



AGENDA

JUNE 21, 2022

REGULAR MEETING CITY COUNCIL CITY OF YUBA CITY

**5:30 P.M. CLOSED SESSION:
SUTTER ROOM/VIRTUAL**

**6:00 P.M. REGULAR MEETING
COUNCIL CHAMBERS/VIRTUAL**

MAYOR	• Dave Shaw
VICE MAYOR	• Wade Kirchner
COUNCILMEMBER	• Marc Boomgaarden
COUNCILMEMBER	• Grace Espindola
COUNCILMEMBER	• Shon Harris
CITY MANAGER	• Diana Langley
CITY ATTORNEY	• Shannon L. Chaffin

**1201 Civic Center Blvd
Yuba City CA 95993**

Wheelchair Accessible



*If you need assistance in order to attend the City Council meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the City Council, the City is happy to assist you. Please contact City offices at (530) 822-4817 at least 72 hours in advance so such aids or services can be arranged. **City Hall TTY: 530-822-4732***

AGENDA
REGULAR MEETING
CITY COUNCIL - CITY OF YUBA CITY
JUNE 21, 2022
5:30 P.M. CLOSED SESSION:
SUTTER ROOM/VIRTUAL

6:00 P.M. REGULAR MEETING
COUNCIL CHAMBERS/VIRTUAL

Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's office at 1201 Civic Center Blvd., Yuba City, during normal business hours. Such documents are also available on the City of Yuba City's website at www.yubacity.net, subject to staff's availability to post the documents before the meeting.

The Council Chambers will be open for public attendance and participation. The meeting will also be live streamed for public viewing, but not participation, at the following link: https://us06web.zoom.us/webinar/register/WN_na0xc6JuTYu12hpHxCGt-g. Emailed comments sent to cityclerk@yubacity.net at least 24 hours before the meeting will be distributed to the City Council prior to the meeting. Please identify the Agenda item(s) addressed by the comments.

Public Comment:

Any member of the public wishing to address the City Council on any item listed on the closed session agenda will have an opportunity to present testimony to the City Council in the Council Chamber prior to the City Council convening into closed session. Comments from the public will be limited to three minutes. No member of the public will be allowed to be present once the City Council convenes into closed session.

Closed Session

- A. Conference with Labor Negotiators (Pursuant to Government Code, Section 54957.6.)
Agency designated representatives: Diana Langley, City Manager, Natalie Springer, Human Resources Director, Brad McIntire, Community Services Director, Spencer Morrison, Finance Director, Ben Moody, Public Works and Development Services Director, Brian Baker, Police Chief, Jesse Alexander, Fire Chief, Michael Jarvis, LCS
Employee organizations: Yuba City Police Officers; Police Sergeants; Yuba City Firefighters Local 3793; Yuba City Fire Management; First Level Managers, Mid Managers, Police Sworn Mid Managers; and Public Employees Local No. 1
Unrepresented employees: Confidential Employees, Executive Services Employees

Regular Meeting

Call to Order

Roll Call

___ Mayor Shaw
___ Vice Mayor Kirchner
___ Councilmember Boomgaarden
___ Councilmember Espindola
___ Councilmember Harris

Invocation/Inspiration

Pledge of Allegiance to the Flag

City Attorney's Report on Closed Session Items, City Attorney Shannon Chaffin

Agenda Modifications/Approval of Agenda

Public Communication

1. Appearance of Interested Citizens

You are welcome and encouraged to participate in this meeting. Public comment is taken on action items appearing on the Consent Calendar or Business Items on the Agenda when they are called. Public comment on any other items within the scope of the City's jurisdiction, including items not listed on the Agenda will be considered at this time. Public comment is limited to three minutes per speaker. Members of the public submitting written requests at least 24 hours prior to the meeting will be allotted five minutes to comment per speaker. Repetitive comments may be limited, and large groups are encouraged to select representatives to express the opinions of the group.

Consent Calendar

All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that Council votes on the motion unless members of the City Council request specific items to be discussed or removed from the Consent Calendar for individual action.

2. Minutes of the June 7, 2022 meeting

Recommendation: Approve the June 7, 2022 minutes

3. SB1 Road Maintenance and Rehabilitation Account Project List 2022-23

Recommendation: A. Approve the Road Maintenance and Rehabilitation Account proposed project list for submittal to the California Transportation Commission

B. Adopt a Resolution adopting a list of projects for Fiscal Year 2022-23 to be funded by Senate Bill 1: Road Repair and Accountability Act of 2017

4. 2022 Residential Resurfacing Project (Project Award)

Recommendation: A. Award Contract No. 21-12 2022 Residential Resurfacing Project to American Pavement Systems, Inc. of Modesto, CA in the amount of their total bid of \$838,972

B. Authorize the City Manager to execute the contract on behalf of the City, subject to review and approval as to legal form by the City Attorney

5. Classification and Compensation Study

Recommendation: A. Adopt a Resolution awarding a Professional Services

Agreement for a Classification and Compensation Study to Koff & Associates of Berkeley, CA, in an amount not to exceed \$208,425, with the finding that it is in the best interest of the City

B. Authorize the City Manager to execute the Professional Services Agreement on behalf of the City, subject to review and approval as to legal form by the City Attorney

6. Yuba City Fire Management Wage Reopener Side Letter

Recommendation: A. Adopt a Resolution approving a wage reopener side letter with Yuba City Fire Management

B. Approve a supplemental appropriation to 2310-61210 in the amount of \$92,300

C. Approve a supplemental appropriation to 2310-61430 in the amount of \$36,500

D. Authorize the Finance Director to transfer funds from unallocated General Fund 301 in the amount of \$128,800

7. Yuba City Police Wage Reopener Side Letters

Recommendation: A. Adopt a Resolution approving a wage reopener side letter with Yuba City Police Officers' Association (POA), POA-Police Sergeants, and Police Sworn Mid-Managers

B. Approve a supplemental appropriation to 2310-61210 in the amount of \$886,100

C. Authorize the Finance Director to transfer funds from unallocated General Fund 301 in the amount of \$886,100

8. Mayor/Vice-Mayor Rotation Policy

Recommendation: Adopt an Ordinance of the City Council of the City of Yuba City, California, Amending Section 2-1.01(g) of Chapter 1 of Title 2 of the Yuba City Municipal Code (Mayor/Mayor Pro-Tem Rotation) by title only and waive the second reading

9. FY 22-23 Citywide Sole Source and Professional Services Purchases

Recommendation: Adopt a Resolution pre-authorizing the City Manager or designee to enter into citywide sole source and professional services purchases from July 1, 2022 through June 30, 2023, for specified items based on each purchase recommendation being in the best interest of the City

10. FY 22-23 Chemical Bid Award BACC and Supplemental Budget Appropriation

Recommendation: A. Adopt a Resolution to award the bulk chemical contracts for City facilities per the results of the Bay Area Chemical Consortium Fiscal Year 22/23 formal bid for the period of July 1, 2022 through June 30, 2023, with the finding that it is in the best interest of the City

B. Authorize the Finance Director to record a supplemental budget appropriation to account 7120-63705 in the amount of \$30,000 for the Fiscal Year 22/23 due to an increase in the price of anthracite for the water treatment process

Business Items

11. Approve the 2020 Urban Forest Master Plan

Recommendation: Adopt the Resolution approving and adopting the 2020 Urban Forest Master Plan

12. Accept Grant Funding and Expenditure Recommendations for the California Citizens' Option for Public Safety (COPS) Grant of \$100,000

Recommendation: A. Conduct a Public Hearing and after consideration;

B. Adopt a Resolution authorizing the Chief of Police to accept the FY 2021/2022 California Citizens' Option for Public Safety (COPS) funding and approve expenditure recommendations

C. Authorize the Finance Director to make a supplemental budget appropriation for grant revenues to Account No. 100-43117 and grant expenditures to Account No. 2180-69201

13. Small Wireless Telecommunication Facilities within the City's Right-of-Way

Recommendation: A. Introduce an Ordinance of the City Council of the City of Yuba City adding Chapter 8 Wireless Telecommunications Facilities in the Public Right of Way to Title 6 of the Yuba City Municipal Code by title only and waive the first reading

B. Adopt a Resolution to revise the corresponding City Policy for design standards applicable to Small Wireless Facilities (SWF) in the public right-of-way

Future Agenda Items

14. Future Agenda Items

- Councilmember Boomgaarden
- Councilmember Espindola
- Councilmember Harris
- Vice Mayor Kirchner
- Mayor Shaw

Reports and Communications

The following reports and communication items are provided for the Council's information. No action can be taken on items under this section unless the Council agrees to include it on a subsequent agenda

15. City Manager's Report

16. City Council Reports

- Councilmember Espindola
- Councilmember Harris
- Councilmember Boomgaarden
- Vice Mayor Kirchner
- Mayor Shaw

Adjournment

CITY OF YUBA CITY

Public Communication

Members of the public may address the City Council on items of interest that are within the City's jurisdiction. Individuals addressing general comments are encouraged to limit their statements.

Procedure

You are welcome and encouraged to participate in this meeting. Complete a Speaker Card located in the lobby and give to the Clerk, public comment is taken on action items appearing on the Consent Calendar or Business Items on the Agenda when they are called. Public comment on any other items within the scope of the City's jurisdiction, including items not listed on the Agenda, will be considered at this time.

When a matter is announced, wait to be recognized by the Mayor to provide your comments to the Council. Comments should begin by providing your name and place of residence. A three minute limit is requested when addressing Council.

Request for additional time to address Council

Members of the public submitting written requests at least 24 hours prior to the meeting will be allotted 5 minutes to comment per speaker. Repetitive comments may be limited, and large groups are encouraged to select representatives to express the opinions of the group.

Procedure

When requesting to comment, please indicate your name and the topic and mail to:

City of Yuba City
Attn: City Clerk
1201 Civic Center Blvd
Yuba City CA 95993

Or email to:
Jackie Sillman, City Clerk
cityclerk@yubacity.net

CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: Administration Department
Presentation By: Ciara Wakefield, City Clerk Administrator

Summary

Subject: Minutes of the June 7, 2022 meeting
Recommendation: Approve the June 7, 2022 minutes
Fiscal Impact: None

Attachments:

1. 06-07-2022 - Regular Meeting Minutes (DRAFT)

Prepared By:
Ciara Wakefield
City Clerk Administrator

Submitted By:
Diana Langley
City Manager

ATTACHMENT 1

MINUTES (draft)
CITY COUNCIL - CITY OF YUBA CITY
REGULAR MEETING – JUNE 7, 2022
5:00 P.M. CLOSED SESSION: SUTTER ROOM/VIRTUAL
6:00 P.M. REGULAR MEETING: COUNCIL CHAMBERS/VIRTUAL

Call to Order

The Closed Session Meeting of the City Council was called to order by Mayor Shaw at 5:00 PM

Roll Call

Present: Mayor Shaw, Vice-Mayor Kirchner, and Councilmembers Boomgaarden, Espindola, and Harris

Absent: None

Closed Session

- A. Conference with Labor Negotiators (Pursuant to Government Code, Section 54957.6.)
Agency designated representatives: Diana Langley, City Manager, Natalie Springer, Human Resources Director, Brad McIntire, Community Services Director, Spencer Morrison, Finance Director, Ben Moody, Public Works and Development Services Director, Brian Baker, Police Chief, Jesse Alexander, Fire Chief, Michael Jarvis, LCS
Employee organizations: Yuba City Police Officers; Police Sergeants; Yuba City Firefighters Local 3793; Yuba City Fire Management; First Level Managers, Mid Managers, Police Sworn Mid Managers; and Public Employees Local No. 1
Unrepresented employees: Confidential Employees, Executive Services Employees
- B. Public Employee Performance Evaluation (Pursuant to Government Code §54957(b)(1).) Position: City Manager

No public comment received

Regular Meeting

The Regular Meeting of the City Council was called to order by Mayor Shaw at 6:00 PM

Roll Call

Present: Mayor Shaw, Vice-Mayor Kirchner, and Councilmembers Boomgaarden, Espindola, and Harris

Absent: None

Invocation/Inspiration

Rev. Rick Laughman, St James of Jerusalem Episcopal Church - Yuba City

Pledge of Allegiance to the Flag

Ciara Wakefield, City Clerk Administrator

City Attorney's Report on Closed Session Items

No reportable action was taken

Agenda Modifications/Approval of Agenda

No changes were made

Ceremonial Presentations

1. Open Counter Presentation

Clint Knittle, Director of Sales – Open Counter gave a presentation

Public Communication

2. Appearance of Interested Citizens

Piara Johl spoke
Heather Esemann spoke
Raji Tumber spoke

Consent Calendar

Vice-Mayor Kirchner moved and Councilmember Espindola seconded the motion to:

3. Minutes of May 10, 11, 17, and 24, 2022

Approve minutes of May 10, 11, 17, and 24, 2022

4. Domain Estates Phase 3 (Subdivision Agreement and Final Map Approval)

Adopt **Resolution 22-072** approving the execution of a Subdivision Agreement with Crowne Communities Domain Estates LLC providing for public improvements associated with the Domain Estates Phase 3 Subdivision Map, approving the Domain Estates Phase 3 Subdivision Final Map, accepting dedication of rights-of-way and easements shown thereon and authorizing the filing of the map. (Subdivision is located west of Blevin Road and north of Janice Way)

Note: The subdivision improvement agreement will be dated April 30, 2022

5. Yuba City Lighting and Landscape Maintenance District No. 5, Zone of Benefit K_18 (Domain Estates – Unit III)

Adopt **Resolution 22-073** confirming and ordering annexation of the parcel associated with the Domain Estates – Unit III Development, APN 59-530-027 into the existing Yuba City Lighting and Landscape Maintenance District No. 5, Zone of Benefit K_18 and establishing a levy of assessments for the annexed territory

6. Cooperative Agreement – City/County Sanborn Road Project

Adopt **Resolution 22-074** authorizing the Public Works Director to execute a Cooperative Agreement with the County of Sutter for roadway improvements associated with the City's portion of Sanborn Road in the County's FY2020-21 Road Overlay Project

7. 2022 Striping and Marking Project (Plans & Specifications)

Adopt **Resolution 22-075** adopting a CEQA Class 1 Categorical Exemption, approving the plans and specifications, and authorizing advertisement for bids for the 2022 Striping and Marking Project

8. Proposed City Hall Holiday Closures

Adopt **Resolution 22-076** authorizing the closure of City Hall for Monday, November 21, 2022 through Friday, November 25, 2022 and for Monday, December 26, 2022 through Monday, January 2, 2023

9. Approve PARS Amended and Restated Plan Document

Adopt **Resolution 22-077**:

- A. Approving the PARS Amended and Restated Plan Document
- B. Authorizing the City Manager to execute the PARS Amended and Restated Plan Document on behalf of the City

10. Salary Schedule Changes

Adopt **Resolution 22-078**:

- A. Approving an updated City salary schedule that eliminates unused classifications and includes one title change
- B. Approving removal of the salary schedule item tied to the five (5) percent salary increase for the Fire Captain temporarily assigned by the Fire Chief to Fire Prevention (so that the increase can more properly be accounted for and report to CalPERS as a special compensation item)
- C. Approving side letters with bargaining units incorporating salary schedule changes

11. Fire Mutual Aid Deployment Staffing and Compensation Policy

Adopt **Resolution 22-079** approving Side Letters with the Mid- Manager group and Fire Management group, and an Amendment to Chief Alexander's Employment Agreement, Exhibit B

12. Yuba City Firefighters' Local 3793 Wage Reopener Side Letter

- A. Adopt **Resolution 22-080** approving a wage reopener side letter with Yuba City Firefighters' Local 3793

- B. Approve a supplemental appropriation to 2310-61210 in the amount of \$942,900
- C. Approve a supplemental appropriation to 2310-61430 in the amount of \$236,000
- D. Authorize the Finance Director to transfer funds from unallocated General Fund 301 in the amount of \$1,178,900

13. Public Employees Union, Local 1 Wage Reopener Side Letter

- A. Adopt **Resolution 22-081** approving a wage reopener side letter with the Public Employees Union, Local 1
- B. Approve supplemental appropriations as required to the impacted divisions in the five funds: General, Water, Wastewater, SASA, and Vehicle Maintenance
- C. Authorize the Finance Director to transfer funds from unallocated General Fund 301 in the amount of \$388,000

The motion was passed with a unanimous vote

Business Items

14. Adoption of the City of Yuba City's Fiscal Year 2022-2023 Operating and Capital Budgets and Fiscal Year 2022-2023 Appropriations Limit

Councilmember Espindola moved and Councilmember Harris seconded the motion to:

- A. Adopt **Resolution 22-082** approving the proposed Fiscal Year 2022-2023 Operating Budget
- B. Adopt **Resolution 22-083** approving the Fiscal Year 2022-2023 Capital Improvement Project Budget. Project Summaries by Funding Source are attached to the Resolution
- C. Adopt **Resolution 22-084** approving the City's Appropriations Limit for Fiscal Year 2022-2023

The motion was passed with a unanimous vote

15. Mayor/Vice-Mayor Rotation Policy

Heather Esemann spoke

Councilmember Espindola moved and Councilmember Boomgaarden seconded the motion to:

- A. Introduce **Ordinance 008-22** of the City Council of the City of Yuba City, California, Amending Section 2-1.01(g) of Chapter 1 of Title 2 of the Yuba City Municipal Code (Mayor/Mayor Pro-Tem Rotation) by title only and waive the first reading

The motion was passed with a unanimous vote

Heather Esemann spoke

Vice-Mayor Kirchner moved and Councilmember Harris seconded the motion to:

- B. Adopt **Resolution 22-085** of the City Council of the City of Yuba City, California, establishing a process for selection of Mayor and Vice Mayor for a District-based system of elections, with the requirement the Mayor must have served on the Council within the last 2 years, and the Vice Mayor within the last 1 year, in order to be eligible for appointment

The motion was passed with a unanimous vote

Future Agenda Items

16. Future Agenda Items

No suggestions

Reports and Communications

17. City Manager's Report

18. City Council Reports

- Councilmember Espindola
- Councilmember Harris
- Councilmember Boomgaarden
- Vice Mayor Kirchner
- Mayor Shaw

Adjournment

Mayor Shaw adjourned the Regular Meeting of the City Council at 7:43 PM

City Council resumed Closed Session immediately following the Regular Meeting.

Closed Session

Mayor Shaw adjourned the Closed Session of the City Council at 9:17 PM

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: Public Works Department
Presentation By: Ben Moody, Public Works & Development Services Director

Summary

Subject: SB1 Road Maintenance and Rehabilitation Account Project List 2022-23

Recommendation: A. Approve the Road Maintenance and Rehabilitation Account proposed project list for submittal to the California Transportation Commission

B. Adopt a Resolution adopting a list of projects for Fiscal Year 2022-23 to be funded by Senate Bill 1: Road Repair and Accountability Act of 2017

Fiscal Impact: \$1,567,272 Estimated Revenue for Fiscal Year 2022-23

Purpose:

To maintain and improve roadway conditions throughout the City.

Council Strategic Goal:

Approving the 2022-23 SB1 Project List addresses the City Council's Strategic Goal of maintaining infrastructure, as submitting said project list will ensure that the City receives SB1 funding for maintaining and repairing the City's roadways.

Background:

On April 28, 2017, Governor Brown signed the Road Repair and Accountability Act of 2017, known as Senate Bill 1 (SB1), increasing per gallon fuel excise taxes, diesel fuel sales taxes, and vehicle registration fees with future inflationary adjustments for the purpose of addressing road maintenance, rehabilitation, and roadway safety needs. The State Controller will deposit portions of the new funding into the Road Maintenance and Rehabilitation Account (RMRA), which will be apportioned by formula to eligible cities and counties throughout the year. Funds were apportioned to cities and counties beginning in January 2018.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs and, therefore, requires cities and counties to provide basic RMRA project reporting to the California Transportation Commission (CTC). Per the program's requirements, jurisdictions are required to submit a project list to the CTC with locations, schedule, and estimated useful life of the project before they can receive RMRA funds. City Council has approved previous project lists since the inception of the SB1 funding in Fiscal Year 2017-18.

Analysis:

The City is required to submit an annual proposed project list to the CTC in July of each year in order to receive RMRA funds for the next fiscal year; once submitted, the City will continue to receive apportionments monthly. The League of California Cities estimates that the City of Yuba City will receive approximately \$1,567,000 of RMRA funds in Fiscal Year 2022-23. The City has received approximately \$1,055,337 to-date for Fiscal Year 2021-22 in monthly apportionments.

The priority list is updated annually to meet the needs of the City in accordance with SB1 funding criteria. Per the CTC's request, the City has limited the project list to include only projects that are planned for the next two fiscal years.

Public Works staff used the City's pavement management program (StreetSaver), traffic volumes, existing conditions, and Council priorities to identify a list of arterial and collector streets for locations to utilize SB1 funding. The proposed project list (Attachment 2) is ranked by priority, but is not all-inclusive of the City's needs; however, the RMRA program does not require that the projects be completed in any specific order, nor be limited to only SB1 funding.

Over the past few years, the City has been allowing the SB1 funds to build up, so that major projects, such as the Bridge Street Widening, may have sufficient funds.

Fiscal Impact:

At this time, the City anticipates receiving an estimated \$1,567,000 in RMRA funds in Fiscal Year 2022-23. The funds are programmed for repair, rehabilitation, or maintenance of existing roadways within the City. The Fiscal Year 2022-23 funds will be deposited into dedicated CIP Account No. 1255 (Road Maintenance and Rehabilitation Account). Currently, CIP Account No. 1255 has a balance of approximately \$1,520,000.

Alternatives:

Direct staff to modify the existing project list by adding or removing projects.

Recommendation:

- A. Approve the Road Maintenance and Rehabilitation proposed project list for submittal to the California Transportation Commission.
- B. Adopt a Resolution adopting a list of projects for Fiscal Year 2021-22 to be funded by Senate Bill 1: Road Repair and Accountability Act of 2017.

Attachments:

- 1. Resolution - SB 1 Road Maintenance and Rehabilitation Account Project List 2022-23
- 2. Proposed Project List SB1
- 3. Project Map SB1
- 4. Projected Revenues SB1

Prepared By:

Josh Wolffe
Associate Civil Engineer

Submitted By:

Diana Langley
City Manager

ATTACHMENT 1

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
ADOPTING A LIST OF PROPOSED PROJECTS FOR FISCAL YEAR
2022-23 FUNDED BY SB 1: THE ROAD REPAIR AND
ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City will receive an estimated \$1,567,272 in RMRA funding in Fiscal Year 2022-23 from SB 1; and

WHEREAS, this is the fifth year in which the City is receiving SB 1 funding, which will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increased access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities (the project list); and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate over 230 miles of road and add active transportation infrastructure throughout the City this year and hundreds of similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in an "at-risk" condition and this revenue will help us increase the overall quality of our road system; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety and complete streets infrastructure and use of cutting-edge technology, materials, and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE, be it Resolved by the City Council of the City of Yuba City as follows:

1. The foregoing recitals are true and correct.
2. The following previously proposed and adopted projects may utilize fiscal year 2022-23 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Project Title	Project Description	Project Location	Estimated Useful Life (Years)	Originally Listed	Project Timeline
Bridge Street Widening	Widening and complete reconstruction, installation of curb and gutter, ADA-compliant curb ramps, shared-use sidewalk, landscaped medians, and striping improvements.	Gray Avenue to Cooper Avenue	30-50	2017	May 2022-February 2023
Walton Avenue Improvements	Pavement digouts, AC overlay, roadway widening, rubberized cape seal, class II bicycle lane improvements, installation of curb, gutter, sidewalk, driveways and ADA-compliant curb ramps, storm drainage improvements, installation of landscaped parkway strips, and striping improvements.	Sam's Club to Hazel Avenue	20-30	2020	April 2023 – October 2023

The foregoing Resolution was duly and regularly introduced, passed, and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 21st day of June, 2022.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY:

Shannon L. Chaffin, City Attorney
Aleshire & Wynder, LLP

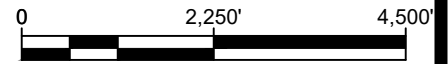
ATTACHMENT 2

City of Yuba City
SB1 Proposed Project List FY 2022-23

Project Title	Project Description	Project Location	Estimated Useful Life (Years)	Anticipated Year of Construction
Bridge Street Widening	Widening and complete reconstruction, installation of curb and gutter, ADA-compliant curb ramps, shared-use sidewalk, landscaped medians, and striping improvements.	Gray Avenue to Cooper Avenue	30-50	2022-23
Walton Avenue Improvements	Pavement digouts, AC overlay, roadway widening, rubberized cape seal, class II bicycle lane improvements, installation of curb, gutter, sidewalk, driveways and ADA-compliant curb ramps, storm drainage improvements, installation of landscaped parkway strips, and striping improvements.	Sam's Club to Hazel Avenue	20-30	2023

ATTACHMENT 3

CITY OF YUBA CITY
LOCATION MAP - PROPOSED PROJECT LIST
SB1 ROAD MAINTENANCE AND REHABILITATION



SCALE: 1" = 2,250'



ATTACHMENT 4

Local Streets and Roads - Projected Revenues

Estimated May 2022

	2021-22			2022-23		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
SUTTER COUNTY						
LIVE OAK	236,582	185,593	422,175	261,520	207,424	468,944
YUBA CITY	1,748,509	1,402,318	3,150,827	1,936,937	1,567,272	3,504,210
County of Sutter	3,827,639	3,632,696	7,460,335	4,281,127	3,997,880	8,279,007
Total Cities & County: Sutter	5,812,731	5,220,607	11,033,337	5,812,731	5,220,607	11,033,337
TEHAMA COUNTY						
CORNING	195,672	151,850	347,522	216,151	169,713	385,863
RED BLUFF	359,520	282,778	642,298	397,655	316,041	713,696
TEHAMA	16,841	8,876	25,717	18,038	9,921	27,958
County of Tehama	3,978,127	4,024,115	8,002,242	4,381,907	4,428,646	8,810,553
Total Cities & County: Tehama	4,550,159	4,467,620	9,017,779	4,550,159	4,467,620	9,017,779
TRINITY COUNTY						
County of Trinity	2,209,469	2,113,765	4,323,234	2,411,679	2,326,255	4,737,934
TULARE COUNTY						
DINUBA	656,891	525,394	1,182,284	727,107	587,196	1,314,303
EXETER	275,743	217,889	493,632	304,863	243,519	548,382
FARMERSVILLE	283,784	224,427	508,211	313,778	250,826	564,604
LINDSAY	326,740	259,358	586,098	361,402	289,867	651,269
PORTERVILLE	1,463,756	1,180,308	2,644,064	1,621,500	1,319,148	2,940,647
TULARE	1,699,489	1,372,003	3,071,492	1,882,852	1,533,392	3,416,244
VISALIA	3,407,744	2,759,105	6,166,848	3,776,487	3,083,658	6,860,145
WOODLAKE	203,037	159,578	362,615	224,364	178,349	402,713
County of Tulare	14,894,876	14,166,304	29,061,180	16,660,076	15,590,398	32,250,474
Total Cities & County: Tulare	23,212,059	20,864,365	44,076,425	23,212,059	20,864,365	44,076,425
TUOLUMNE COUNTY						
SONORA	136,300	97,145	233,446	150,236	108,573	258,808
County of Tuolumne	3,234,911	2,791,968	6,026,879	3,593,722	3,072,636	6,666,358
Total City & County: Tuolumne	3,371,211	2,889,113	6,260,325	3,371,211	2,889,113	6,260,325

CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: Public Works Department
Presentation By: Ben Moody, Public Works & Development Services Director

Summary

Subject: 2022 Residential Resurfacing Project (Project Award)

Recommendation: A. Award Contract No. 21-12 2022 Residential Resurfacing Project to American Pavement Systems, Inc. of Modesto, CA in the amount of their total bid of \$838,972

B. Authorize the City Manager to execute the contract on behalf of the City, subject to review and approval as to legal form by the City Attorney

Fiscal Impact: \$925,000.00 – Total Project Cost
CIP Account No. 1213 (Residential Road Rehabilitation)

\$839,000 – Contract Award Amount
\$41,950 – (5%) Construction Contingency
\$44,050 – (5%) Construction Management

Purpose:

To provide, repair, and maintain roadways throughout the City.

Council's Strategic Goal:

This project addresses the City Council's Strategic Goal of improving the City's infrastructure.

Background:

On April 19, 2022, City Council approved the plans and specifications for the 2022 Residential Resurfacing Project and authorized the Public Works Department to advertise for bids. This maintenance project will repair City roadways with multiple rehabilitation methods including asphalt rubber cape seals and slurry seals on designated roadways. Repair methods were determined based on the condition of the roadway, road category, and cost efficiency. The streets included in the 2022 Residential Resurfacing Project are shown in Areas A, B, C, and D on the Project Location Map (Attachment 1).

Analysis:

The 2022 Residential Resurfacing Project was advertised for bids beginning May 5th. Plans and specifications were provided to local builder/contractor exchanges. On May 31, 2022, four (4) bids were received and opened in the City Clerk's office. A list of the bids received and the Engineer's Estimate are shown below.

<u>Company</u>	<u>Base Amount</u>
American Pavement Systems, Inc.	\$838,972
VSS International, Inc.	\$890,120
Doolittle Construction LLC	\$939,470
Pavement Coatings Co.	\$959,266
 <i>Engineer's Estimate</i>	 <i>\$970,000</i>

American Pavement Systems, Inc. is the low, responsible, responsive bidder.

Contract administration and inspection of the project will be performed by Public Works Department staff. Project construction is expected to begin early summer 2022 and be completed in late summer 2022.

Fiscal Impact:

Contract	\$839,000
Contingency (5%)	\$41,950
Construction Management (5%)	\$44,050
Construction Total	\$925,000

The estimated project cost is approximately \$925,000. This estimate includes 5% contingency and 5% construction management. The project will be funded through CIP Account No. 1213 (Residential Road Rehabilitation). With this project, staff receives a CalRecycle Rubberized Pavement Grant Program that will reimburse the City approximately \$83,000 after completion.

Alternatives:

1. Reject the bids and delay the project. Current bidding environment is very competitive. Staff does not believe delaying and rebidding the project will produce lower bids; or
2. Reject the bids and cancel the project. Canceling the project will delay rehabilitation of City roadways.

Recommendation:

- A. Accept all bids, award the bid to the lowest responsive and responsible bidder, and enter into Contract No. 21-12 2022 Residential Resurfacing Project with American Pavement Systems, Inc. of Modesto, CA in the amount of their total bid of \$838,972.
- B. Authorize the City Manager to execute the contract on behalf of the City, subject to review and approval as to legal form by the City Attorney.

Attachments:

1. Resolution - 2022 Residential Resurfacing Project (Project Award)
2. Exhibit A - Draft Contract Agreement for 2022 Residential Resurfacing Project

3. Project Location Map - 2022 Residential Resurfacing

Prepared By:

Fabiola Vazquez
Assistant Civil Engineer

Submitted By:

Diana Langley
City Manager

ATTACHMENT 1

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AWARDING A CONSTRUCTION CONTRACT TO AMERICAN
PAVEMENT SYSTEMS, INC. IN THE AMOUNT OF \$838,972.00, AND
AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS
ON BEHALF OF THE CITY, SUBJECT TO REVIEW AND APPROVAL
AS TO LEGAL FORM BY THE CITY ATTORNEY**

WHEREAS, the Public Works Department advertised for bids for the City of Yuba City's 2022 Residential Resurfacing Project; and,

WHEREAS, in response to the advertisement, the City received four bids for the 2022 Residential Resurfacing Project in the following bid amounts:

American Pavement Systems, Inc.	\$838,972.00
VSS International, Inc.	\$890,120.00
Doolittle Construction LLC	\$939,470.00
Pavement Coatings Co.	\$959,266.00; and

WHEREAS, the City Public Works Department has reviewed the four (4) bids, and examined American Pavement Systems, Inc. and its bid response, found it to be both the lowest qualified responsive and responsible bidder, and has recommended it for award of this project; and,

WHEREAS, the City desires to award the bid to American Pavement Systems, Inc. of Modesto, CA and enter into an agreement with American Pavement Systems, Inc. to construct the 2022 Residential Resurfacing Project; and,

WHEREAS, the City Council adopted a Class 1 Categorical Exemption under CEQA Guidelines Section 15301, as such this project has already been environmentally assessed.

NOW, THEREFORE, be it resolved and ordered by the City Council of Yuba City as follows:

1. The City Council of the City of Yuba City does hereby accept the four (4) bids received as noted above, finds that American Pavement Systems, Inc. is the lowest responsive and responsible bidder, and awards the construction contract to American Pavement Systems, Inc., in the total amount bid of \$838,972.00 for the 2022 Residential Resurfacing Project. Said contract agreement shall substantially comply with the terms and conditions presented in the draft agreement attached to this Resolution, shall be subjected to review and approval as to legal form by the City Attorney, and the City Manager shall be authorized to execute the same on behalf of the City of Yuba City.

The foregoing resolution was duly and regularly introduced, passed, and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 21st day of June, 2022.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY:

Shannon L. Chaffin, City Attorney
Aleshire & Wynder, LLP

EXHIBIT A

**CITY OF YUBA CITY
PUBLIC WORKS DEPARTMENT**

CONTRACT AGREEMENT

**2022 RESIDENTIAL RESURFACING PROJECT
CONTRACT NO. 21-12**

THIS AGREEMENT, made and concluded this 21st day of June, 2022, between the City of Yuba City, party of the first part, and American Pavement Systems, Inc., Contractor, party of the second part.

ARTICLE I. – WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned to be made and performed by the said party of the first part under the conditions expressed in the two bonds bearing even date with these presents and hereunto annexed, the said party of the second part agrees with the said party of the first part, at his own proper cost and expense, to do all the work and furnish all the materials, except such as are mentioned in the specifications to be furnished by said party of the first part, necessary to construct and complete in a good, workmanlike and substantial manner and to the satisfaction of the Public Works Department, construction on various roads, all in accordance with the Special Provisions hereto annexed and also in accordance with the Standard Specifications of the State of California Department of Transportation dated May 2018, the Standard Plans dated May 2018

, the “Labor Surcharge” and “Equipment Rental Rates” in effect on the date the work is accomplished, and the “General Prevailing Wage Rates” of the State of California Department of Transportation, which said Special Provisions, Standard Plans, Standard Specifications are hereby specially referred to and by such reference made a part hereof.

The Special Provisions and the project plans for the work to be done are entitled:

2022 RESIDENTIAL RESURFACING PROJECT

Which are hereby made part of this contract.

ARTICLE II. – The said Contractor agrees to receive and accept the following prices as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this Agreement; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the City of Yuba City and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the plans and specifications and the requirements of the Engineer under them, to wit.

ARTICLE III. – The said party of the first part hereby promises and agrees with the said Contractor to employ, and does hereby employ, the said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices hereinafter set forth, and hereby contracts to pay the same at the time, in the manner and upon the conditions above set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE IV. – By my signature hereunder, as Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract.

ARTICLE V. – It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid or proposal of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

ARTICLE VI. – The City of Yuba City hereby employs Contractor to provide material and to do the work according to the terms and conditions herein contained and referred to for the following prices to be paid at the time, in the manner and upon the conditions hereinafter set forth.

ARTICLE VII. – The improvement contemplated in the performance of this contract is an improvement over which the City of Yuba City shall exercise general supervision.

ARTICLE VIII. – The statement of prevailing wages appearing in the General Prevailing Wage Rates is hereby specifically referred to and by this reference is made a part of this contract. It is further expressly agreed, by and between the terms of this instrument and the bid or proposal of said Contractor, that this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

**2022 RESIDENTIAL RESURFACING PROJECT
CONTRACT NO. 21-12**

Bid Item	Item Description	Unit of Measure	Estimated Quantity	Unit Price	Amount
1	Traffic Control	LS	1	\$52,518.83	\$52,518.83
2	Removal of Existing Traffic Stripes, Pavement Markings and Markers	LS	1	\$20,000.00	\$20,000.00
3	Thermoplastic Pavement Marking, 12" White Limit Line & Crosswalk (Special Mix)	LF	1,392	\$4.50	\$6,264.00

4	Thermoplastic Pavement Marking, 12" Yellow Crosswalk (Special Mix)	LF	271	\$4.50	\$1,219.50
5	Thermoplastic Pavement Marking, Detail 21 – 4" Two-Direction No-Passing	LF	650	\$1.25	\$812.50
6	Thermoplastic Pavement Marking, Detail 22 – 4" Two-Direction No-Passing with Pavement Markers	LF	3355	\$1.50	\$5,032.50
7	Thermoplastic Pavement Marking, Detail 38 - 8" Channelizing Line	LF	72	\$1.50	\$108.00
8	Thermoplastic Pavement Marking, Detail 39 – 6" Bike Lane Line (Special Mix)	LF	2,452	\$1.00	\$2,452.00
9	Thermoplastic Pavement Marking, Detail 39A – 6" Bike Lane – Intersection Line (Special Mix)	LF	500	\$1.00	\$500.00
10	Thermoplastic Pavement Marking, Limit Line Shark Teeth (2'x3')	LF	36	\$5.00	\$180.00
11	Thermoplastic Pavement Marking, "STOP" (22 SF)	EA	23	\$115.00	\$2,645.00
12	Thermoplastic Pavement Marking, Type I Arrow (14 SF)	EA	6	\$75.00	\$450.00
13	Thermoplastic Pavement Marking, Type IV (L) Arrow (15 SF)	EA	1	\$75.00	\$75.00
14	Thermoplastic Pavement Marking, Type IV (R) Arrow (15 SF)	EA	1	\$75.00	\$75.00
15	Thermoplastic Pavement Marking, Type VII (R) Arrow (27 SF)	EA	1	\$135.00	\$135.00
16	Thermoplastic Pavement Marking, Bike Lane Symbol w/ Person (7 SF)	EA	5	\$50.00	\$250.00
17	Thermoplastic Pavement Marking, Bike Lane Arrow (3.5 SF)	EA	5	\$20.00	\$100.00
18	Blue Raised Pavement Marker (Per City Standard Detail W1)	EA	118	\$10.00	\$1,180.00
19	R1-5 "Yield Here to Pedestrian" Sign and Sign Post	EA	2	\$400.00	\$800.00
20	Type II Slurry Seal	SY	153,401	\$2.42	\$371,230.42
21	Asphalt Rubber Chip Seal (3/8" Agg.)	SY	71,037	\$5.25	\$372,944.25
TOTAL AMOUNT BID = \$838,972.00					

Approved as to legal form:

Shannon L. Chaffin
City Attorney
City of Yuba City

CITY OF YUBA CITY

Diana M. Langley
City Manager

Date

CONTRACTOR

Company Name

By and Title (signature)

Date

By and Title (printed)

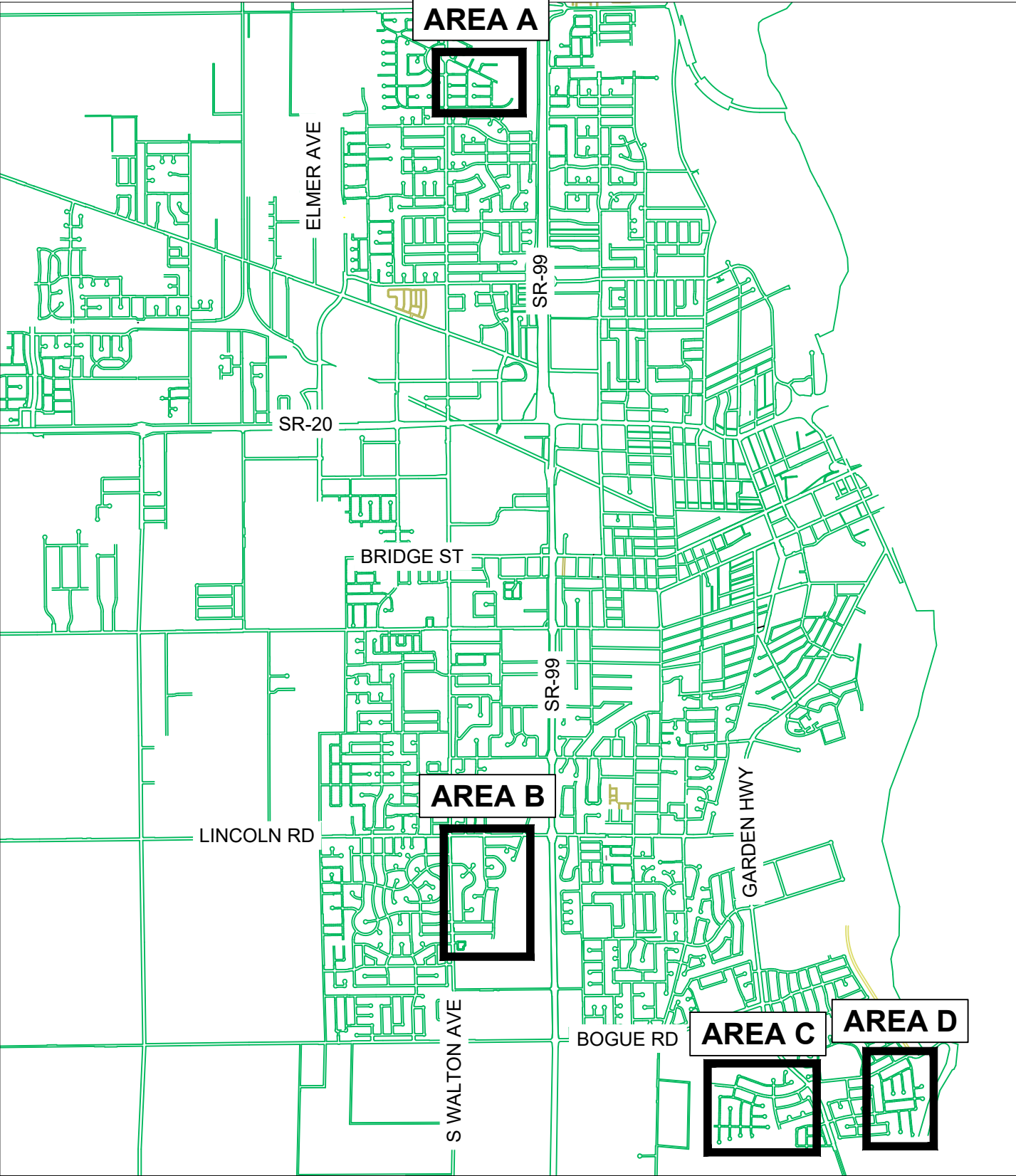
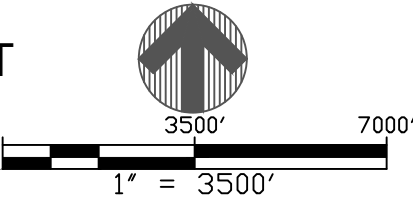
Address

Telephone Number

ATTACHMENT 2

2022 RESIDENTIAL RESURFACING PROJECT

PROJECT LOCATION MAP



CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: Human Resources Department
Presentation By: Spencer Morrison, Finance Director

Summary

Subject: Classification and Compensation Study

Recommendation: A. Adopt a Resolution awarding a Professional Services Agreement for a Classification and Compensation Study to Koff & Associates of Berkeley, CA, in an amount not to exceed \$208,425, with the finding that it is in the best interest of the City

B. Authorize the City Manager to execute the Professional Services Agreement on behalf of the City, subject to review and approval as to legal form by the City Attorney

Fiscal Impact: Not to exceed \$208,425 for FY 21/22; anticipated expenditure budget surpluses will be sufficient to absorb this additional cost

Purpose:

To award a classification and compensation contract to Koff & Associates.

Council's Strategic Goal:

This letter addresses the City Council's Strategic Goal of fiscal responsibility.

Background:

It is best practice to routinely evaluate and review an organization's classification and compensation programs. The purpose of a classification and compensation study is to ensure the organization can compete for existing and future employees, enhance employee job satisfaction and engagement, and develop a compensation structure that is fair and competitive. Classification and compensation studies review internal alignments and external competitiveness. The hope is the classification and compensation study will modernize human resources practices and processes within the organization. The deliverables include new job descriptions, salary structures, updated survey agencies, and market wages and benefits.

Human Resources issued a Classification and Compensation Study Request for Proposal (RFP) in May 2022.

Analysis:

The City's last compensation study was completed in April 2022. However, a deep dive into comparator agencies, benchmark classes, internal relationships, benefits, etc. needs to occur. Additionally, over many years, the City has internally reviewed and adjusted classifications and created new classifications as needed. The City has not holistically reviewed classifications in at least the last 10 years or more. Typically, job descriptions are reviewed on an as-needed basis or when a recruitment occurs.

Because of the RFP issuance, three companies responded to the City's RFP. A proposal review committee, that included the City Manager, Finance Director, Accounting Manager, Human Resources staff, and representatives from the bargaining units, met to review and discuss the three proposals. After the committee reviewed the proposals, the committee interviewed Koff & Associates. As a result of both meetings, staff recommends Koff & Associates to conduct a classification and compensation study for the City.

The classification and compensation study will be conducted in partnership with the bargaining units, managers and supervisors, and employees. The estimated timeline is to begin the project in November 2022 with completion by June 2023.

Fiscal Impact:

Not to exceed \$208,425 for FY 21/22, broken down:

Fund	Amount
General Fund - 100	\$166,394
Water Fund - 507	15,093
Wastewater Fund - 518	21,095
SASA - 741	3,825
Vehicle Maintenance Fund - 619	2,018

Anticipated expenditure budget surpluses will be sufficient to absorb this additional cost.

Alternatives:

Do not approve and provide staff direction.

Recommendation:

A. Adopt a Resolution awarding a Professional Services Agreement for a Classification and Compensation Study to Koff & Associates of Berkeley, CA, for an amount not to exceed \$208,425, with the finding that it is in the best interest of the City.

B. Authorize the City Manager to execute the Professional Services Agreement on behalf of the City, subject to review and approval as to legal form by the City Attorney.

Attachments:

1. Resolution - Class & Comp
2. Koff & Associates Classification and Compensation Study Proposal

Prepared By:
Natalie Springer
Human Resources Director

Submitted By:
Diana Langley
City Manager

ATTACHMENT 1

RESOLUTION NO. 22-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AWARDING A PROFESSIONAL SERVICES AGREEMENT TO KOFF & ASSOCIATES
FOR A CLASSIFICATION AND COMPENSATION STUDY AND AUTHORIZING THE
CITY MANAGER TO EXECUTE THE AGREEMENT SUBJECT TO REVIEW AND
APPROVAL AS TO LEGAL FORM BY THE CITY ATTORNEY**

WHEREAS, the City issued a Classification and Compensation Study Request for Proposal;

WHEREAS, a committee comprised of bargaining unit representations, the Finance Department, and City Manager reviewed the request for proposals;

WHEREAS, the committee selected Koff & Associates;

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

1. The City Council awards the classification and compensation study to Koff & Associates;
2. Authorize the City Manager to execute the agreement with Koff & Associates for the preparation of a classification and compensation study for an amount not to exceed \$208,425, and subject to review and approval as to legal form by the City Attorney.

The forgoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 21st day of June 2022.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM:

Shannon Chaffin, Esq.
Aleshire & Wynder, LLP

ATTACHMENT 2



Koff & Associates
A Gallagher Company

May 25, 2022

Classification and Compensation Study Proposal

City of Yuba City

KOFF & ASSOCIATES, A GALLAGHER COMPANY

GEORG S. KRAMMER

Managing Director, Compensation and Rewards Consulting

2835 Seventh Street
Berkeley, CA 94710
www.KoffAssociates.com

gkrammer@koffassociates.com

Tel: 510.658.5633

Fax: 510.652.5633

Part 1 : Cover Letter

May 25, 2022

Ms. Natalie Springer
Human Resources Director
City Hall, 1201 Civic Center Blvd.
Yuba City, CA 95993

Dear Ms. Springer:

Thank you for the opportunity to respond to your Request for Proposals for a **Classification and Compensation Study** for the **City of Yuba City** ("City"). We are most interested in assisting the City with this important study and feel that we are uniquely qualified to provide value to your organization based on our experience working with other cities, counties, special districts, joint-powers associations, and other public agencies.

Koff & Associates, now a Gallagher company, is an experienced Human Resources and Recruitment Services firm providing human resources services to cities, counties, special districts, courts, educational institutions, and other public agencies for 38 years. The firm has achieved a reputation for working successfully with management, employees, and governing bodies. We believe in a high level of dialogue and input from study stakeholders and our proposal speaks to that level of effort. Our firm's extra effort has resulted in close to *100% implementation* of all of our classification and compensation studies. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, the Sacramento Region, and the Western Region.

Koff & Associates ensures that each of our projects is given the appropriate resources and attention, resulting in a high level of quality control, excellent communication between clients and our office, commitment to meeting timelines and budgets, and a consistently high-caliber work product.

The study includes a significant number of meetings with the Study Project Team, Human Resources, employees, union representation, and the City Council, as desired. We have expertise in labor/management relations and understand the importance of active participation by all stakeholders to ensure a successful outcome. The meetings and "stakeholder touch-points" that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and create a collaborative and interactive approach resulting in greater buy-in for study recommendations. This interactive approach has resulted in almost 100% implementation success of K&A's studies.

The majority of our clients are unionized and our larger city and county clients typically have multiple unions. Due to the multitude of stakeholder groups who are affected by any compensation study K&A conducts, our team understands the importance of accurate and validated data that withstands any scrutiny, effective and ongoing communication throughout each effort, and collaboration with the various stakeholder groups to ensure organizational buy-in to our findings and recommendations. We have developed a unique methodology of stakeholder "touchpoints" and collaboration that has made us highly successful and effective and has earned our team respect, agreement, and understanding from all

stakeholders. In addition, we adjust and customize our methodology based on each individual client's unique needs and circumstances.

We also recognize that both the City and union representatives have obligations to employees and members to ensure that any study is conducted in a fair and equitable manner. Our project work plans are designed for transparency and we strongly encourage dialog with all stakeholders on study deliverables so they in turn can express their concerns; we all have a shared goal of ensuring the process followed is fair and equitable.

This intense and comprehensive stakeholder engagement and our transparent study processes are also a mechanism of quality control. The fact that our information, data, and recommendations have to be able to withstand utmost scrutiny by diverse stakeholders require an in-depth multi-step quality control process for deliverables. This involves K&A team member validation of classification analyses and compensation data, K&A Project Manager review of all classification and compensation analyses, recommendations and deliverables, and finally K&A Principal (Project Director) review of deliverables before submittal to the client.

As a Managing Director of Koff & Associates, Katie Kaneko would assume the role of Project Director and be responsible for the successful completion of project. We can be reached at our Berkeley address and the phone number listed on the cover page. Katie's email is kkaneko@koffassociates.com and my email is gkrammer@koffassociates.com.

This proposal will remain valid for at least 90 days from the date of submittal. Please call if you have any questions or wish additional information. We look forward to the opportunity provide professional services to the **City of Yuba City**.

Sincerely,



Georg S. Krammer
Managing Director, Compensation and Rewards Consulting



TABLE OF CONTENTS

Part 1 : Cover Letter

Part 2 : Expérience and Qualifications of Consultant / Team 1

Part 3 : Understanding Project, Approach, Methodology 12

Part 4 : Delivery Schedule and Timeline 28

Part 5 : Commitment to Project Budget 29

Part 6 : References 32

Contractual Considerations 34

- Memorandum of Insurance

Signature Page

Sample Reports

- City of Bellflower Total Compensation Study
- City of El Monte Classification Study



Part 2 : EXPERIENCE AND QUALIFICATIONS

Koff & Associates ("K&A") is a full-spectrum, public-sector human resources and recruitment services firm that was founded in 1984 by Gail Koff; K&A has been assisting cities, counties, special districts, other public agencies, and non-profit organizations with their human resources needs for 38 years.

As of April 30, 2021, we are in the process of merging with Arthur J. Gallagher and are now officially a Gallagher Division. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, the Sacramento Region, and the Western Region.

We are familiar with the various public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. We have extensive experience working in both union and non-union environments (including service as the management representative in meet & confer and negotiation meetings), working with City Councils, County Commissions, Boards of Directors, Boards of Supervisors, Boards of Trustees, Merit Boards, and Joint Power Authorities.

The firm's areas of focus are classification and compensation studies (approximately 70% of our workload); executive search and staff recruitments; organizational development/assessment studies; performance management and incentive compensation programs; development of strategic management tools; policy/procedure development and employee handbooks; training and development; public agency consolidations and separations; Human Resources audits; and serving as off-site Human Resources Director for smaller public agencies that need the expertise of a Human Resources Director but do not need a full-time, on-site professional.

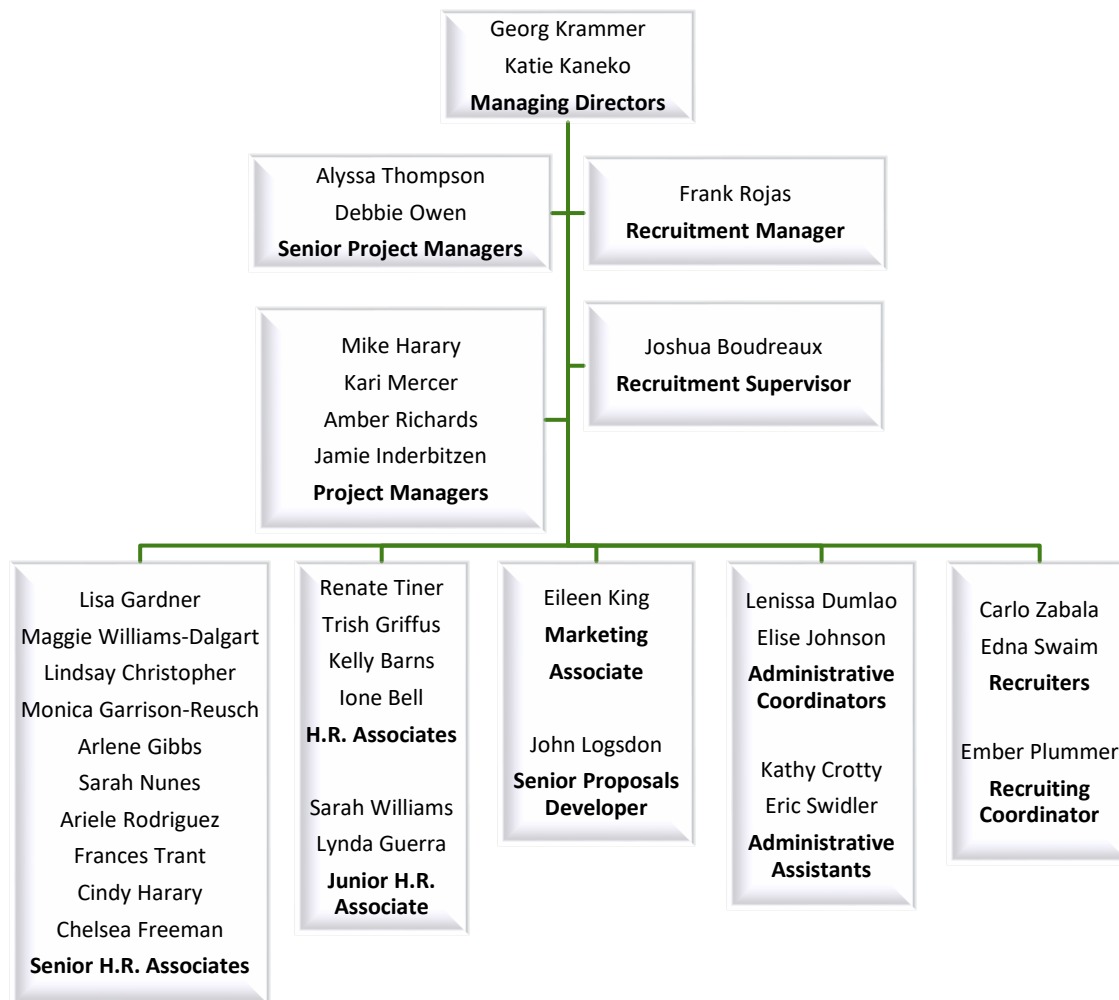
Without exception, all of our classification and compensation studies have successfully met all of our intended commitments; communications were successful with employees, supervisors, management, and union representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budgets.

Our long list of clients (please see <https://koffassociates.com/our-clients/>) is indicative of our firm's reputation as being a quality organization that can be relied on for producing comprehensive, sound, and cost-effective recommendations and solutions. K&A has a reputation for being "hands on" with the ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments.

K&A relies on our stellar reputation and the recommendations and referrals of past clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty and a commitment to excellence. We are very proud of the fact that in working with hundreds of public agency clients and completing hundreds of classification and/or compensation and other types of studies, we have only had a handful of formal appeals in our entire history.



Our team consists of 35 employees as shown below in our organizational chart.



No subcontractors will be assigned to this study.

TEAM MEMBER QUALIFICATIONS

All members of our team have worked on multiple comprehensive classification and total compensation studies and are well acquainted with the wide array of public sector organizational structures, compensation structures, classification plans, as well as the challenges and issues that arise when conducting studies such as this one for the City.

KEY PERSONNEL

Our project team will be led by Co-Project Directors Katie Kaneko (Managing Director) and Kari Mercer (Senior Project Manager). They will coordinate all of K&A's efforts, attend all meetings with the City, and be responsible for all work products and deliverables.



CONSULTANTS

Lindsay Christopher (Senior HR Associate), Monica Garrison-Reusch (Senior HR Associate), Maggie Williams-Dalgart (Senior HR Associate), Sarah Nunes (HR Associate), Arlene Marks Gibbs (Senior Associate), Cindy Harary (Senior HR Associate) Lisa Gardner (Senior HR Associate), and Renate Tiner (HR Associate) will conduct classification analysis and interviews with employees and management, compensation data collection and analysis, internal job analysis, develop recommendations and implementation strategies.

WORKLOAD

We currently have a team of 23 HR consultants and five administrative support staff – resources that we are able to pool base on each project’s needs, to execute projects and to meet clients’ needs and expectations. Each time we are selected as the successful bidder on a project, we strategize to determine project timelines, deliverable deadlines, and the resources that are required to produce the deliverables as promised. We are poised to accommodate the City’s classification and compensation study and plan to devote the necessary resources for the successful executive of the project.

Following are biographies of the specific staff who will be assigned to this study:

Catherine “Katie” Kaneko, C.P.A., P.H.R.

Managing Director, Compensation and Rewards Consulting

Katie is one of the two principals of Koff & Associates. She brings more than 25 years of management-level human resources and consulting experience to K&A. She has extensive experience in classification analysis and evaluation techniques, compensation, performance incentive programs, recruitment, and organizational studies.

Armed with her Bachelor of Business Administration degree, and as a CPA (Certified Public Accountant), Katie began her career in an international accounting/consulting firm. She transitioned into Human Resources within the firm to become the Human Resources Director of the San Francisco office. She next moved into the high-tech industry where she served in leadership positions for high-growth companies, startup firms, and organizations in transition. Katie then moved to the public sector, joining K&A in 2003 and has been the firm’s President since 2005; over the last 16 years, she has overseen hundreds of compensation, classification, organizational and other studies for cities, counties, and special districts throughout California.

Agencies for whom classification and/or compensation studies, or HR Services (such as organizational assessments, executive performance evaluations, succession planning studies, etc.) were led by Katie, as Project Director, during the last few years, include, but are not limited to, the following:

- **Cities and/or Towns:** Albany, Belmont, Benicia, Calistoga, Carmel, Coachella, Crescent City, Cupertino, Danville, Dinuba, East Palo Alto, Fairfield, Galt, Hayward, Hillsborough, Los Altos, Los Gatos, Madera, Manteca, Merced, Monterey, Moraga, Morgan Hill, Mt. Shasta, Newman, Novato, Pacific Grove, Pacifica, Palo Alto, Paradise, Piedmont, Redwood City, Rohnert Park, Sacramento, San Bruno, San Pablo, San Ramon, Santa Cruz, Santa Rosa, Seaside, Sonoma, Tracy, Tulare
- **Counties:** Butte, El Dorado, Humboldt, Mendocino, Merced, Placer, San Joaquin, San Mateo, Sonoma, Tuolumne, Yuba
- **Courts:** Superior Court of the County of Alameda, Superior Court of San Joaquin County



- **Education:** First Five Contra Costa, First Five Santa Clara, Hartnell College, Salinas Union High School District, Southwestern Community College District, Travis Unified School District
- **State:** California State Compensation Insurance Fund; California State Auditor's Office
- **Other:** Municipal Pooling Authority, Public Agency Risk Sharing Authority of California
- **Special Districts:**
 - Open Space Districts: Midpeninsula Regional Open Space District, Santa Clara Valley Open Space Authority, Sonoma County Agricultural Preserve and Open Space District.
 - Park and Recreation Districts: Livermore Area Recreation and Park District, Mendocino Coast Recreation & Park District,
 - Air Quality: Bay Area Air Quality Management District
 - Community Services District: Cosumnes Community Services District, Discovery Bay Community Services District, Groveland Community Services District, Rancho Murieta Community Services District, Town of Discovery Bay CSD
 - Fire and Police Protection: Central Fire District of Santa Cruz County, East Contra Costa Fire Protection District
 - Housing/Economic Development: Oakland Housing Authority
 - Public Utilities: Northern California Power Agency
 - Retirement: Contra Costa County Employees' Retirement Association, Retirement Office of City of San José
 - Solid Waste: Alameda County Waste Management Authority, Humboldt Waste Management Authority, Monterey Regional Waste Management District, Salinas Valley Solid Waste Authority
 - Transportation: Alameda Contra Costa Transit District, San Francisco County Transportation Authority, Solano Transportation Authority
 - Wastewater: Castro Valley Sanitary District, Central Contra Costa Sanitary District, Dublin San Ramon Services District, East Palo Alto Sanitary District, Encina Wastewater Authority, Fairfield Suisun Sewer District, Las Gallinas Sanitary District, Monterey Regional Water Pollution Control Agency, Mt. View Sanitary District, Vallejo Flood and Wastewater District, West Valley Sanitation District
 - Water: Alameda County Water District, Coastside County Water District, Indian Wells Valley Water District, North Coast County Water District, Santa Clara Valley Water District, Valley County Water District, Zone 7 Water Agency

Katie will be key personnel and serve as the Co-Project Director for this project; she will coordinate all of K&A's efforts, will attend all meetings with the City, and will be responsible for all work products and deliverables.

Kari Mercer, SPHR
Project Manager

Kari's professional qualifications include over 13 years of experience in the Human Resources field, including work in classification and compensation, employee relations, and recruitment and examination. Her experience includes both private and public sector Human Resources work for the County of Madera, County of Fresno, and Macy's. She gained experience in classification and compensation, labor relations, MOU administration, policy development and administration, recruitment and examination, and general human resources administration.



As a Human Resources Consultant for another private human resources consulting firm she specialized in conducting classification and compensation studies for multiple public sector agencies, such as: Cities of Anaheim, Concord, Palmdale, Redding; Counties of Lake, Madera, Monterey, and Sacramento; and special districts such as: California Joint Powers Risk Management Authority, East Bay Regional Park District, Elk Grove Water District, San Diego Association of Governments, San Francisco Municipal Transportation Agency, and Ventura Regional Sanitation District. Additionally, Kari has consulted for out-of-state clients in Maryland, New Mexico, and Texas.

Since joining Koff & Associates, Kari has worked on a wide variety of classification and compensation projects for the following agencies:

- A. **Cities/Towns:** Anaheim, Arroyo Grande, Atascadero, Belmont, Hayward, Madera, Manteca, Merced, Milpitas, Oakland, Perris, Pleasant Hill, Redwood City, San Pablo, Santa Clara, Saratoga, Seal Beach, Seaside, Tracy, Vallejo
- B. **Counties:** El Dorado, Fresno, Humboldt, Merced, Monterey, Orange, San Joaquin
- C. **Special Districts:** Coachella Valley Public Cemetery District, Cosumnes Community Services District, First 5 of Alameda County, Foothill-DeAnza Community College District, Housing Authority of the City of Santa Barbara, Housing Authority of the County of San Bernardino, Livermore Area Recreation and Park District, Mendocino Coast Recreation and Park District, Port of Oakland, Orange County Fire Authority, Santa Clara County Housing Authority, Superior Court of California-Kern County, Sweetwater Authority, Travis Unified School District, Truckee Sanitary District, West Valley Mission Community College District, Valley County Water District

She earned her B.S. degree in Business Administration with an emphasis on Human Resources Management at California State University, Fresno and is a certified Senior Professional in Human Resources (SPHR). Kari serves as a Personnel Commissioner for the City of Clovis and is a member of Central California SHRM.

Kari will provide managerial project support throughout this effort, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

Kelly Ann Basoco, SPHR, SHRM-SCP, PHRca
Senior H.R. Associate

Kelly's professional qualifications include over 15 years of experience in the Human Resources field, primarily as a generalist. She spent the first 12 years in the private sector as a Human Resources Manager working for global companies such as Parker Hannifin and 3M. Kelly gained experience in employee relations, policies and procedures administration, recruitment activities and performance management; with Parker and 3M she also worked with mergers and acquisitions and managed plant/facility closures.

Kelly was Director of Human Resources for a multi-state manufacturing company where she oversaw corporate human resources. Kelly transitioned to human resources consulting providing human resources audits, policy and procedure development, performance management and investigations for local businesses and classification and compensation studies for the public sector.



Since joining K&A, Kelly has conducted classification and/or compensation studies, organizational assessments, and other HR projects, for the following agencies:

- **Cities / Towns:** Coachella, El Monte, Galt, Citrus Heights, Hillsborough, Manteca, Milpitas, Morgan Hill, Murrieta, Newman, Perris, Redlands (Municipal Utilities and Engineering Department), San Diego, Santa Clara, Santa Monica, Saratoga, Sausalito, Sonoma, Westminster
- **Counties:** El Dorado, Fresno, Humboldt
- **Special Districts:** Beaumont-Cherry Valley Water District, Castro Valley Sanitary District, Eastern Municipal Water District, Excelsior Charter Schools, Helendale Community Services District, IBEW (International Brotherhood of Electrical Workers), Long Beach Transit, Mojave Water Agency, Orange County Mosquito and Vector Control District, Orange County Sanitation District, Phelan-Piñon Hills Community Services District, Rancho California Water District, Riverside Community College District, San Bernardino Valley Water Conservation District, Santa Clarita Valley Water District, South Coast Water District, Southern California Public Power Authority, Southwestern Community College District, and Travis Unified School District

Kelly received her Bachelors Degree in Business and Human Resource Development from Notre Dame College. She is a member of the national Society of Human Resource Managers (www.shrm.org) holding the Senior Certified Professional (SHRM-SCP) certification, the Senior Professional in Human Resources (SPHR) certification and the Professional in Human Resources – California (PHRca) certification. She is also a member of the Professionals in Human Resources Association (www.pihra.org). In addition, she is an Item Writer for the HRCI (Human Resource Certification Institute) and is considered a Subject Matter Expert for the PHRca and SPHR certifications.

Kelly will provide Senior H.R. Associate support throughout the project, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, staffing analysis, development of recommendations, and implementation strategies.

Lindsay Christopher **Senior H.R. Associate**

Lindsay's professional qualifications include ten years of experience working in the public sector, mostly with Alameda County. In her role as Human Resources Analyst, she was responsible for classification and compensation projects, as well as recruitment and selection, in a Civil Service, merit-based, environment. Mostly recently, she continued to focus on classification and compensation projects at East Bay Regional Park District.

Since joining K&A, Lindsay has worked on studies for the following:

- **Cities:** Gardena, Hemet, Milpitas, Tracy, Corona, Seattle (Library), Napa
- **Counties:** Humboldt
- **Special Districts:** Contra Costa County Employees' Retirement Association, Greater LA County Vector Control District, Orange County Sanitation District, Purissima Hills Water District, Marin Municipal Water District, Housing Authority of the City of Santa Barbara, Tri-City Mental Health Authority, Victor Valley College, Buena Park Library District, East Bay Regional Park District, Tualatin Hills Park and Recreation District, Valley Water, San Luis and Delta Mendota Water Authority



A Bay Area native, Lindsay earned her B.A. degree in Sociology with a concentration in Criminology from San Jose State University.

Lindsay will provide Senior H.R. Associate support throughout this effort, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

Monica Garrison-Reusch, B.A., M.B.A.
Senior H.R. Associate

Monica has over 15 years of human resource program experience, all of which have been spent serving as either a team consultant or project manager on projects working with public sector agencies. Monica's primary professional focus over the last several years has been on classification and compensation practices.

Prior to joining K&A, Monica performed classification and compensation consulting services as either a team member or project manager on varied projects including large scale studies done for the Counties of Madera, Sacramento, Bernalillo (in New Mexico), and the California State Department of Personnel Administration. Monica also developed and served as a Co-Trainer for a two-day course on Classification and Compensation.

Monica's depth of experience allows her to provide a broad range of human resources services to public agencies. She specializes in compensation projects focusing on both base salary and total compensation analysis studies. Monica has also worked on project teams conducting classification studies and organizational analysis, including performing the full range of classification analysis and conducting in-depth survey and analysis of organizational structures and past organizational practices.

Since joining K&A, Monica has worked on studies for the following clients:

- **Cities:** Cotati, Crescent City, Pleasant Hill, Sacramento, Vallejo
- **Counties:** El Dorado, Mendocino, Monterey, Trinity
- **State:** California State Auditor's Office
- **Special Districts:** AC Transit, Cosumnes Community Services District, East Bay Municipal Utility District, Eastern Municipal Water District, El Dorado County Transit Authority, First 5 Contra Costa County, First 5 Santa Clara County, Hayward Area Recreation and Park District, Livermore Amador Valley Transit Authority, Mendocino Coast Rec and Park District, Mojave Water Agency, North Tahoe Public Utility District, Orange County Transportation Authority, State Water Contractors, Trabuco Canyon Water District

She earned an MBA with an emphasis in Marketing at Golden Gate University and a Bachelor of Science in Business Administration from the University of Southern California.

Monica will provide Senior H.R. Associate support for this project, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.



Cindy Harary, B.A.
Senior H.R. Associate

Cindy's professional qualifications include over 32 years of experience in the Human Resources field, primarily in classification and compensation. She spent the first 11 years in the public sector working for the City of Whittier, California, where she started out in their Public Works Department before moving to the Human Resources Department. She gained experience in classification and compensation, recruitment and selection, employee training and development, labor relations, and general human resources administration.

For the next 16 years, Cindy worked as a Human Resources Consultant for a consulting firm where she specialized in conducting classification and compensation studies for multiple public sector agencies including cities, counties, and special districts as well as several private sector clients. Some of the Orange County Cities she worked on in partnership with other consultants at that firm were: Cities of Brea, Laguna Beach, Lake Forest, La Palma, Los Alamitos, Placentia, San Clemente, Stanton and Tustin. In Los Angeles County, her work includes: Cities of Corona, Downey, El Monte, Manhattan Beach, and Upland. Finally, in San Bernardino County she has worked on the City of Rancho Cucamonga. Since joining Koff & Associates in 2015, Cindy has worked on Classification and/or Compensation studies for:

- **Cities/Towns:** Anaheim, Big Bear Lake, Campbell, Carmel, Corona, Danville, Davis, Indian Wells, Laguna Niguel, Los Altos, Manteca, Menifee, Murrieta, National City, San Diego, Santa Ana, Santa Barbara, Seal Beach, Tracy, Yucca Valley
- **Counties:** Orange
- **Education:** Compton College
- **Special Districts:** Alameda Housing Authority, Altadena Library District, Bay Area Water Supply and Conservation Agency, Cosumnes Community Services District, Eastern Municipal Water District, Encina Wastewater Authority, Housing Authority of Alameda County, Housing Authority County of San Bernardino, Housing Authority for the County of Santa Barbara, Humboldt Waste Management Authority, Inland Empire Utilities Agency, Monte Vista Water District, North Coast County Water District, Orange County Fire Authority, Orange County Mosquito & Vector Control District, Oro Loma Sanitary District, Port of Hueneme, Rincon del Diablo Municipal Water District, Riverside County Transportation Commission, Santa Clarita Valley Water Agency, South Coast Air Quality Management District, Sweetwater Authority, Trabuco Canyon Water District, Vallecitos Water District, Water Replenishment District of Southern California, Western Municipal Water District

Cindy earned her B.A. degree in Broadcast Journalism at California State University, Long Beach.

Cindy will provide H.R. Associate support throughout this effort, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

Arlene Marks Gibbs, BS, MPA, SPHR, IPMA-CP
Senior Associate

Arlene Gibbs possesses over thirty years of Human Resources management experience including spending over twenty years in the public sector working for both large and small education, municipal and special district organizations in California.



Her public sector experience includes serving as the Chief Human Resources Officer for San Diego State University which is the largest California State University campus with over 6,700 faculty and staff. While at San Diego State, Arlene led the HR Directors Committee for the 23 campus system of HR service delivery. Her experience also includes senior and executive HR management roles with several small and large public agencies including the City of San Jose, the City of Tustin as well as air and water/wastewater special districts.

Arlene's experience includes all facets of Human Resources, Employee & Labor Relations. She is an experienced labor contract negotiator having negotiated many public sector labor agreements while serving as the Chief Spokesperson/Labor Negotiator. In addition, her experience includes managing recruitment and selection processes for all types of public sector positions, handling employee benefits functions, responding to labor and employee relations issues, coordinating classification and compensation studies, complying with labor laws, conducting personnel investigations, and managing a wide variety of general human resources functions.

Arlene holds a Masters' Degree in Public Administration from California State University Northridge and a Bachelor of Science Degree in Business Administration with an emphasis in Labor Relations from California State University Long Beach. She also is certified as an IPMA-CP and as a Senior Professional in Human Resources (SPHR).

Arlene has also led and participated in local, regional as well as statewide efforts in small and large agencies with the League of California Cities, IPMA as well as serving as a resource for City, County, State and Local Boards, Councils, Committees and Commissions.

Some of the K&A classification and compensation projects Arlene has worked on include but are not limited to:

- **Cities/Counties/Towns:** County of Butte, City of Bellflower, City of Concord, City of Cupertino, Humboldt County, City of Los Altos, Town of Los Altos Hills, and the City of Pinole.
- **Special Districts:** Dublin San Ramon Services District, Garfield County Public Library District (CO), Coachella Valley Water District, Foothill De Anza Community College District, and the Los Angeles County Development Authority.

Maggie Williams-Dalgart
Senior H.R. Associate

Maggie brings over twenty (20) years of public sector human resources experience, most recently managing the City of Anaheim classification and compensation program. Maggie has conducted several hundred studies in the areas of classification, compensation, and staffing, and brings a wealth of knowledge drawn from current public sector employment practices. In addition to classification and compensation expertise, Maggie's experience includes collective bargaining, labor contract administration and labor costing, policy development and implementation, discipline and performance management, and recruitment and selection.

Prior to joining Koff & Associates, Maggie served as President of CalPACS, a regional internet-based salary and benefits survey website for local agencies in Southern California.



Maggie holds a Bachelor's degree in History of Public Policy from the University of California, Santa Barbara, a Master's degree in Public Administration from the University of Colorado, Colorado Springs, and possesses certification as a Senior Professional in Human Resources (SPHR)."

Lisa Gardner
Senior H.R. Associate

Lisa Gardner has over 25 years of experience in a variety of leadership and technical public-sector human resources roles, from entry analyst to Deputy Chief HR Officer in K-12, community college and municipal government. While a well-rounded practitioner and generalist in both merit/civil service and non-merit public agency human resources, she has been focusing her expertise in the areas of classification and compensation for the last 9 years, most recently with the City of Seattle, Washington. Lisa joined Koff & Associates in December, 2021.

Lisa has a bachelor's degree in Social Ecology from the University of California, Irvine. She has received her California School Personnel Commissioners Association (CSPCA) Merit Academy certification and the Association of California School Administrators (ACSA) Certificate in Human Resources.

Sarah Nunes, M.A.
H.R. Associate

Sarah's professional qualifications include over 19 years of public sector experience with the Human Resources Department of the City of San José. Starting at the analyst level and eventually rising to Division Manager, she gained experience in recruitment and selection, classification and compensation, and general human resources administration.

Since joining Koff & Associates in 2017, Sarah has worked on Classification and Compensation studies for the following agencies:

- **Cities/Towns:** Antioch, Calistoga, Campbell, Concord, Laguna Beach, Los Gatos, Milpitas, Monte Sereno, Newport Beach, Palo Alto, Perris, Piedmont, Rio Dell, San Diego, San Mateo, Santa Cruz, Saratoga
- **Special Districts:** Central Fire Protection District of Santa Cruz, Housing Authority of the County of Alameda, Local Agency Formation Commissions of Santa Clara and Sonoma County, Metropolitan Transportation Commission, Napa Sanitation District, Ojai Valley Sanitary District, Orange County Fire Authority, San Francisco Bay Area Water Emergency Transportation Authority ("WETA"), Santa Clara Valley Open Space Authority, Santa Clara Valley Water District, West Valley Sanitation District

Sarah earned her B.A. degree in Anthropology from Beloit College, in Wisconsin, and was awarded her M.A. in Anthropology from California State University, in Chico. Sarah will provide H.R. Associate support for this project, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.

Renate Tiner, B.Sc.
H.R. Associate

Renate's professional qualifications include five years of both non-profit and private sector Human Resources experience. Starting in Human Resources administration and rising into Human Resources



management, she gained experience in full-cycle recruitment, orientation and on-boarding, Health and Safety, Worker's Compensation, licensing and accreditation, policy development, and general Human Resources administration.

Since joining Koff & Associates in 2017, Renate has worked on Classification and Compensation Studies for the following agencies:

- ❖ **Cities:** Bellflower, Concord, Cupertino, El Monte, Hillsborough, Los Altos, Mt. Shasta, Piedmont, Rohnert Park, San Diego, Sausalito, West Sacramento
- ❖ **Special Districts:** Alameda County Transportation Commission, Bay Area Water Supply and Conservation Agency, Eastern Municipal Water District, Dublin-San Ramon Services District, Foothill-De Anza Community College District, Groveland Community Services District, Los Angeles County Employees Retirement Association, Metropolitan Transportation Commission, Midpeninsula Regional Open Space District, Port of Long Beach, Riverside Community College District, and San Joaquin County Superior Court

Renate earned her B.Sc. degree in Psychology from the University of Northern British Columbia, in Prince George BC, Canada. She was a Canadian Human Resource Professional (CHRP) Candidate before moving to the United States.

She will provide H.R. Associate support throughout this effort, including classification analysis, interviews with employees and management, compensation data collection and analysis, internal job analysis, development of recommendations, and implementation strategies.



PART 3: UNDERSTANDING PROJECT, APPROACH, METHODOLOGY

The City desires human resources assistance to conduct a comprehensive citywide classification and total compensation study of the following departments:

City manager's Office including City Clerk's Office; Finance Department including Information Technology Division; Human Resources Department; Public Works/Development Services including Building Division, Planning Division, Housing Division, Engineering Division, Water Division, Wastewater Division, Laboratory Division, Environmental Compliance Division, Street Maintenance Division, Electrical Maintenance Division, Fleet Maintenance Division, Facilities Maintenance Division; Community Services Department including Recreation Division, Parks Maintenance Division, Animal Services Division; Police Department including Administration Division, Traffic Division, Field Operations Division, Investigation Division; Fire Department including Administration Division, Operations Division.

Per the RFP and Q&A process, the City's employees are divided into represented and unrepresented. Approximately 305 employees are represented. There are approximately 114 full-time classifications and approximately 12 part-time classifications with 317.5 employees. The Recreation Worker job classification employs the most temporary employees. However, in reviewing the City's various salary schedules and all titles listed there, we count approximately 188 full-time classifications (this is counting each level in a class series as a separate classification). The total number of classifications (full-time and part-time), by our estimation, is therefore closer to 200.

The City would like to review the existing job descriptions and compensation system including all benefits, analyze the current jobs performed by employees, determine the market compensation for each position, establish the market value of the employee benefits package and provide a market analysis of the total compensation including salary and benefits. The City seeks recommendations for adjustments to compensation and benefits resulting from internal salary compaction, increased duties that do not warrant a reclassification, or a significant lag to comparable internal positions.

The study's first level of effort is to initially develop an updated and well-structured classification system and classification descriptions for all study positions that are legally compliant (including Fair Labor Standards Act ("FLSA") and Americans with Disabilities Act ("ADA") requirements), internally aligned, reflective of contemporary standards, and accurately descriptive of current roles, responsibilities, duties, and qualifications. The classification analysis process includes orientation and briefing sessions with employees, management, Human Resources, union representation, and other stakeholders, as appropriate; the completion of a position description questionnaire by employees; interviews with at least a representative sample of employees in each study classification; and interviews with supervisors and management to address any classification issues. All participating employees will be allocated to an appropriate classification; draft classification descriptions will be developed, and sent back to the City and incumbents for additional feedback and concurrence.

A second level of effort will be to review the City's compensation structure for the studied classifications and to conduct a total compensation market survey (salaries plus benefits) using a set of appropriate comparator agencies. The identification of comparator agencies, benchmark classifications, and benefits to be collected is an iterative process that includes all stakeholders. We have found this open discussion philosophy to be critical to our success for organizational buy-in. Once the external data development is



completed, we will make specific recommendations for internal equity for non-benchmarked classifications and classifications without a large enough market sampling.

The compensation study will contain specific recommendations regarding the integration of all study classifications into the City's compensation structure, with the goal of developing a clearly designed, internally equitable format that is flexible for career opportunity and future growth. Our study will make recommendations regarding a salary structure that takes the City's compensation preferences into consideration as well as the appropriate placement of each classification on the City's salary schedule.

The study includes a significant number of meetings with the Study Project Team, Human Resources, employees, union representation, and the City Council, as desired. We have expertise in labor/management relations and understand the importance of active participation by all stakeholders to ensure a successful outcome. The meetings and "stakeholder touch-points" that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and create a collaborative and interactive approach resulting in greater buy-in for study recommendations. This interactive approach has resulted in almost 100% implementation success of K&A's studies.

The majority of our clients are unionized and our larger city and county clients typically have multiple unions. Due to the multitude of stakeholder groups who are affected by any compensation study K&A conducts, our team understands the importance of accurate and validated data that withstands any scrutiny, effective and ongoing communication throughout each effort, and collaboration with the various stakeholder groups to ensure organizational buy-in to our findings and recommendations. We have developed a unique methodology of stakeholder "touchpoints" and collaboration that has made us highly successful and effective and has earned our team respect, agreement, and understanding from all stakeholders. In addition, we adjust and customize our methodology based on each individual client's unique needs and circumstances.

We also recognize that both the City and union representatives have obligations to employees and members to ensure that any study is conducted in a fair and equitable manner. Our project work plans are designed for transparency and we strongly encourage dialog with all stakeholders on study deliverables so they in turn can express their concerns; we all have a shared goal of ensuring the process followed is fair and equitable.

This intense and comprehensive stakeholder engagement and our transparent study processes are also a mechanism of quality control. The fact that our information, data, and recommendations have to be able to withstand utmost scrutiny by diverse stakeholders require an in-depth multi-step quality control process for deliverables. This involves K&A team member validation of classification analyses and compensation data, K&A Project Manager review of all classification and compensation analyses, recommendations and deliverables, and finally K&A Principal (Project Director) review of deliverables before submittal to the client.

Study Objectives

Classification Objectives:

- To analyze and update the City's classification system and each study position's classification description and structure through a comprehensive process of job analysis and evaluation, including review of existing documentation, position description questionnaire completion, employee interviews, management interviews, analysis of existing positions



and working situations, analysis of levels of duties and responsibilities, and other professional methods, as appropriate;

- To recommend each study position for title change or reclassification (as appropriate), create new classifications (if applicable), eliminate outdated classifications (if applicable), and consolidate classifications assigned to similar functional areas (as appropriate);
- To provide for growth and flexibility of assignment within the new classification structure, where feasible, in recognition that some job duties and responsibilities may evolve over time, as well as to provide adequate career paths and class series/job families that will foster career service within the City;
- To clearly state definitions of job classifications, the typical job functions, and minimum required and preferred/desired qualifications such as education, prior work experience, knowledge, skills, abilities, licenses, certifications, and physical demands and working conditions;
- To provide a classification structure that ensures regulatory compliance, including allocation of each study position to the correct classification with appropriate FLSA designation as well as meeting ADA and EEO regulations;
- To provide for adequate educational, review, and appeal processes that will result in a product that is understood by all levels of personnel and is internally equitable; and
- To ensure sufficient documentation and training throughout the study, on methods used to determine appropriate classification and level, methods for logical progression of movement between classifications, classification concepts and distinguishing characteristics, as well as the delivery of final reports and recommendations to guide the organization in implementing, managing, and maintaining the classification system.

