000	\$ -	\$ -	\$ -	\$ 2,478	\$ 85,955	
1.2 Kickoff Meeting	4	-	4	8	2	2	2	2	-	-	24	\$ 6,432	\$ 384	\$ -	\$ -	\$ -	\$ -	\$ 2,078	\$ 4,000	\$ -	\$ -	\$ -	\$ 304	\$ 13,198	
TASK 1 TOTAL	8	-	64	68	2	2	2	2	-	-	148	\$ 38,368	\$ 2,368	\$ -	\$ -	\$ -	\$ -	\$ 17,635	\$ 38,000	\$ -	\$ -	\$ -	\$ 2,782	\$ 99,153	
2 Data Collection and Preliminary Design																									
2.1 Data Collection and Review	-	-	8	8	-	-	-	-	-	-	16	\$ 4,064	\$ 256	\$ -	\$ -	\$ -	\$ -	\$ 28,654	\$ 18,960	\$ -	\$ -	\$ -	\$ 2,381	\$ 54,315	
2.2 Potholing	1	-	2	4	-	-	-	-	-	-	7	\$ 1,846	\$ 112	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 1,000	\$ 22,958	
2.3 Geotechnical Investigation (incl RAP)	1	-	2	4	-	-	-	-	-	-	7	\$ 1,846	\$ 112	\$ -	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ 35,558	
2.4 Surveying and Mapping	1	-	2	4	-	-	-	-	4	-	11	\$ 2,562	\$ 176	\$ -	\$ 17,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 885	\$ 21,323	
2.5 Design CAMP & Tech Memo	4	4	16	16	-	4	4	-	8	8	64	\$ 16,016	\$ 1,024	\$ -	\$ -	\$ 7,720	\$ -	\$ 8,184	\$ 18,000	\$ -	\$ -	\$ -	\$ 1,695	\$ 52,639	
TASK 2 TOTAL	7	4	30	36	-	4	4	-	12	8	105	\$ 26,334	\$ 1,680	\$ -	\$ 17,700	\$ 7,720	\$ 32,000	\$ 36,838	\$ 36,960	\$ 20,000	\$ -	\$ -	\$ 7,561	\$ 186,793	
3 Permitting																									
3.1 Permitting Support	-	-	8	8	-	-	-	-	-	-	16	\$ 4,064	\$ 256	\$ -	\$ -	\$ -	\$ -	\$ 4,998	\$ 5,000	\$ -	\$ -	\$ -	\$ 500	\$ 14,818	
TASK 3 TOTAL	-	-	8	8	-	-	-	-	-	-	16	\$ 4,064	\$ 256	\$ -	\$ -	\$ -	\$ -	\$ 4,998	\$ 5,000	\$ -	\$ -	\$ -	\$ 500	\$ 14,818	
4 Detailed Design - Well Drilling (Package 1)																									
4.1 Package 1 - Plans, Specifications, and Estimate	2	2	16	8	-	-	-	-	-	-	28	\$ 7,710	\$ 448	\$ -	\$ -	\$ -	\$ -	\$ 39,832	\$ 9,000	\$ -	\$ -	\$ -	\$ 2,442	\$ 59,432	
4.2 Meetings, bi-weekly for 12 months	-	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,935	
TASK 4 TOTAL	2	2	16	8	-	-	-	-	-	-	28	\$ 7,710	\$ 448	\$ -	\$ -	\$ -	\$ -	\$ 65,767	\$ 9,000	\$ -	\$ -	\$ -	\$ 2,442	\$ 85,367	
5 Detailed Design - Well Equipping (Package 2)																									
5.1 Package 2 - 90% Plans, Specifications, and Estimate	4	24	123	231	12	28	124	134	270	38	989	\$ 227,419	\$ 15,818	\$ -	\$ -	\$ 21,420	\$ -	\$ -	\$ 61,806	\$ -	\$ -	\$ -	\$ 1,071	\$ 327,535	
5.2 Package 2 - Bid Documents	4	24	67	133	12	19	74	40	82	26	481	\$ 115,545	\$ 7,690	\$ -	\$ -	\$ 21,420	\$ -	\$ -	\$ 53,508	\$ -	\$ -	\$ -	\$ 1,071	\$ 199,234	
5.3 Design Meetings, bi-weekly for 7 months	4	-	28	28	14	14	14	14	-	-	116	\$ 29,764	\$ 1,856	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 50,620	
TASK 5 TOTAL	12	48	219	392	38	61	211	188	352	64	1,585	\$ 372,728	\$ 25,364	\$ -	\$ -	\$ 42,840	\$ -	\$ 2,000	\$ 132,314	\$ -	\$ -	\$ -	\$ 2,142	\$ 577,389	
6 Bidding Assistance - Well Drilling (Package 1)																									
6.1 Attend Pre-Bid Conference	-	-	4	-	-	-	-	-	-	-	4	\$ 1,100	\$ 64	\$ -	\$ -	\$ -	\$ -	\$ 3,065	\$ 1,000	\$ -	\$ -	\$ -	\$ 203	\$ 5,432	
6.2 Prepare Addenda	-	-	2	-	-	-	-	-	-	-	2	\$ 550	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ 10,728	\$ 1,000	\$ -	\$ -	\$ -	\$ 586	\$ 12,896	
6.3 Bid Tab Analysis	-	-	2	-	-	-	-	-	-	-	2	\$ 550	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ 1,533	\$ 1,000	\$ -	\$ -	\$ -	\$ 127	\$ 3,241	
TASK 6 TOTAL	-	-	8	-	-	-	-	-	-	-	8	\$ 2,200	\$ 128	\$ -	\$ -	\$ -	\$ -	\$ 15,325	\$ 3,000	\$ -	\$ -	\$ -	\$ 916	\$ 21,569	
7 Bidding Assistance - Well Equipping (Package 2)																									
7.1 Attend Pre-Bid Conference	-	-	4	4	-	-	-	-	-	-	8	\$ 2,032	\$ 128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,988	\$ -	\$ -	\$ -	\$ 549	\$ 13,697	
7.2 Prepare Addenda	-	-	16	16	-	-	-	24	8	-	64	\$ 15,152	\$ 1,024	\$ -	\$ -	\$ 2,520	\$ -	\$ -	\$ 7,736	\$ -	\$ -	\$ -	\$ 513	\$ 26,945	
7.3 Bid Tab Analysis	-	-	4	4	-	-	-	-	-	-	8	\$ 2,032	\$ 128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,732	\$ -	\$ -	\$ -	\$ 187	\$ 6,079	
TASK 7 TOTAL	-	-	24	24	-	-	-	24	8	-	80	\$ 19,216	\$ 1,280	\$ -	\$ -	\$ 2,520	\$ -	\$ -	\$ 22,456	\$ -	\$ -	\$ -	\$ 1,249	\$ 46,721	
8 ESDC - Well Drilling (Package 1)																									
8.1 ASR Well Construction Services	-	-	2	2	-	-	-	-	-	-	4	\$ 1,016	\$ 64	\$ -	\$ -	\$ -	\$ -	\$ 145,678	\$ 1,000	\$ -	\$ -	\$ -	\$ 7,334	\$ 155,092	
8.2 Well 8-2 Abandonment	-	-	2	2	-	-	-	-	-	-	4	\$ 1,016	\$ 64	\$ 100	\$ -	\$ -	\$ -	\$ 13,055	\$ 1,000	\$ -	\$ -	\$ -	\$ 703	\$ 15,938	
8.3 Monitoring Well Construction Services	-	-	2	2	-	-	-	-	-	-	4	\$ 1,016	\$ 64	\$ -	\$ -	\$ -	\$ -	\$ 62,911	\$ 1,000	\$ -	\$ -	\$ -	\$ 3,196	\$ 68,187	
8.4 Well Construction Report	-	-	2	2	-	-	-	-	-	-	4	\$ 1,016	\$ 64	\$ -	\$ -	\$ -	\$ -	\$ 26,334	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,367	\$ 29,781	
TASK 8 TOTAL	-	-	8	8	-	-	-	-	-	-	16	\$ 4,064	\$ 256	\$ 100	\$ -	\$ -	\$ -	\$ 247,978	\$ 4,000	\$ -	\$ -	\$ -	\$ 12,599	\$ 268,997	
9 ESDC - Well Equipping (Package 2)																									
9.1 Pre-construction Conference	4	-	4	8	-	-	-	-	-	-	16	\$ 4,420	\$ 256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,988	\$ -	\$ -	\$ -	\$ 549	\$ 16,213	
9.2 Engineer Progress Meetings	-	-	48	96	-	-	-	-	-	-	144	\$ 35,568	\$ 2,304	\$ 1,100	\$ -	\$ 6,260	\$ -	\$ -	\$ 19,648	\$ -	\$ -	\$ -	\$ 1,295	\$ 66,175	
9.3 Respond to RFIs	-	16	16	92	240	16	16	-	-	-	396	\$ 94,572	\$ 6,336	\$ -	\$ -	\$ 7,050	\$ -	\$ -	\$ 9,428	\$ -	\$ -	\$ -	\$ 824	\$ 118,210	
9.4 Shop Drawing Submittal Review	-	28	28	152	400	28	28	-	-	-	664	\$ 158,884	\$ 10,624	\$ -	\$ -	\$ 30,600	\$ -	\$ -	\$ 8,952	\$ -	\$ -	\$ -	\$ 1,978	\$ 211,038	
9.5 Change Order Review	4	-	16	32	48	-	-	-	-	-	100	\$ 24,160	\$ 1,600	\$ -	\$ -	\$ 2,040	\$ -	\$ -	\$ 3,548	\$ -	\$ -	\$ -	\$ 279	\$ 31,627	
9.6 Final Acceptance Walk	-	-	8	8	-	16	-	-	-	-	16	\$ 4,064	\$ 256	\$ -	\$ -	\$ -	\$ -	\$ 18,408	\$ -	\$ -	\$ -	\$ -	\$ 920	\$ 23,648	
9.7 Record Drawings	-	-	16	28	16	-	-	-	40	-	100	\$ 21,700	\$ 1,600	\$ -	\$ -	\$ 2,160	\$ -	\$ -	\$ 6,404	\$ -	\$ -	\$ -	\$ 428	\$ 32,292	
9.8 Factory Test Witnessing	-	-	4	-	-	-	-	-	-	-	4	\$ 1,100	\$ 64	\$ -	\$ -	\$ 4,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220	\$ 5,774	
9.9 SCADA/PLC Programming	-	-	4	-	-	-	-	-	-	-	4	\$ 1,100	\$ 64	\$ -	\$ -	\$ 23,950	\$ -	\$ -	\$ 2,556	\$ -	\$ -	\$ -	\$ 1,325	\$ 28,995	
TASK 9 TOTAL	8	44	144	416	704	44	44	-	40	-	1,444	\$ 345,568	\$ 23,104	\$ 1,100	\$ -	\$ 76,450	\$ -	\$ -	\$ 79,932	\$ -	\$ -	\$ -	\$ 7,819	\$ 533,973	
Project Total (Base Scope)	37	98	521	960	744	111	261	214	412	72	3,430	\$ 820,252	\$ 54,884	\$ 1,200	\$ 17,700	\$ 129,530	\$ 32,000	\$ 390,541	\$ 330,662	\$ 20,000	\$ -	\$ -	\$ 38,009	\$ 1,834,779	
10 Optional Tasks																									
10.1 Interim Recharge	4	-	8	28	-	-	-	-	-	-	40	\$ 10,180	\$ 640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,048	\$ -	\$ -	\$ -	\$ 452	\$ 20,320	
10.2 ASR Operations and Maintenance Manual Update	4	-	8	28	-	-	-	-	-	-	40	\$ 10,180	\$ 640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,377	\$ -	\$ -	\$ -	\$ 2,269	\$ 58,466	
10.3 Landscape Architecture, Restoration, and Irrigation	-	2	8	16	-	-	-	-	-	-	26	\$ 6,646	\$ 416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,931	\$ -	\$ -	\$ 797	\$ 23,790	
10.4 Acoustic Evaluation	-	2	4	8	-	-	-	-	-	-	14	\$ 3,682	\$ 224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ 350	\$ 11,256	
10.5 Pilot Borehole Zone Testing	-	2	8	16	-	-	-	-	-	-	26	\$ 6,646	\$ 416	\$ -	\$ -	\$ -	\$ -	\$ 16,842	\$ 8,562	\$ -	\$ -	\$ -	\$ 1,270	\$ 33,736	
10.6 Review Solar Feasibility	-	-	2	-	-	-	-	-	-	-	2	\$ 550	\$ 32	\$ -	\$ -	\$ 3,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158	\$ 3,900	
10.7 Solar Power Design	-	-	8	16	-	-	-	-	-	-	24	\$ 5,928	\$ 384	\$ -	\$ -	\$ 11,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 592	\$ 18,744	
TASK 10 TOTAL	8	6	46	112	-	-	-	-	-	-	172	\$ 43,812	\$ 2,752	\$ -	\$ -	\$ 15,000	\$ -	\$ 16,842	\$ 62,987	\$ -	\$ 15,931	\$ 7,000	\$ 5,888	\$ 170,212	
Project Total (with Optional Tasks)	45	104	567	1,072	744	111	261	214	412	72	3,602	\$ 864,064	\$ 57,636	\$ 1,200	\$ 17,700	\$ 144,530	\$ 32,000	\$ 407,383	\$ 393,649	\$ 20,000	\$ 15,931	\$ 7,000	\$ 43,897	\$ 2,004,991	

Notes:
(1) Rates are based on Carollo Engineers, Inc., Standard Fee Schedule as of Jan 1, 2025 for California and are subject to annual adjustment.
(2) Other direct expenses include mileage traveling to/from meetings at IRS Federal Rate, travel at cost and Project Equipment and Communication Expense (PECE) at the indicated rate per Direct Labor Hour.
(3) Includes Subconsultant markup of 5%.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 4, 2025
ITEM #: H.8
SUBJECT: Allocate Project Funding, Award Construction Contract, Approve Construction Inspection Consultant Agreement and Approve Amendment to Engineering Design Consultant Agreement for the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, 1) Approving the reallocation of \$1,000,000 of Sewer Enterprise Funds from the Annual Sewer Repair and Replacement Project, CIP 08-21, to the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02; 2) Approving the reallocation of \$500,000 of Sewer Enterprise Funds from Replacement of Orangeburg Sewer Laterals, CIP 14-03, to the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02; 3) Awarding a construction contract in the amount of \$4,279,624.25 to Argonaut Constructors, Inc., for the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02, authorizing a contract contingency up to 10% (\$427,962), and authorizing the City Manager to execute the construction contract and change orders; 4) Approving a consultant agreement for construction inspection services with WSP USA, Inc., in the amount up to \$253,394, authorizing a contract contingency of up to 10% (\$25,339), and authorizing the City Manager to execute the agreement and amendments; and 5) Approving a consultant agreement amendment for engineering design services in the amount of \$32,135 for a total amount of up to \$302,525 with Laugenour & Meikle, and authorizing the City Manager to execute the amendment.

