

MEMORANDUM

TO: CITY COUNCIL

FROM: BILL ROBESON, ASSISTANT CITY MANAGER/PUBLIC WORKS DIRECTOR

BY: RON SIMPSON, PUBLIC WORKS MANAGER

SUBJECT: CONSIDERATION TO APPROVE TWO AGREEMENTS WITH THE CALIFORNIA CONSERVATION CORP FOR VEGETATION MANAGEMENT SERVICES

DATE: APRIL 13, 2021

SUMMARY OF ACTION:

Approval of two (2) new three-year agreements with the California Conservation Corp for annual vegetation management services.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The proposed agreements will allow for the expenditure of up to \$25,560 (Grace Lane/Parks) and \$27,024 (Creek winterization) for the services provided. Funds which are allocated annually from the Grace Lane Assessment District fund will be used to pay for the associated maintenance for the Grace Lane Assessment District. In the event there is a remainder of contract service allowance (i.e. we have not spent up to the \$25,560 contract maximum) at the end of the third year, if necessary, the City's Public Works Department may utilize the rest service allowance, which will be paid for from the City's Parks Maintenance fund. The City's Street Maintenance Division (storm water/creek drainage) fund covers the cost for contracted maintenance for necessary vegetation management services in City-owned sections of Arroyo Grande Creek.

RECOMMENDATION:

It is recommended the Council approve and authorize the Mayor to execute two (2), three year agreements with the California Conservation Corps for annual vegetation management services.

BACKGROUND:

The City of Arroyo Grande has responsibilities to maintain vegetation on City-owned and assessment district open space areas and City-owned riparian areas for the purposes of fire hazard mitigation and maintenance of necessary drainage improvements. The Public Works Department does not have the resources to complete this annual maintenance work utilizing City staff and has routinely utilized the services of the California Conservation

CITY COUNCIL

CONSIDERATION TO APPROVE TWO AGREEMENTS WITH THE CALIFORNIA CONSERVATION CORP FOR VEGETATION MANAGEMENT SERVICES

APRIL 13, 2021

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Corps (CCC). The City's previous agreements with the CCC were approved for a period starting October 15, 2018 and expiring June 30, 2021. The proposed agreements are for the same three-year time frame, expenditure amounts and include the same scopes of service as the previous agreements.

ANALYSIS OF ISSUES:

The CCC has proven to be an extremely competent and capable labor source for the City's vegetation management and weed abatement needs. The CCC crews are well trained and supervised and have significant experience working in sensitive habitat areas such as open space areas, creeks and drainage areas. Local regulatory agencies such as the Regional Water Quality Control Board have a high degree of trust in the CCC's work in riparian habitat areas. In addition, the CCC is able to provide crew sizes capable of tackling large scale projects in a timely and effective manner.

California Public Resources Code section 14306 allows the CCC to execute contracts with local public agencies to provide services on projects that benefit the public by preserving, maintaining and/or enhancing lands and water for conservation and fire prevention purposes.

- The first proposed new three-year agreement will provide for three years of annual vegetation management in the Grace Lane Open Space Area at a total cost of up to \$25,660.00. Any contract service allowance remaining at the end of the three-year agreement may be used for minor clean-up and vegetation maintenance completed at City-owned parks and/or Open Space areas and will be paid for by the City from the Parks Maintenance budget.
- The second proposed new three-year agreement will address creek winterization work in the Arroyo Grande Creek. The agreement covers three years of annual maintenance, which consists of trimming excessive vegetation growth done by hand crews to allow for natural creek flow in creek segments owned by the City. This agreement is set at total cost of up to \$27,024.
- Both agreements will begin on July 1, 2021, and terminate on June 30, 2024.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve and authorize the Mayor to execute two agreements with the California Conservation Corps for annual vegetation management services;
2. Do not approve the proposed agreements; or
3. Provide other direction to staff.

