



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

June 11, 2019

SUBJECT:

The City of Wheatland staff requests City Council approval of the draft Memorandum of Understanding (MOU) between the Sacramento Area Council of Governments (SACOG) and the City of Wheatland for the Project known as the Employment Zone Feasibility Analysis as well as give staff direction to execute the MOU with SACOG.

PREPARED BY:

Tim Raney, Community Development Director

Recommendation

The City of Wheatland staff requests City Council approval of the draft MOU between SACOG and the City of Wheatland for the Project known as the Employment Zone Feasibility Analysis as well as give staff direction to execute the MOU with SACOG.

Discussion and Background

The City of Wheatland has been awarded \$100,000.00 of grant funding from SACOG to complete an Employment Zone Feasibility Analysis.

Currently, Wheatland has very little property appropriately zoned for non-retail, job creating uses. Therefore, City staff applied for grant funding to prepare a Employment Zone Feasibility Analysis for land located in the Johnson Rancho annexation area designated for commercial/office uses along Spenceville Road near the proposed State Route (SR) 65 Bypass.

The purpose of the Analysis is to identify a preferred business park site, analyze feasibility, and determine the action steps required to achieve success in job creation. Development would not be directly associated with the proposed funding. However, the Analysis would provide direction for future development, both private and public. The Analysis would incorporate Blueprint Principles to further the regions dedication to smart growth. Principals such as Compact and Mixed-Use Development, Quality Design, and Natural Resource Conservation are important to the City of Wheatland as well as the entire SACOG region.

Proposed Scope of Work

1. Retain Urban Economics Consultant;
2. Identify and Study Feasible Employment Zone Industries;
3. Identify Optimal Land Area for the Employment zone;
4. Identify Required Infrastructure and Determine Feasibility; and
5. City Staff Coordination, Review, and Processing of the Employment Zone Feasibility Analysis

Fiscal Impact

The City of Wheatland has been awarded \$100,000.00 of grant funding from SACOG to prepare the Employment Zone Feasibility Analysis. The City is required to contribute \$10,000.00 from the General Fund for a 10 percent match.

Attachments

1. Draft Memorandum of Understanding between the Sacramento Area Council of Governments and the City of Wheatland.

SACOG 2019 Programming Round Funding (Round 8)

Memorandum of Understanding (“MOU” or “Agreement”) Between the Sacramento Area Council of Governments (“SACOG”) and the City of Wheatland (“Recipient”) For the Project known as Employment Zone Feasibility Analysis

1. Introduction: Project Description and Scope of Work

A. Program Description:

The SACOG Community Design Funding Program (hereinafter referred to as “Program”) is intended to provide financial assistance to local governmental agencies that are planning or constructing projects that are consistent with the SACOG identified guidelines and principles. Local agencies submit project applications to SACOG and SACOG awards funding by a regional selection process. The Project was awarded funding through the Program. This document serves as the MOU between SACOG and Recipient.

The Project is receiving funds from SACOG-managed local funding sources, meaning these funds bring no requirement to federalize the Project. As such, the Project is not subject to administrative review by the California Department of Transportation (“CalTrans”), but rather solely by SACOG. However, SACOG will review any delay in the Project, as noted in Section 4.b below. SACOG must approve of the Project Scope of Work, milestones, deliverables and timelines, and shall review and approve all invoices before the Recipient will be reimbursed.

The Program is set up as a reimbursable program, meaning Recipient will be reimbursed for eligible Project costs after SACOG receives, reviews, and approves invoices covering those expenditures. In signing this Agreement, Recipient certifies that it can fund the Project on its own until it seeks reimbursement from SACOG. The Recipient shall carry the expenses until it invoices SACOG for expenditures. SACOG will reimburse the Recipient within 45 days of receiving and approving an invoice that is determined to meet the terms of this MOU.

B. Recipient Project Manager and SACOG Program Coordinator:

The following persons shall serve as the point of contact for all communications unless mutually agreed in writing that another individual may represent either the Recipient or SACOG.

The Recipient's officially designated Project Manager is:

Rod Stinson Planning Consultant/Division Manager
111 C Street, Wheatland, CA 95692
rods@raneymanagement.com
(916) 372-6100

SACOG's Program Coordinator is:

Gregory R. Chew
Community Design Program
Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814
gchew@sacog.org
Phone 916-340-6227

C. Scope of Work, Deliverables, Milestones and Timeline:

The attached Exhibit "A" describes the detailed scope of work to be performed by Recipient as well as the Project milestones, deliverables, and timeline for the Project, and is incorporated herein by this reference ("Scope of Work"). SACOG, in reviewing invoices, will verify the work completed and deliverables against the terms of Exhibit "A."