Staff Contact:

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

Fiscal Impact:

The 2025 Water & Sewer Repair & Replacement Project, CIP 24-02, (hereafter the "Project") is currently funded in the Capital Budget with \$3,887,737 of Water Enterprise Funds and \$1 million of Sewer 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 bid period has closed, project costs can be more accurately summarized. The construction contract award, plus 10% construction contingency, inspection costs, design, and project management resulted in a total project cost of \$6,387,737. Costs for the water portion of utility repairs are covered in the current Project budget. Staff is recommending the reallocation of \$1.5 million of additional Sewer Enterprise funding to the Project to cover costs for the sewer portion of utility repairs.

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

Background:

CIP 24-02 was partially scoped for underground utility repairs to be completed in advance of a separate road improvement project that was planned for 2026. Transportation Engineering staff are actively seeking funding for these road improvements and the exact timing of the improvements is unknown, but the project is slated to resurface portions of College and Cross Streets which include the CIP 24-02 vicinity.

CIP 24-02 is also the ninth phase of a multi-year project where Utility Engineering and Operations staff annually identify locations around the City that have the greatest prevalence of water main and service lateral breaks and leaks, and prioritize these locations for repair or replacement. Areas prioritized for replacement are usually those with a network of small-diameter cast iron water mains located behind sidewalks. These mains have been experiencing an increasing number of breaks in recent years due to their location, bury depth, pipe material and aging condition.

In 2004, the City constructed Capital Improvement Project 02-05, which replaced a portion of the cast iron water main originally installed in 1928 on Cross Street between Elm and First Streets 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. The remainder of existing water infrastructure in the Project area ranges between 60 and 108 years old. Just over 1.25 miles of Woodland's water distribution network will be replaced with the 2025 Project.

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 of eliminating sewer overflows and providing adequate sewer capacity for residents. Many of the existing sewers slated to be replaced by CIP 24-02 have a condition rating of "poor". These pipes are between 76 and 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 3,650 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 City advertised for bids on January 29, 2025. On February 20, 2025, the City received 12 bids for CIP 24-02 in the amounts tabulated below:

BID NO.	CONTRACTOR	BASE BID AMOUNT
1	Argonaut Constructors, Inc.	\$4,279,624.25
2	Soracco, Inc.	\$4,909,870.00
3	DPI, Inc.	\$5,083,391.90
4	Bay Pacific Pipeline Inc.	\$5,120,990.50
5	Cratus, Inc.	\$5,504,138.00
6	Team Ghilotti	\$5,514,177.00
7	Lund Construction Co.	\$5,587,071.00
8	Ghilotti Construction Company, Inc.	\$5,641,057.00
9	Flowline Contractors, Inc.	\$5,761,865.00
10	R.J. Gordon Construction, Inc.	\$5,913,628.75
11	Suulutaaq, Inc.	\$6,621,972.00
12	Florez Paving	\$8,248,630.00

The engineer's estimate for Project construction was \$6.3 million. Staff performed due diligence in

reviewing the bids. Argonaut Constructors, Inc., has been determined to be the lowest responsive, responsible bidder and has complied with all bid submittal requirements.

The construction contract provides 175 working days for completion of the Project. Staff anticipate completion before the end of 2025. The Project will utilize City staff for construction management and will contract with WSP USA, Inc. for construction inspection. WSP USA, Inc. is one of 8 firms selected by the City for on-call construction inspection through a Quality-Based Selection process performed in September 2018.

The design engineer for the Project is Laugenour & Meikle ("L&M"). L&M is one of 10 firms selected by the City through a Quality-Based Selection process performed in June 2019 for on-call design services of utility projects. After initial scoping of the design last year, Utility Staff requested L&M expand their survey of sewer manhole flowline elevations to inform plans for CIP 24-02 and future projects, as well as add 1,600 feet of water main replacement to better fit this year's repairs in with other recent projects in the area. Staff is requesting amendment of the original design contract with L&M to include \$32,135 of additional compensation to account for the scope changes.

Conclusion:

Staff recommends the City Council adopt Resolution No. _____, 1) Approving the reallocation of \$1,000,000 of Sewer Enterprise Funds from the Annual Sewer Repair and Replacement Project, CIP 08-21, to the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02; 2) Approving the reallocation of \$500,000 of Sewer Enterprise Funds from Replacement of Orangeburg Sewer Laterals, CIP 14-03, to the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02; 3) Awarding a construction contract in the amount of \$4,279,624.25 to Argonaut Constructors, Inc., for the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02, authorizing a contract contingency up to 10% (\$427,962), and authorizing the City Manager to execute the construction contract and change orders; 4) Approving a consultant agreement for construction inspection services with WSP USA, Inc., in the amount up to \$253,394, authorizing a contract contingency of up to 10% (\$25,339), and authorizing the City Manager to execute the agreement and amendments; and 5) Approving a consultant agreement amendment for engineering design services in the amount of \$32,135 for a total amount of up to \$302,525 with Laugenour & Meikle, and authorizing the City Manager to execute the amendment.

Prepared by: Mark Miller, Associate Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Award 2025 Water & Sewer, CIP 24-02
2. Proposed CIP 24-02 Construction Inspection Agreement
3. Proposed CIP 24-02 Design Agreement Amendment

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ALLOCATING PROJECT FUNDS, AWARDING A CONSTRUCTION CONTRACT TO
ARGONAUT CONSTRUCTORS, INC., APPROVING A CONSULTANT AGREEMENT
AMENDMENT FOR ENGINEERING DESIGN SERVICES WITH LAUGENOUR AND
MEIKLE, AND APPROVING A CONSULTANT AGREEMENT FOR CONSTRUCTION
INSPECTION SERVICES WITH WSP USA, INC., FOR THE 2025 WATER & SEWER
REPAIR & REPLACEMENT PROJECT, CIP 24-02**

WHEREAS, on January 21, 2025, the City Council approved the plans and specifications for CIP 24-02, the 2025 Water & Sewer Repair & Replacement Project (the “Project”) and authorized advertisement for bids; and

WHEREAS, on January 29, 2025, the City of Woodland advertised for bids; and

WHEREAS, on February 20, 2025, the City of Woodland (the “City”) received 12 bids and Argonaut Constructors, Inc., (“Argonaut”) was determined to be the lowest responsible bidder submitting a responsive bid with a base bid amount of \$4,279,624.25; and

WHEREAS, the City wishes to approve a construction contract in the amount of \$4,279,624.25 with Argonaut for construction of the Project and authorize a contract contingency of up to 10% (\$427,962); and

WHEREAS, on February 6, 2024, the City Council approved Resolution 8199 to execute a professional services agreement for engineering design services with Laugenour & Meikle (“L&M”) for the Project; and

WHEREAS, the City wishes to enter into a consultant agreement amendment with L&M for final design services; and

WHEREAS, the proposed amendment to the consultant agreement with L&M authorizes an additional contract amount of \$32,135 to cover the final design scope of work. The current contract amount is \$270,390 and with this amendment the new contract amount is \$302,525; and

WHEREAS, the City wishes to approve a consultant agreement with WSP USA, Inc. (“WSP”) for construction inspection services for an amount up to \$253,394 and approve a contract contingency of up to 10% (\$25,339); and

WHEREAS, the City wishes to approve the reallocation of \$1,000,000 of Sewer Enterprise Funds from the Annual Sewer Repair and Replacement Project, CIP 08-21, to CIP 24-02; and

WHEREAS, the City wishes to approve the reallocation of \$500,000 of Sewer Enterprise Funds from the Replacement of Orangeburg Sewer Laterals Project, CIP 14-03, to CIP 24-02; and

WHEREAS, the City Council wishes to approve the construction contract with Argonaut, to approve the consultant amendment with L&M, and to approve the consultant agreement with WSP and to authorize their execution through the adoption of this Resolution.

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

SECTION 1. The City Council hereby authorizes the reallocation of \$1,000,000 of Sewer Enterprise Funds from the Annual Sewer Repair and Replacement Project, CIP 08-21, to the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02.

SECTION 2. The City Council hereby authorizes the reallocation of \$500,000 of Sewer Enterprise Funds from the Replacement of Orangeburg Sewer Laterals Project, CIP 14-03, to the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02.

SECTION 3. The City Council hereby approves the construction contract with Argonaut Constructors, Inc., in the amount of \$4,279,624.25. The City Manager is hereby authorized and directed to execute the contract and change orders up to 10% of the original contract amount (\$427,962), subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

SECTION 4. The City Council hereby approves the consultant agreement with WSP USA, Inc. in the amount of \$253,394. The City Manager is hereby authorized and directed to execute the agreement and amendments up to 10% of the original contract amount (\$25,339), subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

SECTION 5. The City Council hereby approves the amendment to the Consultant Agreement with Laugenour & Meikle in the amount of \$32,135 and authorizes the City Manager to execute the amendment for a total contract amount of \$302,525, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

SECTION 6. Copies of the Construction Contract, Consultant Agreement Amendment for Engineering Design Services, and Consultant Agreement for Construction Inspection Services are available and on file in the City Clerk's office and are incorporated herein by reference and made a part of this Resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 4th day of March 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

COST PROPOSAL

FOR

City of Woodland
On-Call Professional Municipal Engineering Services

CIP 24-02. Water & Sewer Repair & Replacement Project, 2025

From:



Approved: _____ Date: 2/4/2025

To:

City of Woodland

2/4/2025

Basis For Estimate

- 1 WSP Task Order contract expected to start **March, 2025 and end in October, 2025 (150 WD's)**.
- 2 Based on full time inspection and part time CM/administrative support as identified in this proposal.
- 3 No Material Testing or Surveying included in this scope.
- 4 Rate escalations of 3.5% occur annually (with concurrence) in January and are included in this proposal.
- 5 WSP will utilize our Roseville Office for this work. No field office needed.
- 6 No overtime is included in this proposal.
- 7 Proposal is based on the Plans, Specifications and Information provided.
- 8 Inspector staff actual rates are governed by prevailing wage requirements.
- 9 No night work is anticipated. Night work is premium time in accordance with prevailing wage requirements.

COST PROPOSAL SUMMARY

1) BURDENED LABOR COSTS (Includes Profit)		
REGULAR TIME	232,336	
OVERTIME	-	
PREMIUM TIME		
	SUBTOTAL	232,336
2) SUBCONSULTANTS:		
3) MISCELLANEOUS EXPENSES	21,058	
	SUBTOTAL	21,058
TOTAL CONTRACT AMOUNT:		253,394
4) ADDITIONAL SERVICES (None)		

WSP STAFFING SCHEDULE
(REGULAR TIME HOURS - ENTIRE TEAM)

YEAR:			2025													
PRECONSTRUCTION																
CONSTRUCTION																
POSTCONSTRUCTION																
MONTH:			J	F	M	A	M	J	J	A	S	O	N	D	TOTAL HOURS	
POSITION	NAME	FIRM	1	2	3	4	5	6	7	8	9	10	11	12		
Project Manager	Bob Nichols	WSP			4	2	2	2	2	2	2	4			20	
RE	0	WSP													0	
OE	0	WSP													0	
Project Administration	Kavleen Kuar	WSP			1	1	1	1	1	1	1	1			8	
Civil Inspector	Bo Petersen	WSP			160	160	160	160	160	160	160	160			1,280	
Civil Inspector	0	WSP													0	
0	0	WSP													0	
															1,308	

WSP LABOR COSTS
(REGULAR TIME)

			2025			2026			2027		
			TOTAL HRS	BURDENED RATE	BURDENED WAGE COST	TOTAL HRS	BURDENED RATE	BURDENED WAGE COST	TOTAL HRS	BURDE NED RATE	BURDENED WAGE COST
Project Manager	Bob Nichols	WSP	20	\$286	\$5,720	0	\$296	\$0	0	\$306	\$0
RE	0	WSP	0	\$263	\$0	0	\$272	\$0	0	\$282	\$0
OE	0	WSP	0	\$124	\$0	0	\$128	\$0	0	\$133	\$0
Project Administration	Kavleen Kuar	WSP	8	\$167	\$1,336	0	\$173	\$0	0	\$179	\$0
Civil Inspector	Bo Petersen	WSP	1,280	\$176	\$225,280	0	\$182	\$0	0	\$189	\$0
Civil Inspector	0	WSP	0	\$176	\$0	0	\$182	\$0	0	\$189	\$0
0	0	WSP	0	\$274	\$0	0	\$284	\$0	0	\$294	\$0
	TOTALS:		1,308		\$ 232,336	0		\$ -	0		\$ -

Total \$ 232,336

WSP STAFFING SCHEDULE
(OVERTIME HOURS - ENTIRE TEAM)

YEAR:			2025												
PRECONSTRUCTION															
CONSTRUCTION															
POSTCONSTRUCTION															
MONTH:			J	F	M	A	M	J	J	A	S	O	N	D	TOTAL HOURS
POSITION	NAME	FIRM	1	2	3	4	5	6	7	8	9	10	11	12	
Project Manager	Bob Nichols	WSP													0
RE		0 WSP													0
OE		0 WSP													0
Project Administration	Kavleen Kuar	WSP													0
Civil Inspector	Bo Petersen	WSP													0
Civil Inspector		0 WSP													0
	0	0 WSP													0
															0

**WSP LABOR COSTS
(OVERTIME)**

			2025			2026			2027		
			TOTAL HRS	BURDENED RATE	BURDENED WAGE COST	TOTAL HRS	BURDENED RATE	BURDENED WAGE COST	TOTAL HRS	BURDENED RATE	BURDENED WAGE COST
Project Manager	Bob Nichols	WSP	0	\$286	\$0	0	\$296	\$0	0	\$306	\$0
RE	0	WSP	0	\$263	\$0	0	\$272	\$0	0	\$282	\$0
OE	0	WSP	0	\$124	\$0	0	\$128	\$0	0	\$132	\$0
Project Administration	Kavleen Kuar	WSP	0	\$167	\$0	0	\$173	\$0	0	\$179	\$0
Civil Inspector	Bo Petersen	WSP	0	\$215	\$0	0	\$223	\$0	0	\$231	\$0
Civil Inspector	0	WSP	0	\$215	\$0	0	\$223	\$0	0	\$231	\$0
0	0	WSP	0	\$333	\$0	0	\$345	\$0	0	\$357	\$0
	TOTALS:		0		0	0		0	0		0

Total \$ -

WSP ESTIMATED MISCELLANEOUS EXPENSES

			UNIT	QTY	UNIT COST (\$)	SUBTOTAL (\$)	TOTAL (\$)
			UNIT	QTY	COST (\$)	SUBTOTAL (\$)	TOTAL (\$)
A) FIELD COSTS							
(Includes vehicles lease and O & M; digital cameras; video recorder; field, survey and safety equipment.)							
Total Hours for Field CM Staff							
Project Manager	Bob Nichols	Hours		20	\$14	\$280	
RE	0	Hours		0	\$14	\$0	
OE	0	Hours		0	\$14	\$0	
Project Administration	Kavleen Kuar	Hours		8	\$0	\$0	
Civil Inspector	Bo Petersen	Hours		1,280	\$14	\$17,920	
Civil Inspector	0	Hours		0	\$14	\$0	
	0 0	Hours		0	\$14	\$0	
Source inspection Travel & Exp	TBD	LS		1			
							\$18,200
B) OFFICE COSTS							
Computers		Hour		1308	\$0.35	\$458	
Miscellaneous Supplies		Month		8.0	\$250	\$2,000	
Printing		Month		8.0	\$50	\$400	
							\$2,858
							21,058
TOTAL DIRECT EXPENSES							

CHANGE ORDER REQUEST NO. 1

TO: MR. TIM BUSCH
CITY OF WOODLAND
COMMUNITY DEVELOPMENT DEPARTMENT
300 FIRST STREET
WOODLAND, CALIFORNIA 95695

DATE:	JANUARY 30, 2025	JOB NO.	449-162
PROJECT NAME:	2025 WATER & SEWER REPLACEMENT PROJECT		
ORIGINAL CONTRACT DATE:	JANUARY 15, 2024		
PROJECT MANAGER:	BRYAN P. BONINO		

NOTICE: THIS MEMO IS AN ADDENDUM TO OUR ORIGINAL AGREEMENT, AND REPRESENTS CONFIRMATION OF YOUR AUTHORIZATION FOR THE PERFORMANCE OF THE BELOW DESCRIBED SERVICES FOR THE INDICATED ADDITIONAL FEE. ALL OTHER CONDITIONS OF THE ORIGINAL AGREEMENT REMAIN UNCHANGED.