**CITY COUNCIL
CONSIDERATION TO APPROVE TWO AGREEMENTS WITH THE CALIFORNIA
CONSERVATION CORP FOR VEGETATION MANAGEMENT SERVICES
APRIL 13, 2021
PAGE 2**

ADVANTAGES:

The CCC has the capability and the availability to provide annual vegetation management services for the 16-acre Grace Lane Open Space area and several City-owned segments of Arroyo Grande Creek. The Public Works Department does not have adequate staffing resources to fully complete this annual maintenance work without significantly impacting the ability to complete other critical routine work assignments. The hourly rate charged by the CCC for this work is approximately equivalent to the hourly cost for City staff to complete similar work.

Additionally, the CCC is a work development program that provides job skills training, educational opportunities, and an increased awareness of natural resources to young adults who participate in the program.

DISADVANTAGES:

No disadvantages are identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this action.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachment:

1. State of California, California Conservation Corps Agreement Addendum – Grace Lane Assessment District Open Space Area Vegetation Management
2. State of California, California Conservation Corps Agreement Addendum – Arroyo Grande Creek Winterization/Vegetation Management

Attachment 1

Agreement # <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <small>(CCC Contract Officer Assigns)</small>	Index# <div style="border: 1px solid black; padding: 5px; text-align: center;">6603</div> <small>(Center Index Code is Four digits)</small>	CCC Work Code <div style="border: 1px solid black; padding: 5px; text-align: center;">R-21-6603-7481</div> <small>(Center Project Manager Assigns)</small>
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A] The California Conservation Corps (CCC), agrees to provide crew labor for the project titled:

City of Arroyo Grande - Parks

See CCC-58. Project Evaluation Form for details.

B] The term of this agreement shall be:


Agreement Start Date: July 1, 2021 Check here if multi-year
 Agreement Expiration Date: June 30, 2024

C] Sponsor agrees to reimburse the CCC for estimated costs in accordance with the Fiscal Summary. (Fiscal Year displays are shown on page 2 & 3.) NOTE TO SPONSOR: Budget detail will not be provided on performance based contracts.	LABOR	Hours	Rate/Hr	Totals	
	CM Regular Time:	1065.00	\$ 24.00	\$ 25,560.00	
	CM Overtime:	0.00	\$ -	-	
	Performance-Based Labor:			\$ -	
	Staff BILLABLE Regular Time :			\$ -	
	Staff Overtime :			\$ -	
	EXPENSES				
	Equipment (greater than \$5,000):			\$ -	
	Tools (includes equipment less than \$5,000):			\$ -	
	Materials:			\$ -	
	Vehicle Operations:			\$ -	
	Consulting:			\$ -	
Other:			\$ -		
D] The total amount payable by Sponsor to CCC under this agreement shall not exceed:				\$ 25,560.00	

E] The CCC shall forward billing for labor and/or operating expenses with supporting documentation in triplicate to sponsor

Monthly Quarterly At end of contract
 Sponsor agrees to pay CCC within 50 days from receipt of bill. Negotiated Advanced Payments: \$ -

Sponsor	
Organization:	City of Arroyo Grande
Date:	
Signature:	
Print:	Ron Simpson
Title:	Public works manager
SPONSOR EMAIL ADDRESS	
rsimpson@arroyogrande.org	
SPONSOR MAILING ADDRESS	
1375 Ash Street Arroyo Grande, CA 93420	
SPONSOR BILLING ADDRESS:	
Same as above	

STATE OF CALIFORNIA	
California Conservation Corps	
Date:	
Signature:	
Print:	Dawne Bortolazzo
Title:	Administrative Chief
CCC DISTRICT VERIFICATION	
Date:	3.11.2021
Signature:	
Print:	Ben Herbert
Title:	Conservation Supervisor
FORWARD PAYMENTS TO:	
California Conservation Corps Attention: Accounting/Receivables 1719 24th Street, Sacramento Sacramento, CA 95816	

