



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 1, 2022
ITEM #: H.13
SUBJECT: Contract Amendment with Lisa Wise Consulting for the Comprehensive Zoning Code Update

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to; (a) reallocate \$79,700 of funding from the Local Early Action Planning (LEAP) State Planning Grants Program (CIP #21-08) to the Comprehensive Zoning Code Update Project (CIP #07-07)- Fund 325; (b) re-allocate \$65,000 of Regional Early Action Planning (REAP) grant funding from the Cost Recovery Fee Analysis project (CIP #22-11) to the Comprehensive Zoning Code Update Project (CIP #07-07);(c) authorize the City Manager to execute an Agreement with the State Department of Housing and Community Development for the LEAP Planning Grant Program amended grant allocation; and (d) authorize the City Manager to execute Contract Amendment No. 3 with Lisa Wise Consulting, Inc. (LWC) for Planning Services for the Comprehensive Zoning Code Update, authorizing an additional \$130,830 in funding for a total contract amount of \$525,600.

Staff Contact:

Cindy Norris, Principal Planner (530) 661-5911, cindy.norris@cityofwoodland.org

Fiscal Impact:

The Zoning Code and CEQA Update Project (CIP#07-07) was established in 2007 with \$100,000 to fund proposed Zoning Code and CEQA updates. Since 2007, limited code updates and preparation of the Interim Zoning Update have utilized project funds (CIP#07-07). In 2017, the State Department of Housing and Community Development (HCD) initiated the Planning Grants Program intended for the preparation, adoption and implementation of plans to streamline housing approvals and accelerate housing production. The City of Woodland has received two Planning Grants from HCD, SB2 funds in 2019, for \$310,000, and LEAP grant funds in 2020, for \$300,000. Additionally, the City received \$85,000 in REAP grant funds from SACOG. The grant funds were allocated to the following projects; the Comprehensive Zoning Code Update (\$393,000), the 6th Cycle Housing Element Update (\$191,327), an inclusionary fee analysis (\$45,700) and a cost recovery fee analysis (\$65,000).

The proposed reallocation of funds from CIP # 22-11 and CIP #21-08 will be used to supplement the prior allocation of funds toward completion of the City's Comprehensive Zoning Code update (CIP #07-07). On September 3, 2019, the City entered into a professional services contract with Lisa Wise Consulting, Inc. for \$358,610 to prepare the Comprehensive Zoning Code update. On October 15, 2020, a second amendment to the contract was approved to add \$36,160 to the original contract for an overall contract amount of \$394,770. A proposed scope amendment to add \$130,830 to the contract with Lisa Wise Consulting, Inc. (Attachment B) will result in an overall contract amount of \$525,600 to complete the Comprehensive Zoning Code project. Funds to support the Comprehensive Zoning Code project will be obtained through re-allocation of state HCD grant funds. The recommended reallocation includes the following: \$45,700 from the Inclusionary fee project, and \$34,000 from the 6th Cycle Housing Element project, in LEAP funds from CIP #21-08, as well as \$65,000 in REAP funds from CIP #22-11. The requested additional reallocation will provide a total project budget of \$655,624, resulting in \$316,902 available for project completion. This amount includes both staff and consultant funding. It is noted, that since 2007, when the Zoning Code and CEQA update fund was first established, project funds have been expended on various zoning update work, including the Interim Code Update effort, in addition to the Comprehensive Code update.

Background:

On August 20, 2019, the City Council approved Resolution No. 7337 appropriating \$310,000 in SB2 grant funding and approved the consultant agreement for Lisa Wise Consultants, Inc. to prepare a Comprehensive Code Update.

On October 6, 2020, the City Council approved Resolution No.7575 appropriating LEAP grant funding as follows: 1) \$171,300 to the 6th Cycle Housing Element (CIP# 21-08), 2) \$83,000 to supplement the Comprehensive Zoning Code update project (CIP# 07-07), and 3) \$47,500 to fund an inclusionary housing fee analysis nexus study (CIP# 21-08).

On September 15, 2020, the City received \$20,000 in funds from SACOG as part of the Regional Early Action Planning (REAP) funds that are passed through by the State and administered by SACOG. The funds are to be used exclusively to assist in preparation of the 6th cycle housing element. \$20,000 in funding was allocated to (CIP 21-08).