ITEM NO.	DESCRIPTION OF CHANGE/EXTRA WORK	FEES
1	ADDITIONAL TOPOGRAPHIC SURVEY FOR EXPANDED PROJECT SCOPE	\$ 15,000.00
2	IMPROVEMENT PLANS FOR EXPANDED PROJECT SCOPE	\$ 17,135.00
TOTAL FEES:		\$ 32,135.00

COMMENTS: WORK NOT INCLUDED IN ORIGINAL SCOPE.

REASON FOR CHANGE: SEE ABOVE.

EFFECT ON SCHEDULE: NONE.

PLEASE INDICATE CONFIRMATION OF YOUR AUTHORIZATION WITH YOUR SIGNATURE ON BOTH COPIES, AND RETURN ONE COPY WITHIN 5 DAYS TO LAUGENOUR AND MEIKLE. RETAIN ONE COPY FOR YOUR FILES.

PROJECT MANAGER: 
BRYAN P. BONINO, PRINCIPAL, P.E., L.S.

DATE: JANUARY 30, 2025

CONFIRMED: _____

DATE: _____



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 4, 2025
ITEM #: H.9
SUBJECT: Approve Contract Amendment with Mark Thomas for SR-113 at CR-25A Ultimate Interchange Modification Project, CIP 21-14

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to approve a contract amendment with Mark Thomas in the amount of \$30,205 for a total contract amount of \$265,341 for preparation of a Caltrans Project Report for the SR 113/CR 25A Ultimate Interchange Improvement Project, CIP #21-14.

Staff Contact:

Ed Wisniewski, Principal Civil Engineer, (530) 661-5975, ed.wisniewski@cityofwoodland.gov

Fiscal Impact:

The project is currently funded in the Capital Budget at \$1,867,082, consisting of \$1,567,082 in Spring Lake Infrastructure (SLIF) – Roads funding (Fund 682) and \$300,000 in road development funding (Fund 582). The Caltrans Project Report and associated project management costs were intended to be funded by the Road Development Fund (Fund 582). Subsequent preparation of project construction documents (plans, specifications, and cost estimates) will be funded by SLIF Roads (Fund 682) funds already allocated to the project. Additional Road Development and SLIF road funds will be allocated once the project is closer to construction, while the majority of the project funding will come from impact fee revenues generated through development of the Woodland Research and Technology Park (WRTP) Specific Plan Area.

Current estimates of the total project cost are approximately \$13.7 million. The following table represents the currently estimated breakdown of project funding sources:

Funding Source	Amount
Road Development (Fund 582)	\$3,427,000
SLIF Road (Fund 682)	\$3,015,000
Future WRTP Development Fund	\$7,264,000
Total	\$13,707,000

There is no impact to the general fund.

Background:

As the Woodland Research and Technology Park Specific Plan builds out, improvements to SR113/CR25A interchange will be required. Caltrans has various procedures in place to plan and construct the required improvements. The City relies on the use of professional services consultants to assist in the development of these documents to keep the project on schedule. Council approved an initial contract with Mark Thomas to prepare an Interchange Project Study Report/Project Development Study (PSR/PDS) for the major interchange projects associated with the WRTP Specific Plan, which included the Parkland Overcrossing and State Route 113 at County Road 25A (SR113/CR 25A) Interchange. The PSR-PDS is a required Caltrans stepped process whereby the planning aspects of the PSR-PDS must be verified through civil engineering design prior to approval to continue the process to receive final approval to construct improvements to Caltrans transportation facilities within their right-of-way.

After the PSR-PDS is completed, the next step is the preparation of a Project Report where several project design alternatives are evaluated in great detail and presented for Caltrans consideration. As part of the PRS/PDS analysis, a range of alternatives for the ultimate SR113/CR25A interchange improvements we considered. Upon completion of the study, it became apparent that the option considering the construction of single-lane roundabouts was the preferred alternative from a cost, right-of-way, and traffic impact perspective. City staff and the consultant team concluded that the project may meet the criteria for a less arduous process whereby Caltrans can review the project as part of the encroachment permit process. After several subsequent meetings with the Caltrans management team, City staff, with the assistance of Mark Thomas, successfully lobbied Caltrans to have the project studies reduced to an abbreviated "Project Report." Caltrans still requires the preparation of a Project Report, and they agreed to a reduced scope of work for a document that would normally cost the City \$700-800k to produce.

On March 1, 2022, the City council approved a Professional Engineering Services Agreement with Mark Thomas for \$235,136 to prepare the Project Report for the State Route 113 at County Road 25A (SR113/CR 25A) Ultimate Interchange Improvement Project (CIP 21-14).

Discussion:

Since executing the contract with Mark Thomas and engaging with Caltrans to fulfill the Project Report requirements, several factors contributed to the process taking longer than originally anticipated. These factors include new Caltrans formats for completing the Storm Water Data Report (SWDR) and Landscape Assessment Architecture Sheet (LAAS), preparation of the Design Standard Decision Document (DSDD), and additional project management & coordination associated with these efforts.

It is typical for City staff to request a 15% contingency for these types of engineering contracts to account for minor changes in scope or unexpected requirements in navigating Caltrans' requirements. Due to an administrative error, no contingencies were requested when the original contract was approved in March 2022. The proposed amendment is for \$30,205, which represents approximately 13% of the original contract amount. Staff is requesting City Council approval of the contract amendment, so the project report may be completed in Summer 2025 and the City can proceed to the next phase of project development with Caltrans, which is preparation of the construction documents for encroachment permit approval.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to approve a contract amendment with Mark Thomas in the amount of \$30,205 for a total contract amount of \$265,341 for preparation of a Caltrans Project Report for the SR 113/CR 25A Ultimate Interchange Improvement Project, CIP #21-14.

Prepared by: Ed Wisniewski, Principal Civil Engineer

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


Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Contract Amendment Mark Thomas, CIP 21-14
2. Second Contract Amendment_Mark Thomas_CIP 21-14

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
APPROVE A CONTRACT AMENDMENT WITH MARK THOMAS FOR THE STATE
ROUTE 113 AT COUNTY ROAD 25A ULTIMATE INTERCHANGE MODIFICATION
PROJECT, CIP 21-14**

WHEREAS, the SR-113 at CR-25A Ultimate Interchange Modification Project, CIP 21-14 (“Project”), is included in the approved Capital Budget; and

WHEREAS, Caltrans has various procedures in place to plan and construct the interchange improvements triggered by the development of the Woodland Research and Technology Park and the City relies on the use of professional consultants to assist in the development of these documents to keep the project on schedule; and

WHEREAS, Mark Thomas was selected through a quality based selection process to provide engineering services in preparing the Caltrans Project Report for the Project; and

WHEREAS, on March 1, 2022, the City Council authorized the City Manager to execute a Professional Services Contract for \$235,136 with Mark Thomas to prepare the Caltrans Project Report; and

WHEREAS, ongoing Caltrans coordination and changes in their required document formats have added extra work to Mark Thomas’ contract; and

WHEREAS, the City wishes to approve an amendment with Mark Thomas to the original Agreement dated March 9, 2022 and authorize its execution through the adoption of this Resolution.

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

SECTION 1. The City Council hereby approves the contract amendment with Mark Thomas and authorizes and directs the City Manager to execute the amendment in the amount of \$30,205.00 for a total contract amount of \$265,341 for the SR-113 at CR-25A Ultimate Interchange Modification Project, CIP 21-14. The City Attorney is hereby authorized to make clarifying and conforming changes so long as the total dollar amount authorized herein does not change.

SECTION 2. Copies of the Contract Amendment for engineering services are available and on file in the City Clerk’s office and are incorporated herein by reference and made a part of this Resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 4th day of March 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

ARTICLE 1. PARTIES AND DATE

This Second Amendment to the Professional Services Agreement (“Second Amendment”) dated as of the _____ day of _____, 2025 is entered into by and between the City of Woodland (“City”) and Mark Thomas (“Consultant”).

ARTICLE 2. RECITALS

2.1 City and Consultant entered into that certain Professional Services Agreement dated March 9, 2022 (“Agreement”), whereby Consultant agreed to provide professional engineering design consulting services.

2.2 City and Consultant now desire to amend the Agreement to include additional compensation in accordance with the Consultant’s proposal dated January 6, 2025 attached hereto. The total compensation for the Second Amendment shall not exceed Thirty Thousand, Two Hundred Five Dollars (\$30,205.00) for a new contract total not to exceed Two Hundred Sixty-Five Thousand Three Hundred Forty-One Dollars (\$265,341.00). The Contract term shall also be extended to December 31, 2025.

ARTICLE 3. TERMS

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

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

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

[SIGNATURES ON FOLLOWING PAGE]

**Second Amendment To Professional Services Agreement Between The City Of Woodland
And Mark Thomas** **CM# 001522**

City Of Woodland

Mark Thomas

By: _____
Ken Hiatt
City Manager

By: _____
Name:
Title:

ATTEST:

Sarah Lansburgh, City Clerk

CONSULTANT PROPOSAL FOR ADDITIONAL WORK

SEE THE FOLLOWING PAGES FOR CONSUTLANT PROPOSAL



January 6, 2025

22-00035

Mr. Brent Meyer
City of Woodland
300 1st St
Woodland, CA 95695

RE: SR 113 / CR 25A Interchange Additional Services Letter

Dear Mr. Meyer:

Mark Thomas & Company, Inc. (Mark Thomas) has prepared this additional services letter for the SR 113 / CR 25A Project PA&ED (Project). The project started with initial assumptions, with the scope of services approved in 2022. Since then, progress has exhausted the Task 1 Project Management, Task 2 Preliminary Engineering, and Task 3 Project Report budgets. Task activities and assumptions are shown below, along with the additional projected budget to complete the project PA&ED. Only the tasks that require an additional budget are shown in this amendment letter.

SCOPE OF SERVICES

TASK 1 – PROJECT MANAGEMENT

Mark Thomas will manage the project team, which includes managing the team, general project coordination with the City, preparing contract paperwork, memos, letters, and e-mails, making phone calls, preparing invoices and monthly progress reports, and maintaining project files. The CPM will be presented as a discussion item at each Project Development Team (PDT) meeting. Other managerial duties include keeping the Project History file up to date. Additional hours are not requested for Task 1.1 Project Development Team Meetings.

Task 1.2 Quality Assurance / Quality Control

Due to the several Caltrans form format changes, an additional budget is necessary to complete the QA/QC activities.



Mark Thomas will prepare a project-specific work plan to identify the work products, the Quality Assurance Manuals to be used, and the deliverables to be reviewed. We will complete and document an independent technical review of each significant submittal. Review comments will be addressed before submission to the City and Caltrans.

Task 1.3 Additional City, Caltrans, Consultants, and Developer Coordination

This task was separate from the original scope of services and the budget. It comprises non-PDT meetings with the City, Caltrans, Consultants, and Developers that focus on one subject rather than include the entire PDT team. We have assumed up to eight additional focus meetings on subjects such as Traffic Operations, VMT Documentation, Environmental Clearance, Right of Way, Utilities, or Design. The coordination hours mentioned above were billed to other project tasks during the project's performance over the last two years.

TASK 1 DELIVERABLES:

- *Meeting notes and agendas*
- *Monthly Invoices and Progress Reports*
- *Project Schedule*
- *QA/QC Plan and Reviews*

GENERAL ASSUMPTIONS:

- *All deliverables will be in electronic format, except where hard copies are noted.*

TASK 2 – PRELIMINARY ENGINEERING

Additional hours are not requested for Task 2.1 Traffic Analysis.

Task 2.2 Geometric Approval Drawings (GAD)

Additional resources are necessary to coordinate and adjust the CR 25A alignment to conform to the revised CR 25A alignment from adjacent development, conform to newly developed drainage facilities and utility conflicts within the new footprint,



and prepare right-way estimate maps for the new right-of-way acquisition needed for the project. The right-of-way must also be refined to conform to the adjoining new development. Several areas need additional right-of-way, for which estimate maps must be prepared and sent to the right-of-way consultant to prepare the right-of-way data sheet for the project. Initially, no right-of-way takes were anticipated for this project. Several utility poles within the new right-of-way footprint must be relocated, requiring additional coordination with the utility company and preparation of preliminary utility conflict maps, which were not included in the original scope of services. The original scope of services for this task is shown below in italics.

For the Draft and Final Project Report, Mark Thomas will prepare a GAD for Caltrans review and approval for a single-build alternative. The GAD aims to identify design features, right-of-way footprint, and necessary design exceptions. It will also show alignment, superelevation, profile, and typical cross-sections. The profile will be sufficient for the PA&ED phase but may need to be refined with additional survey data during the final design phase.

Task 2.3 Storm Water Data Report (SWDR)

Additional resources are necessary to update the SWDR format to the new Caltrans format and address comments received from Caltrans. The original scope of services for this task is shown below in italics.

Mark Thomas will prepare a Storm Water Data Report with Caltrans procedures using information developed under Task 2.2.

Task 2.6 Landscape Assessment Architecture Sheet (LAAS)

Additional resources are necessary to update the LAAS format to the new Caltrans format and address comments received from Caltrans. The original scope of services for this task is shown below in italics.