Fiscal Year Display	FROM:		LABOR	Hours	Rate/Hr	Totals
			First Fiscal Year Display	07/01/21		CM Regular Time:
	CM Overtime:	0.00			\$ -	\$ -
06/30/22		Performance-Based Labor:				\$ -
		Staff BILLABLE Regular Time :				\$ -
		Staff Overtime :				\$ -
EXPENSES						
		Equipment (greater than \$5,000):				\$ -
		Tools (includes equipment less than \$5,000):				\$ -
		Materials:				\$ -
		Vehicle Operations:				\$ -
		Consulting:				\$ -
		Other:				\$ -
		First Fiscal Year TOTAL:				\$ 8,544.00
Second Fiscal Year Display			CM Regular Time:	355.00	\$ 24.00	\$ 8,520.00
			CM Overtime:	0.00	\$ -	\$ -
			Performance-Based Labor:			\$ -
			Staff BILLABLE Regular Time :			\$ -
			Staff Overtime :			\$ -
	EXPENSES					
			Equipment (greater than \$5,000):			\$ -
			Tools (includes equipment less than \$5,000):			\$ -
			Materials:			\$ -
			Vehicle Operations:			\$ -
			Consulting:			\$ -
			Other:			\$ -
			Second Fiscal Year TOTAL:			\$ 8,520.00
Third Fiscal Year Display			CM Regular Time:	354.00	\$ 24.00	\$ 8,496.00
			CM Overtime:	0.00	\$ -	\$ -
			Performance-Based Labor:			\$ -
			Staff BILLABLE Regular Time :			\$ -
			Staff Overtime :			\$ -
	EXPENSES					
			Equipment (greater than \$5,000):			\$ -
			Tools (includes equipment less than \$5,000):			\$ -
			Materials:			\$ -
			Vehicle Operations:			\$ -
			Consulting:			\$ -
			Other:			\$ -
			Third Fiscal Year TOTAL:			\$ 8,496.00
Fourth Fiscal Year Display			CM Regular Time:	0.00	\$ 24.00	\$ -
			CM Overtime:	0.00	\$ -	\$ -
			Performance-Based Labor:			\$ -
			Staff BILLABLE Regular Time :			\$ -
			Staff Overtime :			\$ -
	EXPENSES					
			Equipment (greater than \$5,000):			\$ -
			Tools (includes equipment less than \$5,000):			\$ -
			Materials:			\$ -
			Vehicle Operations:			\$ -
			Consulting:			\$ -
			Other:			\$ -
			Forth Fiscal Year TOTAL:			\$ -
The total amount payable by Sponsor to CCC under this agreement shall not exceed:						\$ 25,560.00



California Natural Resources Agency
CALIFORNIA CONSERVATION CORPS PROJECT EVALUATION
FORM CCC 58
R-21-6603-7481
City of Arroyo Grande - Parks

Project Data

Project Title: City of Arroyo Grande - Parks

Project Number: R-21-6603-7481

Center Information: 6603 - Los Padres Center

Contract Information: -

Project Description:

CCC Crews will annually remove dead and downed limbs, achieve clearance between canopy and shrubs and remove limbs less than 4" that act as ladder fuels. This work will be performed within the Grace Lane Assessment District and other parks as directed.

Sponsor Information

Agency Name: CITY OF ARROYO GRANDE **Agency Code:** 40002

Mailing Address	Mailing City	Mailing State	Mailing ZIP Code
300 E. BRANCH STREET	ARROYO GRANDE	CA	93420
P.O. BOX 550	ARROYO GRANDE	CA	93421

Sponsor Contact Information:

Contact type	Title	First name	Last name	Phone number	Email address
Technical Advisor	PUBLIC WORKS SUPERVISOR	RON	SIMPSON	8054735488	rsimpson@arroyogrande.org
Sponsor Representative	DIRECTOR OF PUBLIC WORKS	GEOFF	ENGLISH	8054735466	genglish@arroyogrande.org

Estimate Information

Estimated Number of Hours: 1,065

Estimated Start and End Dates: 7/1/21-6/30/24

Work Site Information:

Address	City	State	ZIP code	Geolocation latitude	Geolocation longitude
	Arroyo Grande	CA	93420	35.131814	-120.583711

Direction to site location	Special instructions
Geolocation shows where to meet 1st day.	