On May 25, 2021, the City completed an agreement with SACOG authorizing a REAP grant for \$65,000 to facilitate the acceleration of housing production. The funds were allocated to (CIP#22-11) to fund a cost recovery fee analysis. SACOG has subsequently approved the request to re-allocate the grant funds to the Comprehensive Zoning Code Update.

Discussion:

The following is a summary of the status of the Housing Element and Comprehensive Zoning Code projects and a discussion regarding the requested re-allocation of funds.

6th Cycle Housing Element:

On September 7, 2021, at their regularly scheduled meeting, the City Council approved the 6th cycle Housing Element and authorized staff to submit the final document to the State Department of Housing and Community Development (HCD) for final review and certification. On December 8, 2021, the City received a finding letter from HCD indicating that additional revisions to the Element are required to ensure compliance. The updated element will require re-adoption by the City. In support of communities in the region that received findings letters from HCD, SACOG has offered to fund the consultant firm, Ascent, to assist the city in preparing the update. At this time, the prior consultant contract with Lisa Wise Consultants, Inc. is completed. Remaining costs to the city will be for staff and City Attorney time.

There are funds remaining in the project budget (CIP 21-08) as a result of a reduction in the consultant scope due to reduced CEQA review and application of the \$20,000 REAP grant. A total of \$34,000 in remaining project funds are requested to be reallocated to the Comprehensive Zoning Code project. There will be a remaining balance of approximately \$17,500 to cover any additional staff related costs to complete the Housing Element update.

As a next step, staff will submit a revised budget and timeline to HCD to identify the proposed budget and timeline changes for the LEAP grant funds to allocate funds to the Comprehensive Zoning Code project.

Comprehensive Zoning Code Update:

On September 3, 2019, the City approved a Professional Services Agreement with Lisa Wise Consulting, Inc. for the amount of \$358,610 for a Comprehensive Zoning Code update. On July 22, 2020, a First Amendment to the contract with LWC was approved to modify budget allocations and schedule. On October 15, 2020, a second amendment to the professional services agreement was approved which added \$36,160 to the contract, thereby increasing the overall contract amount to \$394,770.

The project has proceeded and has included a significant amount of work on analysis and initial drafting. However, as the project has progressed, it has become apparent that evaluation and reassessment of

key components are required, including determining appropriate zone categories, standards, and how the Downtown districts will be developed. The City held early stakeholder meetings to obtain initial public input. However, a significant amount of public review will be required as the code progresses over the next year.

Lisa Wise Consultants, Inc. have submitted a revised scope (Attachment B), requesting an additional \$130,830 in funding. The scope highlights the modified and new tasks added to complete the project. An additional staff allocation of \$13,800 is requested for the project.

The Code update will provide clear and reasonable standards, guidelines, and procedures. The new Code will incorporate a mix of form-based multi-family and conventional zoning. The new Code will provide objective development standards and will encourage additional housing types, such as duplexes, four-plexes and garden courts, in more traditional single-family and duplex districts using sensitive design criteria that are clearly and objectively identified. Together with the analysis conducted for the Housing Element sites, it is anticipated that the Zoning Code update will result in a greater amount of land zoned for housing, and together with streamlined standards will have the result of accelerating housing production.

Inclusionary Housing Fee Analysis and Cost Recovery Fee Analysis:

Due to the need to complete the work and add funding to the Comprehensive Zoning Code Analysis, staff is recommending that funding previously allocated to the Inclusionary Housing Fee Analysis (\$45,700), and the Cost Recovery Fee Analysis (\$65,000) be allocated to the Comprehensive Zoning Code project (CIP 07-07).

SACOG has approved the re-allocation of the REAP funds. Staff is completing the submittal forms for HCD to obtain approval of the recommended partial reallocation of the LEAP grant funds for \$79,700. Staff is recommending that the City Council authorize the City Manager to complete the necessary budget modification with HCD for LEAP funding and any necessary MOU update.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to; (a) reallocate \$79,700 of funding from the Local Early Action Planning (LEAP) State Planning Grants Program (CIP #21-08) to the Comprehensive Zoning Code Update Project (CIP #07-07)- Fund 325; (b) re-allocate \$65,000 of Regional Early Action Planning (REAP) grant funding from the Cost Recovery Fee Analysis project (CIP #22-11) to the Comprehensive Zoning Code Update Project (CIP #07-07);(c) authorize the City Manager to execute an Agreement with the State Department of Housing and Community Development for the LEAP Planning Grant Program amended grant allocation; and (d) authorize the City Manager to execute Contract Amendment No. 3 with Lisa Wise Consulting, Inc. (LWC) for Planning Services for the Comprehensive Zoning Code Update, authorizing an additional \$130,830 in funding for a total contract amount of \$525,600.

