



## City of Woodland

### Meeting Agenda

#### City Council

City Hall  
300 First Street  
Woodland, CA 95695

---

Tuesday, March 20, 2018

6:00 PM

Council Chambers

---

#### **CITY COUNCIL CLOSED SESSION**

**5:30 PM**

**A. CALL TO ORDER**

**B. CLOSED SESSION**

**B.1 CONFERENCE INVOLVING WOODLAND-DAVIS CLEAN WATER AGENCY  
(A JOINT POWERS AGENCY) Pursuant to Government Code section  
54956.96**

Discussion will concern – pending administrative proceeding before the California Board of Equalization, WDCWA v. County of Yolo (water rights property taxation dispute); name of City of Woodland representatives on the WDCWA Board – Marlin "Skip" Davies and Tom Stallard.

**JOINT MEETING CITY COUNCIL/WOODLAND FINANCE AUTHORITY/SUCCESSOR  
AGENCY**

**March 20, 2018**

**6:00 PM**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. COMMUNICATIONS-PUBLIC COMMENT**

*This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.*

**E. COMMUNICATIONS-COUNCIL/STAFF STATEMENTS AND REQUESTS**

*This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.*

1. Long Range Calendar

Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

**F. PRESENTATIONS**

2. Recognition of Kiwanis Club of Woodland

Staff recommends that the City Council recognize the Kiwanis Club of Woodland with a Certificate of Appreciation for being a sponsor for the City's Recreation Exposition "ReXpo" and providing swim lesson scholarships.

**G. CONSENT CALENDAR**

3. Clean Air Funds Grant Application

Staff recommends that the City Council authorize staff to submit an application to the Yolo-Solano Air Quality Management District for the 2018 Clean Air Funds Program cycle.

4. Household Hazardous Waste Grant Application Authorization

Staff recommends that the City Council authorize staff to submit regional grant applications to the California Department of Resources Recycling and Recovery (CalRecycle) as lead agency for Household Hazardous Waste Grants for which the City is eligible during the period of March 20, 2018 to March 19, 2023 and authorize the Public Works Director, or his/her designee, to execute CalRecycle grant documents on behalf of the City.

5. Public Works Quarterly Status Report for the period of December 2017 through February 2018

Public Works Quarterly Status Report for the period of December 2017 through February 2018

**H. PUBLIC HEARINGS**

6. Public Hearing for and Adoption of Substantial Amendment #2 to FY 2016/17 Community Development Block Grant Action Plan

Staff recommends that the City Council take the following actions:

1. Hold a public hearing to receive community input on the proposed FY 2016/17 Community Development Block Grant (CDBG) Action Plan Amendment;
2. Adopt Resolution No.\_\_\_\_, approving Amendment #2 to the FY 2016/17 CDBG Action Plan with the funding allocations as recommended.
3. Direct staff to complete the necessary paperwork to process Amendment #2 to FY 2016/17 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD).
4. Direct staff to forward the completed Amendment #2 and related documents to HUD once completed.
5. Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities.
6. Authorize the Finance Officer to make the budget allocations as specified.

**I. REPORTS OF THE CITY MANAGER**

7. Boards and Commissions / Appointment Process

Staff recommends that the City Council review the current process to appoint members to the various City Boards and Commissions and provide direction to staff on any desired modifications to inform the upcoming round of Board and Commission nominations and appointments beginning with appointments whose terms expire in June 2018.

8. Spring Budget Workshop

The City Council has set aside time as part of its March 20<sup>th</sup> regular meeting for the purpose of conducting a workshop to inform development of the City's upcoming FY 2018/19 Budget.

**J. ADJOURN**

*I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Regular Meeting of the City of Woodland scheduled for March 20, 2018 was posted on March 16, 2018 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.*

---

*Ana B. Gonzalez, City Clerk*

**Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.**

**Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.**





TO: THE HONORABLE MAYOR AND CITY COUNCIL  
DATE: March 20, 2018  
ITEM #: 1.  
SUBJECT: Long Range Calendar

**Recommendation for Action:**

Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

**Staff Contact:**

Ana Gonzalez, City Clerk, (530) 661-5806, [ana.gonzalez@cityofwoodland.org](mailto:ana.gonzalez@cityofwoodland.org)

**Background:**

This calendar is being provided for planning purposes only and is intended to keep the Council apprised of upcoming agenda items and better plan for upcoming Council items.