Fiscal Summary



California Natural Resources Agency
CALIFORNIA CONSERVATION CORPS PROJECT EVALUATION
FORM CCC 58
R-21-6603-7481
City of Arroyo Grande - Parks

Total OE&E	Total CM labor amount	Total fiscal summary amount
\$0.00	\$25,560.00	\$25,560.00

Equipment, Materials and Labor

Sponsor Supplied Materials, Equipment and Labor:

Materials:

Equipment: Porta Pot

Chipper

Labor:

BY SIGNING THIS DOCUMENT:

The CCC Representative agrees to the following:

- A Sponsor Agreement (CCC 96 or, where applicable, an Inter Agency Agreement or other Master Agreement) is on file at Headquarters (HQ).
- If the Sponsor is a non-profit entity, a Private Property/Sponsor Authorization form has been submitted to HQ.
- If the Sponsor is a for-profit entity, a Private Property/Sponsor Authorization form has been submitted to HQ.
- The project conforms to the CCC's Injury and Illness Prevention Program (IIPP).
- The signing CCC Representative has the authority to enter into a contractual agreement of this amount with the Sponsor.

The Sponsor Representative agrees to the following:

- Hazardous Materials
 - If there are hazardous materials present, the Sponsor has provided the location, identity, and amounts of any hazardous substances at the worksite and provided all Material Safety Data Sheets (MSDS) for hazards that are present at the worksite.
 - OR
 - To the best knowledge of the Sponsor, the worksite is free of any known hazardous materials.
- All applicable local, state, and federal permits, approvals, and clearances have been obtained.
- Project Funding
 - For projects funded by the Sponsor or entity other than the CCC, the Sponsor agrees to reimburse the CCC for estimated costs in accordance with the fiscal details shown in this document.
 - OR
 - For projects funded internally by CCC's Environmental Programs or other special fund, the Sponsor agrees to comply with all applicable program and eligibility criteria to fund the project.
- The signing Sponsor Representative has the authority to enter into a contractual agreement of this type (and, if any, this amount) with the CCC.



California Natural Resources Agency
CALIFORNIA CONSERVATION CORPS PROJECT EVALUATION
FORM CCC 58
R-21-6603-7481
City of Arroyo Grande - Parks

Sponsor Representative:

Print Name: _____

Title: _____

Signature: _____

Date: _____

CCC Representative:

Print Name: BEN HERBERT

Title: CON. SUP

Signature: BH

Date: 3.11.2021

CCC Representative:

Print Name: MILE ANDERSON

Title: District Director

Signature: MA

Date: 3/11/21

Attachment 2

Agreement # <div style="border: 1px solid black; height: 20px; width: 100%;"></div> (CCC Contract Officer Assigns)	Index# <div style="border: 1px solid black; padding: 5px; text-align: center;">6603</div> (Center Index Code is Four digits)	CCC Work Code <div style="border: 1px solid black; padding: 5px; text-align: center;">R-21-6603-7479</div> (Center Project Manager Assigns)
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A) The California Conservation Corps (CCC), agrees to provide crew labor for the project titled:

City of Arroyo Grande - Creek Winterization

See CCC-58- Project Evaluation Form for details.


B) The term of this agreement shall be:
 Agreement Start Date: July 1, 2021 Check here if multi-year
 Agreement Expiration Date: June 30, 2024

C) Sponsor agrees to reimburse the CCC for estimated costs in accordance with the Fiscal Summary. (Fiscal Year displays are shown on page 2 & 3.) NOTE TO SPONSOR: Budget detail will not be provided on performance based contracts.	LABOR	Hours	Rate/Hr	Totals	
	CM Regular Time:	1126.00	\$ 24.00	\$ 27,024.00	
	CM Overtime:	0.00	\$ -	-	
	Performance-Based Labor:			\$ -	
	Staff BILLABLE Regular Time :			\$ -	
	Staff Overtime :			\$ -	
	EXPENSES				
	Equipment (greater than \$5,000):			\$ -	
	Tools (includes equipment less than \$5,000):			\$ -	
	Materials:			\$ -	
	Vehicle Operations:			\$ -	
	Consulting:			\$ -	
Other:			\$ -		