Prepared by: Cindy Norris, Principal Planner

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



Ken Hiatt
City Manager

Attachments:

1. Amendment

2. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND Re-allocaiton 2.22 (lj2)cn

City of Woodland Comprehensive Zoning Code Update January 2022 “Re-start” Scope, Budget, and Schedule Prepared by Lisa Wise Consulting, Inc. (LWC)

January 19, 2021

This January 2022 “Re-start” Scope of Work and Budget for the City of Woodland Comprehensive Zoning Code Update (“Project”) describes the work needed to resume the Project following the 2020 and 2021 pause in work. The tasks described in the Scope of Work take into account the work required to:

- Assist City staff in its review of the July 2020 Administrative Draft Zoning Code;
- Assess and account for changes to the City’s needs;
- Assess and account for changes to the Draft Code based on State legislation adopted in 2021 including, for example, SB330, SB8 and SB478;
- Implement the Housing Element;
- Conduct needed community outreach;
- Complete tasks remaining from the original Project scope; and
- Complete the Code and support City staff in the Code’s adoption.

The Scope of Work includes the name and description of each future task and associated meetings and deliverables. For tasks already completed, the task name is retained but the description of the work has been omitted. New tasks are noted with **New** preceding the task name and description. A detailed budget worksheet is attached. The total fee request for this contract amendment (Amendment #3) is \$105,320 without optional tasks, and \$130,830 including optional tasks.

SCOPE OF WORK

TASK 1: Project Initiation and Analysis

- A. Project Initiation Meeting and City Tour.** *Complete.*
- B. Technical Analysis, Site Analysis, and Evaluation.** *Complete.*
- C. Zoning Code Update and Recommendations Memo.** *Complete.*
- D. Annotated Outline.** *Completed.*

TASK 2: Public Outreach

- A. Website Materials.** Throughout the remainder of the project, the consulting team will work closely with the City staff to provide material for the project website, such as text, photographs, maps, diagrams, and other information on the project. The site may act as a record of the process, providing meeting dates, agendas, and meeting notes in a central, accessible location. Project memorandum and milestone documents may also be uploaded to the website to be accessed by interested community members.

The City will manage uploading material to the project page on the City website; however, LWC will work with the City on the design and features of the project web page, including interactive email list-serve sign-up, comment features, and new document availability.

- B. Stakeholder Interviews.** *Complete.*
- C. Joint Planning Commission and City Council Study Session.** *Complete.*
- D. Planning Commission Study Session.** LWC will participate in a study session to re-introduce the project to the Planning Commission, review progress to date, and hear direction on key issues going forward. The study session is anticipated to take place on-line using Zoom or a similar video conference platform. The agenda will include a presentation and question-and-answer discussion component. The input gathered will guide LWC in the preparation of the Screencheck Draft Zoning Code (Task 4C).
- E. *New* Historic Preservation Commission Study Session.** LWC will participate in a study session to re-introduce the project to the Historic Preservation Commission, review progress to date, and hear direction on key issues going forward. The study session is anticipated to take place on-line using Zoom or a similar video conference platform. The focus will be on processes and regulations relating to historic properties and neighborhoods. The agenda will include a presentation and question-and-answer discussion component. The input gathered will guide LWC in the preparation of the Screencheck Draft Zoning Code (Task 4C).
- F. Topical Area Study Sessions (4).** LWC will prepare materials for and participate in up to four study sessions with the community on specific topics in the Screencheck Draft as determined in discussion with City staff. At these sessions, LWC will describe the project and its objectives; discuss recommendations for the Code; and highlight specific issues related to the topic to be discussed. The sessions will focus on community values, Zoning Code changes, and the potential impacts of the recommendations. Key concepts will be illustrated to ensure that all participants will understand the topic under discussion. Input from the study sessions will inform the development of the Public Review Draft Zoning Code (Task 4D).