Compensation Objectives:

- To make recommendations regarding a list of appropriate, logical and defensible comparator agencies, benchmark classifications, and benefits to be collected prior to beginning the compensation portion of the study;
- To collect accurate salary and benefit data from the approved group of comparator agencies and to ensure that the information is analyzed in a manner that is clear and comprehensible to the Study Project Team, Human Resources, management, employees, union representation, and the governing body;
- To carefully analyze the scope and level of duties and responsibilities, requirements for successful work performance, and other factors for survey classes, according to generally accepted compensation practices;
- To review the City's compensation structure and practices and develop compensation recommendations that will assist the City in recruiting, motivating, and retaining competent staff;
- To develop solutions that address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting the City's goals, objectives, and budget considerations;
- To evaluate benefit offerings in the labor market and make recommendations for better alignment and/or different benefit offerings as indicated by the analysis and best practices;
- To create a comprehensive final report summarizing the compensation study approach and methodology, analytical tools, findings, and recommended compensation structure;



- To recommend appropriate internal salary relationships and allocate classes to salary ranges in a comprehensive salary range plan; and
- To ensure sufficient documentation and training throughout the study, on methods used to determine appropriate salary ranges, methods for logical progression of movement within the salary scale for each classification, and other practices, so that our recommendations can be implemented and maintained in a competent and fair manner.

Overall Objectives:

- To review and understand all current documentation, rules, regulations, policies, budgets, procedures, class descriptions, organizational charts, memoranda of understanding, personnel policies, wage and salary schedules, and related information so that our recommendations can be operationally incorporated with a minimum of disruption;
- To conduct start-up Study Project Team meetings with management, study project staff, and other stakeholders to discuss any specific concerns with respect to the development of classification and compensation recommendations; finalize study plans and timetables; conduct orientation sessions with management, union leadership, and staff in order to educate and explain the scope of the study and describe what are and are not reasonable study expectations and goals;
- To work collaboratively and effectively with the City and its stakeholders while at the same time maintaining control and objectivity in the conduct of the study;
- To develop a classification and compensation structure that meets all legal requirements, that is totally non-discriminatory, and that easily accommodates organizational change, growth, and operational needs;
- To document all steps in the process and provide documentation and training for Human Resources and other staff, as appropriate, in classification and compensation analysis methodologies so that the City can integrate, maintain, administer, and defend any recommended changes after the initial implementation; and
- To provide effective ongoing communications throughout the duration of the project and continued support after implementation.

Methodology / Work Plan / Deliverables

This section of the proposal identifies the actual work plan. We believe that our detailed explanation of methodology and work tasks clearly distinguishes our approach and comprehensiveness.

Our approach is to complete the classification and job evaluation before completing the compensation review. The reasons for this include:

- The description of the work performed and the requirements for that work are, in the minds of the employees and their supervisors, inextricably associated with the “worth of that work” or compensation, which is often a highly emotional issue. Separating the two phases of the study, even though elements of phases may be conducted concurrently, tends to produce more objective classification results.
- The compensation review will be completed when there is a full understanding of the work of the City, thereby ensuring that the data developed from the labor market and the City’s classifications is accurate.



Given these parameters, our approach is as follows:

PHASE I: CLASSIFICATION STUDY

Deliverable A: Meetings with Study Project Team and Management Staff, Initial Documentation Review, and Development of Communications and Engagement Plan

This phase includes identifying the City's Study Project Team, contract administrator, and reporting relationships. Our team of Project Managers and H.R. Associates will conduct an orientation and briefing session with the Study Project Team to explain process and methodology; create the specific work plan and work schedule; identify subsequent tasks to be accomplished; reaffirm the primary objectives and specific end products; determine deadline dates for satisfactory completion of the overall assignment; determine who will be responsible for coordinating/scheduling communications with employees, management, union representation, and the Council; and develop a timetable for conducting the same.

We will also conduct an initial meeting with Department Heads to provide information regarding study methodology, process, timing and logistics and provide them an opportunity to communicate any areas of concerns and pain points they may be experiencing with the current classification and compensation system.

Included in this task will be the gathering of written documentation, identifying current incumbents, and assembling current class descriptions, organizational charts, salary schedules, budgets, memoranda of understanding ("MOU"), personnel policies, previous classification and compensation studies, and any other relevant documentation to gain a general understanding of City operations.

City terminology and methods of current classification and compensation procedures, as well as the written questionnaire instrument for the classification study that will be used in the job analysis phase will be reviewed and agreed to. We will discuss methodology, agree to formats for class descriptions and compensation results, identify appropriate comparator agencies, benchmark classifications, and benefits to be surveyed for compensation survey purposes. We will respond to any questions that may arise from the various stakeholders.

We will develop a communications and engagement plan to foster organizational buy-in and acceptance of study outcomes and consultant recommendations throughout the project by District stakeholders including employees. The goal of the communications and engagement plan is to build positive and effective relationships with the study stakeholders and achieve consensus whenever possible and to strive to understand and take into consideration stakeholders' ideas, opinions, desires, and issues, and to fully address their concerns. The variety of communication and engagement channels will help inform, consult, involve, collaborate with, and empower City stakeholders and ensure that our methodology and "stakeholder touch-points" are followed and executed at each study milestone.

We are committed to working closely with City study advisors (Human Resources, District leadership, employee representatives, if any, and other stakeholders) to understand the needs of the mutual constituencies (employees) and to ensure that the Study Project Team, K&A team, management, and any employee representatives meet the highest standards of stakeholder interaction, including communicating clearly, politely, honestly, and promptly, and treating everyone fairly, equally, and with respect. We understand that the positions included in this study are non-union and will work with the City's HR and leadership team to determine how to best collaborate with the workforce whose body of work is being studied and evaluated.



The communications and engagement plan will enable us to respond to questions or concerns in a timely and professional manner. Our typical communication model includes at least weekly or biweekly written status updates to keep the City informed on where we are for every element of the project. Over the last two years, we have learned that most communication can be managed through email and teleconferences and that the work we do can be accomplished successfully and, in fact, more efficiently, by performing it virtually and remotely.

In addition, the study includes a significant number of meetings with the Study Project Team, Human Resources, management, employees, and the Board of Directors, as desired. The meetings and “stakeholder touchpoints” that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and improve a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A’s studies.

Deliverable B. Orientation Meetings with Employees

We will facilitate several orientation meetings with employees over the course of several days and distribute our Position Description Questionnaire (“PDQ”) to start the classification portion of the study. While these meetings are not mandatory, they form the beginning of the educational process that continues throughout the study. We will discuss the importance of the employees’ involvement in the study and their participation in PDQ completion and job analysis interviews. Project processes will be explained, expectations will be clarified, and elements that are not a part of the study will also be covered. Questions will be answered and a detailed explanation and examples for completing the PDQ will be given.

The Position Description Questionnaire (“PDQ”) will be discussed with the Study Project Team and customized as needed to meet the study objectives prior to distributing copies to employees.

Each PDQ will be handed out with the incumbent’s current class description attached to the questionnaire so the employee can use this as a tool for completing the questionnaire.

In the past, we have typically conducted these orientation sessions in person, onsite, and at various client locations. We have experience in conducting business virtually and have found that it can be a much more efficient and cost effective approach for our clients. We can provide the City with many technological options to ensure a smooth process, as we have with many of our clients during the last two years. Examples include:

- Scheduling app: Purchasing a scheduling web application for employee orientation sessions where up to 100 people can attend a session; employees can choose a session date and time and receive a confirmation which populates their calendar, and sends them a meeting reminder; it also generates attendee lists.
- Orientations: Providing more flexible options for employee orientation sessions by offering fewer options per day over a higher number of days to accommodate employee schedules; onsite meetings require a larger number of daily sessions over a more limited number of days.
- FAQs: Preparing a series of FAQ’s for each study which are made available to employees after the orientation sessions.
- Recording meetings: Videotaping our employee orientation sessions (we also do this for onsite sessions) for employees who cannot attend a session; or simply recording a video-conference orientation session that employees could watch later.



- Chat lines: Training our staff on the use of communication tools such as chat lines; we intersperse our employee orientation session presentations with multiple points when questions can be asked.
- Post-meeting help: Remaining in the orientation session for about 5-10 minutes after it has “officially” ended in the event some employees want to stay behind to ask questions.
- Safeguards: For employee interviews, as we generally do, we prepare the schedules of dates and times for each employee and the client coordinates scheduling employees with departments, using agreed upon meeting options for employees. Safeguards are in place to ensure only the employee/employees (for group interviews) in that time slot access the meeting, such as virtual “waiting rooms.”
- Telephone support: Providing a direct telephone number for the K&A Project Manager to departments in the event there are scheduling or access issues.
- Time between meetings: Scheduling 10-15 minutes between meetings, versus on-site back to back meetings; this change results in slightly fewer meetings per day, but provides a less “hurried” nature to the meetings; and because the meetings are not onsite, clients do not need to reserve multiple meeting rooms for multiple days.

Our clients have received these operational changes very positively. We continue to ask our clients for feedback so we can implement continuous improvements. We recognize not all clients have the same technology as we do, which means we must provide viable technology options. While we provide multiple options, the expertise of our associates in asking relevant and probing questions of each study participant to better understand each employee’s work is critical to the job evaluation interview process (see more information regarding employee interviews below). Our client-centric approach and methodology does not change with the venue.

Deliverable C. Collection and Review of PDQs

We recommend giving employees in the same classification the option of collaborating on completing a PDQ together, if the employees so choose. At the same time, we will invite employees to complete an individual PDQ if they prefer and if they wish to be interviewed separately. We provide an electronic version of our questionnaire so that employees can more easily complete it. Employees complete the questionnaire and then send it to their supervisor for review, comment, and signature. We typically require a second level of review by the next level of management in the reporting structure. This ensures that all staff have an opportunity to provide information as to what the nature of the job is for each job classification.

Upon receipt of the PDQs in our office, K&A staff will review and analyze the PDQs in detail along with other documentation to obtain an understanding of the duties and responsibilities assigned to each position.

Deliverable D. Interviews with Employees, Supervisors, and Management

Interviews will be scheduled with employees. Because this is a critical step in the information-gathering and educational process, we recommend scheduling interviews with at least a representative sample of employees in each classification that will be included in the study. Typically, we employ the following approach and interview:

- All employees in single-position classifications;
- An adequate sampling of employees in multiple-position classifications; and
- Any employee who requests an interview.



We will offer employees the option to be interviewed in a focus group session with incumbents in the same classification or to request an individual interview if they prefer. We recommend individual interviews only if the employee wants to discuss certain issues (e.g., out of class responsibilities, etc.) in privacy with the consultant.

Interviews will then be held with supervisory and management staff (division managers, department heads, etc.), who will clarify their own responsibilities and/or confirm the information we have received in the interviews with their staff (we allow more time for these interviews).

The purpose of the interviews is to clarify and supplement the questionnaire data and to respond to potential perception differences regarding roles, tasks, scope, and supervisory responsibilities. The appropriateness of the following will be assessed:

- Work being completed and relationships of positions to each other within a division/department as well as across the organization; and
- Classification structure and reporting structure.

Deliverable E. Classification Concept and Preliminary Allocation

Prior to developing detailed class descriptions, our job evaluation will result in a classification concept and employee allocation document that will be submitted to the City for review and approval. We will compare changes in business need and operations, as well as any reorganizations, with the established classification system and job families as well as review internal relationships between classifications to define the reasons for, and effects of, the proposed changes.

Our job analysis method is the whole position analysis approach. Objective factors in the whole position job analysis methodology include:

- A. Decision making/judgment
- B. Difficulty and complexity of work
- C. Supervisory responsibilities
- D. Non-supervisory responsibilities
- E. Minimum qualifications
- F. Working conditions/risk factors
- G. Contacts

This document will list broad class concepts and highlight where significant changes may be recommended, such as creating or collapsing class series in the same functional area and/or separating or combining classifications assigned to different functional areas. We will review and analyze potential career ladders and promotional opportunities, including clearly delineated and distinguished levels within classification series. We will also review and update established titling guidelines for the studied classifications for appropriate and consistent titling.

A detailed, incumbent-specific allocation list for each position included in the study will be prepared, specifying current and proposed classification title and the impact of our recommendations (reclassification – upgrade or downgrade, title change, or no change).

After we have completed this process, a meeting will be arranged to review any recommended changes to the classification plan with the Study Project Team.



Deliverable F. Draft Class Description Development

After preliminary approval of the class concepts and allocation lists, new and/or updated class descriptions will be developed for each proposed classification, following the format approved by the City.

From the review of the PDQs and employee interviews, we will update duties, responsibilities, and minimum qualifications of each class specification, as necessary. We will develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly, and/or if we recommend new classifications/class levels, and/or if operational changes, business needs, or reorganizations, have occurred.

Following EEO Uniform Guidelines, we will review, analyze, and update, as appropriate, knowledge, skills, abilities, education and experience, position definitions, purpose, distinguishing characteristics, supervision received and exercised, position functions and special requirements including licensing and certifications that are required and desirable. We will address relevance and hierarchical consistency of each classification and each class series.

We will also review and update physical demands based on the most typical job functions of each classification in accordance with the ADA.

Finally, we will review each classification's typical job functions and determine exempt vs. non-exempt status in accordance with "white collar" exemptions under the FLSA.

Deliverable G. Facilitation of Draft Class Description Review and Employee Feedback Process

A draft copy of the revised/new class description with allocation recommendation will be submitted to the Project Team and subsequently to each manager, supervisor, and employee, to give each stakeholder group an opportunity to provide comments and concerns regarding any modifications to the classification structure and specifications. Our experience has been that this is one of the most critical phases of the project (as well as one of the most time-consuming). Our proactive and effective communication process at this juncture has always avoided formal appeals, adversarial meetings, or major conflicts at the conclusion of our studies.

We will work with the study's stakeholder groups, including employee representation, to determine the best approach to reviewing the draft classification specifications, and how to provide feedback to us. Supervisors and managers typically receive a copy of their employees' draft class descriptions and will be asked to review their employees' comments and feedback to verify and concur with, or recommend changes to, the information provided.

Significant employee comments will be reviewed with management prior to making any significant changes to the proposed class plan. These discussions will be by email, telephone, or additional direct personal contact with employees, depending upon the extent of the response.

Allocation and/or class description changes will be made as required and the class specifications will be finalized and submitted for approval. All employees who submitted their comments during the review process will be notified in writing regarding the outcome of their concerns.

Deliverable H. Classification Plan and Draft of Interim Report and Final Report

A Draft Interim Report of the Classification Study will be completed and submitted to the Study Project Team for review and comment. The report will contain:



- Classification recommendations for each studied position, including documentation regarding study goals and objectives, classification methodology, approach, and process as well as all findings, analysis, and resulting recommendations;
- The recommended allocation list, classification title changes, job family and career ladder/career growth issues, reporting relationships, and other factors will all be included;
- The recommended classification structure will be in alignment with current business/operational needs of the City; and
- Classification concepts and guidelines as well as methods used to determine appropriate classification and level, methods for logical progression of movement between classifications, distinguishing characteristics and other pertinent information for implementation and continued maintenance of the recommendations will be detailed.

Once we have received the City's comments regarding the Draft Interim Report and have made any necessary changes, a Final Classification Report will be developed.

PHASE II: TOTAL COMPENSATION STUDY

Deliverable A. List of Comparator Agencies, Benchmark Classifications, and Benefits to be Collected

During the initial meeting with the Study Project Team, we will discuss and agree to the compensation study factors. We will identify/confirm appropriate, logical and defensible comparator agencies that will be included in the external market survey, which will be the foundation for ensuring that the City's salaries for the studied classifications are competitively aligned with the external labor market. We will also identify/confirm those classifications that will be surveyed in the market (i.e., benchmark classifications), with the intention of internally aligning the remaining classifications with those that were surveyed.

Finally, we will determine the list of benefits that the City wants to include in the total compensation data gathering process.

➤ ***Determination of Comparator Agencies***

The selection of comparator agencies is a critical step in the study process. We typically use the following factors to identify appropriate comparators and will receive approval before proceeding with the total compensation study.

Our recommended methodology is that we involve management, Human Resources, employee representation, and the City Council, in the decision-making process of selecting which comparable agencies are included, **PRIOR** to beginning the study. Our experience has shown that this is the most successful approach. The factors that we typically review when selecting and recommending appropriate comparator agencies include:

- ***Organizational type and structure*** – While various organizations may provide overlapping services and employ some staff having similar duties and responsibilities, the role of each organization is somewhat unique, particularly in regard to its relationship to the citizens it serves and level of service expectation. During this iterative process, the City's current/previous list of comparators, if any, and the advantages/disadvantages of including them or others would be discussed.



- **Similarity of population served, City demographics, City staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- **Scope of services provided** – While having an organization that provides all of the services at the same level of citizen expectation is ideal for comparators, as long as the *majority* of services are provided in a similar manner, sufficient data should be available for analysis. When reviewing this factor, the City's unique services would be evaluated in order to ensure that the majority of comparators provide the same services. This ensures that each comparator yields a sufficient number of matches for the City's jobs.
- **Labor market** – The reality of today's labor market is that many agencies are in competition for the same pool of qualified employees, because large portions of the workforce don't live in the communities they serve, are accustomed to lengthy commutes, and are more likely to consider changing jobs in a larger geographic area than in the past. Therefore, the geographic labor market area (where the City may be recruiting from or losing employees to) is taken into consideration when selecting potential comparator organizations. As part of this analysis, we will determine whether the City has identified agencies that it competes with for qualified talent; those agencies are taken into consideration for purposes of our analysis. It is important to understand and consider the City's competitive landscape and include agencies in the study to whom the City loses talent.
- **Cost-of-living** – The price of housing and other cost-of-living related issues are some of the biggest factors in determining labor markets. We review overall cost-of-living of various geographic areas, median house prices, and median household incomes to determine the appropriateness of various potential comparator agencies.

We typically recommend using 10-12 comparator agencies for all survey benchmarks in order to achieve statistical significance but are flexible and can easily use a different approach based on the City's preferences.

2. Determination of Benchmark Classifications

In the same collaborative manner as described in Step 1 above, we will work with the City's stakeholders to select those classifications that will be surveyed.

"Benchmark classes" are ordinarily chosen to reflect a broad spectrum of class levels. In addition, those that are selected normally include classes that are most likely to be found in other similar agencies, and therefore provide a sufficient valid data sample for analysis. Internal relationships will be determined between the benchmarked and non-benchmarked classifications and internal equity alignments will be made for salary recommendation purposes. Due to the fact that the labor market typically yields reliable data, we recommend using approximately 60-65% of all classifications as benchmarks but we are happy to use a different model.

3. Determination of Salary and Benefits Data to Be Collected

In addition to base salaries, benefit data elements for a total compensation study normally include at least the following (which are generally available to all staff in a specific job classification):

- **Monthly Salary** – The top of the normal, published salary range. All figures are presented on a monthly or annual basis. We normalize the salary data to reflect number of hours in the work week and/or roll-up of retirement or other benefits in base salaries.



- **Employee Retirement** – This includes two figures: the amount of the employee’s State or other public or private retirement contribution that is contributed by the agency and the amount of the agency’s Social Security contribution.
- **Retiree Healthcare** – Given that healthcare costs are rising and retiree healthcare and liabilities increasing for many public agencies, we collect this information to capture the costs.
- **Insurance** – This typically includes Health, Dental, Vision, and other insurance coverage.
- **Leave** – Other than sick leave, which is usage-based, leave is the amount of days off for which the organization is obligated. We will discuss with the City whether leave days/hours should be converted to direct salary cost in dollars or represented in days/hours.
 - ❖ **Vacation:** The number of vacation days available to all employees after five years of employment.
 - ❖ **Holidays:** The number of holidays (including floating) available to the employee on an annual basis.
 - ❖ **Administrative/Personal Leave:** Administrative leave is normally the number of days available to management staff to compensate for the lack of payment for overtime. Personal leave may be available to other groups of employees to augment vacation or other time off.
- **Deferred Compensation** – We report any employer contribution made on the employee’s behalf, whether dollar amount or percentage of salary, that does not require an employee-matching contribution. We can also report employer contributions that do require an employee match and would do so as a separate report.
- **Other** – This category includes any other benefits that are available to all employees within a classification and not already specifically detailed.

Deliverable B. Data from Comparators and Preliminary Analysis of Data

K&A does not collect market compensation data by merely sending out a written questionnaire. We find that such questionnaires are often delegated to the individual in the department with the least experience in the organization and given a low priority. Our experienced compensation analysts conduct all of the data collection and analysis to ensure validity of the data and quality control. This approach also ensures that we compare job description to job description and not just job titles, therefore ensuring true “matches” of at least 70%, which is the percentage we use to determine whether to include a comparator classification or not.

As mentioned above in the Classification methodology, our job analysis method is the whole position analysis approach.

We typically collect classification descriptions, organization charts, salary schedules, personnel policies, budgets, master plans, operational information, MOUs, and other information via website, by telephone, or by an onsite interview. With the prior knowledge from the data gathered directly from each comparator agency and our experience in the public sector human resources field, our compensation analysts make preliminary “matches” and then schedule appointments by telephone, or sometimes in person, with knowledgeable individuals to answer specific questions. We find that information collected using these methods has a very high validity rate and allows us to substantiate the data for employees, management, and governing bodies.

Data will be entered into spreadsheet format designed for ease of interpretation and use. The information will be presented in a format that will identify the comparator positions used for each classification



comparison. Information will be calculated based upon both average and median figures allowing the City to make informed compensation decisions. Other elements of the compensation survey report are agencies surveyed; comparable class titles; salary range maximum/control point; number of observations; and percent of the City's salary range is above/below the market values.

In addition, we will include any type of statistical representation and analysis that the City desires such as 60th, 70th, or any other percentiles per the City's compensation philosophy.

Benefits data will be displayed in an easy-to-read format. You will receive three sets of spreadsheets per classification, one with base pay, one with the benefits detail, and one with total compensation statistical data. In addition, we are often asked to collect "other" benefits (as listed in the benefits section above), which we typically report on a separate spreadsheet.

Deliverable D. Draft Compensation Findings/Additional Analysis/Study Project Team Meetings

As part of our transparent approach and communication strategy to ensure organizational buy-in to the study, we share the market survey with the organization. We first distribute our draft findings to the Study Project Team. After their preliminary review, K&A will meet with the Study Project Team and other stakeholders (including Human Resources, management, employees, and their representatives) to clarify data, to receive requests for reanalysis of certain comparators, and to answer questions and address concerns. This provides an opportunity for the Study Project Team and other stakeholders to review and question any of our recommended benchmark comparator matches. If questions arise, we conduct follow-up analysis to reconfirm our original analysis and/or make corrections as appropriate.

Deliverable E. Analysis of Internal Relationships and Alignment

To determine internal equity for all studied positions, considerable attention will be given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. Again, we utilize the whole position analysis methodology as described earlier.

By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series, for example, as well as across departments. This analysis will be integrated with the results of the compensation survey and the City's existing compensation plan.

The ultimate goal of this critical step in the process is to address any potential internal equity issues and concerns with the current compensation system, including compaction issues between certain classifications. We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system, with pay differentials between levels that allow employees to progress on a clear path of career growth and development. Career ladders will be looked at vertically, as well as horizontally, to reflect the City's classification structure that was developed during the classification phase of the study.

Deliverable F. Compensation Structure and Implementation Plan

Depending on data developed as a result of the internal analysis, we will review and make recommendations regarding internal alignment and the salary structure (set of salary ranges, salary differentials, steps within ranges, and/or alternative compensation plans) within which the classes are allocated, based upon the City's preferred compensation model. In addition, we will develop externally competitive benefit comparisons for all classifications. We will also assist the City in developing a compensation philosophy and practices relative to the surveyed public jurisdictions, if desired. Finally, we will develop a proposed implementation plan based on the study results and recommendations.



We will conduct a competitive pay analysis using the market data gathered to assist in the determination of external pay equity and the recommendation of a new base compensation structure, if desired. We will conduct a comparative analysis to illustrate the relationships between current pay practices and the newly determined market conditions and develop solutions to address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting City goals, objectives, and budget considerations.

Draft recommendations will be discussed with the Study Project Team and management for discussions and decisions on overall pay philosophy and the practicality of acceptance and prior to developing an Interim Report.

Deliverable G. Final Report and Guidelines for Implementation

Volume II (Draft Interim Report of the Compensation Study) will be completed and submitted to the Study Project Team for review and comment. The report will provide detailed compensation findings, documentation, and recommendations. The report will include:

- An executive summary of the compensation study results;
- A set of all market data spreadsheets;
- A proposed Salary Range Placement document;
- A procedure to address employees whose base pay exceeds the maximum of their newly assigned pay range;
- Implementation issues and cost projections surrounding our recommendations; and
- A guide for rules, policies and procedures for the City in implementing, managing and maintaining the compensation system, as appropriate.

Once all of the City's questions/concerns are addressed and discussed, a Final Classification and Compensation Report will be created and submitted in the City's preferred format. The Final Report will incorporate any appropriate revisions identified and submitted during the review of the draft report.

Deliverable H. Formal Appeals Process

Should the City have an formal appeals process regarding the allocation of positions to classifications and of classifications to salary ranges, this proposal does not cover time regarding a formal appeal process. Should our on-site participation be desired, our stated composite hourly rate will be honored. As mentioned above, however, our internal process usually addresses any of these issues.

Deliverable I. Final Presentation

Our proposal includes multiple meetings and weekly oral and written status/progress updates to the Study Project Team. Regarding the involvement of the City Council, etc., we recommend at least one initial meeting to confirm/identify the comparator agencies to be included in the study, one interim study session (to discuss the initial findings of the compensation study), and one final presentation of our Final Report. Of course, we are flexible regarding having more or less interaction with the Council, based on the City's preferences.

• Expectations of City Support:

In order to conduct this study in the most timely and cost-effective manner, we ask for support in the following areas:



- A. Timely provision of written documentation, such as current class specifications, union contracts, organizational charts, budget documents, requests for audits, past studies, etc.;
- A. Assistance in the notification and scheduling of orientation and other meetings and the provision of adequate interview space and resources;
- B. Assistance in the compilation of current descriptions with the PDQ; collecting and forwarding questionnaires; and in ensuring that materials are complete and returned in a timely manner;
- C. Assistance in scheduling study project team, bargaining unit, management, employee audit, and other meetings; and
- D. Meeting agreed-upon timelines.

In terms of time commitment for City staff, we understand that the City hires an outside consultant to conduct and coordinate the entire effort. Therefore, it is our goal to reduce the time commitment of City staff as much as possible and to only request assistance in the coordination of some of the steps in the process, such as scheduling employee orientation meetings, duplicating PDQs, scheduling employee interviews/desk audits, disseminating information, and in general, being a channel of communication between our firm and employees.

- **Communication with the City:**

Our typical communication model includes at least weekly or biweekly written status updates to keep the City informed on where we are during each phase of the project.

In addition, the study includes a significant number of meetings with the Study Project Team, human resources, management, employees, employee representation, and the City Council, as desired. The meetings and “stakeholder touch-points” that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and foster a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A’s studies.

- **Post-Implementation Consultation and Support:**

We are committed to providing the City with the highest-quality product and service. Providing ongoing consultation and support after study implementation is a service that is included in our professional fees and a continued relationship-building aspect of our client relationship that we highly value.

We often find that clients will call or email with follow-up questions and to discuss certain aspects of the study, ask why decisions and recommendations were made, and other important components of the study. We consider post-implementation support as part of our customer service.

Should the City request any additional onsite meetings and/or training after implementation of the study and/or other specific, identifiable work efforts, such as position reclassification studies, creating new class descriptions, or conducting annual surveys, we would honor our composite hourly rate for actual hours spent at the City. However, from experience, we expect that most follow-up support will be conducted via telephone and email and this is absolutely included in our “Not To Exceed Fee” for this project.

- **Stakeholder Engagement:**

The meetings and communications with stakeholders that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and encourage a collaborative



and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A's studies.

We believe in an interactive and collaborative process with the whole organization and in a high level of stakeholder contact and interaction to ensure organizational buy-in of the study throughout the entire process. Following are the major milestones at which we touch base with Human Resources, employees, managers, employee representation, and other stakeholders, as appropriate:

- Initial study kick-off and employee/management orientation meetings;
- PDQ completion and review ;
- Employee and management interviews;
- Employee, management, and Human Resources review of draft class descriptions;
- Contact with employees and management to address final classification issues;
- Stakeholder input regarding a list of appropriate comparator agencies, benchmark classifications, and benefits to be collected;
- City stakeholder review of compensation study data and contact with them to address any challenges to the market comparables we identified for each classification;
- Stakeholder input on internal salary relationship analysis and recommendations; and
- Stakeholder input regarding final compensation plans and structure recommendations.

These steps will ensure that the study results in a product that is accepted and trusted by all levels within the organization. Beyond sound mechanics, our approach includes sufficient communication steps to ensure that the study methodology is understood and the results are regarded as expert, impartial, and fair.



PART 4: DELIVERY SCHEDULE AND TIMELINE

Our professional experience is that classification and compensation studies of this scope and for this size organization take approximately –eight to nine months to complete, allowing for adequate PDQ completion, interview time, classification description review and/or development, compensation data collection and analysis, review steps by the City, the development of final reports, any appeals, and presentations

Due to the unprecedented demand on our services, we are currently experiencing an unusually high volume of projects. Therefore, and if the City is able to be flexible, we propose commencing the project in November 2022 and anticipate completion by June 2023.

The following is a suggested timeline (we provide number of weeks for each project milestone because we have found that actual specific dates usually change based on the client's own timelines and priorities; if we are fortunate to be awarded this project and once we receive a Notice to Proceed and have agreed on an overall timeline for the project, we will be happy to provide actual dates for each deliverable):

Deliverables	Classification Study	Completion by:
A.	Meetings with Study Project Team and Management Staff and Initial Documentation Review	Week 1
B.	Orientation Meetings with Employees and Distribution of PDQ	Week 2
C.	PDQ Completion and Review	Week 6
D.	Employee/Supervisory/Management Interviews	Week 9
E.	Classification Concept/Preliminary Allocation Development	Week 12
F.	Draft Class Description Development/Update	Week 24
G.	Draft Class Description Review and Employee Feedback Process	Week 28
H.	Finalize Classification Plan/Draft Interim Report/Final Report	Week 32
Deliverables	Total Compensation Survey	Completion by:
A.	List of Comparator Agencies, Benchmark Classifications, and Benefits to be Collected	Week 6
B.	Data from Comparators and Preliminary Analysis of Data	Week 28
C.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	Week 30
D.	Analysis of Internal Relationships and Alignment	Week 31
E.	Compensation Structure and Implementation Plan	Week 31
F.	Final Report and Guidelines for Implementation	Week 32
G.	Formal Appeals Process *	As Needed
H.	Final Presentation	As Scheduled



PART 5: COMMITMENT TO PROJECT BUDGET

We have often found our process requires a very high level of time commitment, which sometimes results in a higher proposal cost. We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with employees, employee representation, management, and the governing body. The time we commit to working with the employees (orientations and briefings, meetings with employees via personal interviews, sharing of compensation survey data, informal appeal process, etc.) results in significantly greater buy-in throughout the process and no formal appeals at the end of the study.

In fact, our firm has only had a handful of formal appeals to any of our studies in our 38 years in business. It has been our experience that the money and time invested in stakeholder communication throughout the study are money and time saved during implementation. Numerous times our firm has been hired after an agency has gone through an unsuccessful study whose results were rejected or appealed and whose implementation was very controversial. The result was a divided organization with hostility and animosity between employees/employee representation and management. Whenever our firm was hired after such an unfortunate experience, study stakeholders were amazed at our open and all-inclusive process, our efforts to elicit equal stakeholder input, and our development of recommendations that were accepted as fair and reasonable and understood by management, employees, and the governing body. Our success rate is also attributable to the fact that we have 38 years of experience working with employees of all types of backgrounds, educational levels, and work experiences, and we are accustomed to successfully communicating with and educating them throughout the process. It is imperative that all employees eventually buy into the study results and recommendations, whether they have been through a process like this before or whether this is the first time for them.

Our clients always provide feedback that our process was professional, comprehensive, understandable, timely, and inclusive. Employees, although not necessarily always happy with our recommendations, have always indicated that we listened to their issues and concerns, were available for discussion, and able to provide documentation and data to support our recommendations. Although time consuming, we also drive the process to ensure that timelines are met and schedules are maintained.

Over the last two years, K&A and all of our clients have become accustomed to conducting all of our organizational, classification, and compensation studies virtually. From the experience of the last two years, we have learned that studies can be conducted successfully by using virtual technologies and performing the work remotely. We have also learned that this represents a significant cost savings for our clients, both in terms of consultant travel time and travel expenses, as well as less disruption and reduced non-productivity for the client's workforce. We have several technological solutions that can easily facilitate the entire process (see proposal narrative above). Conducting meetings and orientations virtually means that the client's employees do not have to spend time traveling from one location to another and will not be pulled away from their workstations for lengthy periods of time. They can simply click on a link or call in from a phone to participate. This approach also represents significantly less logistical planning on part of the client in order to reserve meeting rooms and making space available for large employee groups, as well as multiple consultants coming onsite to conduct interviews within a condensed period of time. Conducting orientations and interviews virtually provides us with much more flexibility in scheduling and accommodating multiple different shifts and schedules among a large workforce.



In addition, K&A strives to be as “green” an organization as possible and we are certainly concerned about our carbon footprint. We find that multiple trips to client sites that can sometimes involve multiple consultants flying on planes and/or driving cars, is not as environmentally conscious as we would like to be. Considering the effectiveness of virtual meetings, especially when meetings are only one hour or one-and-a-half hours at a time, onsite travel does appear to create a larger footprint than necessary. This can especially be true for final presentations to leadership teams that are often less than 60 minutes long.

The cost proposal below includes two options depending on scope of work to provide the City with a cost comparison based on the number of classifications, number of employees, and number of comparator agencies surveyed for the compensation study. Of course, the City may select any combination thereof and we are open to negotiating another option if it better serves the City. We hope to be able to negotiate a scope of work and cost option that best serves the City’s needs.

For purposes of this cost proposal, we are assuming that all meetings and presentations will be conducted virtually/remotely and no onsite travel to City offices will occur. Should the City desire onsite meetings, we will be happy to provide our per diem cost for onsite meetings based on travel time and market rate travel cost at the time.

Deliverables	Phase 1: Classification Study 317.5 Employees, 114 Full-time Classifications 12 Part-time Classifications	Option 1: Hours	Option 2: Hours
A.	Meetings with Study Project Team and Management Staff and Initial Documentation Review	16	16
B.	Orientation Meetings with Employees and Distribution of PDQ	24	24
C.	Collection and Review of PDQs Option 1: Assumes 1 individual or group PDQ for each of the 126 full-time and part-time classifications (as referenced in the RFP) plus 30% of approximately 317.5 full-time and part-time employees submitting individual PDQs (for a total of approximately 225 PDQs) Option 2: Assumes 1 individual or group PDQ for each of the 200 full-time and part-time classifications (per the City’s salary schedules) plus 30% of approximately 317.5 full-time and part-time employees submitting individual PDQs (for a total of approximately 300 PDQs)	75	100
D.	Interviews with Employees, Supervisors, and Management Option 1: Assumes 1 individual or group interview per each of the 126 full-time and part-time classifications (as referenced in the RFP) plus 30% of approximately 317.5 full-time and part-time employees requesting individual interviews (for a total of approximately 225 interviews) Option 2: Assumes 1 individual or group interview per each of the 200 full-time and part-time classifications (per the City’s salary schedules) plus 30% of approximately 317.5 full-time and part-time employees requesting individual interviews (for a total of approximately 300 interviews)	150	200
E.	Classification Concept & Preliminary Allocation	105	105
F.	Draft Class Description Development Option 1: Assumes that up to 126 class descriptions will be developed	315	400



Classification and Compensation Study Proposal

City of Yuba City

	Option 2: Assumes that up to 160 class descriptions will be developed (assuming that, of all 200 classifications, some may be eliminated or consolidated)		
G.	Facilitation of Draft Class Description Review and Employee Feedback Process	95	120
H.	Classification Plan and Draft of Interim Report and Final Report	16	24
	Total Professional Hours – Classification	796	989
	Combined professional and clerical composite rate: \$175/Hour	\$139,300	\$173,075
Deliverables	PHASE II: Total Compensation Study	Option 1: Hours	Option 2: Hours
A.	List of Comparator Agencies, Benchmark Classifications, and Benefits to be Collected	20	20
B.	Data from Comparators and Preliminary Analysis of Data Option 1: up to 76 benchmarks (assuming up to 126 classifications will be developed in Phase I, approx. 60% of those classes); 10 comparators; and total compensation (salaries plus benefits) Option 2: up to 96 benchmarks (assuming up to 160 classifications will be developed in Phase I, approx. 60% of those classes); 12 comparators; and total compensation (salaries plus benefits)	250	375
C.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	45	65
D.	Analysis of Internal Relationships and Alignment	12	16
E.	Compensation Structure and Implementation Plan	20	24
F.	Final Report and Guidelines for Implementation	20	24
G.	Formal Appeals Process *	0	0
H.	Final Presentation	12	12
	<i>Anticipated hours for additional unscheduled meetings and phone calls</i>	16	20
	Total Professional Hours – Compensation	395	556
	Combined professional and clerical composite rate: \$175/Hour	\$69,125	\$97,300
	Expenses are included in the composite hourly rate:	N/A	N/A
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, meals, etc.</i>		
	TOTAL PROJECT COST NOT TO EXCEED:	\$208,425	\$270,375
	<i>*Additional consulting will be honored at composite rate (\$175/hr)</i>		

**PART 6: REFERENCES**

We have provided a Sample study at the end of this proposal (City of Bellflower Total Compensation Study and City of El Monte Classification Study). Unfortunately, it is not possible to provide the final report for every one of our studies listed below. Our work products become the property of our clients and not every report becomes a public document. We would be happy to provide additional work samples if the two sample reports included in this proposal are not sufficient.

Agency & Project	Contact
City of Campbell (population: 41,544) Total Comp Study (Police), completed 2021. Classification Study, completed 2016. FLSA class study, completed 2015. Classification and Compensation Studies, completed in 2008 & 2013. Management Compensation Study, completed 2009.	Ms. Salina Flores Acting Human Resources Manager (408) 866-2705 70 N. First St. Campbell, CA 95008 salinaf@campbellca.gov
City of Citrus Heights (population: 83,301) Classification Study (Admins), completed 2019. Compensation Study, completed 2017.	Ms. Monica Alejandre Human Resources Manager (916) 727-4711 6360 Fountain Square Dr. Citrus Heights, CA 95621 malejandre@citrusheights.net
City of East Palo Alto (population: 29,593) Classification and Compensation Study, completed 2020.	Patty Francisco Human Resources Manager (949) 500-0436 Second Floor, 2415 University Ave., East Palo Alto, CA 94303 pfrancisco@cityofepa.org
City of Elk Grove Ongoing classification and compensation studies since 2020.	Ms. Melissa Rojas Human Resources Director 8401 Laguna Palms Way, Elk Grove, CA 95758 (916) 478-2208 mrojas@elkgrovecity.org
City of Galt (population: 25,633) Classification and Compensation Study, completed 2017.	Mr. Eugene Palazzo City Manager (209) 366-7100 380 Civic Drive Galt, CA 95632 epalazzo@ci.galt.ca.us
City of Los Altos (population: 30,561) Total Compensation Study (unrepresented classifications), completed 2018. About to commence 2021 Total Compensation Study for City Manager. Compensation Study, Police Department, completed 2017.	Ms. Jennifer Leal Human Resources Manager (916) 614-3206 1021 Harvard Wy El Dorado, CA 95762 jleal@edhcsd.org <i>Note: Ms. Leal is no longer with City of Los Altos but is now serving as Human Resource</i>



	<i>Manager at El Dorado Hills Community Services District where she can provide a reference.</i>
City of Morgan Hill (population: 45,037) Classification and Compensation Study, completed 2019 (approx. 93 classifications). Total Compensation, completed 2017.	Ms. Christina Turner City Manager (408) 776-7382 17575 Peak Ave Morgan Hill, CA 95037 christina.turner@morganhill.ca.gov
City of Napa (population: 80,000+) Classification and Compensation Study for Street Division, completed 2020. Classification Study, completed 2015.	Ms. Darlene Colaso HR Director (707) 257-9505 1541 Second Street Napa, CA 94559 dcolaso@cityofnapa.org
City of Palo Alto (population: 67,178) Classification Study, completed 2020. Various Compensation Studies from 2009 through 2018. The Compensation Surveys we have completed have included as few as 35 benchmarks and as many as over 300 classifications representing close to 1,000 employees, including executive, senior, and mid-management, fire police and SEIU.	Ms. Sandra Blanch Assistant Director, Human Resources (650) 329-2376 250 Hamilton Ave. Palo Alto, CA 94301 Sandra.blanch@cityofpaloalto.org
City of Pleasant Hill (population: 34,987) Total Compensation Study (11 benchmarks, 15 comparators), completed 2019. Ongoing Classification and Compensation studies since 2015. Organizational Study, completed 2016.	Ms. Ericka Mitchell Human Resources Manager (925) 671-5277 100 Gregory Lane Pleasant Hill, CA 94523 emitcheil@pleasanthillca.org
City of Redwood City (population: 86,685) Currently conducting several classification studies, 2021. Compensation Study, 24 Executive Classes, completed 2018. Classification Study, 24 classifications, completed 2018. Classification Study, completed 2017. Miscellaneous Classification Studies, since 2016.	Ms. Michelle Katsuyoshi Human Resources Director (650) 780-7288 1017 Middlefield Road Redwood City, CA 94063 mksuyoshi@redwoodcity.org Note: Ms. Katsuyoshi was a reference for K&A when she was at the City of Morgan Hill. She is now at the City of Redwood City.



CONTRACTUAL CONSIDERATIONS

We will be pleased to sign the City's professional services agreement for a Classification and Compensation Study. We respectfully request that the City will allow for a period of negotiation of certain terms in the professional services contract related to liability, indemnity, insurance, and other terms. We have found that we have always come to an agreement with all of our clients in the past and appreciate the City's flexibility in reviewing certain terms in a collaborative fashion between our legal counsels.

The following are terms we would like to review with the City if we are fortunate to be selected for this project:

- Product Ownership (PDF Page 12) and Section 7 (PDF Page 16) - Gallagher will retain sole and exclusive ownership of all right, title and interest in and to its intellectual property and derivatives thereof which no data or confidential information of City was used to create and which was developed entirely using Gallagher's own resources. To the extent Gallagher's intellectual property is necessary for City to use the services provided, Gallagher will grant to City a non-exclusive, royalty-free license to Gallagher's intellectual property solely for City's use of such services.
- Section 8(c) (PDF Page 17) - Gallagher can only allow an audit during the agreement.
- Section 14 (PDF Page 19) – We request indemnification be limited to grossly negligent acts and omissions, breaches of the contract, intentional misconduct, or violations of law.
- Section 14 (PDF Page 19) – We request a limitation of liability of fees paid be added to the indemnification provision.

It is our practice to provide the coverage below in lieu of the City contract insurance language. We therefore propose to replace the insurance language in the RFP's sample agreement with coverage language provided by Gallagher as follows (we attach our Memorandum of Insurance for your review as well):

Exhibit B (PDF Pages 23-24) - Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:

- Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than \$2,000,000 per occurrence;
- Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;
- Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of \$1,000,000 per accident for bodily injury and property damage;
- Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than \$10,000,000 per occurrence or in the aggregate;



- Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than \$5,000,000 per claim, or \$10,000,000 in the aggregate;
- Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than \$2,000,000 per claim and in the aggregate, inclusive of defense cost; and
- Crime insurance covering third-party crime and employee dishonesty with limits of no less than \$1,000,000 per claim and in the aggregate.
- All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.

ARTHUR J. GALLAGHER & CO. MEMORANDUM OF INSURANCE

This Memorandum of Insurance ("Memorandum") is produced as a matter of information only to authorized viewers for their internal use only and confers no rights upon any viewer of the Memorandum. This Memorandum does not amend, extend or alter the coverage described below. Copyright 2005, Arthur J. Gallagher Risk Management Services, Inc. ("Gallagher"). Gallagher grants permission to you to view, copy, print and distribute the information found on the Memorandum website ("Site") provided that the above copyright notice appears on all copies, that use is internal to you or for personal noncommercial informational purposes only, and that no modification is made to any materials. Any modification, use, reproduction or distribution of this Memorandum, the Site or its contents must be first approved by Gallagher in writing. You will not suffer or permit any unauthorized use of any Gallagher trademark, service mark or logo. This Memorandum, the Site and its contents, including but not limited to text, graphics, images, software, copyrights, trademarks, service marks, logos, and brand names ("Content"), are protected under both United States and foreign laws, and Gallagher or its affiliated entities retain all right, title and interest in and to the Content, all copies thereof, and all copyrights and other proprietary rights therein. The information contained herein is as the date referred to above. Gallagher shall be under no obligation to update such information.

DATE: 9/30/2021	
INSURED: Arthur J. Gallagher & Co. and its subsidiaries 2850 West Golf Road Rolling Meadows, IL 60008	Insurance Companies
	A: ARCH INSURANCE COMPANY
	B: ACE PROPERTY AND CASUALTY INSURANCE COMPANY
	C: LIBERTY MUTUAL FIRE INS. COMPANY
	D: FEDERAL INSURANCE COMPANY
	E: LEXINGTON INS. COMPANY
	F: XL SPECIALTY INS. COMPANY
	G: UNDERWRITERS AT LLOYDS
	H: ILLINOIS NATIONAL INSURANCE COMPANY

The policies of insurance listed below have been issued to the "INSURED" named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this Memorandum may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

CO. LTR.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS (In USD unless otherwise indicated)	
A	Commercial General Liability Occurrence Per location Aggregate	41GPP4938414	10/01/21	10/01/22	General Aggregate	4,000,000
					Products - Comp/Op Agg	4,000,000
					Personal and ADV Injury	2,000,000
					Each Occurrence	2,000,000
					Damage to Rented Premises (Each occurrence)	1,000,000
A	Automobile Liability Any Auto	41CAB4939014 41CAB4938314	10/01/21	10/01/22	Combined Single Limit	5,000,000
					Bodily Injury (per person)	
					Bodily Injury (per accident)	
B	Excess/Umbrella Liability Retention: \$10,000	XOO G46820149 004	10/01/2021	10/01/22	Each Occurrence	25,000,000
					Aggregate	25,000,000
A	Workers Compensation and Employers Liability	41WCI4938114 44WCI0501914	10/01/21	10/01/22	Workers Comp Limits	Statutory
					EL Each Accident	1,000,000
					EL Disease - Each Employee	1,000,000
					EL Disease - Policy Limit	1,000,000
C	Property	US00112916PR21A	10/01/21	10/01/22	Blanket Bldg. & PP	10,000,000
D	Crime/Fidelity Bond (Employee Dishonesty)	81326283	09/01/21	09/29/22	Single Loss Limit	15,000,000
E	Errors & Omissions (Primary Policy)	06030323	09/29/21	10/01/22	Per Claim and Aggregate	12,000,000
F	Errors & Omissions (Excess Policy)	ELU163265-21	09/29/21	10/1/22	Per Claim and Aggregate	10,000,000
G	Errors & Omissions (Excess Policy)	B1262F10121921	09/29/21	10/1/22	Per Claim and Aggregate	13,000,000
H	Cyber Liability	026062402	10/31/19	05/01/2021	Limit of Liability	10,000,000

Description of Operations / Other Information: See ADDITIONAL INFORMATION on the following page.

This Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized by Gallagher or the Insurance Companies.

ARTHUR J. GALLAGHER & CO. MEMORANDUM OF INSURANCE

ADDITIONAL INFORMATION

As respects GENERAL LIABILITY POLICY

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES *

Endorsement Form# CG 20 11 04 13 modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

1. Designation of Premises (Part Leased to You): ANY PREMISES OR PART THEREOF LEASED TO YOU.
2. Name of Person or Organization (Additional Insured): ANY AND ALL PERSONS OR ORGANIZATIONS CONTRACTUALLY REQUIRING ADDITIONAL INSURED STATUS AS THE MANAGER OR LESSOR OF PREMISES TO YOU.
3. Additional Premium: INCLUDED

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

We waive any right of recovery we may have against the person or organization where required by written contract because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only where required by written contract.

As respects PROPERTY

This policy insures against "All Risks" of physical loss or damage, except as excluded, to covered property while on Described Premises, provided such physical loss or damage occurs during the term of this policy. Coverage is subject to policy deductibles, terms, conditions and exclusions. Loss Payable clause included for whom Insured has agreed to per written contract.

This Memorandum of Insurance serves solely to list insurance policies, limits and dates of coverage. Any modifications hereto are not authorized by Gallagher or the Insurance Companies.

IMPORTANT NOTICE

*All other Additional Insureds requests requires Legal approval and issuance of a Certificate of Insurance.

*For special requests, such as a *WET SIGNATURE*, please contact the appropriate team: P&C – Doreen Morris or Therese Scamardo; E&O – Helen Ponce de Leon or Ryan Sheekley; Cyber – Jeremy Gillespie or Ariel Magrini.



Signature Page

Koff & Associates intends to adhere to all the provisions described in RFP above.

This proposal is valid for 90 days.

Respectfully submitted,

By: KOFF & ASSOCIATES
State of California

Georg S. Krammer

May 25, 2022

Managing Director, Compensation and Rewards Consulting



Koff & Associates
A Gallagher Company

CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: Human Resources Department
Presentation By: Natalie Springer, Human Resources Director

Summary

Subject: Yuba City Fire Management Wage Reopener Side Letter
Recommendation: A. Adopt a Resolution approving a wage reopener side letter with Yuba City Fire Management
B. Approve a supplemental appropriation to 2310-61210 in the amount of \$92,300
C. Approve a supplemental appropriation to 2310-61430 in the amount of \$36,500
D. Authorize the Finance Director to transfer funds from unallocated General Fund 301 in the amount of \$128,800
Fiscal Impact: An increase in cost of \$128,800 for FY 22/23.

Purpose:

To approve the Yuba City Fire Management wage reopener side letter for cost of living salary increases, equity adjustment, benchmark the Fire Marshall to Fire Battalion Chief and new language for a May 2023 wage reopener.

Council's Strategic Goal:

This side letter addresses the City Council's Strategic Goal of public safety.

Background:

Fire Management's Memorandum of Understanding (MOU) term is July 3, 2021 through June 30, 2024. The MOU includes a wage reopener that agreed to discuss the City's financial position no later than the end of April 2022. Fire Management and the City negotiations team met to discuss the wage reopener and have come to an agreement on a side letter that addresses salary increases, equity adjustment, Fire Marshall benchmark to Fire Battalion Chief, and includes a wage reopener for May 2023.

Analysis:

Fire Management has agreed to a wage reopener side letter that:

1. Includes an 8% cost of living increase effective the first full pay period in July 2022;
2. Includes an 8.5% equity adjustment for Fire Battalion Chief the first full pay period in July 2022;
3. Includes the benchmarking of the Fire Marshal to the Fire Battalion Chief effective the first full pay period in July 2022;
4. For a wage reopener to discuss the City's financial position no later than the end of May 2023 on the issue of wage to determine if an agreement can be reached on wage increases only with any changes to be effective the first full pay period in July 2023, unless agreed otherwise. If the parties cannot agree on a wage increase during a reopener, there shall be no salary adjustment for that year.

Fiscal Impact:

An increase in cost of \$128,800 for FY 22/23.

Alternatives:

Do not approve the Fire Management side letter and provide staff direction.

Recommendation:

- A. Adopt a Resolution approving a wage reopener side letter with Yuba City Fire Management
- B. Approve a supplemental appropriation to 2310-61210 in the amount of \$92,300
- C. Approve a supplemental appropriation to 2310-61430 in the amount of \$36,500
- D. Authorize the Finance Director to transfer funds from unallocated General Fund 301 in the amount of 128,800

Attachments:

1. Cost Impact of Fire Management Side Letter Terms
2. Resolution
3. Fire Management Side Letter
4. Fire Management Salary Schedule

Prepared By:

Natalie Springer
Human Resources Director

Submitted By:

Diana Langley
City Manager

ATTACHMENT 1

City of Yuba City
Fire Mangement - June 21, 2022 Staff Report

	<i>On-going</i>	<i>One-time</i>	<i>Total</i>
FY 2022-23			
Salary increase - 8.0% COLA	\$ 128,800		128,800
Plus equity adjustments per the MOU to market & benchmarking			
Total Cost	<u>\$ 128,800</u>	<u>\$ -</u>	<u>\$ 128,800</u>
<i>General Fund</i>	<i>\$ 128,800</i>		<i>\$ 128,800</i>
<i>Water</i>	<i>\$ -</i>		<i>\$ -</i>
<i>Wastewater</i>	<i>\$ -</i>		<i>\$ -</i>
<i>SASA</i>	<i>\$ -</i>		<i>\$ -</i>
<i>VMF</i>	<i>\$ -</i>		<i>\$ -</i>

ATTACHMENT 2

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE YUBA CITY FIRE MANAGEMENT SIDE LETTER
JULY 3, 2021 – JUNE 30, 2024 REGARDING WAGE REOPENER**

WHEREAS, the City recognizes the Yuba City Fire Management (Fire Management) commitment to the City and its citizens while providing outstanding and dedicated service to all;

WHEREAS, the Fire Management's side letter has a wage reopener article;

WHEREAS, in response to the wage reopener, City staff and Fire Management have negotiated a Side Letter for a cost of living salary increases, equity adjustment, benchmark the Fire Marshall to Fire Battalion Chief and new language for a May 2023 wage reopener.

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

Approve the attached Fire Management Side Letter:

1. Includes an 8% cost of living increase effective the first full pay period in July 2022;
2. Includes an 8.5% equity adjustment for Fire Battalion Chief the first full pay period in July 2022;
3. Includes the benchmarking of the Fire Marshal to the Fire Battalion Chief effective the first full pay period in July 2022;
4. For a wage reopener to discuss the City's financial position no later than the end of May 2023 on the issue of wage to determine if an agreement can be reached on wage increases only with any changes to be effective the first full pay period in July 2023, unless agreed otherwise. If the parties cannot agree on a wage increase during a reopener, there shall be no salary adjustment for that year.

Authorize staff to make any necessary clarifying language changes as long as the changes do not modify the Side Letter's substantive terms or past practice.

The Director of Finance is hereby authorized to make the necessary budget adjustments to implement the provisions of this resolution.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 21st day of June 2022.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

Approved as to form:

Stacey Sheston
BB&K, Special Counsel

ATTACHMENT 3

Yuba City and Yuba City Fire Management
Side Letter of Agreement to the
2021-2024 MOU

The City of Yuba City ("City") and Yuba City Fire Management have met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act to amend provisions of their Memorandum of Understanding ("MOU"), including applicable side letters, with a current term of July 3, 2021, through June 30, 2024. This side letter of Agreement describes the Parties' full and complete agreement to amend that MOU.

The Parties have agreed to replace Article 2 of the MOU as follows:

Article 2 – Wages

1. Salary Schedules

Employees shall be on a five (5) step salary schedule which will be attached as Appendix "B" Salary Schedules.

2. Salary Increases

Effective the first full pay period in July 2022, all classifications shall receive a cost of living increase of eight percent (8.0%).

Effective the first full pay period in July 2022, the Fire Battalion Chief will receive an equity adjustments of eight and a half percent (8.5%).

Effective the first full pay period in July 2022, the Fire Marshal will be benchmarked to the Fire Battalion Chief.

3. Wage Reopener

The parties agree to a reopener to discuss the City's financial position no later than the end of May 2023 on the issue of wage, to determine if an agreement can be reached on wage increases only with any changes to be effective the first full pay period in July 2023, unless agreed otherwise. If the parties cannot agree on a wage increase during a reopener, there shall be no salary adjustment for that year.

4. Call-Back/Standby Pay

Fire Battalion Chiefs who are assigned to standby status will receive \$1.50 per hour.

A Fire Battalion Chief on standby, who is called back to work will receive a minimum of two (2) hours of pay at the rate of time-and-one-half their regular rate of pay.

5. FLSA Overtime Pay

All paid time will count as timed worked for the calculation of FLSA overtime.

Date: 5/19/22

Date: 5/19/22

City of Yuba City

Fire Management

Diana Langlely, City Manager

Shane Lawson
Shane Lawson

Michael W. Jarvis
Michael W. Jarvis, Liebert Cassidy Whitmore

Eric Hankins
Eric Hankins

Jesse Frias
Jesse Frias

Michael LaBlue
Michael LaBlue

ATTACHMENT 4

**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE JUNE 21, 2022**

Fire Management

JCN	CLASSIFICATION	Bargaining Group	1	2	3	4	5	
6055**	FIRE BATTALION CHIEF	FM	9,870 40.67	10,364 42.71	10,882 44.84	11,426 47.09	11,997 49.44	Monthly Hourly
6066	FIRE MARSHAL	FM	9870 56.94	10364 59.79	10,882 62.78	11,426 65.92	11,997 69.21	Monthly Hourly

FIRE DEPARTMENT CLASSIFICATIONS CALCULATED ON A 40 HOUR WORK WEEK:

JCN	CLASSIFICATION	Bargaining Group	1	2	3	4	5
6140	FIRE BATTALION CHIEF	FM	9,870 56.94	10,364 59.79	10,882 62.78	11,426 65.92	11,997 69.21

** Indicates classifications whose hourly rates are computed on the basis of an average 56 hour duty week.

EMPLOYEE BARGAINING GROUPS

CON - Confidential	FLM - 1st Level Manager
PUE, Local #1 - General Employees	PD - Police Department
DH - Department Head	FIRE - Fire Department
MM - Middle Manager	PSMM - Police Sworn Mid Manager
FM - Fire Management	PS - Police Sergeant

CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: Human Resources Department
Presentation By: Natalie Springer, Human Resources Director

Summary

Subject: Yuba City Police Wage Reopener Side Letters

Recommendation: A. Adopt a Resolution approving a wage reopener side letter with Yuba City Police Officers' Association (POA), POA-Police Sergeants, and Police Sworn Mid-Managers

B. Approve a supplemental appropriation to 2310-61210 in the amount of \$886,100

C. Authorize the Finance Director to transfer funds from unallocated General Fund 301 in the amount of \$886,100

Fiscal Impact: An increase in cost of \$886,100 for FY 22/23.

Purpose:

To approve the Yuba City Police Officers' Association (POA), POA-Police Sergeants, and Police Sworn Mid-Managers (PSMM) wage reopener side letters for cost of living salary increases. The PSMM wage reopener side letter also includes equity adjustments and benchmarking of the Assistant Police Chief 5% above the top step of the Police Commander.

Council's Strategic Goal:

This side letter addresses the City Council's Strategic Goal of public safety.

Background:

All three Police Memorandum of Understanding's (MOU) terms are July 1, 2021 through June 30, 2023. The Police bargaining units and the City negotiations team met to discuss the wage reopener and have come to an agreement on a side letter that addresses cost of living salary increases. Additionally, the PSMM wage reopener includes equity adjustments and benchmarking of the Assistant Police Chief 5% above the top step of the Police Commander.

Analysis:

POA has agreed to a wage reopener side letter that:

1. Includes an 8% cost of living increase effective the first full pay period in July 2022.

POA-Police Sergeants has agreed to a wage reopener side letter that:

1. Includes an 8% cost of living increase effective the first full pay period in July 2022.

PSMM has agreed to a wage reopener side letter that:

1. Includes an 8% cost of living increase effective the first full pay period in July 2022.

2. Includes equity adjustments for identified classifications effective July 2, 2022;

Classification	Equity Adjustment
----------------	-------------------

Police Commander	6.50%
------------------	-------

Police Lieutenant	5.25%
-------------------	-------

Equity increases are cumulative with the cost of living increase and not compounded.

3. Includes benchmarking the Assistant Police Chief 5% above the top step of the Police Commander.

Fiscal Impact:

An increase in cost of \$886,100 for FY 22/23.

Alternatives:

Do not approve the Police side letters and provide staff direction.

Recommendation:

A. Adopt a Resolution approving a wage reopener side letter with Yuba City Police Officers Association (POA), POA-Police Sergeants, and Police Sworn Mid-Managers

B. Approve a supplemental appropriation to 2310-61210 in the amount of \$886,100

C. Authorize the Finance Director to transfer funds from unallocated General Fund 301 in the amount of \$886,100

Attachments:

1. Cost Impact of Police Side Letter Terms
2. Resolution
3. POA Side Letter
4. POA-Police Sergeants Side Letter
5. PSSM Side Letter
6. Police Salary Schedule

Prepared By:

Natalie Springer
Human Resources Director

Submitted By:

Diana Langley
City Manager

ATTACHMENT 1

City of Yuba City
Police Officers Association - June 21, 2022 Staff Report

	<i>On-going</i>	<i>One-time</i>	<i>Total</i>
FY 2022-23			
Salary increase - 8.0% COLA	\$ 636,700		636,700
Total Cost	<u>\$ 636,700</u>	<u>\$ -</u>	<u>\$ 636,700</u>
<i>General Fund</i>	\$ 636,700		\$ 636,700
<i>Water</i>	\$ -		\$ -
<i>Wastewater</i>	\$ -		\$ -
<i>SASA</i>	\$ -		\$ -
<i>VMF</i>	\$ -		\$ -

City of Yuba City
Police Sworn Mid Managers - June 21, 2022 Staff Report

	<i>On-going</i>	<i>One-time</i>	<i>Total</i>
FY 2022-23			
Salary increase - 8.0% COLA	\$ 135,700		135,700
Equity adjustments per the MOU to market			
Total Cost	<u>\$ 135,700</u>	<u>\$ -</u>	<u>\$ 135,700</u>
<i>General Fund</i>	\$ 135,700	\$	135,700
<i>Water</i>	\$ -	\$	-
<i>Wastewater</i>	\$ -	\$	-
<i>SASA</i>	\$ -	\$	-
<i>VMF</i>	\$ -	\$	-

City of Yuba City
Police Sergeants - June 21, 2022 Staff Report

	<i>On-going</i>	<i>One-time</i>	<i>Total</i>
FY 2022-23			
Salary increase - 8.0% COLA	\$ 113,700		113,700
Total Cost	<u>\$ 113,700</u>	<u>\$ -</u>	<u>\$ 113,700</u>
<i>General Fund</i>	\$ 113,700		\$ 113,700
<i>Water</i>	\$ -		\$ -
<i>Wastewater</i>	\$ -		\$ -
<i>SASA</i>	\$ -		\$ -
<i>VMF</i>	\$ -		\$ -

ATTACHMENT 2

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE YUBA CITY POLICE OFFICERS' ASSOCIATION, POLICE
OFFICERS ASSOCIATION-POLICE SERGEANTS, POLICE SWORN MID-
MANAGER SIDE LETTERS
JULY 1, 2021 – JUNE 30, 2023 REGARDING WAGE REOPENER**

WHEREAS, the City recognizes the Yuba City Police Officers' Association, Police Officers' Association-Police Sergeants, and Police Sworn Mid-Managers commitment to the City and its citizens while providing outstanding and dedicated service to all;

WHEREAS, the Police bargaining units' side letters have a wage reopener article;

WHEREAS, in response to the wage reopener, City staff and the Police bargaining units have negotiated a Side Letters for a cost of living increase. Police Sworn Mid-Managers have negotiated equity adjustments and benchmarking of the Assistant Police Chief 5% above the top step of the Police Commander.

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

SECTION I

Approve the attached POA Side Letter that:

1. Includes an 8% cost of living increase effective the first full pay period in July 2022.

SECTION II

Approve the attached POA-Police Sergeants Side Letter that:

1. Includes an 8% cost of living increase effective the first full pay period in July 2022.

SECTION III

Approve the attached Police Sworn Mid-Manager Side Letter that:

1. Includes an 8% cost of living increase effective the first full pay period in July 2022.
2. Includes equity adjustments for identified classifications effective July 2, 2022;

Classification	Equity Adjustment
Police Commander	6.50%
Police Lieutenant	5.25%

Equity increases are cumulative with the cost of living increase and not compounded.
3. Includes benchmarking the Assistant Police Chief 5% above the top step of the Police Commander.

SECTION IV

Authorize staff to make any necessary clarifying language changes as long as the changes do not modify the Side Letter's substantive terms or past practice.

The Director of Finance is hereby authorized to make the necessary budget adjustments to implement the provisions of this resolution.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 21st day of June 2022.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

Approved as to form:

Stacey Sheston
BB&K, Special Counsel

ATTACHMENT 3

Yuba City and POA
Side Letter of Agreement to the
2021-2023 MOU

The City of Yuba City ("City") and Yuba City Police Officers Association (POA) have met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act to amend provisions of their Memorandum of Understanding ("MOU"), including applicable side letters, with a current term of July 1, 2021, through June 30, 2023. This side letter of Agreement describes the Parties' full and complete agreement to amend that MOU.

The Parties have agreed to replace Article 3 of the MOU as follows:

Article 3 – Wages

1. Salary Schedules

Police Officers and Dispatchers shall be on a five (5) step salary schedule.

Non-sworn employees hired before March 3, 2018, shall be on a five (5) step salary schedule. All other non-sworn employees (hired after March 2, 2018) shall be on a nine (9) step salary schedule. The 9-step salary schedule shall have both the first step and last step the same as the 5-step salary schedule. The Salary schedules are attached as Appendix "B" Salary Schedules.

2. Salary Increases

Effective the first full pay period in July 2022, all classifications shall receive a cost of living increase of eight percent (8.0%).

3. Longevity

Employees receive longevity pay as follows:

- Upon completion of ten (10) years of service with City the employee shall receive longevity pay in the amount of two and one-half percent (2.5%) of their base hourly rate of pay.
- Upon completion of fifteen (15) years of service with City the employee shall receive an additional two and one-half percent (2.5%) of their base hourly rate of pay.
- Upon completion of twenty (20) years of service with City the employee shall receive an additional two and one-half percent (2.5%) of their base hourly rate of pay.

pay.

4. Detective Assignment

Police Officer's assigned to the Investigation Division or NET Unit shall receive Detective Premium in the amount of seven and one-half (7.5) percent of their base hourly rate of pay for the period of the temporary assignment.

5. Traffic Assignment

Police Officer's regularly assigned to the Traffic Division (motorcycle) shall receive a Motorcycle Premium in the amount of five percent (5.0%) of their base hourly rate of pay for the period of the assignment.

6. Educational Incentive

Sworn personnel shall receive educational incentive as follows:

- AA or AS degree 2.5%
- BA or BS degree 7.5%
- POST Intermediate Certificate 2.5%
- POST Advanced Certificate 7.5%

Education incentive pays for all sworn personnel who possess an Advanced POST certificate shall receive 5% incentive pay and the cap for employees with an Advanced POST certificate shall be increased to 10%.

Non-sworn personnel shall be paid as follows:

- AA or AS degree 2.5%
- BA or BS degree 5.0%

Dispatcher only will also receive:

- POST Public Safety Dispatch Intermediate 2.5%
- POST Public Safety Dispatch Advance 2.5%

All education degrees shall be from educational institutions that are regionally accredited. Incentive pays are not cumulative, meaning that an employee is eligible only for one incentive for each type of degree or certificate (i.e., if an employee has two Associate's Degrees, the employee is eligible for an incentive of 2.5%; if an employee has an Associate's Degree and a POST Intermediate Certificate, the employee is eligible for an incentive of 5.0%). Incentive pays are not compounded, meaning that each incentive is

separately applied to the employee's base pay. The total of all the above incentives shall not exceed 7.5%.

For all employees hired after February 20, 2018, all educational degrees shall be in Administration of Justice, Criminal Justice, or closely related field.

7. Bilingual Pay

Employees who are proficient in speaking a foreign language shall receive a \$100.00 per month bilingual pay incentive. The method for certifying proficiency and the determination of which languages will be covered under this program shall be determined by the City in consultation with the POA.

8. Holiday Pay

In lieu of time off for holidays and holiday pay, officers assigned to regular patrol shifts and public safety dispatchers shall receive straight time pay for 7.33 hours per month, paid and computed on a bi-weekly basis. This pay shall be computed at the hourly equivalent rate for the employee's monthly salary. For new or terminating employees, said in lieu pay shall be pro-rated from the date of employment or to the date of termination within the pay period.

9. Holidays

Police employees working a four (4) day, ten (10) hour work schedule with holidays off, shall only receive nine (9) ten (10) hour holidays a year which will be selected from the holidays designated for employees in the City service as outlined in Rules §2.10(B). Employees will notify their supervisor in selecting the holidays of their (the employee's) choice at least one week prior to the scheduled holiday. Any holidays occurring on the days scheduled for work in excess of the selected days shall be worked without additional compensation or taken as a day off without pay or with use of leave time.

10. Field Training Officer

Community Service Officers and Dispatcher IIs designated as Field Training Officers by the Police Chief, shall receive Training Premium in the amount of five percent (5%) of their base hourly rate of pay on an hour per hour basis while training other Community Service Officers or Dispatchers under the department's designated training program.

Police Officers assigned as Field Training Officers by the Police Chief shall receive Training Premium in the amount of five percent (5%) of their base hourly rate of pay.

11. Court Appearance

Court time is defined as that period of time when an employee is required to appear in court as part of the performance of their normal duties on a day when the employee would not otherwise be scheduled to work. Court time will be compensated only when the employee is required to appear in court in connection with their duties at a time when they

are not otherwise scheduled to be working. An employee will not be granted court time during the same time period that callback time is compensable. Court time may be paid or accrued as compensatory time in the same manner and shall be computed on the same basis of three (3) hours or the actual amount of the time the employee is required to appear in court, whichever is greater.

It is not the policy of the City to use officers who have been called for court time during off-duty hours for other than court appearance work unless operational needs require.

City and POA agree to work cooperatively to reduce the amount of court appearance time and overtime expenses spent for court appearances. To that end, should a program be developed in coordination with the Sutter County Court to recall officers by the use of beepers, telephone check-in, or any other method, the Department shall be able to implement such program after meeting and conferring with the POA regarding compensation related issues.

12. Acting Pay

Employees assigned to higher classifications on a temporary basis shall receive acting pay. Employees will be compensated by receiving pay in the higher classification at that step in the salary range which results in a minimum of a five percent (5.0%) increase in compensation over their current base wage rate.

In order to qualify for acting pay, employees must:

- A. Work a minimum of four (4) consecutive hours in order to be eligible for compensation;
- B. Meet the minimum qualifications for the higher classification; and
- C. Be assigned with the approval of the Police Chief or designee.

Time spent in acting assignments may be considered during promotional recruitment but shall not substitute for minimum qualifications for education and experience requirements.

13. On Call Pay

Detectives who are assigned to on-call status during weekday evenings (Monday - Thursday, 5:00 p.m. to 8:00 a.m.) will receive standby pay of \$2.45 per hour.

14. Canine Unit Compensation

- A. Hours Worked: The City and the POA agree that the off- duty working time attributable to all ordinary aspects of caring for a police canine (including without limitation, caring, feeding, exercising, grooming, kennel cleaning, cleaning of City vehicles) by employees assigned as canine handlers amounts to sixty (60) minutes per day, seven (7) hours per week. This amounts to a good faith estimate, based upon an inquiry into the number of hours spent or reasonably required to be spent, and is intended to be comprehensive, accurate and inclusive of all pertinent facts.

This agreement is made pursuant to the FLSA regulations.

- B. Off-Duty Canine Care Rate: The City will compensate officers assigned as handlers for the active police canine(s) at the hourly rate of legal minimum wage for up to seven (7) hours per week that the officer is so assigned.
- C. FLSA Overtime: The FLSA 207(k) exemption shall continue to apply to all canine unit officers. The base rate used for calculating FLSA overtime is the weighted average of the officers' base rate for police work and the officers' off-duty canine care rate described above. The City will then factor in all special pays that apply in calculating the FLSA rate of pay.
- D. Travel Time: Travel time to and from work with police dogs in transport shall not be compensable under the terms of this agreement. It is also recognized that the "take home" vehicle is a mutually beneficial arrangement for both the City and the officer. In the event of a change as a result of litigation, law or regulation, which requires payment for travel time, the City and the POA will reopen this agreement to discuss the impact on compensation.
- E. Canine Training Time: The Police Department reserves the sole discretion in scheduling canine training time for on-duty and off-duty activities.
- F. Agreement to Limit Off-Duty Canine Care to Seven (7) Hours a Week: Canine unit officers agree they will not spend more than seven (7) hours per week off-duty canine care with their assigned canine, unless they have first sought and received approval from the commanding officer or unless an emergency occurs. In case of emergency that could not have been anticipated, the officer must notify the unit supervisor of the additional time spent immediately upon reporting to duty or no later than twenty-four (24) hours later, whichever occurs first.
- G. Police Department Costs: The Police Department will fund the cost of training for certification, dog food, veterinary expenses and equipment, except for such equipment which is considered personal for the canine and cannot be used for another canine. Equipment purchased by the City is the property of the City.
- H. Retirement of Canine: All parties agree that when the Police Chief or designee decides, in their sole discretion, to retire the canine from active duty, the current handler may purchase the canine from the City for one dollar (\$1.00). Upon the sale of the canine, the current handler will assume all further costs and liabilities associated with the canine, and the City will forever be released from all such costs and liabilities.

15. Daylight Savings Time

Employees who work on those days when the daylight savings time change occurs shall be paid overtime for hours in excess of their regular scheduled work hours. If daylight

savings time causes an employee to work less than a full shift, the employee shall be allowed to use vacation or accumulated compensatory time to make up the difference.

16. Uniform Allowance

For all employees in positions required to wear a uniform, those employees shall receive a uniform allowance of \$684.25 per year.

Date: _____

City of Yuba City

Diana Langley, City Manager



Michael W. Jarvis,
Liebert Cassidy Whitmore

Date: _____

Police Officers Association



Timothy K. Talbot
Rains Lucia Stern

Michael Gwinnup

ATTACHMENT 4

**Yuba City and POA
Side Letter of Agreement to the
2021-2023 MOU**

The City of Yuba City ("City") and Yuba City Police Officers Association (POA) for the Sergeants Unit have met and conferred in good faith pursuant to the requirements of the Meyers-Milius-Brown Act to amend provisions of their Memorandum of Understanding ("MOU"), including applicable side letters, with a current term of July 1, 2021, through June 30, 2023. This side letter of Agreement describes the Parties' full and complete agreement to amend that MOU.

The Parties have agreed to replace Article 3 of the MOU as follows:

1. Salary Schedules

Employees shall be on a five (5) step salary schedule which is attached as Appendix "A" Salary Schedules.

2. Salary Increases

Effective the first full pay period in July 2022, all classifications shall receive a cost of living increase of eight percent (8.0%) salary increase.

3. Longevity

Employees receive longevity pay as follows:

Upon completion of five (5) years of service with City the employee shall receive longevity pay in the amount of one and a quarter percent (1.25%) of their base hourly rate of pay.

Upon completion of ten (10) years of service with City the employee shall receive an additional one and a quarter percent (1.25%) of their base hourly rate of pay.

Upon completion of fifteen (15) years of service with City the employee shall receive an additional two and one-half percent (2.5%) of their base hourly rate of pay.

Upon completion of twenty (20) years of service with City the employee shall receive an additional two and one-half percent (2.5%) of their base hourly rate of pay.

4. Education Incentive

Employees receive education pay as follows:

- Two and a half percent (2.5%) of their base hourly rate of pay for an Associates degree

or

- Seven and a half percent (7.5%) of their base hourly rate of pay for a Bachelors degree.

and

- Two and a half percent (2.5%) of their base hourly rate of pay for a POST Intermediate Certificate.

or

- Seven and a half percent (7.5%) of their base hourly rate of pay for a POST Advanced Certificate.

and

- Five and two tenths of a percent (5.2%) of their base hourly rate of pay for a POST Supervisory Certificate.

The maximum educational incentive under this section is twelve and seven tenths percent (12.7%) of the employee's base hourly rate of pay.

5. Bilingual Pay

Employees who are proficient in speaking a foreign language shall receive a one hundred dollar (\$100) per month bilingual pay incentive. The method for certifying proficiency and the determination of which languages will be covered under this program shall be determined by the City in consultation with the Association.

6. Holiday Pay

In lieu of time off for holidays and holiday pay, Police Sergeants assigned to regular patrol shifts shall receive straight time pay for seven and one third (7.33) hours per month, paid and computed on a bi-weekly basis. This pay shall be computed at the hourly equivalent rate for the employee's monthly salary. For new or terminating employees, said in lieu pay shall be pro-rated from the date of employment or to the date of termination within the pay period.

7. Call Back Pay

Sergeants who are called or scheduled to return to work after having left the work site shall be compensated in accordance with Rules § 2.06(l). A return to work prior to the start of the shift shall also be compensated accordingly provided that the reporting time for work is two (2) or more hours prior to the regular shift start time.

8. On Call Pay

Police Sergeants who are assigned to on-call status during weekday evenings (Monday-Thursday, 5:00 p.m. to 8:00 a.m.) will receive standby pay of two dollars and forty-five cents (\$2.45) per hour.

9. Daylight Savings Time

Employees who work on those days when daylight savings time change occurs shall be paid overtime for hours in excess of their regular scheduled work hours. If daylight savings time causes an employee to work less than a full shift, the employee shall be allowed to use vacation or accumulated compensatory time to make up the difference. Vacation or accumulated compensatory time so used shall be considered as in pay status.

10. Uniform Allowance

For all positions required to wear a uniform, a uniform allowance of \$900 per year shall be paid.

11. Acting Pay

Employees assigned to higher classifications on a temporary basis shall receive acting pay. Employees will be compensated by receiving pay in the higher classification at that step in the salary range which results in a minimum of a five percent (5.0%) increase in compensation over their current base wage rate.

In order to qualify for acting pay, employees must:

- A. Work a minimum of four (4) consecutive hours in order to be eligible for compensation;
- B. Meet the minimum qualifications for the higher classification; and
- C. Be assigned with the approval of the Police Chief or designee.

Time spent in acting assignments may be considered during promotional recruitment but shall not substitute for minimum qualifications for education and experience requirements.

12. Detective Pay

Employees assigned to Investigation and Net-5 will receive detective premium in the amount of seven and a half percent (7.5%) of their base hourly rate of pay.

13. Traffic Pay

Employees assigned to traffic will receive traffic premium in the amount of five percent (5.0%) of their base hourly rate of pay.

14. Field Training Officer Pay

Employees assigned as a field training officer (FTO) will receive training premium in the amount of five percent (5.0%) of their base hourly rate of pay.

Date: _____

City of Yuba City

Diana Langlely, City Manager

Michael W. Jarvis,
Liebert Cassidy Whitmore

Date: _____

Police Officers Association

Timothy K. Talbot
Rains Lucia Stern

Brian Thornton

ATTACHMENT 5

Yuba City and PSMM
Side Letter of Agreement to the
2021-2023 MOU

The City of Yuba City ("City") and Yuba City Police Sworn Mid-Managers (PSMM) have met and conferred in good faith pursuant to the requirements of the Meyers-Milias-Brown Act to amend provisions of their Memorandum of Understanding ("MOU"), including applicable side letters, with a current term of July 1, 2021, through June 30, 2023. This side letter of Agreement describes the Parties' full and complete agreement to amend that MOU.

The Parties have agreed to replace Article 2 of the MOU as follows:

Article 2 – Salary

1. Salary Schedules

Employees shall be on a five (5) step salary schedule as reflected in Appendix "B" to this Agreement.

2. Salary Increases

Effective the first full pay period in July 2022, all classifications shall receive a cost of living increase of eight percent (8.0%) salary increase.

In addition, effective July 2, 2022, the below classifications will receive equity adjustments as follows:

Classification	Equity Adjustment
Police Commander	6.50%
Police Lieutenant	5.25%

Equity increases are cumulative with the cost of living increase and not compounded.

Effective July 2, 2022, the Assistant Police Chief will be benchmarked at five percent (5%) above the top step of the Police Commander.

3. Bilingual Pay

Employees who are proficient in speaking a foreign language will receive a one hundred dollar (\$100.00) per month bilingual pay incentive. The method of certifying proficiency and the determination of which languages will be covered under this program shall be determined by the City in consultation with the Police Sworn Mid-Management

Association.

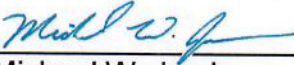
4. Education Incentive

Employees who possess a Master's Degree in a work-related field (as determined and approved by the Chief of Police), OR who have successfully completed the FBI National Academy will receive an education incentive of two and a half percent (2.5%) of base salary. The maximum education incentive is limited to two and a half percent (2.5%) of base salary.

Date: _____

City of Yuba City

Diana Langley, City Manager



Michael W. Jarvis,
Liebert Cassidy Whitmore

Date: _____

Police Sworn Mid-Managers



Timothy K. Talbot
Rains Lucia Stern

Sam Escherman

ATTACHMENT 6

CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE JUNE 21, 2022

Police Officers Association

JCN	CLASSIFICATION	Bargaining Group	SALARY STEPS						
			1	2	3	4	5	6	
2005	ADMINISTRATIVE ASSISTANT	PD	4,487 25.89	4,711 27.18	4,947 28.54	5,194 29.97	5,454 31.47		Monthly Hourly
2040	COMMUNITY POLICING COORDINATOR	PD	4,425 25.53	4,646 26.80	4,878 28.14	5,122 29.55	5,378 31.03		Monthly Hourly
2130	COMMUNITY SERVICE OFFICER	PD	4,367 25.19	4,585 26.45	4,814 27.77	5,055 29.16	5,308 30.62		Monthly Hourly
2125	COMMUNITY SERVICE OFFICER - LEAD	PD	4,928 28.43	5,174 29.85	5,433 31.34	5,705 32.91	5,990 34.56		Monthly Hourly
2150	FIELD SERVICE TECHNICIAN	PD	4,425 25.53	4,646 26.80	4,878 28.14	5,122 29.55	5,378 31.03		Monthly Hourly
2200	POLICE OFFICER	PD	5,848 33.74	6,140 35.42	6,447 37.19	6,769 39.05	7,107 41.00	7,462 43.05	Monthly Hourly
2120	POLICE RECORDS CLERK	PD	3,702 21.36	3,887 22.43	4,081 23.54	4,285 24.72	4,499 25.96		Monthly Hourly
2160	POLICE RECORDS CLERK - LEAD	PD	4,105 23.68	4,310 24.87	4,526 26.11	4,752 27.42	4,989 28.78		Monthly Hourly
2190	POLICE RECRUIT	PD	5,087 29.35	5,341 30.81	5,608 32.36	- -	- -		Monthly Hourly
2110	PUBLIC SAFETY DISPATCHER I	PD	4,120 23.77	4,326 24.96	- -	- -	- -		Monthly Hourly
2140	PUBLIC SAFETY DISPATCHER II	PD	4,849 27.98	5,091 29.37	5,346 30.84	5,613 32.38	5,894 34.00		Monthly Hourly
2180	PUBLIC SAFETY DISPATCHER III	PD	- -	- -	- -	6,169 35.59	6,477 37.37		Monthly Hourly
2170	POLICE SERVICES ANALYST	PD	5,038 29.07	5,290 30.52	5,555 32.05	5,833 33.65	6,124 35.33		Monthly Hourly

Pensionable Compensation for New Members (PEPRA)

Assignment of an employee in the Police Officer classification to the Investigation Division and/or Net Unit shall include a seven and one half (7.5) percent compensation above the appropriate Police Officer salary step for the period of the temporary assignment and shall be designated as follows:

Additional (or Other) Pensionable Compensation for New Members (PEPRA)

Police Officers designated as Field Training Officers by the Police Chief shall receive five (5) percent additional compensation (calculated from their base hourly wage) while so assigned to the Departments Training Program.
Additional (or Other) Pensionable Compensation for New Members (PEPRA)

MOU Article 2.5 - Education Incentive -

Education Incentive pay for sworn personnel shall be base pay cumulative but not compounded.
The cap for employees with an Advanced POST certificate shall be 10%.

Sworn Personnel shall receive education incentive as follows:

AA or AS degree	2.50%
BA or BS degree	7.50%
POST Intermediate Certificate	2.50%
POST Advance Certificate	7.50%

ALL non-sworn POA personnel shall receive education incentive pay as follows:

AA or AS degree	2.50%
BA or BS degree	5.00%

Dispatcher I/II/III only will also receive education incentive pay as follows:

POST Public Safety Dispatch Intermediate	2.50%
POST Public Safety Dispatch Advance	2.50%

Education Incentive pay for non-sworn personnel shall be base pay cumulative but not compounded and shall have a 7.5% cap for all classifications.

MOU Article TBD - Longevity Pay

Longevity Pay for all POA personnel shall be base pay cumulative but not compounded.
Longevity Pay shall be received as follows based on time in service at the City of Yuba City:

Upon completion of 10 years of service	2.50%
Upon completion of 15 years of service	5.00%
Upon completion of 20 years of service	7.50%

MOU Article 2.6 - Bilingual Pay

Sworn and non-sworn employees who are certified as bilingual will receive a bilingual pay incentive of \$100 per month:

MOU Article 2.7 - Holiday Pay

Officers assigned to regular patrol shifts and public safety dispatchers shall receive straight time pay for 7.33 hours per month, paid and computed on a bi-weekly basis in lieu of time off.

MOU Article 2.9 - Field Training Officer

Community Service Officers and Dispatcher II employees designated as Field Training Officers shall receive five percent (5%) additional compensation (calculated from their base hourly wage) on an hour per hour basis.

MOU Article 2.13 - Canine Unit

Employees assigned as canine handlers will be compensated at the hourly rate of legal minimum wage for up to seven (7) hours per week that the officer is so assigned.

MOU Article 2.4 - Traffic Division (effective September 28, 2019)

Employees assigned to the Traffic Division shall receive five percent (5%) hazard pay (calculated from their base hourly wage) on an hour per hour basis.