D. Project Application and Amount:

Recipient submitted an application to SACOG for funding under the Program (hereinafter "Application"). A copy of the Recipient's Project Application may be found in Exhibit C and is incorporated herein by this reference. The Project Application was evaluated through a competitive regional selection process and has been awarded One Hundred Thousand Dollars (\$100,000.00), to be provided under the terms and conditions of this Agreement. The Recipient has pledged Ten Thousand Dollars (\$10,000.00) in matching funds and certified these funds are available to complete the Scope of Work. If Recipient incurs costs and expenses beyond the awarded amount, Recipient is responsible to cover all costs and expenses exceeding the awarded amount.

E. Project Description:

Based on the submitted Project Application, the Project's general purpose and scope is to identify and analyze the feasibility of a preferred business park site within the City of Wheatland, and to determine and recommend action to successfully create jobs.

F. Payment:

As the work is satisfactorily performed and funds are available, SACOG will reimburse Recipient for Project costs approved by SACOG. Recipient shall not be

paid in advance of work completed. Conditions for reimbursement are identified in Section 3 below.

2. Performance

A. Notice to Proceed:

The Recipient may not start reimbursable Project activities until this Agreement is signed by both SACOG and Recipient. SACOG's Program Manager shall issue a written Notice to Proceed ("NTP"), via a letter or email, to Recipient's Project Manager after this Agreement is fully executed. The NTP shall contain the effective date for reimbursable activities, which date shall coincide with the date on which the NTP is issued.

B. Recipient Accountability Duties:

Recipient shall comply with the following accountability duties. Recipient acknowledges that a failure to perform these duties may result in the disqualification of Recipient from receiving future funding through SACOG as further specified below. It is incumbent upon Recipient, particularly the Recipient Project Manager, to understand these accountability duties and perform them throughout the term of the MOU or until the Scope of Work is completed, whichever comes first. SACOG will not remind Recipient to perform these duties.

(1) **Staff Requirements** - A Recipient staff person who is familiar with the contents of Recipient's Application and has been assigned to oversee the delivery of this Project. Recipient acknowledges that if it does not maintain an assigned, qualified staff person or consultant to manage the delivery of the Project pursuant to the Recipient's Application, SACOG reserves the right to withdraw funding for this Project.

(2) **Funding Cycle Deadline** - The Project as set forth in the Application, including the scope, timeline and deliverables, must be delivered no later than the current funding round cycle deadline of December 31, 2021. Recipient acknowledges that, if it does not deliver the specified Project on the agreed to timeline and prior to the funding cycle deadline, Recipient may be penalized in future funding cycles of SACOG's four regional funding programs.

(3) **Status Reports** – All Round 8 Community Design recipients are required to submit quarterly status reports. Following issuance of the NTP, Recipient shall provide the SACOG Program Manager with a brief quarterly status report in writing. The due date for each status report is the first day of January, April, July and October of each year that the project has started until its completion or the termination of this MOU. This status report may be as brief as one or two paragraphs, depending upon the complexity and status of the particular Project. If Recipient's designated Project Manager changes during the course of the Project, it is the responsibility of Recipient to convey this status report requirement and all other requirements of this MOU to the new Project Manager. The Project Manager shall not change unless mutually

agreed upon by SACOG and Recipient in writing. Recipient acknowledges that a failure to provide quarterly Project status reports to SACOG may result in Recipient failing to qualify for future funding cycles of SACOG's regional funding programs, including the Program. The responsibility of submitting the brief status report to SACOG lies solely with Recipient's identified Project Manager listed above.

C. Overall Performance:

Recipient recognizes that SACOG considers Recipient's performance on this Project a factor in qualifying Recipient for proposed future projects for any other current or future SACOG funding programs (e.g., Community Design, Bicycle/Pedestrian, Regional/Local, Air Quality programs).

D. Recipient Responsibilities:

After the NTP has been issued the Recipient is required to perform the accountability requirements in Section 2.B., including, but not limited to, submission of a brief quarterly Project status report. Recipient shall complete the Project, in accordance with Exhibit "A", by no later than the expiration of this Agreement.