LWC will encourage participants to participate in the study sessions, ask questions, and discuss the material with LWC and City staff. City staff will be responsible for identifying and inviting community members with an interest in each topic area. Study sessions are anticipated to take place on-line over Zoom or a similar video conference platform.

- G. Open House.** Following the release of the Public Review Draft (See Task 4D), LWC will lead an on-line Open House to highlight how the General Plan informed the Code update, present the work completed, discuss key recommendations, and hear input and feedback from the community. Community members will be invited to attend, view the presentation, ask questions, and participate in discussions with LWC and City staff. The Open House is anticipated to take place on-line using Zoom or a similar video conference platform.

Task 2 Meetings

- PC Study Session
- HPC Study Session
- Topical Area Community Study Sessions (4)
- Open House

Task 2 Products

- Website Materials
- PC Study Session (PowerPoint and PDF)
- HPC Study Session (PowerPoint and PDF)
- Topical Area Study Session (PowerPoint and PDF)
- Open House (PowerPoint and PDF)

TASK 3: Administrative Draft Zoning Code

- A. Zones, Development Standards, and Allowed Uses.** *Complete.*
- B. Signs and Citywide Regulations.** *Complete.*
- C. Zoning Code Glossary, Administration and Permits, and Standards for Special Uses and Activities.** *The Administrative Drafts of the Administration and Permits and Standards for Special Uses and Activities are complete. The Administrative Draft of the Glossary of Key Terms and Rules of Measurement will be completed as part of the Screencheck Draft.*
- D. Building and Frontage Types.** *Complete.*
- E. Mapping Recommendations and Memo.** *Complete.*

TASK 4: Screencheck and Public Drafts Zoning Code

- A. *New Complete Correspondence Table for Team Reference.*** LWC will prepare a Correspondence Table that compares the existing standards from the existing Zoning Code, the Interim Zoning ordinance, Specific plans, and the Community Design Standards, with the Administrative Draft Code. The purpose of the table is to track the existing standards that have been carried forward into the Administrative Draft and their location; the existing standards that have not been carried forward; and new standards that were introduced as part of the Administrative Draft Code. The table will be instrumental in informing the discussions and decisions during the Task 4B meetings.
- B. *New Working Meetings with City Staff.*** LWC will prepare for and attend up to four 2-hour working meetings with City staff to discuss staff's review of the Administrative Draft and direction for the Screencheck Draft. These meetings are anticipated to take place on-line using Zoom or a similar video conference platform. The meetings are intended to clarify needed changes between the existing and updated Code based on the General Plan and staff and community desires and to understand the motivation behind the proposed changes. The meetings are also intended to help LWC understand the City's views and priorities on specific standards; work with staff in exploring ways to achieve the City's intent; and identify areas where changes may require edits to other areas of the Code.

For each meeting, LWC will coordinate with City staff to identify discussion topics, prepare an agenda for the meeting, and send a follow-up email with summary notes on key takeaways and changes. Anticipated meeting topics are:

- ***Review and Approach.*** Using the table described in Task 4A as a basis for the discussion, the team will determine a recommended approach for the organization and set of zones that will be the basis of the Screencheck and Public Review drafts. This will include a list of base and overlay zones and the anticipated locations for each.
 - ***District Regulations.*** This discussion will focus on key provisions for each base and overlay zone, including uses, development regulations, and supplemental standards.
 - ***Citywide Standards.*** Based on the comments on Division V received on January 7, 2022, the team will review the organization, discuss key provisions and identify changes and additions for the Screencheck Draft.
 - ***Administration and Procedures.*** Based on the comments on Division II received in January 2021, the team will review the organization, discuss key provisions, and identify changes and additions for the Screencheck Draft.
- C. *New Screencheck Draft Zoning Code.*** Following the meetings with City staff described in Task 4B and the study sessions in Tasks 2D and 2E, LWC will prepare a complete Screencheck Draft for City staff and community review. The

Screencheck Draft will reflect all comments and feedback received from City staff, the PC and the HPC. The intent of the Screencheck PRD is to reflect the City's desired changes to the Administrative Draft and identify items that require further review or discussion prior to preparation and release of the Public Review Draft Zoning Code.