D) The total amount payable by Sponsor to CCC under this agreement shall not exceed: **\$ 27,024.00**

E) The CCC shall forward billing for labor and/or operating expenses with supporting documentation in triplicate to sponsor
 Monthly Quarterly At end of contract
 Sponsor agrees to pay CCC within 50 days from receipt of bill. Negotiated Advanced Payments: \$ -

Sponsor	
Organization:	City of Arroyo Grande
Date:	
Signature:	
Print:	Ron Simpson
Title:	Public works manager
SPONSOR EMAIL ADDRESS	
rsimpson@arroyogrande.org	
SPONSOR MAILING ADDRESS	
1375 Ash Street Arroyo Grande, CA 93420	
SPONSOR BILLING ADDRESS:	
Same as above	

STATE OF CALIFORNIA	
California Conservation Corps	
Date:	
Signature:	
Print:	Dawne Bortolazzo
Title:	Administrative Chief
CCC DISTRICT VERIFICATION	
Date:	3-11-2021
Signature:	
Print:	Ben Herbert
Title:	Conservation Supervisor
FORWARD PAYMENTS TO:	
California Conservation Corps Attention: Accounting/Receivables 1719 24th Street, Sacramento Sacramento, CA 95816	

First Fiscal Year Display	FROM:	07/01/21	LABOR	Hours	Rate/Hr	Totals
			CM Regular Time:	376.00	\$ 24.00	\$ 9,024.00
TO:	06/30/22	CM Overtime:	0.00	\$ -	\$ -	
		Performance-Based Labor:		\$ -	\$ -	
		Staff BILLABLE Regular Time :		\$ -	\$ -	
		Staff Overtime :				
			EXPENSES			
		Equipment (greater than \$5,000):		\$ -	\$ -	
		Tools (includes equipment less than \$5,000):				
		Materials:		\$ -	\$ -	
		Vehicle Operations:		\$ -	\$ -	
		Consulting:		\$ -	\$ -	
		Other:				
			First Fiscal Year TOTAL:	\$	9,024.00	

Second Fiscal Year Display	FROM:	07/01/22	LABOR	Hours	Rate/Hr	Totals
			CM Regular Time:	375.00	\$ 24.00	\$ 9,000.00
TO:	06/30/23	CM Overtime:	0.00	\$ -	\$ -	
		Performance-Based Labor:		\$ -	\$ -	
		Staff BILLABLE Regular Time :		\$ -	\$ -	
		Staff Overtime :		\$ -	\$ -	
			EXPENSES			
		Equipment (greater than \$5,000):		\$ -	\$ -	
		Tools (includes equipment less than \$5,000):		\$ -	\$ -	
		Materials:		\$ -	\$ -	
		Vehicle Operations:		\$ -	\$ -	
		Consulting:		\$ -	\$ -	
		Other:		\$ -	\$ -	
			Second Fiscal Year TOTAL:	\$	9,000.00	

Third Fiscal Year Display	FROM:		LABOR	Hours	Rate/Hr	Totals
			CM Regular Time:	375.00	\$ 24.00	\$ 9,000.00
TO:		CM Overtime:	0.00	\$ -	\$ -	
		Performance-Based Labor:		\$ -	\$ -	
		Staff BILLABLE Regular Time :		\$ -	\$ -	
		Staff Overtime :		\$ -	\$ -	
			EXPENSES			
		Equipment (greater than \$5,000):		\$ -	\$ -	
		Tools (includes equipment less than \$5,000):		\$ -	\$ -	
		Materials:		\$ -	\$ -	
		Vehicle Operations:		\$ -	\$ -	
		Consulting:		\$ -	\$ -	
		Other:		\$ -	\$ -	
			Third Fiscal Year TOTAL:	\$	9,000.00	