Mark Thomas will prepare a draft and final Landscape Assessment memo to improve the interchange's landscape. The memo will describe existing conditions and site settings and provide recommendations regarding plant types, placement, physical character, and visual impacts of landscape improvements.



TASK 2 DELIVERABLES:

- *Draft and Final GADs*
- *Draft and Final DIB 78*
- *Structure APS*
- *Draft and Final Storm Water Data Report*
- *Right of Way Data Sheet*
- *Landscape Assessment Architecture Sheet*

TASK 3 – PROJECT REPORT

Tasks 3.4 Project Report

Additional resources are necessary to prepare a Design Standard Decision Document (DSDD) to document non-standard design features, which Caltrans must approve to complete the project report with all the pertinent attachments. The original scope of services did not include the preparation of a DSDD. The original scope of services for this task is shown below in italics.

Mark Thomas will prepare the Draft and Final Project Report (PR) for distribution, review, and approval by the City, Caltrans, and selected PDT members.

We will prepare the Project Report {PR} for distribution, review, and approval by Caltrans and the rest of the PDT. The PR will be prepared in conformance with the Caltrans Project Development Procedures Manual's latest guidelines, and the format style will include the supporting information (GADs, Traffic Studies, Cost Estimates, etc.) listed above.

TASK 3 DELIVERABLES:

- *Draft and Final 11-page Cost Estimate*
- *Draft and Final TMP*
- *Draft, Periodic Updates, and Final Risk Management Plan*
- *First draft of Draft Project Report*
- *Final Project Report (One Hardcopy with Attachments)*



► January 6, 2025

ASSUMPTIONS/EXCLUSIONS:

- *No underground locations (potholing) are included in this scope of work.*
- *Drainage Report and Location Hydraulic Study will not be required.*
- *This scope of work assumes a Design Standard Decision Document will not be required.*
- *This scope of work assumes a Life Cycle Cost Analysis will not be required.*
- *This scope assumes the Final EIR for the Spring Lake Specific Plan will be used as the project's environmental document.*
- *This scope assumes the final GDMR and AOL reports will be sufficient, and no additional geotechnical analysis will be required.*

FEE ESTIMATE

Please see the attached document's breakdown of the fee for the additional services.

SCHEDULE

The latest project PA&ED target is June 2025.

Thank you for the opportunity to provide this letter for additional services for the SR 113/CR 25A Ultimate Interchange PA&ED (CIP #21-14) project. Please call me if you need further information or have any questions regarding these services.

Sincerely,
MARK THOMAS



Matt Brogan
Principal, Vice President

Accepted:

Signature

Name/Title



COST PROPOSAL FOR PROJECT SCOPE - City of Woodland: SR 113 / CR 25A Interchange Additional Services

MARK THOMAS	Mark Thomas													Subconsultants		TOTAL COST
	Principal \$500	Sr. Project Manager \$330	Sr. Technical Lead \$320	Project Engineer \$205	Design Engineer II \$180	Design Engineer I \$150	LAUD Division Manager \$305	Sr. LAUD Project Manager \$290	Sr. Landscape Architect \$200	Project Accountant \$160	Sr. Project Coordinator \$185	Total Hours	Total MT Cost	Fehr Peers	Monument	
1.0 PROJECT MANAGEMENT																
1.1 Caltrans Project Development Team Mtngs												0	\$0	-	-	\$0
1.2 Quality Assurance/Quality Control		8		8								16	\$4,280	-	-	\$4,280
1.3 Additional City, Caltrans, Consultants, and Developer Coordination	1	8		8								17	\$4,780	-	-	\$4,780
Subtotal Phase 1	1	16	0	16	0	0	0	0	0	0	0	33	\$9,261	\$0	\$0	\$9,261
2.0 PRELIMINARY ENGINEERING																
2.1 Traffic Analysis												0	\$0	-	-	\$0
2.2 Geometric Approval Drawings		2		4	4							10	\$2,200	-	-	\$2,200
2.3 Storm Water Data Report		2		6	6							14	\$2,970	-	-	\$2,970
2.6 Landscape Assessment Architecture Sheet		2						2	4			8	\$2,040	-	-	\$2,040
Subtotal Phase 2	0	6	0	10	10	0	0	2	4	0	0	32	\$7,210	\$0	\$0	\$7,210
3.0 PROJECT REPORT																
3.4 Project Report	1	4		16		8			2			31	\$6,700	-	-	\$6,700
Subtotal Phase 3	1	4	0	16	0	8	0	0	2	0	0	31	\$6,700	\$0	\$0	\$6,700
4.0 SUBCONSULTANTS																
4.1 F&P: TRAFFIC ANALYSIS												0	\$0	-	-	\$0
4.2 MONUMENT: RIGHT OF WAY DATA SHEET												0	\$0	-	7,000	\$7,000
Subtotal Phase 4	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$7,000	\$7,000
TOTAL HOURS	2	26	0	42	10	8	0	2	6	0	0	96		0	0	
OTHER DIRECT COSTS													\$235	\$0	\$0	\$235
TOTAL COST	\$1,000.00	\$8,580.00	\$0.00	\$8,610	\$1,800	\$1,200	\$0	\$580	\$1,200	\$0	\$0		\$23,205	\$0	\$7,000	\$30,205

MT Fee (A-1 Rates)

Please note that the rates shown are for estimating purposes only. See rate schedule for actual rates/ranges.

MARK THOMAS & COMPANY, INC. RATE SCHEDULE

EXPIRES JUNE 30, 2025

Engineering

Intern	\$65 - \$110
Technician	\$95 - \$135
Design Engineer I	\$125 - \$175
Design Engineer II	\$140 - \$220
Sr. Technician	\$160 - \$215
Civil Engineering Designer	\$170 - \$260
Project Engineer	\$170 - \$240
Sr. Project Engineer	\$210 - \$300
Sr. Technical Engineer	\$220 - \$245
Technical Lead	\$245 - \$300
Sr. Technical Lead	\$285 - \$355
Design Manager	\$365 - \$405
Engineering Manager	\$365 - \$405
Sr. Engineering Manager	\$370 - \$495

Construction Management

Office Engineer	\$170 - \$270
* Asst. Resident Engineer	\$240 - \$270
* Inspector - CM	\$195 - \$275
Resident Engineer	\$310 - \$345
Sr. Resident Engineer	\$350 - \$385
Area Manager - CM	\$270 - \$305

Planning

Planner I	\$110 - \$140
Planner II	\$155 - \$175
Sr. Planner	\$170 - \$235

Landscape Architecture/Urban Design

Landscape Intern	\$90 - \$105
Landscape Designer I	\$115 - \$130
Landscape Designer II	\$135 - \$170
Landscape Architect	\$160 - \$195
Sr. Landscape Architect	\$185 - \$210

Grant Writing

Funding Specialist	\$140 - \$255
Sr. Funding Specialist	\$260 - \$305
Funding Manager	\$335 - \$390

Surveying

Survey Technician I-III	\$65 - \$185
Lead Survey Technician	\$145 - \$165
Survey Specialist I-III	\$135 - \$280
Asst Surveyor I-III	\$140 - \$200
Project Surveyor I-III	\$200 - \$305
* Chief of Party	\$205 - \$255
* Instrumentperson	\$205 - \$230
* Chainperson	\$205 - \$215
* Apprentice	\$130 - \$185
* 2-Person Crew	\$375 - \$455
* 3-Person Crew	\$570 - \$675
* Utility Locator	\$190 - \$250
Drone	\$275

Project Management & Oversight

Project Manager	\$250 - \$335
Sr. Project Manager	\$280 - \$380
Survey Manager I-II	\$240 - \$410
SUE Program Manager	\$285 - \$315
Division Manager	\$290 - \$420
Principal	\$480 - \$520

Project Support

Technical/Sr. Technical Writer	\$120 - \$160
Project/Sr. Project Assistant	\$85 - \$175
Project/Sr. Project Coordinator	\$130 - \$215
Graphic/Sr. Graphic Designer	\$135 - \$235
Project Accountant	\$125 - \$195
Sr. Graphic Manager	\$215 - \$275
Project Accountant Manager	\$225 - \$255

District Management

* Inspector - Apprentice	\$95 - \$110
* Inspector/Sr. Inspector	\$110 - \$195
Assistant/Associate Sanitary Engineer	\$160 - \$235
Sanitary/Sr. Sanitary Project Engineer	\$210 - \$300
Operations/Deputy District Manager	\$270 - \$385
District Manager-Engineer	\$395 - \$440

Special Services

Expert Witness	\$520
Strategic Consulting	\$520

Reimbursables including, but not limited to; reproductions, delivery and filing fees; outside consultant fees; and survey field expenses will be billed at *Cost Plus 5%* . **Mileage** will be billed per *current IRS Rate*.

Additional promotional steps exist within various rate categories.

This rate schedule expires June 30, 2025; rates are subject to escalation with new hourly rate schedule as of July 1, 2025.

** These charge rates are subject to Prevailing Wage laws and Union contract.*



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 4, 2025
ITEM #: H.10
SUBJECT: Amendment to Deferred Payment Loan to Friends of the Mission for Freeman Garden Court Project

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, 1) Appropriating \$205,270.20 in Permanent Local Housing Allocation (PLHA) funding for the Housing Assistance Grant (Fund 1324); 2) Approving an amendment to the deferred payment loan to Friends of the Mission to a revised amount of \$194,932 from the Affordable Housing In-Lieu Fees Fund and \$255,068 from 2020-2023 PLHA funds for the development of the Freeman Garden Court project; and 3) Authorizing the City Manager to execute amendments to the loan documents and regulatory agreement, subject to City Attorney approval.

Staff Contact:

Franklin Cui, Housing Analyst II, (530) 661-2019, franklin.cui@cityofwoodland.gov

Fiscal Impact:

With the proposed funding adjustment, the deferred payment loan to Friends of the Mission for the Freeman Garden Court project in the amount of \$450,000 will be comprised of \$194,932 from the Affordable Housing In-Lieu Fees Fund (1327) and \$255,068 from 2020-2023 Permanent Local Housing Allocation (PLHA) development fund allocations. The Affordable Housing In-Lieu Fees were appropriated in FY2023/24 in Fund 1327 and were carried over for expenditure in FY2024/25. A budget adjustment to the total appropriation is now required, whereby the \$900,000 consisting of a \$450,000 amortized loan and \$450,000 deferred payment loan will be reduced by \$255,068 in Fund 1327 (affordable housing in-lieu fees) and replaced with \$255,068 in PLHA development funds.

Consequently, the PLHA budget currently included in the FY2024/25 annual budget consists of \$49,797.80 in Fund 1324; therefore this will require an appropriation of an additional \$205,270.20 to total the \$255,068 allocation in this Fund.

Background:

On April 2, 2024, City Council approved a \$450,000 amortized loan and a \$450,000 deferred payment loan to Friends of the Mission (FOM) for the development of the Freeman Garden Court project, a 12-unit "duplexed" affordable rental project on approximately 0.45-acre lot at 334 Freeman Street (northeast corner of Freeman Street and Kentucky Avenue). On July 16, 2024, the City Council approved an amendment to the deferred payment loan to Friends of the Mission to a revised amount of \$400,202.20 from the Affordable Housing In-Lieu Fees Fund and \$49,797.80 from 2019 Permanent Local Housing Assistance (PLHA) funds for the development of the Freeman Garden Court project. The total commitment of funds remained the same at \$450,000 in a deferred payment loan, only the source of funds was modified.

Discussion:

Staff recommend a further modification of the source of funds for the deferred payment loan of \$450,000 to include \$194,932 from the Affordable Housing In-Lieu Fees Fund and \$255,068 from 2020-2023 PLHA funds. This unencumbers \$205,270 from the current Affordable Housing In-Lieu Fees Fund commitment and replaces that amount with PLHA development funds.

The City has a final deadline from the CA Department of Housing and Community Development (HCD) to draw down the Permanent Local Housing Allocation (PLHA) funding for development from Program Year 2020. Additionally, drafted loan documents and resolutions for funding for the drawdown of funds must be approved in March by the State (HCD) in order to meet the April 30, 2025, deadline for request for funds (RFF) for program year 2020. Because the City has no desire to lose out on its 2020 PLHA allocation, and furthermore RFF and drawdown of PLHA funds has a strict deadline each subsequent year with HCD, staff is proposing to allocate the remaining amount of the City of Woodland's PLHA allocation total of \$205,270.20 to Freeman Garden Court, in addition to the amount already allocated of \$49,797.80, in order to free up and offset the currently allocated In-Lieu Housing Funds (1327), which are not regulated by a strict timeline for disbursement.

The 2020-2023 Program Year's remaining PLHA balance of \$205,270.20 is designated for pre-development, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is Affordable to Extremely low-, Very low-, or Moderate-income households, including necessary Operating Subsidies. The development of the Freeman Garden Court project is an eligible activity pursuant to Guidelines Section 301(a)(1) of the PLHA Notice of Funding Availability dated February 26, 2020.

The City does not anticipate another eligible affordable housing project to be approved for funding next month. To preserve the PLHA funding from the 2020 Program Year and in order to avoid future development scenarios whereby HCD deadlines do not correlate with local development timelines, City staff recommend that \$205,270.20 from the remaining PLHA allocation for development be added to the existing PLHA allocation of \$49,797.80 for the deferred payment loan to Friends of the Mission. Consequently, the deferred payment loan in the amount of \$450,000 will now be composed of a revised amount of \$194,932 from the Affordable Housing In-Lieu Fees Fund (1327) and \$255,068 from PLHA funds. As noted above, this has the added benefit of unencumbering \$205,270.20 from the In-Lieu Fees Fund (1327), which has no strict timeline for disbursement.

The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change and the affordability and restrictions of the project have a term of fifty-five (55) years commencing on the date the Certificate of Occupancy is issued by the City.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____ (1) Appropriating \$205,270.20 in PLHA funding for the Housing Assistance Grant Fund (1324); (2) Approving an amendment to the deferred payment loan to Friends of the Mission to a revised amount of \$194,932 from the Affordable Housing In-Lieu Fees Fund and \$255,068 from 2020-2023 PLHA funds for the development of the Freeman Garden Court project; and (3) Authorizing the City Manager to execute amendments to the loan documents and regulatory agreement, subject to City Attorney approval.