- D. Public Review Draft Zoning Code.** LWC will prepare a complete Public Review Draft Zoning Code based on a single set of consolidated, non-conflicting comments from City staff review of the Screencheck Draft, the community's discussions on key topics areas described in Task 2F, and check-in calls with City staff. LWC anticipates four 1-hour meetings with up to two LWC staff members during the preparation of the Public Review Draft. These meetings are anticipated to take place on-line using Zoom or a similar video conference platform.
- E. Zoning Map Recommendations.** *Complete.*
- F. Integration of the Code into a Web-Based User-Friendly Format.** LWC will work with City staff, Code Publishing, and other vendors as needed to ensure a seamless conversion of the final adopted Code into an interactive web-based code that is easily accessible, interactive, and searchable. LWC anticipates up to 24 hours of assistance for this task, including meetings. These meetings are anticipated to take place on-line using Zoom or a similar videoconference platform. If this budget is exhausted, additional funds will be required.

Task 4 Meetings

- Working Meetings with City staff to discuss Screencheck Draft (4)
- Phone calls with the City's information technology vendor as needed

Task 4 Products

- Complete Correspondence Table
- Screencheck Draft (Word and PDF)
- Public Review Draft (Word and PDF)
- Revisions to Zoning map Recommendations
- Public Hearing Draft (Word and PDF)

TASK 5: CEQA Documentation

- A. EIR Addendum.** Rincon will prepare an addendum to the 2035 General Plan EIR to account for potential changes caused by the updated Code to the General Plan's recommendations. The addendum will rely on simple modelling of proposed changes to the 2035 GP. The addendum will not include traffic analysis or site-specific studies.

Task 5 Products

- Draft Addendum
- Final Addendum

TASK 6: Review and Adoption; Final Zoning Code

- A. *New* GP Amendment Recommendations and Update to Zoning Map Recommendations Memo.** LWC will prepare a memo identifying sections of the City's General Plan that may need to be amended in order to comply with State law and be consistent with the Zoning Code Update.

As part of this memo, LWC will prepare updates to the Zoning Map recommendations memo, submitted for Task 4E. Updates to the Zoning Map. This includes changes to areas that are shown as low density on the 2035 General Plan Land Use map but analyzed at a medium density in the General Plan EIR, as well as changes to focus areas, corridors, the downtown, areas around specific nodes, and the addition of overlays as appropriate. The updated are anticipated to provide a comparable level of detail with those submitted for Task 4E, with the understating that City staff will be responsible for updating and preparing the actual Zoning Map.

LWC anticipates up to eight hours of assistance (a maximum of four 1-hour meetings with up to two LWC staff members). If this budget is exhausted, additional funds will be required. If the City prefers that LWC prepare the Zoning Map, this task is described in Optional Task 7B.

- B. **Planning Commission Hearings.**** LWC will assist City staff at up to two Planning Commission hearings to support adoption of the Zoning Code. These meetings are anticipated to take place on-line using Zoom or a similar video conference platform. LWC's role will include assistance in the preparation of materials/presentations for, and attendance at, the hearings. City staff will lead the presentation of the Zoning Code to the Planning Commission.
- C. **Final Draft Code.**** LWC will prepare an erratum tracking PC recommendations for consideration by the City Council.
- D. **City Council Hearings.**** LWC will assist City staff at up to two City Council hearings to support adoption of the Zoning Code. These meetings are anticipated to take place on-line using Zoom or a similar video conference platform. LWC's role will include assistance in the preparation of materials/presentations for, and attendance at, the hearings. City staff will lead the presentation of the Zoning Code to the City Council.
- E. **Final Zoning Code.**** Based on the City Council's final decision/adoption of the Zoning Code and final text changes provided by City staff, LWC will prepare the

final Zoning Code. The document will be produced in MS Word and PDF format and will be made accessible and interactive through online publishing.

Task 6 Meetings

- Planning Commission Hearings – up to 2
- City Council Hearings – up to 2

Task 6 Products

- GP Amendment Recommendations
- Public Hearing Materials
- Final Draft Zoning Code (Word and PDF)
- Final Zoning Code (Word and PDF)