EMPLOYEE BARGAINING GROUPS

CON - Confidential

PUE, Local #1 - General Employees

DH - Department Head

MM - Middle Manager

FM - Fire Management

FLM - 1st Level Manager

PD - Police Department

FIRE - Fire Department

PSMM - Police Sworn Mid Manager

PS - Police Sergeant

**CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE JUNE 21, 2022**

Sworn Police Mid-Managers

CLASSIFICATION	Group	SALARY STEPS					
		1	2	3	4	5	
7180* ASSISTANT POLICE CHIEF	Sworn MM	12,541	13,168	13,826	14,517	15,242	Monthly
		72.35	75.97	79.77	83.75	87.94	Hourly
7150* POLICE COMMANDER	Sworn MM	11,943	12,540	13,167	13,825	14,517	Monthly
		68.90	72.35	75.96	79.76	83.75	Hourly
7111* POLICE LIEUTENANT	Sworn MM	10,638	11,170	11,729	12,315	12,930	Monthly
		61.37	64.44	67.67	71.05	74.60	Hourly

Pensionable Compensation for New Members (PEPRA)

MOU Article 1.2 - Bilingual Pay

Police Sworn Mid-Manager employees who are certified as bilingual will receive a bilingual pay incentive of \$100 per month:

- - -

MOU Article 1.3 - Education Incentive

Police Sworn Mid-Manager employees awarded a Master's degree or who has successfully completed the

FBI National Academy will be eligible to receive an education incentive of 2.5% of base salary.

The maximum education incentive is limited to 2.5% of base salary.

* Indicates classifications which are not eligible for overtime compensation and are exempt from the Fair Labor Standards Act (FLSA).

EMPLOYEE BARGAINING GROUPS

CON - Confidential

PUE, Local #1 - General Employees

DH - Department Head

MM - Middle Manager

FM - Fire Management

FLM - 1st Level Manager

PD - Police Department

FIRE - Fire Department

PSMM - Police Sworn Mid Manager

PS - Police Sergeant

CITY OF YUBA CITY
SALARY SCHEDULE AND GENERAL COMPENSATION PLAN
EFFECTIVE JUNE 21, 2022

Police Sergeants

JCN	CLASSIFICATION	Bargaining Group	SALARY STEPS					
			1	2	3	4	5	
6100*	POLICE SERGEANT	PS	7,354	7,722	8,108	8,513	8,938	Monthly
			42.43	44.55	46.78	49.11	51.57	Hourly

Pensionable Compensation for New Members (PEPRA)

MOU Article 3.4 - Longevity Pay (Cumulative but not compounded)

Upon completion of service with the City of Yuba City:

5 years	1.25%
10 years	2.50%
15 years	5.00%
20 years	7.50%

MOU Article 3.5 - Education Incentive

Police Sergeants shall receive an educational incentive of 2.5% for either an AA degree or POST Intermediate Certificate; a 5% educational incentive for a Bachelor's degree or a POST Advanced Certificate and an additional 5.2% for possession of a POST Supervisory Certificate.

Education Incentive pay shall be base pay cumulative but not compounded and shall have a 12.7% cap.

MOU Article 3.6 - Bilingual Pay

Police Sergeants who are certified as bilingual will receive a bilingual pay incentive of \$100 per month:

MOU Article 3.7 - Holiday Pay

Police Sergeants assigned to regular patrol shifts shall receive straight time pay for 7.33 hours per month, paid and computed on a bi-weekly basis in lieu of time off.

MOU Article 3.14 & 3.15 - FTO Pay and Traffic Division

Employees assigned to Field Training Officer, and/or the Traffic Division shall receive 5% of incentive pay (calculated from base hourly wage).

MOU Article 3.13 - Detective and Net-5 (increase from 5% to 7.5% effective 9/28/19)

Employees assigned to Investigation and/or Net-5 shall receive 7.5% of incentive pay (calculated from base hourly wage).

EMPLOYEE BARGAINING GROUPS

CON - Confidential	FLM - 1st Level Manager
PUE, Local #1 - General Employees	PD - Police Department
DH - Department Head	FIRE - Fire Department
MM - Middle Manager	PSMM - Police Sworn Mid Manager
FM - Fire Management	PS - Police Sergeant

CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: City Attorney
Presentation By: Shannon Chaffin, City Attorney

Summary

Subject: Mayor/Vice-Mayor Rotation Policy
Recommendation: Adopt an Ordinance of the City Council of the City of Yuba City, California, Amending Section 2-1.01(g) of Chapter 1 of Title 2 of the Yuba City Municipal Code (Mayor/Mayor Pro-Tem Rotation) by title only and waive the second reading
Fiscal Impact: TBD

Purpose:

To update the Council's process of selecting the Mayor/Vice Mayor positions given the recent change to election of Councilmembers by District.

Background:

Members of the current City Council were elected at-large based on a city-wide vote. Recently, the City converted to a district-based system of elections, where the City is divided into Districts. Candidates may only run for the seat representing the District in which they are registered to vote, and voters may only vote for a candidate from their division.

The conversion to a District-based system of elections can affect the current practice of selecting the Mayor and Vice Mayor as the order of finish between Districts potentially inhibits an "apples to apples" comparison of the order of finish as compared to a city-wide vote. Currently, the Mayor and Vice Mayor are elected by a majority vote of a quorum of the City Council for one-year terms. The position of Mayor has traditionally followed a sequence based on (a) election date and (b) order of finish within each city-wide election. The Vice-Mayor is also selected based on the same criteria, and traditionally becomes the new Mayor at the end of the former Mayor's term. However, none of the Districts are the same exact size, which can create challenges in determining the order of finish under the traditional method.

To address this issue, on June 7, 2022, the City Council adopted a resolution with updated policies, and introduced the proposed ordinance to allow for implementation of those policies. The ordinance is now before the Council for final adoption.

Analysis:

The proposed ordinance helps implement the policies adopted by the City Council for a system of selection of the Mayor and Vice-Mayor based on a rotating basis, as well as a process to address the transition to “by-District” elections. The modifications proposed by the Ordinance allow for more complete implementation of the Council's rotation policy including those related to unusual circumstances such as mid-year vacancies in office, etc.

Alternatives:

1. Modify the proposed ordinance through re-introduction (first reading).
2. Decline to adopt the ordinance at this time.

Attachments:

1. Ordinance Updating Mayor and Vice Mayor Rotation Policy

Prepared By:
Shannon Chaffin
City Attorney

Submitted By:
Shannon Chaffin
City Attorney

ORDINANCE _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
YUBA CITY, CALIFORNIA, AMENDING SECTION 2-1.01(G) OF
CHAPTER 1 OF TITLE 2 OF THE YUBA CITY MUNICIPAL CODE
(MAYOR/MAYOR PRO-TEM ROTATION)**

WHEREAS, the members of the City Council of the City of Yuba City (City) are currently elected at-large, whereby all members are elected by all of the voters of the City; and

WHEREAS, in order to further the purposes of the California Voting Rights Act of 2001, the City Council adopted an ordinance providing that the members of the City Council shall be elected by-district in five districts beginning at the November 8, 2022 general municipal election; and

WHEREAS, the City Council desires to update its policy for selection of the Mayor and Vice-Mayor to account for the transition to district-based elections, and to update the Municipal Code to provide clarification and consistency regarding the same.

NOW, THEREFORE, the City Council of the City of Yuba City does ordain as follows:

SECTION 1. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. Section 2-1.01(g) of Chapter 1 of Title 2 of the Yuba City Municipal Code is amended to read in its entirety as follows:

(g) Chair. The Mayor shall preside over all Council meetings. In ~~his, her the~~ Mayor's absence, the Mayor Pro Tempore shall serve as presiding officer. The Council shall choose one of its members to serve as Mayor and one of its members to serve as Vice-Mayor. The Mayor and Vice-Mayor shall be selected and seated in the manner following:

In an election year in which Council members are elected, the Mayor and Vice-Mayor shall be selected and seated at such time as the election results for Council members so elected have been canvassed and certified to the Council and those results so declared by the Council. Absent unusual circumstances as determined by the City Council, ~~The~~ Mayor and Mayor Pro Tempore so selected and seated at that time shall hold their respective offices until the first regular City Council meeting following the first Tuesday of the month in the year following the year in which they were selected and seated. The Mayor shall preserve strict order and decorum at all regular and special meetings of the Council. The Mayor shall state every question coming before the Council, announce the decision of the Council on all subjects and decide all questions of order subject, however, to an appeal to the Council in which event a majority vote of the Council shall govern and conclusively determine such question of order. The Mayor shall vote on all questions, ~~his or her~~ the Mayor's name being called last.

SECTION 3. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

SECTION 4. This ordinance shall take effect 30 days after its adoption. The City Clerk, or duly appointed deputy, shall attest to the adoption of this Ordinance and shall cause this Ordinance to be posted in the manner required by law.

Introduced and read at a regular meeting of the City Council of the City of Yuba City on the 7th day of June, 2022, and passed and adopted at a regular meeting held on the ____th day of June, 2022.

AYES:

NOES:

ABSENT:

ABSTAIN:

Dave Shaw, Mayor
City of Yuba City

ATTEST:

APPROVED AS TO FORM:

Ciara Wakefield, Deputy City Clerk

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP

CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: Finance/IT Department
Presentation By: Spencer Morrison, Finance Director

Summary

Subject: FY 22-23 Citywide Sole Source and Professional Services Purchases

Recommendation: Adopt a Resolution pre-authorizing the City Manager or designee to enter into citywide sole source and professional services purchases from July 1, 2022 through June 30, 2023, for specified items based on each purchase recommendation being in the best interest of the City

Fiscal Impact: The listed purchases throughout the fiscal year 2022-2023, which must conform to the currently approved budget and purchasing policies, represent up to an estimated \$11,499,000 in existing or planned sole source agreements, professional service agreements and other frequently used vendors.

Purpose:

Approve known future and reoccurring sole source and professional services purchases in the 2022-2023 fiscal year.

Council's Strategic Goal:

This item addresses the City Council's Strategic Goal of fiscal responsibility.

Background:

The purpose of this staff report is to consolidate known future and mostly reoccurring sole source and professional services purchases in the 2022-2023 fiscal year. This approach streamlines purchases during the year and allows City Council to have a broader knowledge of the upcoming sole source and professional services purchases. In 2008, the City Manager sought to improve efficiency by placing all known, professional service and sole source purchases required to go before City Council due to exceeding the City Manager's \$50,000 purchasing authority onto one agenda item that serves to streamline the agendas. To continue to improve the process, a few years later it was suggested that all of the multi-year professional service and sole source purchases be included on the staff report in order to provide the most transparency, even though the current Council, or a previous Council, had awarded the contract on a previous agenda.

The City adopted an updated purchasing policy on February 1, 2022 that went into effect on March 2, 2022. The updated policy now authorizes the City Manager to enter into purchase agreements up to \$100,000 without City Council approval. Therefore, vendors appearing in Attachment 2 include those providing support, maintenance, or upgrades for proprietary equipment, those which are annually successful in the three quotes process with enough work for Yuba City to potentially bring them above the \$100,000 threshold in a fiscal year, and those which are continuing in a multiple year agreement that totals over \$100,000 over the entire contract and may have been competitively selected and awarded by Council already. Additionally, some purchases appear which are subject to the Public Contract Code wherein the threshold is \$60,000, but are included for public, City Council, and staff information.

All such contracts and purchasing will continue to follow the Purchasing Policy, as adopted by City Council, sections 9-1 through 10-8. Additionally, formal bid purchases will continue to go through the formal bid process outlined in the City's Purchasing Policies and Procedures, along with any sole source, professional services, and commodity purchases that are not in this report.

A sole source purchase is appropriate when:

- An integral repair part or accessory compatible with existing equipment is only available from one vendor, or
- A product has a unique design/performance specification or quality requirements essential to department operations, or
- This is only one known manufacturer or is only authorized seller/servicer of the product in the region, or
- Staff has specialized training or expertise with a product and retraining is substantial, or
- Upgrading existing software, making emergency purchases, or special situations as they arise, or
- An emergency purchase arises, or
- A public project procurement under the established requirement established by Public Contract Code Section 22032(a), or
- Special situations as they arise.

If there is a change in circumstances such that any sole source, professional services or commodity purchases would not be warranted under the Purchasing Policy, staff will return to the City Council for approval as to another vendor, etc., as appropriate.

Analysis:

With a City Council approval of staff's recommendation, the departments will still be required to work within their approved budgets for the fiscal year 2022-2023 and comply with the adopted Purchasing Policy when making purchases. The items in Attachment 2 were considered by departments when building their budgets and are expected to not affect budget reduction scenarios.

Fiscal Impact:

The listed purchases throughout the fiscal year 2022-2023, which must conform to the currently approved budget and purchasing policies, represent up to an estimated \$11,499,000 in existing or planned sole source agreements, professional service agreements and other frequently used vendors.

Alternatives:

Direct staff to formally bid some or all of the attached sole source purchases and solicit proposals for the professional services agreements.

Recommendation:

Adopt a Resolution pre-authorizing the City Manager or designee to enter into citywide sole source and professional services purchases from July 1, 2022 through June 30, 2023, for specified items based on each purchase recommendation being in the best interest of the City.

Attachments:

1. Citywide Purchases Resolution
2. FY 22-23 City Wide Staff Report List
3. Purchasing Policy Excerpt
4. Public Contract Code 22032

Prepared By:

Kevin Rivera
Accountant I

Submitted By:

Diana Langley
City Manager

ATTACHMENT 1

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
PRE-AUTHORIZING THE CITY MANAGER OR DESIGNEE TO ENTER INTO
CITYWIDE SOLE SOURCE AND PROFESSIONAL SERVICES PURCHASES
FROM JULY 1, 2022 THROUGH JUNE 30, 2023**

BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF YUBA CITY AS FOLLOWS:

WHEREAS, the City of Yuba City is a public entity established under the laws of the State of California, and

WHEREAS, the City of Yuba City has a City Council adopted Purchasing Policy that provides direction to staff on all professional service and sole source agreements, and

WHEREAS, the City Council of the City of Yuba City has the intent to keep the approval of routine and annual purchases through negotiated professional service and sole source agreements with well-vetted and competent vendors efficient while maintaining transparency, and

WHEREAS, such a process promotes the efficient use of public resources, and is in the best interests of the City; and

WHEREAS, the City Council desires to authorize the City Manager, or designee, to enter into contracts with the vendors on the attached list, to be updated and brought before City Council annually.

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

1. From July 1, 2022 through June 30, 2023, the City Council pre-authorizes the City Manager, or designee, to enter into agreements with vendors, service providers, etc., as identified in Attachment 2, and in the amounts not to exceed those identified therein. The City Manager, or designee, shall otherwise have discretion as to the terms of said agreements, subject to review and approval of the City Attorney as to legal form. The actual selection and award of such contracts and purchasing items will continue to comply the City's adopted Purchasing Policy as may be amended. If there are circumstances such that an award of any sole source, professional service or commodity purchase to a pre-authorized business or person would not otherwise be warranted under the Purchasing Policy, then the award shall not be made to that pre-authorized person or business. Instead, the City Manager or designee will return to the City Council to obtain approval as to another person or business who would be appropriately awarded the bid or agreement consistent with the Purchasing Policy, unless the City Manager was otherwise authorized to make such an award under the Purchasing Policy or other authority previously granted by the City Council.
2. The City Council finds that the pre-authorization as provided for herein promotes the efficient use of public resources, and is in the best interests of the City.

The foregoing Resolution was duly and regularly introduced, passed, and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 21st day of June, 2022.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM
COUNCIL FOR YUBA CITY:

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP

ATTACHMENT 2

Citywide Purchases:

BEST BEST & KRIEGER, LLP of Sacramento, CA

Professional services agreement in the estimated amount of **\$185,000** for personnel and other matters.

COP SHOP INSTALLATIONS of Yuba City, CA

Sole source purchases in the estimated amount of **\$150,000** for the purchase and install of emergency vehicle accessories for Police and Fire Department vehicles such as light bars, decals, sirens, scanners, opticoms, etc.

ESTRADA ENGINEERING of Yuba City, CA

Professional services in the estimated amount of **\$250,000** for design and engineering services. An estimated \$100,000 will be used by Public Works for Engineering and CIP projects. The remaining \$150,000 will be used by the Yuba City Fire Department for fire station remodeling and construction projects.

LANDSCAPES BY STENTZEL of Live Oak, CA

Professional services agreement in the estimated amount of **\$225,000** for special projects in the Feather River Parkway and Landscape Maintenance Districts.

LIEBERT, CASSIDY & WHITMORE, INC of Los Angeles, CA

Professional services agreement in the estimated amount of **\$120,000** for labor relations consulting services.

MUNICIPAL RESOURCE GROUP, LLC of Wilton, CA

Professional services agreement in the estimated amount of **\$150,000** to replace the current annual [performance appraisal for non-safety departments. Municipal Resource Group will be providing training to employees on a quarterly basis.

SIERRA PACIFIC TURF SUPPLY of Campbell, CA

Sole source in the estimated amount of **\$225,000** for purchasing fertilizer and pesticides for City facilities and parks throughout the City.

Development Services Purchases:

TRUE POINT SOFTWARE of Loomis, CA

Professional services agreement in the estimated amount of **\$105,000** for implementation, training and setup for Accela software. True Point is the local Accela certified firm and employs a team with an average of 16 years of experience providing public sector IT services.

OPEN COUNTER of Boston, MA

Professional services agreement in the estimated amount of **\$105,000** for interactive software implementation for building application processes. The software provides 24/7 step-by-step instructions, specific to the applicants' projects, that will allow applicants to further understand permit requirements, zoning, municipal codes, etc.

PLACEWORKS of Santa Ana, CA

Professional services agreement in the estimated amount of **\$350,000** for general plan updates, zoning code updates, and associated environmental work.

Finance/IT Purchases:

SPILLMAN TECHNOLOGIES of Logan, UT

Sole source in the estimated amount of **\$140,000** for the annual maintenance agreement of the City's Police CAD/RMS System. This system is a collection of software modules that integrate to form a single system. Spillman is the developer and sole distributor of their software.

CENTRAL SQUARE TECHNOLOGIES of Lake Mary, FL.

Sole source in the estimated amount of **\$160,000** for the City's financial system annual maintenance agreement. This system is a collection of software modules that integrate to form a single system. Pentamation is the developer and sole distributor of their software.

GAYNOR TELESYSTEMS, INC. of Redding, CA

Sole source in the estimated amount of **\$150,000** for parts, installation and support of phone systems at multiple City locations. Gaynor installed and supports several phone systems throughout the City and will be used to expand these phone systems at City Hall, YCPD, Corporation Yard, and Fire Station 4.

LENOVO GLOBAL TECHNOLOGY of Morrisville, NC

Sole source computer purchases in the estimate amount of **\$442,000** for fiscal year 22-23 at prices not to exceed the California Multiple Award Schedule (CMAS) contract price for Lenovo Global Technology.

SOFTWARE ONE of Waukesha, WI

Sole source in the estimated amount of **\$130,000** for the City's Microsoft Enterprise Agreement annual maintenance. This agreement provides software for desktops, servers and applications including Office, email and databases. Software One is the designated reseller in our state by Microsoft and is the only authorized reseller for all organizations in the State of California.

SUTTER BUTTES COMMUNICATION of Yuba City, CA

Sole source in the estimated amount of **\$120,000** for parts, installation, radio service and warranty for patrol vehicles, fire vehicles, and the communication center. Sutter Buttes has been providing service to the City for many years and is very familiar with the parts and installation that is needed to keep our radio communications working.

MOTOROLA SOLUTIONS, INC of Schaumburg, IL

Sole source in the estimated amount of **\$130,000** for portable radios and accessories for personnel and vehicles.

AXON of Scottsdale, AZ

Sole source in the estimated amount of **\$120,000** for the annual maintenance agreement of the Police Department's in-car and body camera equipment, as well as the cloud storage for video recordings.

Fire Purchases:

ALLSTAR FIRE EQUIPMENT OF HAYWARD, CA

Sole source contract in the estimated amount of **\$192,000** for Fire Department purchases of Phos-Check Class A and Angus AR-AFFF Class B concentrated firefighting foam, structural firefighting helmets, hose, and Lyon structural firefighter turnouts.

LN CURTIS & SONS of Oakland, CA

Sole source contract in the estimated amount of **\$200,000** for Fire personal protective equipment, hose and apparatus equipment, and vehicle extrication equipment. LN Curtis & Sons has exclusive contracts with many manufacturers of Fire Equipment used by the Yuba City Fire Department. Standardization of equipment for all fire units is necessary for efficient use in emergencies.

Public Works Purchases:

Professional Services:

ARCSINE ENGINEERING of Redding, CA

Professional services in the estimated amount of **\$150,000** for support of the electrical, SCADA, and instrumentation systems at the water and wastewater treatment facilities.

BLAIS & ASSOCIATES of Little Elm, TX and Irvine, CA

Grant monitoring and support services in the estimated amount of **\$200,000** per calendar year.

CALTEST of Napa, CA

Professional services in the estimated amount of **\$160,000** for contracted laboratory and stormwater testing services.

COASTLAND CIVIL ENGINEERING of Auburn, CA

Professional services in the estimated amount of **\$200,000** for engineering, design, document preparation and staff support.

CONTROL POINT AUTOMATION of El Dorado Hills, CA

Professional services in the estimated amount of **\$250,000** to upgrade the WWTF SCADA software platform. The project includes installing new software developing new control strategies, historical charts & trends, PID tuning, I.D. tags, and enable/disable functions.

DU-ALL SAFETY of Fremont, CA

Sole source in the estimated amount of **\$150,000** for the continued development and implementation of safety programs, employee training, and compliance services.

HERWIT ENGINEERING of Clayton, CA

Professional services in the estimated amount of **\$300,000** to review and analyze existing anaerobic digester operation and near-term capacity issues identified in the Wastewater Master Plan. Provide recommendation and cost estimate for 3rd anaerobic digester.

HOLMES INTERNATIONAL of Sacramento, CA

Professional services in the estimated amount of **\$150,000** to support the update of the City's Sewer System Management Plan and audit.

JACOBS of Sacramento, CA

Professional services in the estimated amount of **\$200,000** for engineering support of the water and wastewater systems.

LARRY WALKER ASSOCIATES of Davis, CA

Professional services in the estimated amount of **\$300,000** for consulting services related to the WWTF NPDES permit renewal, storm-water management, and Utilities CIP projects.

MHM, INC. of Marysville, CA

Professional services in the estimated amount of **\$300,000** for on-call engineering, surveying, and design services on a time-and-materials basis to support miscellaneous Engineering, CIP, water, and wastewater projects.

SOLIS GROUP of Pasadena, CA

Professional services in the estimated amount of **\$200,000** for grant reporting, reimbursement assistance, and labor compliance.

SOMACH SIMMONS & DUNN of Sacramento, CA

Professional services in the estimated amount of **\$150,000** for legal services for water rights and supply issues.

TESCO of Sacramento, CA

Professional services in the estimated amount of **\$175,000** for instrumentation system support, preventative maintenance services, and proprietary materials and parts at the Water Treatment Facility (\$50K), Wastewater Treatment Facility (\$50K), and Corp Yard (\$50K).

TJC AND ASSOCIATES of Sacramento, CA

Professional services in the estimated amount of **\$200,000** for support of the structural design, electrical, SCADA, and instrumentation systems at the Water and Wastewater Treatment Facilities.

WEST YOST ASSOCIATES of Davis, CA

Professional services in the estimated amount of **\$300,000** for engineering support services for the water and wastewater systems.

WOODARD & CURRAN of Walnut Creek, CA

Professional services in the estimated amount of **\$350,000** for engineering support services for the water and wastewater systems.

ZANGERO of Sacramento, CA

Professional services in the estimated amount of **\$150,000** for water planning and supply consultant services.

On-call Services:

ALL-AMERICAN CONSTRUCTION, INC. of Live Oak, CA

Sole source in the estimated amount of **\$200,000** for on-call construction services on a time-and-materials basis for public works projects up to \$200,000 or less in accordance with Public Contract Code Section 22032(a).

BIG S ASPHALT CO. of Yuba City, CA

Sole source in the estimated amount of **\$120,000** for on-call construction services on a time-and-materials basis for public works projects up to \$60,000 or less in accordance with Public Contract Code Section 22032(a).

COMMERCIAL PUMP & MECHANICAL, INC. of Chico, CA

Sole source in the estimated amount of **\$225,000** for on-call mechanical and pump repair services on a time-and-materials basis for water and wastewater infrastructure maintenance.

DOS RIOS of Yuba City, CA

Sole source in the estimated amount of **\$175,000** for construction services to be provided for the Water Treatment Plant.

H & H TRENCHING of Arboga, CA

Sole source in the estimated amount of **\$120,000** for on-call construction services on a time-and-materials basis for public works projects up to \$60,000 or less in accordance with Public Contract Code Section 22032(a).

KINNEY ELECTRIC & POWER TRANSMISSION, INC. of Yuba City, CA

Sole source in the estimated amount of **\$150,000** for on-call services and parts on a time-and-materials basis for the water (\$35K) and wastewater systems (\$35K).

MICHELS CORPORATION DBA MICHELS PIPELINE CONSTRUCTION of Salem, OR

Sole source in the estimated amount of **\$200,000** for water infiltration, manhole rehabilitation, storm drainage system, and related on-call services for the sewer collection system.

NEWLAND ENTITIES of Marysville, CA

Sole source in the estimated amount of **\$120,000** for on-call construction services on a time-and-materials basis for public works projects of \$60,000 or less in accordance with Public Contract Code Section 22032(a).

NOR-CAL PIPELINE SERVICES of West Sacramento, CA

Sole source in the estimated amount of **\$120,000** for on-call sewer collection system maintenance and repairs on a time-and-materials basis for public works projects of \$60,000 or less in accordance with Public Contract Code Section 22032(a).

NORTH STAR CONSTRUCTION AND ENGINEERING, INC. of Yuba City, CA

Sole source in the estimated amount of **\$200,000** for on-call construction and engineering services on a time-and-materials basis for public works projects of \$60,000 or less in accordance with Public Contract Code Section 22032(a).

RICHALL ELECTRIC CO. of Yuba City, CA

Sole source in the estimated amount of **\$175,000** for on-call electrical services on a time-and-materials basis, including emergency and afterhours work, for all City facilities.

ROBERY FARLEY CONSTRUCTION of Yuba City, CA

Sole source in the estimated amount of **\$200,000** for on-call construction services on a time-and-materials basis for public works projects up to \$200,000 or less in accordance with Public Contract Code Section 22032(a).

TELSTAR INSTRUMENTS of Sacramento, CA

Sole Source in the estimated amount of **\$150,000** for on-call instrumentation system support, SCADA programming, annual calibration and preventative maintenance.

Sole Source Purchases:

BADGER METER of Santa Rosa, CA

Sole source in the estimated amount of **\$350,000** for the continued provisions of the water meter reading system, such as software support and water meter equipment and repair parts.

FRANK OLSEN COMPANY of Livermore, CA

Sole source in the estimated amount of **\$250,000** for purchasing valves and actuators for the Water Treatment Plant and Wastewater Treatment Plant's conventional filters.

JAM SERVICES of Livermore, CA

Sole source in the estimated amount of **\$105,000** for the City's customized illuminated street name signs and replacement parts and miscellaneous electrical parts and equipment.

POLYDYNE, INC. of Riceboro, GA

Sole source in the estimated amount of **\$500,000** for polymer for the wastewater treatment process.

REXEL USA, INC. of Yuba City, CA

Sole source in the estimated amount of **\$200,000** for electrical parts, supplies, and services for the Water and Wastewater Treatment Facilities.

RIEBES AUTO PARTS of Yuba City, CA

Sole source in the estimated amount of **\$105,000** for general minor parts and supplies for fleet maintenance.

SHAPE INCORPORATED of Pleasanton, CA

Sole source in the estimated amount of **\$150,000** for pump parts, repairs, and service for Flygt-brand equipment.

XYLEM WATER SOLUTIONS USA, INC. of Rye Brook, NY and Fairfield, CA

Sole source in the estimated amount of **\$150,000** for specialty pumps, parts, and supplies for the Water and Wastewater Treatment Facilities.

ATTACHMENT 3

SECTION 9: SPECIAL PROCUREMENT CIRCUMSTANCES

9-1. Finance Department Procurements

The Finance Department is charged with the duty to contract for purchase of the following equipment, materials, and services:

1. New or replacement vehicles or equipment
2. Items purchased from state contracts
3. Computer hardware and software (through the Information Technology Division)
4. Other items as may be determined in the future
5. When it is in the best interest of the City to negotiate an extension of an existing contract for supplies or technical services, based on satisfactory performance. Such negotiated price must be fair and reasonable. This shall also apply to products or services purchased through prior recent bidding.

9-2. CDBG and Other Applicable Federal Grants:

In compliance with the City's Community Development Block Grant, HOME funds, and other applicable federal funds administered by the United States Department of Housing and Urban Development (HUD), procurement procedures shall comply with federal regulations (24 CFR 85.36). The City will follow the Office of Management and Budget Guidance 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

9-3. Sole Source Purchases:

When competitive quotations for goods and services are not possible, such purchases shall be made through negotiated procurement. Sole source purchases may require City Manager or City Council approval, based upon procurement limits and Municipal Code requirements.

A sole source justification form must be signed by the requestor's Department Head and City Manager (if applicable), then forwarded to the Finance Department and filed to justify the sole source purchase. Sole-source specifications should be avoided whenever possible as they minimize or eliminate competition.

When the use of said sole-source vendor is expected to be repeated or ongoing, the operating department may indicate that it is a "recurring" sole source on the sole source justification form. The sole source justification shall then be valid for three years from date of approval by the Department Head.

9-3.1. Sole Source is Appropriate When:

1. The requested product is an integral repair part or accessory compatible with existing equipment and is only available from one vendor.
2. The requested product has unique design/performance specifications or quality requirements which are essential to department operations and are not available in comparable products.
3. Only known manufacturer of this product.
4. The requested product is one with which department staff have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or money.
5. Only vendor authorized to sell/service this product in our region.
6. Upgrade to existing software. Available only from the producer of this software who sells on a direct basis only.
7. Emergency purchase.
8. Public project procurements under the requirements established by Public Contract Code Section 22032(a).
9. Special situations as they arise.

9-3.2. City Manager Approval:

Sole source requests between \$50,000.01 and \$100,000 require the approval of the City Manager.

9-3.3. City Council Approval:

Sole source requests over \$100,000 require the approval of the City Council.

9-4. Emergency Purchases up to \$100,000 (Not for Public Projects):

Emergency purchases may be made without the benefit of competitive bidding when time is of the essence. Emergency purchases should be made only for the following reasons: (1) to preserve life, health, or property; (2) upon a natural disaster; (3) to correct or forestall a shutdown to maintain essential public services; or (4) other unforeseeable events (as authorized by the City Manager). Emergency purchases are not valid for contrived urgencies resulting from lack of planning and organization. Since emergency orders do not normally provide the City an opportunity to obtain competitive quotes, nor properly encumber funds, such orders should be kept to an absolute minimum. Emergency purchases shall be approved by the Department Head or designee.

9-5. Emergencies Over \$100,000 (Not for Public Projects):

Emergency purchases over \$100,000 require the approval/signature of the City Manager. The City Manager shall provide a report after any emergency purchase over \$100,000 at the next City Council meeting following the emergency purchase.

9-6. Emergency Public Projects:

Public projects shall be completed according to Public Contract Code 22050 and the City's Municipal Code Section 2-6.15.

9-7. Cooperative Purchases:

The City may participate in purchases and contracts conducted by other political jurisdictions, provided that the cooperative agreement is established following a competitive bid process. In a cooperative purchase, one agency represents several agencies by soliciting bids including the needs of the other agencies in the bid specifications. This higher product volume may result in lower unit cost for all agencies, and also reduces the time and cost of the City administering its own bid process.

Needed documentation includes:

1. Copy of the other jurisdiction's bid document(s)
2. Any Board or Council action awarding the contract
3. The contract documents

The City Manager may authorize the award of cooperative purchase agreements for amounts not more than \$100,000; City Council approval is required for the award of any cooperative purchase exceeding \$100,000.

9-8. Piggyback onto Existing Contract:

"Piggybacking" is the use of an existing contract for goods between another government agency and a vendor for the purchase of those same goods. When piggybacking onto a contract, the City must use the terms of the contract and price of the item must be as specified in the contract or awarding document. The contract for consideration must have been awarded through a competitive bidding process prepared and awarded by another local, state, or federal government agency.

Needed documentation includes:

1. Copy of the other jurisdiction's bid document(s)
2. Any Board or Council action awarding the contract
3. The contract documents

The City Manager may authorize the award of piggyback purchases for amounts not more than \$100,000; City Council approval is required for the award of any piggyback purchase exceeding \$100,000.

9-9. Exemptions from Obtaining a Purchase Order:

The Finance Department shall maintain an approved direct pay list for which no purchase order is required due to unique purchasing circumstances, such as invoices from government agencies, utility providers, and subscription services.

The following is a non-inclusive list of the direct pay categories and/or vendors at the time of policy adoption:

The following is a non-inclusive list of the direct pay categories and/or vendors at the time of policy adoption:

- Actuarial studies
- Advertising
- Assessment district administration costs
- Attorney services
- Bond issuance costs (bond counsel, rating agency fees, and trustee fees)
- Cafeteria plan administration
- CDBG and Home Rehabilitation Loans
- Claim settlements (for liability claims)
- Conference or seminar registration
- Copy machine maintenance and leasing under contract
- Debt service payments
- Department of Health Services
- Department of Water Resources
- Deposit refunds
- Document destruction
- Downtown Business Improvement District remittance of cash receipts
- Employment Development Department
- Family Intervention Team program expenditures
- Feather River Air Quality Management District
- Fingerprinting (Department of Justice)
- Fingerprinting (Sutter County – Live Scan)
- Fire Department stipend checks
- Fuel for storage tanks
- General Liability insurance premiums
- Gilsizer Drainage District
- Housing consultant
- Land/property
- Lobbying activities
- Meals (per diem or travel reimbursement)
- Membership dues
- MuniFinancial
- Net 5 purchases (Secretary, City of Marysville)
- Office equipment O&M
- Office supplies (consumable only)
- Parking Citation Hearing Officer
- Payroll deduction remittances
- Petty cash reimbursements
- Postage & freight
- Pre-employment physicals, medical blood, DATCO (substance abuse testing)

- Refunds
- Retirement administration: Phase II Systems for PARS trust administration
- State Board of Equalization (diesel fuel tax, sales and use tax)
- State Division of Administrative Services (seismic fees)
- State Water Resources Control Board
- Subdivision Agreement reimbursements
- Subscriptions
- Supplies or refreshments reimbursement
- Sutter-Yuba Mosquito Vector Control District
- Teambuilding (Amistad Associates)
- Telephone
- Temporary help (personnel agency)
- Training programs
- Travel & meetings
- Trustee fees
- Tuition reimbursements
- Uniform rental and cleaning (under contract)
- Utilities
- Vehicle allowance
- Water delivery service
- Yuba-Sutter Economic Development Corporation

An authorized signature and appropriate budget number(s) should be provided by the purchaser to Accounts Payable for invoices up to \$5,000. Invoices above \$5,000 should be accompanied by a check request form, approved by the Department Head.

SECTION 10: PROFESSIONAL SERVICES

10-1. Definition:

Those services by independent consultants such as legal, engineering, programming, planning, environmental, economic, financial, testing, specialized temporary employee services, medical, dental, accounting, surveying, landscape architecture, advertising, design, etc., are considered to be “professional services”. This may also include services requiring peculiar or specialized abilities which by state law do not require competitive bidding.

10-2. Operating Department Responsibilities:

1. Prepare specifications or scope of work.
2. Solicit, review, and select qualified consultant/firm.
3. Provide written documentation justifying selection of the successful consultant/firm. Staff may utilize the Professional Services Justification form on CityNet.
4. Prepare a City Professional Services Agreement and obtain consultant's signature.
5. Compile all exhibits/attachments described or referenced in the contract.
6. Secure and review required insurance documents for conformance to City contract requirements.
7. Submit the contract to the City Attorney for review and approval, if applicable.
8. If between \$50,000 and \$100,000, obtain City Manager approval.
9. If over \$100,000, obtain Council approval.
10. Submit requisition to Finance to issue a purchase order.
11. Submit original signed contract, complete with exhibits, attachments, and insurance, to the City Clerk.
12. Provide the consulting firm a signed copy of the contract.

10-3. Decentralized:

Due to the specialized and technical nature of professional services, contracting for professional services is decentralized and shall be the responsibility of each applicable Department Head.

10-4. Solicitation of Proposals:

Solicitation of professional service proposals is the responsibility of the operating departments. The Finance Department may be contacted to assist and support the formal request for proposal process.

10-5. Selection of Consultant:

Contracts negotiated by the City for professional services will be based on demonstrated competence, professional qualifications for the services required, availability, fair and reasonable cost, and other relevant factors as determined by the operating department. Competitive bidding is encouraged whenever possible; however, it is not mandatory.

10-6. City Attorney Review and Approval:

The City shall, whenever possible, use the City's Professional Services Agreement form, which as been approved as to form by the City Attorney and is available on CityNet. Should another agreement be considered for professional services, review and approval as to form by the City Attorney is required prior to execution by the City.

The City Attorney shall review and approve as to form all Professional Service Agreements prior to City Council approval for contracts over \$100,000.

10-7. Procurement Limits — Professional/Consultant Services:

Specified procurement limits are tabulated per consultant firm per fiscal year and are not to be split to circumvent the determined limits. No professional services consultant shall be paid more than \$100,000 per fiscal year for the City as a whole without prior Council authorization.

10-7.1. Contracts of \$50,000 or Less:

Contacting three (3) firms, although encouraged, is not required for contracts \$50,000 or less. Department Heads are authorized to sign Professional Service Agreements totaling \$50,000 or less.

10-7.2. Contracts \$50,000.01 up to \$100,000:

Operating departments should, whenever possible, contact three (3) consultants/firms and select the most qualified firm. The City Manager is authorized to sign Professional Service Agreements totaling \$100,000 or less.

10-7.3. Contracts Over \$100,000:

Operating departments shall solicit written proposals and negotiate with a minimum of three (3) consultants/firms, whenever possible. Professional Service Agreements over \$100,000 require City Council approval. If the contract is a multiple year agreement, information regarding multiple years must be presented to Council in the staff report at the time of approval.

10-8. Changes to and Cancellation of Purchase Orders:

The operating department will notify Finance when initiating changes which alter the purchase order. Purchase orders that need to be canceled or closed must be forwarded to Accounts Payable. The last payment against a purchase order that does not increase the purchase order total by 10% can be processed without obtaining a purchase order change order.

The City Manager will approve any change orders that have the purchase order total amount exceed \$50,000, up to \$100,000. Change orders cannot be requested that exceed Council-approved appropriations or Council contract award amounts without additional Council authorization.

ATTACHMENT 4

State of California

PUBLIC CONTRACT CODE

Section 22032

22032. (a) Public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.

(b) Public projects of two hundred thousand dollars (\$200,000) or less may be let to contract by informal procedures as set forth in this article.

(c) Public projects of more than two hundred thousand dollars (\$200,000) shall, except as otherwise provided in this article, be let to contract by formal bidding procedure.

(Amended by Stats. 2018, Ch. 169, Sec. 2. (AB 2249) Effective January 1, 2019.)

CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: Finance/IT Department
Presentation By: Spencer Morrison, Finance Director

Summary

Subject: FY 22-23 Chemical Bid Award BACC and Supplemental Budget Appropriation

Recommendation: A. Adopt a Resolution to award the bulk chemical contracts for City facilities per the results of the Bay Area Chemical Consortium Fiscal Year 22/23 formal bid for the period of July 1, 2022 through June 30, 2023, with the finding that it is in the best interest of the City

B. Authorize the Finance Director to record a supplemental budget appropriation to account 7120-63705 in the amount of \$30,000 for the Fiscal Year 22/23 due to an increase in the price of anthracite for the water treatment process

Fiscal Impact: \$677,000 - 7120 (Water Treatment Plant), 8120 (Wastewater Treatment Facility), and 5130 (Gauche Aquatic Park) operating accounts listed below. The actual cost will vary based upon usage.

\$30,000 - Requested supplemental budget appropriation to adequately fund the WTP account 7120-63705 for the purchase of anthracite throughout the Fiscal Year 22/23.

Purpose:

To cost-effectively provide the essential chemicals for the water and wastewater treatment processes and the Gauche Aquatic Park (GAP).

Council's Strategic Goal:

This item addresses the City Council's Strategic Goal of fiscal responsibility.

Background:

The treatment processes at the City's Water Treatment Plant (WTP), Wastewater Treatment Facility (WWTF), and Gauche Aquatic Park (GAP) require a number of chemicals purchased in bulk. In order to provide the most cost savings and purchasing efficiencies, the City has primarily utilized two avenues for obtaining annual contracts for chemical supply and delivery. These options are a City-run formal bid and the Bay Area Chemical Consortium (BACC) annual bid.

The City's last formal bid for chemicals, FB 19-08, was approved by the City Council on June 4, 2019, including extensions. The City will be executing its third and final round of extensions with

the vendors holding the current agreements associated with FB 19-08.

Analysis:

BACC Fiscal Year 22/23 Bid:

In 2016, the City joined the Bay Area Chemical Consortium for the purchase of chemicals for the WTP and WWTF. The BACC is a group of 61 municipalities and water agencies that have been working together for several years to consolidate all chemical purchases into one formal bid to receive the best possible prices for all agencies. Dublin San Ramon Services District compiled the bid specifications with the other consortium agencies reviewing the specifications for accuracy. The formal bid specifications were sent to multiple vendors for each type of chemical, for a total of approximately 50 different vendors.

The recommended awardees by category through the BACC bid are as follows:

<u>Chemical & Vendor</u>	<u>Price</u>
Aluminum Sulfate Chemtrade Chemicals US LLC Parsippany, NJ	\$0.8668/gallon + tax
Citric Acid Northstar Chemical Sherwood, OR	\$21.30/gallon + tax
Hydrofluosilicic Acid Pencoco, Inc. San Felipe, TX	\$2.39/gallon + tax
Liquid Chlorine Thatcher Company of CA, Inc. Salt Lake City, UT	\$1,783/ton + tax
Sodium Bisulfite Univar Solutions USA Kent, WA	\$1.995/gallon + tax
Sodium Hydroxide Univar Solutions USA Kent, WA	\$967.58/dry ton + tax
Sodium Hypochlorite Univar Solutions USA Kent, WA	\$1.5166/gallon + tax

Formal Bid 19-08:

The City issued a formal bid on April 4, 2019 and the bid award was approved on June 4, 2019. The agreements allow for up to three (3) one-year extensions. With the finding that it is in the best interest of the City, Public Works and Finance staff have elected to use the third and final contract extension on the current agreements with Carbon Activated Corporation, Lhoist North America, and Matheson Tri-Gas.

Supplemental Budget Appropriation:

The City recently received updated quotes for the purchase of anthracite, a chemical used in the water treatment process, and noted a price increase per unit. Due to the increase in price, a supplemental budget appropriation of \$30,000 is needed to properly fund account 7120-63705 for the Fiscal Year 22/23. The Water Treatment Plant received the updated pricing when the budget process was nearly complete. Therefore, staff were unable to include the requested funds in the Water Treatment Plant proposed budget.

Fiscal Impact:

Funding for the BACC bulk chemical purchases is budgeted annually in the Water, Wastewater, and GAP operating budgets. The accounts to be used for these purchases are as follows:

<u>Facility</u>	<u>Account Title</u>	<u>Estimated Amount</u>
WTP	Aluminum Sulfate	\$150,000
WTP	Citric Acid	\$ 20,000
WTP	Hydrofluosilicic Acid	\$ 55,000
WTP	Liquid Chlorine	\$100,000
WWTF	Liquid Chlorine	\$195,000
WWTF	Sodium Bisulfite	\$110,000
WWTF	Sodium Hyrdroxide	\$ 10,000
GAP	Sodium Hypochlorite	\$ 37,000

The total for the fiscal year will vary from \$677,000 as chemical needs are variable during the treatment process and usage can only be estimated.

A supplemental budget appropriation in the amount of \$30,000 is needed to adequately fund the WTP account 7120-63705 for the purchase of anthracite throughout the Fiscal Year 22/23.

Alternatives:

1. Reject all bids and direct staff to re-bid all chemicals for the Fiscal Year 22/23. This will likely result in delayed procurement of essential chemicals for the WTP and WWTF and is unlikely to provide any cost savings for the City. Negotiation in bulk via the BACC helps to secure lower rates from chemical providers.
2. Deny the requested supplemental budget appropriation to account 7120-63705 in the amount of \$30,000 for the Fiscal Year 22/23 for anthracite.

Recommendation:

- A. Adopt a resolution to award bulk chemical contracts for City facilities per the results of the Bay Area

Chemical Consortium Fiscal Year 22/23 formal bid for the period of July 1, 2022 through June 30, 2023, with the finding that it is in the best interest of the City.

B. Authorize the Finance Director to record a supplemental budget appropriation to WTP account 7120-63705 in the amount of \$30,000 for the Fiscal year 22/23 due to an increase in the price of anthracite for the water treatment process.

Attachments:

1. Resolution
2. BACC Bid Results

Prepared By:
Kevin Rivera
Accountant I

Submitted By:
Diana Langley
City Manager

ATTACHMENT 1

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AWARDING BULK CHEMICAL PURCHASE CONTRACTS TO BAY
AREA CHEMICAL CONSORTIUM LOW BIDDERS, AUTHORIZING THE
CITY MANAGER TO EXECUTE SAID CONTRACTS, AND AUTHORIZE
THE FINANCE DIRECTOR TO RECORD A SUPPLEMENTAL BUDGET
APPROPRIATION**

WHEREAS, the City of Yuba City joined the Bay Area Chemical Consortium (BACC) in order to acquire bids for seven (7) of the City of Yuba City's Fiscal Year 22/23 chemical procurement needs; and

WHEREAS, in response to the BACC's advertisement, the City received the bids for BACC Fiscal Year 22/23 in the total bid amounts listed in the Attachment; and

WHEREAS, the City Public Works and Finance Departments have reviewed the bids, and examined the BACC recommended vendors and their bid responses, found them to be both the lowest qualified responsive and responsible bidder as listed below:

BACC Aluminum Sulfate Chemtrade Chemicals US LLC Parsippany, NJ	\$0.8668 /gallon + tax
---	------------------------

BACC Citric Acid Northstar Chemical Sherwood, OR	\$21.30 /gallon + tax
--	-----------------------

BACC Hydrofluosilicic Acid Pencco, Inc. San Felipe, TX	\$2.39 / gallon + tax
--	-----------------------

BACC Liquid Chlorine Thatcher Company of CA, Inc. Salt Lake City, UT	\$1,783 / ton + tax
--	---------------------

BACC Sodium Bisulfite Univar Solutions USA Kent, WA	\$1.995 /gallon + tax
---	-----------------------

BACC Sodium Hydroxide Univar Solutions USA Kent, WA	\$967.58 / dry ton + tax
---	--------------------------

BACC Sodium Hypochlorite Univar Solutions USA Kent, WA	\$1.5166 /gallon + tax
--	------------------------

, and has recommended them for award of these contracts; and

WHEREAS, per Section 2-16 of the BACC method of award requirements, the lowest bidder is the single bid that results in the lowest overall cost to the participating agencies as a group, not the lowest cost for the individual region; and

WHEREAS, while Univar Solutions' citric acid bid was the lower bid for the required Yuba City area, it was not the overall lowest responsive bid per the BACC award requirements; and

WHEREAS, the City accepts the recommendations provided by the BACC in order to create and maintain a fair and competitive bidding environment; and

WHEREAS, the City desires to award the bids to the above low bidders and enter into agreements with said vendors to provide bulk chemicals to the City's Water Treatment Plant, Wastewater Treatment Facility, and Gauche Aquatic Park throughout the Fiscal Year 22/23; and

WHEREAS, the City desires to authorize the Finance Director to record a supplemental budget appropriation to account 7120-63705 in the amount of \$30,000 for the Fiscal Year 22/23 due to an increase in price of anthracite for the water treatment process.

NOW, THEREFORE, be it resolved by the City Council of Yuba City as follows:

1. The City Council of the City of Yuba City does hereby accept the bids received by the Bay Area Chemical Consortium as noted in the Attachment, identifies the lowest responsive and responsible bidders as noted above, and awards bulk chemical purchase contracts for City facilities per the results of the Bay Area Chemical Consortium Fiscal Year 22/23 formal bid for the period of July 1, 2022 through June 30, 2023 as follows:

BACC Aluminum Sulfate Chemtrade Chemicals US LLC Parsippany, NJ	\$0.8668 /gallon + tax
---	------------------------

BACC Citric Acid Northstar Chemical Sherwood, OR	\$21.30 /gallon + tax
--	-----------------------

BACC Hydrofluosilicic Acid Pencco, Inc. San Felipe, TX	\$2.39 /gallon + tax
--	----------------------

BACC Liquid Chlorine Thatcher Company of CA, Inc. Salt Lake City, UT	\$1,783 /ton + tax
--	--------------------

BACC Sodium Bisulfite Univar Solutions USA Kent, WA	\$1.995 /gallon + tax
---	-----------------------

BACC Sodium Hydroxide
Univar Solutions USA \$967.58 /dry ton + tax
Kent, WA

BACC Sodium Hypochlorite
Univar Solutions USA \$1.5166 /gallon + tax
Kent, WA

The City Manager is authorized to enter into agreements on behalf of the City of Yuba City for the same, subject to review as to legal form by the City Attorney.

2. The City Council of the City of Yuba City does hereby authorize the Finance Director to record a supplemental budget appropriation to account 7120-63705 in the amount of \$30,000 for the Fiscal Year 22/23.
3. The City Council finds that the award of each of these bids and the authorized supplemental budget appropriation is in the best interest of the City.

The foregoing resolution was duly and regularly introduced, passed, and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 21st day of June 2022.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY:

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP

ATTACHMENT 2



BACC Chemical Bid Results

	Aluminum Sulfate 44-49%	Citric Acid 48%- 52%	Hydrofluosilicic Acid (Fluoride) 23%-24% *	Liquid Chlorine	Sodium Bisulfite 40%	Sodium Hydroxide 25%	Sodium Hypochlorite 12.5%
Brenntag Pacific, Inc.						1,020.00	
Chemtrade Chemicals	0.8668						
Chemurgic							
DuBois Chemicals							
Hasa, Inc.							5.00
Northstar Chemical		21.3					
Olin Corp						1,043.00	1.549
Pencco			2.39				
Thatcher Company	1.09		3.26	1,783.00			
TR International			No Bid				
Univar Solutions	No Bid	12.00	No Bid	No Bid	1.995	967.58/dry ton	1.5166
USALCO LLC							
Location	WTP	WTP	WTP	WTP & WWTF	WWTF	WWTF	GAP
Fiscal Year 22/23 Estimate	\$ 150,000.00	\$ 20,000.00	\$ 55,000.00	\$ 295,000.00	\$ 110,000.00	\$ 10,000.00	\$ 37,000.00

CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: Community Services Department
Presentation By: Rob Condrey

Summary

Subject: Approve the 2020 Urban Forest Master Plan
Recommendation: Adopt the Resolution approving and adopting the 2020 Urban Forest Master Plan
Fiscal Impact: No additional fiscal impact to the City.

Purpose:

To identify best management practice that supports the health, benefits, and safety of community trees, and to increase the average city-wide tree canopy from 19.1% to 25% over the next 20 years.

Council's Strategic Goal:

This project addresses City Council's Strategic Goal to Maintain and Enhance Our Quality of Life.

Background:

On March 8, 2018, the City adopted grant funding from CAL FIRE (California Department of Forestry and Fire Protection) under the California Climate Investments Greenhouse Gas Reduction Fund, in the amount of \$376,240. The project included the development of a comprehensive Urban Forest Master Plan (UFMP), a complete community tree inventory, the planting of 500 new trees, a tree canopy assessment, and an updated tree guide.

On June 11, 2019, the City awarded a contract to Davey Resource Group, Inc. (DRG) to help complete the fore mentioned items.

Analysis:

The UFMP will serve as a guide to manage, enhance, and grow Yuba City's urban forest and tree resources for the next 20 years. A primary emphasis for the UFMP is to identify adequate resources to ensure that critical tree care needs can be addressed in a timely, cost-effective, and efficient manner. This includes the proactive identification and resolution of potential hazards, thus reducing liability for the city. While the UFMP is focused on the stewardship of community trees, the UFMP considers

private trees as well, as they contribute significantly to Yuba City's livability and environmental quality.

Over the past few years, staff worked closely with the DRG to draft the UFMP. During the planning process, DRG met with city stakeholders, including staff from various departments. There were community meetings and a city-wide tree photo contest. DRG conducted on-line and in-person surveys. This helped DRG gather resident feedback and educate the community on the importance of trees. All feedback, as well as photos are incorporated into the UFMP.

Alternatives:

Do not adopt the UFMP and continue to do tree work on a reactive basis and hope that tree canopy will improve in Yuba City.

Handouts:

1. Urban Forest Master Plan
2. Tree Guide

Attachments:

1. Resolution - Approve 2020 Urban Forest Master Plan
2. Urban Forest Master Plan

Prepared By:

Rob Condrey
Parks & Grounds Superintendent

Submitted By:

Diana Langley
City Manager

ATTACHMENT 1

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE 2020 URBAN FOREST MASTER PLAN**

WHEREAS, on March 8, 2018, the City adopted grant funding from CAL FIRE (California Department of Forestry and Fire Protection) under the California Climate Investments Greenhouse Gas Reduction Fund, in the amount of \$376,240.

WHEREAS, the project included the development of a comprehensive Urban Forest Master Plan (UFMP), a complete community tree inventory, the planting of 500 new trees, a tree canopy assessment, and an updated tree guide.

WHEREAS, on June 11, 2019, the City awarded a contract to Davey Resource Group, Inc. (DRG) to help complete the fore mentioned items.

WHEREAS, the UFMP will serve as a guide to manage, enhance, and grow Yuba City's urban forest and tree resource for the next 20 years.

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

The City Council approves the 2020 Urban Forest Master Plan.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 21st day of June, 2022.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM:

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP



YUBA CITY

◦
California

2021

URBAN FOREST MASTER PLAN

When we try to pick out anything
by itself, we find it hitched to
everything else in the universe.



John Muir



YUBA CITY

URBAN FOREST MASTER PLAN



Acknowledgments

- YUBA CITY, CITY COUNCIL**
Marc Boomgaarden • Mayor
Dave Shaw • Vice Mayor
Grace Espindola • Council Member
Wade Kirchner • Council Member
Shon Harris • Council Member
- PARKS AND RECREATION COMMISSION
& TREE ADVISORY BOARD**
- COMMUNITY STAKEHOLDERS**
Friends of Yuba City Parks and Recreation
Youth Commission
- CITY DEPARTMENTS**
Parks and Recreation
Public Works
Development Services
- PREPARED BY**
Davey Resource Group, Inc.
www.davey.com/drg
- PHOTO CREDITS**
Residents
City of Yuba City
Davey Resource Group, Inc.

Funding for this project provided by the California Department of Forestry and Fire Protection as part of the California Climate Investments Program.



Table of Contents

Executive Summary	6	How are we doing?	76
Introduction	11	Monitoring and Measuring Results	76
Community	12	Reporting	76
Climate Change and the Urban Forest	13	Appendix A: Dictionary	78
Benefit from Trees and Canopy	14	Appendix B: References	80
What do we have?	16	Appendix C: Industry Standards	84
History of the Urban Forest	16	Appendix D: Soil Volume and Tree Stature	86
Urban Forest Resource	18	Appendix E: Alternative Planter Designs	87
Community Tree Resource	27	Appendix F: Tree Protection Zones	90
Park Maintenance-Urban Forestry Operations	33	Appendix G: Community Survey	94
Policy and Regulation	46	Appendix H: Tree Applications	102
Analysis of Sustainability Indicators	49	Appendix I: Indicators of a Sustainable Urban Forest	104
Conclusions	51	Appendix J: Gantt Chart	107
What do we want?	52	Appendix K: Sample Canopy Cover Calculator for Parking Lots	108
Managing Partners	52	Appendix L: Photo Contest Credits	109
Community Engagement	53		
Four-Year Work Plan	56		
Plan Goals	58		
How do we get there?	60		
Focus Area: Management and Planning	61		
Focus Area: Protection and Regulation	66		
Focus Area: Resilience and Sustainability	70		
Focus Area: Education and Engagement	74		

PHOTO CONTEST

A photo contest was organized by the city to further engage residents in the development of the Urban Forest Master Plan and to generate high quality images for the plan. The city encouraged residents to submit photos that highlight the different ways that the community appreciates and celebrates Yuba City’s urban forest. Community members were encouraged to submit photos of trees, including people enjoying trees, trees and wildlife, and trees that project the character of Yuba City. In total, 60 photos entries were submitted and many of these photos are incorporated to compliment the UFMP. A list of credits is included in Appendix L.



Scope & Purpose

The Urban Forest Master Plan (UFMP) serves as a guide for managing, enhancing, and growing Yuba City’s urban forest and the community tree resource over the next 40 years. The urban forest includes all of the trees and woody shrubs in Yuba City. A subset of the urban forest, the community tree resource, consists of publicly-managed trees along streets, in parks, and at city facilities. While the UFMP is primarily focused on the stewardship of the community tree resource, the plan also considers private trees because of their significant contribution to Yuba City’s livability and environmental quality. In summary, the UFMP aims to:

- Recognize best management practices that promote tree health, maximum benefits, and community safety.
- Promote health and resiliency in the urban forest by improving species diversity, planting the right tree in the right place, and by managing pests and invasive species.
- Nurture a cohesive organizational structure to facilitate collaboration among all departments and staff who impact or affect the urban forest.
- Cultivate an ethic of stewardship for the urban forest among City staff, community organizations, businesses, and residents.
- Foster community outreach, engagement, and advocacy for the urban forest.
- Establish baseline metrics and clear goals for urban forest managers.
- Communicate community vision for Yuba City’s urban forest.

The UFMP includes short-term actions and long-range planning goals to promote sustainability, species diversity, and greater canopy cover. The plan is a living document that suggests reasonable time frames for achieving goals and is intended to be flexible and adaptable to opportunities and resource fluctuations.

I believe trees are one of the most important things on our planet and I’ve always appreciated the large amount and variety of beautiful trees in this town.



Survey Respondent

In an area that becomes hot during the summertime, trees provide welcome shade.



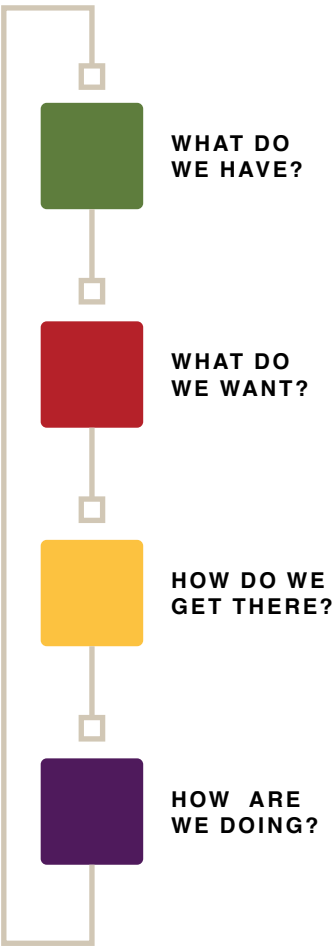
Survey Respondent



Executive Summary

Nestled at the base of the Sutter Buttes along the Feather River, Yuba City is a small agriculture community that offers both urban amenities and small-town charm with tree-lined streets that locals are proud to call home. Trees contribute greatly to the aesthetics of the community. The urban forest also provides valuable and critical services to the community including benefits to air quality, carbon dioxide reductions, water quality, stormwater management, energy savings, health benefits, and wildlife habitat, and socioeconomics. The UFMP provides a road map to guide the management and enhancement of Yuba City’s urban forest over the next 40 years.

The UFMP is based on the understanding of What we have, What we want, How we get there, and How we are doing. This structure, known as **adaptive management**, is commonly used for resource planning and management (Miller, 1988) and provides a good conceptual framework for the process of improving urban forest management along with flexibility to adapt in a dynamic environment.



What do we have?

The Yuba City General Plan and Yuba City Resource Efficiency Plan communicate overall vision and intention for growth and development and include recognition for the contribution and value of trees and canopy. The Sutter County Climate Action Plan encourages trees to reduce energy consumption and address climate change. Federal and state regulations provide consideration for migratory species, water conservation, reductions in greenhouse gas emissions, and solar versus tree conflicts. Municipal Code Title 8 specifies requirements for trees in the landscape, including street trees, medians, and trees at public facilities, including parking lots. Title 9 regulates the management and protection of public trees, including the responsibilities of the city, developers, and adjacent property owners.

Currently, Yuba City has an average canopy cover of 19.1% (1,824 acres) comprising public and privately owned trees (Tree Canopy & Land Cover Assessment, 2020). Historical analysis indicates that canopy cover has increased 23% (a difference of nearly 424 acres) since 2003, when tree canopy covered 14.7% (1,400 acres) of the overall community. Potential for canopy cover in Yuba City is estimated to be 39.4%. To date, Yuba City’s urban forest has sequestered 229,115 tons of carbon in woody and foliar biomass.

A subset of the overall urban forest, the community tree resource includes trees lining streets and medians, in parks, and at public facilities and parking lots. Currently, the city manages 11,846 community trees (2019). Annually, Yuba City’s community trees provide environmental benefits to the community valued at \$48,142, an average of \$4.06 per tree. Benefits include carbon sequestration (\$21,177), air pollution removal (\$19,008), and avoided stormwater runoff (\$7,957). This is a conservative estimation of benefits and does not consider the benefits from trees to socioeconomic and human health.

The Parks Maintenance Division is responsible for the management of all city trees. Safe tree care is a priority, and the department has well trained, collaborative-minded staff that continually identify ways to ensure quality and efficient tree care. Tree care operations include regular tree maintenance, contract monitoring, tree removal and planting, emergency response, pest control, plan review, permitting, and community outreach. Funding for the management of the community tree resource is provided primarily by the general fund, Landscape and Lighting Maintenance Districts (LLMDs), and the Street Tree Fund (gas tax). The 2008 recession resulted in a reduction of city staff and a greater focus on contracted services.

TABLE 1: URBAN FOREST BENCHMARK VALUES

Tree Canopy Cover (public and private trees, 2018)			
Structure			
Estimated Overall Canopy Cover	19.10%		
Carbon Stored to Date	229,115 tons		
Annual Benefits			
Carbon Benefits	9,123 tons	\$1.6 million	
Air Quality Benefits	52.6 tons	\$223,000	
Reduced Stormwater Runoff	6.3 million gallons	\$56,854	

Community Tree Resource (inventoried public trees, 2019)			
Structure			
Number of Inventoried Trees (2019)	11,846		
Total Number of Unique Species	156		
Species exceeding recommended 10%	1		
Carbon Stored to Date	3,042 tons		
Replacement Value	\$33.6 million		
Stocking Level	90.0%		
Number of Vacant Sites	1,181		
Annual Benefits			
Total Annual Benefits	\$48,142		
Carbon Benefits	124 tons	\$21,177	
Air Quality Benefits	2.24 tons	\$19,008	
Stormwater Management	890,492 gallons	\$7,957	

What do we want?

A number of stakeholders provided input and consideration for the UFMP, including city departments engaged in the management, planning, or advocacy for trees; tree care contractors; and residents. Stakeholders were encouraged to identify challenges, opportunities, and vision for the future urban forest. Seven key challenges and opportunities were identified:

- Manage the community tree resource to increase resilience, maximize environmental benefits, and promote safety.
- Municipal Code should be revised to update language, clarify responsibilities of adjacent property owners, and enhance tree protections, most notably around the removal of street trees.
- Increase average tree canopy cover to 25% by 2040.
- Develop an integrated pest management (IPM) program to address existing and emerging pests..
- Identify adequate resources, including funding, to realize community goals for the urban forest.
- Update the Yuba City Tree Guide (species palettes).
- Increase the level of community engagement and provide more education regarding the care of trees planted in the public rights-of-way within residential areas to improve tree health.
- Increase the level of community engagement.



How do we get there?

The UFMP identifies four focus areas to address challenges and opportunities for Yuba City’s urban forest over the next 40 years:

- Management and planning
- Protection and regulation
- Resilience and sustainability
- Education and engagement

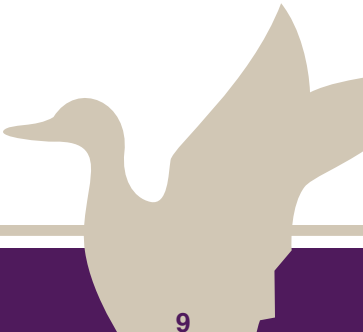
A total of 16 goals support the vision for each focus area and promote the preservation of the health, value, services, and sustainability of Yuba City’s urban forest. Goals are supported by comprehensive objectives and actions. Recognizing that community engagement is integral to success, the UFMP includes specific objectives for engaging the community and encourages partnership and collaboration. The timeline for each of the goals is reasonable and flexible and should be adjusted as necessary to take advantage of emerging opportunities and changes in funding and staffing resources.

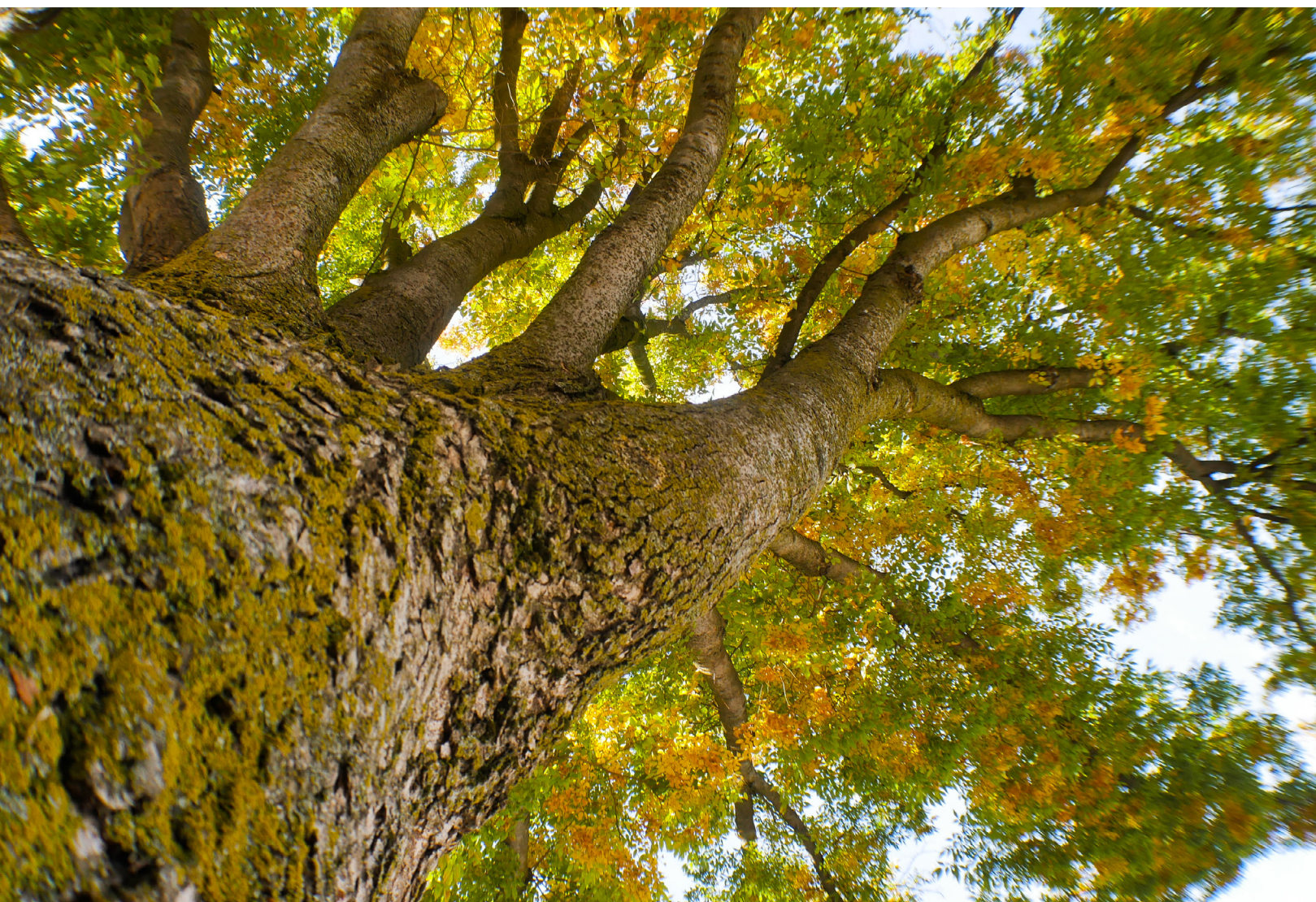
How are we doing?

The long-term success of the UFMP will be measured through the realization of plan goals and demonstrated through increased value and environmental services from the urban forest. The plan identifies methods of measurement, priorities, potential partners, and estimated costs. Since the UFMP is intended to be a dynamic tool, it can and should be updated in response to available resources and opportunities. One of the greatest measures of success for the UFMP will be its level of success in meeting community expectations for the care and preservation of Yuba City’s urban forest.

TABLE 2: FOCUS AREAS, GOALS, AND PRIMARY OBJECTIVES

Focus Area	Goals	Primary Objectives
Management & Planning	Goal: Consider trees as integral infrastructure	Set emphasis on planting the right tree in the right place.
	Goal: Provide proactive maintenance for the community tree resource to reduce costs and promote efficiency	Recognize trees as green infrastructure to mitigate conflicts between trees and other utilities and promote tree longevity.
	Goal: Promote the safe management of the community tree resource	Create and follow planting plans to allow for increased impact and success of tree plantings.
	Goal: Predictable and stable funding for the community tree resource	Develop maintenance cycles and work plans to guide the care of the community tree resource.
	Goal: Enhance the livability and character of the community	Establish a risk management policy.
	Goal: Follow integrative pest management (IPM) protocols and best management practices when addressing pests and diseases	Implement policies and procedures that make tree work as safe as possible.
Protection & Regulation		Secure funding for the care of all community trees.
		Plant and retain trees to sustain environmental benefits.
		Use integrated pest management practices (IPM) when controlling pests.
Protection & Regulation	Goal: Promote tree preservation and protection	Revise and amend Municipal Code to promote the protection of community trees.
	Goal: Support consistency in guiding documents	Preserve heritage oak trees and other native trees of substantial size through the development of a Heritage Tree Ordinance (per Yuba City Resource Efficiency Plan, Goal 6).
Resiliency & Sustainability		Enhance methods for cost recovery in the case of tree removals or improper tree maintenance.
		Strive for uniformity between city policies, guiding documents, and departments.
Resiliency & Sustainability	Goal: Promote species diversity in the urban forest	Set species diversity goals for the community tree resource.
	Goal: Expand canopy cover and the resulting environmental benefits	Achieve 25% canopy cover by 2040.
	Goal: Establish a more water-wise urban forest	Help to increase tree planting efforts within the County (per Sutter County Climate Action Plan).
	Goal: Repurpose woody materials resulting from removals whenever possible	Ensure tree plantings are climate adapted and low water use species.
	Goal: Reduce the risk of wildfire in the Feather River Parkway	Identify a wood reutilization policy.
Education & Engagement		Become a more wildfire-prepared community.
Education & Engagement	Goal: Engage community members in stewardship of the urban forest.	Support community engagement and stewardship of the urban forest.
	Goal: Celebrate the importance of urban trees	Maintain Tree City USA status.





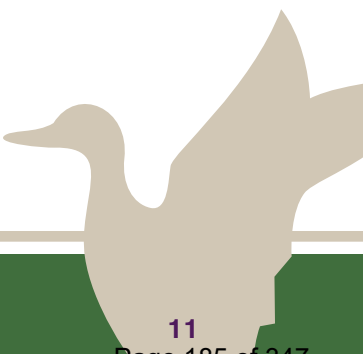


Introduction

Yuba City is the county seat of Sutter County, California. The city is situated in the Sacramento Valley between the Feather River and the Sutter Buttes, which are eroded lava domes endearingly called the “smallest mountain range in the world” (Yuba City, 2019). In relation to other municipalities, it is 40 miles north of Sacramento, the state capital, and approximately 150 miles from the San Francisco Bay Area and Silicon Valley.

The city has a Mediterranean climate, characterized by warm, dry summers with average temperatures in the 90s° F, and moderate winters with average temperatures in the 50s° F and 60s° F. Yuba City typically experiences 260 days of sunshine a year. Annual precipitation averages 22 inches, mostly occurring from November to April (Sperling’s, 2018).

In 2015, the population of Yuba City was nearly 67,000 people (Yuba City, 2019) and it is a diverse community with a rich cultural heritage. The Punjabi population is one of the largest in the country, and approximately 30% of the population has cultural roots from India or Mexico. The median age is 34-years old and home ownership is high, where almost 93% of the 23,672 housing units are owner-occupied.



Community

Residents of Yuba City enjoy recreational opportunities in beautiful parks, a state-of-the-art aquatic center, and natural areas. Hunting, fishing, and boating are coveted activities in preserves such as the Feather River and Sutter Bypass Wildlife Areas in close proximity to the community (California Department of Fish and Wildlife, 2019).

The annual Cultural Celebration is one of several events that promote the ethnic traditions of community members throughout the region (Yuba Sutter Arts, 2019). The Sikh parade, and the Bok Kai Festival also highlight the cultural diversity of the community. Notably, the Bok Kai Festival features one of the oldest parades in the United States (Yuba City, 2019). The city is brought together to share food, arts, and music during the many cultural festivals and through worship and fellowship in the numerous churches scattered throughout.

The most appealing neighborhoods and business districts in California are those with mature & interesting trees.


Survey Respondent



1700s

The Maidu Tribe were the first to call the land east of the Sacramento River and west of the Sierra Nevada mountain range home, relying on the valley and surrounding hills for fish and game. Although the first contact between the Maidu and the Spaniards was likely in 1808, the settlements established in the Sacramento Valley in association with the Gold Rush in 1849 led to the decimation of the Maidu (Fontana, 1956).

1800s

In 1848, the California Gold Rush brought 100,000 people to the state. With this drastic influx came the need for food and supplies. By 1849, a small settlement was established just west of the mouth of the Yuba River and the Feather River. The settlement became what is now known as Yuba City. The City founders, Samuel Brannan, Pierson Reading, and Henry Cheever purchased land which was formerly a land grant called Rancho Nuevo Helvetia owned by John Sutter. At the time, the city primarily functioned as a distribution center for Gold Rush supplies, but Yuba City also has roots in agricultural production of grains and cattle (General Plan, 2004).

1900s

In 1917, the California Prune and Apricot Association was founded in Yuba City. Now known as Sunsweet Growers, they maintain a dried fruit processing plant in Yuba City, which is the largest in the world (Sunsweet, 2019). Additionally, the community provides service for Beale Air Force base, built in 1940. The population growth increased after World War II, and the community has steadily grown since.

2000s

Today, Yuba City serves as the agricultural, economic, and social hub for the region, all the while displaying small-town charm (Yuba City, 2019).



Climate Change and the Urban Forest

As energy from the sun (sunlight) strikes the Earth's surface, it is reflected into space as infrared radiation (heat). Greenhouse gases (GHG) absorb some of this infrared radiation and trap this heat in the atmosphere, increasing the temperature of the Earth's surface. Many chemical compounds in the Earth's atmosphere act as GHGs, including methane (CH_4), nitrous oxide (N_2O), carbon dioxide (CO_2), water vapor, and human-made gases/aerosols. As GHGs increase, the amount of energy radiated back into space is reduced and more heat is trapped in the atmosphere. An increase in the average temperature of the Earth may result in changes in weather, sea levels, and land use patterns, commonly referred to as "Climate Change."

Local governments are paying particular attention to global warming and the effects of GHG emissions, which have increased by 25% over the last 150 years (US Energy Information Administration, 2020). Because urban trees use carbon as a building component for wood and foliar growth, they can help offset carbon emissions and should be recognized as a part of a community's solution for meeting carbon offset goals identified in climate action plans and other environmental policies.

In recognition of the urban forest's contributions to this effort, CAL FIRE requires projects to reduce GHG emissions and help meet the goals of California's Global Warming Solutions Act. In fact, projects funded by the grant must estimate the GHG and carbon sequestration benefits of the project using USFS i-Tree tools (Urban and Community Forestry Program Quantification Methodology, 2020).

Benefits from Trees and Canopy

Trees in the urban forest work continuously to mitigate the effects of urbanization and development and protect and enhance lives within the community in many ways. Healthy trees are vigorous, producing more leaf surface and canopy cover area each year. The amount and distribution of leaf surface area are the driving force behind the urban forest’s ability to produce services for the community (Clark et al, 1997). Services (i.e., benefits) include:



ENERGY SAVINGS

- **Transpiration** converts moisture to water vapor, thereby cooling the air by using solar energy that would otherwise result in heating of the air (Heisler, 1986; Ellison et al, 2017; Huang et al, 1990; Lyle, 1996).
- Producing shade for dwellings and hardscape reduces the energy needed to cool the building with air conditioning (Akbari et al, 1997).



URBAN HEAT ISLAND

- Shade reduces the amount of radiant energy absorbed and stored by hardscapes and other impervious surfaces, thereby reducing the **heat island effect**, a term that describes the increase in urban temperatures in relation to surrounding locations (Akbari et al, 1997; McDonald et al, 2016).



CARBON DIOXIDE REDUCTION

- Trees and forests directly reduce CO₂ in the atmosphere through growth and sequestration of CO₂ in woody and foliar biomass.
- Indirectly, trees and forests reduce CO₂ by lowering the demand for energy and reducing CO₂ emissions from the consumption of natural gas and the generation of electric power. Reducing energy use has the added bonus of reducing carbon dioxide (CO₂) emissions from fossil fuel power plants.



AESTHETICS

- Provide beauty in the urban landscape, privacy to homeowners, provide a sense of comfort & place, and even contribute to increased property values (Theriault et al, 2001).





AIR QUALITY

- Trees protect and improve air quality by intercepting particulate matter (PM_{2.5}), including dust, pollen, and smoke. The particulates are filtered and held in the tree canopy until precipitation rinses the particulates harmlessly to the ground.
- Trees absorb harmful gaseous pollutants like ozone (O₃), nitrogen dioxide (NO₂), and sulfur dioxide (SO₂). Shade and transpiration reduce the formation of O₃, which is created at higher temperatures. Scientists are now finding that some trees may absorb more volatile organic compounds (VOCs) than previously thought (Karl, 2010; Science Now, 2010). VOCs are carbon-based particles emitted from automobile exhaust, lawnmowers, and other human activities.
- Increasing oxygen levels through photosynthesis



STORMWATER MANAGEMENT AND WATER QUALITY

- The tree canopy creates interception, which during storm events reduces and slows runoff (Xiao et al, 1998). In addition to catching stormwater, canopy interception lessens the impact of raindrops on barren soils. Root growth and decomposition increase the capacity and rate of soil infiltration by rainfall and snow melt (McPherson et al, 2002). Each of these processes greatly reduces the flow and volume of stormwater runoff, avoiding erosion and preventing sediments and other pollutants from entering streams, rivers, and lakes, which is a source of pollution that threatens aquatic wildlife.
- Increasing soil capacity and rate of infiltration



HEALTH

- Exposure to nature, including trees, has a positive impact on human health and wellness through improvements in mental and physical health, including lower incidence of depressive symptoms (Kuo, 2001; Sherer, 2003; Jennings et al, 2016).



PUBLIC SAFETY

- Park-like surroundings increase neighborhood safety by relieving mental fatigue and feelings of violence and aggression that can occur as an outcome of fatigue (American Planning Association, 2003).
- Residents who live near outdoor greenery tend to be more familiar with nearby neighbors, socialize more with them, and express greater feelings of community and safety than residents lacking nearby green spaces (American Planning Association, 2003).
- 25% reduced incidence of domestic crimes when landscapes and trees are planted near their homes (Kuo, 2001).
- Correlations have been found between increased tree coverage and decreased crime rates, even after adjusting for a number of other variables, such as median household income, level of education, and rented versus owner-occupied housing (Gilstad-Hayden et al, 2015; Troy et al, 2012).



ACADEMICS

- Positive correlations between exposure to nature and student success, and lack of views of natural features were negatively associated with student performance (Matsuoka, 2010).



ECONOMIC ACTIVITY

- Research shows that trees promote better business by stimulating more frequent and extended shopping and willingness to pay more for goods (Wolf, 1999).



WILDLIFE

- Wooded streets potentially function as movement corridors, allowing certain species—particularly those feeding on the ground and breeding in trees or tree holes— to fare well by supporting alternative habitat for feeding and nesting (Fernandez-Juricic, 2000).
- Greater tree density improves outcomes for birds and bats (Threlfall et al, 2016).
- Trees and forest lands provide critical habitat (for foraging, nesting, spawning, etc.) for mammals, birds, fish, and other aquatic species. Trees can offer pollinators a valuable source of flowering plants. By including an array of flowering trees that provide pollen and nectar in the urban forest, bees are provided with additional food sources. Increasing tree species diversity and richness contributes to greater numbers of bird species among urban bird communities (Pena et al, 2017).
- Restoration of urban riparian corridors and their linkages to surrounding natural areas have facilitated the movement of wildlife and dispersal of flora (Dwyer et al, 1992). Usually, habitat creation and enhancement increases biodiversity and complements many other beneficial functions of the urban forest. These findings indicate an urgent need for conservation and restoration measures to improve landscape connectivity, which will reduce extinction rates and help maintain ecosystem services (Haddad et al, 2015).

Calculating Tree Benefits



Communities can calculate the benefits of their urban forest by using a complete inventory or sample data in conjunction with the USDA Forest Service *i-Tree* software tools (itreetools.org). This open-source, state-of-the-art, peer-reviewed software suite considers regional environmental data and costs to quantify the ecosystem services unique to a given urban forest resource. Individuals can calculate the benefits of trees to their property by using *i-Tree Design* (www.itreetools.org/design).

What do we have?

History of the Urban Forest

Although Yuba City’s establishment is tied to the Gold Rush, settlers quickly discovered that the rich soil along the riverbeds was ideal for fruit and nut bearing trees. The river provided additional opportunities for sub irrigating crops. Orange and lemon trees were amongst the first fruit bearing trees brought to the area and planted around homes, but later stone fruits became a central crop.

Early homes were built amongst stately oaks, mulberries, and cottonwoods. Settlers highly regarded mature trees affronting homes, outbuildings, and lining roads because they created a shady refuge on hot days. One California white mulberry, at the Gilbert M. Smith Ranch, was recorded for its grandeur and integral role in shading livestock and the horse trough that was used for bathing.

Peach orchards began appearing in the early 1880s and the first cannery was established around 1886. Before the establishment of the cannery, growers planted various varieties of fruit trees. Later, and to the detriment of some producers, they found out that the cannery only accepted peaches that produced clear syrup. Fruit was pulled by two horse teams to the cannery on wagons that had box beds and springs. By 1918, the Harter Packing Company opened a cannery closer to the orchards and prided itself on canning fruit the same day it was picked.

Horticulturist, Joseph Phillips, in partnership with A. F. Abbott, planted 60 acres of peaches just south of Yuba City. Three years after planting, these trees produced 200 tons of fruit that was sold for \$80/ton. The Hull family planted peach and apricot orchards. The flavor of their peaches was high-quality, but they produced colored syrup when they were canned. The Hull’s dug up their peach orchards and replanted with varieties that the cannery would accept. The varieties changed throughout the years, and the Hulls planted over seven varieties that reflected what was in demand. These varieties were clingstone peaches, a group of peaches with the shared characteristic that the fruit does not fall off the pit.

To this day, clingstone peaches are consistently in the top 5 ranking crops in Sutter County and fruit and nut crops have the highest gross production value. The Harter Packing Company reported canning around 30,000 pounds of peaches in 2002. Walnut, peaches, plums, and almonds are amongst the leading tree fruit crops in the area. The area around Yuba City is known for the production of organic fruits and vegetables, with over 17,000 acres in production (California Department of Agriculture, 2018).

In the 1980s, a developer was threatening to remove a stand of California white oaks (*Quercus lobata*) in a detention pond north of Shanghai Garden Park (pictured on the right). But because the community advocated on the behalf of the trees, the trees were protected and still stand today.

Did you know?

Yuba City continues to be a community that values its trees. An article from the Marysville Daily Appeal, published in 1919, highlights a story about George C. Roeding, a nurseryman from Fresno, who regularly harvested nuts from the “worlds’ largest walnut tree”, located on a residential property, just north of the Sutter County Courthouse (present-day Courthouse West). Reportedly, the nurseryman used the nuts from this massive walnut tree, with a circumference of 15 feet and four inches, to produce a variety of walnut known as ‘Paradox’, a cross between a Northern California black walnut and an English walnut.