E. SACOG Responsibilities:

SACOG shall:

- (1) Review progress reports and invoices promptly and contact Recipient in a timely manner to discuss any issues. Invoices will not be approved until issues have been satisfactorily resolved.
- (2) Remit invoice for payment promptly after approving invoices.
- (3) Verify final Project completion as appropriate to close out final completion and payment.

3. Reimbursement

A. Invoices and Payments:

Recipient shall submit regular Project invoices to SACOG for reimbursement following issuance of the NTP, but shall submit such invoices no more frequently than once a month and no less frequently than once a quarter. Each invoice shall contain a one-page progress report narrative (bullet format acceptable) of work completed to date along with reference to the scope of work, timeline, milestones, and deliverables in Exhibit "A." Recipient shall clearly identify which of the activities have been performed in the period for which reimbursement is being requested. Recipient may include copies of any deliverables or photographs of physical construction, as applicable, to provide documentation of work completed.

B. Travel Reimbursement:

Recipient shall comply with, and shall require its subcontractors to comply with, the requirements for non-state employee travel and subsistence (per diem) expenses

found in the California Department of Transportation ("Caltrans") Travel Guide, Non-State Employee Travel (referencing the current California Department of Personnel Administration rules) at the following link:

<http://www.dot.ca.gov/hq/asc/travel/index.htm>. Lodging rates shall not exceed rates authorized to be paid non-state employees unless written verification is supplied that such rates are not commercially available to Recipient and/or its subcontractors at the time and location required as specified in the Caltrans Travel Guide Exception Process.

C. Evaluation of Invoices:

SACOG will review invoices in the order received from all Program projects. Upon the review of each invoice received, SACOG will evaluate the degree of progress being made in comparison to the Scope of Work, and may ask Recipient to provide additional information to support an invoice. SACOG may withhold payment of a full or partial invoice amount if it believes insufficient evidence has been provided to justify the amount requested. All invoices must comply with the requirements provided for in SACOG's Required Supporting Documentation for Invoices form, which is attached hereto and incorporated herein as Exhibit "B".

D. Methods of Payment:

After the SACOG Program Manager has approved an invoice, it will be submitted to the SACOG Finance Department for processing. Reimbursement will be made within 45 days of invoice approval and will be made by check, unless an electronic fund transfer arrangement has been made in advance.

E. Retention and Completion:

SACOG reserves the right to withhold up to 10% of the awarded amount until it can verify the Project is completed as described in Exhibit "A" and approved by SACOG.

4. Completion; Termination

A. Agreement Expiration Date:

All reimbursable expenses must be incurred before December 31, 2021. The expiration date of this Agreement is March 31, 2022, which is the final date for submitting invoices to SACOG, and the date when all projects funded in the 2019 Program funding cycle must be completed. Reimbursement will be made as outlined in Section 1.A. and Section 3.

B. Extensions:

This MOU may be extended by written agreement of the parties, but such written agreement by SACOG may only occur by one of two ways. First, SACOG may agree to an extension in the event that a delay is caused by SACOG, Caltrans or state or federal agencies regarding the funding, programming or regulatory review of this project and such delay is deemed "abnormally longer than usual" by SACOG. Second, SACOG may agree to an extension for any other reason only by direct approval of the SACOG Board of Directors.

C. Termination by Recipient:

The Recipient may terminate this Agreement upon 30 days' written notice to SACOG identifying the reason for termination. Within 10 working days of the notice, Recipient shall submit an invoice which shall be paid according to the conditions in Section 3.

D. Termination by SACOG:

Recipient's failure to perform any material obligation hereunder is a material breach of this Agreement. SACOG shall provide Recipient with written notice of any such failure and specify a reasonable opportunity to cure. If Recipient fails to cure a material breach after SACOG provides written notice thereof and a reasonable opportunity to cure, SACOG may terminate this Agreement upon 10 days' written notice to the Recipient identifying the reason for termination. Upon receipt of the notice of termination, Recipient shall immediately cease its own reimbursable activities on the Project and shall give notice to any third party working on the Project to immediately cease its reimbursable activities on the Project. Within 30 working days of receipt of the notice of termination, Recipient shall submit an invoice for work done through the date of termination. Reasons for termination may include, but are not limited to:

- (1) failure by the Recipient to submit a progress report or invoice for two consecutive quarters after the Notice to Proceed;
- (2) if the Project falls more than 6 months behind the timeline in Exhibit "A" and the Recipient fails to timely inform the SACOG Program Manager; or
- (3) the Recipient does not respond in a timely manner to requests by SACOG's Project Manager for information.