Prepared by: Franklin Cui, Housing Analyst II

Reviewed by: Brent Meyer, Community Development Director/City Engineer
Kim McKinney, Administrative Services Director


Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Deferred Payment Loan Amendment_Freeman Garden Court Project

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN AMENDMENT TO THE DEFERRED PAYMENT LOAN FOR
FRIENDS OF THE MISSION TO INCLUDE AN ADDITIONAL \$205,270.20 FROM
PERMANENT LOCAL HOUSING ALLOCATION IN PLACE OF IN-LIEU FUNDS TO
ASSIST WITH THE CONSTRUCTION OF THE FREEMAN GARDEN COURT
AFFORDABLE HOUSING PROJECT AND TO APPROPRIATE SAID FUND IN
FISCAL YEAR 2024/25**

WHEREAS, in April 2024 the City Council of the City of Woodland awarded Friends of the Mission two affordable housing loans in the combined amount of \$900,000 (\$450,000 amortized loan and \$450,000 deferred payment loan) for the construction of a 12-unit affordable housing rental project located at 334 Freeman Street, Woodland, CA, 95695; and

WHEREAS, in July 2024 the City Council of the City of Woodland approved an amendment to the deferred payment loan to Friends of the Mission to a revised amount of \$400,202.20 from the Affordable Housing In-Lieu Fees Fund and \$49,797.80 from 2019 PLHA funds for the development of the Freeman Garden Court project; and

WHEREAS, the City has a concrete deadline from the CA Department of Housing and Community Development (HCD) to draw down the Permanent Local Housing Allocation (PLHA) funding for development from Program Year 2020. Additionally, drafted loan documents for the drawdown of funds must be approved in the month of February by the State (HCD), in order to meet the April 30 deadline for request for funds (RFF); and

WHEREAS, the City of Woodland has available Permanent Local Housing Allocation (PLHA) Program funds from Program Year 2020 which will be lost if not expended by the deadline; moreover, the City of Woodland would like to allocate the remaining available PLHA funds in order to avoid future scenarios of incongruous HCD and development timing; and

WHEREAS, the remaining \$205,270.20 of the PLHA funds are designated for predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is Affordable to Extremely low-, Very low-, or Moderate-income households, including necessary Operating Subsidies; and

WHEREAS, the development of the Freeman Garden Court project is an eligible activity pursuant to Guidelines Section 301(a)(1) of the PLHA Notice of Funding Availability date February 26, 2020; and

WHEREAS, the \$205,270.20 remaining in the City's PLHA allocation will be added to the \$49,797.80 in the April, 2024 amendment, and as a result the deferred payment loan to Friends of the Mission in the amount of \$450,000 will now be composed of a revised amount of \$194,932 from the Affordable Housing In-Lieu Fees Fund (1327) and \$255,068 from the 2020-2023 PLHA allocations; and

WHEREAS, the regulatory agreement will restrict the use of the property for a term of fifty-five (55) years commencing on the date the Certificate of Occupancy is issued by the City.

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

SECTION 1. The City Council hereby authorizes the appropriation of \$205,270.20 in additional PLHA funding for the Housing Assistance Grant Fund (1324).

SECTION 2. The City Council hereby approves an amendment to the deferred payment loan to Friends of the Mission to a revised amount of \$194,932 from the Affordable Housing In-Lieu Fees Fund and \$255,068 from 2020-2023 PLHA funds for the development of the Freeman Garden Court project.

SECTION 3. The City Council hereby authorizes the City Manager to execute amendments to the loan documents and regulatory agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change and the affordability and restrictions of the project have a term of fifty-five (55) years commencing on the date the Certificate of Occupancy is issued by the City.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 4th day of March 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: March 4, 2025
ITEM #: I.11
SUBJECT: Fiscal Year 2024/25 Mid-Year Budget Adjustments

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing amendments to the Fiscal Year 2024/25 budget totaling \$3,772,901.

Staff Contact:

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

Fiscal Impact:

The midyear report provides an update on the \$223.9 million adopted fiscal year 2024/25 budget and forecaster revenues and expenditures for the remainder of the fiscal year.

In addition to the update, there are several budget items that require additional appropriations. The recommended action will authorize corrections and supplemental budget appropriations of \$3,772,901 to support operational expenditures across a variety of City funds. These proposed budget amendments, by fund, are detailed in Attachment B and summarized in the Resolution.

Background:

On June 18, 2024, the City Council adopted the fiscal year 2024/25 (FY2024/25) budget totaling \$223,910,980 in appropriations in support of city-wide operations, capital improvement projects, and expenses related to the Woodland Finance Authority and the Successor Agency to the Woodland Redevelopment Agency. During the first six months of FY2024/25, the City Council approved \$32,064,645 in budget amendments, which included prior fiscal year carryovers (operations and capital projects), Capital Improvement additional appropriations, and other staff requested budget augmentations and corrections.

Included in this item on the agenda, the City Council is receiving the FY2024/25 Mid-Year Report, representing revenue and expenditure results through the first six months of the fiscal year, along with updated projections for the remainder of FY2024/25 detailed in Exhibit A. In conjunction with the mid-year budget update, staff is requesting that the City Council authorize, by resolution, amendments to the FY2024/25 budget across various funds, as detailed in the attachment and highlighted briefly herein.

Discussion:

Staff requests formal action for supplemental FY2024/25 budget appropriations totaling \$3,772,901. The requested appropriations are funded through a mixture of new or increased revenues, available dedicated reserves, or the use of unassigned fund balances from various funds.

Of the \$3,772,901 in requested appropriations, staff expect \$786,317 in offsetting revenue, for a total net impact of \$2,986,584.

The following is a discussion, by fund, of the recommended budget adjustments:

General Fund

Utilities Costs - \$213,871: due to increasing gas and electricity rates with PG&E, an adjustment to the

budget for city parks and facilities is necessary.

Education/Professional Growth Incentive Program - \$5,944: Programming costs associated with various employee bargaining units approved Memoranda of Understanding (MOUs).

Temporary Staff - \$8,000: An increased appropriation is needed to fund the temporary staff (former Civic Fellow) working within the Fire Department's Fire Prevention division assisting with inspections. The additional work completed by this temporary employee has and will result in the collection of additional revenues.

Strike Team and Urban Search and Rescue Overtime - \$421,000: When the City deploys Fire Department personnel to assist with wildfire strike teams/urban search and rescue throughout the State, the overtime and equipment-related costs the City incurs as a result of these efforts need to be added to the budget. These costs are reimbursed by the State and/or Federal government.

Overtime - \$5,500; This additional appropriation is needed to support overtime costs incurred for employees responding to various call-outs and facility-related emergencies outside of regular work hours.

Supplies & Services - \$26,110: Due to the increasing cost of janitorial supplies, pool chemicals and laundry services, an adjustment to the budget for City parks and facilities is necessary.

Campus Resource Officer - \$157,717: The City and Yuba Community College District (YCCD) entered into an agreement with Resolution No. 8443 in which the City will provide a Campus Resource Officer (CRO) to enhance campus safety, foster positive relationships, and support emergency response and intervention efforts. A full-time Woodland Police Officer will be assigned to serve as CRO at Woodland Community College with YCCD reimbursing the City for all associated personnel, vehicle, and equipment costs of up to \$950,000. This appropriation is the initial, up-front cost for one-time and ongoing vehicle and equipment related expenses for the upcoming officer installment.

Contract Services - \$453,071: An increased appropriation is necessary to cover a variety of services to assist City staff with completing a 5-year Community Development Block Grant (CDBG) consolidated plan for Housing and Urban Development (HUD), boiler service for the Brooks Swim Center pool to ensure compliance with Yolo Solano Air Quality Management District requirements, and remaining unencumbered budget correction for American Rescue Plan (ARP) funding that was not carried over from the previous year's budget.

Affordable Housing In-Lieu Fund - \$1,443: This appropriation is required for the taxes and closing costs related to the land purchase at Ashley Ave and W. Main Street.

Gas Tax Fund - \$71,371: Due to increasing gas and electricity rates with PG&E as well as cell phone charges, an adjustment to the utility budget for traffic signals and streetlights is necessary.

Environmental Compliance Fund

Contract Services - \$50,000: This additional appropriation is to fund consultant costs in evaluating the City's ability to purchase existing solar arrays installed throughout the City.

Supplies & Services - \$40,000: Cost associated with the purchase of several EV charging stations at Hotel Woodland.

WRPP Conservation Easement Fund

Supplies & Services - \$105,000: Initial appropriations needed for various projects to be completed in preparation for the grand opening of Woodland Regional Park this May.

Utilities - \$10,000: Due to increasing PG&E rates, an adjustment to the budget for Regional Park is necessary.

Gibson Ranch Lighting & Landscaping District - \$40,528: Due to increasing PG&E rates, an adjustment to the budget for city parks, traffic signals and streetlights is necessary. Additional costs related to a negotiated increase in the landscape maintenance contract were omitted from the budget process.

North Park Lighting & Landscaping District - \$177: Due to increasing PG&E rates, an adjustment to the budget for city parks, traffic signals and streetlights is necessary.

West Woodland Lighting & Landscaping District - \$1,234: Due to increasing PG&E rates and janitorial supplies, an adjustment to the budget for city parks, traffic signals and streetlights is necessary. Additional costs related to a negotiated increase in the landscape maintenance contract were omitted from the budget process.

Spring Lake Lighting & Landscaping District

Utilities - \$31,026: Due to increasing PG&E rates, an adjustment to the budget for city parks, traffic signals and streetlights is necessary.

Supplies & Services - \$16,775: Due to the increasing cost of janitorial supplies, an adjustment to the budget for City parks and facilities is necessary. This adjustment also includes the costs associated with registration and sales tax for the purchase of vehicle #5-104 Bucket Truck.

Spring Lake Administration Fund - \$14,800: Five-Year Report and all supporting analysis conducted by Economic & Planning Systems for the City's Spring Lake Infrastructure Fee (SLIF) program. An adjustment here is necessary to cover the cost of the report.

Sports Park Maintenance CFD

Soccer Goals - \$30,000: This appropriation is needed to replace eight (8) soccer goals with four (4) for regulation size and four (4) youth size. The total cost for replacement is \$42,000 with some cost being absorbed within the current budget.

Landscape - \$1,388: Additional costs related to a negotiated increase in the landscape maintenance contract that was omitted from the budget process.

Supplies & Services - \$2,000: Due to the increasing cost of janitorial supplies, an adjustment to the budget for City parks and facilities is necessary.

Education/Professional Growth Incentive Program - \$625: Programming costs associated with various bargaining units approved MOUs.

Gateway Lighting & Landscaping District - \$7,568: Due to increasing PG&E rates, an adjustment to the budget for city parks, traffic signals and streetlights is necessary. Additional costs related to a negotiated increase in the landscape maintenance contract that was omitted from the budget process are also needed.

Equipment Maintenance Fund - Utilities - \$3,583: Due to increasing PG&E rates, an adjustment to the budget for facilities is necessary.

Water Enterprise Fund

Utilities - \$376,885: Due to increasing PG&E rates, an adjustment to the budget for water operations is necessary. Additionally, the regional water treatment facility experienced power outage issues earlier in the fiscal year, and as a result, the City had to operate more of the groundwater wells, which increased the related electrical costs.

Water Compliance Sampling - \$55,000: The cost of compliance sampling by consultants has increased for the water system, and the required number of samples has also increased due to State regulations.

Corrosion Survey for Water Transmission Main - \$25,000: A partial survey conducted in the summer of 2024 identified corrosion protection failures in regard to the City's water transmission main. A closed internal survey of the water transmission main is needing to be conducted to evaluate the status of corrosion.

Sewer Enterprise Fund

Utilities - \$159,150: The cost per kilowatt-hour of electricity continues to increase, and additional budget is required as the City is already spending more than budgeted. The Water Pollution Control Facility (WPCF) uses a significant amount of electricity to power the 24/7 operations. Though this line item saw a significant increase to its budget, it continues to be under-budgeted and other savings are no longer available to make up the difference in the shortfall.

Laundry - \$968: Additional costs for laundry services for staff uniforms are needed.

Storm Drain Enterprise Fund

Utilities - \$35,433: Due to increasing PG&E rates and past-due invoices, an adjustment to the budget was necessary.

Solid Waste Recycling Fund

Contract Services - \$155,000: Funds needed for a consultant to assist Environmental Compliance with new Senate Bill 1383 regulations. These costs are partially offset with one-time compensation received from Waste Management.

Contract Services - \$56,188: Costs for removal of solid and hazardous waste from the Municipal Service Center yard continue to increase. Additional budget is needed to properly dispose of waste.

Recreation Enterprise Fund - \$88,251: With an increase in contract class registration, the amount needed to pay contractors has increased, and additional funds for temporary staff are also required.

Equipment Replacement Fund - \$1,102,296: Appropriation here is needed in order to purchase replacement vehicles within the Police and Public Works departments. Through existing approved budgetary allocations comprised of several City funds over prior years, reserve amounts have been established for these replacement vehicles and this appropriation will allow staff to purchase them without additional financial impact.

Authorization of New Capital Improvement Plan (CIP) Project

This new project encompasses road rehabilitation on Cross Street from East Street to West Street, Beamer Street from Cottonwood Street to East Street, and College Street from Kentucky Ave to Gibson Road. In order for the City to comply with this project's grant funding requirements, this project must be approved by Council and added to the FY2024/25 CIP. At this time, appropriations are not required. The project was originally planned to be introduced and funded in FY2025/26 CIP.

Authorized List of Full-Time Positions - On June 18, 2024 Council approved budget for 324 Full-Time Equivalent (FTE) positions for FY2024/25. Staff is requesting an additional position be added, Information Systems Technician I. IT staff is funded by internal service chargebacks to all departments. This position is currently being funded with temporary funding and will transition to full-time funding through these chargebacks, thus not needing additional appropriations at this time. The added position will increase the City's overall FTE count from 324 to 325.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing amendments to the Fiscal Year 2024/25 budget totaling \$3,772,901.