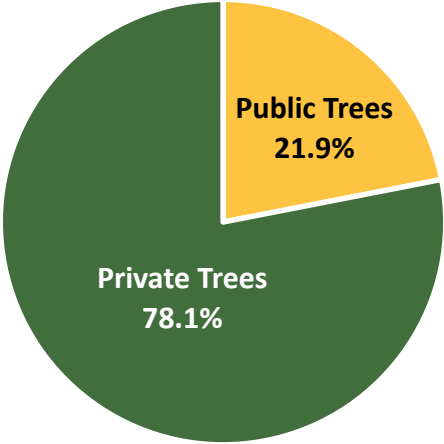




Urban Forest Resource

Yuba City encompasses approximately 14.9 square miles (9,545 acres) and includes 1,824 acres of tree canopy for an average canopy cover of 19.1%. The majority (78%) of tree canopy cover is on private property (1,423.9 acres). The community tree resource is estimated to provide 400.1 acres of canopy¹ (Figure 1). Tree canopy extends beyond property lines and so do the benefits, which are enjoyed by residents, neighboring communities, and the region. The more tree canopy, the more benefits to the community.

FIGURE 1: CANOPY COVER DISTRIBUTION BETWEEN PUBLIC AND PRIVATE LAND



GEOGRAPHIC DISTRIBUTION OF TREE CANOPY

To better understand the distribution of tree canopy and associated benefits, Yuba City was divided into four quadrants. Colusa Highway was used as the north-south boundary and Highway 99 for the east-west boundary.

Canopy cover is highest in the northwest, at nearly 23%. Currently, northeast Yuba City has the lowest canopy cover, at 17.6%. The northeast quadrant of the city is characterized by older neighborhoods with primarily older, mature private trees and generally do not have any trees in the rights-of-way.

All areas of Yuba City have experienced an increase in canopy. Since 2003, canopy cover has increased 141% in the northwest from 417.4 acres to 558.1 acres (Table 3). Most notably, the southeast, which had the lowest canopy cover in 2003 (12%) saw the greatest increase in canopy acres (47.5 acres) and the greatest increase in canopy cover (currently 17.7%).

Throughout Yuba City, trees have a lot of competition for space. Development pressures are particularly strong in the southwest part of the city and could result in a loss of canopy in the future if protection measures are not provided.



TABLE 3: CANOPY COVER BY QUADRANT

Quadrant	Acres	Canopy Acres	Canopy %	Impervious Acres	Impervious %	Canopy Acres 2003	Canopy % 2003	Difference in Acres 2003-2018	% Change 2003-2018	Absolute Change
Yuba City Southwest	2,548	462.13	18.14	1,338	52.51	414.81	16.28	11.41	47.31	1.86
Yuba City Southeast	2,893	511.51	17.68	1,570	54.28	346.68	11.98	47.54	164.81	5.70
Yuba City Northwest	2,438	558.09	22.89	1,219	50.01	417.36	17.12	33.72	140.72	5.77
Yuba City Northeast	1,665	292.40	17.56	918	55.15	221.66	13.31	31.92	70.74	4.25

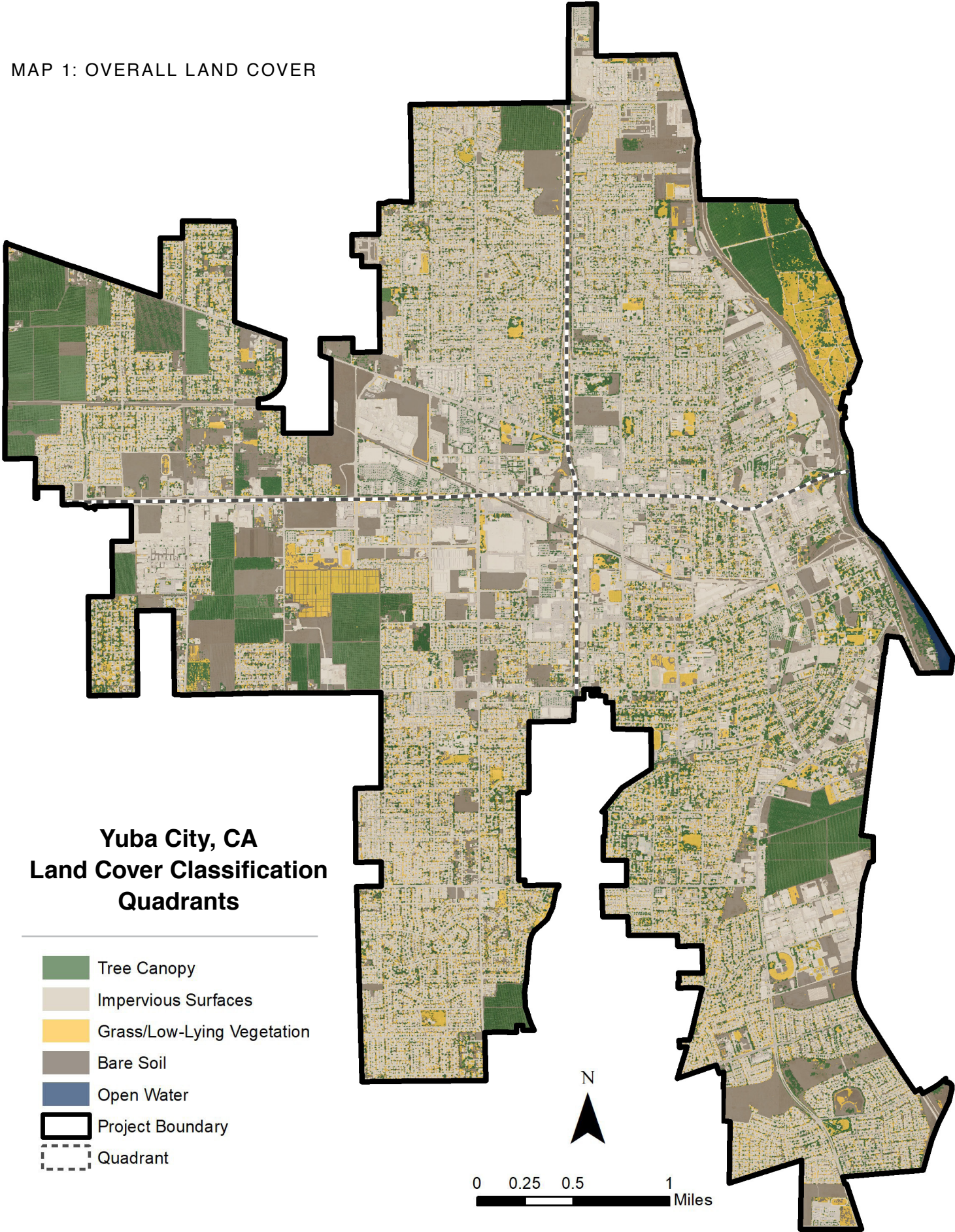
The most appealing neighborhoods and business districts in California are those with mature & interesting trees.



Survey Respondent

¹ Yuba City, CA Resource Analysis (2020)

MAP 1: OVERALL LAND COVER



TREE CANOPY BY PARKS

Yuba City has 25 parks, which combined cover a total of 265.5 acres (Table 4). The parks vary in size, form, and use, where some parks provide residents with ball fields and others have detention ponds or open green spaces. The availability of space to plant trees is limited by the different land uses in parks. For example, ball fields are unsuitable sites for tree planting. However, parks that do have ball fields likely can still support some tree planting. In fact, Blackburn-Talley Sports Complex, the second largest park, currently has nearly 12% canopy cover, but could support additional trees, which is evident from its potential canopy cover of nearly 23%.

Feather River Parkway, the largest park, has the most canopy acres (172.9 acres) and nearly 30% canopy cover with a potential canopy cover of nearly 78%. While the land cover data suggests that there is a large area suitable for planting trees, Feather River Parkway is a natural area that does not have irrigation and only trees adjacent to trails are actively managed. Parks Maintenance staff have planted trees in this park to promote wildlife habitat, but the lack of irrigation provides a challenge for tree selection and establishment. With an average canopy cover of 27.7%, almost all parks have the space to accommodate additional tree planting. Although all but one park has the potential to support additional tree planting, to maximize available planting funds and provide the greatest benefit to the overall community, planting priority should be considered first (Table 4).

MAP 2: YUBA CITY PARKS

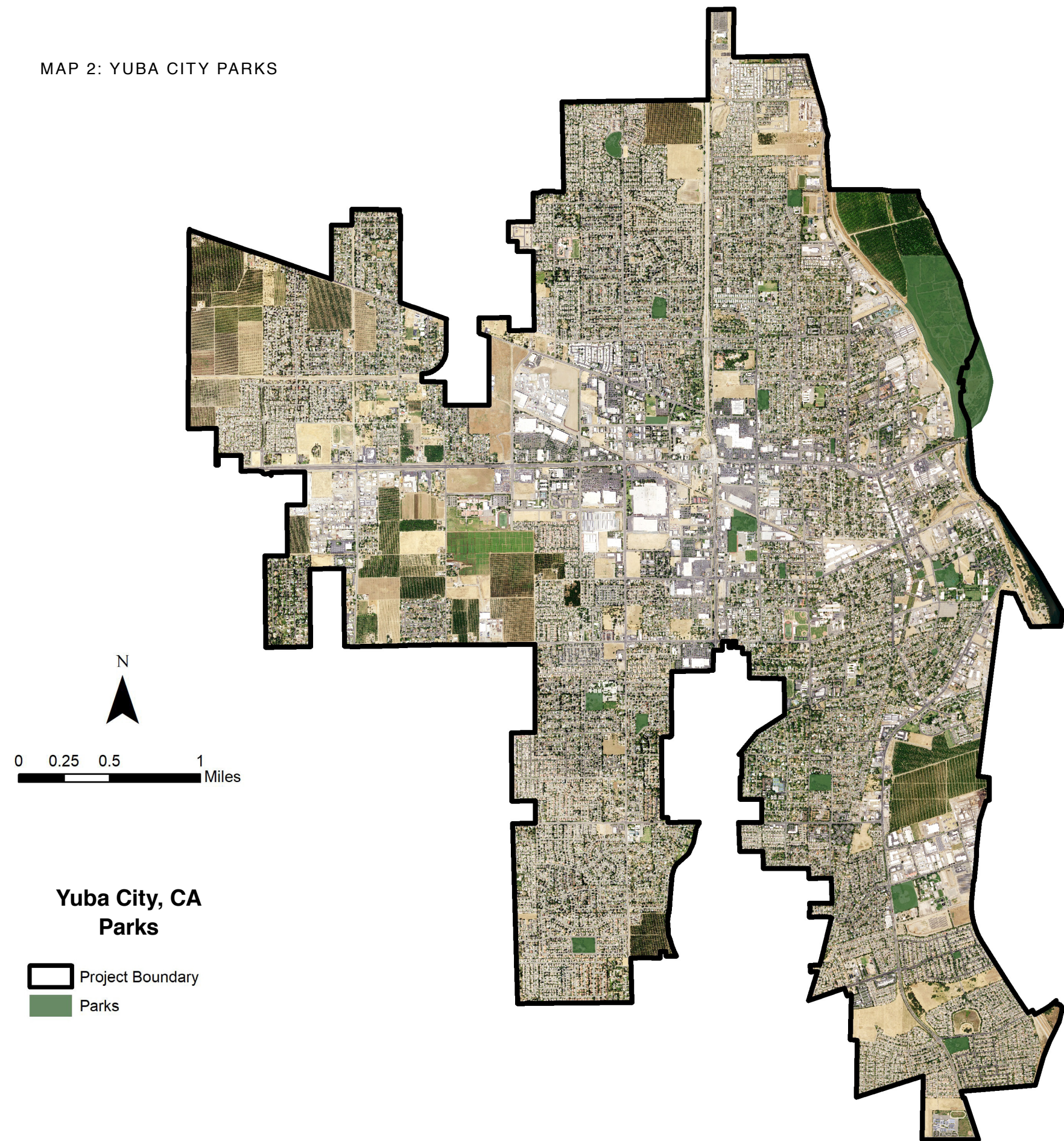


TABLE 4: CANOPY COVER BY PARKS

Park	Acres	Canopy Acres	Canopy %	Impervious Acres	Grass/Low Lying Veg. Acres	Bare Soil Acres	Open Water Acres	Potential Plantable Acres	Potential Canopy %
Feather River Parkway ²	172.89	29.73	17.19	14.14	86.07	34.76	8.18	105.05	77.95
Blackburn-Talley Sports Complex	12.76	1.50	11.75	3.40	5.80	2.06	0.00	1.38	22.55
Gauche Aquatic Park	8.64	1.98	22.96	4.28	1.73	0.64	0.00	2.37	50.43
Sam Brannan Park	8.51	2.42	28.44	3.06	2.64	0.38	0.00	3.03	64.01
Happy Park	6.81	0.75	11.02	0.53	5.25	0.29	0.00	0.95	25.01
Hillcrest Park	6.67	1.87	28.11	0.29	4.50	0.01	0.00	0.46	35.01
Regency Park	6.29	1.04	16.57	1.76	3.20	0.30	0.00	0.01	16.71
Shanghai Garden Park	6.02	2.77	45.94	0.54	2.65	0.07	0.00	2.72	91.00
Walton Park ³	5.73	0.67	11.61	2.23	1.90	0.94	0.00	0.57	21.52
Greenwood Park	5.42	1.84	33.89	0.51	3.01	0.05	0.00	0.55	43.98
Northridge Park	4.48	2.20	49.07	0.31	1.88	0.09	0.00	1.42	80.84
Kingwood Park	4.21	1.58	37.59	0.54	1.86	0.22	0.00	0.19	42.16
Geweke Field ³	3.97	0.14	3.46	0.95	2.63	0.26	0.00	0.55	17.44
Holly Tree Park	3.56	0.41	11.62	0.01	2.97	0.16	0.00	0.09	14.15
Civic Center Field	3.20	0.08	2.54	0.12	0.01	2.99	0.00	3.00	96.15
Lloyd Park	1.63	0.49	30.23	0.00	0.95	0.18	0.00	1.13	99.71
Maple Park	1.05	0.87	82.36	0.11	0.08	0.00	0.00	0.08	89.68
Bogue Park	0.89	0.39	43.97	0.00	0.40	0.10	0.00	0.49	99.47
Town Square	0.82	0.20	24.58	0.21	0.39	0.01	0.00	0.41	74.09
Moore Park	0.69	0.00	0.68	0.03	0.49	0.16	0.00	0.66	95.61
Southside Park	0.64	0.13	20.62	0.12	0.29	0.10	0.00	0.39	81.90
Patriot Park	0.25	0.06	24.75	0.10	0.08	0.00	0.00	0.08	58.68
Plumas Tower	0.19	0.13	67.81	0.06	0.00	0.00	0.00	0.00	0.00
Veterans Park	0.17	0.00	0.00	0.00	0.00	0.17	0.00	0.11	66.08
Clark-Ainsley Mini-Park	0.06	0.04	64.63	0.00	0.02	0.00	0.00	0.02	94.76

² Approximately 30 acres of Feather River Parkway are outside of city limits, but are still maintained by Yuba City Parks Maintenance.

³ Walton Park and Geweke Field are parks managed by the local school district.



Our parks and parking lots desperately need more shade.



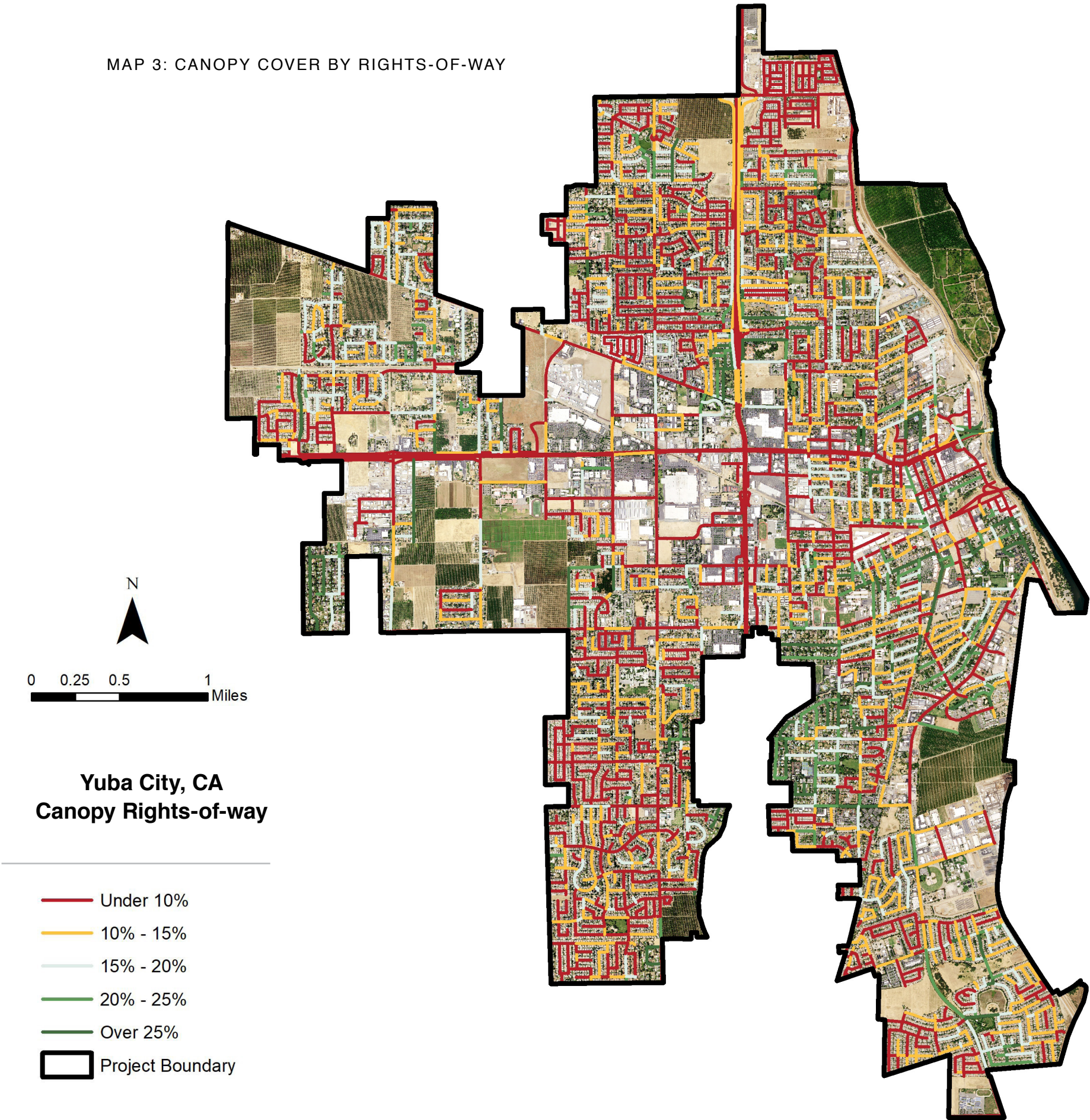
Survey Respondent

CANOPY BY RIGHTS-OF-WAY

To better understand the canopy distribution provided by trees that are actually maintained by the city, canopy cover was reviewed for the public rights-of-way (ROW). Using street segments obtained from the USDA website and a 75-foot buffer from road centerlines broken up by intersections, it was estimated that Yuba City's public rights-of-way encompasses 5,783 acres, with 648 acres of canopy and an average canopy cover of 11.2%.

The highest level of canopy cover in the ROW is 52.7% on Plumas Boulevard (north of C Street and south of Franklin Avenue). The average canopy cover on Plumas Boulevard is 37.4%. Several street segments have no canopy cover in the ROW. There is an estimated 74 acres of available planting space in the ROW (Tree Canopy & Land Cover Assessment, 2020).

MAP 3: CANOPY COVER BY RIGHTS-OF-WAY





ENVIRONMENTAL BENEFITS

To date, Yuba City’s urban forest has stored 229,115 tons of carbon (CO₂) in woody biomass, valued at over \$39.0 million. Annually, this resource provides \$1.8 million in benefits to air quality, stormwater, and carbon sequestration (Figure 2).

HISTORICAL CHANGE

Historical change in tree canopy was assessed using a point sampling of canopy data derived from 2003 and 2018 imagery. To determine change in canopy cover over the 15-years, land cover was visually inspected at each point for both years simultaneously and was identified as one of five classes: tree canopy, impervious surfaces, grass/shrub, bare soil, and open water. Tree canopy cover was analyzed using a “top-down” or “birds’-eye” approach. Therefore, where tree canopy visibly overlapped with another land cover class, tree canopy was recorded at the point location.

From 2003 to 2018, tree canopy cover increased from 14.7% to 19.1%, this is a 23.1% increase over a 15-year period. In this time period, the population has increased by 20.1%.

FIGURE 2: ANNUAL BENEFITS SUMMARY FOR YUBA CITY

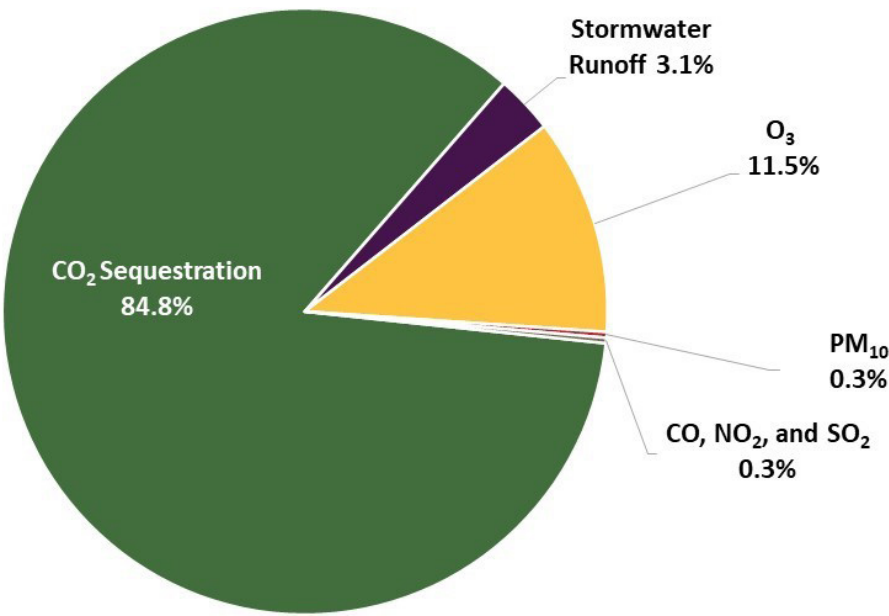
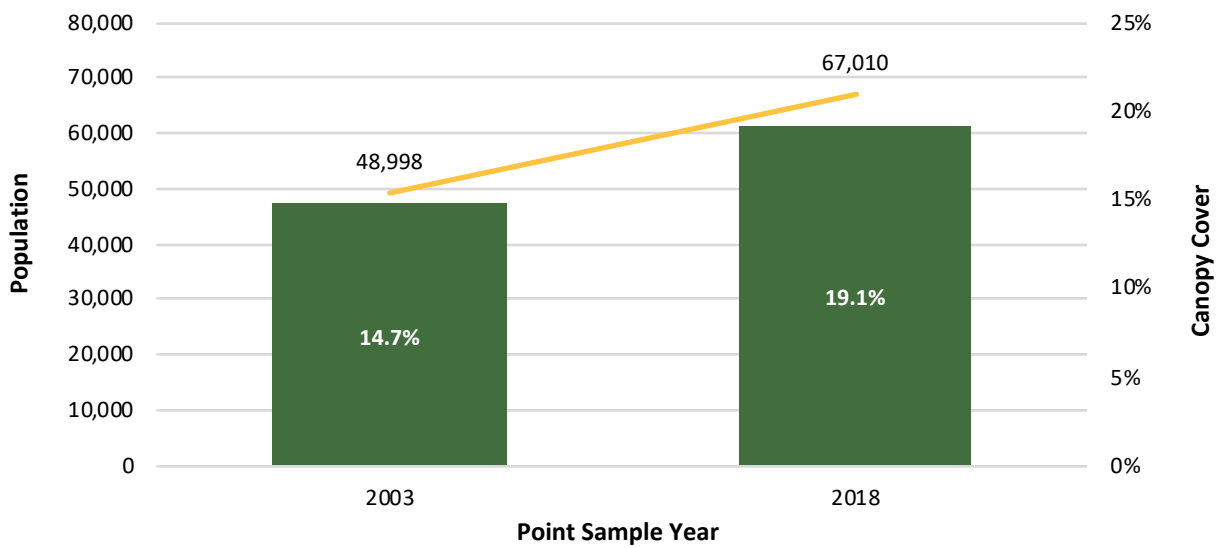


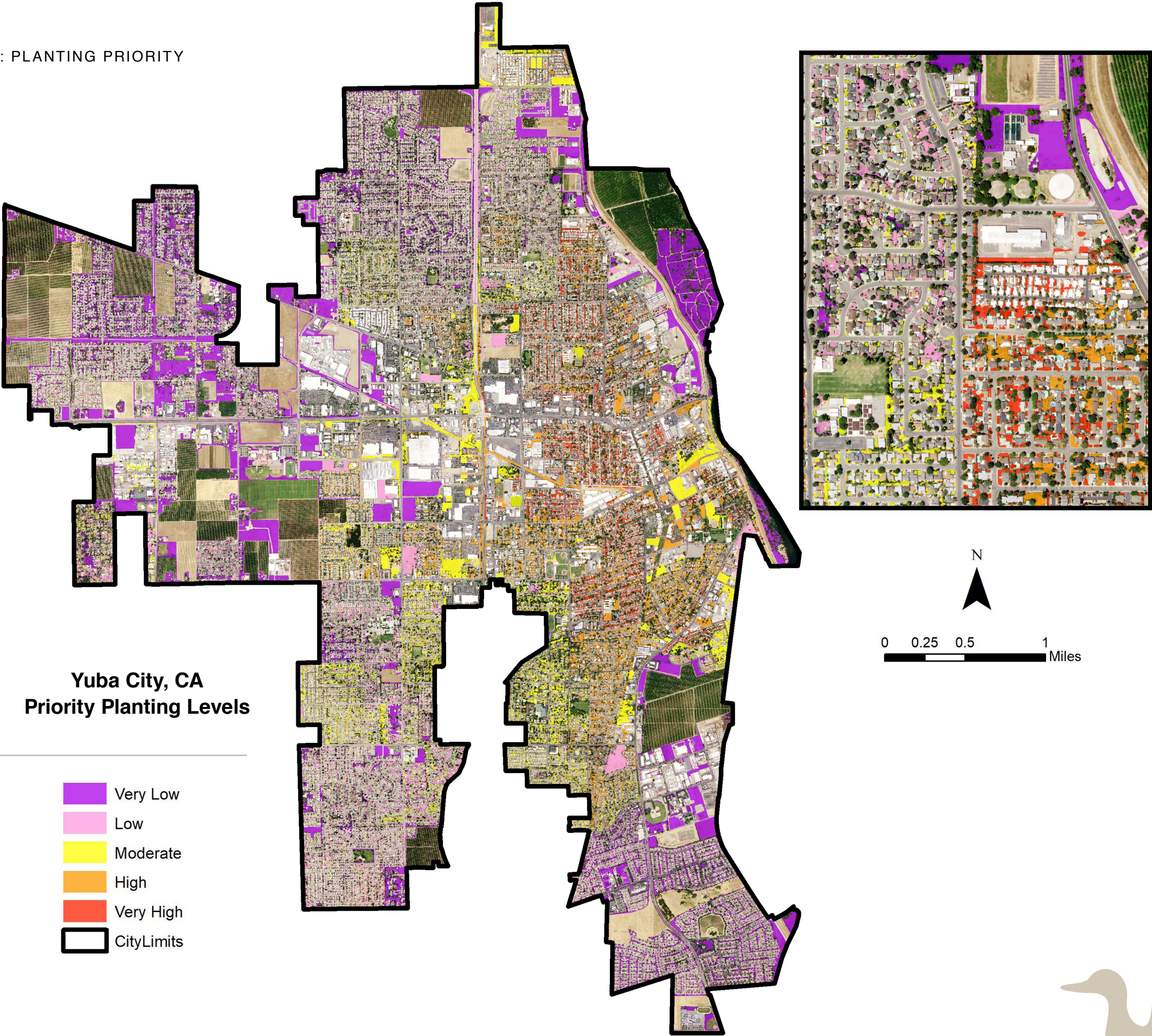
FIGURE 3: HISTORIC CHANGE



CANOPY GOALS AND TREE CANOPY POTENTIAL

The Tree Canopy and Land Cover Assessment (2019) identified 1,940 acres where trees could be planted to augment existing canopy. Of these potential planting sites, approximately 383 acres were considered high or very high priority (Map 4). While it is important to prioritize planting in these areas, it is equally important to prioritize the preservation of existing trees, too. If Yuba City were to plant trees to cover all of this area, then the overall average tree canopy could be increased to 39.4%.

MAP 4: PLANTING PRIORITY



SETTING CANOPY GOALS

Setting canopy goals is an important step in urban forest management and can help to ensure the quality of life and sustainability of a community. While the tree canopy potential for Yuba City is currently 39.4%, this value does not consider the potential for other land cover. Agricultural land and undeveloped areas are common in Yuba City. Some of these areas will inevitably be developed to include structures, roads, and parking lots that will compete with trees for space. The population of the community is increasing, and development will likely continue to expand and create more competition for trees, especially with some developers advocating for omitting park strips in new subdivisions to allow for the construction of larger homes. Due to current setbacks, there would not be adequate space for a tree in a front yard.

Considering the existing land cover and development pressures, a goal of 25% tree canopy cover by 2040 is likely attainable but will require the commitment and support of the community.

Canopy goals can be tailored to specific land use, such as residential zones or parks. A determinant for actually reaching canopy goals is dependent on the willingness of the community to accomplish and sustain these goals. Expansion of canopy cannot be accomplished through planting trees on public property alone, it also requires preservation and conservation of existing trees and new tree planting on private property. Approximately 78% of tree canopy is on private property in Yuba City, which makes tree canopy expansion on private property especially important to reach the community's tree canopy goal.



Community Tree Resource

Community trees (publicly managed trees along streets, in parks, and at city facilities) play a vital role in Yuba City. They provide numerous tangible and intangible benefits to residents, visitors, and neighboring communities. The community recognizes that community trees are a valued resource, a vital component of the urban infrastructure, and part of the city’s identity.

STRUCTURE & COMPOSITION OF THE COMMUNITY TREE RESOURCE

Yuba City’s community tree inventory includes 11,846 trees and 1,320 available planting sites (2019). Considering species composition and diversity, age distribution, condition, canopy coverage, and replacement value, the following information characterizes Yuba City’s community tree resource:

- The most common species are red maple (*Acer rubrum*, 16.8%), crape myrtle (*Lagerstroemia spp.*, 7.7%), and trident maple (*Acer buergerianum*, 7.5%).
- 55.8% of trees are less than 8 inches in diameter (DBH) and 4.4% of trees are larger than 24 inches in diameter, indicating an established resource.
- 81.2% are in good condition, with 3.2% in poor or worse condition.
- Community trees provide an estimated 400.1 acres of canopy cover, 21.9% of the overall canopy cover, but represent less than 1% of the total land area.
- The current stocking level for the community tree inventory is 90.0%, based on a total 13,166 suitable planting sites, including 11,846 trees, 1,181 vacant sites, and 139 stumps.
- Replacement of the 11,846 community trees with trees of equivalent size, species, and condition, would cost over \$33.6 million.

- Community trees store nearly 3,042 tons of carbon (CO₂) in woody and foliar biomass
- Annually, community trees provide nearly \$48,142 to the community, an average of \$4.06 per tree.

These benefits include:

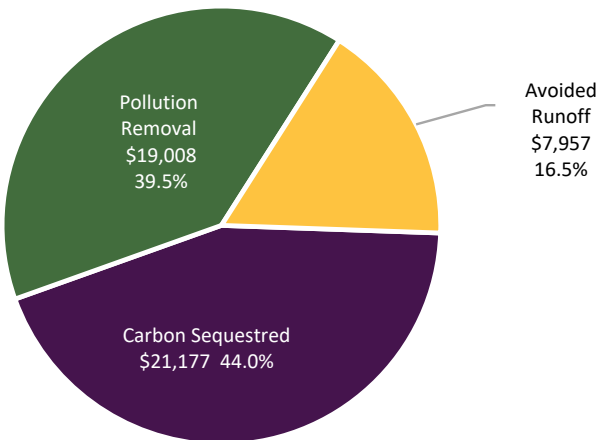


FIGURE 4: ANNUAL BENEFITS FROM COMMUNITY TREES

A limitation of the annual benefits summary is that it does not fully account for all benefits provided by the community tree resource. Some benefits could not be included in the analysis such as reductions in energy use (electricity and natural gas) through shading and climate effects. Other benefits are intangible and/or difficult to quantify such as increases in property values and impacts on psychological and physical health, crime, and violence.

Empirical evidence of these benefits does exist (Wolf, 2007; Kaplan and Kaplan, 1989; Ulrich, 1986), but there is limited knowledge about the physical processes at work and the complex nature of interactions make quantification imprecise. Tree growth and mortality rates are highly variable. A true and full accounting of benefits and investments must consider variability among sites (e.g., tree species, growing conditions, maintenance practices) throughout the city, as well as variability in tree growth. In other words, trees are worth far more than what one can ever quantify!

I strongly believe in maintaining and absolutely adding more trees to the Yuba City community. They provide the necessary shade to balance out the hot and long summers in this area. They encourage people to be outside more, improve air quality, and beautify the area.



Survey Respondent

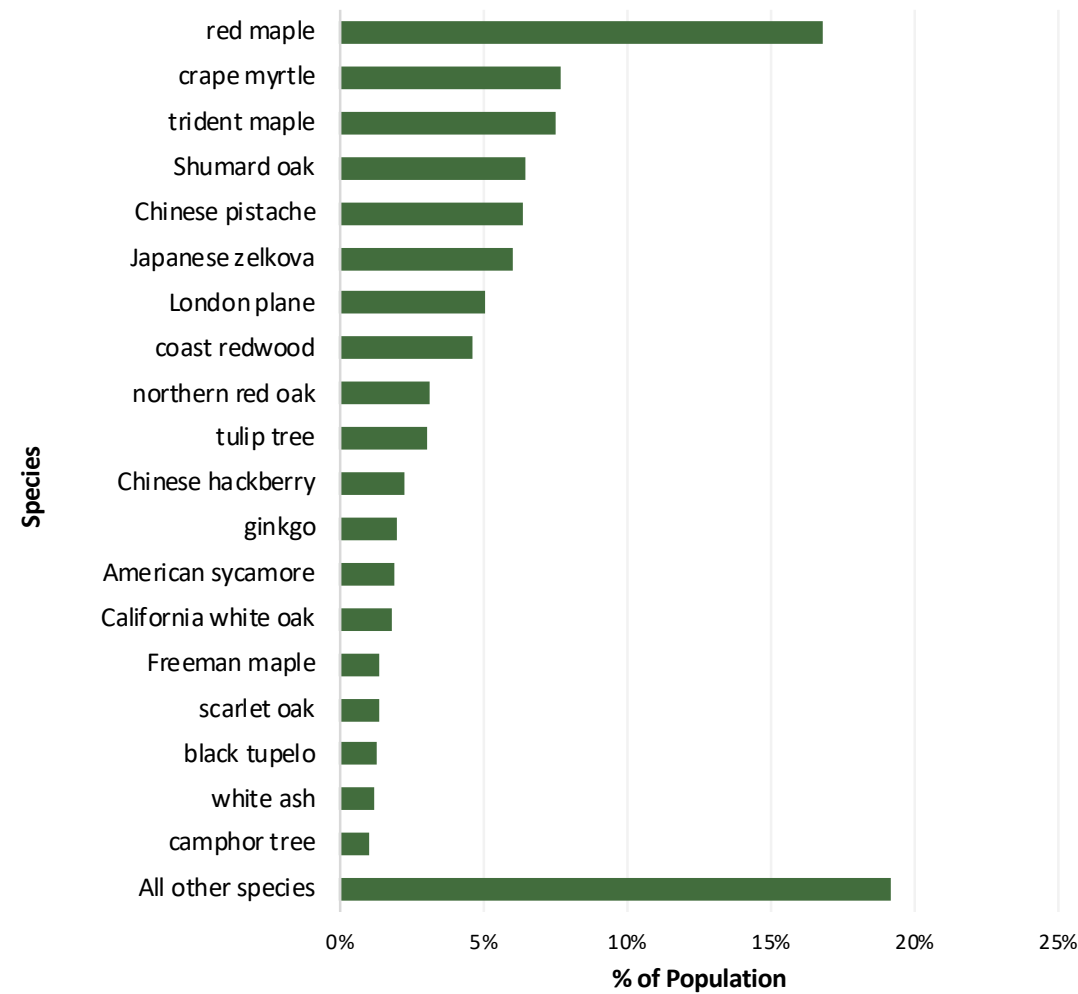
SPECIES DIVERSITY

The number of unique species (156) in the community tree resource greatly exceeds the mean of 53 species reported by McPherson and Rowntree (1989) in their nationwide survey of street tree populations in 22 US cities. The three most predominant species represent 32.0%.

Maintaining diversity in a community tree resource is important. Dominance of any single species or genus can have detrimental consequences in the event of storms, drought, disease, pests, or other stressors that can severely affect a community tree resource and the flow of benefits and costs over time. Catastrophic pathogens, such as Dutch

elm disease (*Ophiostoma ulmi*), emerald ash borer (*Agrilus planipennis*), Asian longhorned beetle (*Anoplophora glabripennis*), and sudden oak death (*Phytophthora ramorum*) are some examples of unexpected, devastating, and costly pests and pathogens that highlight the importance of diversity and the balanced distribution of species and genera. In addition to these pests, there is growing concern for polyphagous shot hole borer (PSHB) (*Euwallacea spp.*), a new pest complex that has devastated urban forests in Southern California due to its wide host range (Eskalen, 2015).

FIGURE 5: MOST PREVALENT SPECIES



Consequences of Monocultures

Prior to the devastating impacts of Dutch elm disease, it was a common trend to design streets with a single species and therefore promote monocultures. When many individuals of a single species are concentrated in a small area, the impact of a stressor can have significant implications. Like the majority of communities, Yuba City named streets after trees and planted some streets with a continuous lining of a single tree species. It is common for a particular species to be abundant within a small area of the community. For example, Plumas Blvd. is lined with sycamores and ginkgo trees are concentrated in Veteran’s Circle, north of City Hall. This design appeals to many people because it is aesthetically pleasing and promotes the character of an area, but current industry standards do not recommend this practice.

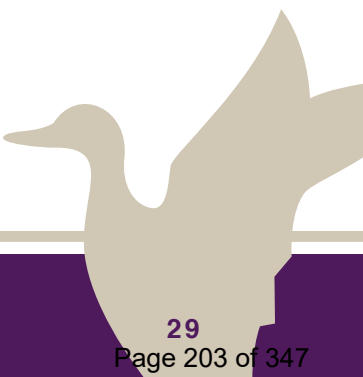
Long term management can be achieved through successional planting and removal or replacement with a wider variety of species, which is already occurring in Yuba City. A near monoculture of tulip trees was planted in south end of town. Tulip trees are a species that has proven to be particularly susceptible to drought stress. As a result of a historic drought, Yuba City lost approximately 100 tulip trees. This significantly impacted tree canopy, but urban forest managers began replacement plantings with a wider range of species.

Many neighborhoods in Yuba City have a high density of maple trees as street tree plantings, which can increase the implications of pests and pathogens. Boxelder bugs thrive in these neighborhoods and other areas of Yuba City that have a high proportion of maple trees. Recently, urban forest managers began requiring the incorporation of greater tree diversity in new developments. Diversity at the street level should also be considered during replacement plantings throughout Yuba City. Not only does the climate allow a broad species palette to thrive, but there is an opportunity to increase resiliency in the urban forest.



In light of significant pests and diseases, many cities are opting to increase diversity to improve resilience. The widely used **10-20-30 rule** of thumb states that an urban tree population should consist of no more than 10% of any one species, 20% of any one genus, and 30% of any one family (Clark et al, 1997; Santamour, 1990). While this rule does ensure a minimum level of diversity, it may not encourage enough genetic diversity to adequately support resilience. Therefore the 10-20-30 rule should be considered a minimum goal. Managers should always strive to increase the range of representation among species and genera within an urban forest. Among Yuba City's community tree population, red maple (*Acer rubrum*) exceeds this well-accepted rule, and the genus of maples (*Acer spp.*) exceeds the 20% rule.

To increase species diversity and promote greater resilience in the overall resource, future tree planting should focus on increasing diversity and reducing reliance on overused species. As over-predominant species are removed and replaced, new species should be introduced when possible. New species should be resistant to the known pest issues that currently pose a threat to the region. In addition, consideration should be given to species that withstand higher temperatures and periods of drought.



Maples and the Boxelder bug

Boxelder bugs (*Boisea trivittatus*) are a seed feeding species of insect. Boxelder (*Acer negundo*) is their primary host, but they are known to feed on other species of maples, ash, and fruit trees. Indeed, they can be a nuisance for residents when congregating in large numbers or entering homes during the fall and winter. In order to decrease the number of box elder bugs congregating outdoors, residents can try to manage their numbers by (1) using a forceful stream of water to knock off and drown the bugs, (2) spraying them with laundry detergent or soap (where direct contact with these chemicals kills the insect), (3) knocking or brushing them into a bucket of soapy water, (4) cleaning fallen branches and seed pods from under the female box elder trees, and (5) removing debris from around the building, particularly on the south and west sides since these places get more winter sun. If the bugs become an inconvenience inside of homes, it is best to locate indoor congregations and then block any nearby crevices and repair any damaged windows or screens. Vacuuming the insects is an effective way to remove them from homes (Peairs, 2014; Perry 2014).

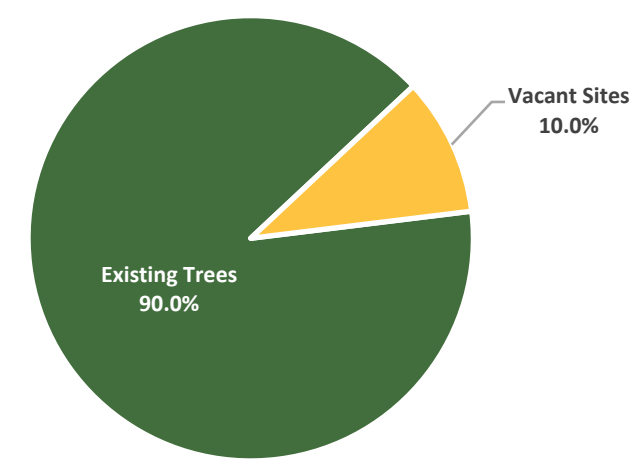
Boxelder bugs do not warrant the removal of healthy trees because they cause minor damage to their host trees and are only an annoyance. Furthermore, the use of insecticides is rarely recommended because of the many alternative management options that are less toxic and, in most cases, more effective. Insecticides are toxic to humans and other animals and should not come in contact with non-target organisms (including non-target insects such as pollinators). Some life stages of the insect (larger nymphs and adults) are more tolerant to insecticides; therefore, insecticide applications may not be very effective. If insecticides are used, applications should target the insects when they are small nymphs, and more vulnerable. Insecticide resistance can occur when applications do not target the younger, more vulnerable life stages.

Long term management can be achieved through removal/replacement of declining trees that are attractive hosts to boxelder bugs. Replacement plantings should be with a non-host species to lessen the impact.

STOCKING LEVEL

The stocking level is an indication of how many planting sites within the community contain trees. It is clear that managers have prioritized tree planting in Yuba City, as the estimated stocking level for the community tree resource is currently 90.0%. Yuba City’s community tree resource contains 11,846 existing trees. The stocking rate, calculated using the inventory’s 1,320 available planting sites and 13,166 total sites, is quite high.

FIGURE 6: STOCKING LEVEL



PLANTING PRIORITY IN THE RIGHTS-OF-WAY

While meeting canopy goals require support and collaboration from private property owners to ultimately meet the need for additional tree plantings, Yuba City can work to expand tree canopy through increased planting in the public rights-of-way. Considering the amount of acreage within the public rights-of-way (74 acres), managers have an opportunity to not only support city-wide canopy goals, but also increase equitable distribution of canopy through additional tree planting within the public rights-of-way. When areas of lower canopy cover and household median income were considered, approximately 46 acres were classified as high or very high planting priority.

While available planting areas may ultimately be established over the next several decades, the trees that are planted in the next several years, should be planned for areas in most need, and

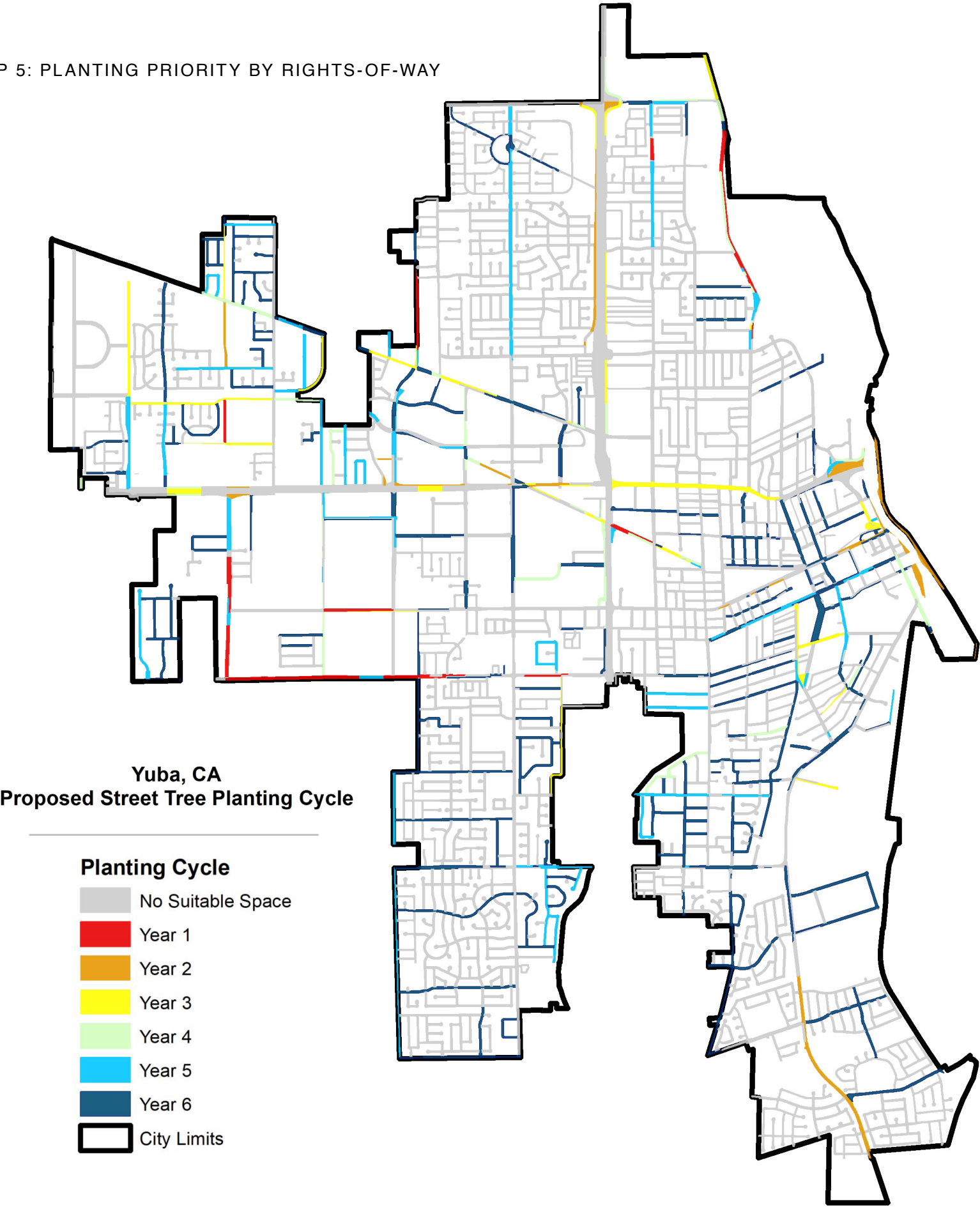
TABLE 5: PLANTING CYCLE FOR RIGHTS-OF-WAY

Planting Cycle Year	Number of Planting Areas	Estimated Planting Miles	Average Planting Area (Acres)	Estimated Total Planting Area (Acres)
1	8	4.47	1.29	10
2	10	6.59	0.99	10
3	26	10.20	0.58	15
4	24	7.49	0.38	9
5	47	16.01	0.24	11
6	172	45.00	0.11	19

where they will provide the most benefits and return on investment. In order to provide the most benefits to the community and to maximize available funds, a planting cycle can be used to prioritize planting of trees within the public rights-of-way. Table 5 and Map 5 outline a six-year planting plan, to prioritize planting in areas that currently have low canopy and low median income. The areas indicated in red are areas that should be planted in the first year of the planting cycle, which include nearly 4.5 miles of rights-of-way. Whereas areas in blue include areas with lesser planting priority and can be delayed until later in the cycle, or as funds become available. Not all areas within the public rights-of-way are suitable for planting. Areas that are too small to support trees within the public rights-of-way included 1,779 planting areas, which on average were less than 0.05 acres in size. These planting areas were not considered in the planting cycle and are indicated on the map in gray.



MAP 5: PLANTING PRIORITY BY RIGHTS-OF-WAY





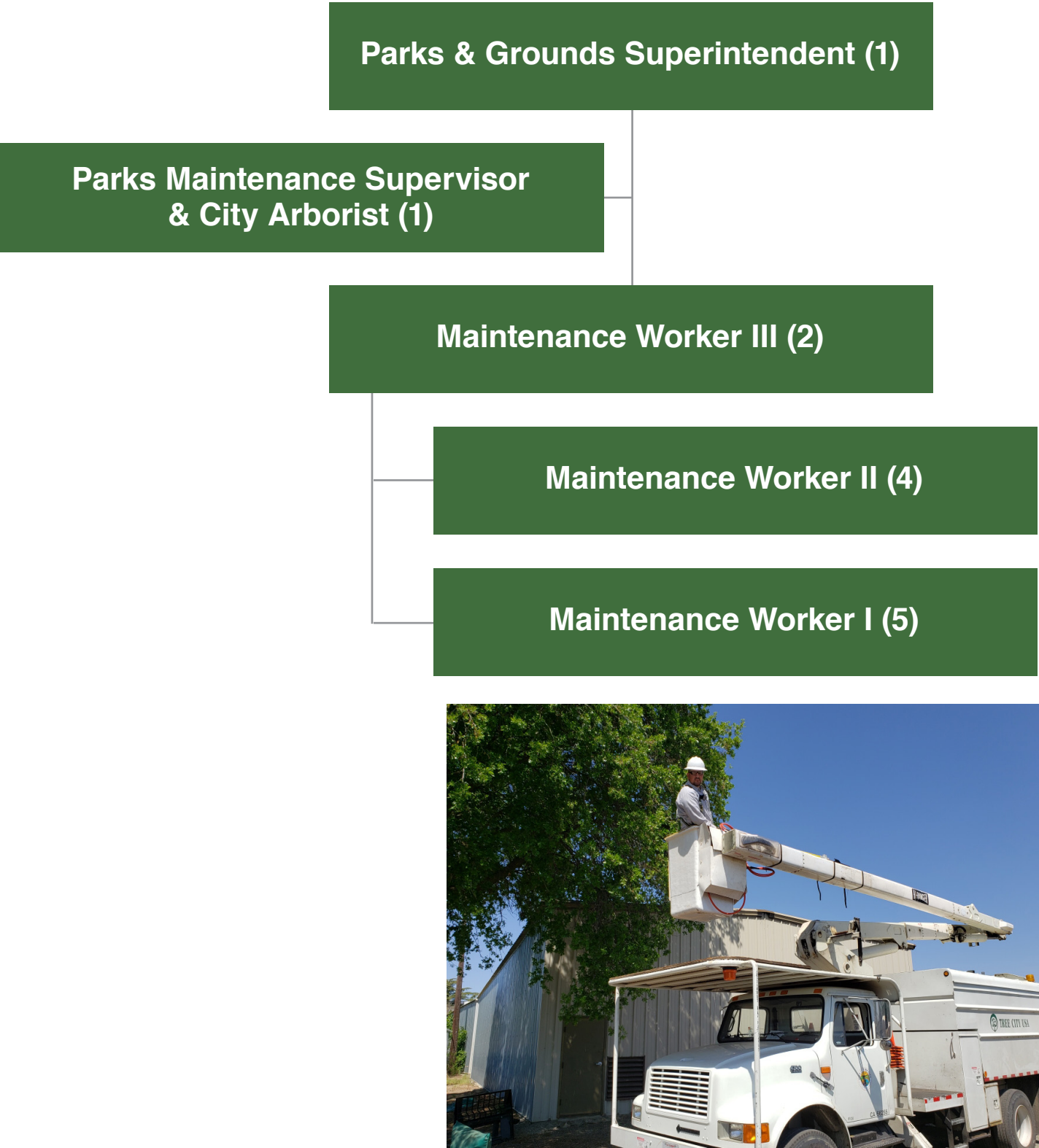
We need help for property owners in choosing the right trees and how to maintain them in off seasons.



Survey Respondent



Park Maintenance—Urban Forestry Operations



The Parks and Recreation Department maintenance staff are responsible for the management of community trees within the public rights-of-way, parks, and public places. Maintenance in LLMDs is primarily conducted by city contractors. Most of Park Maintenance staff's time is spent on landscaping, debris removal, and maintenance of 16 playgrounds in 23 city parks and 20% is spent on management of trees at parks and facilities.

Park Maintenance staff perform the following services:

- Tree maintenance in parks and City facilities (planting, pruning, watering, removal, stump grinding, and leaf/debris pick up).
- Contract monitoring (planting, grid pruning, visibility and clearance pruning, watering, removal, stump grinding, and leaf pick up of park strips in LLMDs and public rights-of-way [areas that pre-date LLMDs]).
- Responding to service requests.
- Emergency response.
- Community outreach & engagement.

Currently, the Parks Maintenance Division consists of 13 staff, who all provide a standard level of care to community trees. Parks Maintenance staff maintain park trees and trees at City facilities with a bucket truck (1999), a brush chipper (2017), and a stump grinder (1999). Prior to the 2008 financial crisis, the Parks Maintenance Division staffed 28 people who were responsible for the maintenance of all community trees (including trees within

LLMDs). During this time, contractors were only used to supplement tree maintenance. After the recession, due to budgetary constraints, staffing levels were reduced and the Council directed that maintenance of trees within the 84 LLMDs be conducted exclusively by contractors. Utility providers are responsible for tree maintenance around transmission lines.

The Parks Maintenance Division is led by the Parks Maintenance Supervisor & City Arborist, who is an ISA certified arborist, and actively encourages all staff to acquire their arborist ISA certification. All staff participate in weekly safety "tailgate briefings" where they are trained in proper use and maintenance of equipment and are expected to inspect all equipment before each shift and log their inspection.

While tree care is dangerous, proper training and good safety practices can help make the work safer. The city uses a contractor to provide safety training and consulting for all City departments. Parks Maintenance staff have been proactive in ensuring that tree crew members are trained thoroughly and are provided with all necessary personal protective equipment (PPE). While there are no formalized standard operating procedures (SOP) for safety practices, the Parks Maintenance Division sets an expectation for regular and daily inspection of all equipment and tree pruning tools (e.g., pole saws, hand saws, and chainsaws) which is consistent with recommendations set by the Tree Care Industry Association (TCIA). Additionally, tree crews are required to assess work sites for potential hazards, energy sources, and Personal Protective Equipment (PPE) prior to beginning work.

TREE MAINTENANCE

Approximately 8,665 trees are within 58 LLMDs and maintained by a contractor. There are 84 LLMDs, 26 of which do not contain any community trees. An additional 4,516 trees are outside of LLMDs, which may include trees in older parts of the city that were never incorporated into an LLMD. In contrast, park trees and trees at city facilities are maintained by in-house Parks Maintenance staff, unless a tree exceeds 50-feet in height which will then be handled by the city contractor.

Service Requests

Residents can report tree issues through the city YC311 app and by calling the Parks and Recreation Department directly. Using the app, residents can include pictures with their requests. Generally, a representative from Parks Maintenance will review a request within 24 hours and assign a contractor, in-house staff, or if a request involves a lifting sidewalk, a representative from Street Maintenance within two to three days. Due to the volume of open service requests (approximately 60 open requests), issues are generally resolved within four weeks. Ideally, Parks Maintenance staff would provide regular routine care, but due to the volume of service requests, Parks Maintenance staff are largely reactive at this time.

Tree Pruning

Yuba City has longstanding and high rapport with landscaping contractors that maintain rights-of-way trees in LLMDs and areas that were never incorporated into an LLMD. Because maintenance for trees is largely dependent on the initiation of a service request, there are some trees that are likely receiving care every three to four years, while other trees that have no service requests are likely not receiving any care.

Residents sometimes request extensive pruning that is not always conducive to tree health. Currently, Municipal Code defines residents’ responsibilities for the care of street trees to include watering and fertilizing but does not prohibit residents from pruning trees. As a result, some residents and businesses may prune their own street trees. This often results in trees being improperly pruned and, in severe cases, “topped” meaning the tops of trees are taken off and large branches are reduced to stubs. These pruning practices are stressful to trees because it removes a significant amount of foliage and causes trees to be more prone to pests, disease, decay, and breaking.

Clearance and Visibility

Park Staff provide clearance and visibility pruning for all park trees as needed. In the winter months, pruning efforts are focused on addressing higher priority maintenance needs and parks with the most maintenance needs are addressed first. Park Maintenance staff estimate that park trees are maintained on a three to four-year cycle. Removals and stump grinds in parks are conducted by in-house Park Maintenance staff, but large tree removals (trees greater than 50-feet in height) are contracted out.

The utility provider, PG&E, manages trees located under utility lines. Trees should be directionally pruned only by authorized line clearance personnel to provide clearance and/or reduce height. Municipal Code requires notification and permission for any utility work that impacts trees in the public rights-of-way. Some removals have occurred, and the utility provider funded tree plantings as mitigation. Selecting small-stature tree species that are utility friendly for planting sites in utility rights-of-way can minimize the need for these maintenance activities or removals.

Tree Inventory Management

In the past, all city trees and associated work orders were managed through a hand-written system, which was alphabetically organized by street. With the 2019 tree inventory, the city transitioned to using TreeKeeper8. Through this software, managers can maintain historic records of tree maintenance, update tree data as trees are pruned or removed, and add new trees to the inventory as they are planted.



Trees will always filter the air and promote a sense of comfort, health and beauty.



Survey Respondent

TREE PLANTING

Street trees are planted in residential areas with park strips. If a neighborhood was built without park strips, there are no city-owned trees. Currently, there is not a formal process for residents to request street trees, rather Parks Maintenance staff evaluate requests for trees on a case-by-case basis. In instances where residents have minimal to no space in the public rights-of-way, Park Maintenance staff consider providing a tree to be planted elsewhere on the property, with the understanding that the resident is taking full responsibility for maintenance of the tree.

Annually, approximately 200 trees are planted throughout Yuba City’s LLMDs and at park and city facilities. Species are selected from the Recommended Street Trees List or the Yuba City Tree Guide. Tree planting is primarily for replacing trees that have previously been removed and is prioritized in LLMDs that are fully funded. In underfunded LLMDs, tree planting is mostly dependent on grant funding. Similarly, areas outside of the LLMDs are also dependent grant funding for tree planting. The 2019 tree inventory identified 1,320 available planting sites within the city, which provided opportunities for additional tree planting efforts throughout the community.

Once a tree is planted, per Municipal Code, residents are responsible for watering and fertilizing street trees, while Parks Maintenance staff are responsible for watering trees in parks and at city facilities. After installation, park trees are irrigated weekly for a period of two months. In new construction developments, developers are responsible for funding new tree plantings in the rights-of-way. The success of tree establishment after planting is largely unknown. New tree plantings have not historically been monitored after planting in the LLMDs, but through expanded use of the inventory management software, mortality rates will be easier to track

in the future. In instances where trees have died due to lack of watering, it has been policy that the city will not contract to replace those trees. In future plantings, Parks Maintenance staff should consider incorporating biochar into the soil of new planting sites. Research in biochar is showing many potential benefits including increased soil fertility, increased water retention and availability, protection against some foliar and soil borne diseases, and carbon sequestration and mitigation of climate change (Lehmann 2007a/b; Winsley 2007).

In the years following a new tree planting, Park Maintenance staff provide training pruning for young park trees. For trees planted within the LLMDs, the landscape contractor conducts training pruning for newly planted trees. Training provides an opportunity to address structural issues when trees are small. Removing undesirable branches when they are small is better for the tree and also more cost-efficient. Smaller cuts heal more quickly, require less time and safety considerations for tree crews, and reduce the need for debris disposal. The benefits of providing training pruning now, will result in trees with better structure and reduced costs for maintenance in the future.

According to Municipal Code, along with irrigating, residents are also responsible for fertilizing street trees. In most cases, trees do not need to be fertilized and over fertilizing trees can negatively affect their water efficiency and growth rates (University of Georgia, 2020). As such, residents being responsible for fertilization is likely not conducive to tree health. Properly diagnosing nutrient deficiencies or toxicities requires consultation from a well-qualified plant health care provider and in many instances a soil test might be required, as diagnosing these issues is challenging due to similar symptoms of deficiency between nutrients.

Right Tree, Right Place

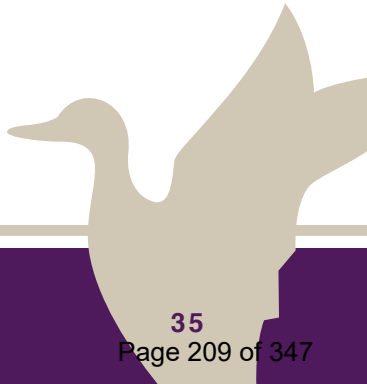
The practice of installing the optimal species for a particular planting site is known as the “**Right Tree, Right Place**”. This philosophy considers the effects of tree growth on existing and planned utilities, existing landscape, and other infrastructure. Factors to consider include, planter size, soil characteristics, water needs, as well as the intended role and characteristics of the species. By considering the long-term consequences of planting a particular tree in a particular place, conflicts and premature removal of trees can be avoided.

Proper consideration for species selection and planting location has not always been provided. Some species were planted heavily at different periods in the history of Yuba City’s urban forestry program. A few of these species are costly to maintain, some are poorly suited to the local climate, and others drop unwanted debris. As such, Parks Maintenance staff are considering the past performance of certain tree species when determining future species selection. For example, due to their high-water use, periods of prolonged drought and watering restrictions, tulip tree (*Liriodendron tulipifera*) and coast redwood (*Sequoia sempervirens*) are no longer planted. Due to their prevalence in the current inventory, crape myrtle (*Laegerstromia indica*, 7.7%) and maple species (*Acer*, 28%) are limited in future plantings.

Like many communities, Yuba City experiences tree-hardscape conflicts. Narrow park strips and past species selection both contribute to roots of trees growing underneath sidewalks and cause lifting and heaving. To avoid such conflicts in the future, Parks Maintenance staff are recommending that species that have a reputation for hardscape conflicts be reserved for better suited, open areas with adequate space for root spread and growth, as well as advocating for widening of park strips where possible. To address heaving/lifting sidewalks,

Parks Maintenance staff coordinate with Public Works to conduct sidewalk repairs and perform root pruning when needed.

Shade trees are preferred street tree plantings because they provide greater environmental benefits when compared to palms. While the city has never planted palms in the public rights-of-way, residents in certain neighborhoods in Yuba City prefer palms. In some cases, residents have removed shade trees in the public easement and replaced them with palms. Palms are not included in Yuba City’s street tree list due to their high maintenance needs and limited shade production. Unlike most trees, palms often require annual maintenance to remove dead and dying fronds before they are dislodged by wind or time. Neglect can result in dead fronds and fruit stalks which can create sidewalk hazards. Furthermore, some species of palm can reach substantial heights and if planted under power lines, must be removed because they cannot be directionally pruned to avoid contact. However, there are some small-statured palms and trees recommended for use near and under power lines, which can result in fewer of these conflicts (PG&E, n.d.).



Palm Species

Like many communities in the Central Valley, Yuba City has palm species in the city inventory. There are currently 79 palms planted on public property. While some might see palm trees as synonymous with California, there is only one species of palm native to California, the California fan palm (*Washingtonia filifera*). All other palms are imported, but popular and widely planted.

While the name “palm tree” would suggest that palms are trees, they are actually more closely related to grasses than trees. Palms are vulnerable to numerous pests, including South American palm weevil, *Fusarium* fungus, polyphagous shot hole borer, red ring, sudden crown drop, and pink rot.

Palms are known to be fast growing and are aesthetically pleasing, but do not provide the same environmental benefits as hardwood trees. In fact, a study comparing the effects on microclimates of three tree species (date palm, *Ficus retusa*, and *Tipuana tipu*) with different canopy characteristics determined that the date palm was ineffective at cooling (Shashua-Bar et al, 2010). In addition, palms require more frequent maintenance than hardwood trees. Neglect can result in dead fronds and fruit stalks which can create dangerous conditions. Commonly, annual, or bi-annual maintenance is needed to remove dead and dying fronds before they are dislodged by wind or time. Palm frond skirts can be a fire hazard and are a potential hazard to tree workers. Yuba City currently maintains palms on a 2-year cycle. Because fronds demand more maintenance, the cost to manage palms is higher than caring for hardwood tree species.

In order to increase environmental benefits and the return on investments, Yuba City prohibits the planting of palms in the rights-of-way. Some exceptions exist for areas where palms provide “character”, such as community entrances.





Adapting to Climate Change

Increasingly, cities are recognizing that shifts in weather patterns are likely to alter species habitat ranges and render some species less adapted to the region. Research on climate change in complex urban ecosystems is challenging and still evolving. Although there is no clear consensus on the future outcomes, it is thought that extraordinary weather events are likely to increase in years to come. In Yuba City, regional climate projections estimate the urban forest could face significant damage due to excessive heat and flooding. By 2035, average annual daily maximum temperatures are predicted to rise by approximately 1°C and precipitation patterns may vary 20 inches above or below average (Yuba City, CA Tree Canopy & Land Cover Assessment, 2020). As temperatures rise and precipitation patterns fluctuate from historical norms, existing trees must adapt or succumb to the changes in climate. Impacts on urban forestry programs may include:

- Health and structural impacts on tree species that are not adapted to new and changing conditions
- Increase in pests and disease as a result of changes in temperature, precipitation, and tree stress
- Additional costs for mitigation and tree removal for marginal species
- Canopy loss, especially where key species (e.g., predominant species) become marginalized

Trees can adapt to climate change by changing their range (e.g., expanding northward and to a higher elevation) or contracting their range. In a study of North American tree species, more than half were contracting their ranges in response to climate change (Zhu, et al 2012). With a potential for an increase in maladapted species in the tree population and the potential for urban areas to exacerbate the stresses, it is important to incorporate plantings of promising new species and then proactively monitor and select high performing species for new plantings. Climatic events (e.g., storms, drought, wildfire), disease or pest outbreaks, land use changes, and other stressors can severely affect the urban forest and the flow of benefits and costs over time. Increasing species diversity and tracking species performance can help managers determine suitable species and lessen the detrimental consequences in the event species are susceptible to changes in climate and urbanization.

TREE REMOVALS

Residents can also submit service requests for removals. Oftentimes, these requests for removals are for otherwise healthy city trees. In these cases, Park Maintenance staff follow Municipal Code tree maintenance and removal policies. Tree removals and stump grinds in the LLMD are also addressed by the city contractor. Municipal Code prohibits the removal of community trees without a permit and mitigation planting; however, illegal removals do occur. If a resident chose to remove a healthy tree without a permit, the city would not replace the tree. Because Municipal Code does not have any fines for violations of the Tree Ordinance, Code Enforcement has no ability to impose consequences.

Park Maintenance staff incorporate “clean” wood chips generated from tree maintenance at the city water treatment facility, in open space, at ball fields, and at Feather River Parkway. In some instances, Park Maintenance staff will divide up large trees into firewood and residents can take the wood on a first-come, first-served basis. But most tree debris are sent to the local green waste program where it is made into compost.

PEST MANAGEMENT

Parks Maintenance contracts with a landscape company to chemically treat trees that have historically received complaints due to pests and nuisance insects. Complaints have primarily been to report street trees with aphids, which exude a sticky residue onto parked cars. In these instances, trees are systemically treated with a neonicotinoid class of insecticides on a bi-annual basis. The city invests approximately \$25,000 annually in preventative applications. Insecticide resistance can occur when insecticides with the same mode of action are applied over subsequent years. Integrated Pest Management (IPM) practices should be used to address infestations and to prevent insecticide resistance in insect populations. Other complaints include concerns over the boxelder bug. These insects are not harmful to tree health but tend to congregate in homes and vehicles. In September of 2020, applications using an insecticide (bifethrin) and laundry detergent were tested to decrease these pests congregating on the trunks of maple trees in the public rights-of-way. Parks Maintenance staff determined that the insecticide and laundry detergent applications were equally effective at reducing the insect population.

Preventing Insecticide Resistance

Integrated Pest Management (IPM) uses a variety of biological, chemical, cultural, and mechanical controls in order to lessen the selection pressure from one control tactic. The basis behind IPM should also be applied to pesticide management. The premise behind using pesticides in an integrated way is to lessen the selection pressure on the pest population, as this can lead to pesticide resistance problems in the future. Pesticides function differently inside of the organism depending on the mode of action. There are several ways to lessen the selection pressure from a single mode of action. First, if one mode of action is overused, the strong selective pressure causes resistance to evolve at an unprecedented rate. Rather, if modes of action are alternated, diverging selection pressures can help prevent resistance to the individual chemicals applied (Palumbi, 2001). There are several reasons pesticide resistance has occurred, and in many cases, it has to do with recurring suboptimal doses of the pesticide, overuse of a single mode of action, and the lack of new pesticides on the market.

The worst problem with the city’s trees are they tear up the sidewalks making it hazardous to walk on.



Survey Respondent



Piercing Sucking Insects and Honeydew

Shade is highly coveted during hot 100-degree days in Yuba City and residents park their cars in the shade of trees to manage the heat. It is not uncommon for car owners to return to their vehicle and find it covered in a sticky film. This substance, commonly called honeydew, is the excrement, or frass, of aphids, soft scale, or other soft-bodied insects. Other plant-feeding true bugs, such as spotted lanternfly, can also create honeydew. These insects feed on the phloem of plants (Cranshaw, 2018). The phloem is the part of the vascular system which moves sugars and other metabolites produced in the leaves down to the roots.

Because these insects are primarily consuming sugar, the waste that is produced is also mostly made up of sugars. The honeydew from these insects drips off the leaves of a tree and onto anything beneath the canopy of the tree.

Aside from the nuisance of the sticky residue, honeydew also is strongly associated with black sooty mold. When honeydew drips onto sidewalks, spores of numerous species of fungi germinate on it, producing black fungal strands (mycelial threads), which give a sooty appearance to the sidewalk or any other surfaces where the honeydew encouraged colonization (Cranshaw, 2018).

Generally, aphids and sooty mold do not harm trees, although sometimes a slight loss in tree vigor can occur. In an effort to manage the undesirable aesthetics and mess from aphids and consequently, sooty mold, the Parks Maintenance staff contract with a landscaping company to inject trees with chemicals to reduce aphid populations in street trees throughout the community. Furthermore, trees that attract higher aphid populations are being avoided for future street tree plantings.

Crapemyrtle Aphid

In general, the crape myrtle aphid (*Sarucallis kahawaluokalani*) do not pose a major threat to crape myrtle, but they can reduce vigor and decrease flower set. It is important to note that aphid populations fluctuate dramatically depending on the year. Monitoring trees that have historically experienced high levels of aphids is one way to determine if aphids will reach populations above an accepted threshold. In general, allowing for some pests and promoting predatory insects is a more sustainable and less expensive approach to aphid management. Choosing species and varieties that are aphid resistant is important for long term management. Also, one of the most benign treatments is to hose off the aphids with a stream of water.

Insecticide control is marginally successful because it is complicated by aphids' high reproductive capacity (Clemson University, 2019; Dedryver et al, 2010). Furthermore, insecticide applications can kill non-target pollinators and predatory insects that feed upon aphids. The loss of predatory insects allows any surviving aphids to rapidly grow in population. If aphids surpass tolerable levels, there are several alternatives that can provide some level of control (e.g., horticultural oils and insecticidal soaps).

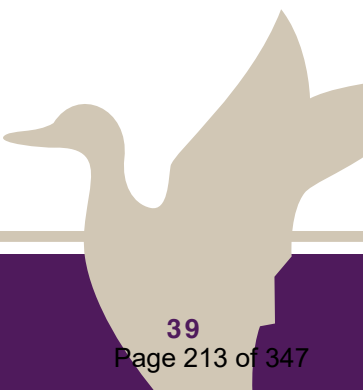
It is also important to monitor for threatening pests and diseases that may cause damage to established trees. Pest management is especially critical as Yuba City is in close proximity to large urban centers (with highly mobile populations) and agricultural lands, which increases the possibility of pest introductions and the implications of the spread of pests. Among the numerous potential pest and pathogen threats, the following have the potential to significantly impact the tree resource:

Spotted Lanternfly

The spotted lanternfly (*Lycorma delicatula*) was introduced to the United States in 2014, where it emerged as a significant pest to many species of fruit and shade trees. Currently, spotted lanternfly is present in eastern states, including Pennsylvania, New Jersey, Virginia, and Delaware. These insects damage plants with their piercing mouthparts, and cause oozing or weeping at the site of the feeding wounds. Sooty mold is also an indication of spotted lanternfly feeding because this fungus can colonize the sticky fluids that result from feeding damage. Range mapping for this pest predicts suitable habitat in much of California, including Yuba City (Kaplan, 2019). Maples (*Acer*) and oaks (*Quercus*) are Yuba City's community trees most threatened by the spotted lanternfly (USDA APHIS, n.d.).

Invasive Shot-hole Borer and Fusarium Dieback

The polyphagous shot hole borer and the Kuroshio shot hole borer (*Euwallacea* sp.) contribute to a disease called Fusarium dieback. The disease is present in Southern California (Eskalen, 2015, 2019), and there is concern of its spread northward. The invasive beetles feed on heartwood tissues and fungi that they carry into the tree. Some of the introduced fungi are tree pathogens that disrupt the flow of water and nutrients. Staining and gummosis are indications of beetle entry and exit wounds, and typically cankers form at these sites. The damage causes branch dieback, and over time can kill the tree (Eskalen et al, 2017). These beetles have the potential to colonize healthy or stressed trees and have a large host range consisting of more than 260 plant species. Yuba City has several species of landscape trees such as maples (*Acer*), plane trees (*Platanus*), and oaks (*Quercus*) that are at risk to polyphagous shot hole borer.



Citrus Greening

Citrus greening (*Candidatus liberibacter asiaticus*) is a bacterial disease spread by the Asian citrus psyllid. The disease causes bitter, hard fruit production, and is among the most concerning pests as it threatens the viability of California's citrus crop. While citrus species represent less than 1% of the public tree population, it is fair to assume that many residences in Yuba City grow citrus trees. Due to quarantines in place to protect California's citrus crop, and the lack of effective treatments, infected trees must be destroyed and disposed of appropriately (Grafton-Cardwell et al, 2019). The result of citrus greening would be losses to canopy on both public and private property.

Verticillium Wilt

Verticillium wilt is caused by several species of fungal pathogens in the genus *Verticillium*. Over 400 herbaceous and woody plants are impacted by verticillium wilt, including species commonly found in Yuba City such as maple (*Acer*), Chinese pistache (*Pistachia chinensis*) and hackberry (*Celtis*). Several of the more susceptible trees include catalpa (*Catalpa*), and ash (*Fraxinus*). The pathogen can persist in a dormant state in the soil for approximately ten years. Infected trees lack vigor, exhibiting small leaves or sparse canopies. Toward the end of the growing season, leaves may become limp and fall prematurely (Berlanger and Powelson, 2000).

Emerald Ash Borer

Another pest of concern is emerald ash borer (*Agrilus planipennis*), which has rapidly and consistently spread throughout the eastern United States. All species of ash are susceptible to emerald ash borer, including white ash (*Fraxinus americana*), an abundant species in Yuba City. To date, this pest has killed hundreds of millions of ashes (Emerald Ash Borer Information Network, 2019).

Pollinators and their Threats

Limiting the use of pesticides, especially on flowering trees, is one way we can protect non-target predatory species and pollinators. Avoiding applying pesticides to trees that are insect-pollinated, such as crape myrtle, promotes pollinator health. Pollinators are essential to plant and animal life. The pollination of landscape plants and economically important fruit and nut producing crops results in many economic, environmental, and socioeconomic benefits. The most abundant and common group of pollinators are insects (US Fish & Wildlife, 2020).

Many of the pollinators in Yuba City are native insect species, as documented by historical records of wild bees and butterflies (Thorp et al, 1983). Honeybees are also common but originate from Europe and typically receive special recognition or appreciation for their role in the creation of beneficial products such as honey and bee's wax. Each year, honeybees pollinate approximately \$10 billion worth of crops, and many of the most relied upon foods are pollinated by wild bees (US Fish & Wildlife, 2020).

In many cases we take pollination services for granted, but because of the recent decline in pollinators, attention has shifted toward finding pest management practices that promote pollinator health. One of the most controversial topics in the decline of pollinators is the use of pesticides. Insect physiology is similar whether the insect is a pest or pollinator (an insect we want to kill or protect, respectively). Therefore, the use of insecticides typically impacts species that we do not intend to harm, such as

pollinator and predator non-target insects. The side effects can be lethal or cause long-term effects. Pesticides can be present in the environment through plant exudates, dust, or water that pollinator and predatory insects come in contact with (Johnson, 2015). Furthermore, water soluble pesticides, some of which are commonly used pesticides for ornamental trees and plants (e.g., neonicotinoids) are present in the floral parts of plants which are frequented by pollinators (Goulson et al, 2015).

Although a contentious topic, several changes can be made in order to decrease the impact pesticides have on pollinator health. Limiting the use of pesticides on flowering trees and following label directions are two most important ways we can protect pollinators. Following pesticide labels is extremely important, because the label will state when it is appropriate to treat the plant (i.e., avoiding insecticide applications when the plant is in bloom, considering wind speed/direction, neighboring plants in bloom) (Purdue Extension, 2016).

It is important to note that these essential, but often overlooked insects are also threatened by other causes such as disease, habitat alteration, and fragmentation that occurs in conjunction with "human endeavor" (development of cities, towns, agricultural fields, and pastures). There is not one group responsible for management of habitat fragmentation or the use of pesticides in our landscapes and food systems. We are all accountable and can promote the protection of pollinators.



COMMUNITY ENGAGEMENT & OUTREACH

Arbor Day has been celebrated in the community primarily through school assemblies led by Parks Maintenance staff. Parks Maintenance staff present on the history of Arbor Day, provide equipment demonstrations, and plant a tree using proper planting and maintenance procedures with students. The crowd favorite at these events is a demonstration of a winged seed dropped from the bucket truck and explanation how trees reproduce from the falling seeds. The students are then broken up into four groups to further discuss proper tree planting techniques. In 2019, 12 trees were planted at King Avenue Elementary School.

Currently, there is little information about trees on the city website. Increasingly, people look to the city website as a resource. Parks Maintenance staff recognize that a more robust city website for tree-related information would be beneficial for providing quick and accurate answers to residents. Because residents would be able to get answers to the most frequently asked questions, calls to Parks Maintenance staff could foreseeably be reduced. With reduced call volumes, Park Maintenance staff would be able to respond to service requests for trees that require maintenance more quickly. A tree page could further engage and educate the community about the urban forest. Incorporating educational materials to the city website about the benefits of trees, the state of the urban forest, tree care operations, tree selection (the Recommended Street Trees List and the Yuba City Tree Guide), or information on how property owners can best care for trees would provide another avenue to promote community involvement in the urban forest. There is opportunity to advertise outreach activities such as the annual Arbor Day events or volunteer events centered around urban forestry.

EMERGENCY RESPONSE

The city has an Emergency Operations Center (EOC), which coordinates responses during emergencies. Emergencies, such as storm events that result in damage to trees are rare. While typically not on-call, Parks Maintenance staff do respond to such events and can clear blocked roadways. If needed, the city contractor can be called to respond to tree-related emergency, such as trees that are blown over during business hours, whereas in-house staff will respond during off-hours. All staff participate in emergency training provided by the city safety training contractor.

Historically, most trees impacted by storms are private trees, as most city trees are smaller and do not cause as much damage. Parks Maintenance staff will chip or cut private trees and leave the debris in a property owners' yard. City trees will be chipped and stored at the wood bin at the Corporate Yard and later diverted to green waste.



Involving young children in planting and education of importance of trees is huge.



Survey Respondent

FUNDING

Stable and predictable funding is critical to effective and efficient management of the urban forest. Trees are living organisms, constantly growing, and changing over time and in response to their environment. There are a number of factors that affect tree health and structure, including nutrition, available water, pests, disease, wind, and humidity. While it might seem like most changes to trees take a long time to occur, some specific maintenance is critical at certain stages of life. For instance, young trees benefit greatly from early structural pruning and training. Minor corrections that are simple can be applied with low costs when a tree is

young. However, if left unattended they can evolve into very expensive structural issues and increase liability as trees mature (at which point it may be impossible to correct the issue without causing greater harm). Over mature trees often require more frequent inspection and removal of dead or dying limbs to reduce the risk of unexpected failure. A stable budget allows urban forest managers to program the necessary tree care at the appropriate life stage when it is most beneficial and cost effective. Currently, the average annual cost to maintain a community tree in Yuba City is \$31.66 (Yuba City Urban Forest Resource Analysis, 2020).

TABLE 6: ANNUAL INVESTMENTS IN THE COMMUNITY TREE RESOURCE

Investments	Total (\$)	\$/tree	\$/capita
Purchasing Trees & Planting	4,000	0.34	0.06
Pruning	270,000	22.79	4.16
Removal	10,000	0.84	0.15
Pest and Disease Control	25,000	2.11	0.39
Irrigation	1,000	0.08	0.02
Litter clean-up	5,000	0.42	0.08
Repair/Mitigation of Infrastructure Damage	60,000	5.07	0.92
Total Investment	\$375,000	\$31.66	\$5.78

SUMMARY OF ANNUAL FUNDING

Trees in parks and at city facilities are maintained using funding from the General Fund. In total, less than 1% of the annual budget is allotted to the care of community trees in park and facility properties (Figure 7).

Other community trees in Yuba City are maintained through Lighting and Landscape Maintenance Districts (LLMDs) where residents pay a fee to support a higher level of tree care along with other amenities (e.g., streetlights). In total there are 84 LLMDs that comprise 1,849 acres with an average of 11.4% tree canopy cover (Yuba City, CA Tree Canopy and Land Cover Assessment, 2020).

Trees that are not located within city parks, at city facilities or an LLMD are funded through the Street Tree Fund. The Street Tree Fund is supported through a gas tax, which provides approximately \$80,000 annually for contractor services.

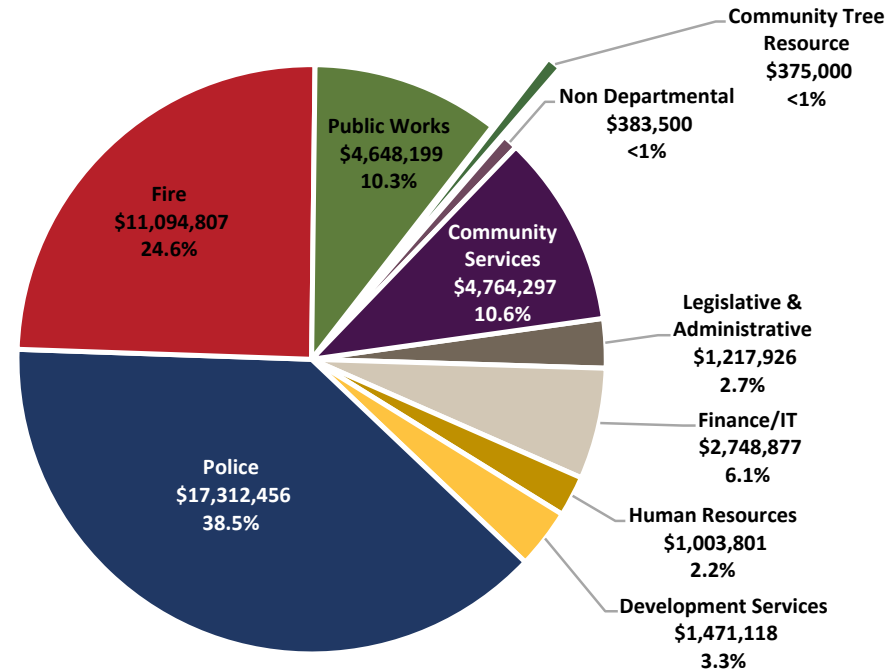


Ask residents to serve the community by helping plant trees. We would be happy to!