Reimbursable funding for the Project shall cease upon the effective date of the termination notice.

5. General Provisions

A. Amendments:

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

B. Indemnity:

Recipient and SACOG are each responsible for its own acts and omissions. Further, each party agrees to indemnify, defend, and hold harmless the other party, its governing body, officers, agents, and employees from and against any and all actions, claims, demands, losses, expenses, including reasonable attorney's fees and costs, damages, and liabilities, resulting from the negligent acts or omissions or willful misconduct of the indemnifying party. The provisions of this Section shall survive the expiration or termination of this Agreement.

C. Audit, Records:

SACOG shall have the right to audit, or have audited by a representative agent, Recipient's use of Project funds. Recipient shall maintain books, records, documents and other evidence (collectively "Records") pertinent to Project work performed under this Agreement in accordance with generally accepted accounting principles and practices for a minimum of three years following completion of the Project. Recipient shall make the Records available to SACOG or its agents upon request.

D. Notices:

All notices required or provided for under this Agreement shall be in writing and delivered in person or by first class U.S. mail, postage prepaid, to the Project Managers identified in Section 1.B.

E. Integration:

This Agreement represents the entire understanding of SACOG and Recipient as to those matters contained herein and supersedes all prior negotiations, representations, or agreements, both written and oral. This Agreement may not be modified or altered except in accordance with Section 5.A.

F. Headings:

The headings of the various sections of this Agreement are intended solely for convenience of reference and are not intended to explain, modify, or place any interpretation upon any of the provisions of this Agreement.

G. Severability:

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to which it is invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and shall be enforced to the fullest extent permitted by law, unless the exclusion of such term or provision, or the application of such term or provision, would result in such a material change so as to cause completion of the obligations contemplated herein to be unreasonable.

H. Counterparts:

This Agreement may be executed in multiple counterparts, each of which shall constitute an original, and all of which taken together shall constitute one and the same instrument.

I. Dispute Resolution:

Each party hereto will notify the other party promptly of any matters that may cause disputes arising out of their respective rights and obligations under this Agreement and will make every reasonable effort to settle such disputes by prompt and diligent negotiations. If the parties are unable to resolve the dispute through negotiation, the dispute will be sent to mediation administered by a mediator acceptable to both

parties prior to the initiation of legal action, unless delay in initiating legal action would irrevocably prejudice one of the parties. All expenses of the mediation will be borne by the parties equally; however, each party will bear the expense of its own counsel, experts, witnesses, and preparation and presentation of proofs.

6. Signatories

The following parties are the authorized signatories representing their respective agencies to sign this MOU:

Sacramento Area Council of Governments

City of Wheatland

JAMES CORLESS
Executive Director

(Name)
(CEO title)

Date

Date

Approved as to form:

SLOAN SAKAI YEUNG & WONG LLP
Legal Counsel to SACOG

Exhibit “A”

**SCOPE OF WORK
DELIVERABLES, MILESTONES, AND TIMELINE**

Exhibit “A”
SCOPE OF WORK
DELIVERABLES, MILESTONES, AND TIMELINE

The City of Wheatland will perform the following tasks and deliverables in accordance with the specified timeline and budget for the preparation of an Employment Zone Feasibility Analysis:

Task 1. Retain Urban Economics Consultant

The City of Wheatland will retain a qualified urban economics firm that will study the feasibility of a coordinated and cohesive Employment Zone within the Johnson Rancho Planning Area. The consultant will perform the following tasks:

Task 1.1 Identify and Study Feasible Employment Zone Industries

The urban economic consultant will identify potential industries that would be well-suited for an Employment Zone located within the City of Wheatland. The study will consider the opportunities and constraints to potential future users of a City of Wheatland employment zone and will identify measures for the City of Wheatland to remove any barriers to future Employment Zone growth. The consultant shall consider existing and projected market and economic factors for determining appropriate employment sectors for the Employment Zone. The analysis will also present the absorption factors that would affect the timeline for the creating new jobs in the Wheatland area. The economic consultant should also consider a multiplier effect in order to conclude whether the Employment Zone will be feasible as well as successful within a reasonable timeline. Specifically, the urban economic consultant will consider the following three industries:

- a) **Beale Air Force Base (AFB)-Related Industries:** The study will consider opportunities for the City of Wheatland to provide complimentary civilian industries to the current and future missions of Beale AFB. The study will identify partnership opportunities for the City with the AFB. Beale AFB has expanded its mission operations over the past decade, including the Global Hawk Drone program and other high-level intelligence operations. The study will consider the feasibility and viability of Federal Department of Defense contractors that serve Beale AFB missions locating into a City of Wheatland Employment Zone.
- b) **Potential Agricultural Related Industries:** The urban economics consultant will assess the agricultural industry opportunities that may be consolidated into a Wheatland Employment Zone. The City of Wheatland has maintained its strong alliance with the agricultural interests in southern Yuba County. The consultant will use SACOG’s Rural-Urban Connections Strategy (RUCS) as a basis for considering how the agricultural industry may be a viable tenant of the Employment Zone. Of particular interest to the City of Wheatland is the potential to create a Food Hub as described in the RUCS. Creating a Food Hub in Wheatland would ultimately reduce vehicle and truck trips in the region, thereby reducing toxic air emissions.

- c) **Potential Emerging Technology Industries:** The consultant shall also identify any opportunities for the City to take advantage of the technology industry existing in Northern California. As housing prices and cost of living concerns generate constraints to the expansion of the technology industry in the Silicon Valley, the City of Wheatland may provide an attractive option for technology companies seeking a new campus setting. The study shall consider the feasibility of the Wheatland Employment Zone to host an Innovation Center catering to the technology industry.

Deliverable: *A detailed opportunities and constraints analysis of various industries that could be located within a Wheatland Employment Zone.*

Timing: *3 months from contract execution*

SACOG Grant: *\$27,000*

City Match: *\$2,700*

Total Task Budget: *\$29,700*

Task 1.2 Identify Optimal Land Area for the Employment zone

The urban economic consultant shall identify the appropriate number of acres necessary to support an integrated business campus within the Johnson Rancho Planning Area. The commercial and other non-residential previously designated areas along Spenceville Road will be reconfigured and assembled maximizing the opportunity for interconnected businesses to locate in Wheatland. The location analysis shall consider proximity and access to local and regional transportation systems and minimization of other infrastructure demands and costs. The non-residential land along Spenceville Road will be reassessed for alternative land uses, including single-family and multi-family residential designations. Finally, for each of the identified Employment Zone uses, the consultant shall consider and provide a land use layout reassembling land uses such that housing and employment uses create a cohesive land use pattern.

Deliverables: 1) *Revised Johnson Rancho Land Use Map showing the location of the Employment Zone and identifying new/changed land uses for current non-residential land uses along Spenceville Road.*

 2) *Revised Land Use Map Matrix presenting the number of acres of Employment Zone, roadways and infrastructure, and other related land use amenities to serve an Employment Zone.*

 3) *A conceptual layout of the Employment Zone showing buildings, internal and local circulation, and any other amenities needed to enhance the viability of the Employment Zone.*

Timing: *4 months from contract execution*

SACOG Grant: *\$9,000*

City Match: *\$900*

Total Task Budget: *\$9,900*

Task 1.3 Identify Required Infrastructure and Determine Feasibility

The urban economics consultant will provide an analysis of the types and sizes of infrastructure and utilities necessary to serve a viable Employment Zone. In addition, the analysis will provide any necessary and suggested subsequent actions that should be implemented to support the success of the Employment Zone. Specifically, the consultant will consider the following:

- a) **Transportation Improvements:** The feasibility study will assess the current and planned transportation and circulation in the southern Yuba County area. For the various industry types, the consultant will identify any mobility deficiencies and will recommend transportation improvements that would be necessary to make the Employment Zone viable. The study will also include a feasibility and phasing analysis of the transportation improvements.
- b) **Water/Wastewater/Drainage Infrastructure:** The study will identify the water demand, sewage generation, and storm drainage flows of the prospective Employment Zone industries. The study will present any specific enhancements or improvements to these services necessary that may be unique to the industries considered. The study will also consider the feasibility of these special infrastructure needs for the Employment Zone.
- c) **Utilities:** The urban economic consultant will also consider the future businesses requirements related to energy demand and communication services. Specifically, the study will consider and identify current technology infrastructure that will serve emerging industries into the future. The study will consider the feasibility of providing these utilities.

