

CITY OF YUBA CITY
STAFF REPORT

Date: July 20, 2021
To: Honorable Mayor & Members of the City Council
From: Public Works Department
Presentation by: Diana Langley, Public Works Director

Summary

Subject: State Route 20 Corridor Improvements Project – Phase 2 Time Extension Request

Recommendation: Adopt a Resolution approving a time extension request letter extending the Sacramento Area Council of Governments Community Design Program Category 3 funds Memorandum of Understanding 9 months (to September 30, 2022) and authorizing the Public Works Director to execute an amended Memorandum of Understanding with the Sacramento Area Council of Governments for Community Design Grant Funding for the Highway 20 Revitalization Corridor Enhancement Project upon SACOG Board approval of extension request.

Fiscal Impact: None

Purpose:

Revitalize and improve the State Route 20 (SR20) Corridor with streets improvements between State Route 99 and Feather River.

Background:

On April 2, 2019, Council authorized the City Manager to execute the required Memorandum of Understanding (MOU) (Attachment 2) with Sacramento Area Council of Governments (SACOG) in order to access \$100,000 SACOG Design Program Category 3 grant funds. The MOU requires the City to pledge a minimum 10% local match. On April 4, 2019, the City entered into the MOU with SACOG.

On December 15, 2020, council elected to utilize the funds to construct parkway strips on the north/south sides of (SR20) from Stafford Way to Clark Avenue. Parkway strips will match the recent improvements made to the median between Clark Avenue and Stafford Way and will include plantings of grasses and medium trees, irrigation system, and hardscaping (decomposed granite and cobble).

Analysis:

Per the attached time extension request letter, staff will not be able to complete the work by the previously approved performance period end date of December 31, 2021 specified in the MOU due to COVID-19 related impacts and the need to obtain a Caltrans encroachment permit.

Staff proposes a time extension of nine (9) months (to September 30, 2022) to cover any possible delays that may extend the project's completion date.

Fiscal Impact:

There is no fiscal impact associated with requesting a time extension. Specific project funding for construction costs will be presented to Council with the approval of the plans and specifications later this year.

Alternatives:

1. Do not approve the time extension request letter.
2. Cancel project.

Canceling the project or not approving the time extension request letter will jeopardize grant funding.

Recommendation:

Adopt a Resolution approving a time extension request letter extending the Sacramento Area Council of Governments Community Design Program Category 3 funds Memorandum of Understanding 9 months (to September 30, 2022) and authorizing the Public Works Director to execute an amended Memorandum of Understanding with the Sacramento Area Council of Governments for Community Design Grant Funding for the Highway 20 Revitalization Corridor Enhancement Project upon SACOG Board approval of extension request.

Attachments:

1. Resolution
 - a. SACOG Time Extension Request Letter
2. MOU

Prepared by:

Submitted by:

/s/ Nick Menezes

Nick Menezes
Assistant Engineer

/s/ Dave Vaughn

Dave Vaughn
City Manager

Reviewed by:

Department Head

DL

Finance

SM

City Attorney

SLC by email

ATTACHMENT 1

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE PUBLIC WORKS TIME EXTENSION REQUEST LETTER
FOR A MEMORANDUM OF UNDERSTANDING EXNTESION UNTIL
SEPTEMBER 30, 2022 FOR THE STATE ROUTE 20 CORRIDOR
IMPROVEMENTS PROJECT – PHASE 2**

WHEREAS, on April 2, 2019, Council authorized the City Manager, or designee, to execute a Memorandum of Understanding (MOU) in order to access \$100,000 in Sacramento Area Council of Governments (SACOG) Community Design Program Category 3 funds for the design and construction of the State Route 20 Corridor Improvements Project – Phase 2; and,

WHEREAS, on April 4, 2019, the City entered into the MOU with SACOG; and,

WHEREAS, the City will not be able to complete the work by the December 31, 2021 MOU performance period end date due to reasons outside the City's control; and,

WHEREAS, SACOG requires Council formally adopt a resolution approving a request letter extending the MOU; and,

WHEREAS, the Public Works Department recommends Council adopt a resolution approving the attached time extension request letter extending the MOU nine (9) months (September 30, 2022) to avoid jeopardizing grant funding; and,

WHEREAS, SACOG will require the City to execute an amended MOU upon SACOG Board approval of the time extension request letter extending the MOU.

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

1. The time extension request letter extending the Sacramento Area Council of Governments (SACOG) Community Design Program Category 3 funds Memorandum of Understanding (MOU) nine (9) months (to September 30, 2022), attached as Exhibit A is hereby approved.
2. The Public Works Director is hereby authorized to execute an amended Memorandum of Understanding with the Sacramento Area Council of Governments for Community Design Grant Funding for the Highway 20 Revitalization Corridor Enhancement Project upon SACOG Board approval of the City's time extension request.

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 20th day of July 2021.