Survey Respondent

FIGURE 7: ANNUAL GENERAL FUND BUDGET





INTERNAL PARTNERS

While the maintenance and care of community trees is primarily the responsibility of the Parks Maintenance Division, other internal departments and teams share responsibility for tree management, regulation, advocacy, and planning.

Public Works—Street Maintenance

Public Works is responsible for maintaining the streets, sidewalks, curbs, and gutters. The Municipal Code calls for collaboration between Public Works and the Parks and Recreation Department when improvement projects impact street trees. Street Maintenance and Parks Maintenance staff coordinate and work together to resolve conflicts around trees, which may result in root pruning or rerouting of sidewalks as alternatives to removal. Additionally, Public Works notifies Parks Maintenance staff when any improvement projects occur in close proximity to established street trees. However, Tree Protection Zones (TPZ) are not required, which may result in accidental damage to trees that are recommended to be preserved. Adjacent property owners are required to maintain the public rights-of-way per Title 6 of Municipal Code. Residents can conduct repairs to sidewalks and curbs after acquiring encroachment permits with the city prior to completing work.

Public Works—Engineering

Engineering is responsible for Capital Improvement Projects (CIP). While most CIPs are small projects that do not typically involve street trees, in the instances where street trees are impacted, Engineering coordinates with Parks Maintenance staff to provide protection during construction.

Public Works—Water Distribution

Waterlines are located under streets in neighborhoods with park strips and in neighborhoods with no park strips, water lines are located in the front yards. Street trees mostly grow under water lines and cause breaks from underneath. Street trees have impacted water mains, but this is likely a result of sandy soils.

Development Services—Planning

Development Services oversees building permit issuance and land entitlement processes where staff work to implement city standards, including irrigation, landscaping, and shading requirements. Parks Maintenance staff review permits and designs and can make recommendations for species selection and changes in design, especially for the expansion for the width of park strips. The Recommended Street Trees List and the Yuba City Tree Guide presents a challenge for the development of parking lots, as the canopy cover that species will achieve within 15 years is not apparent.

Community Services—Parks Division

Community Services oversees parks and LLMDs. Community Services and Parks Maintenance collaborate to provide maintenance to street and park trees.

Development Services—Code Enforcement

Code Enforcement frequently responds to complaints regarding trees on private property which are obstructing public elements such lights and signage. Parks Maintenance and Code Enforcement primarily coordinate on addressing clearance and visibility concerns for private trees. Although property owners are provided notice and timelines requiring that these issues be addressed, response is often slow and Parks Maintenance staff are unable to assist, due to lack of ability to charge the property owner for the work performed.



PARTNERS

Pacific Gas and Electric

Tree and utility conflicts are a common source of concern for electric providers. Trees that grow into power lines can cause electrical outages and fires. They can even conduct an electric shock to someone who comes into contact with a tree that is contacting a high-voltage line.

In California, all utility providers are subject to General Order 95; Rule 35 Vegetation Management (California Public Utilities Commission, revised 2012) and FAC-003-2 Transmission Vegetation Management (NERC), which outline requirements for vegetation management in utility easements. These requirements include clearance tolerances for trees and other vegetation growing in proximity to overhead utilities.

Many street trees located under power lines are too large for the site, requiring extreme pruning to maintain clearance. Selecting small-stature tree species that are utility friendly for planting sites in utility rights-of-way can minimize the need for these maintenance activities.

CAL FIRE

Under the authority of the Urban Forestry Act (PRC 4799.06 - 4799.12), the California Department of Forestry and Fire Protection's Urban & Community Forestry Program works to expand and improve the management of trees and related vegetation in communities throughout California.

The mission of the California Department of Forestry and Fire Protection's Urban Forestry Program is to lead the effort to advance the development of sustainable urban and community forests in California. Trees provide energy conservation, reduction of storm-water runoff, extend the life of surface streets, improve local air, soil, and water quality, reduce atmospheric carbon dioxide, improve public health, provide wildlife habitat, and increase property values. In short, they improve the quality of life in urban environments, which, increasingly, are where Californians live, work, and play. The program also administers State and Federal grants throughout California communities to advance urban forestry efforts (fire.ca.gov).

Yuba City Tree Advisory Group

In 1999, to satisfy the requirements for Tree City USA, the Tree Advisory Group was created. The Tree Advisory Group is made up of members of the Parks and Recreation Commission. Agenda items regarding Tree Advisory Group interests are included in the overall Parks and Recreation Commission Meeting, which occurs quarterly. The Tree Advisory Board helps determine the type of trees recommended for public plantings, disseminate tree-related information, and serve as advocates for tree-related activities.

Youth Commission

The Yuba City Youth Commission is an active group that advises the City Council, City Manager, and Parks and Recreation Department on policies involving youth recreational programs. This group not only promotes increased youth involvement in municipal government, but also aids in identifying solutions to problems, addressing youth's concerns, and promoting youth activities and community involvement.

Friends of Yuba City Parks and Recreation

The mission of Friends of Yuba City Parks and Recreation is to raise, distribute, and assist in the management of public and private sector funds for enhancements to the city of Yuba City park facilities and Parks and Recreation program.

Yuba City Unified School District

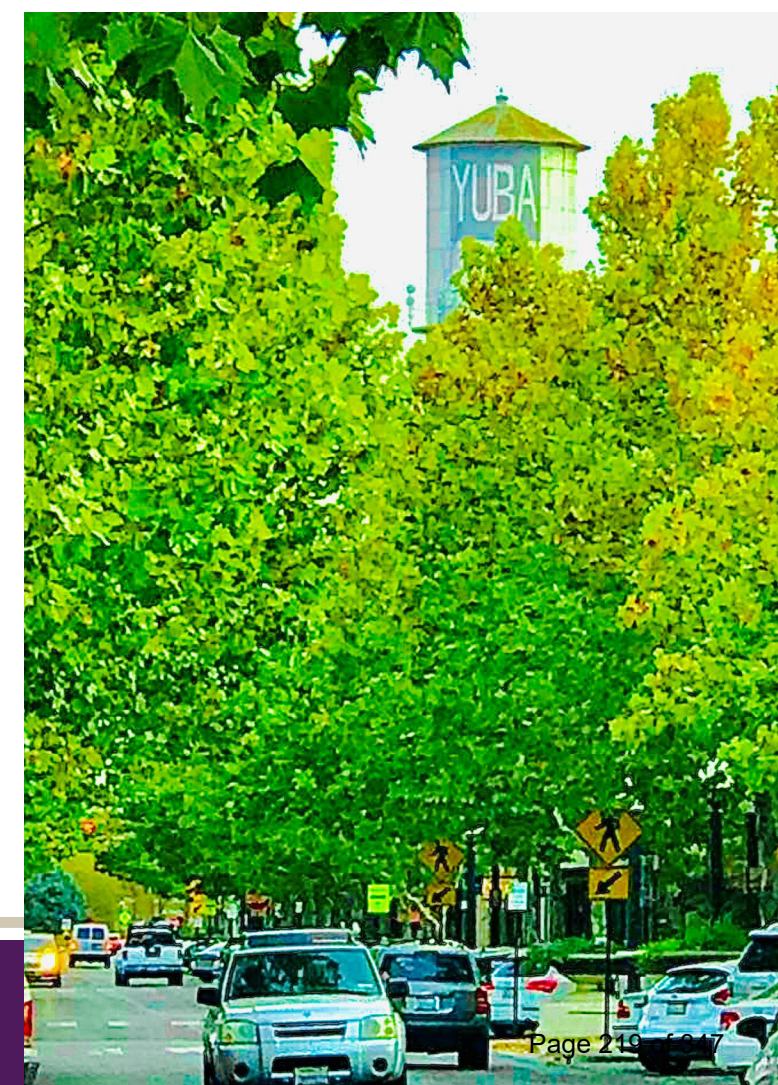
The Yuba City Unified School District has a strong relationship with the city. Parks Maintenance staff coordinate with schools to host Arbor Day events.

Yuba City Summer at City Hall

Yuba City Summer at City Hall is a program for high school students to shadow professionals for two weeks in the summer to explore a career interest. Through the program there have been students with an interest in Parks and Recreation who have shadowed Parks Maintenance staff and learned about tree care in Yuba City's parks (Yuba City Summer at City Hall Job Shadow Brochure, 2016).

Shady Creek Summer Camp

Sixth graders, as part of their curriculum, participate in an environmental camp through the Shady Creek Outdoor School every year. Students learn about the environment through this summer program and the city is interested in expanded partnership with the local schools to support this and other environmental programming and education.



Policy and Regulation

Urban forest management operations are influenced by and subject to regulations, policies, and guidance from federal, state, and local direction. The following section provides a summary of the regulatory and guiding policies explored during the development of this Plan. Additional regulations and policies may also apply.

FEDERAL AND STATE LAW

Endangered Species Act

Signed in 1973, the Endangered Species Act provides for the conservation of species that are endangered or threatened throughout all or within a significant portion of their range, as well as the conservation of the ecosystems on which they depend. The listing of a species as endangered makes it illegal to “take” (i.e., harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, collect, or attempt to do these things) that species. Similar prohibitions usually extend to threatened species.

Migratory Bird Treaty Act (MBTA)

Passed by Congress in 1918, this Act defines that it is unlawful to pursue, hunt, take, capture, kill, possess, sell, purchase, barter, import, export, or transport any migratory bird, or any part, nest, or egg of any such bird, unless authorized under a permit issued by the Secretary of the Interior.

The Migratory Bird Treaty Act can impact forestry operations during times when birds are nesting, which may delay work in order to avoid violating the MBTA.

California Urban Forestry Act

Section 4799.06-4799.12 of the California Public Resources Code defines a chapter known as the California Urban Forestry Act. The Act defines trees as a “vital resource in the urban environment and as an important psychological link with nature for the urban dweller.” The Act also enumerates the many environmental, energy, economic, and health benefits that urban forests provide to communities.

The purpose of the Act is to promote urban forest resources and minimize the decline of urban forests in the state of California. To this end, the Act facilitates the creation of permanent jobs related to urban forestry, encourages the coordination of state and local agencies, reduces, or eliminates tree loss, and prevents the introduction and spread of pests. The Act grants the authority to create agencies and mandates that urban forestry departments shall provide technical assistance to urban areas across many disciplines (while also recommending numerous funding tools to achieve these goals).

Model Water Efficient Landscape Ordinance (MWELo)

To promote the conservation and efficient use of water and to prevent the waste of water, a Model Water Efficient Landscape Ordinance (MWELo) was adopted in 2009 and later revised in 2015. The Ordinance requires increases in water efficiency standards for new and retrofitted landscapes through the use of more efficient irrigation systems, greywater usage, and onsite stormwater capture. It also limits the portion of landscapes that can be covered in turf.

California Global Warming Solutions Act

In 2006, the California Global Warming Solutions Act (Assembly Bill 32) was implemented to reduce greenhouse gas emissions. Through this Act, California was the first state in the nation to initiate long term measures to help mitigate the effects of climate change through improved energy efficiency and renewable technology. California approached the goal to reduce emissions to 1990 levels by 2020 through direct regulations, market-based approaches, voluntary measures, policies, and programs. The 2015 update set targets to reduce greenhouse gas emissions to 40 percent below 1990 levels by 2030.

California Solar Shade Control Act

Passed in 1978, California’s Solar Shade Control Act supported alternative energy devices, such as solar collectors, and required specific and limited controls on trees and shrubs. Revised in 2009, the Act restricted the placement of trees or shrubs that cast a shadow greater than ten percent of an adjacent existing solar collector’s absorption area upon the solar collector surface at any one time between the hours of 10 a.m. and 2 p.m.

The Act exempts trees or shrubs that were:

- Planted prior to the installation of a solar collector.
- On land dedicated to commercial agricultural crops.
- Replacement trees or shrubs that were planted prior to the installation of a solar collector and subsequently died or were removed (for the protection of public health, safety, and the environment) after the installation of a solar collector.
- Subject to city and county ordinance.

Yuba City Municipal Code

Yuba City Municipal Code has six Titles that include provisions that impact trees, tree care, or the urban forest:

Title 3 Finance

Discourages the use of parking or business improvement area revenues to offset capital improvement projects, some of which may include tree maintenance.

Title 4 Public Safety

Outlines visibility requirements and tree obstructions along streets, intersections, and alleys. Prohibits overgrown, diseased, dead, or decayed trees on private property that create an unsightly appearance or are dangerous to public safety and welfare. Defines rubbish to include tree parts.

Title 5 Public Welfare, Morals, and Conduct

Requires notice and authorization for any tree maintenance around wires, facilities, or cable equipment.

Title 6 Public Works

Requires residents to acquire a permit with Public Works to complete any construction, reconstruction, removal, or demolition of curbs, gutters, sidewalks, or driveways in the public rights-of-way. Defines when tree branches are acceptable in refuse. Prohibits tree or shrub trimmings in the public rights-of-way. Describes circumstances that justify water restrictions.

City has [to] strike a balance between solar and trees.



Survey Respondent

Title 8 Planning and Zoning

Planning: Outlines landscape plan requirements for projects. Encourages the preservation of healthy existing trees in lieu of planting new trees. Presents report and map requirements for subdivision developers, which include trees.

Landscape design standards that relate to trees follow:

- Minimum clearance for tree visibility obstructions.
- Type of tree and spacing for public trees.
- Tree and plant material standards.
- Parking lot canopy and design standards.

Allows the city Attorney to enforce tree height, safety, or nuisance violations and designates responsibility for amending the situation.

Addresses tree installation and maintenance requirements for street trees and trees used for screening. Designates property owners responsible for the care of trees in rights-of-way adjacent to private property. Defines required tree maintenance and protection. Recognizes that removal and replacement may be necessary. Prohibits any person from posting signs or posters on trees.

Zoning: Regulates the presence and size of trees around airport approach zones and tree ratios in land designated for parking.

Title 9 Parks and Recreation

Explains the structure and duties of the city’s Tree Advisory Board. Defines tree-related terms as they apply to the ordinance.

Designates the responsibility of the city, developers, and property owners for maintenance of rights-of-way trees.

Requires a comprehensive street tree plan. Provides safety and visibility requirements relating to trees. Allows the Director to enter private property to inspect or require the removal of nuisance trees.

Provides tree protections for physical damage and removal. Requires notification and permission for utility work that impacts trees. Explains the permit process and mitigation responsibilities for the removal of street trees adjacent to private property. Outlines the permit requirements to install above-ground containers with tree plantings in the public rights-of-way. Requires plans and permits for rights-of-way trees in new developments.

YUBA CITY RESOURCE EFFICIENCY PLAN

The Resource Efficiency Plan is a document meant to reduce greenhouse gas emissions by the community and municipal operators in Yuba City. It identifies ten goals to decrease greenhouse gas emissions. Goals 3 and 6 emphasize the importance of the community forest in cooling the urban environment through shading and evapotranspiration, and include the following:

Goal 3: Increase Efficiency in Community Buildings and Infrastructure

Measure 3.3, Plant Trees for Shade and Carbon Sequestration, recommends the strategic placement of trees around buildings to provide reduced interior temperatures through tree shading effects. Acknowledges the benefit trees provide by sequestering carbon. Realizes that planting new trees, in addition to replacement plantings, will support this goal.

Goal 6: Decrease Energy Demand through Reducing Urban Heat Island Effect

Measure 6.1, Tree Planting for Shading and Energy Efficiency, recommends the use of vegetation to increase shading in parking lots. Calls to create a community group involved in tree planting and developing a city tree planting program.

Includes an environmental checklist and impact evaluation for discretionary, proposed projects. Calls for the preservation of heritage oak trees and other native trees of substantial size, as well as restrictions on planting trees to protect archaeologically relevant sites.

Sutter County Climate Action Plan

Similar to the Yuba City Resource Efficiency Plan, the Sutter County Climate Action Plan aims to reduce greenhouse gas emissions in the

community with the end goals of having a more livable community and helping Sutter County reach the emission targets set by the State in the California Global Warming Solutions Act (Assembly Bill 32).

Section 3: Emissions Inventory considers the greenhouse gases emitted as a result of the use of landscape equipment, planting, and fertilizing community trees.

Section 4: GHG Emissions Reduction Programs and Regulations provides measures meant to decrease energy consumption. Trees are encouraged to reduce energy consumption through shading and evapotranspiration. The plan calls for strategic tree plantings to harness the cooling effects of trees along pedestrian routes and alongside residential and commercial buildings.

Requires new developments to follow Sutter Pointe water conservation measures by planting drought tolerant plants and implementing efficient watering systems. Encourages new developments to implement landscape strategies that reduce the heat island effect, including the incorporation of ornamental shade trees and the deliberate placement of trees for optimal shading of parking lots and buildings.

Evaluates increasing tree planting efforts within the County and the implementation of a forestry program. The forestry program is judged on greenhouse gas reduction criteria. A program would be supported if the net emissions decrease upon the implementation of a program. The emissions associated with tree management and irrigation are taken into consideration.

Watering Your City Tree

Newly planted trees need to be watered more often than mature trees; two to four times per week in the summer depending on the soil type (sandy soils require more frequent watering than clay soils). Every time a newly planted tree is watered, it should receive 10–20 gallons of water depending on the size of the root ball.



YUBA CITY GENERAL PLAN

The Yuba City General Plan is a document adopted by the city Council that provides the following:

- Visions for Yuba City’s future physical and economic development
- Strategies and specific actions that will allow this vision to be accomplished
- Bases for judging whether specific development proposals and public projects are in harmony with community goals
- Authorizes the design of projects that will enhance the character and safety of the community and preserve environmental resources
- Guides planning and implementing programs (e.g., the Zoning Code, specific plans, impact fee studies, and the Capital Improvements Program)

The General Plan has ten chapters, seven of which pertain to the urban forest, including the following:

Chapter 3 Land Use Recommends the development of new parks with increased connectivity to open spaces.

Chapter 4 Community Design Encourages and recommends the use of trees and other landscaping be incorporated into designs in public areas to help accomplish the following:

- Distinguish entries into the city and delineate the urban rural edge.
- Enhance community character and delineate themes within the city.
- Provide shade to parking areas with pedestrian walkways, streets, and sidewalks to make roadways and corridors more pedestrian friendly.
- Provide visual buffers from non-residential buildings (e.g., industrial, and commercial developments) and fencing.

Chapter 5 Transportation advises the use of tree lined parkways and landscaping as part of frontage improvements in the rights-of-way.

Chapter 6 Parks, Schools, and Community Facilities aims for ample parkland with lush landscaping that still maintains visual permeability.

Chapter 7 Public Utilities Proposes public education on woody waste recycling.

Chapter 8 Environmental Conservation identifies trees as important habitat for wildlife in natural areas. Specifies threats to historic vegetation, including oak woodlands. Provides guidelines to conserve heritage oak trees and other native trees of significant size in specified areas of Feather River habitat. Promotes drought tolerant plants and the use of urban trees to reduce air pollutant levels.

Chapter 9 Noise and Safety suggests buffering noise levels through design and landscaping features. Indicates trees can be used to control erosion, as they add structure to the soil and take up moisture.

Sutter County Multi-Hazard Mitigation Plan

According to a 2007 Sutter County Multi-hazard Mitigation Plan, river bottom areas along the Feather River (approximately 790 acres of land along a six-mile stretch) are the most vulnerable to wildfire. Wildfires have devastated many communities across California, and this is especially true for Yuba City. With the 2018 Camp Fire, which is the deadliest and most destructive wildfire in California history and devastated the neighboring towns of Paradise and Concow, Sutter County and Yuba City are looking for ways to mitigate the risks associated with living in the wildland urban interface (WUI).





Analysis of Sustainability Indicators

The Sustainability Indicators is a tool based on the *Characteristics of Urban Forest Sustainability* as defined in the 1997 *Journal of Arboriculture* article “A Model of Urban Forest Sustainability”, which describes specific criteria that can be used in conjunction with measurable indicators to evaluate sustainability (Clark et al). Having been designated as a Tree City USA for the last 20 years and with a Parks and Recreation Department responsible for the care and maintenance of park and neighborhood trees in the public rights-of-way, Yuba City has built a strong foundation for an exceptional urban forestry program.

To identify goals and areas where the urban forestry program can be improved, managers can regularly assess, evaluate, and indicate the current performance levels of the urban forest through the Sustainability Indicators. While the Sustainability Indicators is a useful tool for assessing the current status of an urban forest program, it does not necessarily provide a comprehensive review of all the areas in which a program could be improved. The Sustainability Indicators does provide an opportunity for managers to benchmark their current conditions and understand how they can be improved to meet industry recommendations and then establish performance measures to improve the effectiveness of their management approach (Kenney, et al 2011). The criteria for the Sustainability Indicators were used as a reference to assess the current urban forestry practices in the city and provided the framework for describing what current urban forest management looks like and steps to advance urban forest management. Overall, Yuba City’s urban forest program is performing at a medium level and a detailed report of the results of the assessment can be found in Appendix I.

TABLE 7: YUBA CITY SUSTAINABILITY INDICATORS SCORE CARD

Indicators of a Sustainable Urban Forest		Assessed Performance Level		
		Low	Medium	High
The Trees	Urban Tree Canopy		X	
	Equitable Distribution		X	
	Size/Age Distribution		X	
	Condition of Public Trees - Streets, Parks			X
	Condition of Public Trees - Natural Areas		X	
	Trees on Private Property		X	
	Species Diversity		X	
	Suitability		X	
	Soil Volume		X	
The Players	Neighborhood Action	X		
	Large Private & Institutional Landholder Involvement	X		
	Green Industry Involvement		X	
	City Department/Agency Cooperation		X	
	Funder Engagement		X	
	Utility Engagement		X	
	Developer Engagement		X	
	Public Awareness		X	
	Regional Collaboration	X		
The Mgmt Approach	Tree Inventory			X
	Canopy Assessment			X
	Management Plan			X
	Risk Management Program		X	
	Maintenance of Publicly-Owned Trees (ROWS)		X	
	Maintenance of Publicly-Owned Natural Areas		X	
	Planting Program		X	
	Tree Protection Policy		X	
	City Staffing and Equipment		X	
	Funding		X	
	Disaster Preparedness & Response		X	
	Communications		X	
	Totals	3	23	4

THE TREES

Among the three assessment categories, The Trees is the strongest performance area, with most criteria meeting the medium level of performance.

The 2020 Tree Canopy and Land Cover Assessment revealed that currently the community has 19.1% canopy cover, which is an increase from 14.7% canopy cover in 2003, despite ongoing developmental pressures. Like many California communities, development will continue to put pressure on urban forest growth and result in additional competition for space for trees. Some developers are advocating for omitting the use of park strips in new neighborhoods, which would allow for more space for homes, yet, with current set-backs, the amount of space available for a tree in a front yard as an alternative is limited and would likely not support large-stature mature trees. Coupled with potential pest threats and changes in climate, without proactive management existing canopy cover may be greatly reduced.

Community engagement and discussions with city staff resulted in identifying a canopy goal of 25% by 2040. To meet this goal, the city will need to prioritize tree planting and maintaining the current tree canopy throughout the city, both on public and private property. The development and implementation of planting plans will maximize the amount of planting space and funds on public property, as well as target areas with the greatest need for canopy benefits. Whereas targeted engagement will support canopy growth on private property. Furthermore, new and redevelopment projects should emphasize that trees are essential and thereby must be included in landscape plans and replaced if damaged or removed. By conducting a land cover assessment every 10 years, managers can understand the trends in canopy loss and expansion and measure progress on canopy goals.

A review of the community tree resource determined that 16.8% of public trees are represented by red maple (*Acer rubrum*), with 27.6% of all trees being a member of the maple genus (*Acer*). To increase resiliency to both pests and potential changes in climate, managers should work to meet the minimum species rule-of-thumb by increasing diversity over time so that no species represents more than 10% of the overall inventory and no genus represents more than 20%.

THE PLAYERS

Of the assessment categories, *The Players* is perhaps the area with the greatest opportunity for improvement, as this is the only category determined to have low performance levels.

As a whole, the community has a great appreciation for trees. Most notably, as determined by an online survey, residents value trees’ contributions to improving air quality and reducing energy costs. Yet, there is very little community involvement or neighborhood action. While the Parks and Recreation Department engages school children with outreach and education events each Arbor Day, there is an opportunity for the Department to provide additional avenues of community engagement that would benefit both the community and the urban forest. Community members have expressed a desire for a variety of outreach and engagement methods. Because many residents are unaware of the issues and potential influence they have on the success of the urban forest, the incorporation of online resources to the city’s website is a clear way to move forward and provide educational materials and engage the community in urban forest stewardship. This would allow collaboration with residents, neighborhoods, large landowners, and community groups to advance for urban forestry.

Among other criteria, the urban forest program is performing at a medium level when it comes to City Department Agency Cooperation. The Parks and Recreation Department collaborates with other city departments on projects that impact the urban forest, but could expand collaborations to state departments, neighboring communities, and regional groups. Further collaboration with the community and external partners on urban forestry efforts would bring management to the next level.

THE MANAGEMENT APPROACH

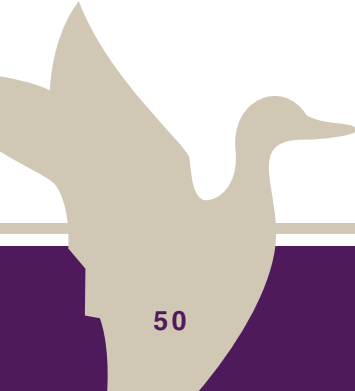
Finally, *The Management Approach* is the area identified by the assessment to have the most criteria where the urban forestry program is performing at a high level.

Because the urban forest program has a comprehensive and complete GIS-based community tree inventory, an urban forest canopy assessment based on high-resolution tree canopy imagery, and an urban forest planning document, managers have a strong understanding of the current status of the urban forest and a plan to move forward. Maintaining the inventory, completing a land cover assessment within the next 10 years, and regular review of management goals will be critical to sustaining these high-performance levels.

Currently, approximately 200 trees are planted each year. These plantings are primarily to replace trees that have been removed. Principles of right tree, right place are practiced, and managers continue to explore modifications to the tree planting palette to avoid planting species that require substantial amounts of water and to incorporate a greater variety of species, some of which may be better suited for the current and predicted climate. To further improve planting, managers should take advantage of the 1,181 available planting sites as determined by the 2019 tree inventory, as well as increase species diversity and reduce reliance on overrepresented tree species.

A medium level of performance for Tree Protection Policy was assigned based on the adoption of a tree protection ordinance that was enacted in 1968. To move to the next level, updates to the ordinance are needed to ensure adequate protections for community trees and allow for enforcement to protect the resource and the benefits derived from these trees.

While the current funding level allows for service requests to be resolved within two to eight weeks, dynamic funding that allows for the proactive management of trees is critical to advancing the urban forestry program and allow for the Department to address outstanding service requests and allow staff to conduct proactive annual inspections to assess, document, and abate risks more promptly.



Conclusions

Yuba City has developed a strong foundation to build upon to establish a robust urban forestry program, considering:

- Level of performance in meeting Sustainability Indicators.
- An established tree protection ordinance.
- A comprehensive tree inventory and inventory management system that tracks urban forest assets.
- A Land Cover Assessment that includes GIS mapping of the location and extent of Yuba City’s entire tree canopy (public and private).
- A Resource Analysis that benchmarks the composition, benefits, value of the community tree resource.

The Parks and Recreation Department is responsible for the maintenance of 11,846 community trees within the public rights-of-way, parks, and public places. Currently, pruning is complaint driven, and the level of care can vary greatly based on the individual tree. Responding to tree maintenance needs in the LLMD are where the city struggles the most. In some instances, complaints are for private trees, particularly around clearance and visibility, and it would be beneficial for Parks Maintenance staff to be able to address property owner complaints and bill the property owner for the service after. While not specifically tracked previously, it is estimated that the majority of community trees are on a 3- to 4-year pruning cycle. This exceeds the industry recommendations for a 5- to 7-year cycle. Extending the current

pruning cycles may provide an opportunity to address outstanding service requests in a timelier manner.

Current streetscape designs do consider species selection but may not have always adequately accounted for the mature size of trees. Historically, this has resulted in conflicts between trees and other infrastructure. The city frequently experiences hardscape damage in some of the smaller park strips where surface roots lift the concrete. It is important to recognize that impervious surfaces and canopy cover can co-exist in many instances, especially with appropriate design standards. Canopy that extends over hardscape features, including parking lots, streets, and structures can add to the overall amount of canopy cover and reduce the ratio between canopy cover and impervious surfaces. While historical planting of some species in inappropriate sites has resulted in conflicts with hardscape and other infrastructure and contributed to high maintenance costs, when the right tree species are planted in the right place, the shade provided by tree canopy can demonstrably extend the lifespan of materials used in the construction of hardscape features (McPherson and Muchnick, 2005).

Overall, the community values its trees. In fact, through an online survey, community members expressed a desire for additional tree planting throughout the community. By the same token, requests for the removal of otherwise healthy street trees are common. When requests for removals are denied, it is not uncommon for the resident to remove the tree anyway. Managers estimate that there is one removal per day on average, despite a

Municipal Code that prohibits the removal of street trees without a permit. In some instances, street trees that have been illegally removed are replaced by the resident with palms, which are not included in the city’s Recommended Street Trees List or the Yuba City Tree Guide list due to maintenance concerns. Community trees are also commonly removed due to a lack of irrigation. Per Municipal Code, adjacent property owners are responsible for irrigating street trees, but many are likely unaware of these responsibilities, which results in tree mortality. Unfortunately, in both instances, the community is losing a resource. To mitigate these losses and support maintenance and tree planting, fines for violations and replacement fees can be deposited into a Tree Fund.

Along with the responsibility to irrigate adjacent street trees, the current Municipal Code defines resident’s responsibilities to include pruning and fertilization. While these responsibilities may seem reasonable, improper fertilizing and pruning practices (e.g., “topping”) can damage trees beyond repair and result in death and removal. Amending the Municipal Code to clearly define acceptable maintenance tasks for property owners, outlining consequences for harming street trees, intentionally or accidentally, and requiring the replacement of trees will greatly enhance the protection of this community resource.

Pest management is primarily dictated by complaints. In most instances, concerns could be addressed through education and some level of tolerance for issues that do not actually affect tree health. Community complaints about nuisance pests that rarely cause plant damage to

have historically initiated the use of pesticides. A class of insecticides known to be harmful to non-target insects (e.g., pollinators) has been used as a preventative measure, and is sometimes applied to species of flowering trees. These preventative treatments are not warranted. Rather, the department should begin an integrated pest management program to monitor insect populations before treatments. If populations become problematic, then a toolbox of control tactics can be considered to ensure the best treatment options are chosen. Sometimes alternative products, such as those that are less harmful to pollinators, and natural enemies are similar or more effective than insecticides. It is important for the city and the community to understand that wherever trees are planted, wildlife such as insects, birds, and mammals are soon to follow. The products are used for the control of nuisance pests have a cascading effect and potential impacts to all of the organisms associated with the trees.

As the community grows, the city should begin an in-depth discussion with the community on the preservation of significant trees in areas at risk for development or redevelopment. The General Plan has a goal to preserve and enhance heritage oaks, but Yuba City does not currently have a Heritage Tree Ordinance. A Heritage Tree Ordinance can define what a Heritage Tree is (i.e., specific species, large trees, historically significant) and provide protections for such trees, including during development. A Heritage Tree Ordinance would be an important step in recognizing iconic oaks and riparian tree species in the area and help to mitigate the effects of tree removal.



What do we want?

To better understand how the community values the benefits of the urban forest resource and to provide residents and other stakeholders an opportunity to express their views about management policy and priorities, the plan development process included an electronic stakeholder survey, in person interviews, a community meeting, and community outreach events.

Managing Partners

While awareness may vary, many individuals and departments within the city share some level of responsibility for the community urban forest, including planning for, caring for, and/or affecting the policy of urban forest assets. City partners were invited to participate in an interview and discussion about their role and perspective for the urban forest as well as their views, concerns, and ideas for the plan. The input from the surveys and meetings will provide vision and direction for managing community trees.

STAKEHOLDER INPUT

Yuba City stakeholders were asked to communicate their thoughts about management policy and priorities, the development process for the Urban Forest Master Plan (UFMP) included virtual interviews and electronic surveys.

Ten stakeholders were identified by city staff as valuable contacts for the development process of the UFMP. These stakeholders included city contractors, city staff, and a member of the local Tree Board. Beginning in June 2020, a survey was sent to each of the stakeholders. The survey contained ten questions. Virtual meetings with stakeholders allowed for a more nuanced and in-depth discussion of the urban forest and the urban forest master plan. These interviews provided important information about the current function of the Parks Maintenance program and potential for improvement. Concerns, requests, and suggestions from all stakeholders were of primary interest and were provided full consideration in the development of the plan.

Managing Partners

- Public Works Department
 - Engineering
 - Street Maintenance
 - Water Distribution
- Development Services
 - Planning
 - Code Enforcement
 - Community Services
- City Contractors

1. There is a need for more education regarding the care of trees planted in the public rights-of-way within residential areas. Not all homeowners realize their responsibility to care for these trees or understand the needs of the tree. As a result, not all trees are receiving adequate care, especially when it comes to proper pruning and watering.
2. Illegal removal of trees in the park strip are common. In some neighborhoods, shade trees are being replaced with palms. Palms are not on the recommended street trees list due to the high maintenance costs and because palms do not provide the same benefits as shade trees.
3. Some of the community’s large, iconic trees are aging and becoming public safety concerns. The removal of such trees has triggered a strong response from the community, as many residents are nostalgic for these trees.
4. There are cases of root and grey infrastructure (e.g., hardscape or waterline) conflicts throughout Yuba City. In neighborhoods where trees were planted prior to building, they are competing with utility easements, and are often too close to water meters, fire hydrants, and other infrastructure.
5. Trees have a lot of competition for space. Developers are advocating for the discontinued use of park strips to allow for more space for homes. In areas with existing park strips, some residents request to remove trees to accommodate pavement for additional parking and RV access.
6. Overall, the community appreciates trees and primarily values them for environmental benefits, specifically shade and property value increases. The community would welcome further education on the benefits trees provide, especially air quality improvements.
7. The city has long-standing relationships and high rapport with contractors that provide tree maintenance in LLMDs.
8. Funding shortfalls in LLMD’s cause some community trees to receive minimal or no maintenance. There is a strong desire for more proactive tree maintenance and long-term planning to ensure community trees obtain the ideal level of maintenance and are included in cyclical/block maintenance.
9. Updates to street tree ordinance could better define expectations around watering, pruning, and nuisance trees, as well as allow the city to impose enforcement for violations.



Community Engagement

On August 12th and 15th, September 19th, and September 26th, 2020, a canopy tent was set up at the Yuba City Farmers Market to increase public awareness and gain community prospective and input for the development of the plan. DRG and city staff were present to give community members a platform to express what they appreciate about the urban forest and what they would like to see in the future.

Community members were able to access the online survey at the farmers market in several ways including verbally to DRG or city staff, via a personal phone or tablet, or by using the provided tablets.

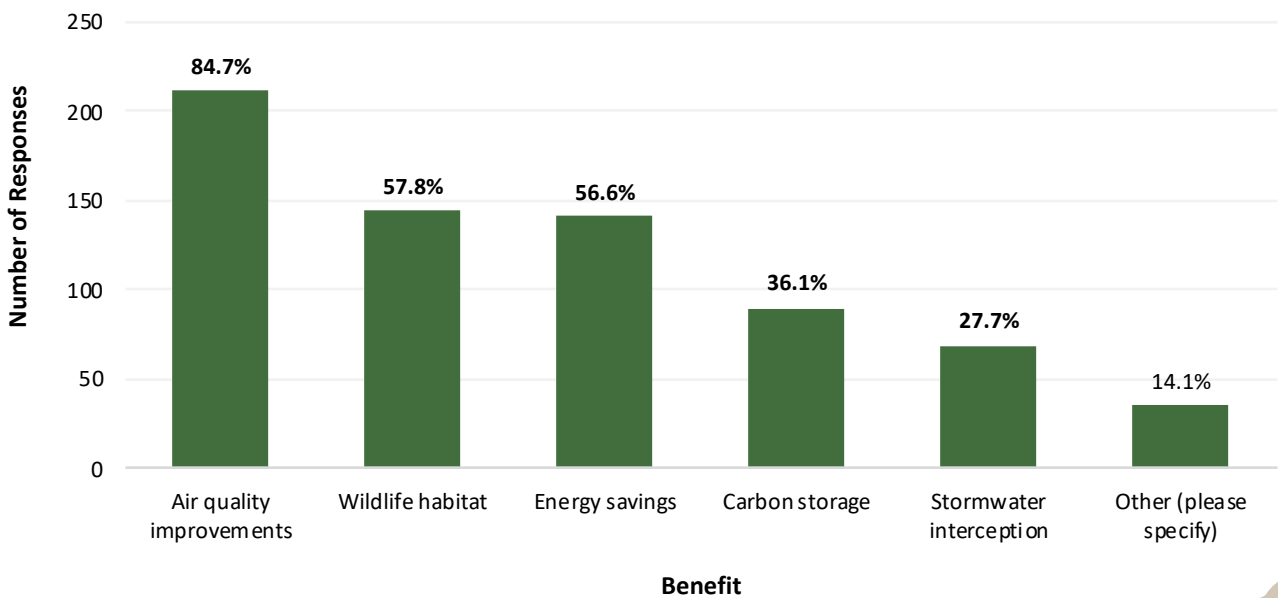
ONLINE COMMUNITY SURVEY

An online survey, available from July 24 to December 3, 2020 provided additional opportunity for public input into the UFMP development. The survey was available, via a link on Yuba City’s website, and promoted at community engagement events such as the Farmers Market. The survey

included a series of 18 questions, including questions about views on tree benefits, education and outreach, urban forestry operations, protection of trees on private property, and collaboration activities. In total, 249 people responded to the survey. The majority of participants (88.4%) were Yuba City residents, but all other participants were frequent visitors of Yuba City and community stakeholders. The complete survey and results (including comments received) are presented in Appendix G.

When asked if trees are important to the quality of life in Yuba City, respondents primarily strongly agree (87.6%). Understanding which benefits are appreciated most by residents can help guide long-term management strategies. In Yuba City, community participants place the most value on the environmental benefits to air quality, wildlife habitat, and energy savings (Figure 8). In addition, the economic, aesthetic and quality of life benefits most appreciated were shaded trails and sidewalks and increased beauty. Also, most respondents (73.5%) were concerned about climate change.

FIGURE 8: TOP 3 ENVIRONMENTAL BENEFITS APPRECIATED BY YUBA CITY RESIDENTS



Awareness of the city’s urban forest operations varied, where approximately half were not aware that the city provides care to public trees. Approximately half of participants were satisfied with the current level of maintenance for public trees and preferred the best possible level of maintenance for public trees.

Overall, respondents strongly believe that Yuba City needs more public trees and were supportive of tree planting in all locations (along streets and paths, in parking lots, commercial areas, parks, and open spaces or natural areas).

Survey respondents were interested in a variety of education and public outreach initiatives that could potentially be offered by the urban forest program or volunteer groups, ranging from individual engagement through self-guided nature walks and interpretive displays to in person and online informational programming. When asked about education and outreach events to promote tree planting on private property, respondents indicated that tree giveaways and neighborhood tree planting events were the most appealing, but information resources would also be important.

The top concerns for Yuba City’s trees were largely related to canopy loss and the resulting loss of wildlife habitat that could result from the removal of trees for development or other reasons. Participants were also concerned about additional threats (Figure 9).

Currently, city ordinance does not protect trees on private property, except during development. When asked about the potential to develop a city ordinance to encourage protection for oak species or other large or significant trees on private property, more respondents supported the idea (45.2%) than those that did not (23.8%), but 31.1% were neutral or unsure.

Most respondents (82.2%) have at least one tree on their property, but those that did not were largely limited by the amount of space available or are not responsible for maintaining the property.

FIGURE 9: YUBA CITY RESIDENTS’ TOP CONCERNS FOR THE URBAN FOREST

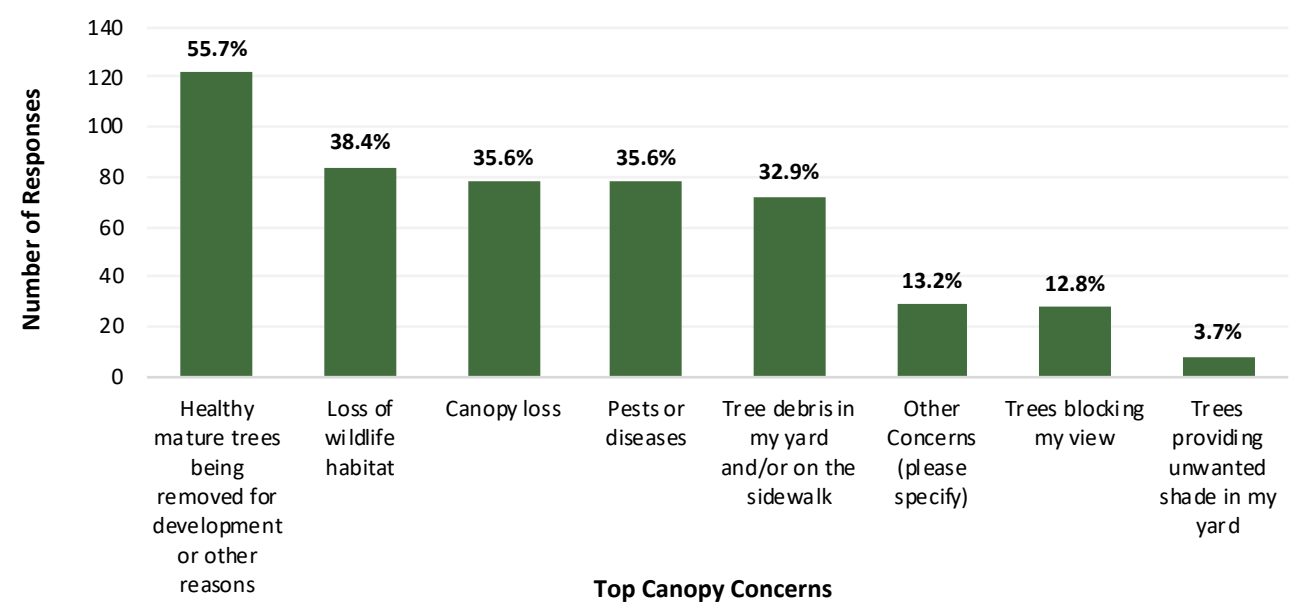
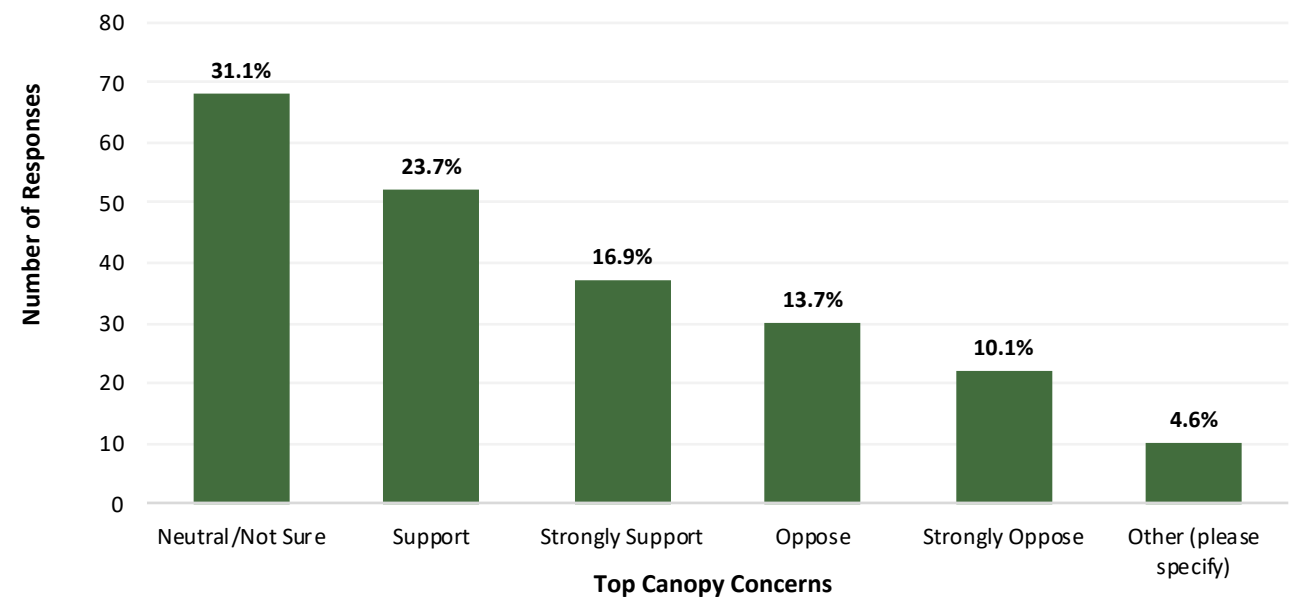


FIGURE 10: YUBA CITY RESIDENTS’ OPINIONS ON TREE PROTECTION FOR LARGE OR SIG-NIFICANT TREES ON PRIVATE PROPERTY



Retail has cut down many trees due to the crows and chickens making a mess. This should not be allowed. there are other ways to deal with the birds.



Survey Respondent

If you build the trees and enhance
the outdoors, they will come!



Survey Respondent

To plant trees is to give body and life
to one's dreams of a better world.



Russell Page

Four-Year Work Plan

To efficiently address maintenance needs of all city-managed trees, over the next four years Parks Maintenance staff will first address priority maintenance needs. Once a priority maintenance task has been addressed, the tree, with the exception of removals, will be reassigned to the applicable maintenance cycle zone rotation (Table 9). During the first years of the 4-year work plan, cycle pruning may be delayed. In fact, in the first two years all zones will require visitation to address higher priority maintenance. All priority work should be complete after four years and all trees should be programmed into a 4-year maintenance cycle, which will ensure all trees receive regular routine care and inspection. Inspections and service requests may warrant heightened maintenance priority, lesser priorities should be organized accordingly. The plan does not include outstanding service requests, although most open service requests correlate with maintenance recommendations identified during the tree inventory. When routine maintenance occurs, the Maintenance Zone Map should be published on the city website to communicate to residents when to expect tree maintenance.

Shaded walkable parks and paths will improve yuba city for residents and visitors.



Survey Respondent

Priority 1 Removal – These trees have defects that cannot be cost-effectively or practically treated, have a high amount of deadwood, and pose an immediate hazard to property or person. The arborist recommends they be removed as soon as possible.

Priority 2 and 3 Removal – These trees are not as great a liability as priority 1 Removals, being smaller and/or far less hazardous, although they are also recommended for removal. Smaller dead trees and failed transplants are in this category. Large trees in this category are generally poorly suited, of inferior quality, and pose little to no threat to the community. Priority 2 Removals should be removed prior to Priority 3 Removals.

Priority 1 Pruning – Trees in this category need pruning to remove hazardous deadwood limbs greater than four inches in diameter and/or have broken, hanging, or diseased scaffold limbs.

Priority 2 Pruning – These trees need pruning to remove hazardous deadwood limbs greater than two, but less than four inches in diameter.

Routine Prune – These trees require routine horticultural pruning to correct structural problems or growth patterns that would eventually obstruct traffic or interfere with signs or buildings.

Structural Prune – Trees in this category are young trees that require pruning to aid in the development of proper structure and form.

Stump Removal – These sites have stumps which need to be removed before a new tree can be planted.

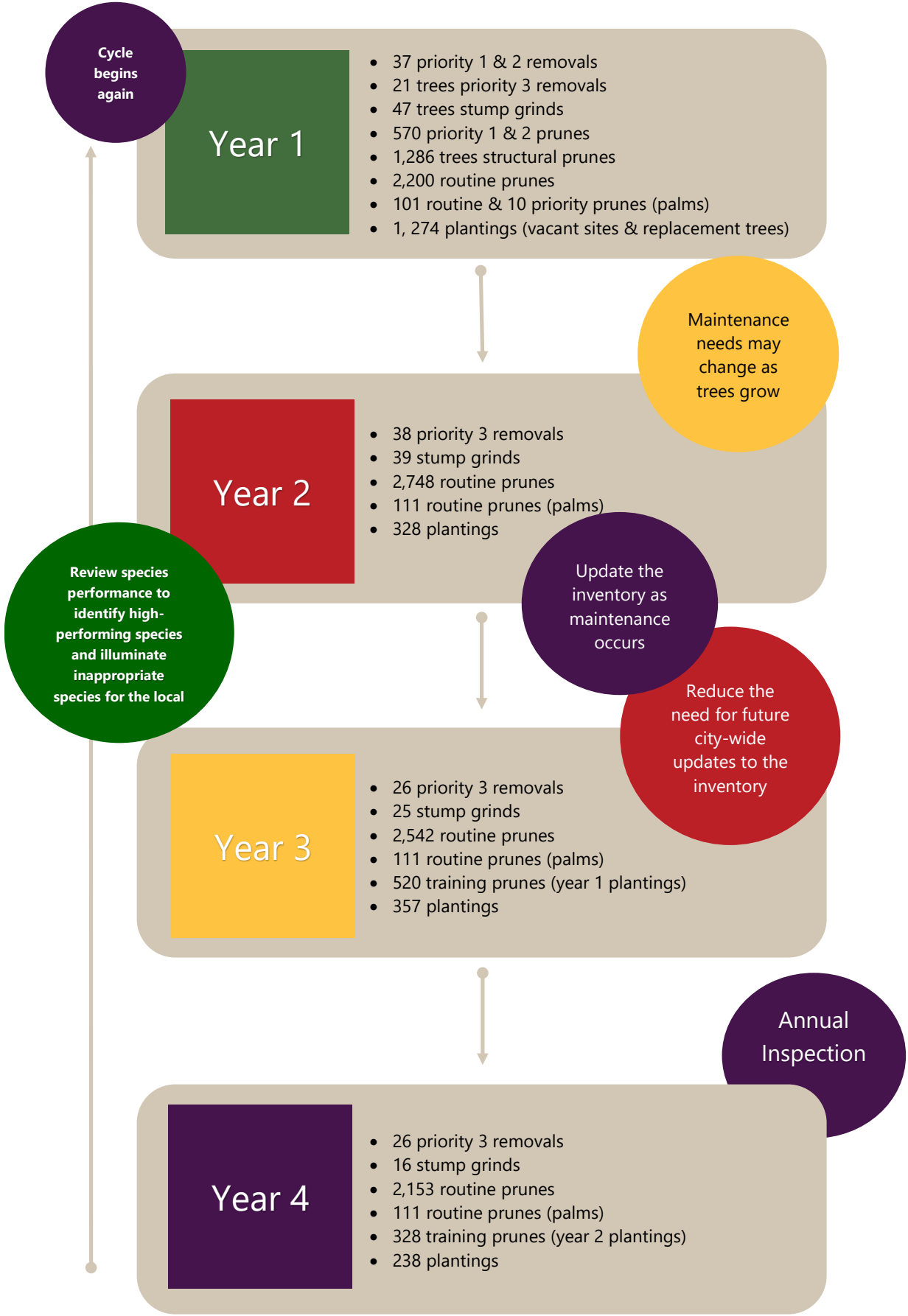


TABLE 8: 4-YEAR MAINTENANCE PLAN

Estimated Costs for Each Activity		Year 1			Year 2			Year 3			Year 4		
Maintenance Activity	Diameter Class (inches)	Cost/tree	# of Trees	Total Cost	Cost/tree	# of Trees	Total Cost	Cost/tree	# of Trees	Total Cost	Cost/tree	# of Trees	Total Cost
Priority Pruning (Priority 1 & 2)	0 - 3	\$40	4	\$160	\$40	0	\$0	\$40	0	\$0	\$40	0	\$0
	4 - 6	\$40	14	\$560	\$40	0	\$0	\$40	0	\$0	\$40	0	\$0
	7 - 12	\$100	117	\$11,700	\$100	0	\$0	\$100	0	\$0	\$100	0	\$0
	13 - 18	\$300	163	\$48,900	\$300	0	\$0	\$300	0	\$0	\$300	0	\$0
	19 - 24	\$300	130	\$39,000	\$300	0	\$0	\$300	0	\$0	\$300	0	\$0
	25 - 32	\$400	90	\$36,000	\$400	0	\$0	\$400	0	\$0	\$400	0	\$0
	33 - 36	\$400	24	\$9,600	\$400	0	\$0	\$400	0	\$0	\$400	0	\$0
	37 - 42	\$400	22	\$8,800	\$400	0	\$0	\$400	0	\$0	\$400	0	\$0
	43 +	\$400	10	\$4,000	\$400	0	\$0	\$400	0	\$0	\$400	0	\$0
Activity Total(s)			574	\$158,720		0	\$0		0	\$0		0	\$0
Priority Removals & Stump Grinding	0 - 3	\$100	11	\$1,100	\$100	18	\$1,800	\$100	10	\$1,000	\$100	15	\$1,500
	4 - 6	\$200	30	\$6,000	\$200	22	\$4,400	\$200	18	\$3,600	\$200	7	\$1,400
	7 - 12	\$400	34	\$13,600	\$400	25	\$10,000	\$400	10	\$4,000	\$400	14	\$5,600
	13 - 18	\$1,000	14	\$14,000	\$1,000	10	\$10,000	\$1,000	5	\$5,000	\$1,000	2	\$2,000
	19 - 24	\$1,500	10	\$15,000	\$1,500	2	\$3,000	\$1,500	5	\$7,500	\$1,500	2	\$3,000
	25 - 32	\$1,900	5	\$9,500	\$1,900	0	\$0	\$1,900	2	\$3,800	\$1,900	1	\$1,900
	33 - 36	\$2,000	1	\$2,000	\$2,000	0	\$0	\$2,000	0	\$0	\$2,000	0	\$0
	37 - 42	\$2,200	0	\$0	\$2,200	0	\$0	\$2,200	0	\$0	\$2,200	0	\$0
	43 +	\$2,500	0	\$0	\$2,500	0	\$0	\$2,500	1	\$2,500	\$2,500	1	\$2,500
Activity Total(s)			105	\$61,200		77	\$29,200		51	\$27,400		42	\$17,900
Routine Pruning 4-Year Cycle	0 - 3	\$40	442	\$17,680	\$40	128	\$5,120	\$40	166	\$6,640	\$40	132	\$5,280
	4 - 6	\$40	489	\$19,560	\$40	537	\$21,480	\$40	774	\$30,960	\$40	547	\$21,880
	7 - 12	\$100	649	\$64,900	\$100	1,368	\$136,800	\$100	1,324	\$132,400	\$100	1,030	\$103,000
	13 - 18	\$300	325	\$97,500	\$300	455	\$136,500	\$300	226	\$67,800	\$300	332	\$99,600
	19 - 24	\$300	169	\$50,700	\$300	145	\$43,500	\$300	34	\$10,200	\$300	70	\$21,000
	25 - 32	\$400	91	\$36,400	\$400	86	\$34,400	\$400	17	\$6,800	\$400	29	\$11,600
	33 - 36	\$400	19	\$7,600	\$400	15	\$6,000	\$400	0	\$0	\$400	9	\$3,600
	37 - 42	\$400	8	\$3,200	\$400	9	\$3,600	\$400	0	\$0	\$400	4	\$1,600
	43 +	\$400	8	\$3,200	\$400	5	\$2,000	\$400	1	\$400	\$400	0	\$0
Activity Total(s)			2,200	\$300,740		2,748	\$389,400		2,542	\$255,200		2,153	\$267,560
Routine Pruning Palms	n/a	\$500	101	\$50,500	\$500	111	\$55,500	\$500	111	\$55,500	\$500	111	\$55,500
Activity Total(s)			101	\$50,500		111	\$55,500		111	\$55,500		111	\$55,500
Training Pruning	0 - 3	\$60	955	\$57,300	\$60	0	\$0	\$60	520	\$31,200	\$60	328	\$19,680
	4 - 6	\$60	292	\$17,520	\$60	0	\$0	\$60	0	\$0	\$60	0	\$0
	7 - 12	\$60	36	\$2,160	\$60	0	\$0	\$60	0	\$0	\$60	0	\$0
	13 - 18	\$100	3	\$300	\$100	0	\$0	\$100	0	\$0	\$100	0	\$0
Activity Total(s)			1,286	\$2,460		0	\$0		520	\$0		328	\$0
Tree Planting	0 - 6	\$160	520	\$83,200	\$160	328	\$52,480	\$160	357	\$57,120	\$160	238	\$38,080
Activity Total(s)			520	\$83,200		328	\$52,480		357	\$57,120		238	\$38,080
All Maintenance Activity Total			4,786			3,264			3,581			2,872	
Annual Maintenance Cost				\$656,820			\$526,580			\$395,220			\$379,040
Annual Budget				\$375,000			\$375,000			\$375,000			\$375,000
Annual Budget Shortfall				-\$281,820			-\$151,580			-\$20,220			-\$4,040

TABLE 9: MAINTENANCE ZONES

Boundaries	Zone 1	Zone 2	Zone 3	Zone 4
	North of B Street, East of Hwy 99	South of B Street, East of Hwy 99	West of Hwy 99, South of Colusa Hwy with the exception of along and West of Royo Ranchero Drive	West of Hwy 99, East of Royo Ranchero Drive, North of Coulsa Hwy
Total Sites	3,006	3,715	3,168	3,172
Total Trees	2,544	3,370	2,947	2,906
Priority 1 Removal	0	5	1	0
Priority 2 Removal	6	17	6	2
Priority 3 Removal	21	26	38	26
Priority 1 Prune	54	29	3	7
Priority 2 Prune	149	250	34	54
Total Priority Maintenance Tasks	230	327	82	89

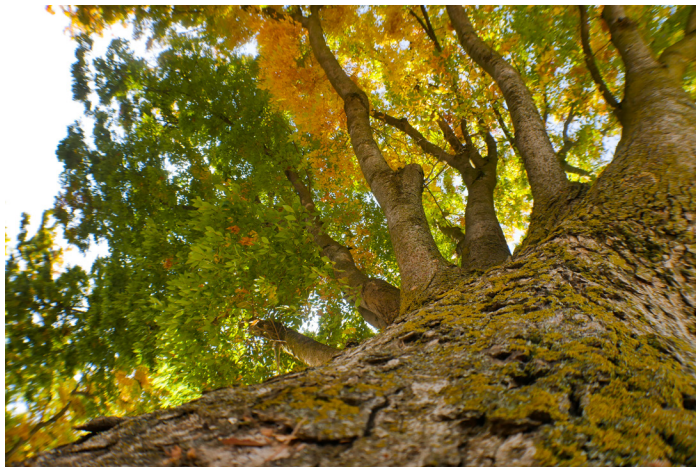


Plan Goals

Based upon a review of the current Parks Maintenance Division program, resources, and collaborative input from the community and other stakeholders, the UFMP identifies 16 goals that support and represent what Yuba City residents, stakeholders, and staff want for the future of the urban forest. These goals, and the strategies that support them, are intended to optimize the management of the city’s community forest in an efficient, cost-effective, sustainable, and safe manner. The plan identifies four major areas of focus:

MANAGEMENT AND PLANNING

This focus area aims to increase cost-efficiency for managing the resource through efficient record keeping and planning. The urban forest provides numerous benefits to the community. Although it might be tempting to plant as many trees as possible, it is important to ensure they can be maintained throughout their lifetimes. Proactive and consistent management of this resource will ensure sustainability, safety, and a stable flow of benefits now and for future generations.



Goal 1: Consider trees as integral infrastructure

When proper consideration is given to planting trees, future removals are potentially avoided. Selecting the right tree for the right place and considering trees as green infrastructure increases the ability for a tree to reach maturity and ensure that it has ample space for canopy and root growth.

Objectives for this goal include planting the right tree in the right place and mitigating conflicts between trees and other utilities.

Goal 2: Promote the efficient use of planting funds

Funding for trees is often limited. Thoughtful planning for where trees will be placed and how many will be planted can maximize available funding to address areas of greatest need and support a greater return on investment.

Objectives for this goal involve creating and following planting plans.

Goal 3: Provide proactive maintenance for the community tree resource to reduce costs and promote efficiency

When trees are well-maintained throughout their lifetimes, the risks trees pose to the public are reduced. Promoting tree health and good structure decreases the chances of having hazardous trees in the community and decreases the demand for reactive and emergency tree care.

Objectives for this goal include providing proactive management of the community tree resource that aligns with industry standards and creating a risk management policy.

Goal 4: Promote the safe management of the community tree resource

When all City staff share core values and behaviors that promote safety related to trees, everyone, including the community, is safer.

Objectives for this goal are to continue prioritizing safety.

Goal 5: Predictable and stable funding for the community tree resource

Parks Maintenance staff are responsible for providing quality, efficient, and cost-effective services for community trees. This level of service is influenced by available funding. Currently, funding for the maintenance of community trees along streets (through LLMDs and the Street Tree Fund) is variable and some LLMDs are consistently underfunded.

Objectives for this goal focus on attaining adequate funding in LLMDs to ensure the care of all community trees.

Goal 6: Enhance the livability and character of the community

Trees enhance the aesthetics of the community and improve the urban environment for the residents and visitors. Furthermore, tree-lined streets encourage greater economic development and business success.

Objectives for this goal include sustaining or growing tree canopy to achieve greater environmental benefits.

Goal 7: Follow integrative pest management (IPM) protocols and best management practices when addressing pests and diseases

Pests and disease will always be a threat to the urban forest. Implementing a pest management strategy that incorporates the use of multiple tools will make the urban forest more resilient and able to withstand pest pressures.

Objectives for this goal include implementing a variety of pest control strategies in order to reduce pest pressures.

PROTECTION AND REGULATION

The community tree resource is a publicly owned asset that provides critical benefits to health, economic, social, aesthetic, and quality of life for residents and visitors. The replacement value of the existing resource is nearly \$33.6 million. Annually, the community tree resource provides \$1.8 million in benefits to Yuba City. Protecting this resource ensures the community will continue to receive these benefits and more from the urban forest.

Goal 8: Promote tree preservation and protection

It is important to promote the protection of community trees. In addition to updating the current tree removal and protection guidelines, the Municipal Code should be periodically reviewed and revised to refine and identify requirements to support the urban forest and canopy cover goals.

Objectives for this goal focus on amending and clarifying language in existing Municipal Code and exploring community values on the addition of an ordinance that protects significant or large trees on private property.

Goal 9: Support consistency in guiding documents

Uniformity across guiding documents promotes strong and efficient policy that aligns with community expectations.

Objectives for this goal include further unifying guiding documents.

RESILIENCE AND SUSTAINABILITY

This focus area aims to promote management strategies that increase the resiliency of the urban forest. Many stressors can negatively impact trees, therefore working toward a diverse, climate-ready tree resource will help to preserve the environmental, social, economic, and public health benefits provided by trees.

Goal 10: Promote species diversity in the urban forest

Currently, Yuba City relies heavily on several maple species (*Acer spp.*), increasing vulnerability to pests, diseases, and other stressors. Striving to meet or exceed industry accepted tree diversity rules can increase resilience in the urban forest.

Objectives for this goal include setting species diversity goals for the community tree resource.

Goal 11: Expand canopy cover and the resulting environmental benefits

Yuba City’s current canopy cover is 19.1% and there is potential for increased canopy cover. Community members and urban forest managers support increasing canopy cover and identified a goal of 25% canopy cover by 2040.

Objectives for this goal include increasing the canopy cover and tree planting efforts within Yuba City.

Goal 12: Establish a more water-wise urban forest

All trees, especially newly planted trees, need water to thrive. As Yuba City experiences droughts, it is important that tree species are adapted, and irrigation systems are in place to withstand dry periods.

Objectives for this goal include ensuring water limitations are considered in new tree plantings.

Goal 13: Repurpose woody materials resulting from removals whenever possible

Using woody materials that result from tree removals reduces waste and allows managers to recover value from felled community trees. Repurposing woody material into wood products and mulch can provide revenue and prevent the need to purchase wood mulch used to care for the urban forest.

Objectives for this goal include expanding upon the current wood utilization efforts.

Goal 14: Reduce the risk of wildfire in Feather River Parkway

Over the last decade, California has experienced catastrophic losses as a result of wildfire. With prolonged periods of drought and a changing climate, wildfire is likely to continue to be a threat to communities that neighbor the wildland urban interface.

Objectives of this goal are to reduce the risk of living in a fire prone area through wildfire mitigation strategies.

EDUCATION AND ENGAGEMENT

This focus area aims to foster a greater connection between the urban forest and the community. The urban forest is more likely to be preserved, maintained, and promoted by an engaged community that understands the benefits it provides.

Goal 15: Engage community members in stewardship of the urban forest

Education and outreach can encourage community members to recognize the value of trees and learn the best management practices to support the wellness and benefits of the urban forest. Building partnerships with community organizations gives the urban forest a voice, greater capacity to care for trees, and a broader audience. Partners can help plant, maintain, and advocate for the urban forest.

Objectives for this goal include developing materials for urban forest outreach and education and providing opportunities for the community to become involved.

Goal 16: Celebrate the importance of urban trees

Activities recognizing and celebrating the community’s commitment to the care of trees help promote the urban forest.

Objectives for this goal include maintaining Tree City USA designation and continuing to recognize the urban forest.

I would love a tree in my backyard. We had a mulberry we had to remove and it’s so hot and dry so no one wants to use our backyard

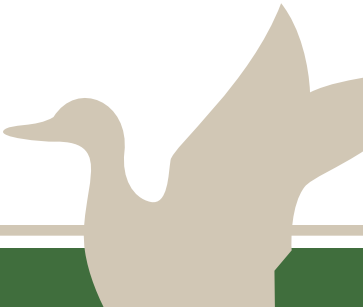


Survey respondent

I wish properties had more room to have trees planted, for shade, and health benefits.



Survey respondent





How do we get there?

The goals and existing policies and actions proposed by the Urban Forest Master Plan are organized by four focus areas:

- 1. Management and Planning
- 2. Protection and Regulation
- 3. Resilience and Sustainability
- 4. Education and Engagement

Each area of focus is supported by measurable goals and specific actions that are intended to guide Yuba City’s urban forest programming over the next 40 years, providing the foundation for annual work plans and budget forecasts. Many goals and actions support more than one focus area.

For each action, the UFMP identifies a priority, a suggested timeframe for accomplishing the action, an estimated cost range, and potential partners. Priority is identified as:

- High: An action that is critical to protecting existing community assets, reducing/managing risk, or requires minimal resources to accomplish
- Medium: An action that further aligns programming and resource improvements that have been identified as desirable by the community, partners, and/or urban forest managers, but that may require additional investment and financial resources over and above existing levels
- Low: An action that is visionary, represents an increase in current service levels, or requires significant investment

The estimated cost is categorized in the following ranges:

- \$ (<\$25,000)
- \$\$ (\$25,000-\$50,000)
- \$\$\$ (>\$50,000)

The UFMP is intended to be a dynamic tool that can and should be adjusted in response to accomplishments, new information and changes in community expectations, and available resources. In addition to serving as a day-to-day guide for planning and policy making, the UFMP should be reviewed regularly for progress and to ensure that the actions and sub actions are integrated into the annual work plan.

With appropriate care and planning, the urban forest is an asset that has the potential to increase in value over time. As young trees mature and their leaf surface and canopies grow, so too will the overall benefits and value from the community’s urban forest. The objectives and strategies of the UFMP are intended to support this process in an appropriate manner that encourages the sustainable stewardship of community trees with consideration for safety, cost efficiency, and community values. The UFMP includes strategies for measuring the success of the UFMP over time.

FOCUS AREA: MANAGEMENT AND PLANNING

Goal: Consider trees as integral green infrastructure

Performance Measure: Greater health and longevity of individual trees, as measured through condition and reduced mortality/tree removals and level of maintenance.

Rationale: If a tree is planted in a space that is not conducive or the species is not well suited for the local climate and soil conditions, the potential benefits that the tree could have provided to the community are lost.

Risk: Trees and other infrastructure conflicts may result in undesirable pruning or tree removals and therefore premature death.

Benefit: Fewer removals resulting in greater benefits.

Objective: Set emphasis on planting the right tree in the right place.

Actions:

- Review and update Yuba City Tree Guide as needed every five years
- Revise/expand list to incorporate recommendations for:
 - a. Native and well-adapted tree species
 - i. Species that mitigate flooding issues
 - ii. Species with minimal leaf drop and litter creation
 - iii. Species and varieties that are pest and disease resistant, and avoid planting species with similar vulnerabilities to existing trees
 - b. Define sites the trees are most suitable for:
 - i. Rights-of-way
 - ii. Flood zones
 - iii. Parking lots
- Provide consideration for the following:
 - a. Soil and water conditions
 - b. Planter size and intended use
 - c. Mature crown spread
- Optimize shade and environmental benefits by planting large stature trees where feasible
- Revise Title 9 of Municipal Code to prohibit the planting of palm tree species in the public rights-of-way
- Ensure planters have adequate space for trees
 - a. Establish standards for minimum site and soil volumes for planters
 - b. Reduce hardscape and utility conflicts
 - i. Provide recommendations for small stature tree species that can be planted under utility lines to prevent future conflicts
 - ii. Formalize planting distances from above ground utilities (water meters, fire hydrants, etc.)
 - iii. Define minimum distances from underground utilities (water, electric, sewer, etc.)
 - iv. Consider moving overhead utilities to underground and placing them to avoid conflicts with trees
 - v. Evaluate planter and pavement design options to reduce conflicts between trees and infrastructure
 - vi. Avoid planting species of trees that have historically resulted in hardscape damage or whose debris create a slipping hazard
 - vii. Plant small-statured species under utility lines

Cost: \$-\$\$ **Timeframe:** Ongoing **Priority:** High

Objective: Recognize trees as green infrastructure to mitigate conflicts between trees and other utilities and promote tree longevity.

Actions:

- Revise Title 9 of Municipal Code to designate trees as green infrastructure
- Prohibit the encroachment of other utilities to prevent future conflict
 - a. Consider tree-utility conflicts when installing utilities and other infrastructure
 - b. Develop tree removal policies around conflicts with sewer and water lines
 - c. Consider the use of shared neighborhood solar gardens to allow for greater tree planting on individual parcels

Cost: \$ **Timeframe:** 1-5 Years **Priority:** High



FOCUS AREA: MANAGEMENT AND PLANNING

Goal: Promote the efficient use of tree planting funds

Performance Measure: A planting plan.

Rationale: Planting plans allow for a better understanding of planting needs, provide direction for maintenance, and allow managers to track canopy goals.

Risk: Although tree plantings would still occur, efforts may not be focused on areas that would provide the most benefits to the community.

Benefit: Planting plans optimize available resources and planting space to provide the most benefit to the community.

Objective: Create and follow planting plans to allow for increased impact and success of tree plantings.

Actions:

- Determine a planting plan as called for in the Yuba City Resource Efficiency Plan
- Use planting priority analyses to determine potential planting sites that provide the maximum benefit
 - a. Prioritize planting sites that would have the greatest impact of reducing urban heat islands and stormwater runoff
 - b. Prioritize planting sites that would provide more equitable distribution of tree canopy cover
 - c. Plant trees in parks based on planting priority
- Implement rights-of-way planting cycles to prioritize tree planting
 - a. Promote the use of large and medium statured trees in rights-of-way wherever possible in order to maximize the benefits
 - b. Include potential tree planting sites to guide and prioritize new tree plantings
 - c. Prioritize available planting sites based on:
 - i. Trees that have been removed
 - ii. Space and minimum planting setbacks
 - iii. Soil characteristics
 - iv. Irrigation infrastructure
 - v. Landscape goals and tree density
 - vi. Site constraints
- Use available planting sites to increase species and genus diversity
- Use available planting sites to incorporate well adapted and low water use species and use biochar to improve soil fertility, infiltration, and water retention
- Consider successional plantings of species with high relative performance, as identified in the Resource Analysis
- Monitor trees for successful establishment after planting
- Maintain inventory data and change trees that have been removed to potential planting sites
- Explore grant opportunities to fund tree planting in LLMDs with inadequate funding
- Organize neighborhood tree planting events

Cost: \$ **Timeframe:** 10 Years, Ongoing **Priority:** High

Goal: Provide proactive maintenance for the community tree resource to reduce costs and promote efficiency

Performance Measure: Known duration between maintenance activities for every tree in the inventory.

Rationale: The community tree resource is made up of living organisms, and therefore a dynamic asset. The community tree resource requires mechanisms in place to track maintenance needs and provide direction to ensure all trees are given adequate care.

Risk: Although preventative maintenance and tree plantings would still occur, efforts may not be targeted to areas that would provide the community with the maximum benefits.

Benefit: A better understanding of the planting and maintenance needs of the community tree resource enables staff caring for trees to prioritize tasks and improve efficiency.

Objective: Develop maintenance cycles and work plans to guide the care of the community tree resource.

Actions:

- Develop an annual work plan
 - a. Include estimated number of the following:
 - i. Removals
 - ii. Priority Pruning
 - iii. Routine Pruning
 - iv. Training Pruning
 - v. Stump Grinding
 - vi. Planting
 - b. Establish pruning grids to efficiently group routine maintenance
 - i. Publish grid pruning map and schedule on city-website to provide residents with information on when to expect routine service
 - ii. Expand contracted tree work to include grid pruning
 - Revise contractor agreements for tree maintenance
 - a. Require adherence to ANSI Standards and Best Management Practices
 - b. Include cost per tree projections for performing routine maintenance by grid
 - c. Consider requiring contractor to be a Certified ISA Arborist
 - d. Require contractor to regularly update inventory records in TreeKeeper 8 as work is performed
 - Maintain and regularly update inventory of all trees in parks, open space, trails, city facilities, and public rights-of-way as work occurs
 - a. After trees are removed, convert sites to potential planting sites to guide future planting plans
 - b. Consider updating tree inventory data specification to include tree distance and direction from buildings in order to project energy benefits in a future Resource Analysis
 - c. Update diameter measurements and tree condition
 - Consider redistributing funds to address outstanding service requests and shift more promptly to proactive maintenance rather than retroactive
 - Continue to provide training pruning to young trees through landscape contractor
 - Evaluate the feasibility of restructuring and condensing the current 84 LLMDs into 12-16 geographic areas
 - Annually review progress on goals of the Urban Forest Master Plan
- Cost:** \$ **Timeframe:** 1-5 Years, Ongoing **Priority:** High

Objective: Establish a risk management policy.

Actions:

- Develop a Risk Management Plan
 - a. Regularly inspect trees to identify and mitigate structural and age-related defects to manage risk and reduce the likelihood of tree and branch failure
 - i. Train all Parks Maintenance staff to recognize common tree issues and communicate those concerns so they can be addressed.
 - b. Set risk tolerance thresholds for trees where the risk cannot be mitigated
 - c. Consider having a Certified Arborist with a Tree Risk Assessment Qualified (TRAQ) Certification assess risk and recommend mitigation measures
 - d. Coordinate inspection of all trees with pruning cycles
 - e. Update inventory accordingly
 - f. Train staff on how to complete limited visual assessments
 - g. Familiarize staff on tree defects and conditions that affect likelihood of failure
 - h. Establish a reporting protocol for staff to report recognized and observed hazards
 - i. Implement mitigation options based on level of risk and conditions present
 - j. Removals should be prioritized and performed as soon as possible
 - k. Consider moving targets (e.g., tables, benches, etc.) to reduce risk
 - l. Consider diverting use around trees identified with risk
 - m. Install structural support systems where recommended
 - n. Retain and monitor trees identified for moderate to low risk
- Cost:** \$ **Timeframe:** 1-5 Years, Ongoing **Priority:** High

FOCUS AREA: MANAGEMENT AND PLANNING

Goal: Promote the safe management of the community tree resource

Performance Measure: Reduction in tree-related claims against the city.

Rationale: When all City staff share values and behaviors that promote safety, there are fewer workplace related accidents.

Risk: Tree work is dangerous, but this risk is exacerbated if unsafe practices are used, or safety policies are not fully understood.

Benefit: Fewer accidents and claims against the city, resulting from improved public safety.

Objective: Implement policies and procedures that make tree work as safe as possible.

Actions:

- Provide updated materials in safety training
 - a. Use current ANSI and BMPs
 - b. Formalize an emergency response plan to standardize procedures/policies around responding to tree emergencies
- Consider the city becoming a member of Tree Care Industry Association (TCIA)
- Provide training for staff to help recognize/report hazards, along with basic pruning/proper maintenance
- Continue to encourage employees to engage in professional development
 - a. Continue to promote, support employee ISA certified arborist credentials and other professional development opportunities

Cost: \$\$-\$\$ **Timeframe:** 1-5 Years **Priority:** High

Goal: Predictable and stable funding for the community tree resource

Performance Measure: Sustainable and adequate funding to sustain the street tree resource.

Rationale: An appropriate level of funding allows managers to implement more proactive and holistic tree maintenance.

Risk: If minimum funding levels are not met, the services needed cannot be performed or are delayed which can result in more costly fixes.

Benefit: Appropriate funding allows managers to perform the maintenance needs of the urban forest in a way that meets community expectations.

Objective: Secure funding for the care of all community trees.

Actions:

- Strive to obtain stable and sustainable funding for all LLMDs
 - a. Audit the LLMDs to analyze the cost per tree
 - b. Explore inequities and opportunities to equalize funding levels
- Establish a Tree Fund
 - a. Clearly define the intent and purpose of the use of funds
 - b. Divert fines for violations of Title 9, Chapter 3: Street Trees of Municipal Code and replacement fees to the Tree Fund

Cost: \$\$-\$\$\$ **Timeframe:** Ongoing **Priority:** Medium

Goal: Enhance the livability and character of the community

Performance Measure: Increased number of environmental benefits.

Rationale: Aesthetically pleasing environments, with sufficient canopy cover, are valued by community members and result in increased activity and pride.

Risk: Less tree canopy as a result of removals or a lack of planted trees, which could have been avoided through alternative design and planning.

Benefit: Aesthetically pleasing atmospheres foster livelier and more engaged communities.

Objective: Plant and retain trees to sustain environmental benefits.

Actions:

- Plant trees to promote wildlife habitat along the Feather River (per General Plan, Chapter 8)
 - a. Support land use that increases connectivity between parks, urban centers, and neighborhoods to decrease habitat fragmentation and promote wildlife corridors
- Incorporate trees along streetscapes to reduce air pollutant levels and buffer noise (per General Plan, Chapters 8 and 9)
- Promote the planting of trees to shade buildings to reduce energy consumption (per Yuba City Resource Efficiency Plan and Sutter County Climate Action Plan)
- Reduce the effects of urban heat islands and enhance air quality by planting trees in parking lots (per Yuba City Resource Efficiency Plan and Sutter County Climate Action Plan)
- Encourage the inclusion of trees in development and improvement projects
 - a. Implement tree-lined parkways and landscaping as part of frontage improvements in the rights-of-way (General Plan, Chapter 5)
 - b. Plant trees alongside other vegetation to decrease erosion following construction (per General Plan, Chapter 9)
- Promote landscaping to provide visual buffers from non-residential buildings (per General Plan Chapter 4)
- Expand the use of alternative sidewalk designs to minimize tree stress from hardscapes
 - a. See Appendix E
- Implement alternative planter designs when feasible
 - a. See Appendix E

Cost: \$ **Timeframe:** Ongoing **Priority:** High

Goal: Follow integrative pest management (IPM) protocols and best management practices when addressing pests and diseases

Performance Measure: Reduced impact from pests and pathogens.

Rationale: Being aware of and able to identify pests and diseases allows managers to approach management and prevention in a way that fits the community's resources.

Risk: Pest and pathogen management activities can harm non-target organisms and can leave toxins in the environment.

Benefit: Using comprehensive information to outline best management strategies to manage pest species can lessen the detrimental impacts they have on the urban forest and allow managers to choose the most suitable options for the situation.

Objective: Use integrated pest management practices (IPM) when controlling pests.

Actions:

- Place a greater emphasis on monitoring for population thresholds and threshold-based treatments
 - a. Set up a monitoring program and ensure population thresholds are met before chemical treatments are used to manage pests
 - b. Choose plants that are resistant to pests of concern
- Implement strategies such as biological control and cultural control
 - a. Expand IPM for boxelder bugs to include cultural control tactics
 - b. Expand IPM for aphids to include biological and cultural control tactics
- Explore the use of less toxic products
- Consider creating habitats attractive to the beneficial predatory insects near routinely infested trees to help control pests
- Engage in educational programs on integrated pest management of key pests
- Prevent dense plantings of host species for known pests
 - a. Explore implementing species diversity standards for neighborhoods
- Use best management practices if pesticides are used
 - a. Always follow label directions
 - b. Avoid using pesticides on flowering plants
 - c. Prevent the recurring use of the same pesticide and mode of action to control pest issues
 - d. Monitor weather conditions to avoid impacts from drifting chemicals
 - e. Monitor environmental conditions and match them to the product guidelines to maximize efficacy
- Publish articles and fact sheets about common pest issues in the community on the city website

Cost: \$ **Timeframe:** Ongoing **Priority:** High

FOCUS AREA: PROTECTION AND REGULATION

Goal: Promote tree preservation and protection

Performance Measure: Reduction in removals and no net loss of canopy.

Rationale: Trees take a long time to grow. Preserving and protecting existing trees ensures that the stream of benefits provided by community trees is not lost or disrupted and has the opportunity to increase this stream of benefits over time.

Risk: Loss of tree canopy cover, the investment made in the community tree resource, and the associated environmental benefits.

Benefit: Preservation of community trees ensures the environmental benefits are sustained and the trees have potential to provide more benefits to the community over the course of their lifetimes.

Objective: Revise and amend Municipal Code to promote the protection of community trees.

Actions:

- Amend Municipal Code as it pertains to tree removal
 - a. Require written application to and obtainment of permission from the Parks Director or the Director of Community Services to remove or perform any work that may impact public trees
 - i. Consider a general fee for tree removal applications
 - b. Prohibit the removal of trees due to inconvenience or hardship
 - c. Prohibit the removal of trees due to nuisance pests that do not negatively impact tree health
 - d. Require homeowners to pay for the removal of trees that die from lack of watering
 - e. Create a Tree Fund for tree removal mitigation
- Amend Municipal Code to provide more clear direction on penalties/fines for harming/poor pruning, or otherwise damaging trees in park strips
 - a. Divert penalties or fines collected to the Tree Fund
 - b. Define and prohibit “topping”
 - c. Remove property owner responsibilities to fertilize trees
 - d. Clarify that property owners need permission to prune trees
- Amend Municipal Code to designate property owner responsibility in maintaining the planting strip and cleaning up leaf litter or other debris
- Amend Municipal Code to require application for a tree planting permit to ensure trees planted in the rights-of-way comply with the Yuba City Tree Guide and best management practices
- Amend Municipal Code to reference the Yuba City Tree Guide to allow for regular review and revisions of species
 - a. Allow to exceptions to the Yuba City Tree Guide if the species promote the desired character (e.g., palms)
- Make desired changes in other sections of Municipal Code that cross-reference Chapter 3 Street Trees
- Amend the parking lot shade ordinance to reference the Yuba City Tree Guide to provide clear direction on tree species that will provide the amount of shade required
 - a. Include shade calculator to assist developers with selecting the appropriate statured species that will provide the required 50% shade requirement

Cost: \$ **Timeframe:** 1-5 Years **Priority:** High

Objective: Preserve heritage oak trees and other native trees of substantial size through the development of a Heritage Tree Ordinance (per Yuba City Resource Efficiency Plan, Goal 6).

Actions:

- Engage the community in the development of the ordinance to encourage compliance and support
 - a. Define heritage tree
 - i. Consider existing guidelines to conserve and heritage oak trees and other native trees of significant size in specified areas of Feather River habitat (Yuba City General Plan, Chapter 8)
 - ii. Consider including significant tree species other than oaks or native species
 - iii. Set a minimum diameter
 - b. Outline protections for heritage trees
 - i. Require the acquisition of tree permits to perform work on Heritage Trees
 - c. Develop a process for applications for tree permits and review
 - i. Consider the requirement for Tree Protection Plans
 - d. Require the review of a Tree Protection Plan by Parks Maintenance staff
 - e. Include provision for the retention of the services of a certified arborist for periodic monitoring of the project site and the health of protected trees
 - i. Include other provisions as deemed necessary by the city Arborist to preserve the protected tree and ensure compliance with those provisions
 - 1. Set fines for violations of the Heritage Tree Ordinance
 - f. Define mitigation in the event a Tree Permit is not acquired
 - g. Consider a public notification and review period for tree removals
 - h. Develop an Appeals Process for Tree Permit denials

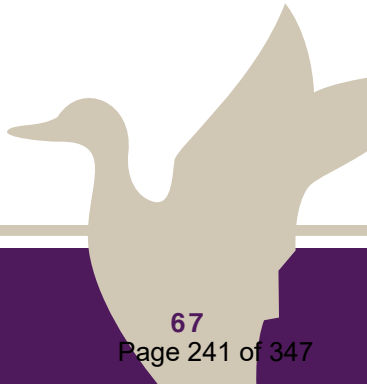
Cost: \$ **Timeframe:** 1-5 Years **Priority:** High

Objective: Enhance methods for cost recovery in the case of tree removals or improper tree maintenance.