TASK 7: Optional Tasks

- A. Zoning Handbook.** LWC will prepare a simple user-guide/handbook for the public that explains how to use the new Zoning Code. The handbook will be clear and concise and will rely on graphics and illustrations to demonstrate how to use the Code and find answers to frequently requested information such as setbacks, lot coverage, signage, and accessory structure standards. The handbook will be provided in PDF format with internal hyperlinks for easy navigation.
- B. *New* Zoning Map.** LWC will prepare the final Woodland Zoning Map in GIS based on the most current GIS zoning data in ESRI ArcMap format provided to LWC by the City. The Zoning Map will identify the base zoning districts, overlays, Specific Plan areas, and any other geographies as appropriate. LWC will provide the City with a final Citywide Zoning Map and associated files in ESRI ArcMap and PDF formats.
- C. Infill Guidelines Handout.** LWC will prepare a handout specifically tailored for infill development strategies and design standards or guidelines. The goal will be to provide an easy-to-understand guide that will help facilitate and streamline infill development.
- D. Objective Standards for Residential Development Handout.** LWC will prepare a handout that outlines the objective standards that are to be used to evaluate residential projects, in accordance with SB330, SB8 and SB478. The document will clearly identify when and how these standards are to be used.
- E. *New* Seminars for City Staff.** LWC will prepare up to three 1-hour interactive seminars for City staff to further their understanding of the administration of the updated Code. Topics and timing of the seminars will be decided through discussion with City staff. Potential topics could include:

- Form-Based Code principles
- Key changes to permits and procedures
- Reviewing and applying Objective Design Standards
- Sign code standards post *Reed v. Town of Gilbert*.

For each seminar, LWC will deliver a presentation that outlines key differences between the existing and new Code for discussion; identifies elements of the Code that changed in response to new federal or State law; and clarifies how the topic relates to regulations in other parts of the Code. LWC will also answer staff's questions about the content, organization, and administration of the Code. Seminars will take place using web-based conferencing tools.