AYES:

NOES:

ABSENT:

Marc Boomgaarden, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM
COUNSEL FOR YUBA CITY:

Shannon Chaffin, City Attorney
Aleshire & Wynder, LLP

Exhibit:

A. SACOG Time Extension Request Letter

EXHIBIT A

Public Works



July 20, 2021

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

RE: Time Extension Request: SACOG Agreement #MU1819004 – Highway 20 Corridor Enhancement Project

Dear Mr. Chew

We are writing you to respectfully request a 9-month time extension (to September 30, 2022) for the subject project. The approved project covers the construction of improvements to the State Route 20 corridor between Stafford Way and Clark Avenue in Yuba City.

The City does not anticipate completing the work by the previously approved SACOG Community Design Program (Round 8) non-competitive Category 3 funds performance period end date of December 31, 2020, and need a time extension for the reasons listed below:

1. The COVID-19 pandemic created situations in which City staff and Consultant staff were either working at home with less-than-necessary recourses, or not working at all. This significantly extended the time that the consultant would need for the creation of the plans and specifications. This also extended the amount of time that the City needed for review of the plans and specifications.
2. Due to reasons noted above, the City has not yet submitted an encroachment permit to Caltrans. The encroachment permit process through Caltrans has historically been extremely slow and can take up to 3 months. Construction cannot take place on State Route 20 until the Caltrans permitting process is completed.

Staff and consultant have been working diligently to meet all necessary milestones to be shovel ready. To date, the following has been completed:

- City staff have completed 75% and 50% plan, specification and estimate (PS&E) reviews, and provided necessary comments to the design consultant.
- Upon completion of the plans, staff will submit the Caltrans encroachment permit.

Staff anticipates the following project completion schedule:

Tentative Project Schedule

Activity	Anticipated Completion Date
Completion of PS&E	08/16/2021
Submission & Approval of Caltrans Encroachment Permit	08/16/2021 – 11/16/2021
Approval of PS&E, and Authorization to Bid	11/16/2021
Award Project	12/07/2021
Begin Construction	03/18/2022

Complete Construction	05/30/2022
Project Closeout	09/30/2022

The above schedule is a conservative one which includes additional time for Caltrans permit approval, Council meetings, bidding and cessation of construction during winter months due to inclement weather.

The City is requesting the time extension to September 30, 2022 to cover any possible delays that may extend the project's completion date.

If you have any questions, concerns, or need any additional information, please contact Nick Menezes at (530) 822-4640 or nmenezes@yubacity.net . Thank you for your consideration.

Sincerely,

Diana Langley
Public Works Director

ATTACHMENT 2



Auburn
Citrus Heights
Colfax
Davis
El Dorado County
Elk Grove
Folsom
Galt
Isleton
Lincoln
Live Oak
Loomis
Marysville
Placer County
Placerville
Rancho Cordova
Rocklin
Roseville
Sacramento
Sacramento County
Sutter County
West Sacramento
Wheatland
Winters
Woodland
Yolo County
Yuba City
Yuba County

April 11, 2019

City of Yuba City
Attn: Nicholas Menezes
1201 Civic Center Blvd
Yuba City, CA 95993

Re: SACOG Agreement #MU1819004 – City of Yuba City
Effective Date: April 10, 2019

Dear Mr. Menezes:

Enclosed, please find an original fully executed Agreement with SACOG,
effective April 10, 2019.

Per the terms of your Agreement, please return a Certificate of Insurance to my
attention within 30 days from the date of this letter.

If you have any questions, please contact me at (916) 319-5194. Thank you.

Sincerely,

A handwritten signature in black ink that reads 'Stacy Le'.

Stacy Le
Contracts Coordinator

Enclosure

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 Yuba City (“Recipient”)
For the project known as “Highway 20 Revitalization Corridor Enhancement” (“Project”)

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:

Diana Langley
Interim City Manager
City of Yuba City
1201 Civic Center Boulevard,
Yuba City, CA 95993
dlangley@yubacity.net
Phone 530-822-4792

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 is attached hereto and incorporated herein as Exhibit "C". 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 construct corridor enhancement improvements along the Highway 20 transportation corridor. The improvements will be done in accordance with the Highway 20 Gateway and Streetscape Master Plan, the City's Highway 20 Better Street Design guide, and in accordance with Caltrans requirements for work within their right-of-way.

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 Yuba City



JAMES CORLESS
Executive Director



DIANA LANGLEY
Interim City Manager

4-10-19
Date

April 4, 2019
Date

Approved as to form:



SLOAN SAKAI YEUNG & WONG LLP
Legal Counsel to SACOG

Exhibit "A"

**CITY OF YUBA CITY
HIGHWAY 20 REVITLIZATION CORRIDOR ENHANCEMENT**

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

Funding will be utilized for the design and construction of corridor enhancement improvements along the Highway 20 transportation corridor. The improvements will be done in accordance with the Highway 20 Gateway and Streetscape Master Plan, the City's Highway 20 Better Street Design guide, and in accordance with Caltrans requirements for work within their right-of-way.