Prepared By: Jennifer Robinson, Secretary to the City Manager

Paul Navazio, City Manager

**ATTACHMENTS:**

| Description         | Upload Date | Type            |
|---------------------|-------------|-----------------|
| Long Range Calendar | 3/16/2018   | Backup Material |

## UPDATED COUNCIL LONG RANGE CALENDAR

### **APRIL 3<sup>rd</sup>**

### **REGULAR MEETING**

---

Woodland High School Girls' Soccer Team Recognition  
Salary Schedule Update – CalPERS / Minimum Wage / Misc.  
Motorola Service Agreement – Body-Worn Cameras  
Community Based Transitional Housing Project – Grant Application  
Social Services Coordinator - Job Description / Funding Recommendations  
Public Hearing - Appeal of PC Decision – 447/451 Third Street (Woodland Downtown Suites)

### **APRIL 17<sup>th</sup>**

### **(CAP-TO-CAP)**

### **REGULAR MEETING**

---

Interim Zoning Update (1<sup>st</sup> Reading)  
Fire Department – Proposed Fee Update  
Sewer Rate Study Consultant Contract

### **MAY 1<sup>st</sup>**

### **REGULAR MEETING**

---

Fire Marshal Job Description  
Considerations of Position on Statewide Ballot Measures  
Ag Mitigation Ordinance (1<sup>st</sup> Reading)

### **MAY 15<sup>th</sup>**

### **REGULAR MEETING**

---

Presentation – FY2018/19 Proposed Budget

### **FUTURE TOPICS / STUDY SESSIONS (TBD):**

City Council Goals – Progress Report and Update (Study Session(s))  
Development Impact Fee Update



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
DATE: March 20, 2018  
ITEM #: 2.  
SUBJECT: Recognition of Kiwanis Club of Woodland

**Recommendation for Action:**

Staff recommends that the City Council recognize the Kiwanis Club of Woodland with a Certificate of Appreciation for being a sponsor for the City's Recreation Exposition "ReXpo" and providing swim lesson scholarships.

**Staff Contact:**

Christine Engel, Community Services Director, (530) 661-2001, [christine.engel@cityofwoodland.org](mailto:christine.engel@cityofwoodland.org)

**Fiscal Impact:**

This action results in a neutral fiscal impact. Kiwanis Club of Woodland provided fifty swim lesson scholarships in the amount of \$60 each. Participants then paid the remaining \$10 to cover the full cost of the swim lesson.

**Background:**

Every year in March, the City's Community Services Department hosts a recreation exposition "ReXpo". This event kicks off the summer recreation registration period and provides an opportunity for the public to learn about upcoming recreation programs.

During spring, summer, and fall, the City offers swim lessons, starting with children as young as six months old. There are seven two-week sessions offered each year, with about 300 classes (approximately 1000 participants). For two years the City has provided about 80 swim lesson scholarships for income qualifying families.

**Discussion:**

Over the last few months, staff has been working with the Kiwanis Club of Woodland on ways to partner. Kiwanis Club of Woodland approached the Community Services Department and expressed their concern with water safety and asked about the possibility of providing swim lesson scholarships for youth from income qualifying families. Kiwanis Club of Woodland has provided the City with \$3000 in order to offer 50 additional swim lesson scholarships. These scholarships, along with the 80 the City is able to offer, were all distributed prior to the end of February. Kiwanis Club of Woodland also offered to help sponsor this years "ReXpo" held on March 2. At this event, they provided approximately 350 hot dogs, snacks, and drinks to the public.

**Conclusion:**

Staff recommends that the City Council recognize the Kiwanis Club of Woodland with a Certificate of Appreciation for being a sponsor for the City's Recreation Exposition "ReXpo" and providing swim lesson scholarships.