Actions:

- Enhanced enforcement and mitigation measures for trees that are removed without a permit
- Explore an alternative tree removal appraisal value process
- Explore altering the fee increments
- Enforce mitigation when trees are harmed from poor pruning, or otherwise damaged

Cost: \$ **Timeframe:** 1-5 Years **Priority:** High



FOCUS AREA: PROTECTION AND REGULATION

Goal: Support consistency in guiding documents

Performance Measure: Number of policies, documents, and departments that cross reference the UFMP and BMPs for tree care.

Rationale: Uniform policies reduce confusion between departments and community members and transcend departmental changes.

Risk: When policies have inconsistencies, setting a high standard of care is difficult.

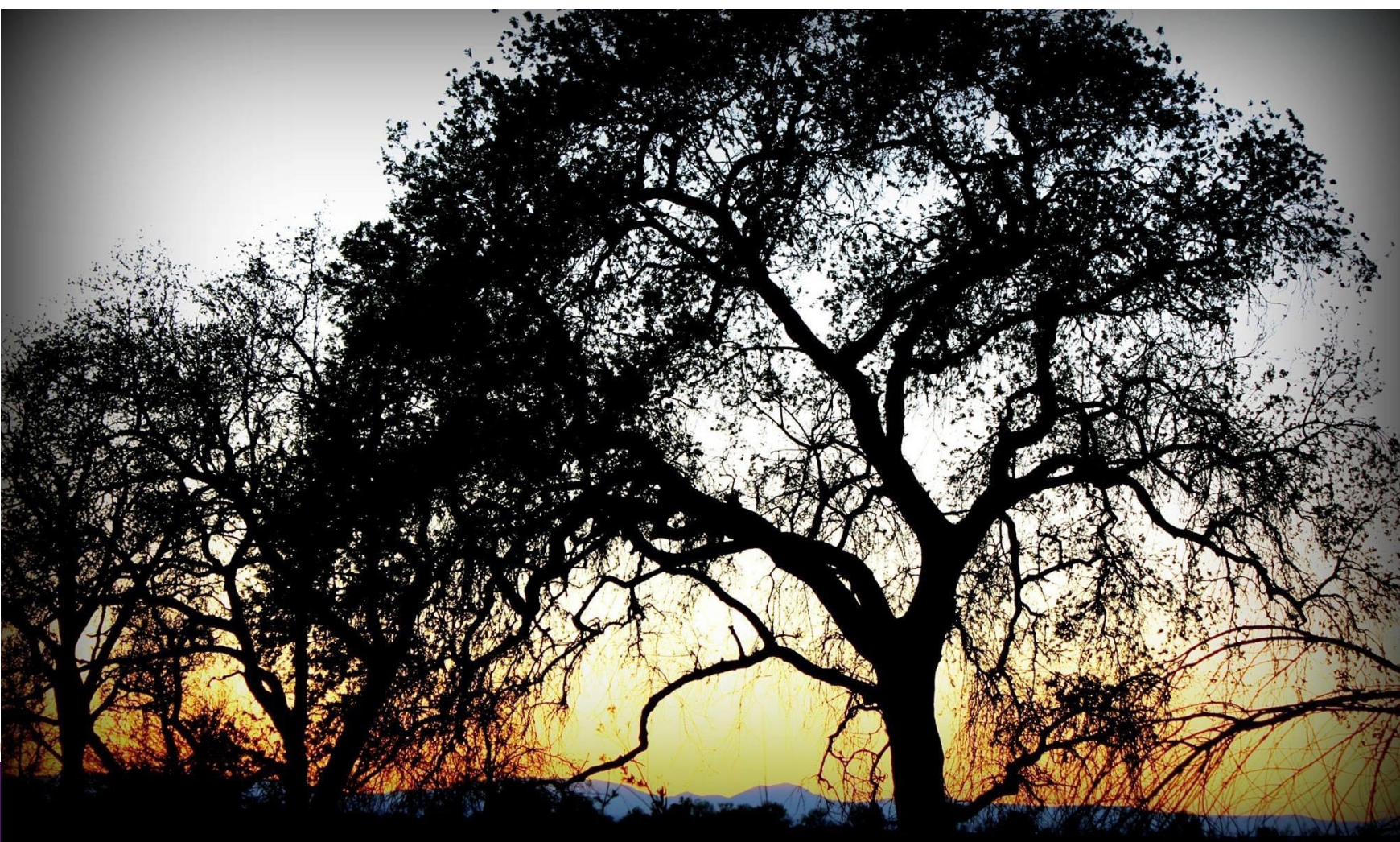
Benefit: Strong and efficient policy that aligns expectations.

Objective: Strive for uniformity between city policies, guiding documents, and departments.

Actions:

- Continue to communicate and coordinate with other departments in the development of City policies and guiding documents
- Update guiding documents to provide uniformity and clarity
 - a. Ensure UFMP goals are considered in overarching planning and visionary documents as revisions and updates occur
- Review Urban Forest Master Plan goals every 5 to 10 years, and report progress via The State of the Urban Forest Report

Cost: \$ **Timeframe:** Ongoing **Priority:** High



FOCUS AREA: RESILIENCE AND SUSTAINABILITY

Goal: Promote species diversity in the urban forest

Performance Measure: Increased tree diversity at the species and genus levels.

Rationale: Increasing genus and species diversity in new and replacement tree plantings will reduce reliance on abundant groups and make the urban forest more resilient to changes in the climate or pest and disease pressures.

Risk: A high reliance on certain species or genera creates challenges in responding to pests and pathogens and likely increases the costs and implications.

Benefit: Diversity allows for greater adaptability and response to changes in the environment, increasing the chances of sustaining the current tree resource.

Objective: Set species diversity goals for the community tree resource.

Actions:

- At a minimum, pursue species diversity goals that meet the 10-20-30 rule, but strive for even greater diversity among genera
- Revise and consolidate the Recommended Street Trees and the Yuba City Tree Guide lists into the Yuba City Tree Guide, which would include a broader range of species and define appropriate planting sites for each species (i.e., street trees, under utilities, etc.)
 - a. Consider incorporating language that prohibits the planting of palms in the rights-of-way
 - b. Introduce tree species that are suitable for the current and predicted future climatic condition
 - c. Monitor and phase out species that are poorly adapted
- Reduce monoculture plantings in neighborhoods and along main corridors
 - a. Adopt designs that promote tree diversity
- Select species which are not hosts for major pests and diseases
- Conduct a Resource Analysis every 5-10 years to monitor progress on diversity goals
- Use pest and disease resistant species and cultivars when available

Cost: \$ **Timeframe:** 1-5 Years, Ongoing **Priority:** High

Goal: Expand canopy cover and the resulting environmental benefits

Performance Measure: Increased canopy cover.

Rationale: The benefits that the urban forest provides are directly related to the amount of tree canopy cover and leaf surface area.

Risk: No net loss or reduction in canopy cover.

Benefit: Increased canopy cover results in greater benefits.

Objective: Achieve 25% canopy cover by 2040.

Actions:

- Define sustainable annual planting goals and the necessary funding required to achieve desired levels of planting on public property and promote planting of trees on private property
- Establish a formal request channel for residents to request trees to be planted in park strips, or alternatively (in areas with no park strip or large enough rights-of-way) to plant a tree elsewhere on a property
 - a. Explore creating or designating an account for tree donations
 - i. Allow donors to have input in the species or location of tree plantings
- Promote tree planting efforts throughout the community
 - a. Consider providing trees to residents in neighborhoods where there is no park strip and/or there is limited space in the rights-of-way to support a tree, so that property owner may plant a tree elsewhere on the property
 - b. Consider a program that would provide reduced cost trees for private property owners to plant trees on their property
 - c. Conduct a Land Cover Assessment every 10 years to review and report progress toward meeting canopy goals

- Revisit the tree canopy cover goal after 2040
- Revise Title 8 of Municipal Code
 - a. Include requirements for developers to demonstrate how design will support 50% canopy cover goal after 15 years
 - b. Include a calculator for developers to estimate canopy cover for the installation of trees in parking lots to reach 50% canopy cover after 15 years (See Appendix J for sample canopy calculator)
 - c. Include standards for maintenance, including prohibiting topping
 - d. Include replacement requirements for trees that are removed/die
 - e. Allow for solar or solar gardens in parking lot in lieu of trees
 - f. Require a minimum canopy cover for different zoning classifications to maintain existing canopy

Cost: \$ **Timeframe:** 20 Years **Priority:** High

Objective: Help to increase tree planting efforts within the County (per Sutter County Climate Action Plan).

Actions:

- Promote tree planting to reach community canopy goals
 - a. Encourage the expansion of the urban forest through tree plantings on private property
 - b. Expand the urban forest through extensive tree plantings on public property (per General Plan)
- Promote tree planting in new development projects
 - a. Subdivisions
 - b. New parks (per General Plan Chapter 3)
 - c. New Activity Centers (per General Plan Chapter 4)

Cost: \$ **Timeframe:** Ongoing **Priority:** High



FOCUS AREA: RESILIENCE AND SUSTAINABILITY

Goal: Establish a more water-wise urban forest

Performance Measure: Minimized tree losses following periods of drought.

Rationale: Yuba City is located in a naturally arid environment where droughts are known to occur. With climate change, periods of drought are likely to be more frequent and severe.

Risk: If a tree is not well suited for the local environment or not given adequate water, it may require more resources to sustain long-term health.

Benefit: Fewer tree removals and maximized benefits from community trees.

Objective: Ensure tree plantings are climate adapted and low water use species.

Actions:

- Continue to choose species suited to the local climate
- Incorporate native species into planting palettes
- Select drought tolerant species (per General Plan)
- Promote drought tolerant species in addition to shade trees for new developments (per Sutter County Climate Action Plan)
- Promote efficient irrigation systems (per Sutter County Climate Action Plan)
- Ensure trees receive adequate water even during periods of drought
 - a. Increase awareness of property owner responsibilities for watering street trees per Municipal Code

Cost: \$ **Timeframe:** Ongoing **Priority:** High

Goal: Repurpose woody materials resulting from removals whenever possible

Performance Measure: Reduced amount of woody material entering the waste management center.

Rationale: Tree removals result in woody materials that are composted at the city waste management center. Alternatively, woody materials can be repurposed into wood products and wood mulch.

Risk: Tree removals generate a substantial amount of woody material that could be treated as waste.

Benefit: Repurposing felled trees is one way to recover the costs of removal and divert woody material from the landfill.

Objective: Identify a wood reutilization policy.

Actions:

- Identify wood utilization needs
- Continue to partner with contracting arborists to recycle/reuse wood from large removals
- Expand partnerships
- Expand the practice of generating and using wood chips from tree removals
 - a. Use wood chips in tree plantings and park maintenance projects
 - b. Provide the community with an opportunity to pick up wood chips for landscaping needs
- Plan for wood waste material storage
 - a. Determine the capacity for wood mulch storage in the Yuba City Corporation Yard
 - b. Explore partnerships for wood mulch storage

Cost: \$ **Timeframe:** 10 Years **Priority:** Low-Moderate

Goal: Reduce the risk of wildfire in the Feather River Parkway

Performance Measure: Improved defensible spaces around structures and reduction in ladder fuels.

Rationale: Wildfires are a naturally occurring phenomenon, but the community can play a role in mitigating the risks associated with living in the Wildland Urban Interface.

Risk: Wildfires can result in the loss of property and life. Recovery from wildfires can have negative economic impacts for years following fire.

Benefit: Talking steps to mitigate the spread of fire reduces the likelihood of losses to property and life.

Objective: Become a more wildfire-prepared community.

Actions:

- Reduce the risk of fire in the wildland urban interface as identified in the Sutter County Multi-Hazard Mitigation Plan
 - a. Mitigate the potential fire hazards that exist
 - i. Reduce ladder fuels and create defensible space in proximity to structures
 - ii. Ensure clearance standards are met where trees are planted near utility poles and powerlines
 - iii. Plant trees to not interfere with emergency response, such as, planting too close to fire hydrants and too close to fire escapes
 - b. Develop a Community Wildfire Protection Plan

Cost: \$ **Timeframe:** Ongoing **Priority:** High



FOCUS AREA: EDUCATION AND ENGAGEMENT

Goal: Engage community members in stewardship of the urban forest

Performance Measure: Participation in urban forestry programming.

Rationale: An educated community is more likely to support and advocate for the urban forest.

Risk: Apathy toward the urban forest may result in less care and support for the urban forest resulting in fewer benefits provided by the urban forest.

Benefit: A community that supports the urban forest protects the urban forest and therefore, the benefits that it provides.

Objective: Support community engagement and stewardship of the urban forest.

Actions:

- Provide targeted education to residents about the watering needs of trees and their responsibilities for watering city trees
 - a. Present the true cost of watering trees
 - i. Provide calculations for watering based on current watering rates and fees
- Increase engagement with external partners/stakeholders that play a role in urban forest
 - a. Explore partnerships with local nonprofit organizations and environmental advocacy groups to distribute urban forestry educational materials and promote urban forestry events
 - b. Engage green industry members, state agencies, and utility providers
- Interact with community members through a variety of outlets
 - a. Create a community group to help with tree planting and developing a city tree planting program (per Yuba City Resource Efficiency Plan)
 - b. Engage the Yuba City Tree Advisory Board on key issues impacting the urban forest
- Update the city website to have a dedicated page for tree information
 - a. Provide and regularly update responses to Frequently Asked Questions (FAQ)
 - b. Summarize relevant Municipal Code
- c. Provide important tree-related information in multiple languages
- d. Summarize maintenance responsibilities of adjacent property owners for city-planted trees
 - i. Provide links for proper tree-care resources
 - 1. How to plant a tree
 - 2. How to prune a tree
 - 3. How to fertilize and mulch
 - 4. How to irrigate
 - 5. How to hire an arborist or tree care company
- e. Share the Urban Forest Master Plan and Story map through the city website
- f. Provide downloadable fact sheets such as the boxelder bug homeowners guide and guides for other common pests
- g. Share and maintain the Yuba City Tree Guide
- h. Communicate the benefits of trees and tree canopy including environmental, social, and economic
- i. Publish grid pruning maps and schedules (when available) on the website
- j. Host neighborhood tree planting events and tree giveaways

Cost: \$ **Timeframe:** 1-5 Years, Ongoing **Priority:** High

Goal: Celebrate the importance of urban trees

Performance Measure: Number of years recognizing the importance of the urban forest.

Rationale: Observing and recognizing the benefits provided by the urban forest encourages community engagement and promotes appreciation for trees.

Risk: When community members are unaware of the benefits of the urban forest, people are likely going to be less supportive of programming and the resources needed to care for it.

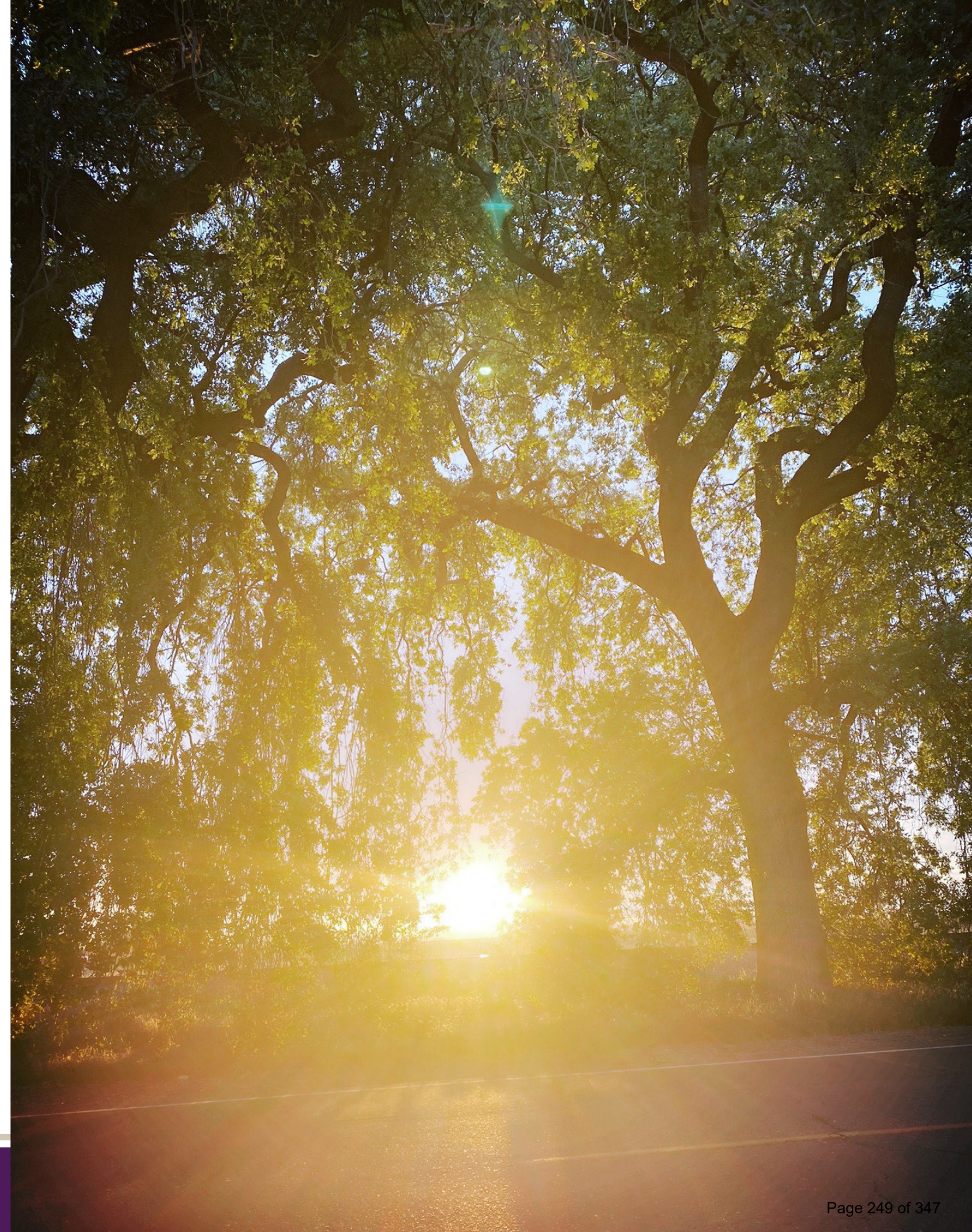
Benefit: Community awareness and appreciation of the urban forest promotes support for the necessary resources to maintain it.

Objective: Maintain Tree City USA status.

Actions:

- Continue to meet all requirements to maintain Tree City USA designation
- Continue to celebrate Arbor Day

Cost: \$ **Timeframe:** Ongoing **Priority:** High





How are we doing?

With appropriate care and planning, the urban forest is an asset that has the potential to increase in value over time. As young trees mature and their leaf surface and canopy grow, so too will the overall benefits and value of the community’s urban forest. The objectives and strategies of the UFMP are intended to support this process in an appropriate manner that encourages the sustainable stewardship of community trees with consideration for safety, cost efficiency, and community values. The UFMP includes strategies for measuring the success of the plan over time.

Monitoring and Measuring Results

Through talking with community partners and those within the urban forestry program, a set of goals were created to meet the strong demand for protecting and enhancing the urban forest. The success of these goals is largely dependent on creating objectives and strategies to meet the targets outlined in the UFMP as well as monitor the progress of these action steps.

ANNUAL REVIEW

The UFMP is an active tool that will guide management and planning decisions over the next 40 years. Its goals and actions will be reviewed annually for progress and integration into an internal work plan. The UFMP presents a long-range vision and target dates are intended to be flexible in response to emerging opportunities, available resources, and changes in community expectations. Therefore, each year, specific areas of focus should be identified, which can inform budget and time requirements for urban forest managers.

RESOURCE ANALYSIS

With a Resource Analysis, Yuba City can identify quantitatively the value of the composition of public trees, the annual benefit provided to the community, replacement value, and benefit versus investment ratios. With this information, Yuba City can improve health (condition), species diversity, annual benefits, and overall resource value of its tree resource. When a resource analysis is conducted every five years, the city can illustrate progress and success towards plan goals. A five-year Resource Analysis review is a possible way to monitor progress on efforts to increase diversity through a list of tree species appropriate for a variety of different spaces and landscapes.

CANOPY ASSESSMENT

With the recent Tree Canopy & Land Cover Assessment, Yuba City has a baseline tree canopy for the entire urban forest, which allows for continued monitoring of trends in the canopy cover on private property.

COMMUNITY SATISFACTION

Plan results will be measurable through increased benefits and value in the community tree resource and the preservation and eventual increase in canopy cover over time. Attainment of the objectives and strategies will support better tree health, greater longevity, and a reduction in tree failures. However, one of the greatest measurements of success for the UFMP will be its level of success in meeting community expectations for the care and preservation of the community tree resource. Community satisfaction can be measured through surveys and will be evidenced by public support for realizing the objectives of the plan. Community satisfaction can also be gauged by the level of engagement and support for forestry programs.

Reporting

Completion of this plan is the first step towards achieving the vision for Yuba City’s urban forest. Continual monitoring, analysis, and revisions will help forest managers keep stakeholders informed and engaged. By organizing data into specific components (for example, Urban Forest Reports, Community Satisfaction Surveys), it will be possible to revise specific areas of weakness and buttress areas of strength. Revisions to the plan should occur with major events, such as newly discovered pests or diseases, or significant policy and regulation changes. A complete formal revision should occur in unison with major municipal projects, such as the comprehensive Master Plan. It is important to remember that the Yuba City Urban Forest Master Plan is a living document that should adapt to new conditions.

STATE OF THE COMMUNITY FOREST REPORT

The purpose of the report is to provide structural and functional information about the urban forest (including the municipal forest) and recommend strategies for its proactive management, protection, and growth.

I love trees because they
give me air and fruit



Gaberial

7 1/2 years



Appendix A: Dictionary

ADAPTIVE MANAGEMENT

A framework commonly used for resource planning and management, which follows the process of What do we have, What do we want, How do we get there, and How are we doing.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)

A Federation of United States industry sectors (e.g., businesses, professional societies and trade associations, standards developers, government agencies, institutes, and consumer / labor interest groups) that coordinates the development of the voluntary consensus standards system.

AMERICAN PUBLIC WORKS ASSOCIATION (APWA)

An organization that supports professionals who operate, improve, or maintain public works infrastructure by advocating to increase awareness, and providing education, credentialing, as well as other professional development opportunities.

ARBORICULTURE

The science, art, technology, and business of tree care.

BEST MANAGEMENT PRACTICES (BMP)

Management practices and processes used when conducting forestry operations, implemented to promote environmental integrity.

CAPITAL IMPROVEMENT PROJECTS (CIP)

Infrastructure projects and equipment purchases identified by a government in order to maintain or improve public resources. Projects such as (1) constructing a facility, (2) expanding, renovating, replacing, or rehabilitating an existing facility, or (3) purchasing major equipment are identified, and then purchasing plans and development schedules are developed.

CLIMATE ACTION PLAN (CAP)

Government lead initiatives to decrease greenhouse gas emissions and prepare for the impacts of climate change.

COMMUNITY URBAN FOREST

The collection of publicly owned trees within an urban area, including street trees and trees in parks and other public facilities.

DRIP LINE AREA

The area measured from the trunk of the tree outward to a point at the perimeter of the outermost branch structure of the tree.

DUTCH ELM DISEASE (DED)

A wilt disease of elm trees caused by plant pathogenic fungi. The disease is either spread by bark beetles or tree root grafts.

EMERALD ASH BORER (EAB)

The common name for Agrilus planipennis, an emerald green wood boring beetle native to northeastern Asia and invasive to North America. It feeds on all species of ash.

GREENHOUSE GAS (GHG)

A gas that traps heat in Earth's atmosphere.

GEOGRAPHIC INFORMATION SYSTEM (GIS)

Computer-based tools designed to increase the organization and understanding of spatial or geographic data. Many different kinds of data can be displayed on one map for visualization and interpretation.

HEAT ISLAND EFFECT

A phenomenon where temperatures in urban areas are higher than that of their surrounding rural areas due to human activities.

HONEYDEW

A sweet sticky substance, high in sugars and amino acids, that is excreted by various insects.

INTEGRATED PEST MANAGEMENT (IPM)

Using pest and environmental information to determine if pest control actions are warranted. Pest control methods (e.g., biological control, habitat manipulation, cultural control, plant resistance, and chemical control) are chosen based on economic and safety considerations.

I-TREE

A computer program with tools used to determine the costs and benefits of urban trees based on inventory data, operations costs, and other factors.

INTERCEPTION

Refers to the precipitation that does not reach the soil, but instead is intercepted or stopped by the leaves, branches, and bark of trees.

INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA)

An international nonprofit organization that supports professionals in the field of arboriculture by providing professional development opportunities, disseminating applicable research findings, and promoting the profession.

INVENTORIED TREES

Includes all public trees collected in the inventory as well as trees that have since been collected by city staff.

MAJOR MAINTENANCE

Includes major trimming or pruning or cabling, and any other similar act, which promotes the life, growth, health, or beauty of trees, excepting watering and minor pruning.

MAJOR TRIMMING AND PRUNING

The removal of branches of three inches in diameter or greater.

MIGRATORY BIRD TREATY ACT (MBTA)

A United States federal law adopted to protect migratory birds.

NATURAL AREA

A defined area where native trees and vegetation are allowed to grow and reproduce naturally with little or no management except for control of undesirable and invasive species.

OPEN SPACE

A defined area of undeveloped land that is open to the public. The land can include native or naturalized trees and vegetation.

PLANT HEALTH CARE (PHC)

A program that consists of (1) routinely monitoring landscape plant health and (2) individualized plant management recommendations in order to maintain or improve the vitality, appearance, and safety of trees and other plants.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Equipment worn to enhance workplace safety and minimize the risk to physical hazards (e.g., gloves, hard hats, bodysuits, and foot, eye, or ear protection).

PRIVATE TREE

Any tree located on private property, including residential and commercial parcels.

PUBLIC TREE

Any tree located in the public ROW, city park, and/or city facility.

RIGHT TREE RIGHT PLACE

The practice of installing the optimal species for a particular planting site. Considerations include existing and planned utilities and other infrastructure, planter size, soil characteristics, water needs as well as the intended role and characteristics of the species.

STREET TREE

Any tree growing within the tree maintenance strip whether or not planted by the city.

STRUCTURAL AND TRAINING PRUNING

Pruning to develop a sound and desirable scaffold branch structure in a tree and to reduce the likelihood of branch failure.

TRANSPIRATION

The process of water movement through a plant and its evaporation through its leaves.

TREE

Any live woody plant having one or more well-defined perennial stems with a diameter at maturity of six inches or more measured at fifty-four inches above ground level (breast height).

TREE CANOPY

The layer of leaves, branches, and stems of trees that cover the ground when viewed from above.

TREE CITY USA

A program through the Arbor Day Foundation that advocates for green urban areas through enhanced tree planting and care

TREE IN PROXIMITY TO TRAILS/FACILITIES

A tree that, as a result of size and location, has the potential to impact or interfere with the use, safety, and/or condition of a defined trail, structure, or facility (e.g., picnic table, bench, parking area, etc.)

TREE RISK ASSESSMENT QUALIFIED (TRAQ)

An International Society of Arboriculture qualification. Upon completion of this training, tree care professionals demonstrate proficiency in assessing tree risk.

URBAN FOREST

The collection of privately owned and publicly owned trees and woody shrubs that grow within an urban area.

URBAN FOREST MASTER PLAN (UFMP)

A document that provides comprehensive information, recommendations, and timelines to guide for the efficient and safe management of a city’s tree canopy. The plan uses adaptive management model to provide reasoned and transparent calls to action from an inventory of existing resources.

URBAN FORESTRY

The cultivation and management of native or introduced trees and related vegetation in urban areas for their present and potential contribution to the economic, physiological, sociological, and ecological well-being of urban society.

URBAN TREE CANOPY ASSESSMENT (UTC)

A document based off of GIS mapping data that provides a birds-eye view of the entire urban forest and establishes a tree canopy baseline of known accuracy. The UTC helps managers understand the quantity and distribution of existing tree canopy, potential impacts of tree planting and removal, quantified annual benefits trees provide to the community, and benchmark canopy percent values.

WILDFIRE URBAN INTERFACE (WUI)

A transition zone where homes are located on the edge of fire prone areas and are at an increased risk of personal injury or property damage resulting from a wildfire.

10-20-30 RULE

A well accepted rule that states that no species should represent more than 10%, no genus represent more than 20%, and no family should represent more than 30% of a population.

I knew trees were important to our town and that there are public trees that are maintained.



Survey Respondent



Appendix B: References

Akbari, H., D. Kurn, et al. 1997. "Peak power and cooling energy savings of shade trees." *Energy and Buildings* 25:139–148.

[ARB] California Air Resource Board. 2011. "US Forest Projects" – October 20, 2011. Retrieved from <https://ww2.arb.ca.gov/our-work/programs/compliance-offset-program/compliance-offset-protocols/us-forest-projects/2011>

Atkinson, T.H., J.L. Foltz, R.C. Wilkinson, and R.F. Mizell. 2000. "Florida Insect Management Guide for insect borers of trees and shrubs." University of Florida. Entomology Circular 310. http://entnemdept.ufl.edu/creatures/trees/asian_ambrosia_beetle.htm

American Planning Association. 2003. *Planning the Urban Forest: Ecology, Economy, and Community Development*. 2009. American Planning Association. Edited by Schwab, James.

Berlanger, I. and M.L. Powelson. 2005. "Verticillium wilt" *The Plant Health Instructor*. <https://www.apsnet.org/edcenter/disandpath/fungalasco/pdlessons/Pages/VerticilliumWilt.aspx>

"Buys Walnuts from Largest Tree in World". 1919. *Marysville Daily Appeal*, V. CXVIII, no. 3. Retrieved from California Digital Newspaper Collection. Retrieved on 23 October 2020.

California Department of Agriculture. 2018. "2019 Crop Report." Sutter County. Retrieved from https://www.suttercounty.org/doc/government/depts/ag/ag_crop_reports

California Department of Fish and Wildlife. 2019 <https://www.wildlife.ca.gov/Lands/Places-to-Visit/Sutter-Bypass-WA>

Clark, J.R., Matheny, N.P., Cross, G., Wake, V. 1997. "A Model of Urban Forest Sustainability." *J Arbor* 23(1):17-30.

Clemson University. 2019. "Crape myrtle diseases and insect pests." Cooperative Extension Services. Retrieved from <https://hgic.clemson.edu/factsheet/crape-myrtle-diseases-insect-pests/>

Cole, K.W. 2008. "Granulate Ambrosia Beetle." Indiana Department of Natural Resources. <http://www.in.gov/dnr/entomolo/files/ep-GranulateAmbrosiaBeetleFactsheet.pdf>

Cranshaw, Dr. Whitney. 2018. "Quality Time with Scale Insects (and Spider Mites?)." Colorado State University. 63rd Annual Shade Tree Conference, Topeka, KS Presentation. Retrieved from <https://webdoc.agsci.colostate.edu/bspm/InsectInformation/Talks2018/QTScaleInsects.pdf>

Dedryver, C.A., Le Ralec, A., & Fabre, F. 2010. "The conflicting relationships between aphids and men: a review of aphid damage and control strategies." *Comptes rendus biologies*, 333(6-7), 539-553.

Dwyer, J.F, McPherson, E.G., Schroeder, H.W., and Rowntree, R.A. 1992. "Assessing the Benefits and Costs of the Urban Forest." *Journal of Arboriculture* 18(5): 227-234.

Ellison, D., Morris, C.E., Locatelli, B., Sheil, D., Cohen, J., Murdiyarso, D., Gutierrez, V., Van Noordwijk, M., Creed, I.F., Pokorny, J. and Gaveau, D., 2017. "Trees, forests, and water: Cool insights for a hot world." *Global Environmental Change*, 43: 51-61.

Emerald Ash Borer Information Network. 2019. <http://www.emeraldashborer.info/>

Eskalen, A. 2015. "Polyphagous and Kuroshio Shot Hole Borers." <http://ucanr.edu/blogs/blogcore/postdetail.cfm?postnum=19197>

Eskalen, A. 2019. "Invasive Shot Hole Borers." University of California Agriculture and Natural Resources. Retrieved November 27, 2019 from <https://ucanr.edu/sites/eskalenlab/?file=index.html>

Eskalen, A. Kabashima, J., and Dimson, M. 2017. "Invasive Shot Hole Borer and Fusarium Dieback Field Guide. Identifying signs and symptoms of the Polyphagous and Kuroshio Shot Hole Borer." University of California, Agriculture and Natural Resources. Retrieved from <https://ucanr.edu/sites/eskalenlab/files/290780.pdf>

Fontana, B. L. (1956). "Three Ethnohistoric References to the Maidu." *Ethnohistory*, 3(1), 34-45.

Fernández-Juricic, E. 2001. "Avifaunal use of wooded streets in an urban landscape." *Conservation Biology*. 14(2): 513-521.

Gilstad-Hayden, K., Wallace, L.R., Carroll-Scott, A., Meyer, S.R., Barbo, S., Murphy-Dunning, C., and Ickovics, J.R. 2015. "Research note: Greater tree canopy cover is associated with lower rates of both violent and property crime in New Haven, CT." *Landscape and Urban Planning*, 143, 248-253.

Grafton-Cardwel, Dr., Daugherty, Dr., Jetter, Dr., & Johnson, R. 2019. ACP/HLB Distribution and Management. University of California, Division of Agriculture and Natural Resources. Retrieved from <https://ucanr.edu/sites/ACP/>

Goulson, D., Nicholls, E., Botías, C., & Rotheray, E. L. 2015. "Bee declines driven by combined stress from parasites, pesticides, and lack of flowers." *Science*, 347(6229).

Haddad, N.M., Brudvig, L.A., Clobert, J., Davies, K.F., Gonzalez, A., Holt, R.D., Lovejoy, T.E., Sexton, J.O., Austin, M.P., Collins, C.D. and Cook, W.M., 2015. "Habitat fragmentation and its lasting impact on Earth's ecosystems." *Science Advances*, 1(2), p.e1500052.

Heisler G.M. 1986. "Energy Savings with Trees." *J Arbor* 12(5):113–125.

Huang, Y. J., Akbari, H., and Taha, H. 1990. "The wind-shielding and shading effects of trees on residential heating and cooling requirements." ASHRAE Winter Meeting, American Society of Heating, Refrigerating and Air-Conditioning Engineers. Atlanta, Georgia. ASHRAE proceedings, 96(1).

Threlfall, C.G., Nicholas S.G. Williams, Amy K. Hahs, Stephen J. Livesley. Approaches to urban vegetation management and the impacts on urban bird and bat assemblages, *Landscape and Urban Planning*, Volume 153, 2016, Pages 28-39.

Jennings, V.; Gaither, C.J. 2015. "Approaching Environmental Health Disparities and Green Spaces: An Ecosystem Services Perspective." *Int. J. Environ. Res. Public Health*. 12, 1952-1968.

Johnson, R. M. (2015). "Honeybee toxicology." *Annual Review of Entomology*, 60.

Karl, Tom, P. Harley, L. Emmons, B. Thornton, A. Guenther, C. Basu, A. Turnipseed, K. Jardine. "Efficient Atmospheric Cleansing of Oxidized Organic Trace Gases by Vegetation." October 2010. Retrieved on 11/9/2010 from <http://www.sciencemag.org/cgi/content/abstract/330/6005/816>>

Kuo, F.E. and Sullivan, W.C., 2001. "Environment and crime in the inner city: Does vegetation reduce crime?" *Environment and Behavior*, 33(3), pp.343-367.

Lyle, J.T., 1996. *Regenerative Design for Sustainable Development*. John Wiley & Sons.

Matsuoka, R. 2010. "Student performance and high school landscapes: Examining the links." *Landscape and Urban Planning*. 97. 273-282.

McDonald et al. 2016. "Planting Healthy Air: A global analysis of the role of urban trees in addressing particulate matter pollution and extreme heat." The Nature Conservancy. Retrieved from https://thought-leadership-production.s3.amazonaws.com/2016/10/28/17/17/50/0615788b-8eaf-4b4f-a02a-8819c68278ef/20160825_PHA_Report_FINAL.pdf

McPherson, E.G., Xiao, X., Maco, S.E., Van Der Zanden, A., Simpson, J.R., Bell, N., Peper, P.J. 2002 *Western Washington and Oregon Community Tree Guide: Benefits, Costs and Strategic Planting*. Center for Urban Forest Research Pacific Southwest Research Station. https://www.fs.fed.us/psw/topics/urban_forestry/products/5/CUFR_164_Western_WA_OR_Tree_Guide.pdf

McPherson, E. G., and Rowntree, R. A. 1989. "Using structural measures to compare twenty-two US street tree populations." *Landscape Journal*, 8(1):13-23.

Kaplan R., and Kaplan S. 1989. *The Experience of Nature: A Psychological Perspective*. Cambridge University Press.

Kaplan, K. 2019. "Scientists Release First Map of Areas Suitable for Spotted Lanternfly's Establishment in US and World." Retrieved January 8, 2019 from <https://www.ars.usda.gov/news-events/news/research-news/2019/scientists-release-first-map-of-areas-suitable-for-spotted-lanternfly-establishment-in-us-and-world/>

Kenney, W. A., van Wassenar, P. J., & Satel, A. L. (2011). "Criteria and indicators for strategic urban forest planning and management." *Arboriculture & Urban Forestry*, 37(3), 108-117.

Lehmann, J.; Gaunt, John; Rondon, Marco; et al. (2006). "Bio-char Sequestration in Terrestrial Ecosystems – A Review" (PDF). *Mitigation and Adaptation Strategies for Global Change*. 11 (2): 395–427. doi:10.1007/s11027-005-9006-5.

Lehmann, Johannes (2007a). "Bio-energy in the black" (PDF). *Front Ecol Environ*. 5 (7). Retrieved 1 October 2011.

Lehmann, Johannes (2007b). "A handful of carbon." *Nature*. 447 (7141). Bibcode:2007Natur.447. 143L. doi:10.1038/447143a. Retrieved 11 January 2008.

Palumbi, S. R. (2001). "Humans as the world's greatest evolutionary force." *Science*, 293(5536), 1786-1790.

Peairs, F.B. 2014. "Boxelder bugs." Colorado State University Extension. Fact Sheet 5.522. Retrieved from <https://extension.colostate.edu/topic-areas/insects/boxelder-bugs-5-522/>

Pena, JCdC, Martello, F., Ribeiro, M.C., Armitage, R.A., Young, R.J., and Rodrigues, M. 2017. "Street trees reduce the negative effects of urbanization on birds." *PLOS ONE* 12(3): e0174484.

Perry, E.J. 2014. "Pest notes: Boxelder Bugs." University of California Agriculture and Natural Resources Publication 74114. Retrieved from <http://ipm.ucanr.edu/PMG/PESTNOTES/pn74114.html>

Purdue Extension. 2016. Protecting pollinators. Retrieved from <https://extension.entm.purdue.edu/publications/POL-4/POL-4.html>

Science Now. 2010. "Tree Leaves Fight Pollution." [sciencemag.org](http://news.sciencemag.org/sciencenow/2010/10/tree-leaves-fight-pollution.html). Retrieved 11/05/2010 from <http://news.sciencemag.org/sciencenow/2010/10/tree-leaves-fight-pollution.html>

Shashua-Bar, L., Potchter, O., Bitan, A., Boltansky, D. and Yaakov, Y. (2010), Microclimate modelling of street tree species effects within the varied urban morphology in the Mediterranean city of Tel Aviv, Israel. *Int. J. Climatol.*, 30: 44-57. <https://doi.org/10.1002/joc.1869>

Sherer, P.M., 2003. "Why America Needs More City Parks and Open Space." San Francisco: The Trust for Public Land. Retrieved from http://www.tpl.org/content_documents/parks_for_people_Jan2004.pdf

Sperling's, 2018 https://www.bestplaces.net/climate/city/california/yuba_city

Sunsweet. 2019 <https://www.sunsweet.com/sunsweet-story/>

Thériault, Marius; Kestens, Yan; and Des Rosiers, François, "The Impact of Mature Trees -on House Values and on Residential Location Choices in Quebec City" (2002). *International Congress on Environmental Modelling and Software*. 137. <https://scholarsarchive.byu.edu/iemssconference/2002/all/137>

Thorp, R.W., Horning, D.S. Jr., and L.L. Dunning. 1983. "Bumble bees and cuckoo bumble bees of California (Hymenoptera, Apidae)." *Bulletin of the California Insect Survey*. 23. Retrieved from <https://essig.berkeley.edu/documents/cis/cis23.pdf>

Troy, Austin; Grove, J. Morgan; O'Neil-Dunne, Jarlath. 2012. "The relationship between tree canopy and crime rates across an urban rural gradient in the greater Baltimore region." *Landscape and Urban Planning*. 106: 262-270.

Ulrich, R.S. 1986. "Human Responses to Vegetation and Landscapes." *Landscape and Urban Planning*, 13, 29-44.

University of Georgia. 2020. "Best Management Practices in the Landscape." Retrieved from <https://extension.uga.edu/>

Urban and Community Forestry program Quantification Methodology. California Air Resource Board. 2020. Retrieved from: https://ww2.arb.ca.gov/sites/default/files/classic/cc/capandtrade/auctionproceeds/calfire_ucf_finalqm_012820.pdf

US Fish & Wildlife. 2020. "Pollinators." Retrieved from [https://www.fws.gov/pollinators/PollinatorPages/AboutPollinators.html#:~:text=Insects%20\(bees%2C%20wasps%2C%20moths,et%20al.%2C%201996\)](https://www.fws.gov/pollinators/PollinatorPages/AboutPollinators.html#:~:text=Insects%20(bees%2C%20wasps%2C%20moths,et%20al.%2C%201996)).

USDA APHIS, n.d. "Spotted Lanternfly." Retrieved January 8, 2019 from <https://www.aphis.usda.gov/aphis/resources/pests-diseases/hungry-pests/the-threat/spotted-lanternfly/spotted-lanternfly>

USDA, APHIS, n.d. "Asian longhorned beetle." Retrieved from <https://www.aphis.usda.gov/aphis/resources/pests-diseases/hungry-pests/the-threat/asian-longhorned-beetle/asian-longhorned-beetle>

U.S. Energy Information Administration. 2020. Energy and the environment explained: Greenhouse gasses and the climate. Retrieved from: <https://www.eia.gov/energyexplained/energy-and-the-environment/greenhouse-gases-and-the-climate.php>

Williams E, Lotstein R, Galik C, Knuffman H. 2007. A Convenient Guide to Climate Change Policy and Technology. Vol2: 134 p

Winsley, Peter (2007). "Biochar and Bioenergy Production for Climate Change Mitigation." (PDF) *New Zealand Science Review*. 64 (5): 5.

Wolf, K.L. 2007. "City trees and property values." *Arborist News*. 16(4):34-36.

Xiao, Q., McPherson, E.G., Simpson, J.R., Ustin, S.L. 1998. "Rainfall Interception by Sacramento's Urban Forest." *Journal of Arboriculture*. 24(4): 235-244.

Yuba Sutter Arts. 2019. <https://yubasutterarts.org/event/yuba-sutter-cultural-celebration-2/>

Yuba City. 2019. <https://www.yubacity.net/>

Yuba City, CA *Tree Canopy & Land Cover Assessment*. 2020.

Yuba City, CA *Resource Analysis*. 2020.

Yuba City *Summer at City Hall Job Shadow Brochure*. 2016. https://www.ca-ilg.org/sites/main/files/file-attachments/2016_sach_yuba_city_job_shadow_brochurefinal_draft.docx?1499108158

Yuba City General Plan, 2004.

Zhu, K., Woodall, C. W., & Clark, J. S. (2012). Failure to migrate: lack of tree range expansion in response to climate change. *Global Change Biology*, 18(3), 1042-1052.

I would love to see more native species such as oaks and other trees that are expected to do well with climate change.



Survey Respondent



Appendix C: Industry Standards

ANSI Z133 Safety Standard, 2017

Reviews general safety, electrical hazards, use of vehicles and mobile equipment, portable power hand tools, hand tools and ladders, climbing, and work procedures.

ANSI A300

ANSI A300 standards represent the industry consensus on performing tree care operations. The standards can be used to prepare tree care contract specifications.

ANSI A300 Pruning Standard-Part 1, 2017

ANSI A300 Soil Management-Part 2, 2011

ANSI A300 Support Systems Standard-Part 3, 2013

ANSI A300 Construction Management Standard-Part 5, 2012

ANSI A300 Transplanting Standard-Part 6, 2012

ANSI A300 Integrated Vegetation Management Standard-Part 7,2012

ANSI A300 Root Management Standard-Part 8, 2013

ANSI A300 Tree Risk Assessment Standard a Tree Failure-Part 9, 2017

ANSI A300 Integrated Pest Management-Part 10, 2016

Includes guidelines for implementing IPM programs, including standards for Integrated Pest Management, IPM Practices, tools and equipment, and definition.

Best Management Practices (BMPs)

Integrated Pest Management, Second Edition, P. Eric Wiseman, and Michael J. Raupp, 2016

Provides a comprehensive overview of the basic definitions, concepts, and practices that pertain to landscape Integrated Pest Management (IPM). The publication provides specific information for designing, planning, and implementing an IPM program as part of a comprehensive Plant Health Care (PHC) management system, including topics such as:

- IPM Concepts and Definitions
- Action Thresholds
- Monitoring Tools and Techniques
- Preventive Tactics
- Control Tactics
- Documentation and Recordkeeping

Integrated Vegetation Management, Second Edition, Randall H. Miller, 2014

A guide to the selection and application of methods and techniques for vegetation control for electric rights-of-way projects and gas pipeline rights-of-way. Topics included: safety, site evaluations, action thresholds, evaluation, and selection of control methods, implementing control methods, monitoring treatment and quality assurance, environmental protection, tree pruning and removal, and a glossary of terms.

Managing Trees During Construction, Second Edition, Kelby Fite and E. Thomas Smiley, 2016

Describes tree conservation and preservation practices that help to protect selected trees throughout the construction planning and development process so that they will continue to provide benefits for decades after site disturbance, including planning phase, design phase, pre-construction phase, construction phase, and post-construction phase.

Root Management, Larry Costello, Gary Watson, and Tom Smiley, 2017

Recommended practices for inspecting, pruning, and directing the roots of trees in urban environments to promote their longevity, while minimizing infrastructure conflicts.

Special companion publication to the ANSI A300 Part 8: Tree, Shrub, and Other Woody Plant Management–Standard Practices (Root Management)

Tree Planting, Second Edition, Gary Watson, 2014

Provides processes for tree planting, including site and species selection, planting practices, post-planting pruning, and early tree care. Other topics included are time of planting, nursery stock: types, selection, and handling, preparing the planting hole, planting practices, root loss and new root growth, redevelopment of root structure, pruning, palms, after planting, final inspection, and a glossary of terms.

Tree Inventories, Second Edition, Jerry Bond, 2013

Provides considerations for managing large numbers of trees considered as individuals rather than groups and serves as a guide for making informed decisions that align with inventory goals with needs and resources, including inventory goals and objectives, benefits and costs, types, work specifications, and maintaining inventory quality.

Tree Risk Assessment, Second Edition, E. Thomas Smiley, Nelda Matheny, and Sharon Lilly, 2017

A guide for assessing tree risk as accurately and consistently as possible, to evaluate that risk, and to recommend measures that achieve an acceptable level of risk, including topics: risk assessment basics, levels and scope of tree risk assessment, assessing targets, sites, and trees, tree risk categorization, risk mitigation: preventive and remedial actions, risk reporting, tree related conflicts that can be a source of risk, loads on trees, structural defects and conditions that affect likelihood of failure, response growth, description of selected types of advanced tree risk assessments.

Tree Shrub Fertilization, Third Edition, E. Thomas Smiley, Sharon Lilly, and Patrick Kelsey, 2013

Aides in the selection and application of fertilizers for trees and shrubs, including: Essential elements, determining goals and objectives of fertilization, soil testing and plan analysis, fertilizer selection, timing, application, application area, rates, storage and handling of fertilizer, sample fertilizer contract for commercial/ municipal clients.

Soil Management, Bryant Scharenbroch, E. Thomas Smiley, and Wes Kocher, 2014

Focuses on the protection and restoration of soil quality that support trees and shrubs in the urban environment, including goals of soil management, assessment, sampling, and analysis, modifications and amendments, tillage, conservation, and a glossary of terms.

Utility Pruning of Trees, Geoffrey P. Kempter, 2004

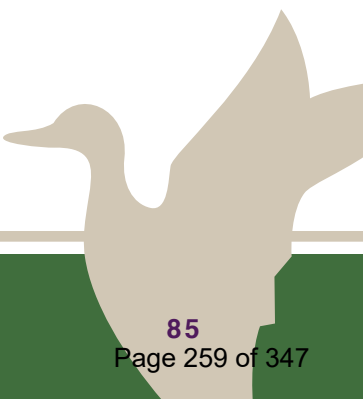
Describes the current best practices in utility tree pruning based on scientific research and proven methodology for the safe and reliable delivery of utility services, while preventing unnecessary injury to trees. An overview of safety, tools, and equipment, pruning methods and practices, and emergency restoration are included.



A tree has roots in the soil yet reaches to the sky. It tells us that in order to aspire we need to be grounded and that no matter how high we go it is from our roots that we draw sustenance.

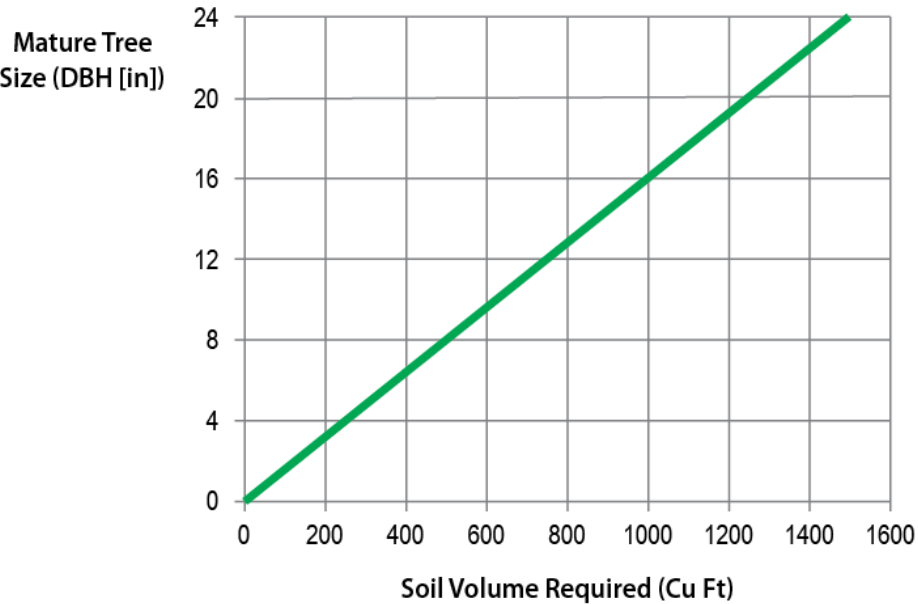
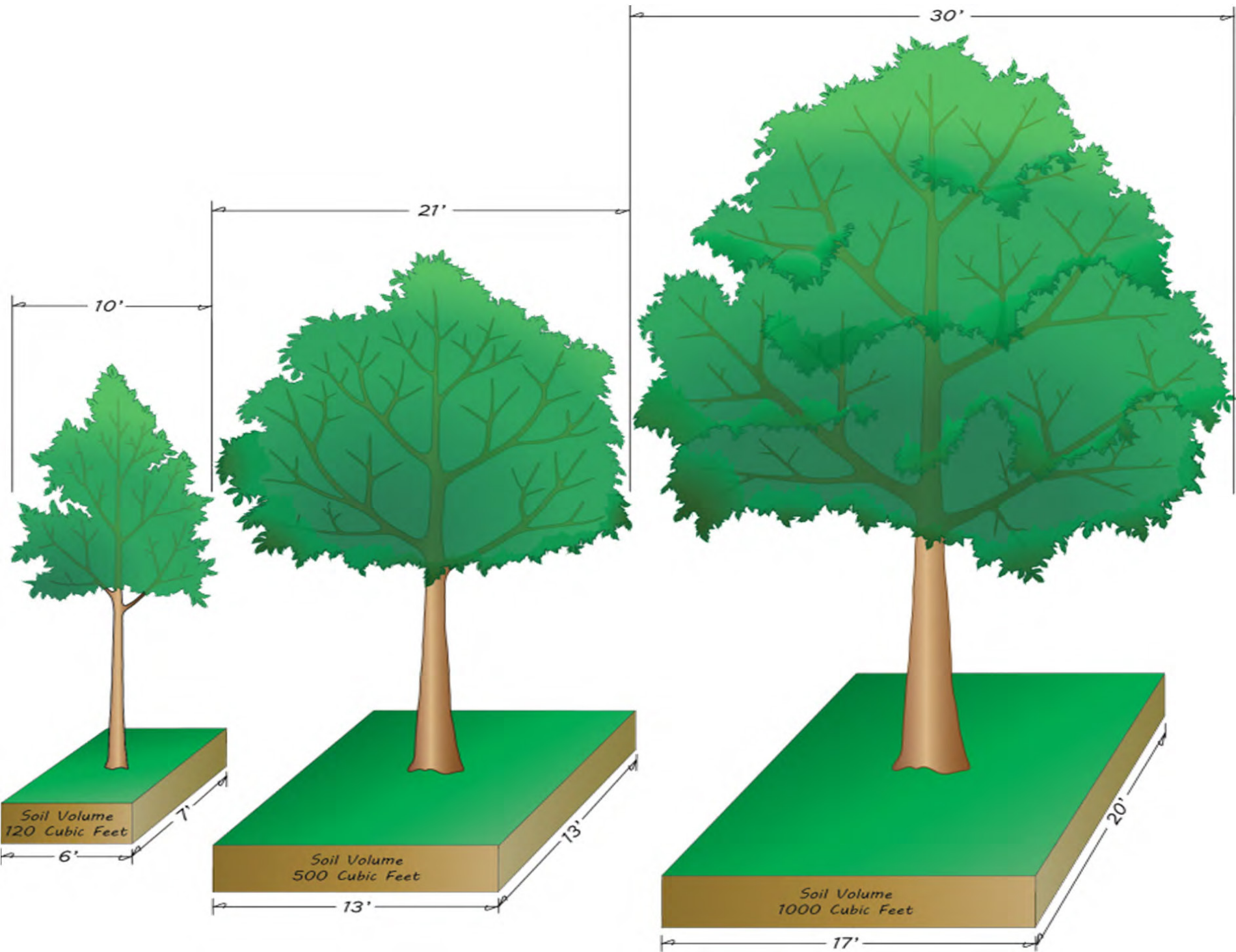


Wangari Maathai

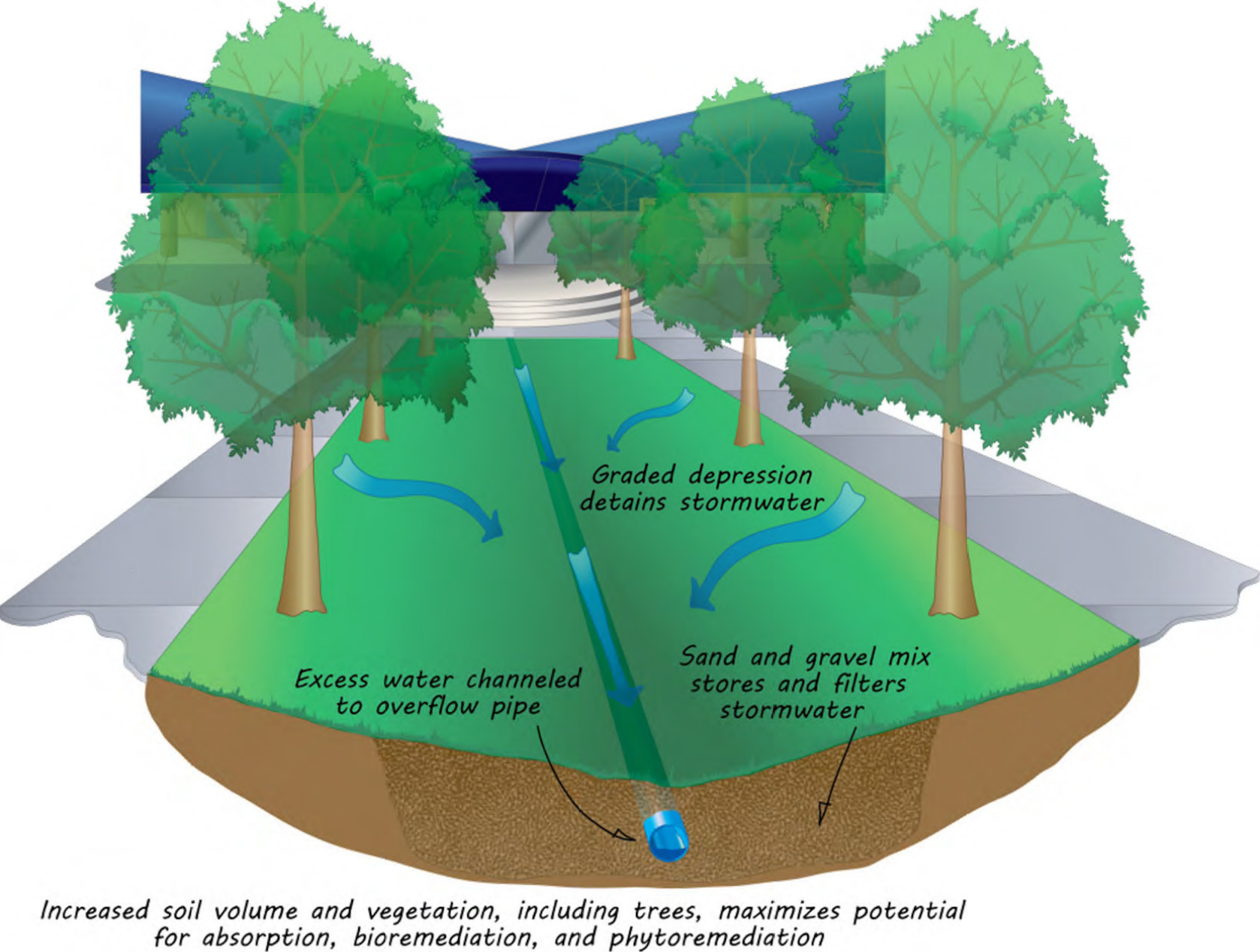


Appendix D: Soil Volume and Tree Stature

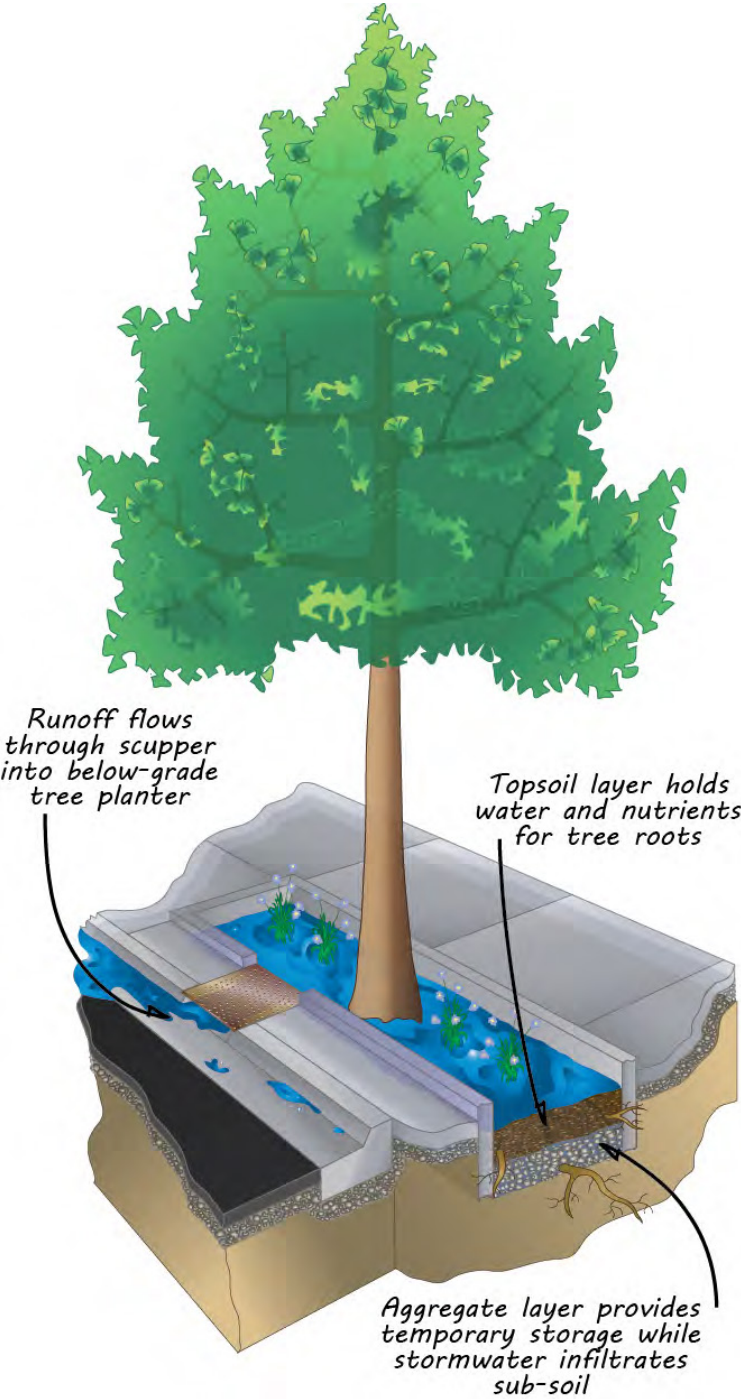
Tree growth is limited by soil volume. Larger stature trees require larger volumes of uncompacted soil to reach mature size and canopy spread (Casey Trees, 2008).



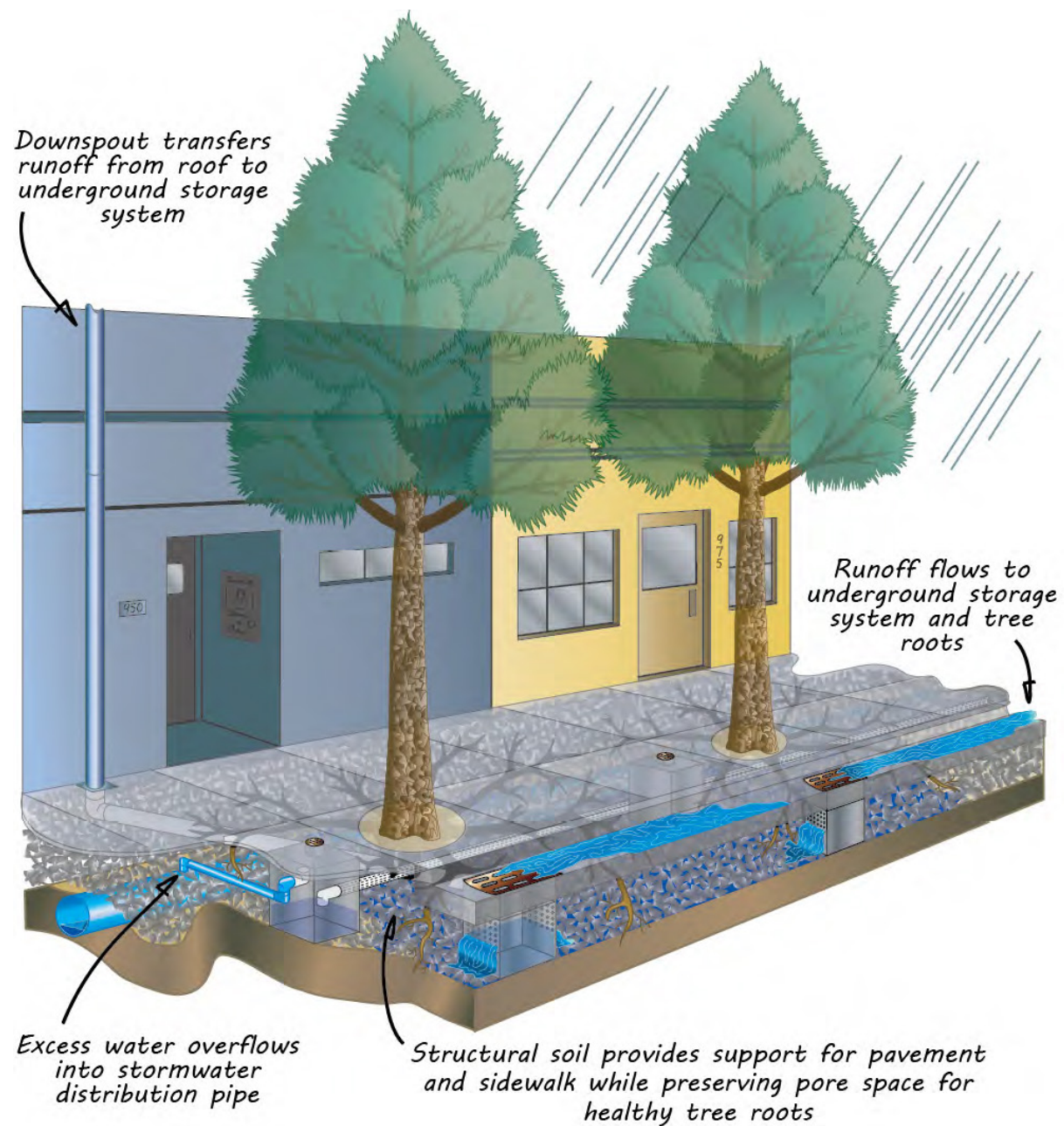
Appendix E: Alternative Planter Designs



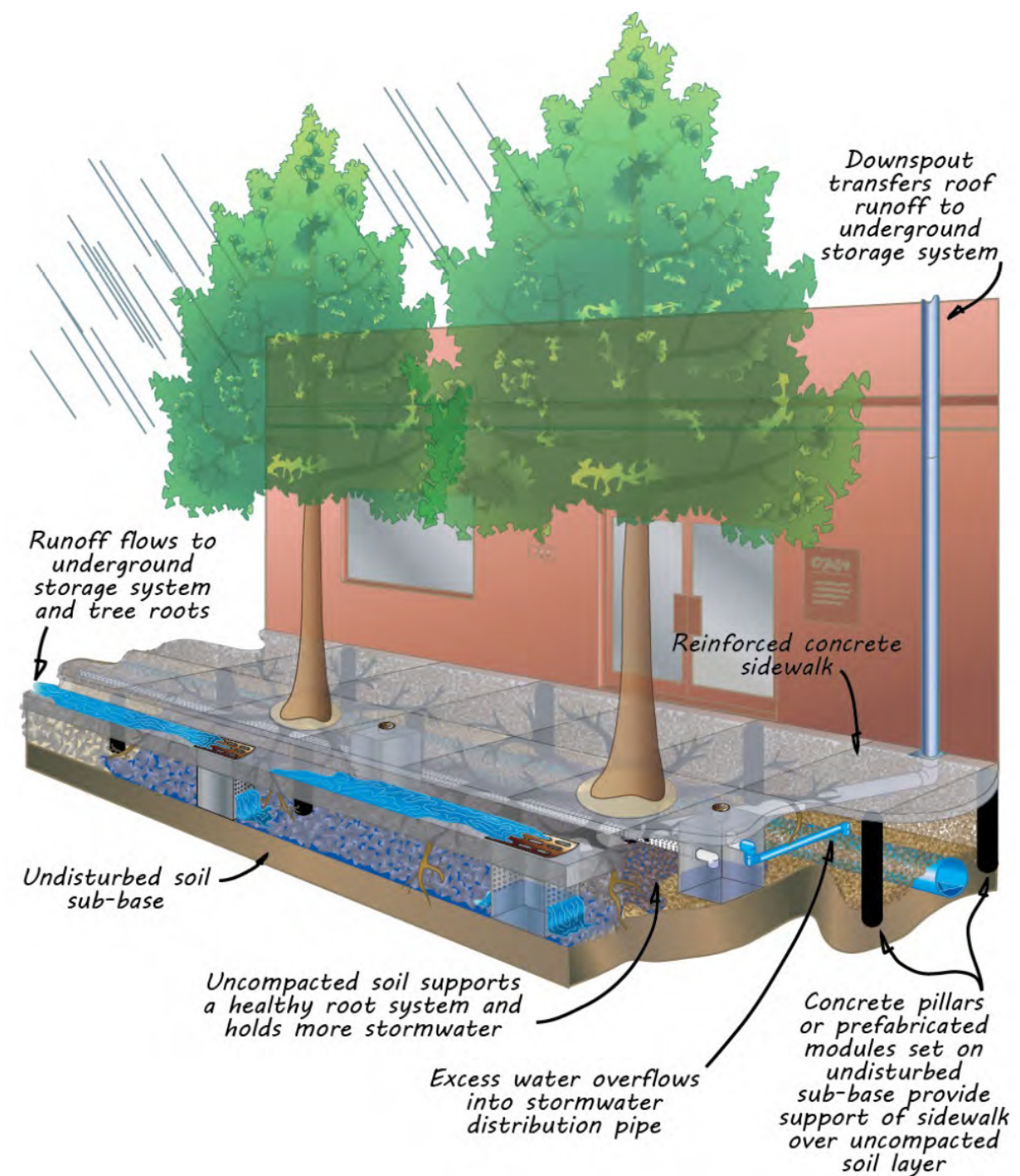
Above: Bioswales are landscaped drainage areas with gently sloped sides designed to provide temporary storage while runoff infiltrates the soil. They reduce off-site runoff and trap pollutants and silt.



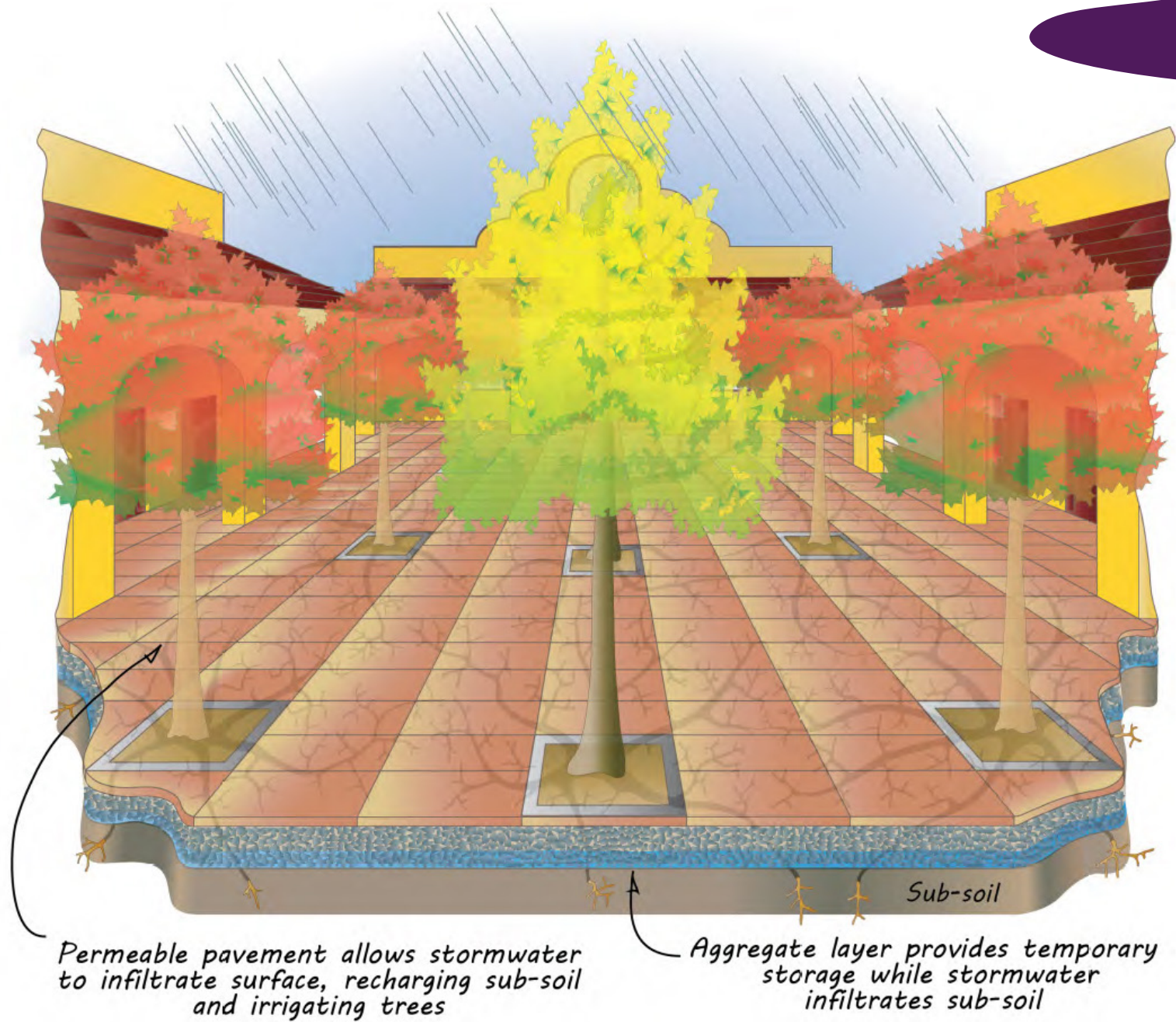
Above: Stormwater tree pits are designed to collect runoff from streets, parking lots, and other impervious areas. Stormwater is directed into scuppers that flow into below-grade planters that then allow stormwater to infiltrate soils to supplement irrigation.



Above: Structural soil is a highly porous, engineered aggregate mix, designed for use under asphalt and concrete as a load-bearing and leveling layer. The created spaces allow for water infiltration and storage, in addition to root growth.



Above: Suspended sidewalks use pillars or structured cell systems to support reinforced concrete, increasing the volume of uncompacted soil in subsurface planting areas and enhancing both root growth and stormwater storage.



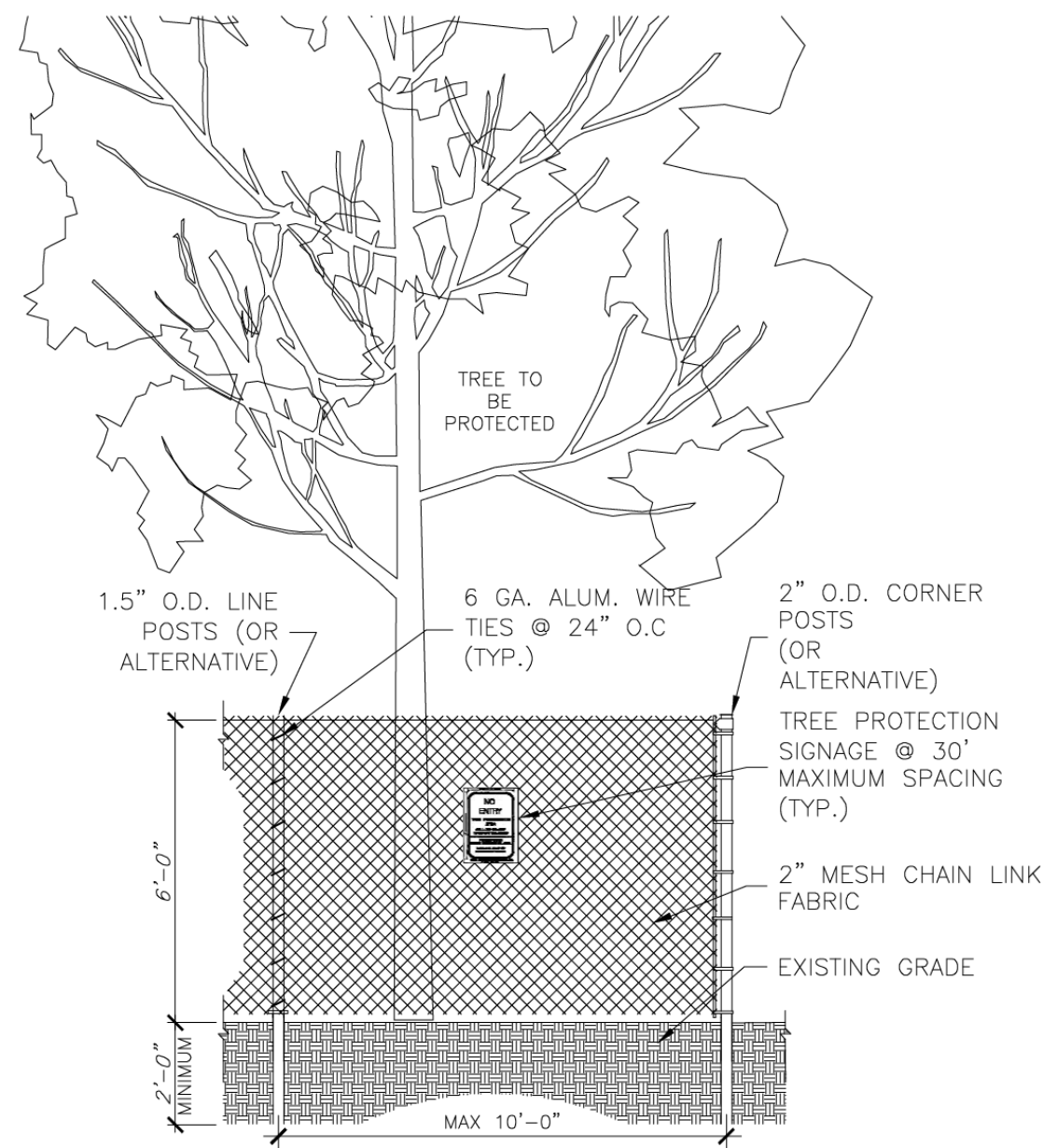
Above: Permeable pavements allow stormwater and oxygen to infiltrate the surface, promoting tree health and groundwater recharge.

I have spent time in many nearby cities and see how areas such as Chico have worked so hard to incorporate many trees into much of their town. It relaxes me and puts me in a more positive headspace. And I can't understate their many more practical applications, like helping save residents from the often dangerous heat levels.



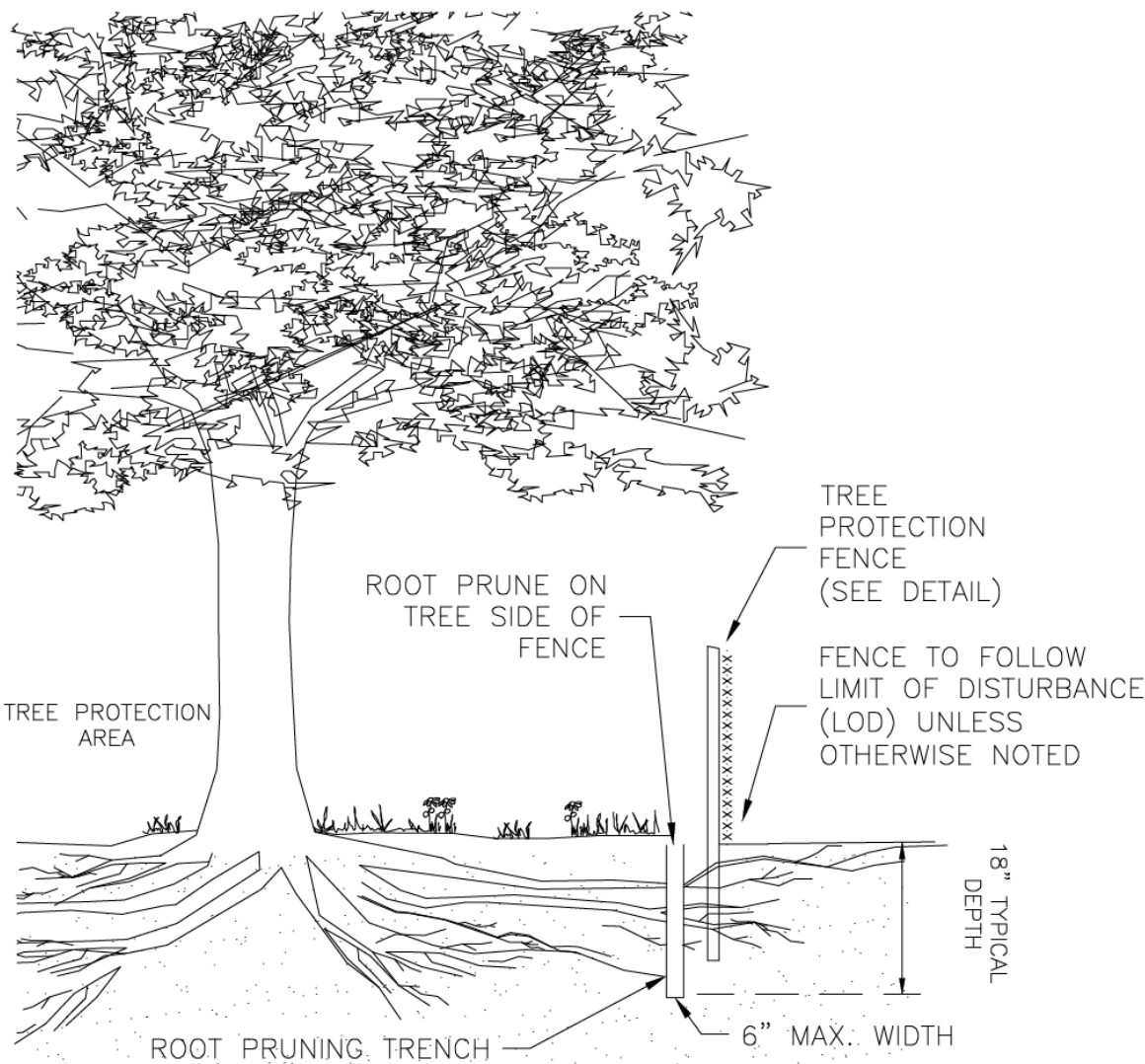
Survey Respondent

Appendix F: Tree Protection Zones



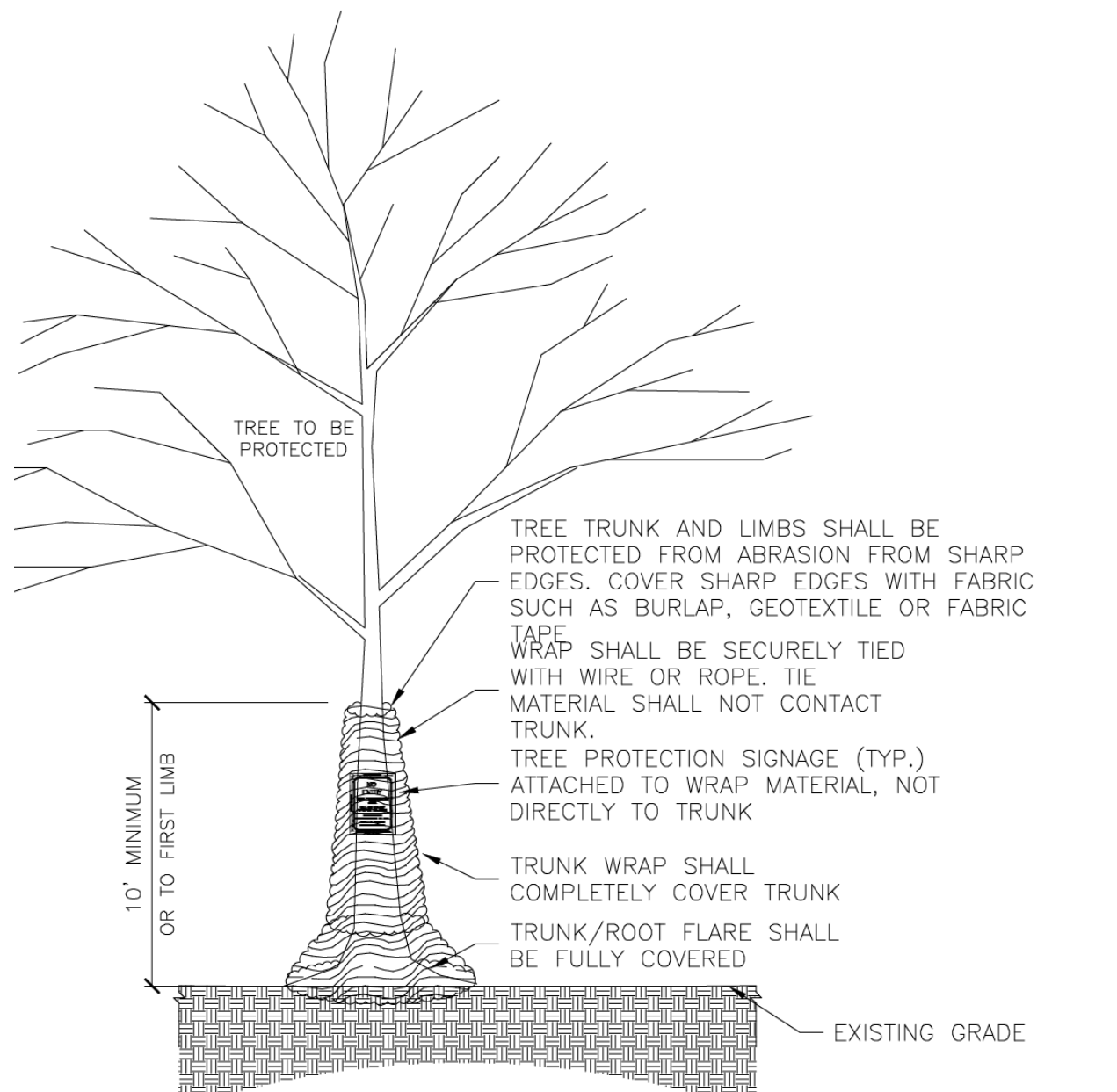
- NOTES:
1. TREE PROTECTION FENCE SHALL BE INSTALLED PRIOR TO ANY SITE WORK, CLEARING OR DEMOLITION.
 2. SUPER SILT FENCE MAY BE USED IN LIEU OF WELDED WIRE FOR TREE PROTECTION PROVIDED IT IS INSTALLED AND MAINTAINED AS A TREE PROTECTION MEASURE AND IS POSTED WITH TREE PROTECTION SIGNS.
 3. TREE PROTECTION FENCE SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. REMOVE FENCE ONLY WITH APPROVAL AND AFTER ALL SITE WORK HAS BEEN COMPLETED.