<i>Deliverable:</i>	<i>Feasibility analysis of infrastructure and utility needs for the Employment Zone</i>
<i>Timing:</i>	<i>6 months from contract execution</i>
<i>SACOG Grant:</i>	<i>\$22,500</i>
<i>City Match:</i>	<i>\$2,250</i>
<i>Total Task Budget:</i>	<i>\$24,750</i>

Task 2. City Staff Coordination, Review, and Processing of the Employment Zone Feasibility Analysis

Throughout the administration of this grant, the City of Wheatland will remain responsible for the processing of the Employment Zone Feasibility Analysis and will manage each step of the process. The City of Wheatland will draft a request for proposals, consider acceptable proposals, and select a qualified urban economics consultant. City staff will process the consultant contract, including preparing a staff report for the Wheatland City Council for their consideration. City staff will coordinate and attend meetings between the urban economic consultant and other various agencies throughout the process. These agencies include but are not limited to Beale AFB, South Yuba Transportation Improvement Agency, Yuba Sutter Economic Development Corporation, Yuba Water Agency, Yuba County, and SACOG. The City of Wheatland will also coordinate meetings with the Johnson Rancho land ownership group, local agricultural and business interests, and community members.

Once a draft Employment Zone Feasibility Analysis has been completed, City staff will work with the consultant to finalize the document and will initiate the public review and City Council approval process. City staff will provide CEQA compliance, hearing notices, and staff reports. The completed study will be presented to the Wheatland Planning Commission for recommendation to the Wheatland City Council. City staff will conclude the processing of the Wheatland Employment Zone Feasibility Analysis by presenting the staff report to the Wheatland City Council for their consideration to approve the document.

<i>Deliverable:</i>	<i>Wheatland Employment zone Feasibility Analysis (City Staff Administration)</i>
<i>Timing:</i>	<i>9 months from grant initiation</i>
<i>SACOG Grant:</i>	<i>\$41,500</i>
<i>City Match:</i>	<i>\$4,150</i>
<i>Total Task Budget:</i>	<i>\$45,650</i>

Overall Project

Total Budget	\$110,000
SACOG Grant	\$100,000
City Match:	\$10,000

Note: If the actual costs of the Project exceed \$110,000, the City of Wheatland shall be responsible for any and all additional costs.

Exhibit “B”

INVOICE SUPPORTING DOCUMENTS

Sacramento Area Council of Governments
Required Supporting Documentation for Contractor, Sub-Contractor, Sub-Recipient Invoices

Type of Expense	SACOG Required Documentation	Sub-Recipient Required Documentation	Contractor/Sub-Contractor Required Documentation
Labor Costs	Approved timesheets	Approved timesheets and/or itemized financial/payroll system report providing: + names + dates + hours worked toward specific tasks/ deliverables + hourly rate	Approved timesheets and/or itemized financial/payroll system report providing: + names + dates + hours worked toward specific tasks/ deliverables + hourly rate
Travel Costs	Travel request approval/details and appropriate documentation for type of travel expense below:	Travel request approval/details and appropriate documentation for type of travel expense below:	Travel request approval/details and appropriate documentation for type of travel expense below:
Mileage	Date, miles driven, addresses traveled from and to, purpose of travel. Map preferred.	Date, miles driven, addresses traveled from and to, purpose of travel. Map preferred.	Date, miles driven, addresses traveled from and to, purpose of travel. Map preferred.
Meals, Incidentals, Transportation & Lodging	Itemized receipts for all meals/incidentals. Will only reimburse up to state per diem rates .	Itemized receipts for all meals/incidentals. Will only reimburse up to state per diem rates .	Itemized receipts for all meals/incidentals. Will only reimburse up to state per diem rates .
Indirect/Overhead Charge	N/A - Accounting function	Approval of indirect rate from cognizant agency	Approval of indirect/overhead rate from cognizant agency or Form 10-K (Consultant certification of Contract Costs and Financial Management System.)
Other Expenses	Detailed receipts	Detailed receipts	Detailed receipts
In-Kind/Match	N/A - Accounting function	Documentation supporting in-kind or other match. If staff time is used for match, follow "labor costs" documentation requirements. If other costs are used, follow the rules for other types of expenses and provide details on procurement process used. In order to be allowable for match, any costs incurred must have been procured following same rules SACOG is subject to based on type of grant funding. If providing actual funds, identify what type of funds are being provided (focal, state, federal, federal aid) and/or source of funds (granting agency.)	Documentation supporting in-kind or other match. If staff time is used for match, follow "labor costs" documentation requirements. If other costs are used, follow the rules for other types of expenses. If providing actual funds, identify what type of funds are being provided (focal, state, federal, federal aid) and/or source of funds (granting agency.)
Proof of Payment	N/A - Accounting function	Copy of cancelled check showing proof of cleared payment	N/A