Prepared By: Christine Engel, Community Services Director



Paul Navazio, City Manager

**ATTACHMENTS:**

| Description | Upload Date | Type       |
|-------------|-------------|------------|
| Certificate | 3/13/2018   | Cover Memo |

# *City of Woodland*

## *CERTIFICATE OF APPRECIATION*

*Honoring*

*Kiwanis Club of Woodland*

*For Sponsoring “ReXpo” and Providing Swim Lesson Scholarships*

*Dated this 20th day of March, 2018*

---

*Enrique Fernandez, Mayor*

*Xochitl Rodriguez, Mayor Pro Tem*

*Marlin H. “Skip” Davies, Council Member*

*Angel Barajas, Council Member*

*Tom Stallard, Council Member*





TO: THE HONORABLE MAYOR AND CITY COUNCIL  
DATE: March 20, 2018  
ITEM #: 3.  
SUBJECT: Clean Air Funds Grant Application

**Recommendation for Action:**

Staff recommends that the City Council authorize staff to submit an application to the Yolo-Solano Air Quality Management District for the 2018 Clean Air Funds Program cycle.

**Staff Contact:**

Reyna Pinon, Conservation Coordinator, (530) 661-2063, reyna.pinon@cityofwoodland.org

**Fiscal Impact:**

The only fiscal impact is nominal ongoing maintenance costs related to electric vehicle charging stations to be purchased and installed with grant funds. Additional project-related costs include staff time and already-budgeted potential material costs not covered by grant funds. Any grant monies acquired from Clean Air Funds would be deposited into the Environmental Compliance fund and used for the proposed EV charging station project.

**Discussion:**

AB 2766, chaptered in 1990, allows air districts to collect \$4 on each annual vehicle registration within their borders. One potential use of these funds is to reduce emissions caused by mobile sources. Yolo-Solano Air Quality Management District (AQMD) uses a portion of this revenue for the Clean Air Funds Program, which seeks to enhance the power of each dollar by directing money to the most cost-effective, impactful projects. The specific purpose of the Clean Air Funds is to provide financial incentives for reducing emissions from mobile sources of air pollution within the Yolo-Solano AQMD.

Yolo-Solano AQMD staff will evaluate applications based on a number of criteria and will make recommendations to the Yolo-Solano AQMD Board of Directors. The Board of Directors can award Clean Air Funds for any project with the expressed mission of reducing mobile source emissions. Those awarded Clean Air Funds are notified in June and funding occurs during the following fiscal year. Applicants awarded Clean Air Funds are required to submit a final report to the District one year after project completion.

The deadline for submittal of all applications to the Yolo-Solano AQMD is 4:00 p.m. on Friday, March 23, 2018. Applications received past the deadline will not be accepted.

Staff intends to apply for 2018 Clean Air Funds Program grant cycle funding for the installation of EV charging stations at City of Woodland facilities. Installation of EV charging stations at city facilities will encourage the use of electric vehicles and will support the Climate Action Plan goal of replacing 30 gasoline-powered city vehicles with 25 hybrid vehicles and 5 electric vehicles.

**Conclusion:**

Staff recommends that the City Council authorize staff to submit an application to the Yolo-Solano Air Quality Management District for the 2018 Clean Air Funds Program cycle.

Prepared By: Reyna Pinon, Conservation Coordinator

Reviewed By: Ken Loman, Environmental Sustainability Manager



---

Paul Navazio, City Manager

**ATTACHMENTS:**

| Description | Upload Date | Type       |
|-------------|-------------|------------|
| Resolution  | 3/1/2018    | Resolution |

**CITY OF WOODLAND**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
AUTHORIZING SUBMITTAL OF AN APPLICATION FOR CLEAN AIR FUNDS  
DURING THE 2018 PROGRAM CYCLE**

***WHEREAS***, AB2766 allows air districts to collect \$4 on each annual vehicle registration within their borders, and one potential use of these funds is to reduce emissions caused by mobile sources; and

***WHEREAS***, the Yolo-Solano Air Quality Management District (AQMD) uses a portion of this revenue for the Clean Air Funds Program, which seeks to enhance the power of each dollar by directing money to the most cost-effective, impactful projects; and