1 CHAIN LINK TREE PROTECTION FENCE (TYPICAL)
TP1 SCALE: NTS



- NOTES:
1. TREE PROTECTION AREA WILL BE DETERMINED AS PART OF THE PLAN REVIEW PROCESS. EXACT LOCATION, DEPTH AND METHODS OF ROOT PRUNING TO BE DETERMINED IN THE FIELD BY PROJECT ARBORIST.
 2. EXACT LOCATION OF TREE PROTECTION AREAS SHALL BE STAKED OR FLAGGED PRIOR TO TRENCHING.
 3. TRENCH SHOULD BE BACKFILLED IMMEDIATELY OR INCORPORATED WITH SILT FENCE INSTALLATION.
 4. ROOTS SHOULD BE SEVERED BY TRENCHER, VIBRATORY PLOW OR APPROVED EQUIVALENT. ROOTS OVER 1.5" DIAMETER SHOULD BE CLEANLY CUT BY HAND. ROOT PRUNING ADJACENT TO SPECIMEN TREES MAY REQUIRE SOIL REMOVAL BY SUPERSONIC AIR TOOL TO MINIMIZE TREE AND ROOT IMPACTS.

2 ROOT PRUNING (TYPICAL)
TP1 SCALE: NTS



NOTES:

1. TRUNK WRAP MATERIAL SHALL BE DOUBLE SIDED GEOCOMPOSITE, GEONET CORE WITH NON-WOVEN COVERING (SUCH AS TENAX TENDRAIN 770/2) OR EQUIVALENT.
2. WRAP SHALL BE INSTALLED BY A CERTIFIED ARBORIST.
3. WRAP SHALL BE INSTALLED PRIOR TO ANY SITE WORK, CLEARING OR DEMOLITION.
4. WRAP SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. REMOVE WRAP ONLY WITH APPROVAL AND AFTER ALL SITE WORK HAS BEEN COMPLETED.
5. WRAP SHALL BE REMOVED PROMPTLY AFTER CONSTRUCTION.
6. MAJOR SCAFFOLD LIMBS MAY ALSO REQUIRE THIS PROTECTION AS DIRECTED BY THE PROJECT ARBORIST.

3
TP1 TREE TRUNK & LIMB PROTECTION WRAP (TYP)
SCALE: NTS

Love note to trees. How do I love trees let me count the ways: your varieties from fruit to palm. What you provide to all creatures great and small. Your beauty is pleasing to the sighted and comfort to the blind and sight impaired. How do I love thee (trees), I can't count the ways. The ways are innumerable but just know this: I love you.

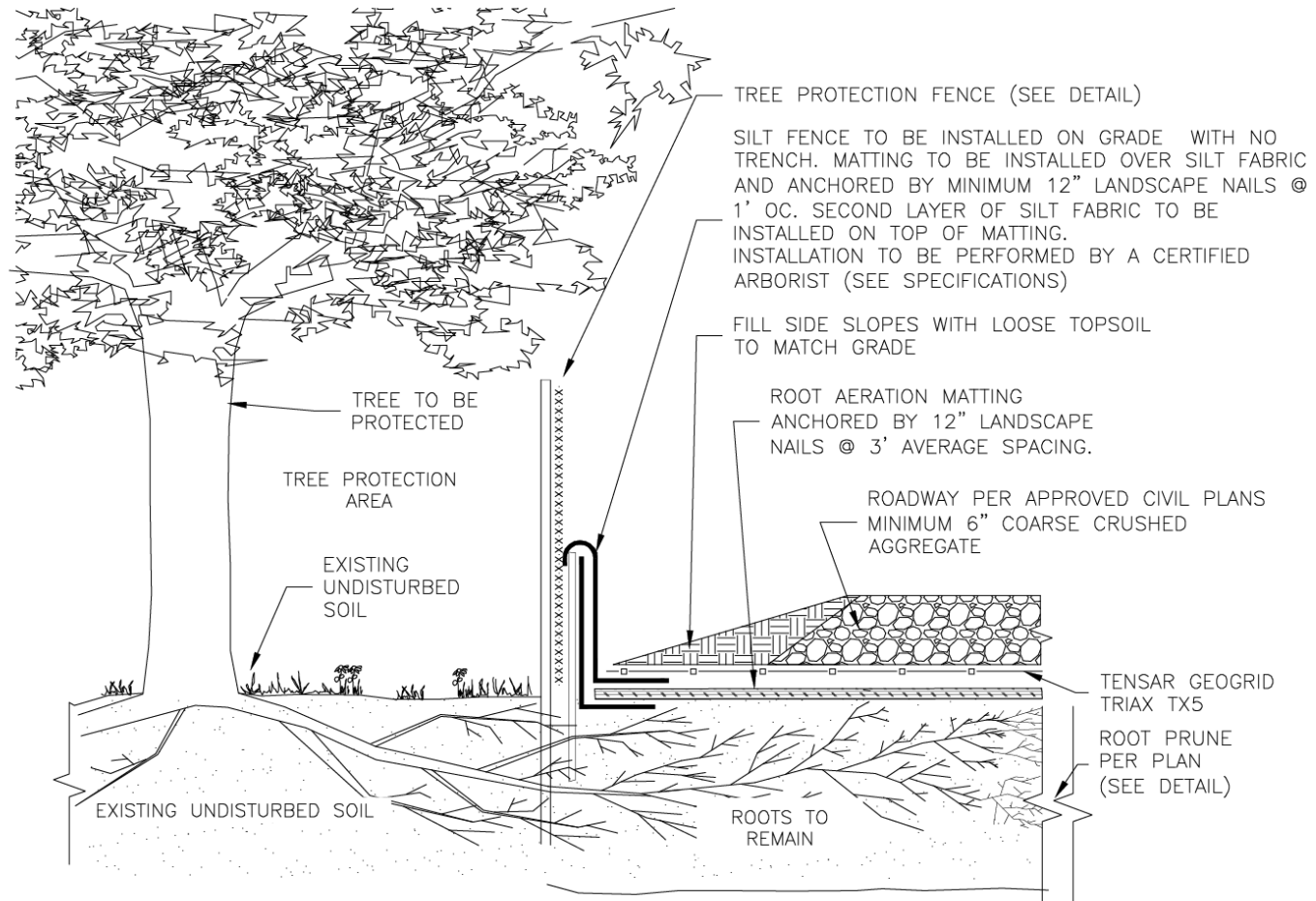


Survey respondent

Yuba City needs to become more about "outdoor spaces" - things like outdoor dining and entertainment not only attract tourism and business, but it also provides a reason to stay local

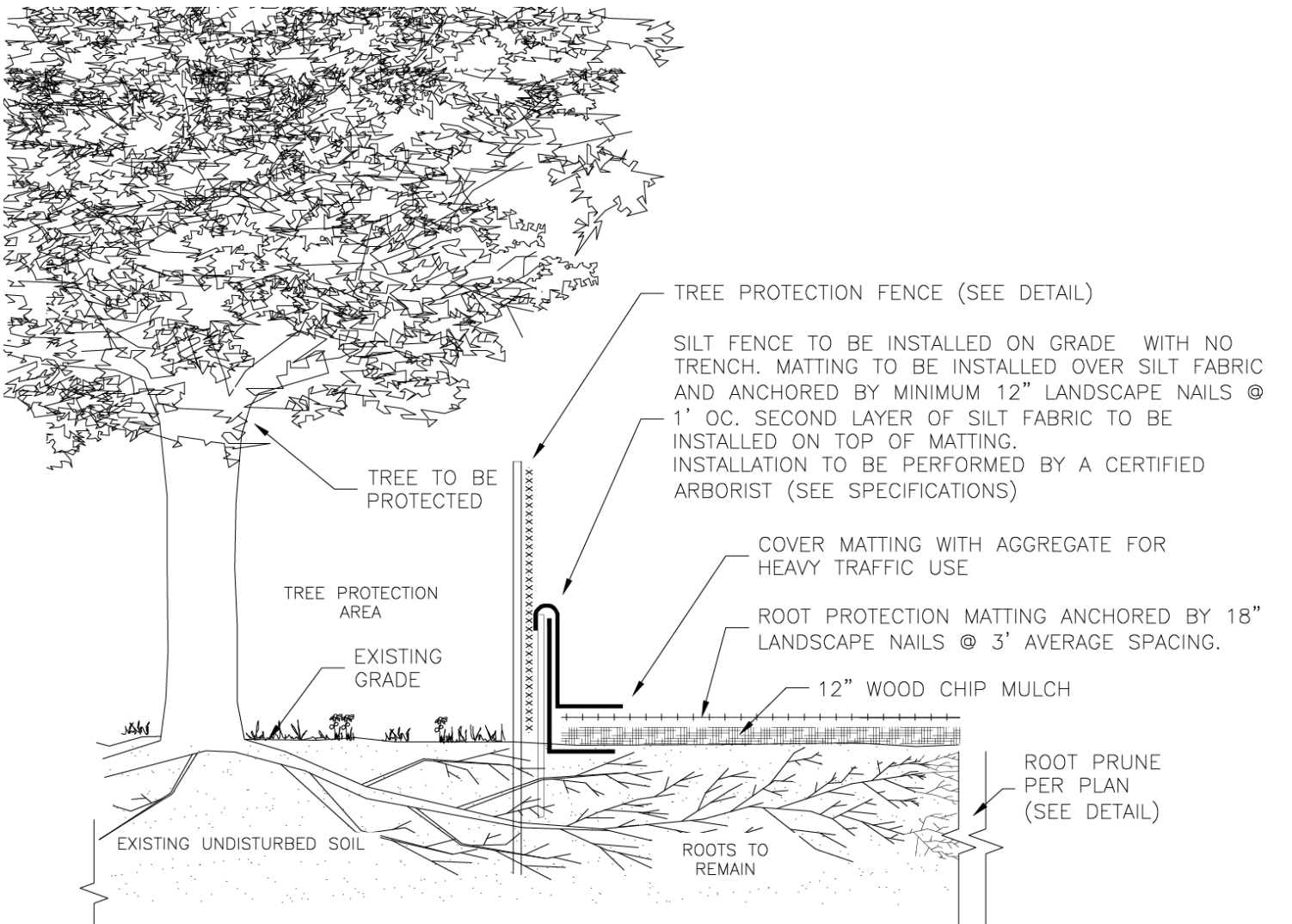


Survey respondent



NOTES:

1. MATTING MATERIAL SHALL BE DOUBLE SIDED GEOCOMPOSITE, GEONET CORE WITH NON-WOVEN COVERING (SUCH AS TENAX TENDRAIN 770/2) OR APPROVED EQUIVALENT.
2. RAM SHALL BE ANCHORED BY 12" LANDSCAPE NAILS @ 3' AVERAGE SPACING.
3. RAM SHALL BE INSTALLED BY A CERTIFIED ARBORIST EXPERIENCED WITH THESE SYSTEMS.
4. ANY REQUIRED SITE PREPARATION/GRADING TO BE DONE USING SSAT TO MINIMIZE ROOT DAMAGE.
5. ALL ADJACENT WORK SHALL BE SUPERVISED BY CERTIFIED ARBORIST
6. GEOGRID SHALL BE TENSAR TRIAX TX5 OR APPROVED SUPERIOR.
7. AGGREGATE FILL SHALL BE TAPERED TO MATCH EXISTING GRADE WHOLLY ON RAM MATERIAL.
8. GEOGRID AND RAM PLACEMENTS SHALL BE OVERLAPPED BY 2'.
9. TOPSOIL MAY BE PLACED LOOSELY ON SIDE SLOPES AS REQUIRED TO MATCH GRADE. TOPSOIL SHALL NOT BE COMPACTED. RAM MUST EXTEND TO DAYLIGHT AND MAY BE TRIMMED AT FINAL TOE OF SLOPE.
10. SILT FENCE SHALL NOT BE TRENCHED AND MUST BE COORDINATED WITH ARBORIST FOR INSTALLATION.
11. EQUIPMENT/TRAFFIC SHALL NOT TRAVEL DIRECTLY ON RAM/GEOGRID. TRAFFIC MAY TRAVEL ON FINAL FILL ONLY.

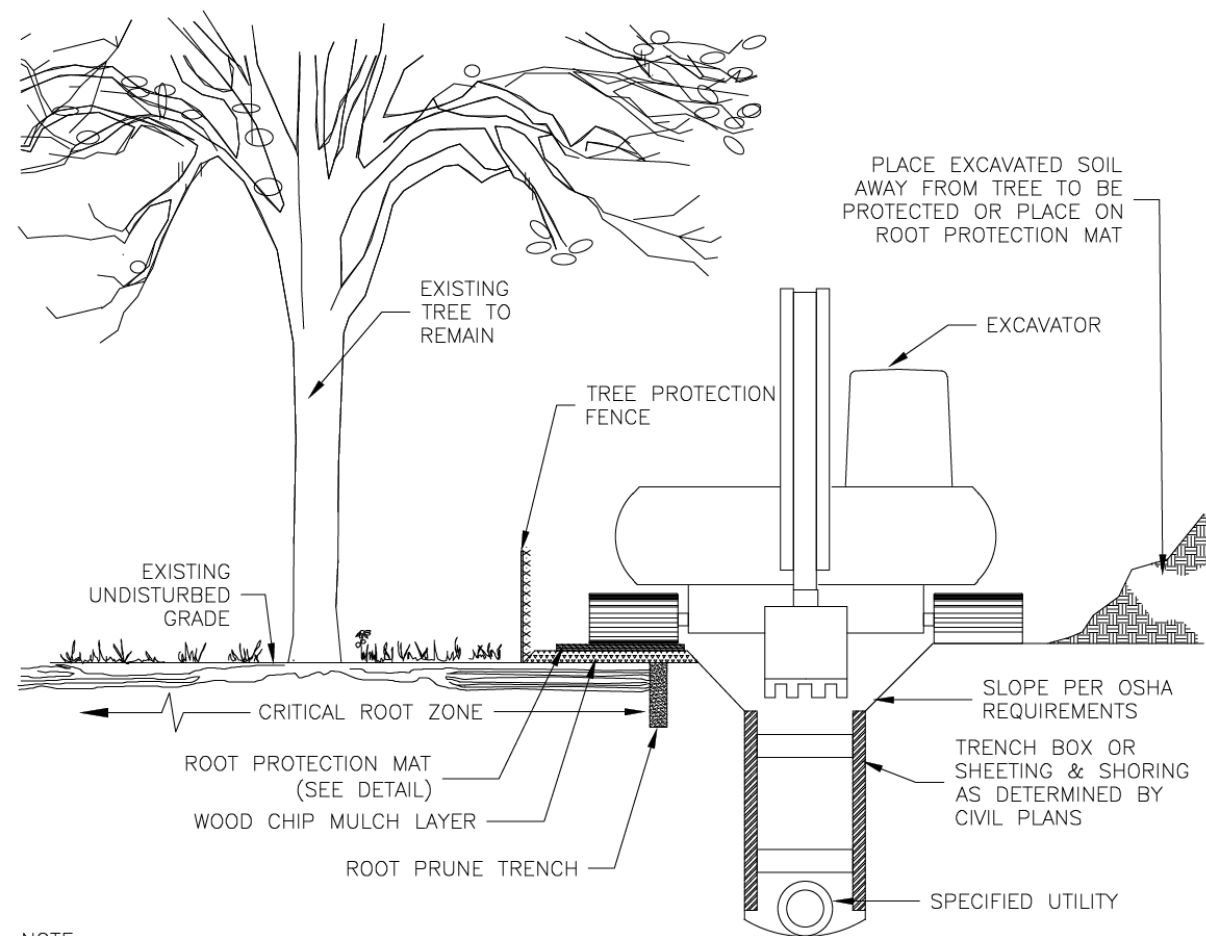


NOTES:

1. MATTING MATERIAL SHALL BE DOUBLE SIDED GEOCOMPOSITE, GEONET CORE WITH NON-WOVEN COVERING (SUCH AS TENAX TENDRAIN 770/2) OR APPROVED EQUIVALENT.
2. RPM SHALL BE INSTALLED BY A CERTIFIED ARBORIST.
3. TO BE USED FOR DESIGNATED TEMPORARY CONSTRUCTION ACCESS AND STOCKPILE AREAS.
4. MATTING SHALL BE PLACED ON 12" WOOD CHIP MULCH UNLESS OTHERWISE DIRECTED.
5. FOR HEAVY TRAFFIC AREAS, MATTING SHALL BE COVERED WITH 6-8" WELL GRADED CRUSHED AGGREGATE. ADDITIONAL LAYERS OF GEOTEXTILE MAY BE NEEDED.

4 ROOT AERATION MATTING WITH GEOGRID FOR ROADWAY (TYP)
TP1 SCALE: NTS

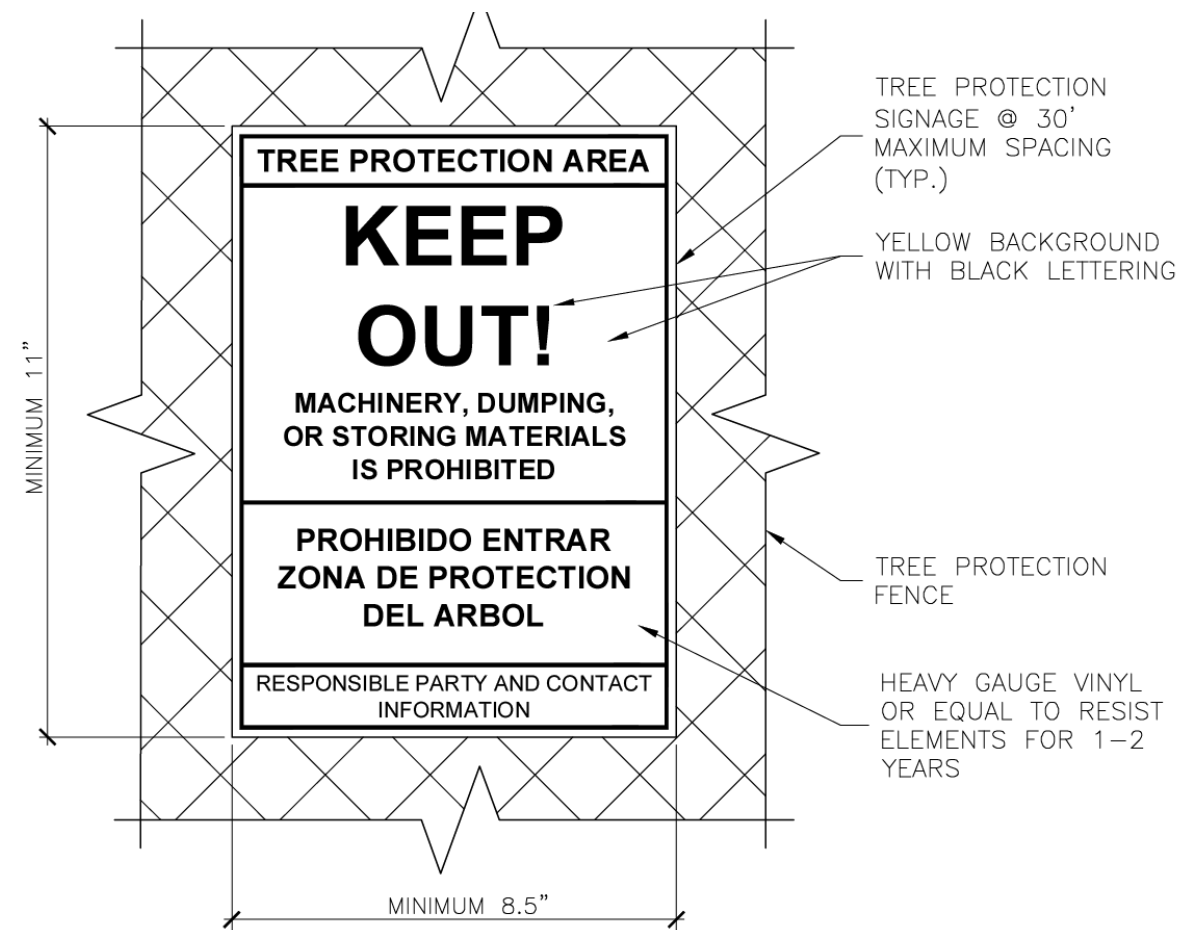
5 TEMPORARY ROOT PROTECTION MATTING (TYPICAL)
TP1 SCALE: NTS



NOTE:

1. EXACT RPM DIMENSIONS TO BE DETERMINED BY PROJECT ARBORIST
2. ARBORIST TO COORDINATE WITH SITE SUPERINTENDENT FOR PIPE LAYOUT, DEPTH, SIZE OF EQUIPMENT, WIDTH OF TRENCH, AND OVERDIG TO DETERMINE LOCATION AND LAYOUT OF TREE PROTECTION.
3. ARBORIST TO COORDINATE WITH SITE SUPERINTENDENT FOR OVERHEAD CLEARANCE ISSUES. MAY REQUIRE SELECT PRUNING OR TEMPORARY GUYING.
4. ARBORIST TO MONITOR BACK FILL AND RESTORATION ADJACENT TO PROTECTED TREES.

6 TREE PROTECTION FOR UNDERGROUND UTILITY (TYP)
TP1 SCALE: NTS



NOTES:

1. SIGNS TO BE ATTACHED TO TREE PROTECTION FENCE OR POSTS AT READABLE LEVEL.
2. 30' MINIMUM SPACING AVERAGE ADJUSTED FOR MAXIMUM READABILITY.
3. MINIMUM ONE SIGN FOR SMALL TREE PROTECTION AREAS.
4. SIGNS MAY BE REMOVED FROM RESIDENTIAL LOTS UPON ISSUANCE OF USE AND OCCUPANCY.
5. SIGNS TO REMAIN ON NON RESIDENTIAL SITES FOR MAINTENANCE PERIOD.

7 TREE PROTECTION AREA SIGN (TYPICAL)
TP1 SCALE: NTS

Appendix G: Community Survey

1. Trees are important to the quality of life in Yuba City.

	Response %	Response Count
Strongly Agree	87.55	218
Agree	11.24	28
Disagree	0	0
Strongly Disagree	0.4	1
Not Sure	0.8	2
Other (please specify)	0	0
Total		249 (0 skipped)



2. Understanding which benefits are most appreciated by residents can help guide long-term management strategies. Please select your top 3.

	Response %	Response Count
Carbon storage	36.14	90
Energy savings	56.63	141
Air quality improvements	84.74	211
Stormwater interception	27.71	69
Wildlife habitat	57.83	144
Other (please specify)	14.06	35
a sense of place - restoration of the native plants that were originally here		
Aesthetics		
Beautification		
Beautification Efforts		
Beautification/Aesthetics		
Beauty		
beauty		
beauty		
Beauty		
Beauty		
Beauty scenery		
Creates a more "Hometown America" feel		
General appearance		
Get rid of the homeless		
Helping the people more		
Maintenance		
Mental health and joy		
Mood and general aid to mental well-being. No one wants a bleak concrete wasteland.		
More Controlled burns!!! The problem with all these fires is we aren't burning anymore!		
N/A		
Nice wide roads		
prevents urban heat effect (higher temps from infrastructure)		
Reducing urban heat island		
Regenerative farming		
Religious together eco system		
Safe evacuation plans		
security, maintenance, laundry room, forest fires, sanitation, rodent		
shade		
Shade		
Shade		
Shade		
Shade		
Shade, aesthetics		
Shade, temperature control.		
Tourism		
Total		

3. Trees also provide economic, aesthetic, and quality of life benefits. Please select your top 3.

	Response %	Response Count
Increased property value	19.28	48
Beauty/Aesthetics	59.84	149
Supports human health	49	122
Promotes a walkable community	46.18	115
Shaded trails, sidewalks, and bike trails	68.27	170
Shaded parking lots	24.9	62
Improve retail areas and neighborhoods	19.28	48
Passive recreation	8.43	21
Total		249 (0 skipped)

4. How concerned are you about climate change?

	Response %	Response Count
Very concerned	49.8	124
Slightly concerned	23.69	59
Unsure	10.04	25
Not concerned	9.64	24
Not concerned at all	6.83	17
Total		249 (0 skipped)

5. Optional. Use this space to provide additional comments on the benefits of Yuba City’s trees.

- Clean up the city from homelessness and their garbage, especially along Highway 20. Trees are definitely needed but are going to do no good when the city is being rundown from abandoned buildings and the growing homeless population leaving trash everywhere.
- Come up with a solution for the “parkway” trees in front of people’s homes. If they are forced to have the trees by the city, then the city needs to be responsible for the broken water and sewer pipes caused by the city’s trees. If the city won’t pay for the repairs, the don’t force or fine residents for removing trees causing damage.
- Great opportunity to fill in useless lawn areas with trees and low growing native ground cover to conserve water and highlight the local flora. Trees along areas known for speeding can slow traffic (as well as times lights, but that’s a different subject). Having shaded shared spaces makes it a welcoming community environment.
- I am deeply appreciate this being brought up! I have spent time in many nearby cities and see how areas such as Chico have worked so hard to incorporate many trees into much of their town. It relaxes me and puts me in a more positive headspace. And I can’t understate their many more practical applications, like helping save residents from the often dangerous heat levels.
- I believe trees are one of the most important things on our planet and I’ve always appreciated the large amount and variety of beautiful trees in this town.
- I enjoy trees, thought that Yuba City was a Tree City through Arbor Day Society. It’s hot here, trees provide shade. Birds love them, too! Good for us, good for the environment!
- I grew up in Paradise CA, and know, despite the dangers of forests and tons of trees, there are so many benefits. The quality of air Paradise had compared to Yuba City was noticeable just by getting out of your car and taking a breath. With more trees, we have more fresh oxygen, better physical AND mental states of health. We feel better throughout the day and it’s much more pleasant to look at, if you want to get into cosmetics. I grew up watching all the Dogwoods bloom each year, rose bushes, pine trees, oaks, and so many more I don’t even know the name of. It was so beautiful and refreshing to see and smell. Trees are essential to human life, not concrete, not oil. Mother nature tells us each year that we need to help her, not destroy her, and the Camp Fire was the final straw for me. I cannot just sit and watch all these warning signs of climate change happening. Please, plant the trees and let them grow into what was here before.
- I hope you protect trees, not like what city has handled COVID! City has strike a balance between Solar & Trees.... Remember how the city dragged its feet with Solar projects....
- I know they are messy but incorporating edibles and encouraging the community to pick and eat ripe fruit would have the added benefit/output of providing nutrition
- I love that YC is making this a beautiful city.
- I loved Chico for all of its trees and love that Yuba City is thinking about a future with more trees!
- I strongly believe in maintaining and absolutely adding more trees to the Yuba City community. They provide the necessary shade to balance out the hot and long summers in this area. They encourage people to be outside more, improve air quality, and beautify the area. Ask residents to serve the community by helping plant trees. We would be happy to!
- I would love to see more native species such as oaks and other trees that are expected to do well with climate change.
- I’ve always wondered why Yuba City looks like a giant parking lot. It’s all concrete, asphalt, and some shrubs here and there. Meanwhile an hour south is Sacramento, “The City of Trees,” and an hour north is Chico, with one of the country’s largest city parks. Not to mention YC sits at the intersection of two rivers and rests atop fertile farmland. Where are all the trees????
- In an area that becomes hot during the summertime, trees provide welcome shade. That is more important as the effects of climate change become more pronounced.
- In scheme of things, trees are important to creatures big and small
- Make sure it can be properly maintained from fire, homeless encampments, and vandalism.
- Male trees are major pollen producing trees and contribute to allergies, unlike female trees. Sycamores would not be my choice for a park tree because of the “leaf fuzz” and the summer blight they get that disfigures the leaves. Trees are essential for our city and our health, especially shade produced in our 100+ degree summers.
- More trees and bike paths please our town is so small I can bike across town faster than I can drive. Due to limited bike space and heavy traffic I am unable to bike as often. Let’s make biking safe and fun and not just for homeless people.
- More trees in public places are better.
- More trees make a better community
- N/A
- Nasty trees in parking lots drip on cars. Use correct trees
- Native oaks are the best trees!
- No Thanks
- plant more, cut fewer down!! Little stick trees that don’t develop a large crown are not worth having. Crepe Myrtle trees are decorative, but don’t provide shade or the energy saving qualities needed for neighborhoods.
- Please add lots of native trees
- Please consider planting trees and additional plants on Tulley Parkway.
- Please don’t take down trees, they help with my anxiety and feel very down in places where there are few trees. Please plant more and ask the community to volunteer. I would love to volunteer in this task.
- Please keep street trees and not eliminate them due to developers not wanting to pay or maintain them.
- Please plant more around the city!! They really help in the beauty of the city and also the very hot summers
- Please plant more trees where appropriate, but make sure you use a tree that uproot sidewalks, parking areas, etc.
- Shade
- Shade from tree canopies significantly lowers the average temperature compared to non-tree lined cities
- Street trees are great for the city but must have a well-trained staff of arborists to properly maintain the trees. This is currently not the case and it shows.
- The city is focusing on trees in the wrong areas. Trees in row as by stabler and hwy 20 looks terrible. Just west of that spot on the 20 where cool hand Luke’s is at has so many trees you can’t see any of the businesses. 4 sites have never been filled there because you can’t see anything. Trees down Plumas is good and also on Bridge would be fantastic. Having trees along Franklin would be great as well to hide some of the trashy houses in the area as well
- The city should have a unique look, something beautiful where other cities would follow
- The city would be a lot better if the people in charge weren’t so determined to rip them out.
- The most appealing neighborhoods and business districts in California are those with mature & interesting trees. Carmel, Calif, Colusa Ca, 2nd St in Yuba City, Parts of Hillcrest in Yuba City, etc.
- The trees in Yuba City are beautiful. The more there are the better!
- The trees make the city beautiful, and cooler. Just take a walk down Plumas St. on a summer afternoon and you will see the benefit. Just, PLEASE manage them better than the state does in the forests!
- The trees you take away the more DESOLATE everything looks! Like It’s Dying! We all need TREES to SURVIVE!
- The worst problem with the city’s trees are they tear up the sidewalks making it hazardous to walk on. They are filthy and shed stuff 3 times a year. They harbor flying beetle-like bugs by the thousands. Homeowners are not permitted to remove the trees as they belong to the city yet are responsible for the clean-up of the horrific mess they create. I am talking about the trees on Mariposa Dr, Arbor, Courtyard and Twins streets. Go look for yourself at the sidewalk issue alone! I dare you! These are extremely messy trees with very invasive roots! Why would anyone plant those type trees is beyond comprehension! Please go look for yourself, take a stroll down those sidewalks. They are Dangerous!! Also, they have destroyed countless sprinkler lines costing the homeowner hundreds to repair!! Will the city reimburse us for that??
- This state is in serious trouble. The governor ignores the safety and needs of California residents. I fear the only thing left to do is move. Northern California used to be primarily Republican. It seems we are becoming more and more like LA, San Francisco, etc. God help California...
- Trees also absorb sound waves which can create a more relaxing environment
- Trees are critical to Yuba City. Not only do they provide shade in the devastating heat, they improve air quality and the beauty of this town, which will improve tourism.
- Trees are important everywhere. Climate change is happening quickly and we need to do something.
- Trees are a key ingredient to fight climate change. They are not only beautiful but are the solution
- Trees are such a vital way to welcome people to our community.
- Trees are the lungs of our planet. Not only do they improve air quality but they also create new habitats for wildlife and provide shade & beauty for members of the community.
- Trees are very important but understanding the difficulties regarding the crows is also important. Detering the crows would be helpful while still maintaining as many trees, especially large trees, as possible.
- Trees will always benefit the area greatly in numerous ways, this area has pretty hot summers and it’s not close to cheap to air condition homes here so more shaded communities are a big help. I am from South Carolina originally where people complain about a \$100 utility bill. I’d throw a party if I got a bill that low from PG&E during the summer. Without trees we’ll also see drastic effects of increased greenhouse gases and climate change. Trees are essentially keeping us alive, no doubt about it.
- Trees will always filter the air and promote a sense of comfort, health, and beauty. It promotes curiosity and education. Shade and coolness.
- Yuba City has beautiful trees. Don’t change
- Until we are able to have reliable, cost effective, CONSISTENT ENERGY sources, promoting ample space for drought resistant trees and vegetation should at least help with the increased heat temperatures that impact the valley.
- We don’t need an urban forest. For when it comes to maintaining and long-term windy days safety hazard. But let’s keep a minimum amount of trees
- We need a tree in front of my house on B St and Robinson
- We need a resource to go to for suggested trees for our site to meet area goals. What trees are best and where to buy maybe at a discount and when to plant. A youth organization could provide planting help for seniors.
- We need more trees to shade bike routes and walking paths.
- We need to diversify the type of trees being planted that will provide shade, not make a mess, and survive for at least fifty years.
- We need to move away from the strip mall, bedroom community for Sacramento mentality and make nice outdoor spaces to enjoy instead of having to drive everywhere and only have indoor dining and entertainment
- We need trees that don’t damage sidewalks, and don’t block views of oncoming traffic.
- We need an overall plan to save the trees that would normally be cut down by PG&E because they are in the way of the power lines. Put the lines underground!
- Yuba City could benefit greatly from incorporating more native plants into its residential, commercial, and street plantings.
- Yuba City needs to become more about “outdoor spaces” - things like outdoor dining and entertainment not only attract tourism and business, but it also provides a reason to stay local

6. What is your current awareness of the city’s urban forest operations? Please check all that apply.

	Response %	Response Count
I was not aware that the city provides care to public trees	51.93	121
I have visited the city’s website for information about public tree and/or the urban forest	16.31	38
I have read a newspaper article that discussed public trees and/or Yuba City’s urban forest	14.59	34
I have participated/volunteered at tree related events in Yuba City	3.43	8
Other (please specify)	19.31	45
Aware		
Aware not interacted		
Aware that Yuba City is a designated Tree City USA community		
Aware, but not active		
City is involved with nuisance tree removal, to my understanding		
City maintains trees in public right of way		
Did not know		
Have witnessed Park employees grooming park areas		
I am aware but don't hear any details about it		
I am new to the area and am not aware of the city's urban forest operations, but am learning.		
I am not aware of any tree-related events in the city		
I did not know.		
I do not live in the vicinity of Yuba City		
I expect pit city should have more trees and trails since we lived several cities in the past.		
I have developed MWELO landscape required plans for residential development		
I have planted trees at schools to enhance shade and aesthetics		
I just graduated with a 4 year degree from Humboldt State University with a BS in Forestry restoration.		
I just know		
I knew trees were important to our town and that there are public trees that are maintained.		
I know every city has a plan for trees		
I know that the city provides care to public trees, but I was not aware that there was an Urban Master Plan.		

	Response %	Response Count
I know the city cares little for the damage their tress due to the streets and sidewalks		
I know the city provides care to public trees		
I know the city prunes street trees		
I know the city sends out professionals to tend to trees because they do not coordinate well with the residents. They send people out to trim trees and block them in driveways and remove our garbage bins from the street so we miss pick ups		
I live close to Bogue Park and saw city workers managing trees, trimming, and cutting them.		
I live close to public park and saw city workers managing trees, trimming, and cutting down the trees.		
I see the trees planted along Franklin Ave years ago and they are now an eye sore. They don't get water or any care. Most have died. Between Wilbur and Garden Hwy.		
I was aware		
I was aware of city care but have not researched		
I was aware that the city provided care to public trees		
I was aware that the city provides care to public trees		
I’m aware		
Live north Yuba City Regency Park area where city maintains .		
None		
None		
none . didn't know there was a master plan of course you care for them		
None of the above		
Spoken to park maintenance and watched tree trimming events by city employees.		
Talked to a City employee		
The trees on south Walton need care and are left to die if a neighborhood needs trees, it’s that one		
They can choose better looking trees		
They maintain trees on my street		
Tree maintenance needs improvement.		
Wasn’t aware of this plan		
Total		233 (16 skipped)

7. What is your satisfaction with the current level of maintenance provided for public trees?

	Response %	Response Count
Completely satisfied	13.30	31
Somewhat satisfied	39.06	91
Neutral	36.91	86
Somewhat dissatisfied	9.01	21
Completely dissatisfied	1.72	4
Total		233 (16 skipped)

8. What level of maintenance do you prefer for public trees?

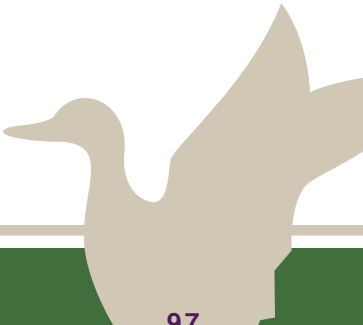
	Response %	Response Count
None - Keep them natural	2.15	5
Best possible care	50.21	117
Clearance only - for pedestrians and vehicles	6.01	14
As needed - manage hazardous conditions only	22.32	52
Holistic Plant Health Care - Improve the overall urban forest but not necessarily every tree	19.31	45
Total		233 (16 skipped)

9. Yuba City needs more public trees.

	Response %	Response Count
Strongly agree	62.66	146
Agree	26.61	62
Disagree	3.86	9
Strongly disagree	1.29	3
Not sure	5.58	13
Total		233 (16 skipped)

10. Where would you like to see more public trees planted? Please check as many as apply.

	Response %	Response Count
Parks	72.1	168
Open spaces and/or natural areas	70.82	165
Streetscapes	71.24	166
Commercial areas	55.36	129
Paths	59.66	139
Parking lots	57.08	133
Yuba City has enough public trees	4.29	10
Other (please specify)	6.44	15
40+ years of crow roosting along all Colusa Ave. at a great cost to remediate.		
A bike path with trees through the city! More along the river		
Along residential streets		
Anywhere and everywhere!! Retail has cut down many trees due to the crows and chickens making a mess. This should not be allowed. There are other ways to deal with the birds.		
Cemeteries		
Everywhere		
Fine people who top trees		
Houses backyards around firehouses there should be victory gardens		
I am not familiar with the area		
I would love to see many more trees planted along the Yuba-Sutter bike path, especially on the south side. Also at other outdoor recreation areas where there isn't much shade. If you build the trees and enhance the outdoors, they will come!		
My house		
Our parks and parking lots desperately need more shade.		
Surrounding downtown area, side, and adjoining streets.		
The empty lots owned by the city in Tierra Buena on Jefferson		
wherever water is already available.		
Total		233 (16 skipped)



11. What types of education and public outreach would you like to see offered by the urban forest program or volunteer groups? Please check all that apply.

	Response %	Response Count
Seminars and workshops	33.05	77
Interpretive trails and displays	53.22	124
Website resources	47.21	110
Online videos (e.g., YouTube)	27.47	64
Self-guided nature/tree walks	65.24	152
Informational brochures	23.61	55
Collaboration with schools for volunteer drives	55.36	129
Other (please specify)	4.29	10
4H		
AmeriCorps programs		
better education for property owners who have trees		
Coordination with residents that will be affected, as well as listening to those residents. Stop giving fires more kindling		
just get it done and stop talking about it		
N/A		
None		
none		
reforestation campaign; interpretive trail, but where?		
WE need our own nonprofit similar to Roseville, Chico, and Sacramento		
Total		233 (16 skipped)



12. Optional. Please use this space for any additional comments about the care of public trees.

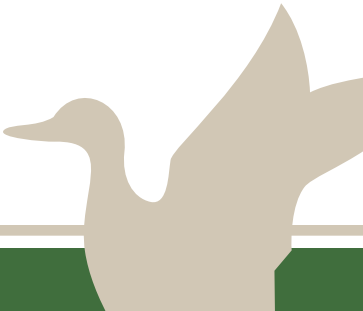
- don't get fancy with ideas that will not be maintained when the money runs out. be sensible. Add them to what you've already got going
- Funds must be allocated for an adequate budget for the trees, as well as ongoing maintenance and public education.
- I think more care needs to be taken into placement and choice of trees, especially in relation to sitting areas and pathways. I see a lot of parks where trees are planted along the exterior perimeter, leaving a large grassy area that's exposed to the sun. It's nice to have a handful of parks like that, but it would also be nice to have a handful of parks where there are lots of trees and paths criss-crossing through them with sitting nooks.
- I think there should be more information given to the youths about trees they should be given more knowledge
- Long term cost benefit? Trees become a big problem if not properly maintained.
- Long term, permaculture practices should be embraced. Food forests in particular are great for our community and wildlife residents when proper volunteer or paid groups are planned well. Even small food forests with the option for advertising for sponsorship could be a self-maintained opportunity for a community gathering area, and a learning opportunity for local children.
- More trees in areas that'll provide shade, habitat
- N/A
- No trees in commercial areas. It is blocks opportunities for marketing
- Not fond of the trees that line Plumas St. The city does not do enough to keep sidewalks and gutters free of leaves when they start falling, they also clog storm drains
- Plant fruit trees around public schools for children and teachers to take advantage of kids can also learn tree care and maintenance by taking care of their schools' trees. Fruit trees can also be planted in out of the way areas for the homeless to eat. You can hire homeless like a temp job to clean up the trees area. Planting more trees should create jobs , any leaking tress like the ones on plumas near the old hospital should be cleaned up around on the sidewalks.
- Please fine people who top trees
- Please remove the trees on Arbor,Courtyard,twins, and mariposa they are a hazard
- Shaded walkable parks and paths will improve yuba city for residents and visitors.
- State funding reduction has definitively affected tree care. City tree and landscape care could definitely be improved. Railroad Avenue needs attention, as does Bogue Road east of 99.
- Thank you
- This would be a great fresh look that our community could use greatly. It would be much better than trash and needles. Thank you :)
- Trees in Yuba city make our town look green and pleasing g to the eye. Bringing in nature into our daily lives
- Trees need water most of all, so the city needs a plan to keep them watered so they stay healthy. There must be a way to water trees with gray water, or recycled water, so as to not impact our drinking water so much
- Trees provide a more welcoming and calming effect. They aid in cleaner air and help wildlife flourish.
- We need help for property owners in choosing the right trees and how to maintain them in off seasons.
- We need trees. Please do this. Especially along the bike trail in Tierra Buena
- What this city is lacking is an urban park like the ones along the Sac river in Sacramento or Bidwell Park in Chico
- without trees we won't be able to breath so get it done let's make this city beautiful
- You can never have enough trees :)

13. What is/are your top concerns for Yuba City’s trees? Choose all that apply.

	Response %	Response Count
Trees blocking my view	12.79	28
Trees providing unwanted shade in my yard	3.65	8
Tree debris in my yard and/or on the sidewalk	32.88	72
Healthy mature trees being removed for development or other reasons	55.71	122
Canopy loss	35.62	78
Loss of wildlife habitat	38.36	84
Pests/disease	35.62	78
Other Concerns (please specify)	13.24	29
Neighbors not addressing tree issues on their property		
Deferred maintenance or poor maintenance		
Dropping trees		
Fire hazards!		
Fire or electrical hazards if not tended properly		
Hazardous tree removal, even on private property.		
Improper/lack of pruning of young trees to develop structure		
Left		
Maintenance of trees that have been neglected		
N/a		
N/a		
No concerns		
No concerns		
None		
None		
none		
None		
None		
None		
None		
Only a couple of concerns, would there be lack of upkeep? The other concern, will the drug users trash them?		
Road safety issues and the negative impact on trees from "topping"		
root systems messing with sidewalks		
roots breaking through sidewalks etc.		
Shade available for the heat		
Shading solar		
Topping		
Tree debris on the road; trees blocking the road or road signs		
Trees coming in contact with power lines		
Total		219 (30 skipped)

14. Currently, city ordinance does not protect trees on private property, except during development. Do you support the adoption of tree protection for oak species or other large or significant trees on private property?

	Response %	Response Count
Strongly support	16.89	37
Support	23.74	52
Neutral/Not sure	31.05	68
Oppose	13.7	30
Strongly oppose	10.05	22
Other (please specify)	4.57	10
During development or private land purchase process, this should be discussed and agreed upon prior to completion of sale/development (whether it's keep certain significant trees, a certain percentage, etc.). Once an owner owns a property privately, I am not sure the city should have a say as to what the owner does with the property.		
I support it but I'm county		
I'm		
Left		
Only if tree maintenance is performed by certified arborists or under the supervision of an arborist.		
Reasonable		
Support for mature oak trees only.		
Support with certain criteria being allowed for removal		
Support, but only when intervention is needed for health of significant trees or to prevent hazards.		
Support, with the understanding that if protected, city will assist with maintenance of desired.		
Total		219 (30 skipped)



15. What types of education and outreach are most effective at encouraging tree preservation and tree planting on private property? Please select all that apply.

	Response %	Response Count
Seminars and workshops	30.59	67
Interpretive trails and displays	29.22	64
Website resources	48.86	107
Online videos (e.g., YouTube)	33.33	73
Guided nature/tree walks	31.96	70
Informational brochures	33.33	73
Collaboration with schools for volunteer drives	36.07	79
Tree giveaways	58.9	129
Neighborhood tree planting projects	63.47	139
Other (please specify)	5.02	11
A list of trees that are good for the area and non-aggressive		
Explanation of what grows better in the area and how much debris a tree makes		
I would love a tree in my backyard. We had a mulberry we had to remove and it's so hot and dry, so no one wants to use our backyard (tear emoji)		
Involving young children in planting and education of importance of trees is huge.		
It used to be that the city planted (I'm from Bay Area) a tree in the park strip in front of every house in a development. That meant that after a few years, all streets were tree lined. Does that happen here?		
Left		
N/a		
None. Waste of money		
Private property should be determined by the owner of the property. It's ridiculous to even ask this question because private property is controlled(as it should be) by the owner		
require ISA cer for all tree and landscape maintenance business prior to granting business licenses		
SMUD has provided free trees for decades, (sunglass emjoi)		
Total		219 (30 skipped)

16. If you don't have at least 1 tree on your property, what is the reason? Please select as many as apply.

	Response %	Response Count
Not enough room	7.76	17
Damage to sidewalk/driveway	2.28	5
Obstruction from underground/overhead utilities	1.83	4
I don't want large trees on my property	0.91	2
Drought/irrigation limitations	1.83	4
Unsure how to provide tree care	3.65	8
Does not apply, I have at least one tree on my property	82.19	180
Other (please specify)	9.59	21
Currently renting.		
Have lots		
How do I choose a replacement tree for a 50-year-old tree? It is a big job to dig up roots. stump and then dig a new hole for replacement. ITrees are important but not sure how to chose and replace old trees on my property.		
I am a renter and have no yard space.		
I have 30 healthy trees on my property .		
I have at least one tree this does not apply		
I have lots of trees		
I have tree want more		
I just bought a house and haven't planted any yet. I will be planting many.		
i live in mobile home park and have two trees		
I rent, no control of landscape		
Left		
N/A		
N/A		
Old trees, took them down, will replant		
Trees were diseased and had to remove them		
Upstairs apartment		
We bought it that way and septic lines prohibit.		
We have a large one in front but would love one for our backyard		
We have several mature trees. We are completely shaded, to the point that the solar guys said they all had to come down so we can get solar. We opted for the trees. That is another thing, if new homes have to have solar panels, then they are discouraged from having large trees. They are made to fear the shade. That shouldn't be. The tree gives more to the home and environment than the panel does.		
We live in a condo		
Total		219 (30 skipped)

17. Optional. Please use this space for any additional comments about trees on private property.

- Educational material given to all owners or prospective buyers of options for tree care.
- fruit trees for homeless to grab
- I used to have trees in my yard, but they grew too large for my yard. Backyard tree had bugs that weakened it, had to remove all of them. Wish I had more space. I have no shade
- I wish properties had more room to have trees planted, for shade, and health benefits.
- I've always loved trees and honestly wondered why Yuba City doesn't have many. I'm very glad to be filling out this survey, at least it's on your radar.
- It would be great for care of oak trees on private property would be help maintain them if seniors live in the home
- Large branches hanging out on my property that need to be cut but are too high to reach. Nervous about. Them breaking and falling
- My parents are approaching sixty. They have lived in their home for 30 years. New neighbors moved in behind them and cut down a tree that had been providing shade for their yard and house for :0 years. Now they have to re insulate their roof, replace their overloaded air conditioner, replant their landscape, and their back yard is unusable during the afternoon on the summer just because their neighbors wanted a "new tree" that they "liked better". Do something about this please.
- N/A
- please lets plant trees everywhere
- Some trees need to be replaced like palms. They spread so much damage and seed everywhere
- Streetscape planning! Please! General public is unaware of the importance and need for native trees, and when planted hapazardly among other plantings in the area, it can cause long term visually displeasing views, if not destruction. Guidance is needed.
- Suggestions are fine, but do not "require" anything. Private property rights are a real thing
- We specifically bought our property with trees on it and refused other properties. We love our trees!
- What to do if there is an extremely large tree that is a danger to the neighborhood by very large limbs falling, but it is on neighbor's property being unmanaged?
- When they are planted on the property line they intrude into neighbor's property. The city needs to enforce the ability for such neighbor to have said trees completely removed

Walking on willow tree roads by a river dappled
with peach blossoms, I look for spring light, but am
everywhere lost. Birds fly up and scatter floating catkins.
A ponderous wave of flowers sags the branches.



Wang Wei

18. Please provide any additional comments or feedback (Optional)

- I appreciate that YC is reaching out to the end user to help create the vision for our future.
- I live in Marysville and do almost all of my shopping in Yuba City.
- I need a tree planted in the front of my sidewalk B st and Robinson st
- I would like to volunteer and help the tree project
- Thank you for creating this study and considering our trees.
- Please be much wiser about the type of tree you force people to take care of by planting them on their front yard next to the street. They are destroying the sidewalks and sprinkler lines!
- The Sacramento Tree Foundation has an excellent urban tree program and educates homeowners before they select and plant residential trees there.
- This is great. I love being a part of this.
- Thx for the info
- we have told our neighbor to trim his trees because the branches are damaging my house... he doesn't care.... more neighbor options for neighbors that don't listen...
- Yuba City would benefit with a mandatory weed abatement program enforced annually. General appearance and fire management would benefit the city and general public.



Appendix H: Tree Applications



City of Yuba City
1201 Civic Center Blvd., Yuba City, CA, 95993
Parks Maintenance Division (530) 822-5330 | yubacity.net

Tree Removal Request

Permit # _____

INSTRUCTIONS AND INFORMATION

1. The City of Yuba City Municipal Code Title 9 Parks and Recreation regulates the removal of a publicly owned trees. Valid reasons for tree removal may include, but are not limited to the list in the request justification below.

2. Parks Maintenance may inspect the tree(s). By requesting a removal, you are consenting to an on-site inspection.

PROJECT INFORMATION

Tree Site Address: _____ Submittal Date: _____

Owner Name: _____ Phone #: _____

Mailing Address: _____ City: _____ State/Zip: _____

Applicant Name: _____ Phone #: _____

Mailing Address: _____ City: _____ State/Zip: _____

Email (Optional): _____

REQUEST JUSTIFICATION

Mark the reason for your tree removal request:

☐ Concern for public safety that cannot be mitigated by other means

☐ Poor health, including disease and/or decay

☐ Structural issues that cannot be corrected

☐ Invasive species

☐ Other, please justify: _____

Arborist Report (attach if available)

Yes: ☐ No: ☐

REQUEST DETAILS

State the number of trees and species requested for removal

Species: _____ Number: _____

Species: _____ Number: _____

Signature of Applicant: _____ Printed Name: _____

FOR DEPARTMENT OF PARKS AND RECREATION USE ONLY

Approval Signature: _____ Date: _____

Approval Signature: _____ Date: _____

Time: _____ Fee:\$ _____

Save Form

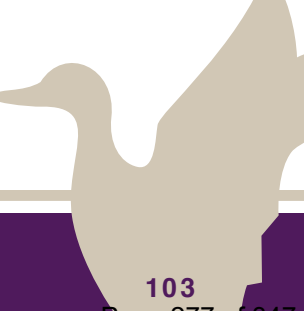
Reset Form

Print Form

APPROVAL STAMP

102

Page 276 of 347



103

Page 277 of 347

Appendix I: Indicators of a Sustainable Urban Forest

THE TREES				
Indicators of a Sustainable Urban Forest	Overall Objective or Industry Standard	Performance Levels		
		Low	Medium	High
Urban Tree Canopy	Achieve the desired tree canopy cover according to goals set for the entire city and neighborhoods. Alternatively, achieve 75% of the total canopy possible for the entire city and in each neighborhood.	Canopy is decreasing. - and/or - No canopy goals have been set.	Canopy is not dropping, but not on a trajectory to achieve the established goal.	Canopy goal is achieved, or well on the way to achievement.
Location of Canopy (Equitable Distribution)	Achieve low variation between tree canopy and equity factors citywide by neighborhood. Ensure that the benefits of tree canopy are available to all, especially for those most affected by these benefits.	Tree planting and public outreach and education is not determined by tree canopy cover or benefits.	Tree planting and public outreach and education is focused on neighborhoods with low tree canopy.	Tree planting and public outreach and education is focused in neighborhoods with low tree canopy and a high need for tree benefits.
Age of Trees (Size and Age Distribution)	Establish a diverse-aged population of public trees across the entire city and for each neighborhood. Ideal standard: 0-8" DBH: 40% 9-17" DBH: 30% 18-24" DBH: 20% Over 24" DBH: 10%	No current information is available on size. - OR - Age distribution is not proportionally distributed across size classes at the city level.	Size classes are evenly distributed at the city level, though unevenly distributed at the neighborhood level.	Age distribution is generally aligned with the ideal standard diameter classes at the neighborhood level.
Condition of Publicly Owned Trees (<i>trees managed intensively</i>)	Possess a detailed understanding of tree condition and potential risk of all intensively-managed, publicly-owned trees. This information is used to direct maintenance actions.	No current information is available on tree condition or risk.	Information from a partial or sample or inventory is used to assess tree condition and risk.	Information from a current, GIS-based, 100% complete public tree inventory is used to indicate tree condition and risk.
Condition of Publicly-Owned Natural Areas (<i>trees managed extensively</i>)	Possess a detailed understanding of the ecological structure and function of all publicly-owned natural areas (such as woodlands, ravines, stream corridors, etc.), as well as usage patterns.	No current information is available on tree condition or risk.	Publicly-owned natural areas are identified in a sample-based "natural areas survey" or similar data.	Information from a current, GIS-based, 100% complete natural areas survey is utilized to document ecological structure and function, as well as usage patterns.
Trees on Private Property	Possess a solid understanding of the extent, location and general condition of trees on private lands.	No data is available on private trees.	Current tree canopy assessment reflects basic information (location) of both public and private canopy combined.	Detailed information available on private trees. Ex. bottom-up sample-based assessment of trees.
Diversity	Establish a genetically diverse population of publicly-owned trees across the entire city and for each neighborhood. Tree populations should be comprised of no more than 30% of any family, 20% of any genus, or 10% of any species.	No current information is available on species. - OR - Fewer than five species dominate the entire tree population citywide.	No species represents more than 20% of the entire tree population citywide.	No species represents more than 10% of the entire tree population citywide.
Climate Resilience/Suitability	Establish a tree population suited to the urban environment and adapted to the overall region. Suitable species are gauged by exposure to imminent threats, considering the "Right Tree for the Right Place" concept and invasive species.	No current information is available on species suitability. - OR - Less than 50% of trees are considered suitable for the site.	50% to 75% of trees are considered suitable for the site.	More than 75% of trees are considered suitable for the site.
Space and Soil Volume	Establish minimum street tree soil volume requirements to ensure there is adequate space and soil for street trees to thrive. Minimum soil volumes by mature size: 1000 cubic feet for large trees; 600 cubic feet for medium trees; 300 cubic feet for small trees.	Minimum street tree soil volumes have not been established.	Minimum street tree soil volume has been established based on mature size of tree.	Minimum street tree soil volumes have been established and are required to be adhered to for all new street tree planting projects.

THE PLAYERS				
Indicators of a Sustainable Urban Forest	Overall Objective or Industry Standard	Performance Levels		
		Low	Medium	High
Neighborhood Action	Citizens understand, cooperate, and participate in urban forest management at the neighborhood level. Urban forestry is a neighborhood-scale issue.	Little or no citizen involvement or neighborhood action.	Some active groups are engaged in advancing urban forestry activity, but with no unified set of goals or priorities.	The majority of all neighborhoods are organized, connected, and working towards a unified set of goals and priorities.
Large Private & Institutional Landholder Involvement	Large, private, and institutional landholders embrace citywide goals and objectives through targeted resource management plans.	Large private land holders are unaware of issues and potential influence in the urban forest. No large private land management plans are currently in place.	Education materials and advice is available to large private landholders. Few large private landholders or institutions have management plans in place.	Clear and concise goals are established for large private land holders through direct education and assistance programs. Key landholders and institutions have management plans in place.
Green Industry Involvement	The green industry works together to advance citywide urban forest goals and objectives. The city and its partners capitalize on local green industry expertise and innovation.	Little or no involvement from green industry leaders to advance local urban forestry goals.	Some partnerships are in place to advance local urban forestry goals, but more often for the short-term.	Long-term committed partnerships are working to advance local urban forestry goals.
City Department and Agency Cooperation	All city departments and agencies cooperate to advance citywide urban forestry goals and objectives.	Conflicting goals and/or actions among city departments and agencies.	Informal teams among departments and agencies are communicating and implementing common goals on a project-specific basis.	Common goals and collaboration occur across all departments and agencies. City policy and actions are implemented by formal interdepartmental and interagency working teams on all city projects.
Funder Engagement	Local funders are engaged and invested in urban forestry initiatives. Funding is adequate to implement citywide urban forest management plan.	Little or no funders are engaged in urban forestry initiatives.	Funders are engaged in urban forestry initiatives at minimal levels for short-term projects.	Multiple funders are fully engaged and active in urban forestry initiatives for short-term projects and long-term goals.
Utility Engagement	All utilities are aware of and vested in the urban forest and cooperates to advance citywide urban forest goals and objectives.	Utilities and city agencies act independently of urban forestry efforts. No coordination exists.	Utilities and city agencies have engaged in dialogues about urban forestry efforts with respect to capital improvement and infrastructure projects.	Utilities, city agencies, and other stakeholders integrate and collaborate on all urban forestry efforts, including planning, site work, and outreach/education.
State Engagement	State departments/agencies are aware of and vested in the urban forest and cooperates to advance citywide urban forest goals and objectives.	State departments/agencies and City agencies act independently of urban forestry efforts. No coordination exists.	State department/agencies and City agencies have engaged in dialogues about urban forestry efforts with respect to capital improvement and infrastructure projects.	State departments/agencies, City agencies, and other stakeholders integrate and collaborate on all urban forestry efforts, including planning, site work, and outreach/education.
Public Awareness	The general public understands the benefits of trees and advocates for the role and importance of the urban forest.	Trees are generally seen as a nuisance, and thus, a drain on city budgets and personal paychecks.	Trees are generally recognized as important and beneficial.	Trees are seen as valuable infrastructure and vital to the community's well-being. The urban forest is recognized for the unique environmental, economic, and social services it provides to the community.
Regional Collaboration	Neighboring communities and regional groups are actively cooperating and interacting to advance the region's stake in the city's urban forest.	Little or no interaction between neighboring communities and regional groups.	Neighboring communities and regional groups share similar goals and policy vehicles related to trees and the urban forest.	Regional urban forestry planning, coordination, and management is widespread.

THE MANAGEMENT				
Indicators of a Sustainable Urban Forest THE MGMT APPROACH	Overall Objective or Industry Standard	Performance Levels		
		Low	Medium	High
Tree Inventory	Comprehensive, GIS-based, current inventory of all intensively-managed public trees to guide management, with mechanisms in place to keep data current and available for use. Data allows for analysis of age distribution, condition, risk, diversity, and suitability.	No inventory or out-of-date inventory of publicly-owned trees.	Partial or sample-based inventory of publicly-owned trees, inconsistently updated.	Complete, GIS-based inventory of publicly-owned trees, updated on a regular, systematic basis.
Canopy Assessment	Accurate, high-resolution, and recent assessment of existing and potential city-wide tree canopy cover that is regularly updated and available for use across various departments, agencies, and/or disciplines.	No tree canopy assessment.	Sample-based canopy cover assessment, or dated (over 10 years old) high resolution canopy assessment.	High-resolution tree canopy assessment using aerial photographs or satellite imagery.
Management Plan	Existence and buy-in of a comprehensive urban forest management plan to achieve city-wide goals. Re-evaluation is conducted every 5 to 10 years.	No urban forest management plan exists.	A plan for the publicly-owned forest resource exists but is limited in scope, acceptance, and implementation.	A comprehensive plan for the publicly owned forest resource exists and is accepted and implemented.
Risk Management Program	All publicly-owned trees are managed for maximum public safety by way of maintaining a city-wide inventory, conducting proactive annual inspections, and eliminating hazards within a set timeframe based on risk level. Risk management program is outlined in the management plan.	Request-based, reactive system. The condition of publicly-owned trees is unknown.	There is some degree of risk abatement thanks to knowledge of condition of publicly-owned trees, though generally still managed as a request-based reactive system.	There is a complete tree inventory with risk assessment data and a risk abatement program in effect. Hazards are eliminated within a set time period depending on the level of risk.
Maintenance Program of Publicly-Owned Trees <i>(trees managed intensively)</i>	All intensively-managed, publicly-owned trees are well maintained for optimal health and condition in order to extend longevity and maximize benefits. A reasonable cyclical pruning program is in place, generally targeting 5 to 7 year cycles. The maintenance program is outlined in the management plan.	Request-based, reactive system. No systematic pruning program is in place for publicly-owned trees.	All publicly-owned trees are systematically maintained, but pruning cycle is inadequate.	All publicly-owned trees are proactively and systematically maintained and adequately pruned on a cyclical basis.
Maintenance Program of Publicly-Owned Natural Areas <i>(trees managed extensively)</i>	The ecological structure and function of all publicly-owned natural areas are protected and enhanced while accommodating public use where appropriate.	No natural areas management plans are in effect.	Only reactive management efforts to facilitate public use (risk abatement).	Management plans are in place for each publicly-owned natural area focused on managing ecological structure and function and facilitating public use.
Planting Program	Comprehensive and effective tree planting and establishment program is driven by canopy cover goals, equity considerations, and other priorities according to the plan. Tree planting and establishment is outlined in the management plan.	Tree establishment is ad hoc.	Tree establishment is consistently funded and occurs on an annual basis.	Tree establishment is directed by needs derived from a tree inventory and other community plans and is sufficient in meeting canopy cover objectives.
Tree Protection Policy	Comprehensive and regularly updated tree protection ordinance with enforcement ability is based on community goals. The benefits derived from trees on public and private property are ensured by the enforcement of existing policies.	No tree protection policy.	Policies are in place to protect trees, but the policies are not well-enforced or ineffective.	Protections policies ensure the safety of trees on public and private land. The policies are enforced and supported by significant deterrents and shared ownership of city goals.
City Staffing and Equipment	Adequate staff and access to the equipment and vehicles to implement the management plan. A high level urban forester or planning professional, strong operations staff, and solid certified arborist technicians.	Insufficient staffing levels, insufficiently-trained staff, and/or inadequate equipment and vehicle availability.	Certified arborists and professional urban foresters on staff have some professional development, but are lacking adequate staff levels or adequate equipment.	Multi-disciplinary team within the urban forestry unit, including an urban forestry professional, operations manager, and arborist technicians. Vehicles and equipment are sufficient to complete required work.
Funding	Appropriate funding in place to fully implement both proactive and reactive needs based on a comprehensive urban forest management plan.	Funding comes from the public sector only, and covers only reactive work.	Funding levels (public and private) generally cover mostly reactive work. Low levels of risk management and planting in place.	Dynamic, active funding from engaged private partners and adequate public funding are used to proactively manage and expand the urban forest.
Disaster Preparedness & Response	A disaster management plan is in place related to the city's urban forest. The plan includes staff roles, contracts, response priorities, debris management and a crisis communication plan. Staff are regularly trained and/or updated.	No disaster response plan is in place.	A disaster plan is in place, but pieces are missing and/or staff are not regularly trained or updated.	A robust disaster management plan is in place, regularly updated and staff is fully trained on roles and processes.
Communication	Effective avenues of two-way communication exist between the city departments and between city and its citizens. Messaging is consistent and coordinated, when feasible.	No avenues are in place. City departments and public determine on an ad-hoc basis the best messages and avenues to communicate.	Avenues are in place, but used sporadically and without coordination or only on a one-way basis.	Avenues are in place for two way communication, are well-used with targeted, coordinated messages.

Appendix J: Gantt Chart

	Cost	2020–2024	2025–2029	2030–2034	2035–2039	2040–2044	2045–2049	2050–2054	2055–2060	Timeframe	Priority
Management & Planning											
Consider trees as integral infrastructure											
Set emphasis on planting the right tree in the right place.	\$									Ongoing	High
Recognize trees as green infrastructure to mitigate conflicts between trees and other utilities and promote tree longevity.	\$–\$\$									1–5 Years	High
Provide proactive maintenance for the community tree resource to reduce costs and promote efficiency											
Create and follow planting plans to allow for increased impact and success of tree plantings.	\$									High	Medium
Promote the safe management of the community tree resource											
Develop maintenance cycles and work plans to guide the care of the community tree resource.	\$									1–5 Years, Ongoing	High
Establish a risk management policy.	\$									1–5 Years, Ongoing	High
Implement policies and procedures that make tree work as safe as possible.	\$									1–5 Years	High
Predictable and stable funding for the community tree resource											
Secure funding for the care of all community trees.	\$\$–\$\$\$									Ongoing	Medium
Enhance the livability and character of the community											
Plant and retain trees to sustain environmental benefits.	\$									Ongoing	High
Follow integrative pest management (IPM) protocols and best management practices when addressing pests and diseases											
Use integrated pest management practices (IPM) when controlling pests.	\$									Ongoing	High
Protection & Regulation											
Promote tree preservation and protection											
Revise and amend Municipal Code to promote the protection of community trees.	\$									1–5 Years	High
Preserve heritage oak trees and other native trees of substantial size through the development of a Heritage Tree Ordinance (per Yuba City Resource Efficiency Plan, Goal 6).	\$									1–5 Years	High
Enhance methods for cost recovery in the case of tree removals or improper tree maintenance.	\$									1–5 Years	High
Support consistency in guiding documents											
Strive for uniformity between city policies, guiding documents, and departments.											
Resiliency & Sustainability											
Promote species diversity in the urban forest											
Set species diversity goals for the community tree resource.	\$									Ongoing	High
Expand canopy cover and the resulting environmental benefits											
Achieve 25% canopy cover by 2040.	\$									20 Years	High
Help to increase tree planting efforts within the County (per Sutter County Climate Action Plan).	\$									Ongoing	High
Establish a more water-wise urban forest											
Ensure tree plantings are climate adapted and low water use species.	\$									Ongoing	High
Repurpose woody materials resulting from removals whenever possible											
Identify a wood reutilization policy.	\$									10 Years	Medium–Low
Reduce the risk of wildfire in the Feather River Parkway											
Become a more wildfire-prepared community.	\$									Ongoing	High
Education & Engagement											
Engage community members in stewardship of the urban forest.											
Support community engagement and stewardship of the urban forest.	\$									Ongoing	High
Celebrate the importance of urban trees											
Maintain Tree City USA status.	\$									Ongoing	High

Appendix K: Sample Canopy Cover Calculator for Parking Lots

Tree Type	Mature Crown Width (diameter)	Mature Crown Estimated Area (ft²)	Number of Trees	Estimated Tree Canopy Coverage (ft²)
Small-stature	15	175	2	350
Medium-stature	30	700	3	2,100
Large-stature	40	1,260	6	7,560
Total Tree Canopy Area at Crown Maturity (ft²)				10,010
Surfaced Area:	Parking Lot	20,000	Total Surfaced Area (ft²)=	20,000
	Covered Stalls	0		
Shade Area Required (50% by 15 years post parking lot construction)				10,000
Total Auxiliary Shade (shade provided by covered stalls)				0
Total Shade Provided				10,010
Estimated % Shade at Crown Maturity (%)				50%

Crape myrtle trees are decorative, but don't provide shade or the energy saving qualities needed for neighborhoods

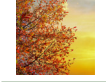
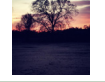


Survey Respondent.



Appendix L: Photo Contest Credits

As part of the development of the UFMP, the city organized the “Tree Photo Contest” to highlight the different ways that Yuba City’s community celebrates the city’s urban forest. In total, 60 photo entries were submitted to the photo contest by 10 participants. These photos are included in this document.

	PAGE 2 Manual Cook		PAGE 17 Miranda Rolfe		PAGE 37 Manual Cook		PAGE 58 Manual Cook		PAGE 83 Manual Cook
	PAGE 3 Manual Cook		PAGE 18 Manual Cook		PAGE 38 Glynis Buschman		PAGE 60 Manual Cook		PAGE 85 Manual Cook
	PAGE 5 Corrina LaBonte		PAGE 19 Amber		PAGE 44 Maria Gonzales		PAGE 69 Manual Cook		PAGE 94 Rhonda Cuddy
	PAGE 5 Manual Cook		PAGE 21 Corrina LaBonte		PAGE 44 Manual Cook		PAGE 69 Corrina LaBonte		PAGE 98 Rhonda Cuddy
	PAGE 6 Miranda Rolfe		PAGE 23 Manual Cook		PAGE 44 Rhonda Cuddy		PAGE 69 Rhonda Cuddy		PAGE 101 Manual Cook
	PAGE 8 Olivia Salle Jennifer		PAGE 24 Manual Cook		PAGE 45 Miranda Rolfe		PAGE 75 Manual Cook		PAGE 102 Manual Cook
	PAGE 10 Manual Cook		PAGE 25 Rhonda Cuddy		PAGE 45 Krista Higdon		PAGE 75 Manual Cook		PAGE 102 Manual Cook
	PAGE 10 Manual Cook		PAGE 26 Manual Cook		PAGE 48 Jasmine Sawyer		PAGE 75 Corrina LaBonte		PAGE 103 Manual Cook
	PAGE 10 Miranda Rolfe		PAGE 31 Rhonda Cuddy		PAGE 48 Manual Cook		PAGE 76 Miranda Rolfe		PAGE 108 Brooklyn Martin
	PAGE 11 Rhonda Cuddy		PAGE 34 Manual Cook		PAGE 49 Rhonda Cuddy		PAGE 77 Corrina LaBonte		PAGE 108 Rhonda Cuddy
	PAGE 12 Manual Cook		PAGE 36 Miranda Rolfe		PAGE 50 Corrina LaBonte		PAGE 79 Rhonda Cuddy		PAGE 45 Miranda Rolfe
	PAGE 13 Jen Mcfall		PAGE 37 Manual Cook		PAGE 53 Miranda Rolfe		PAGE 79 Corrina LaBonte		

2021

U R B A N F O R E S T M A S T E R P L A N



CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: Police Department
Presentation By: Brian Baker, Police Chief

Summary

Subject: Accept Grant Funding and Expenditure Recommendations for the California Citizens' Option for Public Safety (COPS) Grant of \$100,000

Recommendation: A. Conduct a Public Hearing and after consideration;

B. Adopt a Resolution authorizing the Chief of Police to accept the FY 2021/2022 California Citizens' Option for Public Safety (COPS) funding and approve expenditure recommendations

C. Authorize the Finance Director to make a supplemental budget appropriation for grant revenues to Account No. 100-43117 and grant expenditures to Account No. 2180-69201

Fiscal Impact: \$100,000 (approximate) account 2180-69201 (State Grant Law Enforcement - Equipment). No City match required.

Council Priority:

Public Safety

Purpose:

To secure additional funding to be used toward the prevention and reduction of crime and violence.

Background:

Each year, dependent upon State Budget priorities, funds may be allocated to law enforcement agencies to assist in carrying out priorities as established by the Chief of Police (or the Sheriff in unincorporated areas or contract cities). Over the last several years, monies have been made available through the State of California to local law enforcement entities in the form of Citizens' Option for Public Safety (COPS) grant.

This year the Yuba City Police Department will receive approximately \$100,000. The State Government Code restricts the money to be used for front line law enforcement purposes and may not be used to supplant any existing law enforcement services provided by the City. The funds from this grant are not required to be utilized in full each year. As a result, there is a fund balance of \$298,261 as of June 7,

2022.

Analysis:

The Police Department has traditionally utilized funding obtained in this grant for the major approval expenditure category of technology advancements, critical patrol safety equipment and infrastructure improvements for the benefit of frontline law enforcement delivery to the citizens of our community.

Funding directions are based upon needs assessments from the Department management group in consultation with the rank and file employees and input from the City's IT staff and our Research and Development Unit. Prior years expenditures have been for such items as: Complete infrastructure upgrade of the police radio system inclusive of acquisition of a secondary repeater radio frequency and related equipment, the Sutter Buttes Radio Interoperability Project Phase One, Emergency Operations Center retrofit, a total service weapon upgrade for all officers, equipping all patrol vehicles with mobile data terminals integrated with the Police Communications Center, required upgrades in the Fire/Police Computer Aided Dispatching System, installation of secure video conferencing capabilities, acquisition of satellite emergency communications capabilities with the California Office of Emergency Services (California Warning Center) and FEMA. We would suggest a continuation along this path of technology evaluation and implementation, along with some much-needed patrol staffing equipment upgrades, which has served us very well over the last 10 years and gained the City both State and National recognition as a technological leader in law enforcement.

Due to the large fund balance currently on hand, the department recommends making the following purchases:

Patrol Related Items

- Individual first aid kits for staff and additional first aid supplies for patrol units. **\$5100**
- (1) Autel Robotics EVO II Dual 640R Bundle. This will allow for night flying operations. Drones have been utilized on patrol to help apprehend fleeing suspects safely and can be used during search and rescue operations. **\$10,500**
- (12) Mats for defensive tactics instruction. These mats can be utilized during defensive tactics training to prevent injury while enhancing the type of training officers receive. **\$3400**
- Neese waterproof raincoats for staff, ensure compliance with visibility standards. **\$5100**
- Level IV ballistic trauma plates for officers. **\$6000**

Investigations

- (5) Laptop computers for investigations. **\$7,500**

Technology

- Data Pilot-prescreens cellular phones for child pornography and other evidence. **\$5,700**

SWAT

- (10) Dual Fuel Scout Light Pro rifle lights. **\$3600**
- Vulcan Munitions Pole, **\$1800**
- (2) Sniper Rifles with necessary equipment. **\$11,000**
- 1 Lenco Bearcat SWAT vehicle. **\$160,000 (this will be a shared portion with VRF monies of \$155,000 total cost of vehicle is \$315,000)**

Recruitment

- Community engagement supplies for the recruitment of all staff positions in the police department **\$20,000**

TOTAL: \$239,700

Any remaining money can be used as a contingency since these are approximate numbers and not based on competitive bids, at this time, or additional items that are identified at a later date for use by the department.

Fiscal Impact:

\$100,000 Account No. 2180-69201 (State Grant Law Enforcement-Equipment). Authorize the Finance Director to make a supplemental budget appropriation for grant revenues to Account No. 100-43117 and grant expenditures to Account No. 2180-69201.

Alternatives:

Provide staff with alternative spending paths which will not supplant routine expenditures in the general fund.

Recommendation:

1. Conduct a public hearing and after consideration;
2. Adopt a Resolution authorizing the Chief of Police to accept the FY 2021/2022 California Citizens' Option for Public Safety (COPS) funding and approve expenditure recommendations

3. Authorize the Chief Financial Officer to make budget adjustments as necessary.

Note: *Public Hearing notification requirements have been met.*

Attachments:

1. ATTACHMENT A 2021-2022 COPS Grant

Prepared By:
Brian Baker
Chief of Police

Submitted By:
Diana Langley
City Manager

ATTACHMENT A

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING RECEIPT, ALLOCATION AND EXPENDITURE, OF
THE FY 2021-2022 STATE OF CALIFORNIA CITIZENS' OPTION
FOR PUBLIC SAFETY GRANT (COPS GRANT)**

BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY
OF YUBA CITY AS FOLLOWS:

That the City, through the Chief Financial Officer and the Chief of Police, accept, account for, track, allocate and expend as directed the FY 21/22 California Citizens' Option for Public Safety Grant. It is acknowledged the Citizens' Option funding would be in the amount of approximately \$100,000. It is recognized there is no cash match requirement.

That said expenditures be in accordance with grant guidelines, specifically in the area of frontline law enforcement uses and related infrastructure/technology improvements as might be deemed appropriate by the Chief of Police consistent with the practice and Council policy of this and previous years.

That said purchases be in accordance with State of California and City of Yuba City purchasing guidelines.

That the Chief Financial Officer be given authority to adjust the budget as required for grant purposes.

The foregoing Resolution was duly and regularly introduced, passed, and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 21st day of June 2022.

AYES:

NOES:

ABSENT:

ATTEST:

Dave Shaw, Mayor

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM:

Shannon L. Chaffin, City Attorney
Aleshire & Wynder, LLP

CITY OF YUBA CITY
STAFF REPORT

Date: June 21, 2022
To: Honorable Mayor & Members of the City Council
From: Public Works Department
Presentation By: Ben Moody, Public Works & Development Services Director

Summary

Subject: Small Wireless Telecommunication Facilities within the City's Right-of-Way

Recommendation: A. Introduce an Ordinance of the City Council of the City of Yuba City adding Chapter 8 Wireless Telecommunications Facilities in the Public Right of Way to Title 6 of the Yuba City Municipal Code by title only and waive the first reading

B. Adopt a Resolution to revise the corresponding City Policy for design standards applicable to Small Wireless Facilities (SWF) in the public right-of-way

Fiscal Impact: Minimal fiscal impact is anticipated with the implementation of the ordinance. Installation of wireless facilities would be subject to permit and inspection fees to offset administrative costs with potential lease revenue in the future. Staff will bring to City Council a proposed Master License Agreement for use of City infrastructure in the ROW and a Fee Resolution for any fees associated with these applications at the time of the second reading.

Purpose:

To provide regulatory framework and standards for permitting the installation of small wireless facilities within the City's right-of-way.

Council's Strategic Goals:

The ordinance addresses the City Council's Strategic Goals of Improving Public Safety, be Business Friendly, and regulate infrastructure in the City's Right-of-Way.

Background:

In recent years wireless telecommunication facilities have evolved into various types of facilities, two types of which are administrative wireless telecommunication facilities and major wireless telecommunication facilities. Major wireless telecommunication facilities are known as "macro-cells", while the administrative wireless telecommunication facilities are known as "small wireless facilities" (SWFs).

Wireless telecommunication carriers increasingly seek to place SWFs in the City's public right-of-way on utility poles, streetlights, and new poles. The demand for such wireless installations, particularly

SWFs, is expected to grow exponentially over the next several years given the expansion of home streaming video, social media, drones, self-driving cars, and the Internet of Things (IoT) serving homes and businesses. To accommodate this expansion, the telecommunications industry seeks to implement small cell facilities by installing them onto street light poles and other utility poles in the public right-of-way that are well-suited for limited range SWFs.

The Federal Communications Commission (FCC) released a Declaratory Ruling and Third Report and Order (FCC Order) significantly limiting state and local management of SWFs in the public right-of-way. In short, the FCC Order defines SWFs as follows:

- No more than 28 cubic feet in volume for all associated wireless equipment on one structure.
- Antennas for SWFs shall be no more than 3 cubic feet in volume.
- Total height cannot be greater than 50 feet or extend higher than 10% above the height of adjacent structures, whichever is greater.

The FCC Order also has caps for all fees that local governments can charge to the actual and reasonable cost of providing service, imposed a review timeline known as a “shot clock” of 60 days for SWFs added to existing structures or 90 days for SWFs proposing a new structure, and FCC preempts all aesthetic requirements for SWFs in the public right-of-way, unless they are feasible, no more burdensome than those applied to other types of infrastructure deployments, and published in advance.

Analysis:

The attached ordinance provides the regulatory framework and standards for permitting the installation of SWFs within the City’s right-of-way. The proposed ordinance and corresponding design standards have been revised in response to the FCC Order. The proposed ordinance also addresses “eligible facilities requests”— a category of “by-right” installations that were established by the FCC several years ago, but never acknowledged in the City’s current version of Municipal Code. The “eligible facilities request” means any request for modification to an existing eligible support structure that does not substantially change the physical dimensions of such structure.

Permitting for macro and small wireless telecommunication facilities will require a new type of permit, titled a Wireless Telecommunication Facility (WTF) Permit. To address the difference between macro and small wireless telecommunication facilities, the WTF permit will have a supplemental application to classify the facility.

Fiscal Impact:

Minimal fiscal impact is anticipated with the implementation of the ordinance. Installation of wireless facilities would be subject to permit and inspection fees to offset administrative costs. There may also be the potential for lease revenue at some future date. Staff will bring to City Council a proposed Master License Agreement for use of City infrastructure in the ROW and a fee resolution for any fees associated with these applications at the time of the second reading.

Alternatives:

Direct staff to modify the ordinance language or do not move forward with an ordinance at this time, resulting in the City of Yuba City restricting its rights to enforce standards and regulations for wireless telecommunication facilities and structures in the public right-of-way.

Recommendation:

A. Introduce an Ordinance of the City Council of the City of Yuba City adding Chapter 8 Wireless Telecommunications Facilities in the Public Right of Way to Title 6 of the Yuba City Municipal Code by title

only and waive the first reading.

B. Adopt a Resolution to revise the corresponding City Policy for design standards applicable to Small Wireless Facilities in the public right-of-way.

Attachments:

1. Wireless Telecommunication Facilities Ordinance - Final Draft 6.15.2022
2. Resolution - Small Wireless Telecommunication Facilities within the City's Right-of-Way
3. Exhibit A - General Small Wireless Telecommunication Facilities Council Policy (2021) Amended 6.21.22

Prepared By:
William J. Jow
Assistant Engineer

Submitted By:
Diana Langley
City Manager

ORDINANCE NO. _____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF YUBA CITY ADDING
CHAPTER 8 (WIRELESS TELECOMMUNICATIONS FACILITIES IN THE PUBLIC
RIGHT OF WAY) TO TITLE 6 OF THE YUBA CITY MUNICIPAL CODE**

WHEREAS, the City Council of Yuba City ("City") is authorized by the California Constitution, Article XI, Section 7 to make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws; and

WHEREAS, the City Council has adopted the Yuba City Municipal Code, which it periodically updates to protect the public health, safety, and welfare; and

WHEREAS, City Council desires to update and amend the Yuba City Municipal Code Title 6 to include Chapter 8 in a fair manner that best addresses the public health, safety, and welfare.

NOW THEREFORE, the City Council of the City of Yuba City does ordain as follows:

SECTION 1. The above recitals are all true and correct and are hereby adopted as findings.

SECTION 2. The proposed ordinance was assessed in accordance with the authority and criteria contained in CEQA, the State CEQA Guidelines ("CEQA Guidelines"), and the environmental regulations of the City. The City Council finds and determines that the proposed ordinance is not a "project" for the purposes of CEQA and consistent with CEQA Guidelines Section 15378, as it will not result in direct or indirect substantial, adverse physical changes in the environment as compared to the current baseline. Additionally, the City Council finds and determines for the same reasons that even if the proposed ordinance were a project for the purposes of CEQA, there is no possibility that this project may have a significant adverse effect on the environment pursuant to CEQA Guidelines, Section 15061(b)(3). Therefore, the proposed ordinance is not subject to CEQA.

SECTION 3. Chapter 8 (Wireless Telecommunications Facilities in the Public Right of Way) is hereby added to Title 6 of the Yuba City Municipal Code and is to read in its entirety as follows:

**Chapter 8 – WIRELESS TELECOMMUNICATIONS FACILITIES IN THE PUBLIC
RIGHT-OF-WAY**

Sec. 6-8.01 – PURPOSE.

The purpose and intent of this chapter is to provide a uniform and comprehensive set of regulations and standards for the permitting, development, siting, installation, design, operation and maintenance of wireless telecommunications facilities in the City's public right-of-way. These regulations are intended to prescribe clear and reasonable criteria to assess and process applications in a consistent and expeditious manner, while reducing the impacts associated with wireless telecommunications facilities. This chapter provides

standards necessary (1) for the preservation of the public right-of-way (“PROW”) in the City for the maximum benefit and use of the public, (2) to promote and protect public health and safety, community welfare, visual resources (including but not limited to scenic corridors) and the aesthetic quality of the City consistent with the goals, objectives and policies of the general plan, (3) to provide for the orderly, managed and efficient development of wireless telecommunications facilities in accordance with state and federal laws, rules and regulations, including those regulations of the Federal Communications Commission (“FCC”) and California Public Utilities Commission (“CPUC”), and (4) to ensure that the use and enjoyment of the PROW is not inconvenienced by the use of the PROW for the placement of wireless facilities. The City recognizes the importance of wireless facilities to provide high-quality communications service to the residents and businesses within the City, and the City also recognizes its obligation to comply with applicable federal and state laws. This chapter shall be constructed and applied in consistency with the provisions of state and federal laws, and the rules and regulations of FCC and CPUC.