Prepared by: Karie Farnham, Financial Services Manager

Reviewed by: Kim McKinney, Administrative Services Director



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - FY25 Mid-Year Budget Amendments
2. Exhibit A - FY25 Mid-Year Attachment
3. Exhibit B - FY25 Mid-Year Adjustments for Council

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AMENDMENTS TO THE FISCAL YEAR 2024-2025 ANNUAL BUDGET**

WHEREAS, a balanced annual budget for the City of Woodland was prepared for fiscal year 2024-2025 and adopted by the City Council on June 18, 2024; and

WHEREAS, the adopted budget also included the fiscal year 2024-2025 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

WHEREAS, the budget for Capital Improvement Plan for fiscal year 2024-2025 was also prepared; and

WHEREAS, a revised annual budget has been prepared for fiscal year 2024-2025; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2024-2025 and any remaining amounts shall be credited against their respective fund balances, except for:

- a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
- b. Any appropriations for incomplete capital projects at the end of fiscal year 2024-2025; and

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

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

SECTION 1. The 2024-2025 Annual Revised Budget is hereby amended to include supplemental appropriations totaling \$3,772,901 as shown in Exhibit A and summarized below:

Fund	Fund Name	Budget Adjustment	Revenues	Net Impact
1101	General Fund	\$ 1,125,725	\$ 430,829	\$ 694,896
1327	Affordable Housing In-Lieu	1,443	-	1,443
1355	Gas Tax	71,371	-	71,371
1365	Environmental Compliance	90,000	50,000	40,000
1372	WRPP Conservation Easement	115,000	-	115,000
1381	Gibson Ranch L&L	40,528	-	40,528
1383	North Park L&L	177	-	177
1387	West Woodland L&L	1,234	-	1,234
1389	Spring Lake L&L	47,801	-	47,801
1391	Sports Park O&M CFD	34,013	-	34,013
1392	Gateway L&L	7,568	-	7,568
1601	Spring Lake Administration	14,800	-	14,800
2010	Equipment Maintenance	68,583	65,000	3,583
2012	Equipment Replacement	1,202,784	100,488	1,102,296
2210	Water Enterprise	456,885	-	456,885
2220	Sewer Enterprise	160,118	-	160,118
2221	Storm Drain Enterprise	35,433	-	35,433
2250	Recycling	211,188	100,000	111,188
2253	Recreation Enterprise	88,251	40,000	48,251
		\$ 3,772,901	\$ 786,317	\$ 2,986,584

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

SECTION 3. The City Manager and Administrative Services Director are hereby authorized to implement this resolution, including issuing the 2024-2025 Revised Budget, together with any non-substantive corrections to the preliminary budget adopted by this Council.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 4th day of March 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

Exhibit A

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Funds Revenues

FY2024/25 Revenues					
	Original Budget	Amended Budget	Year-to Date Actuals	%	
General Fund	\$ 68,995,265	\$ 68,995,265	\$ 15,405,348	22%	
Special Revenue	21,552,070	21,612,254	3,761,096	17%	
Debt Service	1,550,346	1,550,346	-	0%	
Development/Capital	16,819,436	16,819,436	1,640,700	10%	
Spring Lake	8,530,470	8,530,470	1,795,017	21%	
Enterprise Funds	54,690,487	54,704,987	29,715,390	54%	
Internal Service	23,540,167	23,540,167	10,589,385	45%	
Successor Agency	804,940	804,940	-	0%	
Agency (Assessments)	5,658,155	5,658,155	-	0%	
Total All Funds	\$ 202,141,336	\$ 202,216,020	\$ 62,906,935	31%	

- All Funds revenues through the second quarter of fiscal year 2024/25 are \$62,906,935 million, or 31% of the amended budget.
- General Fund revenues total \$15.41 million or 22% of the amended budget, with many of the City’s major tax revenues yet to be collected during the current fiscal year.
- Special Revenue funds are, for the most part, grant funds that are reimbursed to the City as projects make progress or special assessments with revenues that are received with property tax installments in January and May.
- Revenues in Debt Service funds come from transfers from other funds, which are typically recorded at the end of the year.
- Development/Capital revenues are \$1.64 million or 10% of the amended budget.
 - All of the revenues received are related to Development Impact fees collected.
 - Measure F funds are included in the Development/Capital Projects fund category. Sales tax revenues from Measure F are first received in the General Fund and then transferred to the capital fund; only a portion of revenues have been received and

no transfers have been made to date; this is typically done at the end of the year.

- Spring Lake revenues are \$1.8 million or 21% of the amended budget.
- Enterprise Fund revenues, with year-to-date totals of \$29.72 million are trending consistent with the budget and with the respective fee studies.
- Successor Agency revenues have not been collected yet due to the largest distribution of revenues occurring in January and May.
- Agency funds are pass-through special assessment funds and revenues are received with property taxes in January and May. Revenue has not yet been collected here.

Table 2 – All Funds Expenditures by Fund Type

FY2024/25 Expenditures					
	Original Budget		Amended Budget		Year-to Date
				Actuals	%
Internal Service	\$	24,172,089	\$	25,841,435	\$ 13,032,168 50%
General Fund		72,264,182		75,256,901	28,288,274 38%
Enterprise Funds		60,912,987		61,917,583	19,080,596 31%
Special Revenue		22,620,673		28,672,028	10,226,033 36%
Development/Capital		19,760,860		25,724,054	4,515,637 18%
Successor Agency		583,815		583,815	- 0%
Spring Lake		15,204,299		15,204,299	659,337 4%
Debt Service		1,550,346		1,550,346	772,672 50%
Agency		6,841,737		6,870,303	1,174,363 17%
Total All Funds	\$	223,910,988	\$	241,620,764	\$ 77,749,082 32%

- Through the second quarter of FY2024/25, expenditures for All Funds totaled \$77.75 million, or 32% of the amended budget. General Fund expenditures totaled \$28.29 million, or 38% of the amended budget, and the General Fund is discussed in more detail in Tables 5 and 6.
- Internal Service funds reflect expenditures of \$13.03 million, or 50% of the amended budget. Most funds within this category are tracking with budget through six months of activity. The Facility Replacement Fund reflects \$14,237 in expenditures, representing

15% of a \$105,641 budget. Expenses in this budget are expected to increase as facility improvement projects are carried out in the remainder of the fiscal year. The Vehicle Replacement Fund has only spent \$168,536 out of a \$1.66 million dollar budget mostly due to the purchasing hold the City enacted for the first six months of the year. We do expect multiple vehicles to be replaced in the second half of the fiscal year. The Vehicle-Equipment Lease Fund is trending over at 126% of budget spent due to a debt service obligation pending a correction. Our Self Insurance fund has spent \$4.17 million out of its \$4.68 million or 90% of its amended budget mostly due to up-front payments made for insurance premiums.

- General Fund expenditures totaled \$28.29 million or 38% of the amended budget.
- Enterprise funds expenditures are \$19.08 million or 31% of the amended budget after six months of activity. This low percentage is due primarily to \$11.74 million in debt service that will be paid during the second half of the fiscal year; \$10.86 million in budgeted depreciation that is not recorded until the end of the fiscal year and \$4.25 million in capital project expenses that are yet to be incurred due to timing and project schedules (see CIP Chart below). Other operating expenditures are trending as expected.
- Special Revenue funds are at \$10.23 million or 36% of the amended budget. Though capital projects have spent \$2.52 million in expenditures out of \$3.12 million amended budget (see CIP Chart below), contract services across all departments is trending low at \$3.16 million or 38% of its \$8.34 amended budget.
- Development/Capital funds are at \$25.72 million or 18% of the amended budget. There are more than \$92.75 million in planned project expenses that have yet to be incurred (see CIP Chart below).
- Spring Lake funds are at \$659,337 or 0.05% of the amended budget. Spring Lake funds include capital projects and developer reimbursements that vary in timing of expenditures. The majority of the expenditures for the fiscal year are for reimbursements to developers for infrastructure projects completed, submitted and approved.
- Debt Service fund expenditures are \$772,672 or 50% of the amended budget due to payments for refunding of lease revenue bonds, with other payments due later in the year.
- Agency funds reflect expenditures totaling \$1.17 million or of 17% of the amended budget due to debt service payments made on certain bonds during the first quarter.

CIP Chart

	Project Name	Amended Budget	Year-to-Date Expenditures	Balance	Percent Spent
Development/Capital	0228 Traffic Engineering Services	\$ 101,304.00	\$ 11,659.86	\$ 89,644.14	12%
	0606 2002 ADA Improvements	\$ 65,269.00	\$ 28,320.36	\$ 36,948.64	43%
	0612 2006 ADA Improvements	\$ 5,973.00	\$ -	\$ 5,973.00	0%
	0707 Zoning Ordinance & CEQA	\$ 40,604.00	\$ -	\$ 40,604.00	0%
	0915 FloodSAFE Yolo/Cache Creek Feasibility	\$ 186,236.00	\$ 8,100.22	\$ 178,135.78	4%
	1610 2016 ADA Improvements	\$ 2,061,020.00	\$ 502.43	\$ 2,060,517.57	0%
	1722 Sports Park Drive Pedestrian Overcrossing	\$ 367,861.00	\$ 15,232.59	\$ 352,628.41	4%
	1905 Matmor & Gum Rehabilitation	\$ 156,724.00	\$ (8,307.23)	\$ 165,031.23	-5%
	1906 Traffic Calming Program	\$ 100,000.00	\$ 1,914.24	\$ 98,085.76	2%
	1917 Regional Park Site	\$ 100,192.00	\$ 2,384.97	\$ 97,807.03	2%
	1918 Southeast Area Pool Project	\$ 14,702,791.00	\$ 2,584,211.87	\$ 12,118,579.13	18%
	2001 Gibson Road Bicycle/Pedestrian Mobility	\$ 2,526,275.00	\$ 11,447.82	\$ 2,514,827.18	0%
	2003 2020 ADA Improvements	\$ 976,786.00	\$ 377,591.86	\$ 599,194.14	39%
	2008 Gibson Road Rehabilitation-CR98 to West St.	\$ 2,140,685.00	\$ 7,452.72	\$ 2,133,232.28	0%
	2109 Enterprise System Replacement	\$ 1,097,439.00	\$ 101,214.13	\$ 996,224.87	9%
	2113 2021 ADA Improvements	\$ 3,911.00	\$ -	\$ 3,911.00	0%
	2114 SR 113/CR 25 Ultimate Interchange Modifications	\$ 1,843,673.00	\$ 74,409.35	\$ 1,769,263.65	4%
	2213 Main Street Feasibility Project	\$ 144,862.00	\$ 10,401.72	\$ 134,460.28	7%
	2303 Sewer System Hydraulic Model Update	\$ 90,000.00	\$ -	\$ 90,000.00	0%
	2305 2023 ADA Improvements	\$ 50,000.00	\$ -	\$ 50,000.00	0%
	2306 E. Gibson Road-Matmor Road Signal Modifications	\$ 550,000.00	\$ -	\$ 550,000.00	0%
	2406 I-5/SR1113 Freeway to Freeway	\$ 29,841.00	\$ 15,012.26	\$ 14,828.74	50%
	2409 Downtown Parking Lot Rehabilitation	\$ 575,000.00	\$ 17,946.34	\$ 557,053.66	3%
	2411 Traffic Signal EVP Upgrades	\$ 200,000.00	\$ -	\$ 200,000.00	0%
	2413 1st St Public Parking Lot Rehab	\$ 750,000.00	\$ 17,285.31	\$ 732,714.69	2%
	2501 2026 Water and Sewer Replacement	\$ -	\$ -	\$ -	#DIV/0!
	2503 City of Woodland Safety Action Plan	\$ 70,000.00	\$ -	\$ 70,000.00	0%
	2505 Public Safety Radio System Upgrade	\$ 1,150,000.00	\$ -	\$ 1,150,000.00	0%
	2506 2025 Urban Water Management Plan	\$ -	\$ -	\$ -	#DIV/0!
	2507 2025 Waters Infrastructure Act	\$ -	\$ -	\$ -	#DIV/0!
	2508 E. St. Corridor Rd. Diet/Complete Feasibility	\$ -	\$ -	\$ -	#DIV/0!
	2509 Fire Admin Relocation	\$ 250,000.00	\$ -	\$ 250,000.00	0%
	2510 Hiddleson Park Phase 1 & 2	\$ 660,000.00	\$ -	\$ 660,000.00	0%
	2511 Underground Erosion Control	\$ 50,000.00	\$ -	\$ 50,000.00	0%
	9445 Library Material Collection	\$ 170,000.00	\$ 50,318.46	\$ 119,681.54	30%
	9524 Planning Analysis Studies	\$ 40,000.00	\$ 820.46	\$ 39,179.54	2%
Enterprise Funds	0821 Annual Sewer Repair and Replacement	\$ 1,190,000.00	\$ 10,027.78	\$ 1,179,972.22	1%
	0915 FloodSAFE Yolo/Cache Creek Feasibility	\$ -	\$ 6,452.52	\$ (6,452.52)	0%
	0923 Water System Replacement Repairs	\$ 700,000.00	\$ 29,612.07	\$ 670,387.93	4%
	1011 Treatment Plant Exp-Biosolids	\$ 770,000.00	\$ -	\$ 770,000.00	0%
	1402 Wastewater Asset Replacement	\$ 1,410,973.00	\$ 134,564.79	\$ 1,276,408.21	10%
	1403 Replacement of Orangeberg Sewer Laterals	\$ 500,000.00	\$ 9,658.29	\$ 490,341.71	2%
	1407 Sewer Collection/Wastewater Master	\$ 85,058.00	\$ 20,117.81	\$ 64,940.19	24%
	1415 Large Diameter Wastewater Pipeline Repair/Replace	\$ 500,000.00	\$ -	\$ 500,000.00	0%
	1705 ASR Wells #31	\$ -	\$ 13,200.47	\$ (13,200.47)	0%
	1707 Recycled Water Master Plan	\$ -	\$ 787,860.45	\$ (787,860.45)	0%
	2202 E. Main Pump Station Emergency Generators	\$ -	\$ 805.56	\$ (805.56)	0%
	2203 Water Meter Replacement	\$ 200,000.00	\$ -	\$ 200,000.00	0%
	2208 North Canal Pump Station Pipe Rehabilitation	\$ -	\$ 894.00	\$ (894.00)	0%
	2216 LCC Flood Risk Reduction	\$ -	\$ 39,578.82	\$ (39,578.82)	0%
	2301 2023 Road Maintenance	\$ -	\$ 7,053.75	\$ (7,053.75)	0%
	2302 2024 Water & Sewer Replacement	\$ -	\$ 439,616.63	\$ (439,616.63)	0%
	2401 2024 Road Maintenance	\$ 25,000.00	\$ -	\$ 25,000.00	0%
	2402 2025 Water & Sewer Replacement	\$ -	\$ 120,415.63	\$ (120,415.63)	0%
	2410 Pacific Flyway Pond Enhancement	\$ -	\$ 129,404.30	\$ (129,404.30)	0%
	2412 WPCF Grit/Headworks	\$ -	\$ 57,733.68	\$ (57,733.68)	0%
	2501 2026 Water and Sewer Replacement	\$ 400,000.00	\$ -	\$ 400,000.00	0%
	2504 2025 ADA Improvements	\$ 25,000.00	\$ -	\$ 25,000.00	0%
	2506 2025 Urban Water Management Plan	\$ 166,000.00	\$ -	\$ 166,000.00	0%
	2507 2025 Waters Infrastructure Act	\$ 85,000.00	\$ -	\$ 85,000.00	0%
General Fund	7980 Cal Card Charge - Pending Expense Transfer	\$ -	\$ 1,061.28	\$ (1,061.28)	0%
Special Revenue	0707 Zoning Ordinance & CEQA	\$ -	\$ 10,331.24	\$ (10,331.24)	0%
	1305 East Main St. Improvement Project	\$ -	\$ 1,265.70	\$ (1,265.70)	0%
	1905 Matmor & Gum Rehabilitation	\$ 1,400,000.00	\$ 555,809.85	\$ 844,190.15	0%
	2213 Main Street Feasibility Project	\$ 300,000.00	\$ -	\$ 300,000.00	0%
	2214 East & Main Street Signal Project	\$ -	\$ 7,145.36	\$ (7,145.36)	0%
	2215 Pedestrian Crossing Improvement Project	\$ -	\$ 9,250.57	\$ (9,250.57)	0%
	2403 2024 ADA Improvements	\$ 117,232.00	\$ 14,657.92	\$ 102,574.08	13%
	2503 City of Woodland Safety Action Plan	\$ 200,000.00	\$ -	\$ 200,000.00	0%
	2504 2025 ADA Improvements	\$ 200,000.00	\$ -	\$ 200,000.00	0%
	2508 E St Corridor Rd	\$ 900,000.00	\$ -	\$ 900,000.00	0%
Spring Lake	1912 Spring Lake 2019 CIP Update	\$ -	\$ 1,343.22	\$ (1,343.22)	0%
	1913 Gibson Road Interchange Modification	\$ -	\$ 26,334.03	\$ (26,334.03)	0%
	2003 2020 ADA Improvements	\$ -	\$ 57,358.63	\$ (57,358.63)	0%
	2305 2023 ADA Improvements	\$ 100,000.00	\$ -	\$ 100,000.00	0%
	2405 County Road 25A (Parkland to Meikle)	\$ -	\$ 549,574.51	\$ (549,574.51)	0%