***WHEREAS***, the specific purpose of the Clean Air Funds Program is to provide financial incentives for reducing emissions from mobile sources of air pollution within the Yolo-Solano AQMD; and

***WHEREAS***, Staff wish to apply for 2018 Clean Air Funds Program grant cycle funding for the installation of electric vehicle (EV) charging stations at City of Woodland facilities; and

***WHEREAS***, installation of EV charging stations at City of Woodland facilities will encourage the use of electric vehicles and will support the Climate Action Plan goal of replacing 30 gasoline-powered city vehicles with 25 hybrid vehicles and 5 electric vehicles; and

***WHEREAS***, the City Council acknowledges that the deadline for submittal of all applications to the Yolo-Solano AQMD is 4:00 p.m. on March 23, 2018, and that all applications received past the deadline will not be accepted.

***NOW, THEREFORE, BE IT RESOLVED*** that the City Council of the City of Woodland authorizes the submittal of an application to the Yolo-Solano Air Quality Management District for the 2018 Clean Air Funds Program cycle.

***PASSED AND ADOPTED this*** 20th day of March 2018, by the following vote:

AYES: Council Members:  
NOES: Council Members:  
ABSENT: Council Members:  
ABSTAIN: Council Members:

\_\_\_\_\_  
Enrique Fernandez, Mayor

ATTEST:

\_\_\_\_\_  
Ana Gonzalez, City Clerk





TO: THE HONORABLE MAYOR AND CITY COUNCIL  
DATE: March 20, 2018  
ITEM #: 4.  
SUBJECT: Household Hazardous Waste Grant Application Authorization

**Recommendation for Action:**

Staff recommends that the City Council authorize staff to submit regional grant applications to the California Department of Resources Recycling and Recovery (CalRecycle) as lead agency for Household Hazardous Waste Grants for which the City is eligible during the period of March 20, 2018 to March 19, 2023 and authorize the Public Works Director, or his/her designee, to execute CalRecycle grant documents on behalf of the City.

**Staff Contact:**

Reyna Pinon, Conservation Coordinator, (530) 661-2063, reyna.pinon@cityofwoodland.org

**Fiscal Impact:**

There is no cost associated with the action. Any grant monies acquired from CalRecycle would be used to augment Solid Waste and Recycling budgets and programs.

**Discussion:**

Public Resources Code, Section 47200(a), authorizes CalRecycle to offer a Household Hazardous Waste (HHW) Grant Program to assist local governments in implementing safe HHW programs, which may include public education, source reduction, reuse, recycling, and collection components.

CalRecycle announced that \$1,000,000 is available for HHW grant cycle 31 (HD31), fiscal year 2018/19, in which \$50,000 is the maximum available for individual applicants and \$100,000 for regional applicants.

Staff intends to apply for HD31 grant funding as lead agency in a regional application with the Cities of Davis, West Sacramento and Winters and the County of Yolo as participating jurisdictions. The participants intend to collaborate in a regional effort to expand HHW education and outreach, create new HHW collection sites, and increase collection participation in an effort to reduce HHW from being improperly disposed of in landfills and waterways.

CalRecycle grant procedures require that an applicant's governing body declare by resolution: (1) authorization for submittal of a regional application as the lead agency for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the applicant is eligible; (2) the period during which the authorization is valid; and (3) the job title of the person authorized to sign all grant-related documents. CalRecycle encourages governing bodies to provide authorizations for up to 5 years.

Accordingly, staff requests authorization to submit regional grant applications to CalRecycle for a 5-year period, with the Public Works Director, or his/her designee, empowered to execute all grant documents. A resolution from the lead agency's governing body authorizing the City to submit a regional application on behalf of itself as lead agency and the participating jurisdictions must be submitted to CalRecycle by April 24, 2018.

**Conclusion:**

Staff recommends that the City Council authorize staff to submit regional grant applications to CalRecycle as lead agency for Household Hazardous Waste Grants for which the City is eligible during the period of March 20, 2018 to March 19, 2023 and authorize the Public Works Director, or his/her designee, to execute CalRecycle grant documents on behalf of the City.