Exhibit “C”

CITY OF WHEATLAND GRANT APPLICATION



City of Wheatland

111 C Street
Wheatland, California 95692
TELEPHONE (530) 633-2761
FAX (530) 633-9102

June 29, 2018

Greg Chew, Senior Planner
Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814

Subject: City of Wheatland request for \$100,000 of Category 3 project funding for City of Wheatland Business Park Feasibility Study

Dear Mr. Chew:

If awarded, the City of Wheatland will use \$100,000 of funding to complete a Business Park Feasibility Study. The proposed plan would be slated for completion early 2021, which would allow ample time for project completion by December 31, 2021 in the case of any unforeseen delays. The City will contribute \$10,000 from the General Fund, which would be a 10 percent match.

Project Manager: Rod Stinson, Division Manager/Air Quality Specialist
(916) 372-6100
rods@raneymanagement.com

Existing Conditions

The City of Wheatland is a small city in Yuba County poised to grow into the largest incorporated community in Yuba County.

Currently, Wheatland's has very little property appropriately zoned for non-retail, job creating uses. As a result, current and future residents must commute north toward the Marysville-Yuba City area or south toward the greater Sacramento area. A strong majority of commuters travel south to the employment centers in Sacramento and Placer counties. The Wheatland City Council has provided direction to staff to work toward an appropriate jobs/housing balance as the community grows and avoid becoming simply a bedroom community.

In 2014 Wheatland annexed 4,500 acres extending the City limit line east. The City limits now cover an area directly south of Beale Air Force Base along routes leading to gates into the facility. The Johnson Rancho annexation included commercial/office designations along Spenceville Road, with retail uses near the proposed State Route (SR) 65 Bypass. A future hospital site was also anticipated.

The conceptual planning is similar to Douglas Boulevard in Roseville with a linear approach to both service and medical office buildings.

What was not anticipated at the time the annexation was completed is a consolidated planning area assembled, with appropriate infrastructure, to support a business park or high-tech campus.

Purpose of Study

As Wheatland looks to the future, it is essential to plan a greater balance between jobs and housing. The newly annexed area, with large tracts of vacant land in close proximity to Beale Air Force Base, may offer a unique opportunity for establishment of a business park offering campus environments with nearby new and existing housing.

The purpose of the study is to identify a preferred business park site, analyze feasibility, and determine the action steps required to achieve success in job creation.

Development would not be directly associated with the proposed funding. However, the plan would provide direction for future development, both private and public. The plans would incorporate Blueprint Principles to further the regions dedication to smart growth. Principals such as Compact and Mixed-Use Development, Quality Design, and Natural Resource Conservation are important to the City of Wheatland as well as the entire SACOG region.

Proposed Scope of Work

1. Identify a preferred location for a business park within the Johnson Rancho annexation that can be scaled up to 1,000 acres;
2. Develop a preliminary site plan for the preferred location
3. Determine feasibility, including:
 - a. Market factors in the greater Sacramento region, including potential demand and absorption rates for potential campus sites;
 - b. Identification of required infrastructure and initial estimate of infrastructure needs and costs (roads, water, sewer, storm drain, utilities, etc.);
 - c. Phasing plan;
 - d. Impacts of proximity to Beale Air Force Base, including consideration of Beale's mission, complimentary civilian industry that may be attracted to the location, and potential partnerships;
 - e. Job creation potential of the business park;
 - f. Potential economic impacts to Wheatland and region;
 - g. Identification of obstacles; and
 - h. Action plan.

Estimated Cost

Yet to be determined.

Should you have any questions you can contact me at (916) 372-6100 or at rods@raneymanagement.com.

Sincerely,



Rod Stinson,
Division Manager/Air Quality Specialist
rods@raneymanagement.com
(916) 372-6100