Fourth Fiscal Year Display	FROM:		LABOR	Hours	Rate/Hr	Totals
			CM Regular Time:	0.00	\$ 24.00	\$ -
TO:		CM Overtime:	0.00	\$ -	\$ -	
		Performance-Based Labor:		\$ -	\$ -	
		Staff BILLABLE Regular Time :		\$ -	\$ -	
		Staff Overtime :		\$ -	\$ -	
			EXPENSES			
		Equipment (greater than \$5,000):		\$ -	\$ -	
		Tools (includes equipment less than \$5,000):		\$ -	\$ -	
		Materials:		\$ -	\$ -	
		Vehicle Operations:				
		Consulting:		\$ -	\$ -	
		Other:		\$ -	\$ -	
			Forth Fiscal Year TOTAL:	\$	-	

The total amount payable by Sponsor to CCC under this agreement shall not exceed: **\$ 27,024.00**



California Natural Resources Agency
CALIFORNIA CONSERVATION CORPS PROJECT EVALUATION
FORM CCC 58
R-21-6603-7479
City of Arroyo Grande - Creek Winterization

Project Data

Project Title: City of Arroyo Grande - Creek Winterization

Project Number: R-21-6603-7479

Center Information: 6603 - Los Padres Center

Contract Information: -

Project Description:

CCC Crews will remove weeds & brush from Tally Ho & Arroyo Grande Creek. The work is needed for clean creek flows during winter rains. A side benefit of this work will be that the open creek will discourage camps, illegal activity and debris collecting.

Sponsor Information

Agency Name: CITY OF ARROYO GRANDE **Agency Code:** 40002

Mailing Address	Mailing City	Mailing State	Mailing ZIP Code
1375 Ash Street, 300 E. BRANCH STREET	Arroyo Grande ARROYO GRANDE	CA CA	93420 93420

Sponsor Contact Information:

Contact type	Title	First name	Last name	Phone number	Email address
Sponsor Representative		Bill	Roberson	(805) 473-5488	broberson@arroyogrande.org
Technical Advisor	PUBLIC WORKS SUPERVISOR	RON	SIMPSON	8054735488	rsimpson@arroyogrande.org

Estimate Information

Estimated Number of Hours: 1,126

Estimated Start and End Dates: 7/1/21-6/30/24

Work Site Information:

Address	City	State	ZIP code	Geolocation latitude	Geolocation longitude
	Arroyo Grande	CA	93420	35.133588	-120.570123

Direction to site location	Special instructions
Geolocation is where to meet day 1	



Fiscal Summary

Total OE&E	Total CM labor amount	Total fiscal summary amount
\$0.00	\$27,024.00	\$27,024.00

Equipment, Materials and Labor

Sponsor Supplied Materials, Equipment and Labor:

Materials:

Equipment: Porta Pot

Dumpster

Labor: Biologist will work with CCC on site

BY SIGNING THIS DOCUMENT:

The CCC Representative agrees to the following:

- A Sponsor Agreement (CCC 96 or, where applicable, an Inter Agency Agreement or other Master Agreement) is on file at Headquarters (HQ).
- If the Sponsor is a non-profit entity, a Private Property/Sponsor Authorization form has been submitted to HQ.
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 - If there are hazardous materials present, the Sponsor has provided the location, identity, and amounts of any hazardous substances at the worksite and provided all Material Safety Data Sheets (MSDS) for hazards that are present at the worksite.
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California Natural Resources Agency
CALIFORNIA CONSERVATION CORPS PROJECT EVALUATION
FORM CCC 58
R-21-6603-7479
City of Arroyo Grande - Creek Winterization

Sponsor Representative:

Print Name: _____

Title: _____

Signature: _____

Date: _____

CCC Representative:

Print Name: Ben HERBERT

Title: CON SUP

Signature: [Signature]

Date: 3.11.2021

CCC Representative:

Print Name: MIKE ANDERSON

← Title: [Signature]

Signature: District Director

Date: 3/11/21