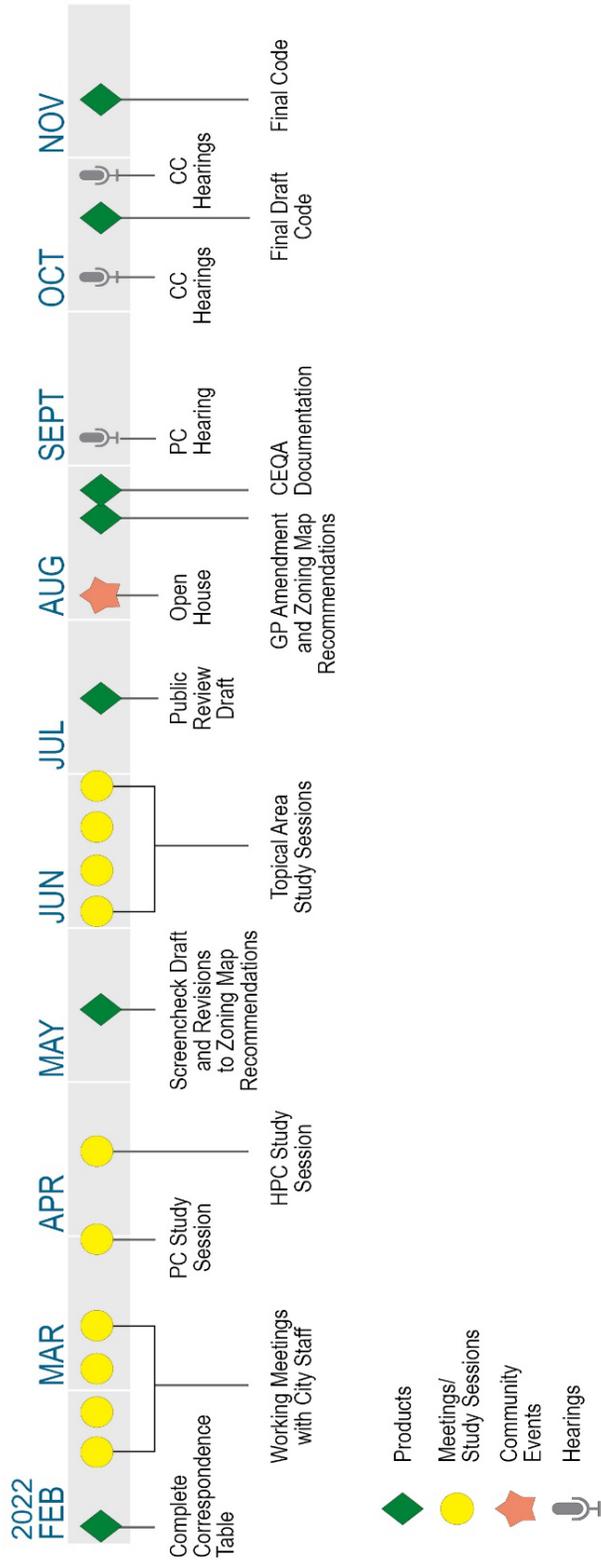
BUDGET

TABLE 1: City of Woodland Comprehensive Zoning Code January 2022 "Re-start" Budget by Task	Lisa Wise Consulting, Inc.										Fisher Town Design	Rincon	October 2020 Contract Total	Project Budget Remaining	Additional "Re-start" Budget	Total Budget for January 2022 "Re-start"	Tasks Added		
	Principal \$250		Director \$195		Senior \$175		Associate \$140		LWC Cost									FTD Cost	Rincon Cost
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost									
TASK 1: Project Initiation and Analysis	16	\$4,000	54	\$10,530	92	\$16,100	92	\$12,880		\$43,510	\$11,200	\$0	\$54,710	\$0	\$0		Task 2D/E: Separate PC and HPC Study Sessions		
TASK 2: Public Outreach	24	\$6,000	74	\$14,430	138	\$24,150	143	\$20,020		\$64,600	\$7,000	\$0	\$71,600	\$17,965	\$4,760				
TASK 3: Admin Draft Zoning Code	36	\$9,000	162	\$31,590	264	\$46,200	300	\$42,000		\$128,790	\$11,200	\$0	\$139,990	\$0	\$0				
TASK 4: Public Drafts of Zoning Code	41	\$10,250	70	\$13,650	54	\$9,450	108	\$15,120		\$48,470	\$1,400	\$0	\$49,870	\$14,448	\$92,580		Task 4A: Correspondence Table Task 4B: Working Meetings Task 4C: Screencheck PRD		
TASK 5: Environmental Review/CEQA	0	\$0	0	\$0	0	\$0	0	\$0		\$0	\$0	\$20,000	\$20,000	\$0	\$20,000				
Task 6: Review and Adoption/Final Code	18	\$4,500	24	\$4,680	72	\$12,600	85	\$11,900		\$33,680	\$0	\$0	\$33,680	\$33,680	\$7,980		Task 6A: Zoning Map Recommendations Update added to GP Amendments		
Sub-Total	135	\$33,750	384	\$74,880	620	\$108,500	728	\$101,920		\$319,050	\$30,800	\$20,000	\$369,850	\$86,093	\$105,320	\$191,413			
Optional Task 7	See Table 2 for Task and Budget breakout																		
Total													\$394,770	\$111,013	\$130,830	\$241,843			

TABLE 2: Optional Task 7 Breakout	Lisa Wise Consulting, Inc.										Total		
	Principal \$250		Director \$245		Senior \$195		Associate \$155		LWC Cost			FTD Cost	Rincon Cost
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost			
Optional Task 7A: Zoning Handbook	2	\$500	8	\$1,560	20	\$3,500	42	\$5,880		\$11,440	\$0	\$0	\$11,440
Optional Task 7B: Zoning Map*	6	\$1,710	12	\$2,940	12	\$2,340	48	\$7,440		\$14,430	\$0	\$0	\$14,430
Optional Task 7C: Infill Handout	2	\$500	4	\$780	12	\$2,100	24	\$3,360		\$6,740	\$0	\$0	\$6,740
Optional Task 7D: ODS Handout	2	\$500	4	\$780	12	\$2,100	24	\$3,360		\$6,740	\$0	\$0	\$6,740
Optional Task 7E: Seminars*	4	\$1,740	12	\$2,940	20	\$3,900	20	\$3,100		\$11,080	\$0	\$0	\$11,080
Optional Tasks Subtotal	10	\$2,850	24	\$5,880	32	\$6,240	68	\$10,540		\$50,430	\$0	\$0	\$50,430

* January 2022 Re-start Tasks (7B and 7E) are calculated with 2022 billing rates.

SCHEDULE



RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO REALLOCATE FUNDS IN SUPPORT OF THE COMPREHENSIVE ZONING CODE UPDATE PROJECT (CIP# 07-07), AND APPROVE THE THIRD AMENDMENT TO THE CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES FOR LISA WISE CONSULTANTS, INC.