Table 3 – All Funds Expenditures by Department

FY2024/25 Expenditures					
	Original Budget	Amended Budget	Year-to Date Actuals	%	
Administrative Services	\$ 27,528,200	\$ 28,931,097	\$ 13,488,098	47%	
Community Development	9,169,577	10,247,162	3,943,675	38%	
Community Services	14,572,933	20,239,445	7,710,056	38%	
Police	29,453,651	30,515,812	14,138,027	46%	
Fire	15,507,424	15,789,535	7,833,873	50%	
Library	3,208,648	3,389,525	1,435,834	42%	
Public Works	38,028,512	39,596,314	12,746,865	32%	
Capital Improvements	21,483,922	26,915,203	6,471,260	24%	
Non-Departmental	64,958,121	65,996,671	9,981,394	15%	
Total All Departments	\$ 223,910,988	\$ 241,620,764	\$ 77,749,082	32%	

- At the end of the second quarter of fiscal year 2024/25, all departments appear to be tracking closely to budget.
- Community Development is trending slightly below budget for the first six months of operations in all expense types.
- Community Services is trending slightly below budget for the six months of operations in all expense types but particularly in contract services.
- Public Works is trending lower than other departments due in large part to \$10.74 million in budgeted depreciation that will not be recorded until the end of the fiscal year.
- Capital Improvements have long-term, multi-year budgets. There was significant budget unspent from FY2023/24 that carried-over to FY2024/25. Year-to-Date expenditures appear to be trending low. Please refer to CIP Chart for detailed analysis. Capital project budgets are generally multi-year in nature and are carried over between fiscal years. As long as projects remain active, the low percentage of year-to-date expenditures is common.
- Non-Departmental expenditures include mostly costs for debt service expenditures and transfers between funds. Debt service payments are made in large increments at various

times throughout the fiscal year and interfund transfers are generally recorded at the end of the fiscal year. Due to these factors, the actual year to date expenditures appears low.

GENERAL FUND REVENUES AND EXPENDITURES

Table 4 – General Fund Revenues

FY2024/25 Revenues							
	Original Budget	Amended Budget	Year-to Date Actuals	%	FY2024/25 Projection	Difference Favorable (Unfavorable)	
Property Tax	\$ 16,971,231.00	\$ 16,971,231	\$ -	0%	\$ 17,185,069	\$ 213,838	
Sales Tax	30,041,407	30,041,407	9,057,180	30%	27,692,197	(2,349,210)	
Other Taxes	2,042,412	2,042,412	421,496	21%	2,042,412	-	
Licenses/Permits	2,503,854	2,503,854	1,736,704	69%	2,168,571	(335,283)	
Franchise Fee	3,203,983	3,203,983	817,962	26%	3,203,983	-	
Fines/Forfeitures	237,764	237,764	66,234	28%	231,337	(6,427)	
Service Charges	974,609	974,609	461,728	47%	892,229	(82,380)	
Motor Vehicle In lieu	7,420,061	7,420,061	-	0%	7,513,554	93,493	
Intergovernmental	318,314	318,314	113,537	36%	222,202	(96,112)	
Lease/Interest Income	1,259,856	1,259,856	37,660	3%	1,262,907	3,051	
Miscellaneous	4,021,774	4,021,774	2,692,847	67%	3,968,087	(53,687)	
Total General Fund	\$ 68,995,265	\$ 68,995,265	\$ 15,405,348	22%	\$ 66,382,547	\$ (2,612,718)	

- Through the end of the second quarter of FY2024/25, General Fund revenues total \$15.41 million or 22% of the amended budget. Based on information available, staff is projecting that revenues will have a shortfall of the amended budget by \$2.61 million by fiscal year's end.
- The City receives its first installment of property tax payments in January 2025, therefore no actual revenues are currently reflected. Information received from Yolo County indicates that the total assessed value increased by 6.12% from the prior year; the FY2024/25 budget assumed a 4.5% growth factor. The City will likely receive an increase staff anticipates there will be appeals to valuation assessments as is the case every year. This better than anticipated growth in property taxes also has a positive impact on Motor Vehicle In-Lieu revenues.
- Sales tax revenues include all expected receipts from the Bradley Burns (1% local portion of the statewide rate), Measure F (1/2 cent sales tax), and Measure R (1/4 cent sales tax) for three quarters. Included in the projected Sales Tax revenues for FY2024/25 is a negative variance in each category as follows:
 - \$1,262,032 in Bradley Burns.

- \$362,766 in Measure R funds. These revenues do not remain in the General Fund, but are transferred out to a separate fund (1102) typically at the end of the fiscal year for use in accordance with the Council approved spending plan.
 - \$724,412 in Measure F. These revenues do not remain in the General Fund, but are transferred out to a separate fund (1507) typically at the end of the fiscal year for use in accordance with the Council approved spending plan.
- Other Taxes are projected to remain unchanged by end of the year. This tax category is largely made up of the hotel Transit Occupancy Tax (TOT) revenue.
- Franchise Fees are tracking a little low however staff does project receiving the full amount of amended budget.
- Licenses and Permit revenue is trending higher than the original estimated revenue, however staff is projecting an overall \$335,283 loss in this category due to the slowing of housing development activity.
- Service Charges are comprised primarily of revenues received from enrollment in the City's various recreational programs and activities such as park reservations, programming at Brooks Swim Center, the Community Fitness Center, and the Sports Park. Revenues had declined in the past few years due to the pandemic and related closures/restrictions, however, participation in many of these programs has rebounded. Although these programs have seen an increase in enrollment, staff is still projecting a \$82,380 shortfall of the amended budget.
- The Motor Vehicle In-Lieu revenues are received in conjunction with the City's property tax revenues, which do not get distributed until January and May. These revenues trend in line with changes to assessed value, so annual change will be consistent with the property tax information noted above.
- Lease and Interest Income revenue is projected to be \$1.26 million by end of the fiscal year or just over 100% of the amended budget.
- Miscellaneous revenues are projected to also have a shortfall of \$53,687 from the amended budget. This revenue is largely related to reimbursements the City received for Fire operations staff that assisted with various strike team activities throughout the year. This revenue is offset by additional overtime costs incurred, which are also discussed in this report.

Table 5 – General Fund Expenditures by Category

FY2024/25 General Fund Expenditures							
	Original Budget	Amended Budget	Year-to Date			Projections	Variance Favorable (Unfavorable)
			Actuals	%			
Personnel	\$ 40,076,327	\$ 40,104,780	\$ 18,747,202	47%	\$ 39,579,434	\$ 525,346	
Supplies & Services	8,847,539	11,705,255	4,835,723	41%	12,206,816	(501,561)	
Education & Training	354,494	378,502	173,925	46%	384,446	(5,944)	
Capital Expenditures	-	17,627	10,083	57%	18,989	(1,362)	
Non-Discretionary	8,795,523	8,860,438	4,521,342	51%	9,110,424	(249,986)	
Operating Transfers	14,190,299	14,190,299	-	0%	14,117,971	72,328	
Total All Categories	\$ 72,264,182	\$ 75,256,901	\$ 28,288,274	38%	\$ 75,418,079	\$ (161,178)	

- Through the second quarter of FY2024/25, General Fund expenditures total \$28.29 million or 38% of the amended budget.
- Personnel costs are at 47% the amended budget through the first six months of activity. Staff is projecting that personnel costs through the end of the fiscal year will come in under the existing amended budget by \$525,346. Staff is recommending a budget adjustment of \$353,000 as a result of Strike Team and Urban Search & Rescue reimbursable overtime that will correct some of this variance along with \$8,000 in temporary staff to assist with Fire Prevention inspections and generate an estimated \$8,000 in revenue to offset costs.
- Supplies and Services total \$4.84 million or 41% of the amended budget through the second quarter of operations, however, expenses within this category can and typically do fluctuate with timing. Staff is projecting to be over the amended budget by \$501,561 in this category primarily due to necessary budget adjustments to account for items that were unanticipated during the budget process. These adjustments are proposed for appropriations and are partially offset by \$255,385 of additional revenues, for a net cost of \$246,176.
- Education and Training total \$173,925 or 46% of the amended budget through the second quarter of operations. Staff is projecting to be over the amended budget by \$5,944 in this category mostly due to an uptick in participation for required training and certifications along with properly budgeting for the City's Education/Professional Growth Incentive program.
- Capital Expenditures are expected to exceed the amended budget by end of fiscal year by \$1,362 due to a pending invoice correction that has yet to take place for \$1,454. Once the

correction has been posted, staff expects this category to be right on track with its allotted budget.

- Non-discretionary expenses are currently at \$4.52 million or 51% of amended budget through the first six months of activity. Examples of items included in this category are utilities, contributions for vehicle replacement and maintenance costs, technology services support, and indirect costs (City overhead). Staff is projecting to exceed the amended budget by \$249,986 mostly attributed to increased cost of gas and power (PG&E).
- Operating Transfers consist primarily of the transfer of Measures F and Measure R sales taxes received to the separate Measure F and Measure R funds, as well as the subsidy for the Storm Drain and Cemetery operations. Because only a small portion of Measures F and Measure R revenues have been received in the first six months of this fiscal year, the transfers have not yet been recorded. Other fund subsidies are typically recorded toward the end of the fiscal year, when more accurate information is available regarding the subsidies actually required. Currently, the projected expenditures are coming in under the amended budget of \$72,328 and that is largely due to contributions to capital projects having not been recorded.

Table 6 – General Fund Expenditures by Department

FY2024/25 General Fund Expenditures						
	Original Budget	Amended Budget	Year-to Date		Projections	Variance Favorable (Unfavorable)
			Actuals	%		
Administrative Services	\$ 4,778,581	\$ 5,043,787	\$ 1,794,957	36%	\$ 5,311,467	\$ (267,680)
Community Development	4,132,694	5,092,696	1,828,021	36%	4,984,159	108,537
Community Services	6,486,224	6,763,493	3,226,559	48%	6,676,118	87,375
Police	25,859,298	26,110,761	12,337,071	47%	25,598,534	512,227
Fire	14,107,819	14,247,267	7,170,108	50%	14,545,446	(298,179)
Library	2,124,782	2,203,184	908,502	41%	1,957,123	246,061
Public Works	796,973	833,402	431,558	52%	879,299	(45,897)
Non-Departmental	13,977,811	14,962,311	590,436	4%	15,465,933	(503,622)
Total All Departments	\$ 72,264,182	\$ 75,256,901	\$ 28,287,213	38%	\$ 75,418,079	\$ (161,178)

- General Fund expenditures by department for the first six months of operations are \$28.29 million, or 38% of the amended budget. Year-to-date actuals show most departments are spending in line with their budgets, however, FY2024/25 end-of-year projections indicate citywide expenditures exceeding the amended budget by \$161,178. Some of these overages will be addressed with proposed budget additions or corrections

and some of these overages are partially offset by additional revenues, as discussed herein.

- Administrative Services is expected to exceed the amended budget by approximately \$267,680 mostly due to staff costs and rising prices of supplies due to inflation.
- Community Development is expected to be under the amended budget by approximately \$108,537. This is due to a salary savings as a result of staff turnover.
- Community Services is also expected to be under the amended budget by \$87,375. These expenditure savings are primarily due to small projected savings in most categories.
- Police is expected to be under the amended budget by \$512,227. This is largely due to salary savings anticipated by the department as well as some savings in contract services.
- Fire is expected to exceed the amended budget by \$298,179. Some of this expense overage is due to Strike Team, Urban Search and Rescue (USAR), and operations overtime. Strike Team and USAR activities account for \$268,518 of this overtime expense with an expected expenditure totaling \$350,000. In total, \$421,000 will be reimbursed by the Federal government, and staff will be including mid-year corrections to account for these expenses. The remaining over-budget amount is due to overtime to cover staff vacancies resulting from work related injuries. Additional budget appropriations are being requested to cover the reimbursable Strike Team related costs.
- Library is expected to be under the amended budget by \$246,061 largely due to projected personnel savings.
- Public Works is expected to end the fiscal year exceeding the amended budget by \$45,897 also due to small projected savings in most categories.
- During development of the budget, staff assumed overall savings will occur in the Personnel category as a result of vacancies throughout the year. These savings were reflected as negative budgets in the Non-Departmental category. Because there are minimal actual expenditures to offset these budgeted savings, year-end results appear to be over budget. However, any savings that might be realized would be included within each department category. Finally, transfers to other funds are included in this category, and due to the expected increase in Measure F and Measure R sales tax revenues, the related transfer of that money to the separate fund will also be increased.

Fund Balance

Staff will review and provide an update on the Fund Balance for the General Fund at the general City Council meeting on March 4, 2025.