Sec. 6-8.02 – DEFINITIONS.

- (a) “Accessory equipment” means any and all on-site equipment, including, without limitation, back-up generators and power supply units, cabinets, coaxial and fiber optic cables, connections, equipment buildings, shelters, radio transceivers, transmitters, pedestals, splice boxes, fencing and shielding, surface location markers, meters, regular power supply units, fans, air conditioning units, cables, and wiring, to which an antenna is attached in order to facilitate the provision of wireless telecommunication services.
- (b) “Antenna” means that specific device for transmitting and/or receiving radio frequency or other signals for purposes of wireless telecommunications services. “Antenna” includes but is not limited to satellite, microwave or panel elements of a wireless telecommunications facility.
- (c) “Antenna array” shall mean two or more antennas having active elements extending in one or more directions, and directional antennas mounted upon and rotated through a vertical mast or tower interconnecting the beam and antenna support, all of which elements are deemed to be part of the antenna.
- (d) “Base station” shall have the meaning as set forth in Title 47 Code of Federal Regulations (C.F.R.) Section 1.6100(b)(1), or any successor provision as may be amended from time to time. This means a structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. “Base station” does not encompass a tower or any equipment associated with a tower. Base station includes, without limitation:

- (1) Equipment associated with wireless communications services such as private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
 - (2) Radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems and small wireless facilities).
 - (3) Any structure other than a tower that, at the time the relevant application is filed with the City under this chapter, supports or houses equipment described in paragraphs 1 and 2 of this definition that has been reviewed and approved under the applicable zoning or siting process, or under another state or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing that support.
 - (4) “Base station” does not include any structure that, at the time the relevant application is filed under this chapter, does not support or house equipment described in paragraphs 1 and 2 of this definition. Other structures that do not host wireless telecommunications facilities are not “base stations.”
 - (5) As an illustration and not a limitation, the FCC’s definition of “base station” refers to any structure that actually supports wireless equipment even though it was not originally intended for that purpose. Examples include, but are not limited to, wireless facilities mounted on buildings, utility poles, light standards, or traffic signals. A structure without wireless equipment replaced with a new structure designed to bear the additional weight from wireless equipment constitutes a base station.
- (e) “City” means the City of Yuba City.
- (f) “Code” means the City of Yuba City Municipal Code.
- (g) “Collocation” bears the following meanings:
- (1) For the purposes of any eligible facilities request, the same as defined by the FCC in 47 C.F.R. § 1.6100(b)(2), as may be amended, which defines that term as “[t]he mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.” As an illustration and not a limitation, the FCC’s definition means to add transmission equipment to an existing facility and does not necessarily refer to two or more different facility operators in the same location; and

- (2) For all other purposes, the same as defined in 47 CFR § 1.6002(g)(1) and (2), as may be amended, which defines that term as (1) Mounting or installing an antenna facility on a pre-existing structure, and/or (2) Modifying a structure for the purpose of mounting or installing an antenna facility on that structure.
- (h) “Collocation facility” means the eligible support structure on, or immediately adjacent to, which a collocation is proposed, or a wireless telecommunications facility that includes collocation facilities. (See, Gov. Code, § 65850.6(d)(1).)
- (i) “COW” means a “cell on wheels,” which is a portable, self-contained wireless telecommunications facility that can be moved to a location and set up to provide wireless telecommunication services, which facility is temporarily rolled in, or temporarily installed, at a location. Under this chapter, the maximum time a facility can be installed to be considered a COW is five (5) days. A COW is normally vehicle-mounted and contains a telescoping boom as the antenna support structure.
- (j) “Development Services Director” means the director of the Development Services and Engineering Department or their designee.
- (k) “Eligible facilities request” means any request for modification to an existing eligible support structure that does not substantially change the physical dimensions of such structure, involving:
 - (1) Collocation of new transmission equipment;
 - (2) Removal of transmission equipment;
 - (3) Replacement of transmission equipment (replacement does not include completely replacing the underlying support structure); or
 - (4) Hardening through structural enhancement where such hardening is necessary to accomplish the eligible facilities request, but does not include replacement of the underlying support structure.
 - (5) “Eligible facilities request” does not include modifications or replacements when an eligible support structure was constructed or deployed without proper local review, was not required to undergo local review, or involves equipment that was not properly approved. “Eligible facilities request” does include collocation facilities satisfying all the requirements for a non-discretionary collocation facility pursuant to Government Code Section 65850.6.

- (l) “Eligible support structure” means any support structure located in the PROW that is existing at the time the relevant application is filed with the City under this chapter.
- (m) “Existing” means a support structure, wireless telecommunications facility, or accessory equipment that has been reviewed and approved under the City’s applicable zoning or siting process, or under another applicable state or local regulatory review process, and lawfully constructed prior to the time the relevant application is filed under this chapter. “Existing” does not apply to any structure that (1) was illegally constructed without all proper local agency approvals, or (2) was constructed in noncompliance with such approvals. “Existing” does not apply where an existing support structure is proposed to be replaced in furtherance of the proposed wireless telecommunications facility.
- (n) “Facility(ies)” means wireless telecommunications facility(ies).
- (o) “FCC” means the Federal Communications Commission.
- (p) “Ground-mounted” means mounted to a pole, tower or other freestanding structure which is specifically constructed for the purpose of supporting an antenna or wireless telecommunications facility and placed directly on the ground at grade level.
- (q) “Located within (or in) the public right-of-way” includes any facility which in whole or in part, itself or as part of another structure, rests upon, in, over or under the PROW.
- (r) “Modification” means a change to an existing wireless telecommunications facility that involves any of the following: collocation, expansion, alteration, enlargement, intensification, reduction, or augmentation, including, but not limited to, changes in size, shape, color, visual design, or exterior material. “Modification” does not include repair, replacement or maintenance if those actions do not involve whatsoever any expansion, alteration, enlargement, intensification, reduction, or augmentation of an existing wireless telecommunications facility.
- (s) “Monopole” means a structure composed of a pole or tower used solely to support antennas or related equipment. A monopole also includes a monopine, monopalm and similar monopoles camouflaged to resemble faux trees or other faux objects attached on a monopole (e.g. water tower).
- (t) “OTARD antennas” means antennas covered by the “over-the-air reception devices” rule in 47 C.F.R. §§ 1.4000 et seq. as may be amended or replaced from time to time.
- (u) “Permittee” means any person or entity granted a WTFP pursuant to this chapter.

- (v) “Personal wireless services” shall have the same meaning as set forth in 47 United States Code Section 332(c)(7)(C)(i).
- (w) “Pole” means a single shaft of wood, steel, concrete or other material capable of supporting the equipment mounted thereon in a safe and adequate manner and as required by provisions of this code.
- (x) “Public Works Director” shall mean the Director of Public Works, or his or her designee.
- (y) “Public right-of-way” or “PROW” means a strip of land acquired by reservation, dedication, prescription, condemnation, or easement that allows for the passage of people and goods. The PROW includes, but is not necessarily limited to, streets, curbs, gutters, sidewalks, parkways, roadway medians, and parking strips. The PROW does not include lands owned, controlled or operated by the City for uses unrelated to streets or the passage of people and goods, such as, without limitation, parks, City Hall and community center lands, City yards, and lands supporting reservoirs, water towers, police or fire facilities and non-publicly accessible utilities.
- (z) “Replacement” refers only to replacement of transmission equipment, wireless telecommunications facilities or eligible support structures where the replacement structure will be of like-for-like kind to resemble the appearance and dimensions of the structure or equipment replaced, including size, height, color, landscaping, materials and style.
 - (1) In the context of determining whether an application qualifies as an eligible facilities request, the term “replacement” relates only to the replacement of transmission equipment and does not include replacing the support structure on which the equipment is located.
 - (2) In the context of determining whether a SWF application qualifies as being placed upon a new eligible support structure or qualifies as a collocation, an application proposing the “replacement” of the underlying support structure qualifies as a new pole proposal.
- (aa) “RF” means radio frequency.
- (bb) “Spectrum Act” means Section 6409(a) of the Middle Class Tax Relief Act and Job Creation Act of 2012, 47 U.S.C. §1455(a).
- (cc) “Substantial change” has the same meaning as “substantial change” as defined by the FCC at 47 C.F.R. § 1.6100(b)(7). Notwithstanding the definition above, if an existing pole-mounted cabinet is proposed to be replaced with an underground cabinet at a facility where there are no pre-existing ground cabinets associated with the structure, such modification may be deemed a non-substantial change, in the discretion of the Public Works Director and based upon his/her reasonable consideration of the

cabinet's proximity to residential view sheds, interference to public views and/or degradation of concealment elements. If undergrounding the cabinet is technologically infeasible such that it is materially inhibitive to the project, the Director may allow for a ground mounted cabinet. A modification or collocation that results in a "substantial change" to the physical dimensions of an eligible support structure if it does any of the following:

- (1) It increases the height of the structure by more than 10% or more than ten feet, whichever is greater;
- (2) It involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet;
- (3) It involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets. However, for towers and base stations located in the public rights-of-way, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;
- (4) It entails any excavation or deployment outside the current site. For purposes of this Subsection, excavation outside the current site occurs where excavation more than twelve feet from the eligible support structure is proposed;
- (5) It defeats the concealment or stealthing elements of the eligible support structure; or
- (6) It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure, provided however that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified in paragraphs 1 through 4 of this definition.
- (7) The thresholds and conditions for a "substantial change" described in this Section are disjunctive such that the violation of any individual threshold or condition results in a substantial change. The height and width thresholds for a substantial change described in this Section are cumulative for each individual support structure. The cumulative limit is measured from the physical dimensions of the original structure for base stations, and for all other facilities sites in the PROW from the smallest physical dimensions that existed on or after February 22, 2012, inclusive of originally approved-

appurtenances and any modifications that were approved prior to that date.

- (dd) “Support structure” means a tower, pole, base station or other structure used to support a wireless telecommunications facility.
- (ee) “SWF” means a “small wireless facility” as defined by the FCC in 47 C.F.R. § 1.6002(l) as may be amended, which are wireless facilities that meet all the following conditions that, solely for convenience, have been set forth below:
 - (1) The facility:
 - i. Is mounted on an existing or proposed structure 50 feet or less in height, including antennas, as defined in Title 47 C.F.R. § 1.1320(d); or
 - ii. Is mounted on an existing or proposed structure no more than 10 percent taller than other adjacent structures, or
 - iii. Does not extend an existing structure on which it is located to a height of more than 50 feet or by more than 10 percent, whichever is greater;
 - (2) Each antenna associated with the deployment, excluding associated antenna equipment (as defined in the definition of antenna in 47 C.F.R. § 1.1320(d)), is no more than three cubic feet in volume;
 - (3) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume;
 - (4) The facility does not require antenna structure registration under 47 C.F.R. Part 17, Section 17.4;
 - (5) The facility is not located on Tribal lands, as defined under Title 36 C.F.R. § 800.16(x); and
 - (6) The facility does not result in human exposure to radiofrequency radiation in excess of the applicable safety standards specified in Title 47 C.F.R. § 1.1307(b).
- (ff) “SWF Regulations” means those regulations adopted by the City Council (including but not limited City Council Policy No. 21-102) implementing the provisions of this chapter applicable to SWFs and further regulations and standards applicable to SWFs.

- (gg) “Telecommunications tower” or “tower” bears the meaning ascribed to wireless towers by the FCC in 47 C.F.R. § 1.6100(b)(9), including without limitation a freestanding mast, pole, monopole, guyed tower, lattice tower, free standing tower, or other structure designed and built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site. This definition does not include utility poles.
- (hh) “Transmission equipment” bears the meaning at the FCC in 47 C.F.R. § 1.6100(b)(8), which is defined as equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
- (ii) “Utility pole” means any pole or tower owned by any utility company that is primarily used to support wires or cables necessary to the provision of electrical or other utility services regulated by the California Public Utilities Commission. A telecommunications tower is not a utility pole.
- (jj) “Wireless telecommunications facility” means equipment and network components such as antennas, accessory equipment, support structures, and emergency power systems that are integral to providing wireless telecommunications services. Exceptions: The term “wireless telecommunications facility” does not apply to the following:
 - (1) Government-owned and operated telecommunications facilities.
 - (2) Emergency medical care provider-owned and operated telecommunications facilities.
 - (3) Mobile services providing public information coverage of news events of a temporary nature.
 - (4) Any wireless telecommunications facilities exempted from this code by federal law or state law.
- (kk) “Wireless telecommunications services” means the provision of services using a wireless telecommunications facility or a collocation facility, and shall include, but not limited to, the following services: personal wireless services as defined in the federal Telecommunications Act of 1996 at 47 U.S.C. § 332(c)(7)(C) or its successor statute, cellular service, personal communication service, and/or data radio telecommunications.

- (II) “WTFP” means a “wireless telecommunications facility permit” required by this chapter.

Sec 6-8.03 – APPLICABILITY.

- (a) This chapter applies to the siting, construction or modification of any and all wireless telecommunications facilities proposed to be located in the public right-of-way as follows:
 - (1) Pre-existing Facilities in the ROW. Nothing in this chapter shall validate any existing illegal or unpermitted wireless facilities. All existing wireless facilities shall comply with and receive a WTFP, when applicable, to be considered legal and conforming.
- (b) This chapter does not apply to the following:
 - (1) Amateur radio facilities;
 - (2) OTARD antennas;
 - (3) Facilities owned and operated by the City for its use or for public safety purposes;
 - (4) Any entity legally entitled to an exemption pursuant to state or federal law or governing franchise agreement;
 - (5) Installation of a COW or a similar structure for a temporary period in connection with an emergency or event at the discretion of the Public Works Director, but no longer than required for the emergency or event, provided that installation does not involve excavation, movement, or removal of existing facilities;
 - (6) Facilities on city owned private property or publicly-owned property not in the public right-of-way.
- (c) Public use. Except as otherwise provided by state or federal law, any use of the PROW authorized pursuant to this chapter will be subordinate to the City’s use and use by the public.

Sec. 6-8.04 – WIRELESS TELECOMMUNICATIONS FACILITY PERMIT REQUIREMENTS.

- (a) Administration. Unless a matter is referred to the Development Services Planning Division as provided below, The Public Works Director is responsible for administering this chapter. As part of the administration of this chapter, the Public Works Director may:
 - (1) Interpret the provisions of this chapter;

- (2) Develop and implement standards governing the placement and modification of wireless telecommunications facilities consistent with the requirements of this chapter, including regulations governing collocation and resolution of conflicting applications for placement of wireless facilities;
 - (3) Develop and implement acceptable design, location, and development standards for wireless telecommunications facilities in the PROW, taking into account the zoning districts bounding the PROW;
 - (4) Develop forms and procedures for submission of applications for placement or modification of wireless facilities, and proposed changes to any support structure consistent with this chapter;
 - (5) Collect, as a condition of the completeness of any application, any fee established by this chapter;
 - (6) Establish deadlines for submission of information related to an application, and extend or shorten deadlines where appropriate and consistent with federal and state laws and regulations;
 - (7) Issue any notices of incompleteness, requests for information, or conduct or commission such studies as may be required to determine whether a permit should be issued;
 - (8) Require, as part of, and as a condition of completeness of any application, that an applicant for a wireless telecommunication facility permit send notice to members of the public that may be affected by the placement or modification of the wireless facility and proposed changes to any support structure;
 - (9) Subject to appeal as provided herein, determine whether to approve, approve subject to conditions, or deny an application; and
 - (10) Take such other steps as may be required to timely act upon applications for placement of wireless telecommunications facilities, including issuing written decisions and entering into agreements to mutually extend the time for action on an application.
- (b) Administrative Wireless Telecommunications Facilities Permits (“Administrative WTFP”).
- (1) An Administrative WTFP, subject to the Public Works Director’s approval, may be issued for wireless telecommunications facilities, collocations, modifications or replacements to an eligible support structure that meet the following criteria:

- i. The proposal is determined to be for a SWF; or
 - ii. The proposal is determined to be an eligible facilities request; or
 - iii. Both.
- (2) Except in the case of an eligible facilities request, the Public Works Director may refer, in their discretion, any application for an Administrative WTFP to the Development Services Director
- (c) Special Provisions for SWFs; SWF Regulations. Notwithstanding any other provision of this chapter as provided herein, all SWFs are subject to a permit as specified in the SWF Regulations, which is adopted and may be amended by City Council resolution. All SWFs shall comply with the SWF Regulations, as they may be amended from time to time.
 - (1) The SWF Regulations are intended to be constructed in consistency with, and addition to, the terms and provisions of this chapter. To the extent general provisions of this chapter are lawfully applicable to SWFs, such terms shall apply unless in contradiction to more specific terms set forth in the SWF Regulations, in which case the more specific terms of the SWF Regulations shall control.
- (d) Other Permits Required. In addition to any permit that may be required under this chapter, the applicant must obtain all other required prior permits or other approvals from other City departments, or state or federal agencies. Any permit granted under this chapter is subject to the conditions and/or requirements of other required prior permits or other approvals from other City departments, state or federal agencies. Building and encroachment permits, and all City standards and requirements therefor, are applicable.
- (e) Eligible Applicants. Only applicants who have been granted the right to enter the PROW pursuant to state or federal law, or who have entered into a franchise agreement with the City permitting them to use the PROW, shall be eligible for a WTFP pursuant to this chapter.

Sec. 6-8.05 – APPLICATION FOR WIRELESS TELECOMMUNICATIONS FACILITY PERMITS.

- (a) Generally. Unless the SWF Regulations specifically provide otherwise, the applicant shall submit a paper copy and an electronic copy of any application, amendments, or supplements to a WTFP application, or responses to requests for information regarding an WTFP, in accordance with the provisions of this section. SWF applications shall be governed by any additional terms set forth in the SWF Regulations, and in the event of an inconsistency between the provisions of this Section and the terms of the SWF Regulations, the Regulations shall control.

- (1) All applications for WTFPs shall be initially submitted to the Public Works Director. In addition to the information required of an applicant for an encroachment permit or any other permit required by this Code, each applicant shall fully and completely submit to the City a written application on a form prepared by the Public Works and published on the City's website.
 - (2) Ground mounted equipment, conduit, junction boxes and fiber and electrical connections necessary for and intended for use in the deployment shall also be specified, to the extent known regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party. Where another party is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements, applicant's construction drawings will include such utilities to the extent known at the time of application, but at a minimum applicant must indicate how it expects to obtain fiber and electric service to the small wireless facility. Notwithstanding the foregoing, no ground mounted equipment, conduit, junction boxes or fiber and electrical connections necessary for and intended for use in the deployment shall be installed until a WTFP has been approved or conditionally approved for the deployment.
- (b) Application Contents—Administrative WTFPs. The content of the application form for facilities subject to an Administrative WTFP shall be determined by the Public Works Director. Fees and Deposits Submitted with Application(s).
- (1) For all WTFPs, application fee(s) and or deposit(s) shall be required to be submitted with any application, as established by City Council resolution and in accordance with California Government Code Section 50030. Notwithstanding the foregoing, no application fee shall be refundable, in whole or in part, to an applicant for a WTFP unless paid as a refundable deposit.
- (c) Costs. Reasonable costs of City staff, consultant and attorney time (including that of the City Attorney) pertaining to the review, processing, noticing and hearing procedures directly attributable to a WTFP shall be reimbursable to the City. To this end, the, as applicable, may require applicants to enter cost recovery agreement, in a form approved by the City Attorney, or other established trust/deposit accounting mechanism for purposes of obtaining an applicant deposit from which the direct costs of City processing of an application may be drawn-down.
- (d) Effect of State or Federal Law on Application Process. In the event a state or federal law prohibits the collection of any information required by the application. Public Works Director is authorized to omit, modify, or add to

that request from the City's application form in consultation with the City Attorney. Requests for waivers from any application requirement of this Section shall be made in writing to the Public Works Director or designee. The Public Works Director may grant a request for waiver if it is demonstrated that, notwithstanding the issuance of a waiver, the City will be provided all information necessary to understand the nature of the construction or other activity to be conducted pursuant to the WTFP sought. All waivers approved pursuant to this Subsection shall be (1) granted only on a case-by-case basis, and (2) narrowly-tailored to minimize deviation from the requirements of this Code.

- (e) **Applications Deemed Withdrawn.** To promote efficient review and timely decisions, any application governed under this chapter will be automatically deemed withdrawn by the applicant when the applicant fails to tender a substantive response to the City on any application within sixty (60) calendar days after the application is deemed incomplete in a written notice to the applicant that identifies the missing documents or information and the specific rule or regulation creating the obligation to submit such documents or information. The Public Works Director (as applicable) may, in their discretion, grant a written extension when the applicant submits a written request prior to the sixtieth (60th) day that shows good cause to grant the extension.
- (f) **Waiver of Applications Superseded by Submission of New Project.** If an applicant submits a WTFP application, but substantially revises the proposed facility during the application process prior to any City hearing or decision on such application, the substantially revised application shall be deemed a new application for all processing purposes, including federal shot clocks, and the prior submittals deemed waived and superseded by the substantially revised application. For purposes of this subparagraph, "substantially revised" means that the project as initially proposed has been alternately proposed for a location 300 feet or more from the original proposal or constitutes a substantial change in the dimensions or equipment that was proposed in the original WTFP application unless the proposed changes were as a result of City requested changes.
- (g) **Rejection for Incompleteness.** WTFPs will be processed, and notices of incompleteness provided, in conformity with state, local, and federal law. If such an application is incomplete, it may be rejected by the Public Works Director by notifying the applicant in writing and specifying the material omitted from the application.

Sec. 6-8.06 – REVIEW PROCEDURE.

- (a) **Generally.** Wireless telecommunications facilities shall be installed and modified in a manner that minimizes risks to public safety and utilizes installation of new support structures or equipment cabinets in the PROW

only after all existing and replacement structure options have been exhausted, and where feasible, places equipment underground, and otherwise maintains the integrity and character of the neighborhoods and corridors in which the facilities are located; ensures that installations are subject to periodic review to minimize the intrusion on the PROW; and ensures that the City bears no risk or liability as a result of the installations, and that such use does not inconvenience the public, interfere with the primary uses of the ROW, or hinder the ability of the City or other government agencies to improve, modify, relocate, abandon, or vacate the PROW or any portion thereof, or to cause the improvement, modification, relocation, vacation, or abandonment of facilities in the PROW.

(b) Findings Required for Approval.

(1) Administrative WTFP Applications for SWFs. For WTFP applications proposing a SWF, the Public Works Director, as the case may be, shall approve such application if, on the basis of the application and other materials or evidence provided in review thereof, all of the following findings can be made:

- i. The facility qualifies as a SWF; and
- ii. The facility meets all standards, requirements and further findings as may be specified in the SWF Regulations; and
- iii. The facility is not detrimental to the public health, safety, and welfare; and
- iv. The facility meets applicable requirements and standards of State and Federal law.

(2) Administrative WTFP Applications for Eligible Facility Requests. For WTFP applications proposing an eligible facilities request, the Public Works Director shall approve such application if, on the basis of the application and other materials or evidence provided in review thereof, all of the following findings can be made:

- i. That the application qualifies as an eligible facilities request; and
- ii. That the proposed facility will comply with all generally-applicable laws.

(c) Notice; Decisions. The provisions in this Section describe the procedures for the approval process, and any required notice for a WTFP application.

(1) Administrative WTFPs: Notice of a WTFP application for a SWF shall be mailed to owners and occupants of real property surrounding the

proposed SWF site in the manner specified in the SWF Regulations. Applications qualifying for eligible facilities requests shall not require notice.

(2) Written Decision Required for All WTFP Determinations: Unless otherwise specified for SWF's in the SWF Regulations, all final decisions made pursuant to this chapter, including those for administratively processed permits and eligible facilities requests, shall be in writing and based on substantial evidence in the written administrative record. Within five days after any decision to grant, approve, deny or conditionally grant a WTFP application, the Public Works Director shall provide written notice including the following:

- i. A general explanation of the decision, including the findings required for the decision, if any, and how those findings were supported or not supported by substantial evidence;
- ii. A general description of the property involved;
- iii. Information about applicable rights to appeal the decision and explanation of how that right may be exercised; and
- iv. To be given by first class mail to:
 - a. The project applicant and property owner,
 - b. Any person who submitted written comments concerning the WTFP,
 - c. Any person within who has filed a written request with the City to receive such notice, and
 - d. Adjacent property owners within 300 feet of the WTFP facility.

(3) Once a WTFP is approved, no changes shall be made to the approved plans without review and approval in accordance with this chapter.

(d) Appeals.

(1) Administrative WTFP Appeals. Any person claiming to be adversely affected by an administrative decision pursuant to this chapter may appeal such decision. The appeal will be considered by either a hearing officer appointed by the City Manager or the City Manager. The hearing officer may decide the issues de novo and whose written decision will be the final decision of the City. An appeal by a wireless infrastructure provider must be taken jointly with the wireless service

provider that intends to use the wireless facility. Because Section 332(c)(7) of the Telecommunications Act preempts local decisions premised directly or indirectly on the environmental effects of radio frequency (RF) emissions, appeals of the administrative decision premised on the environmental effects of radio frequency emissions will not be considered.

- i. Where the administrative decision grants an application based on a finding that denial would result in a prohibition or effective prohibition under applicable federal law, the decision shall be automatically appealed to the hearing officer. All non-automatic appeals by third-parties must be filed within two (2) business days of the written administrative decision, unless the Public Works Director extends the time therefore, and are only appealable by persons who (a) received formal notice of the application pursuant to Section 7.28.60(c), or (b) actively participated in or commented upon the City decision-making process, or (c) otherwise demonstrate that they are directly impacted by aesthetic, safety-related or legal impacts attributable to the installation. An extension may not be granted where extension would result in approval of the application by operation of law.
 - ii. Any appeal shall be conducted so that a timely written decision may be issued in accordance with applicable law. For SWFs, the appeal shall be conducted in accordance with any procedures adopted in the SWF Regulations.
- (e) Notice of Shot Clock Expiration. The City acknowledges there are federal and state shot clocks which may be applicable to a proposed wireless telecommunications facility. That is, federal and state law provide time periods in which the City must approve or deny a proposed wireless telecommunications facility. As such, the applicant is required to provide the written notice, which may be by email, of the expiration of any shot clock, which the applicant shall ensure is received by the City (e.g. overnight mail) no later than 10 days prior to the expiration.

Sec. 6-8.07 – DESIGN AND DEVELOPMENT STANDARDS.

- (a) SWF Design and Development Standards. SWFs are subject to those design and development standards and conditions of approval set forth in the SWF Regulations. The City's grant of a WTFP for a SWF does not waive, and shall not be construed to waive, any standing by the City to challenge any FCC orders or rules related to small wireless facilities, or any modification to those FCC orders or rules.

- (b) Eligible Facilities Request Design and Development Standards. Approved eligible facilities requests for which the findings set forth in Section 6-8.060 have been made are subject to the following conditions, unless modified by the approving authority:
- (1) WTFP subject to conditions of underlying permit. Any WTFP granted in response to an application qualifying as an eligible facilities request shall be subject to the terms and conditions of the underlying permit and all such conditions that were applicable to the facility prior to approval of the subject eligible facility request, provided such conditions do not apply in such a manner as to prohibit the granting of the Eligible Facilities Request.
 - (2) No permit term extension. The City's grant or grant by operation of law of an eligible facilities request permit constitutes a federally-mandated modification to the underlying permit or approval for the subject tower or base station. Notwithstanding any permit duration established in another permit condition, the City's grant or grant by operation of law of an eligible facilities request will not extend the permit term for the underlying permit or any other underlying regulatory approval, and its term shall have the same term as the underlying permit or other regulatory approval for the subject tower or base station.
- (c) Other General Design Standards. Excepting applications for eligible facilities requests, all wireless telecommunications facilities that are located within the public right-of-way shall be designed and maintained as to minimize visual, noise and other impacts on the surrounding community and shall be planned, designed, located, and erected in accordance with the following standards. WTFP applications (excepting those eligible facilities requests) that do not meet any of the following standards are prohibited unless such standards (i) would be technically infeasible to achieve the applicant's service objectives, as supported by clear and convincing evidence in the written record, and/or (ii) subject to an exception for State or Federal law consistent with Section 6.8.16 below.
- (1) The applicant shall employ screening, undergrounding, and camouflage design techniques in the design and placement of wireless telecommunications facilities in order to ensure that the facility is as visually screened as technically feasible, to prevent the facility from dominating the surrounding area and to minimize significant view impacts from surrounding properties and public views, all in a manner that achieves compatibility with the community and in compliance with this code.
 - (2) Screening shall be designed to be architecturally compatible with surrounding structures using appropriate techniques to camouflage,

disguise, and/or blend into the environment, including landscaping, color, and other techniques to minimize the facility's visual impact as well as be compatible with the architectural character of the surrounding buildings or structures in terms of color, size, proportion, style, and quality.

- (3) All facilities shall have colors and non-reflective materials that blend with the materials and colors of the surrounding area, infrastructure, and structures.
- (4) The applicant shall use the least visible equipment for the provision of wireless telecommunications services that is technically feasible.
- (5) All cables, including, but not limited to, electrical and utility cables, shall be run within the interior of the support structure and shall be camouflaged to the extent technologically feasible. For all support structures wherein interior installation is infeasible, conduit and cables attached to the exterior shall be mounted as close to the pole as technically feasible while complying with applicable electric safety codes and painted to match the structure. All cables and wires that cannot feasibly be mounted internally shall be clipped-up and/or placed in conduit the minimum size necessary to accommodate the wiring, or otherwise concealed out of public view.
- (6) No new guy wires shall be allowed unless required by other laws or regulations.
- (7) All ground-mounted facility, pole-mounted equipment, or walls, fences, landscaping or other screening methods shall be installed at least 18 inches from the curb and gutter flow line.
- (8) No facility shall bear any signs or advertising devices other than certification, warning or other signage required by law or permitted by the City.

Public Works Director, as applicable, may adopt conditions of approval as reasonably necessary to promote the purposes in this chapter and protect the public health, safety and welfare.

Sec. 6-8.09 – OPERATION AND MAINTENANCE STANDARDS.

All wireless telecommunications facilities must comply at all times with the following operation and maintenance standards:

- (a) The permittee shall at all times maintain compliance with all applicable federal, state and local laws, regulations and other rules, including, without limitation, those applying to use of the PROW. The permittee shall ensure that all equipment and other improvements to be constructed and/or

installed in connection with the approved WTFP are maintained in a manner that is not detrimental or injurious to the public health, safety, and general welfare and that the aesthetic appearance is continuously preserved, and substantially the same as shown in the approved plans at all times relevant to the WTFP.

- (b) Unless otherwise provided herein, all necessary repairs and restoration shall be completed by the permittee, owner, operator, or any designated maintenance agent at its sole cost within 3 business days:
 - (1) After discovery of the need by the permittee, owner, operator, or any designated maintenance agent; or
 - (2) After permittee, owner, operator, or any designated maintenance agent receives notification from the City.
- (c) Insurance. The permittee shall obtain and maintain throughout the term of the permit a type and amount of insurance as specified by City's risk management. The relevant policy(ies) shall name the City, its elected/appointed officials, commission members, officers, representatives, agents, and employees as additional insured. The permittee shall use its best efforts to provide thirty (30) days prior notice to the Public Works Director the cancellation or material modification of any applicable insurance policy.
- (d) Indemnities. The permittee and, if applicable, the owner of the property upon which the wireless facility is installed shall defend, indemnify and hold harmless the City, its agents, officers, officials, and employees:
 - (1) From any and all damages, liabilities, injuries, losses, costs, and expenses, and from any and all claims, demands, law suits, writs of mandamus, and other actions or proceedings brought against the City or its agents, officers, officials, or employees to challenge, attack, seek to modify, set aside, void or annul the City's approval of the permit, and
 - (2) From any and all damages, liabilities, injuries, losses, costs, and expenses, and any and all claims, demands, law suits, or causes of action and other actions or proceedings of any kind or form, whether for personal injury, death or property damage, arising out of or in connection with the activities or performance of the permittee or, if applicable, the private property owner or any of each one's agents, employees, licensees, contractors, subcontractors, or independent contractors.
 - (3) In the event the City becomes aware of any such actions or claims the City shall promptly notify the permittee and, if applicable, the private property owner and shall reasonably cooperate in the

defense. The City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and the property owner and/or Permittee (as applicable) shall reimburse the City for any costs and expenses directly and necessarily incurred by the City in the course of defending itself against any such actions or claims as noted herein.

- (e) Performance and Removal Bond. Prior to issuance of a wireless telecommunications facility permit, the permittee shall file with the City, and shall maintain in good standing throughout the term of the approval, a performance bond or other surety or another form of security for the removal of the facility in the event that the use is abandoned or the permit expires, or is revoked, or is otherwise terminated. The security shall be in the amount equal to 100% of the cost of removal of the facility as specified in the application for the WTFP or as that amount may be modified by the Public Works Director in the permit based on the characteristics of the application as approved. The permittee shall reimburse the City for staff time associated with the processing and tracking of the bond, based on the hourly rate adopted by the City Council. Reimbursement shall be paid when the security is posted and during each administrative review.
- (f) Adverse Impacts on Adjacent Properties. Permittee shall undertake all reasonable and technically feasible efforts to avoid undue adverse impacts to adjacent properties and/or uses that may arise from the construction, operation, maintenance, modification, and removal of the facility. All facilities, including each piece of equipment, shall be located and placed in a manner so as to not interfere with the use of the PROW, impede the flow of vehicular or pedestrian traffic, impair the primary use and purpose of poles/signs/traffic signals or other infrastructure, interfere with outdoor dining areas or emergency facilities, or otherwise obstruct the accessibility of the PROW.
- (g) Contact Information. Each permittee of a wireless telecommunications facility shall provide the Public Works Director with the 24-hour local or toll free contact phone number of the permittee, the owner, the operator and the agent responsible for the maintenance of the facility ("contact information"). Contact information shall be updated within seven days of any change.
- (h) All facilities, including, but not limited to, telecommunication towers, poles, accessory equipment, lighting, fences, walls, shields, cabinets, artificial foliage or camouflage, and the facility site shall be maintained in good condition, including ensuring the facilities are reasonably free of:
 - (1) Subsidence, cracking, erosion, collapse, weakening, or loss of lateral support to City streets, sidewalks, walks, curbs, gutters, trees, parkways, street lights, traffic signals, improvements of any kind or

nature, or utility lines and systems, underground utility line and systems (water, sewer, storm drains, gas, oil, electrical, etc.) that result from any activities performed in connection with the installation and/or maintenance of a wireless facility in the PROW;

- (2) General dirt and grease;
 - (3) Chipped, faded, peeling, and cracked paint;
 - (4) Rust and corrosion;
 - (5) Cracks, dents, and discoloration;
 - (6) Missing, discolored or damaged artificial foliage or other camouflage;
 - (7) Graffiti, bills, stickers, advertisements, litter and debris. All graffiti on facilities must be removed at the sole expense of the permittee within forty eight (48) hours after notification from the City;
 - (8) Broken and misshapen structural parts; and
 - (9) Any damage from any cause.
- (i) All trees, foliage, or other landscaping elements approved as part of the facility shall be maintained in neat, safe, and good condition at all times, and the permittee, owner, and operator of the facility shall be responsible for replacing any damaged, dead, or decayed landscaping. No amendment to any approved landscaping plan may be made until it is submitted to and approved by the Public Works Director.
 - (j) The permittee shall replace its facilities, after obtaining all required permits, if maintenance or repair is not sufficient to return the facility to the condition it was in at the time of installation.
 - (k) Each facility shall be operated and maintained to comply with all conditions of approval. The permittee, when directed by the City, must perform an inspection of the facility and submit a report to the Public Works Director on the condition of the facility to include any identified concerns and corrective action taken.
 - (l) Failure to comply with the City's adopted noise standard, Section 4.12.710, *et seq.* after written notice and reasonable opportunity to cure have been given shall be grounds for the City to revoke the permit.
 - (m) Interference
 - (1) The permittee shall not move, alter, temporarily relocate, change, or interfere with any existing structure, improvement, or property

without the prior consent of the owner of that structure, improvement, or property. No structure, improvement, or property owned by the City shall be moved to accommodate a permitted activity or encroachment, unless the City determines that such movement will not adversely affect the City or any surrounding businesses or residents, and the permittee pays all costs and expenses related to the relocation of the City's structure, improvement, or property. Prior to commencement of any work pursuant to a wireless telecommunication facility permit, the permittee shall provide the City with documentation establishing to the City's satisfaction that the permittee has the legal right to use or interfere with any other structure, improvement, or property within the PROW or City utility easement to be affected by permittee's facilities.

- (2) The facility shall not damage or interfere in any way with City property, the City's operations or the operations of prior-existing, third party installations. The City will reasonably cooperate with the permittee and/or carrier to carry out such activities as are necessary to correct the interference.
 - i. Signal Interference. The permittee shall cure any such interference within 24 hours of written notification of the interference, or such other timeframes as may be dictated by FCC regulations, and in accordance with FCC regulations. Interference by applicant equipment impacting public safety signals shall be promptly and diligently resolved by the applicant, and may require a cease of operations of such equipment until the interference with public safety signals is fully resolved.
 - ii. Physical Interference. The City shall give the permittee thirty (30) days to correct the interference after which the City reserves the right to take any action it deems necessary, which could include revocation of the permit.
- (3) The City at all times reserves the right to take any action it deems necessary, in its sole discretion, to repair, maintain, alter, or improve the sites. Such actions may temporarily interfere with the operation of the facility. The City will in all cases, other than emergencies, give the applicant written notification of such planned, non-emergency actions, which notice shall be provided commensurate with the City's commencement of design planning or 30 prior to the non-emergency action, whichever is greater.
- (4) RF Exposure Compliance. All facilities must comply with all standards and regulations of the FCC and any other state or federal

government agency with the authority to regulate RF exposure standards.

- (5) Wind Load. Each facility shall be properly engineered to withstand wind loads as required by this code or any duly adopted or incorporated code. An evaluation of high wind load capacity shall include the impact of modification of an existing facility.
- (n) Records. The permittee must maintain complete and accurate copies of all permits and other regulatory approvals issued in connection with the facility, which includes without limitation this approval, the approved plans and photo simulations incorporated into this approval, all conditions associated with this approval and any ministerial permits or approvals issued in connection with this approval. In the event the records cannot be produced by the City or the applicant, the applicant shall have the opportunity to demonstrate by other relevant evidence that the facility as-built is compliant with the applicable code and all entitlements in-place at the time of construction of the original facility and any subsequent modifications to the original facility.
- (o) Attorney's Fees. In the event it is necessary to take legal action pursuant to this chapter, all costs of such legal action, including reasonable attorney's fees, shall be paid to the prevailing party, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the parties otherwise agree to waive said fees or any part thereof.

Sec. 6-8.10 – NO DANGEROUS CONDITION OR OBSTRUCTIONS ALLOWED.

No person shall install, use or maintain any wireless telecommunications facility that in whole or in part rests upon, in or over any public right-of-way, when such installation, use or maintenance endangers or is reasonably likely to endanger the safety of persons or property, or when such site or location is used for public utility purposes, public transportation purposes or other governmental use, or when such facility unreasonably interferes with or unreasonably impedes the flow of pedestrian or vehicular traffic including any legally parked or stopped vehicle, the ingress into or egress from any residence or place of business, the use of poles, posts, traffic signs or signals, hydrants, fire station, fire escape, water valve, underground vault, valve housing structure, mailboxes, permitted sidewalk dining, permitted street furniture or other objects permitted at or near said location. All facilities shall be designed and located in such a manner as to avoid adverse impacts on traffic safety. A facility shall not be located within any portion of the public right-of- way interfering with access to a fire hydrant or any other public health or safety facility.

Sec. 6-8.11 – NONEXCLUSIVE GRANT; NO POSSESSORY INTERESTS.

- (a) No permit or approval granted under this chapter shall confer any exclusive right, privilege, license or franchise to occupy or use the public right-of-way

of the City for any purpose whatsoever. Further, no approval shall be construed as a warranty of title.

- (b) No possessory interest is created by a WTFP. However, to the extent that a possessory interest is deemed created by a governmental entity with taxation authority, the permittee acknowledge that the City has given to the applicant notice pursuant to California Revenue and Taxation Code Section 107.6 that the use or occupancy of any public property pursuant to a WTFP may create a possessory interest which may be subject to the payment of property taxes levied upon such interest. Wireless telecommunications facility operators shall be solely liable for, and shall pay and discharge prior to delinquency, any and all possessory interest taxes or other taxes, fees, and assessments levied against their right to possession, occupancy, or use of any public property pursuant to any right of possession, occupancy, or use created by the WTFP.
- (c) The permission granted by a WTFP shall not in any event constitute an easement on or an encumbrance against the PROW. No right, title, or interest (including franchise interest) in the PROW, or any part thereof, shall vest or accrue in permittee by reason of a wireless telecommunication facility permit or the issuance of any other permit or exercise of any privilege given thereby.

Sec. 6-8.12 – PERMIT EXPIRATION; ABANDONMENT OF APPLICATIONS.

- (a) Permit Term. Unless Government Code Section 65964, as may be amended, or any other law authorizes the City to issue a permit with a shorter term, a permit for any wireless telecommunications facility shall be valid for a period of ten (10) years, unless pursuant to another provision of this code it lapses sooner or is revoked. At the end of ten (10) years from the date of issuance, such permit shall automatically expire.
- (b) A permittee may apply for a new permit within 180 days prior to expiration. To the extent allowed by law, said application and proposal shall comply with the City's current code requirements for wireless telecommunications facilities.
- (c) Timing of Installation. The installation and construction authorized by a WTFP shall begin within one (1) year after its approval, or it will expire without further action by the City. The installation and construction authorized by a WTFP shall conclude, including any necessary post-installation repairs and/or restoration to the PROW, within thirty (30) days following the day construction commenced, or at such later completion date as otherwise approved by the Director in writing based upon the City's reasonable discretion.

- (d) Commencement of Operations. The operation of the approved facility shall commence no later than ninety (90) days after the completion of installation, unless additional delay is caused by power and/or backhaul providers, or the WTFP will expire without further action by the City. The permittee shall provide the Public Works Director notice that operations have commenced by the same date.

Sec. 6-8.13 – CESSATION OF USE OR ABANDONMENT.

- (a) A wireless telecommunications facility is considered abandoned and shall be promptly removed as provided herein if it ceases to provide wireless telecommunications services for ninety (90) or more consecutive days unless the permittee has obtained prior written approval from the director which shall not be unreasonably denied. If there are two or more users of a single facility, then this provision shall not become effective until all users cease using the facility.
- (b) The operator of a facility shall notify the Public Works Director in writing of its intent to abandon or cease use of a permitted site or a nonconforming site (including unpermitted sites) within ten days of ceasing or abandoning use. Notwithstanding any other provision herein, the operator of the facility shall provide written notice to the Public Works Director of any discontinuation of operations of thirty (30) days or more.
- (c) Failure to inform the Public Works Director of cessation or discontinuation of operations of any existing facility as required by this Section shall constitute a violation of any approvals and be grounds for:
 - (1) Litigation;
 - (2) Revocation or modification of the permit;
 - (3) Acting on any bond or other assurance required by this article or conditions of approval of the permit;
 - (4) Removal of the facilities by the City in accordance with the procedures established under this code for abatement of a public nuisance at the owner's expense; and/or
 - (5) Any other remedies permitted under this code or by law.

Sec. 6-8.14 – REMOVAL AND RESTORATION — PERMIT EXPIRATION, REVOCATION OR ABANDONMENT.

- (a) Upon the expiration date of the permit, including any extensions, earlier termination or revocation of the WTFP or abandonment of the facility, the permittee, owner or operator shall remove its wireless telecommunications facility and restore the site to the condition it was in prior to the granting of

the WTFP, except for retaining the landscaping improvements and any other improvements at the discretion of the City. Removal shall be in accordance with proper health and safety requirements and all ordinances, rules, and regulations of the City. Expired, terminated or revoked wireless telecommunications facility equipment shall be removed from the site at no cost or expense to the City.

- (b) Failure of the permittee, owner or operator to promptly remove its facility and restore the property within ninety (90) days after expiration, earlier termination or revocation of the WTFP, or abandonment of the facility, shall be a violation of this code. Upon a showing of good cause, an extension may be granted by the Public Works Director where circumstances are beyond the control of the permittee after expiration. Further failure to abide by the timeline provided in this Section shall be grounds for:
 - (1) Prosecution;
 - (2) Acting on any security instrument required by this chapter or conditions of approval of permit;
 - (3) Removal of the facilities by the City in accordance with the procedures established under this code for abatement of a public nuisance at the owner's expense; and/or
 - (4) Any other remedies permitted under this code or by law.
- (c) Summary Removal. In the event any City director or City engineer determines that the condition or placement of a wireless telecommunications facility located in the public right-of-way constitutes a dangerous condition, obstruction of the public right-of-way, or an imminent threat to public safety, or determines other exigent circumstances require immediate corrective action (collectively, "exigent circumstances"), such director or City engineer may cause the facility to be removed summarily and immediately without advance notice or a hearing. Written notice of the removal shall include the basis for the removal and shall be served upon the permittee and person who owns the facility within five business days of removal and all property removed shall be preserved for the owner's pick-up as feasible. If the owner cannot be identified following reasonable effort or if the owner fails to pick-up the property within 60 days, the facility shall be treated as abandoned property.
- (d) Removal of Facilities by City. In the event the City removes a wireless telecommunications facility in accordance with nuisance abatement procedures or summary removal, any such removal shall be without any liability to the City for any damage to such facility that may result from reasonable efforts of removal. In addition to the procedures for recovering costs of nuisance abatement, the City may collect such costs from the

performance bond posted and to the extent such costs exceed the amount of the performance bond, collect those excess costs in accordance with this code. Unless otherwise provided herein, the City has no obligation to store such facility. Neither the permittee, owner nor operator shall have any claim if the City destroys any such facility not timely removed by the permittee, owner or operator after notice, or removal by the City due to exigent circumstances.

Sec. 6-8.15 – EFFECT ON OTHER ORDINANCES.

Compliance with the provisions of this chapter shall not relieve a person from complying with any other applicable provision of this code. In the event of a conflict between any provision of this chapter and other sections of this code, this chapter shall control.

Sec. 6-8.16 – STATE OR FEDERAL LAW.

The implementation of this chapter and decisions on applications for placement of wireless telecommunications facilities in the PROW shall, at a minimum, ensure that the requirements of this chapter are satisfied, unless it is determined that the applicant has established that denial of an application would, within the meaning of federal law, prohibit or effectively prohibit the provision of personal wireless services, or otherwise violate applicable laws or regulations. If that determination is made, the requirements of this Chapter may be waived, but only to the minimum extent required to avoid the prohibition or violation.

Sec. 6-8.17 – LEGAL NONCONFORMING WIRELESS TELECOMMUNICATIONS FACILITIES IN THE RIGHT-OF-WAY.

- (a) Legal nonconforming wireless telecommunications facilities are those facilities that existed but did not conform to this chapter on the date this chapter became effective.
- (b) Legal nonconforming wireless telecommunications facilities shall, within ten years from the date this chapter became effective, be brought into conformity with all requirements of this article; provided, however, that should the owner desire to expand or modify the facility, intensify the use, or make some other change in a conditional use, the owner shall comply with all applicable provisions of this code at such time, to the extent the City can require such compliance under federal and state law.
- (c) An aggrieved person may file an appeal to the City Council of any decision of the Public Works Director or other deciding body made pursuant to this Section. In the event of an appeal alleging that the ten-year amortization period is not reasonable as applied to a particular property, the city council may consider the amount of investment or original cost, present actual or depreciated value, dates of construction, amortization for tax purposes, salvage value, remaining useful life, the length and remaining term of the lease under which it is maintained (if any), and the harm to the public if the

structure remains standing beyond the prescribed amortization period, and set an amortization period accordingly for the specific property.

ATTACHMENT 2

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AMMENDING THE CITY'S POLICY REGARDING SMALL WIRELESS FACILITIES IN
THE PUBLIC RIGHT-OF-WAY**

WHEREAS, significant changes in federal law have recently been enacted, which affect local authority over Small Wireless Facilities (SWFs), as defined in 47 CFR 1.6002(1); and

WHEREAS, in response to these legislative changes, the City proposes adoption of a new City Policy that would establish requirements for permitting, operation, and maintenance of SWFs within the City of Yuba City; and

WHEREAS, Council desires to provide the maximum amount of local control for SWFs considering the revisions to federal law; and

WHEREAS, Telecommunication companies have provided comments on the previously adopted Small Wireless Facilities Policy, and

WHEREAS, Staff determined amendment to the Small Wireless Facilities Policy is needed, and

NOW, THEREFORE, be it resolved by the City Council of the City of Yuba City as follows:

1. The foregoing recitals are true and correct.

2. The City Policy "SWF Regulations" and all associated exhibits attached hereto as Exhibit A is hereby approved and established.

The foregoing Resolution was duly and regularly introduced, passed, and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 21st day of June, 2022.

AYES:

NOES:

ABSENT:

ATTEST

Dave Shaw, Mayor

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY

Shannon L. Chaffin, City Attorney
Aleshire & Wynder, LLP

Attachment(s):
Exhibit A – City Policy “SWF Regulations”

EXHIBIT “A”

CITY POLICY

SMALL WIRELESS FACILITIES PER 47 CFR 1.6002(1)

“SWF REGULATIONS”

<u>SUBJECT:</u> Small Wireless Facilities (Administrative Approvals and Standards)	<u>AUTHORITY:</u> Resolution No. <u>21-102</u>	<u>DATE ADOPTED:</u> July 20, 2021
--	--	--

TABLE OF CONTENTS

	<u>Page</u>
SECTION 1. GENERAL PROVISIONS	1
SECTION 1.1 PURPOSE AND INTENT	1
SECTION 1.2 GENERAL DEFINITIONS	1
SECTION 1.3 ACRONYM DEFINITIONS	2
SECTION 2. SMALL WIRELESS FACILITIES	3
SECTION 2.1 APPLICABILITY; REQUIRED PERMITS AND APPROVALS	3
SECTION 2.2 SMALL CELL PERMIT APPLICATION REQUIREMENTS; PRE-APPLICATION PUBLIC NOTICING REQUIREMENTS	3
SECTION 2.3 SMALL CELL PERMIT APPLICATION SUBMITTAL AND COMPLETENESS REVIEW	6
SECTION 2.4 ADDITIONAL FINDINGS FOR SWFs	7
SECTION 2.5 STANDARD CONDITIONS OF APPROVAL	7
SECTION 2.6 LOCATION REQUIREMENTS	9
SECTION 2.7 DESIGN STANDARDS	10

City Policy

SECTION 1. GENERAL PROVISIONS

SECTION 1.1 PURPOSE AND INTENT

This Policy is not intended to, nor shall it be interpreted or applied to: (1) prohibit or effectively prohibit any personal wireless service provider's ability to provide personal wireless services; (2) prohibit or effectively prohibit any entity's ability to provide any interstate or intrastate telecommunications service, subject to any competitively neutral and nondiscriminatory rules, regulations or other legal requirements for rights-of-way management; (3) unreasonably discriminate among providers of functionally equivalent services; (4) deny any request for authorization to place, construct or modify personal wireless service facilities on the basis of environmental effects of radio frequency emissions to the extent that such wireless facilities comply with the FCC's regulations concerning such emissions; (5) prohibit any collocation or modification that the City may not deny under federal or California state law; (6) impose any unfair, unreasonable, discriminatory or anticompetitive fees that exceed the reasonable cost to provide the services for which the fee is charged; or (7) otherwise authorize the City to preempt any applicable federal or California law.

SECTION 1.2 GENERAL DEFINITIONS

- (a) **Undefined Terms.** Undefined phrases, terms or words in this Policy will have the meanings assigned to them in Title 6 Chapter 8 of the Yuba City Municipal Code, as may be amended or superseded, and, if not defined therein, will have their ordinary meanings. If any definition assigned to any phrase, term or word in this Policy conflicts with any federal or state-mandated definition, the federal or state-mandated definition will control.
- (b) **Defined Terms.**
 - (1) **“Approval authority”** means the City official responsible for reviewing applications for small cell permits and vested with the authority to approve, conditionally approve, or deny such applications as provided in this Policy. The approval authority for applications in connection with small wireless facilities within the public rights-of-way shall be the Public Works Department.
 - (2) **“Arterial road”** means a road designed primarily for long-distance travel with a typical curb-to-curb width greater than 60 feet, high traffic capacity, and low accessibility from neighboring roads. The term “arterial road” as used in this Policy defined in the Yuba City Municipal Code, Sec. 8-2.1405.
 - (3) **“Collector road”** means a road designed primarily as a connection between local roads and arterials, with a typical curb-to-curb width greater than 40 feet and less than 60 feet, moderate to low traffic capacity, and high accessibility from local roads. The term “collector road” as used in this Policy defined in the Yuba City Municipal Code, Sec. 8-2.1405.
 - (4) **“Concealed” or “concealment”** means camouflaging techniques that integrate the transmission equipment into the surrounding natural and/or built environment such that the average, untrained observer cannot directly view the equipment but would

City Policy

likely recognize the existence of the wireless facility or concealment technique. Camouflaging concealment techniques include, but are not limited to: (1) facade or rooftop mounted pop-out screen boxes; (2) antennas mounted within a radome above a streetlight; (3) equipment cabinets in the public rights-of-way painted or wrapped to match the background; and (4) an isolated or standalone faux-tree.

- (5) **“Decorative pole”** means any pole that includes decorative or ornamental features, design elements and/or materials intended to enhance the appearance of the pole, or the public rights-of-way in which the pole is located.
- (6) **“FCC Shot Clock”** means the presumptively reasonable time frame within which the City generally must act on a given wireless application, as defined by the FCC and as may be amended from time to time.
- (7) **“Ministerial permit”** means any City-issued non-discretionary permit required to commence or complete any construction or other activity subject to the City's jurisdiction. Ministerial permits may include, without limitation, a building permit, construction permit, electrical permit, encroachment permit, excavation permit, and/or traffic control permit.
- (8) **“Personal wireless services”** means the same as defined in 47 U.S.C. § 332(c)(7)(C)(i), as may be amended or superseded, which defines the term as commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services.
- (9) **“Personal wireless service facilities”** means the same as defined in 47 U.S.C. § 332(c)(7)(C)(i), as may be amended or superseded, which defines the term as facilities that provide personal wireless services.
- (10) **“Section 6409”** means Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012, Pub. L. No. 112-96, 126 Stat. 156, codified as 47 U.S.C. § 1455(a), as may be amended.
- (11) **“Small cell”** bears the same meaning as “small wireless facility” or “SWF” as used in Title 6 Chapter 8 of the Municipal Code.

SECTION 1.3 ACRONYM DEFINITIONS

(a) **Defined Acronyms.**

- (1) **“FCC”** means Federal Communications Commission
- (2) **“OSHA”** means Occupational Safety and Health Administration
- (3) **“PROW”** means Public Right of Way
- (4) **“RF”** means radio frequency or electromagnetic waves generally between 30 kHz and 300 GHz in the electromagnetic spectrum range.

City Policy

- (5) “SWF” means Small Wireless Facility
- (6) “WTFP” means Wireless Telecommunication Facility Permit

SECTION 2. SMALL WIRELESS FACILITIES

SECTION 2.1 APPLICABILITY; REQUIRED PERMITS AND APPROVALS

- (a) **Applicable Wireless Facilities.** Except as expressly provided otherwise in this Policy, the provisions in this Policy shall be applicable to all existing small wireless facilities and all applications and requests for authorization to construct, install, attach, operate, collocate, modify, reconstruct, relocate, or otherwise deploy small wireless facilities within the City's jurisdictional and territorial boundaries within the public right-of-way.

SECTION 2.2 SMALL CELL PERMIT APPLICATION REQUIREMENTS; PRE-APPLICATION PUBLIC NOTICING REQUIREMENTS

- (a) **Small Cell Permit Application Contents.** All applications for a SWF WTFP must include all the information and materials required in this subsection (a), unless exempted by the approval authority.
 - (1) **Application Form.** The applicant shall submit a complete, duly executed SWF WTFP application on the then-current form prepared pursuant to Title 6 Chapter 8 of the Municipal Code.
 - (2) **Application Fee.** The applicant shall submit the applicable SWF WTFP application fee established by City Council resolution. Batched applications must include the applicable application fee for each SWF in the batch.
 - (3) **Construction Drawings.** The applicant shall submit true and correct construction drawings, prepared, signed and stamped by a California licensed or registered engineer, that depict all the existing and proposed improvements, equipment and conditions related to the proposed project, which includes without limitation any and all poles, posts, pedestals, traffic signals, towers, streets, sidewalks, pedestrian ramps, driveways, curbs, gutters, drains, handholes, manholes, fire hydrants, equipment cabinets, antennas, cables, trees, and other landscape features. The construction drawings must: (i) contain cut sheets that contain the technical specifications for all existing and proposed antennas and accessory equipment, which includes without limitation the manufacturer, model number and physical dimensions; (ii) identify all structures within 50 feet from the proposed project site and call out such structures' overall height above ground level; (iii) depict the applicant's plan for electric and data backhaul utilities, which shall include the locations for all conduits, cables, wires, handholes, junctions, transformers, meters, disconnect switches, and points of connection; and (iv) demonstrate that proposed project will be in full compliance with all applicable health and safety laws, regulations or other rules, which includes without limitation all building codes, electric codes, local street standards and specifications, and public utility regulations and orders.

City Policy

- (4) **Site Survey.** For any SWF proposed to be located within the PROW, the applicant shall submit a survey prepared, signed and stamped by a California licensed or registered engineer. The survey must identify and depict all existing boundaries, encroachments and other structures within 50 feet from the proposed project site, which includes without limitation all: (i) traffic lanes; (ii) all private properties and property lines; (iii) above and below-grade utilities and related structures and encroachments; (iv) fire hydrants, roadside call boxes and other public safety infrastructure; (v) streetlights, decorative poles, traffic signals and permanent signage; (vi) sidewalks, driveways, parkways, curbs, gutters and storm drains; (vii) benches, trash cans, mailboxes, kiosks, and other street furniture; and (viii) existing trees, planters and other landscaping features.
- (5) **Photo Simulations.** The applicant shall submit site photographs and photo simulations that show the existing location and proposed SWF in context from at least three vantage points within the public streets or other publicly accessible spaces, together with a vicinity map that shows the proposed site location, and the photo location for each vantage point.
- (6) **Project Narrative and Justification.** The applicant shall submit a written statement that explains in plain factual detail whether and why the proposed wireless facility qualifies as a SWF as defined by the FCC in 47 C.F.R. 1.6002(l). A complete written narrative analysis will state the applicable standard and all the facts that allow the City to conclude the standard has been met—bare conclusions not factually supported do not constitute a complete written analysis. As part of the written statement the applicant must also include (i) whether and why the proposed support is a structure as defined by the FCC in 47 C.F.R. § 1.6002(m); and (ii) whether and why the proposed wireless facility meets each required finding for a SWF permit as provided in Section 2.4.
- (7) **RF Compliance Report.** The applicant shall submit an RF exposure compliance report that certifies that the proposed SWF, as well as any collocated wireless facilities, will comply with applicable federal RF exposure standards and exposure limits. The RF report must be prepared and certified by an RF engineer acceptable to the City. The RF report must include the actual frequency and power levels (in watts ERP) for all existing and proposed antennas at the site and exhibits that show the location and orientation of all transmitting antennas and the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC) and also the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC). Each such boundary shall be clearly marked and identified for every transmitting antenna at the project site.
- (8) **Public Notice.** *Prior to a SWF application being deemed complete, applicants shall submit proof of mailing of public notice to all owners and occupants of real property, and the resident manager for any multi-family dwelling unit that includes ten (10) or more units, within 100 feet of the proposed SWF.* The notice must contain: (1) a general project description and dimensioned, full color photo

City Policy

simulations; (2) the applicant's identification and contact information as provided on the application submitted to the City; (3) contact information for the approval authority; (4) a statement that the approval authority will act on the application without a public hearing but will accept written public comments that evaluate the application for compliance with the standards in this Policy; (5) a statement that the FCC requires the City to act on small cell permit applications, which includes any administrative appeals, in 60 days for attachments to existing structures and 90 days for new structures, unless the applicant voluntarily agrees to toll the timeframe for review; and (6) a deadline for submission of written public comments to the approval authority, which deadline shall not be less than thirty (30) days after mailing of said notice.

- (9) **Regulatory Authorization.** The applicant shall submit evidence of the applicant's regulatory status under federal and California law to provide the services and construct the SWF proposed in the application.
- (10) **Acoustic Analysis.** The applicant shall submit an acoustic analysis prepared and certified by an engineer for the proposed SWF and all associated equipment including all environmental control units, sump pumps, temporary backup power generators, and permanent backup power generators demonstrating compliance with the City's noise regulations. The acoustic analysis must also include an analysis of the manufacturers' specifications for all noise-emitting equipment and a depiction of the proposed equipment relative to all adjacent property lines. In lieu of an acoustic analysis, the applicant may submit evidence from the equipment manufacturer that the ambient noise emitted from all the proposed equipment will not, both individually and cumulatively, exceed the applicable limits.
- (11) **Wind Load Analysis.** The applicant shall submit a wind load analysis based on the City's region with an evaluation of high wind load capacity and shall include the impact of modification of an existing facility based on the City's region.
- (12) **Environmental Data.** A completed environmental assessment application, or in the alternative any and all documentation identifying the proposed WTFP as exempt from environmental review (under the California Environmental Quality Act, Public Resources Code 21000–21189, the National Environmental Policy Act, 42 U.S.C. §4321 *et seq.*, or related environmental laws). Notwithstanding any determination of environmental exemption issued by another governmental entity, the city reserves its right to exercise its rights as a responsible agency to review *de novo* the environmental impacts of any WTFP application.
- (13) **FAA Documentation.** Copies of any documents that the applicant is required to file pursuant to Federal Aviation Administration regulations for the proposed wireless telecommunications facility.
- (14) **Traffic Control Plan (TCP).** A traffic control plan when the proposed installation is on any City street. The city shall have the discretion to require a traffic control plan when the applicant seeks to use large equipment (e.g. crane).

City Policy

- (15) **Landscape Plan.** A scaled conceptual landscape plan showing existing trees and vegetation and all proposed landscaping, concealment, screening, and proposed irrigation with a discussion of how the chosen material at maturity will screen the SWF and its accessory equipment.
- (16) **CPCN.** Certification that applicant is a telephone corporation or a statement providing the basis for its claimed right to enter the PROW. If the applicant has a certificate of public convenience and necessity (CPCN) issued by the California Public Utilities Commission, it shall provide a copy of its CPCN.
- (b) **Additional Requirements.** The City Council authorizes the approval authority to develop, publish, and from time to time update or amend permit application requirements, forms, checklists, guidelines, informational handouts, and other related materials that the approval authority finds necessary, appropriate, or useful for processing any application governed under this Policy. All such requirements and materials must be in written form and publicly stated to provide all interested parties with prior notice (or posted upon the City's website).

SECTION 2.3 SMALL CELL PERMIT APPLICATION SUBMITTAL AND COMPLETENESS REVIEW

- (a) **Pre-Submittal Conferences.** For purposes of SWFs only, and notwithstanding any contrary provisions of Title 6 Chapter 8, the City does not require pre-submittal appointments for the submission of SWF WTFPs. However, the City strongly encourages applicants to schedule and attend a pre-submittal conference with the approval authority for all proposed SWF projects, and particularly those that involve more than five SWFs. This voluntary pre-submittal conference does not cause the FCC Shot Clock to begin and is intended to streamline the review process through informal discussion that includes, without limitation, the appropriate project classification and review process; any latent issues in connection with the proposed project, including compliance with generally applicable rules for public health and safety; potential concealment issues or concerns (if applicable); coordination with other City departments responsible for application review; and application completeness issues. To mitigate unnecessary delays due to application incompleteness, applicants are encouraged (but not required) to bring any draft applications or other materials so that City staff may provide informal feedback and guidance about whether such applications or other materials may be incomplete or unacceptable. The approval authority shall use reasonable efforts to provide the applicant with an appointment within five working days after receiving a written request and any applicable fee or deposit to reimburse the City for its reasonable costs to provide the services rendered in the pre-submittal conference.
- (b) **Batched Applications.** Applicants may submit up to five individual applications for a SWF permit in a batch; provided, however, that small wireless facilities in a batch must be proposed with substantially the same equipment in the same configuration on the same support structure type. Each application in a batch must meet all the requirements for a complete application, which includes without limitation the application fee for each site in the batch.

City Policy

- (c) **Additional Procedures.** The City Council authorizes the approval authority to establish other reasonable rules and regulations for duly filed applications. All such rules and regulations must be in written form and publicly stated to provide all interested parties with prior notice (or posted upon the City's website).

SECTION 2.4 ADDITIONAL FINDINGS FOR SWFs

- (a) **Required Findings.** In addition to those finding requirements set forth in Title 6 Chapter 8 for SWF WTFP, the following findings are required for the approval or conditional approval of a SWF application:
 - (1) The proposed SWF would not be located on a prohibited support structure identified in this Policy;
 - (2) The proposed SWF would utilize the most preferred support structure and location within 250 feet from the originally proposed site in any direction, or the applicant has demonstrated with clear and convincing evidence in the written record that any more-preferred support structure(s) or locations within 250 feet would be technically infeasible;
 - (3) The pole the proposed SWF would utilize shall be inspected prior to installation and justification shall be provided in the construction drawings during the submittal confirming the structural integrity of the pole would not be compromised with the addition of SWF and all accessory parts installed;
 - (4) All public notices required for the application have been given.
- (b) Because Section 332(c)(7) of the Telecommunications Act preempts local decisions premised directly or indirectly on the environmental effects of radio frequency (RF) emissions, no decision upon a SWF application shall be premised upon the environmental or health effects of RF emissions, nor shall public comments be considered to the extent they are premised upon the environmental or health effects of RF emissions.

SECTION 2.5 STANDARD CONDITIONS OF APPROVAL

- (a) **General Conditions.** In addition to all other conditions adopted by the approval authority and Title 6 Chapter 8 for a SWF permit, all SWF WTFPs issued under this Policy shall be automatically subject to the conditions in this subsection (a).
 - (1) **Post-Installation Certification.** Within 60 calendar days after the permittee commences full, unattended operations of a SWF approved or deemed-approved, the permittee shall provide the approval authority with documentation reasonably acceptable to the approval authority that the SWF has been installed and/or constructed in strict compliance with the approved construction drawings and photo simulations. Such documentation shall include without limitation as-built drawings, GIS data and site photographs.

City Policy

- (2) **Adverse Impacts on Other Properties.** In addition to those requirements in Title 6 Chapter 8 the permittee shall not perform or cause others to perform any construction, installation, operation, modification, maintenance, repair, removal, or other work that involves heavy equipment or machines except during normal construction work hours authorized by the Municipal Code. The restricted work hours in this condition will not prohibit any work required to prevent an actual, immediate harm to property or persons, or any work during an emergency declared by the City or other state or federal government agency or official with authority to declare a state of emergency within the City. The approval authority may issue a stop work order for any activities that violates this condition in whole or in part.
- (3) **Inspections; Emergencies.** The permittee expressly acknowledges and agrees that the City's officers, officials, staff, agents, contractors, or other designees may enter onto the site and inspect the improvements and equipment upon reasonable prior notice to the permittee. Notwithstanding the prior sentence, the City's officers, officials, staff, agents, contractors, or other designees may, but will not be obligated to, enter onto the site area without prior notice to support, repair, disable, or remove any improvements or equipment in emergencies or when such improvements or equipment threatens actual, imminent harm to property, or persons. The permittee, if present, may observe the City's officers, officials, staff or other designees while any such inspection or emergency access occurs.
- (4) **Future Undergrounding Programs.** If other public utilities or communications providers in the PROW underground their facilities in the segment of the PROW where the permittee's SWF is located, the permittee must underground its equipment as technologically feasible except the antennas and any other equipment that must be placed above ground to function. Accessory equipment such as radios and computers that require an environmentally controlled underground vault to function shall not be exempt from this condition. SWFs installed on wood utility poles that will be removed pursuant to the undergrounding program may be reinstalled on a streetlight that complies with the City's standards and specifications. Such undergrounding shall occur at the permittee's sole cost and expense except as may be reimbursed through tariffs approved by the state public utilities commission for undergrounding costs.
- (5) **Electric Meter Upgrades.** If the commercial electric utility provider adopts or changes its rules obviating the need for a separate or ground-mounted electric meter and enclosure, the permittee on its own initiative and at its sole cost and expense shall remove the separate or ground-mounted electric meter and enclosure. Prior to removing the electric meter, the permittee shall apply for any encroachment and/or other ministerial permit(s) required to perform the removal. Upon removal, the permittee shall restore the affected area to its original condition that existed prior to installation of the equipment.
- (6) **Rearrangement and Relocation.** The permittee acknowledges that the City, in its sole discretion and at any time, may: (i) change any street grade, width or location; (ii) add, remove, or otherwise change any improvements in, on, under or along any

City Policy

street owned by the City or any other public agency, which includes without limitation any sewers, storm drains, conduits, pipes, vaults, boxes, cabinets, poles, and utility systems for gas, water, electric, or telecommunications; and/or (iii) perform any other work deemed necessary, useful, or desirable by the City (collectively, "City work"). The City reserves the rights to do any and all City work without any admission on its part that the City would not have such rights without the express reservation in the SWF permit. If the Public Works Director determines that any City work will require the permittee's SWF located in the PROW to be rearranged and/or relocated, the permittee shall, at its sole cost and expense, do or cause to be done all things necessary to accomplish such rearrangement, and/or relocation. If the permittee fails or refuses to either permanently or temporarily rearrange and/or relocate the permittee's SWF within a reasonable time after the Public Works Director's notice, the City may (but will not be obligated to) cause the rearrangement or relocation to be performed at the permittee's sole cost and expense. The City may exercise its rights to rearrange or relocate the permittee's SWF without prior notice to permittee when the Public Works Director determines that the City work is immediately necessary to protect public health or safety. The permittee shall reimburse the City for all costs and expenses in connection with such work within 30 days after a written demand for reimbursement and reasonable documentation to support such costs.

SECTION 2.6 LOCATION REQUIREMENTS

- (a) **Preface to Location Requirements.** Applications that involve lesser-preferred locations or structures may be approved so long as the applicant demonstrates that either (1) no more preferred locations or structures exist within 250 feet from the proposed site; or (2) any more preferred locations or structures within 250 feet from the proposed site would be technically infeasible to achieve the operator's service objectives, as supported by clear and convincing evidence in the written record. The final subsection of this Section 2.6 identifies "prohibited" support structures on which the City shall not approve any small cell permit application for any competitor or potential competitor.
- (1) Allowable locations for SWFs are on existing or replacement infrastructure such as street lights and utility poles.
 - (2) When locating in an alley, the SWF shall be placed at a height above the roof line of adjacent buildings to avoid being placed adjacent to a window. When locating in a walk-street, the facility shall be placed below the roof line of the adjacent buildings.
 - (3) When choosing locations, choose locations in between occupiable buildings rather than immediately adjacent to occupiable buildings, and not adjacent to a window.
 - (4) If the SWF is not able to be placed on existing infrastructure, the applicant shall provide a map of existing infrastructure in the service area and describe why each such site was not feasible.

City Policy

- (b) **Locations in the Public Rights-of-Way.** The City prefers small wireless facilities in the public rights-of-way to be installed in locations, ordered from most preferred to least preferred, as follows:
 - (1) Locations within commercial or industrial districts on or along arterial roads;
 - (2) Locations within commercial or industrial districts on or along collector roads;
 - (3) Locations within commercial or industrial districts on or along local roads;
 - (4) Locations within residential districts on or along arterial roads;
 - (5) Locations within residential districts on or along collector roads;
 - (6) Any location in any district within 250 feet from any structure approved for a residential use.
- (c) **Support Structures in the Public Rights-of-Way.** The City prefers SWFs to be installed on support structures in the PROW, ordered from most preferred to least preferred, as follows:
 - (1) Existing or replacement streetlight poles;
 - (2) Existing or replacement wood utility poles;
 - (3) New, non-replacement streetlight poles;
 - (4) New, non-replacement poles for small wireless facilities.
- (d) **Prohibited Support Structures.** The City prohibits SWFs to be installed on the following support structures:
 - (1) Decorative poles;
 - (2) Traffic signal signs, cabinets, and other related structures;
 - (3) Any utility pole scheduled for removal or relocation within 12 months from the time the approval authority acts on the small cell permit application;

SECTION 2.7 DESIGN STANDARDS

- (a) **Visual & Other General Standards.** SWFs shall be designed in the least visible means possible and to be compatible with support structure/surroundings.
 - (1) **Noise.** SWFs and all accessory equipment and transmission equipment must comply with all applicable noise control standards and regulations in Title 4 Chapter 17 of Yuba City Municipal Code, as may be amended or superseded, and shall not exceed, either on an individual or cumulative basis, the noise limit in the applicable district/zone.

City Policy

- (2) **Lights.** SWFs shall not include any lights that would be visible from publicly accessible areas, except as may be required under Federal Aviation Administration, FCC, other applicable regulations for health and safety. All equipment with lights (such as indicator or status lights) must be installed in locations and within enclosures that mitigate illumination impacts visible from publicly accessible areas. The provisions in this subsection (a)(2) shall not be interpreted or applied to prohibit installations on streetlights or luminaires installed on new or replacement poles as may be required under this Policy.
- (3) **Landscape Features.** SWFs shall not displace any existing landscape features unless: (A) such displaced landscaping is replaced with native and/or drought-resistant plants, trees, or other landscape features approved by the approval authority and (B) the applicant submits and adheres to a landscape maintenance plan. The landscape plan must include existing vegetation, and vegetation proposed to be removed or trimmed, and the landscape plan must identify proposed landscaping by species type, size, and location. Landscape maintenance must be performed in accordance with Title 6 Chapter 8 of Yuba City Municipal Code, as either may be amended or superseded.
 - (A) If any trees are damaged or displaced, the permittee shall hire and pay for a licensed arborist to select, plant, and maintain replacement landscaping in an appropriate location for the species. Only International Society of Arboriculture certified workers under the supervision of a licensed arborist shall be used to install the replacement tree(s). Any replacement tree must be substantially the same size as the damaged tree. The permittee shall, at all times, be responsible to maintain any replacement landscape features.
 - (B) To preserve existing landscaping in the public rights-of-way, all work performed in connection with SWFs shall not cause any street trees to be trimmed, damaged, or displaced. If any street trees are damaged or displaced, the applicant shall be responsible, at its sole cost and expense, to plant and maintain replacement trees at the site for the duration of the permit term.
- (4) **Site Security Measures.** SWFs may incorporate reasonable and appropriate site security measures, such as locks and anti-climbing devices, to prevent unauthorized access, theft or vandalism. The approval authority shall not approve any barbed wire, razor ribbon, electrified fences, or any similarly dangerous security measures. All exterior surfaces on SWFs shall be constructed from or coated with graffiti-resistant materials.
- (5) **Signage; Advertisements.** All SWFs shall contain a site identification sticker that accurately identifies the site owner/operator, the owner/operator's site name, or identification number and a toll-free number to the owner/operator's network operations center. SWFs may not bear any other signage or advertisements unless expressly approved by the City, required by law or recommended under FCC, OSHA, Federal Aviation Administration or other United States governmental agencies for compliance with RF emissions regulations. Permittees shall:

City Policy

- (A) Remove or paint over unnecessary equipment manufacturer decals and fill-in any visibly depressed manufacturer logos on equipment.
 - (B) Utilize the smallest and lowest visibility stickers required by government or electric utility regulations.
 - (C) Use sticker colors that are muted.
 - (D) Signage shall be maintained in legible condition and the carrier will be required to replace any faded signage within thirty (30) days of receiving written notification from the City that it is in need of replacing.
- (6) **Compliance with Health and Safety Regulations.** All SWFs shall be designed, constructed, operated, and maintained in compliance with all generally applicable health and safety regulations, which includes without limitation all applicable regulations for human exposure to RF emissions.
- (b) **Dimensions; Design.** Wireless facilities shall satisfy all specifications listed in the FCC Order defining a SWF.
- (1) **Overall Height.** SWFs may not exceed either (A) the minimum separation from electrical lines required by applicable safety regulations, or (B) the 28 cubic feet maximum volumetric requirement for SWFs. In addition, SWFs shall be located no higher than 10% or 10 feet, whichever is greater, than the height otherwise permitted in the immediately adjacent zoning district.
 - (2) **Concealment.** All antennas and associated mounting equipment, hardware, cables, or other connectors must be completely concealed as technologically feasible. Antenna shrouds or radomes must be painted a flat, non-reflective color to match the underlying support structure. The wireless facility and accessory equipment shall be camouflaged with use of one or more concealment elements to blend the facility with surrounding materials and colors of the adjacent street light or utility pole to which it is mounted. Concealment elements include:
 - (A) Radio frequency transparent screening;
 - (B) Approved, specific colors;
 - (C) Use of non-reflective material(s);
 - (D) Minimizing the size of the site;
 - (E) Integrating the installation into existing or replacement utility infrastructure;
 - (F) Installing new infrastructure that matches existing infrastructure in the area surrounding the proposed site.

City Policy

- (G) Antennas, brackets (mounting), PVC or steel risers and cabling shall match the color of the adjacent structure.
 - (H) Paint shall be of durable quality.
 - (I) Materials shall be non-flammable and non-reflective.
 - (J) Each individual antenna may not exceed three cubic feet in volume.
- (3) **Accessory Equipment.**
- (A) **Installation Preferences.** SWF accessory equipment shall be enclosed in replacement poles or placed underground where technically feasible, and if not feasible, shall be as small, short and unobtrusive as possible. Applications that involve lesser-preferred installation locations may be approved so long as the applicant demonstrates that no more preferred installation location would be technically infeasible as supported by clear and convincing evidence in the written record.
 - (B) **Undergrounded Accessory Equipment.** All undergrounded accessory equipment must be installed in an environmentally controlled vault that is load-rated to meet the City's standards and specifications. Underground vaults located beneath a sidewalk must be constructed with a slip-resistant cover. Vents for airflow shall be flush-to-grade when placed within the sidewalk and may not exceed two feet above grade when placed off the sidewalk. Applicants shall not be permitted to install an underground vault in a location that would cause any existing tree to be materially damaged or displaced.
- (c) **Streetlights.** Applicants that propose to install SWFs on an existing streetlight must remove and replace the existing streetlight with one substantially similar to the City's standards and specifications but designed to accommodate wireless antennas and accessory equipment. To mitigate any material changes in the streetlighting patterns, the replacement pole must: (A) be located as close to the removed pole as possible; (B) be aligned with the other existing streetlights; and (C) include a luminaire at substantially the same height and distance from the pole as the luminaire on the removed pole. All antennas must be installed in a way to not disrupt streetlighting patterns and be camouflaged as technologically feasible.
- (d) **Wood Utility Poles.** Applicants that propose to install SWFs on an existing wood utility pole must install all antennas above the pole unless the applicant demonstrates that mounting the antennas above the pole would be technically infeasible as supported by clear and convincing evidence in the written record. Side-mounted antennas on a stand-off bracket or extension arm must be concealed within a shroud or other similar device as technologically feasible. All cables, wires, and other connectors must be concealed within the side-arm mount, extension arm, or via conduit. The maximum horizontal separation between the antenna and the pole shall be the minimum separation required by applicable health and safety regulations.

City Policy

- (e) **For Replacement Poles and Street Lights.** If an applicant proposes a replacement pole or street light to accommodate the SWF, the replacement shall be immediately adjacent to the street light or pole being replaced; unless the replacement will not meet all applicable standards, then replacement may be located in an alternative location within 25 feet of original location and shall comply with the requirements herein.
- (f) **New, Non-Replacement Poles.** Applicants that propose to install SWFs on a new, non-replacement pole must install a pole substantially similar to the City's standards and specifications but designed to accommodate wireless antennas and accessory equipment located within 25 feet to the proposed location. If there are no existing streetlights in the immediate vicinity, the applicant may install a metal or composite pole capable of concealing all the accessory equipment either within the pole, concealed via conduit flush to the outside of the pole, or within an integrated enclosure located at the base of the pole. All antennas, whether on a new streetlight or other new pole, shall be installed above the pole as technologically feasible and/or be camouflaged as technologically feasible.
 - (1) The new pole must actually function for a purpose other than placement of a wireless facility (e.g. street light, utility pole, etc.).
 - (2) The design must match the dimensions and design of existing and similar types of poles and antennas in the surrounding areas.
- (g) **Encroachments over Private Property.** SWFs may not encroach onto or over any private or other property outside the PROW without the property owner's express written consent.
- (h) **Backup Power Sources.** Fossil-fuel based backup power sources shall not be permitted within the PROW; provided, however, that connectors or receptacles may be installed for temporary backup power generators used in an emergency declared by federal, state, or local officials.
- (i) **Obstructions; Public Safety.** Small wireless facilities and any associated equipment or improvements shall not physically interfere with or impede access to any: (A) worker access to any above-ground or underground infrastructure for traffic control, streetlight or public transportation, including without limitation any curb control sign, parking meter, vehicular traffic sign or signal, pedestrian traffic sign or signal, barricade reflectors; (B) access to any public transportation vehicles, shelters, street furniture, or other improvements at any public transportation stop; (C) worker access to above-ground or underground infrastructure owned or operated by any public or private utility agency; (D) fire hydrant or water valve; (E) access to any doors, gates, sidewalk doors, passage doors, stoops, or other ingress and egress points to any building appurtenant to the rights-of-way; or (F) access to any fire escape.
- (j) **Utility Connections.** All cables and connectors for telephone, data backhaul, primary electric, and other similar utilities must be routed underground in conduits large enough to accommodate future collocated wireless facilities. Undergrounded cables and wires must transition directly into the pole base without any external doghouse. All cables,

City Policy

wires and connectors between the underground conduits and the antennas and other accessory equipment shall be routed through and concealed from view within: (A) internal risers or conduits if on a concrete, composite or similar pole; or (B) a cable shroud or conduit mounted as flush to the pole as possible if on a wood pole or other pole without internal cable space. The approval authority shall not approve new overhead utility lines or service drops merely because compliance with the undergrounding requirements would increase the project cost.

- (k) **Spools and Coils.** To reduce clutter and deter vandalism, excess fiber optic or coaxial cables shall not be spooled, coiled, or otherwise stored on the pole outside equipment cabinets or shrouds.

- (l) **Electric Meters.**

- (1) SWFs shall use unmetered (flat rate) electric service, if allowed by the utility company, or use the narrowest, shrouded electric meter, and disconnect available. Permittees shall ensure the meter and other enclosures are well maintained, including regular painting, and the use of a graffiti-resistant paint, and stack the disconnect switch above/below the meter, instead of attached to the side of the meter.

- (2) Electrical meters, vaults, and fans shall be located underground where feasible.

- (m) **Building-Mounted Small Wireless Facilities.**

- (A) **Preferred Concealment Techniques.** All applicants must propose new non-tower SWFs that are completely concealed and architecturally integrated into the existing facade or rooftop features with no visible impacts from any publicly accessible areas at ground level (examples include, but are not limited to, antennas behind existing parapet walls or facades replaced with RF-transparent material and finished to mimic the replaced materials). Alternatively, if the applicant demonstrates with clear and convincing evidence that integration with existing features is technically infeasible, the applicant may propose completely concealed new structures or appurtenances designed to mimic the support structure's original architecture and proportions (examples include, but are not limited to, steeples and chimneys).

- (B) **Facade-Mounted Equipment.** When SWFs cannot be placed behind existing parapet walls or other existing screening elements, the approval authority may approve facade-mounted equipment in accordance with this Subsection. All facade-mounted equipment must be concealed behind screen walls and mounted flush to the facade. The approval authority may not approve "pop-out" screen boxes. Except in industrial zones, the approval authority may not approve any exposed facade-mounted antennas, including but not limited to exposed antennas painted to match the facade.

City Policy

- (n) **Future Modifications.** Any modifications to existing facilities or collocations shall not defeat the concealment elements of the existing structure/facility.

CITY OF YUBA CITY

Future Agenda Items

- Councilmember Boomgaarden
- Councilmember Espindola
- Councilmember Harris
- Vice Mayor Kirchner
- Mayor Shaw

CITY OF YUBA CITY

Reports and Communications

The following reports and communication items are provided for the Council's information. No action can be taken on items under this section unless the Council agrees to include it on a subsequent agenda

City Manager's Report

CITY OF YUBA CITY

Reports and Communications

The following reports and communication items are provided for the Council's information. No action can be taken on items under this section unless the Council agrees to include it on a subsequent agenda

City Council Reports

- Councilmember Espindola
- Councilmember Harris
- Councilmember Boomgaarden
- Vice Mayor Kirchner
- Mayor Shaw

Adjournment