WHEREAS, On May 16, 2017 the City of Woodland approved the 2035 General Plan; and

WHEREAS, On May 16, 2017 the City of Woodland approved a professional services agreement for \$25,820 from CIP# 07-07 with Dyett and Bhatia, Urban and Regional Planners to prepare a draft Interim Zoning Ordinance; and

WHEREAS, On May 1, 2018 the City of Woodland approved the Interim Zoning Ordinance; and

WHEREAS, the City of Woodland approved the 2019/2020 Capital Budget and included CIP #07-07 as part of the Capital Budget (the project) with a budget of \$100,000 of which \$0 is remaining, as city funds have been expended before grant funds in accordance with grant requirements; and

WHEREAS, On May 21, 2019 the City Council of the City of Woodland authorized the City Manager to submit a grant application to the State of California Department of Housing and Community Development Planning Grants Program SB 2 in the amount of \$310,000 and the City received authorization to expend funds upon acceptance of the application by HCD and the contract agreement between the City and HCD was executed on December 19, 2019; and

WHEREAS, the City appropriated \$310,000 of SB 2 grant money into CIP #07-07 Comprehensive Zoning Code Update Project, fund 325; and

WHEREAS, On April 5, 2019 the City of Woodland released a Request for Proposals to planning firms for professional services to prepare a comprehensive zoning code update; and

WHEREAS, on May 7, 2019 the City of Woodland received two proposals for professional services, from which the firm Lisa Wise Consulting, Inc. was selected on the basis of responsiveness to the review criteria and significant depth of experience in preparing code updates (Exhibit A); and

WHEREAS, on June 2, 2020, the City Council of the City of Woodland authorized the City Manager, Resolution No 7475, to submit a grant application to the State of California Department of Housing and Community Development Local Early Action Grants Program

(LEAP), Grant in the amount of \$300,000 and appropriated funds to the Local Early Action Planning (LEAP) Grant Project (CIP #21-08); and

WHEREAS, on July 27, 2020, a First Amendment to the Professional Services Contract CM 000976 was approved to modify scope task description and fund allocations; and

WHEREAS, on October 6, 2020, the City Council approved the re-allocation of \$83,000 from Fund 325, State Department of Housing and Community Development Local Early Action (LEAP) Planning Grants Program CIP# 21-08 to CIP# 07-07, Zoning Code & CEQA Project; and

WHEREAS, on October 6, 2020, the City Council authorized a Second Amendment to the Professional Services Contract CM 000976 to modify the scope, schedule, and budget to add \$36,160 to the consultant contract for an overall contract amount of \$394,770; and

WHEREAS, the City wishes to reallocate \$79,700 from Fund 325, State Department of Housing and Community Development Local Early Action (LEAP) Planning Grants Program to CIP#07-07, Zoning Code & CEQA Project and authorize the execution of its amendment by the City Manager through adoption of this Resolution; and

WHEREAS, the City wishes to reallocate \$65,000 from Fund 325, CIP#22-11, to CIP #07-07, Zoning Code & CEQA Project; and

WHEREAS, the City wishes to authorize a Third Amendment to the Professional Services Contract with Lisa Wise Consultants, Inc., (CM 000976), to modify the scope, schedule and budget to add \$130,830 to the consultant contract for an overall contract amount of \$525,600 to prepare a Comprehensive Zoning Code Update; and

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

Section 1. The City Council hereby re-allocates \$79,700 from Fund 325, State Department of Housing and Community Development Planning Local Early Action (LEAP) Grants Program CIP# 21-08 to CIP#07-07, Comprehensive Zoning Code Update and CEQA Project.

Section 2. The City Council hereby re-allocates \$65,000 from Fund 325, CIP# 22-11, to CIP#07-07, Comprehensive Zoning Code Update and CEQA Projects.

Section 3. The City Council hereby authorizes the City Manager to execute any necessary Agreement between the City of Woodland and the State Department of Housing and Community Development to effectuate the re-allocation of Local Early Action (LEAP) Grants Program funds.

Section 4. The City Council hereby authorizes the City Manager to execute a third amendment, subject to City Attorney approval, with Lisa Wise Consultants, Inc. to modify the scope, schedule and budget to add \$130,830 to the consultant contract for an overall contract amount of \$525,600 to prepare a Comprehensive Zoning Code Update.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 1st day of March 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Myra Vega, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

Exhibit 1: Scope of Work and Budget, Lisa Wise