FISCAL YEAR 2024/25 CITYWIDE MID-YEAR ADJUSTMENTS						
Department	Fund	Description	Justification	Amount Requested	Offsetting Revenue	Net Impact
Administrative Services	Affordable Housing In-Lieu	Land Purchase	Ashley/W. Main St. land purchase incurred additional taxes and closing costs	\$ 1,443	\$ -	\$ 1,443
Administrative Services	General Fund	Education/Professional Growth Incentive	Updating budget to account for three employees coded to this location	\$ 625	\$ -	\$ 625
Administrative Services	General Fund	Education/Professional Growth Incentive	Updating budget to account for one employee coded to this location	\$ 625	\$ -	\$ 625
Administrative Services	General Fund	ARP Rollover	Remaining budget from FY23 and FY24 was not rolled over at end of year	\$ 345,271	\$ -	\$ 261,002
Administrative Services	General Fund	Education/Professional Growth Incentive - Rollover	Budget from prior FY for \$625 program that was not rolled over, per MOU	\$ 944	\$ -	\$ 944
Administrative Services	Environmental Compliance	Evaluate Purchase of solar arrays on City facilities	Consultant to evaluate lease buyout options for the city's various solar arrays	\$ 50,000	\$ 50,000	\$ -
Administrative Services	Environmental Compliance	Woodland Hotel EV Project	Additional costs incurred installing EV Chargers at Hotel Woodland	\$ 40,000	\$ -	\$ 40,000
Administrative Services	Recycling	R3 Consulting	R3 Consulting to provide administrative support to ensure SB1383 requirements are met	\$ 155,000	\$ 100,000	\$ 55,000
Community Development	General Fund	CDBG 5-Year Consolidated Plan	Community Development must start work on the CDBG (Community Development Block Grant) 5-year consolidated plan by January/February 2025 in order to complete and submit to HUD (Department of Housing & Urban Development) for August 2025 deadline	\$ 100,000	\$ -	\$ 100,000
Community Development	Springlake Administration	SLIF 5 year Proposal	Evaluation of the SLIF (Spring Lake Infrastructure Fee) program from EPS (Economic & Planning Systems)	\$ 14,800	\$ -	\$ 14,800
Community Development	Water Enterprise Fund	Water Transmission Main Corrosion Survey	Utility Engineering to perform a closed interval survey of the water transmission main to evaluate for corrosion.	\$ 25,000	\$ -	\$ 25,000
Community Services	Gateway LLD	Landscape Maintenance Contract Increase	15% increase for landscape maintenance that was negotiated in June 2022	\$ 4,470	\$ -	\$ 4,470
Community Services	Gateway LLD	Utilities - PG&E	Increased cost of utilities related to PG&E rate increases	\$ 500	\$ -	\$ 500
Community Services	General Fund	Education/Professional Growth Incentive	Updating budget to account for two employees coded to this location	\$ 3,750	\$ -	\$ 3,750
Community Services	General Fund	Pool Chemicals	Increased cost of chemicals	\$ 10,000	\$ -	\$ 10,000
Community Services	General Fund	Janitorial Supplies Cost Increase	Increased costs of janitorial supplies related to general inflation	\$ 3,949	\$ -	\$ 8,949
Community Services	General Fund	Utilities - PG&E	Increased cost of utilities related to PG&E rate increases	\$ 60,000	\$ -	\$ 120,000
Community Services	General Fund	Utilities - PG&E	Increased cost of utilities related to PG&E rate increases and build out of EV Chargers	\$ 9,600	\$ 9,600	\$ 2,900
Community Services	General Fund	Servicing for Pool boilers	Pool boiler service for compliance with the Yolo Solano Air Quality Management District requirements. (YSAQMD tests every two years, boilers were installed January 2023)	\$ 7,800	\$ -	\$ 8,000
Community Services	Gibson Ranch LLD	Landscape Maintenance Contract Increase	15% increase for landscape maintenance that was negotiated in June 2022	\$ 19,930	\$ -	\$ 19,930
Community Services	Gibson Ranch LLD	Utilities - PG&E	Increased cost of utilities related to PG&E rate increases	\$ 10,000	\$ -	\$ 15,000
Community Services	Recreation Enterprise	Contract Services	Additional Contract Services for contract classes. With an increase in contract class registration, the amount needed to pay contractors has increased. Contractor receives a percentage of registration.	\$ 25,000	\$ 15,000	\$ 10,000
Community Services	Recreation Enterprise	Hourly Wages - Temporary Staff	Due to increased programming and program participation	\$ 15,000	\$ 25,000	\$ (10,000)
Community Services	Recreation Enterprise	Benefits - Temporary Staff - Workers Comp. Liability Insurance	Baseline budget did not carry into FY25 due to system error	\$ 13,688	\$ -	\$ 13,688
Community Services	Recreation Enterprise	Benefits - Temporary Staff - Unemployment Insurance	Baseline budget did not carry into FY25 due to system error	\$ 4,563	\$ -	\$ 4,563
Community Services	Recreation Enterprise	Benefits - Temporary Staff - Medicare Insurance	Approximate cost of Medicare insurance based on appropriation for temps	\$ 30,000	\$ -	\$ 30,000
Community Services	Sports Park Ops and Maint CFD	Education/Professional Growth Incentive	Updating budget to account for one employee coded to this location	\$ 625	\$ -	\$ 625
Community Services	Sports Park Ops and Maint CFD	Landscape Maintenance Contract Increase	15% increase for landscape maintenance that was negotiated in June 2022	\$ 1,388	\$ -	\$ 1,388

Department	Fund	Description	Justification	Amount Requested	Offsetting Revenue	Net Impact
Community Services	Sports Park Ops and Maint CFD	Janitorial Supplies Cost Increase	Increased costs of janitorial supplies related to general inflation	\$ 2,000	\$ -	\$ 2,000
Community Services	Sports Park Ops and Maint CFD	Sports Park Soccer Goals	8 replacement soccer goals (4 regulation, 4 youth). Increased use at the Sports Park has caused additional wear on the goals and they now require replacement. (Note: Cost is \$42k but staff has additional discretionary budget to supplement purchase)	\$ 30,000	\$ -	\$ 30,000
Community Services	Spring Lake LLD	Janitorial Supplies Cost Increase	Increased costs of janitorial supplies related to general inflation	\$ 1,100	\$ -	\$ 1,100
Community Services	West Woodland West LLD	Landscape Maintenance Contract Increase	15% increase for landscape maintenance that was negotiated in June 2022	\$ 727	\$ -	\$ 727
Community Services	WRPP Conservation Easement	Utilities - PG&E	Increased cost of utilities related to PG&E rate increases	\$ 10,000	\$ -	\$ 10,000
Community Services	WRPP Conservation Easement	Regional Park - Grand Opening Preparation	Various projects to prepare for the reopening of the Regional Park	\$ 100,000	\$ -	\$ 100,000
Community Services	WRPP Conservation Easement	Regional Park - Yearly Events/Grand Opening	Additional portable toilet for the "Spring Thing" event; additional portable toilet and various supplies for the grand opening of the WRPP	\$ 5,000	\$ -	\$ 5,000
Community Services	North Park LLD	Janitorial Supplies Cost Increase	Increased costs of janitorial supplies related to general inflation	\$ 500	\$ -	\$ -
Fire	Equipment Maintenance	Apparatus Repairs and Maintenance	Additional Expenses of Apparatus due to age, wear and tear	\$ 65,000	\$ 65,000	\$ -
Fire	General Fund	Hourly Wages - Temporary Staff	Retaining Civic Fellow as an Intern to assist in Fire Prevention Inspections	\$ 8,000	\$ 8,000	\$ -
Fire	General Fund	Strike Team Reimbursement - Overtime	Strike Team Personnel Reimbursement	\$ 350,000	\$ 350,000	\$ -
Fire	General Fund	Strike Team Reimbursement - Equipment	Strike Team Equipment Reimbursement	\$ 3,000	\$ 3,000	\$ -
Fire	General Fund	FEMA US&R Taskforce Reimbursement - Overtime	FEMA US&R (Urban Search & Rescue) Taskforce Reimbursement - Overtime	\$ 3,000	\$ 3,000	\$ -
Police	Equipment Replacement	Police replacement vehicle purchases	PD Vehicle Reserves for replacements of 7-018, 7-019, 7-020, 7-021, 7-022, 7-108, 7-109, 7-400, 7-507 and 7-509.	\$ 616,296	\$ -	\$ 880,852
Police	Equipment Replacement	Yuba College SRO - Vehicle Purchase	Per Resolution 8443, between City and YCCD	\$ 100,488	\$ 100,488	\$ -
Police	General Fund	Utilities - PG&E	Increased cost of utilities related to PG&E rate increases	\$ 126,480	\$ -	\$ 126,480
Police	General Fund	Yuba College SRO - Equipment Purchase	Per Resolution 8443, between City and YCCD	\$ 20,350	\$ 20,350	\$ -
Police	General Fund	Yuba College SRO - Equipment Maintenance	Per Resolution 8443, between City and YCCD	\$ 2,035	\$ 2,035	\$ -
Police	General Fund	Yuba College SRO - Vehicle Replacement	Per Resolution 8443, between City and YCCD	\$ 19,888	\$ 19,888	\$ -
Police	General Fund	Yuba College SRO - Vehicle Operating and Maintenance	Per Resolution 8443, between City and YCCD	\$ 14,956	\$ 14,956	\$ -
Public Works	Equipment Maintenance	FY23/FY24 Past Due Payments - PG&E	PG&E bills were sent to incorrect locations or digitally to staff no longer employed. Resolved billing issues with PG&E and are now current on all bills.	\$ 3,583	\$ -	\$ 3,583
Public Works	Equipment Replacement	Replacement Vehicle Purchases	Appropriating funds from existing balances to replace Public Works vehicles 595, 722, 743, 760, 792, 813, 814, 815, 843 and 844 per standard replacement plan	\$ 486,000	\$ -	\$ 486,000
Public Works	Gas Tax	Cell Phone Cost Increase - AT&T	Increased costs of cell phone/AT&T bills related to increased utilization	\$ 1,440	\$ -	\$ 1,440
Public Works	Gas Tax	FY23/FY24 Past Due Payments - PG&E	PG&E bills were sent to incorrect locations or digitally to staff no longer employed. Resolved billing issues with PG&E and are now current on all bills.	\$ 69,931	\$ -	\$ 69,931
Public Works	Gateway LLD	FY23/FY24 Past Due Payments - PG&E	PG&E bills were sent to incorrect locations or digitally to staff no longer employed. Resolved billing issues with PG&E and are now current on all bills.	\$ 2,103	\$ -	\$ 2,103
Public Works	Gateway LLD	PG&E Cost Increases	Increased cost of utilities related to PG&E rate increases	\$ 495	\$ -	\$ 495
Public Works	General Fund	Janitorial Supplies Cost Increase	Increased costs of janitorial supplies related to general inflation	\$ 8,893	\$ -	\$ 8,893
Public Works	General Fund	Laundry Services Cost Increase	New contract with Cintas in FY25 has increased utilization of Uniform/Laundry services	\$ 3,268	\$ -	\$ 3,268
Public Works	General Fund	FY23/FY24 Past Due Payments - PG&E	PG&E bills were sent to incorrect locations or digitally to staff no longer employed. Resolved billing issues with PG&E and are now current on all bills.	\$ 17,791	\$ -	\$ 17,791
Public Works	General Fund	Facilities Overtime Pay Adjustment	Adjustment due to costs already incurred by Public Works staff	\$ 1,375	\$ -	\$ 1,375

Department	Fund	Description	Justification	Amount Requested	Offsetting Revenue	Net Impact
Public Works	General Fund	Facilities Standby Pay Adjustment	Adjustment due to costs already incurred by Public Works staff	\$ 4,125	\$ -	\$ 4,125
Public Works	Gibson Ranch LLD	FY23/FY24 Past Due Payments - PG&E	PG&E bills were sent to incorrect locations or digitally to staff no longer employed. Resolved billing issues with PG&E and are now current on all bills.	\$ 3,598	\$ -	\$ 3,598
Public Works	Gibson Ranch LLD	PG&E Cost Increases	Increased cost of utilities related to PG&E rate increases	\$ 7,000	\$ -	\$ 12,352
Public Works	North Park LLD	FY23/FY24 Past Due Payments - PG&E	PG&E bills were sent to incorrect locations or digitally to staff no longer employed. Resolved billing issues with PG&E and are now current on all bills.	\$ 177	\$ -	\$ 177
Public Works	Recycling	Contract Services - Hazmat Removal	PW F&F utilizes Contract Services budget for the removal of solid and hazardous waste from the MSC yard that are received from all over the City. These items range from lightbulbs from facilities to material found on the streets left by residents. Costs of removal are increasing and removal is required often to keep the MSC clean and safe. These removals account for \$26,809 of the \$19,739 budget (135%). Requesting a mid-year and ongoing adjustment of an additional \$56,188 for waste removal for the remainder for the FY and as an ongoing to get the budget where it needs to be for future FYs.	\$ 56,188	\$ -	\$ 56,188
Public Works	Sewer Enterprise Fund	Laundry Services Cost Increase	New contract with Cintas in FY25 has increased utilization of Uniform/Laundry services	\$ 968	\$ -	\$ 968
Public Works	Sewer Enterprise Fund	FY23/FY24 Past Due Payments - PG&E	PG&E bills were sent to incorrect locations or digitally to staff no longer employed. Resolved billing issues with PG&E and are now current on all bills.	\$ 159,150	\$ -	\$ 159,150
Public Works	Spring Lake LLD	Vehicle Replacement True-Up - Registration and Sales Tax Fees	5-104 Electrical Group Bucket Truck - Registration and Sales Tax Fees; This budget request seeks funding to cover the sales tax, registration and titling fees on vehicle 5-104. Due to an oversight during procurement, the City's vendor, Altec, incorrectly applied a tax-exempt status. The resulting tax liability must be paid to resolve this issue and finalize the transaction.	\$ 15,675	\$ -	\$ 15,675
Public Works	Spring Lake LLD	FY23/FY24 Past Due Payments - PG&E	PG&E bills were sent to incorrect locations or digitally to staff no longer employed. Resolved billing issues with PG&E and are now current on all bills.	\$ 22,961	\$ -	\$ 22,961
Public Works	Spring Lake LLD	PG&E Cost Increases	Increased cost of utilities related to PG&E rate increases	\$ 8,064	\$ -	\$ 8,064
Public Works	Storm Drain Enterprise Fund	FY23/FY24 Past Due Payments - PG&E	PG&E bills were sent to incorrect locations or digitally to staff no longer employed. Resolved billing issues with PG&E and are now current on all bills.	\$ 35,433	\$ -	\$ 35,433
Public Works	Water Enterprise Fund	PGE Reimbursement	Well 28 was utilized for City Ice Rink. December 3, 2024 to January 6, 2025	\$ 1,800	\$ -	\$ 1,800
Public Works	Water Enterprise Fund	FY23/FY24 Past Due Payments - PG&E	PG&E bills were sent to incorrect locations or digitally to staff no longer employed. Resolved billing issues with PG&E and are now current on all bills.	\$ 175,085	\$ -	\$ 175,085
Public Works	Water Enterprise Fund	PG&E Cost Increases	Increased cost of utilities related to PG&E rate increases	\$ 200,000	\$ -	\$ 84,272
Public Works	Water Enterprise Fund	Contract Services - Water Quality Monitoring Plan	BSK to produce Water Quality Monitoring Plan per EPA requirements limiting PFAS in drinking water for 6 PFAS and requires water systems to perform initial monitoring by 2027. City of Woodland has scheduled this testing for 2025, and it includes quarterly sampling at all well sources.	\$ 55,000	\$ -	\$ 55,000
Public Works	West Woodland West LLD	FY23/FY24 Past Due Payments - PG&E	PG&E bills were sent to incorrect locations or digitally to staff no longer employed. Resolved billing issues with PG&E and are now current on all bills.	\$ 7	\$ -	\$ 7
				\$ 3,772,901	\$ 786,317	\$ 2,986,584