The Scope of work for the Highway 20 Revitalization Corridor Enhancement Project is as follows:

1. CEQA Environmental Work

Pursuant to CEQA requirements, City Staff will develop a Project description, complete the Initial Study/Checklist, and determine whether there is a Categorical Exemption for the Project.

Timeline: July 2019
Total Cost: \$1,000
Reimbursable: \$0

2. Design/Construction Documents

Staff will finalize the project scope and hire a consultant to prepare construction plans, specifications, and a cost estimates. Staff will coordinate right-of-way and encroachment permits with Caltrans.

Timeline: November 2020
Total Cost: \$24,000
Reimbursable: \$24,000

Should design costs be lower than anticipated, remaining Design/Construction Documents grant funding will be allocated to reimburse Bidding and Construction costs.

3. Bidding and Construction

City staff will advertise the construction documents for bid, coordinate bidder inquiries/addenda, open bids, and facilitate award to the lowest responsible/responsive bidder. Contractor will construct the improvements in accordance with the documents. Includes 10% contingency.

Deliverable: Project Construction

Timeline: April 2021
Total Cost: \$85,000 +
Reimbursable: \$76,000

Total Budget Amount: \$110,000 +
SACOG Grant: \$100,000
Local Match: \$10,000 min

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: Date, miles driven, addresses traveled from and to, purpose of travel. Map preferred.	Travel request approval/details and appropriate documentation for type of travel expense below: Date, miles driven, addresses traveled from and to, purpose of travel. Map preferred.	Travel request approval/details and appropriate documentation for type of travel expense below: 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 (local, 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 (local, 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



June 19, 2018

Mr. Greg Chew
Community Design Funding Program Manager
Sacramento Area Council of Governments
1415 L Street, Suite 300
Sacramento, CA 95814

RE: Yuba City Community Design Program Category 3 Submittal Letter – Highway 20 Corridor Enhancement Project

Dear Mr. Chew:

The City of Yuba City respectfully requests that the following correspondence be considered as our Category 3 Submittal letter notifying SACOG of the City's application for Community Design Program (CDP) non-competitive funds. The City is submitting this letter to secure additional funding for the enhancement of the Highway 20 corridor in Yuba City. Please find the project information below in accordance with the CDP guidelines:

- | | |
|-----------------------------|--|
| 1. Sponsoring Jurisdiction: | City of Yuba City |
| 2. Name of Project: | Highway 20 Revitalization Corridor Enhancement |
| 3. Project Category: | Category 3 |
| 4. Project Manager: | Diana Langley |
| 5. Contact Info: | dlangley@yubacity.net
(530) 822-4626 |
| 6. Project Scope: | |

The City of Yuba City desires to obtain Community Design Program funds for the construction of corridor enhancements along the Highway-20 transportation corridor from State Route 99 to the 10th Street Bridge. The improvements will be done in accordance with the City's Highway 20 Better Street Design Guide, the Highway 20 Gateway & Streetscape Master Plan, and in accordance with Caltrans requirements for work within their right-of-way.

In previous Community Design Program funding cycles, the City of Yuba City received \$200,000 (through 2 cycles) for the development of the Highway 20 Better Street Design Manual and for the project design (100% plans between Stafford Way and Clark Ave, 30% plans for the remainder of the project, from

SR-99 to the 10th Street Bridge). The City desires to use future available CDP funds to continue to enhance the corridor for the remaining sections.

7. Project Timeline:

Ongoing phased improvements to the corridor will be designed and constructed as funds become available. This cycle's \$100,000 will be utilized prior to the end of the 2019/2020 fiscal year.

8. Blueprint Principles:

The proposed corridor enhancements will address the following Blueprint Project Principles:

- Transportation options – Pedestrian improvements are intended to increase walkability and reduce existing safety risks
- Compact development – Create “villages” through zoning and future development, improving walkability.
- Quality design – Design infrastructure improvements for ambience, shade, safety, appearance, and comfort.
- Mixed Land Uses – Using zoning to promote mixed land use for a walkable, sustainable community

9. Local Match/Funding:

The City of Yuba City is requesting \$100,000 for the 2018 CDP and will be providing an 11.5% match with local funds. The City is committed to seeing the revitalize of Hwy. 20 completed. City Council has identified the project as a primary goal for the enhancement of our community.

10. Additional Notes:

All infrastructure improvements constructed as part of the proposed project will be constructed within the existing Caltrans right-of-way. All project designs and construction must be coordinated with, and approved by Caltrans.

Please contact myself or Manu Dhaliwal at (530) 822-4626 should you need any additional information, or have any questions.

Sincerely,



Diana Langley
Public Works Director