Prepared By: Reyna Pinon, Conservation Coordinator

Reviewed By: Ken Loman, Environmental Sustainability Manager



---

Paul Navazio, City Manager

**ATTACHMENTS:**

| Description                           | Upload Date | Type            |
|---------------------------------------|-------------|-----------------|
| Resolution                            | 3/1/2018    | Resolution      |
| Attachment - Letters of Authorization | 3/1/2018    | Backup Material |

**CITY OF WOODLAND**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF WOODLAND AUTHORIZING SUBMITTAL OF REGIONAL  
APPLICATIONS FOR CALRECYCLE HOUSEHOLD HAZARDOUS WASTE GRANTS**

***WHEREAS***, Public Resources Code sections 40000 et seq. authorize the California Department of Resources Recycling and Recovery (CalRecycle) to administer various Grant Programs (grants) in furtherance of the state of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State, thereby preserving landfill capacity and protecting public health and safety and the environment; and

***WHEREAS***, the Household Hazardous Waste Grant Program allows regional grant projects; and

***WHEREAS***, in furtherance of this authority, CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

***WHEREAS***, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

***NOW, THEREFORE, BE IT RESOLVED*** that the City Council of the City of Woodland authorizes the City of Woodland to submit Household Hazardous Waste Grant regional applications on behalf of itself as Lead Agency and the participating jurisdictions as shown by the documentation attached; and

***BE IT FURTHER RESOLVED*** that the Public Works Director, or his/her designee, is hereby authorized and empowered to execute in the name of the City of Woodland all grant documents, including but not limited to applications, agreements, amendments, and requests for payment, necessary to secure grant funds and implement the approved grant projects; and

***BE IT FURTHER RESOLVED*** that these authorizations are effective for five (5) years from the date of adoption of this resolution.

***PASSED AND ADOPTED this*** 20th day of March 2018, by the following vote:

AYES: Council Members:  
NOES: Council Members:  
ABSENT: Council Members:  
ABSTAIN: Council Members:

\_\_\_\_\_  
Enrique Fernandez, Mayor

ATTEST:

\_\_\_\_\_  
Ana Gonzalez, City Clerk

**Attachment to Resolution**  
**Letters of Authorization from Participating Jurisdictions**  
**Household Hazardous Waste Grant Program Cycle HD31 (FY 2018-19)**

Participating Jurisdictions:

City of Davis

City of West Sacramento

City of Winters

Yolo County

## CITY MANAGER'S OFFICE

23 Russell Boulevard, Suite 1 – Davis, California 95616  
Phone: 530/757-5602 – FAX: 530/758-0204 – TDD 530/757-5666  
[www.cityofdavis.org](http://www.cityofdavis.org)



February 23, 2018

Subject: Letter of Authorization

I am the City Manager of the City of Davis. I am authorized to contractually bind the City of Davis. Pursuant to this authority, I hereby authorize the City of Woodland to submit a regional application and act as Lead Agency on behalf of the City of Davis. The City of Woodland is hereby authorized to execute all documents necessary to implement the project under the Household Hazardous Waste Grant Program HD31 (FY 2018-19).

This authorization is effective until September 30, 2021.

Sincerely,

Michael Webb  
City Manager  
23 Russell Blvd., Davis CA 95616  
530-757-5602

February 21, 2018

Ken Loman, Environmental Sustainability Manager  
City of Woodland  
42929 County Road 24  
Woodland, CA 95776

RE: Letter of Authorization-Household Hazardous Waste Small Project Grant, HD31

I am the City Manager of the City of West Sacramento. I am authorized to contractually bind the City of West Sacramento. Pursuant to this authority, I hereby authorize the City of Woodland to submit a regional application and act as Lead Agency on behalf of the City of West Sacramento. The City of Woodland is hereby authorized to execute all documents necessary to implement the project under the Household Hazardous Waste Small Project Grant, Cycle HD31.

This authorization is effective through September 30, 2021

Sincerely,



Martin Tuttle  
City Manager



**Letter of Authorization for grant and payment programs**

February 21, 2018

Subject Line – RE: Letter of Authorization

I am the Environmental Services Manager for the City of Winters. I am authorized to contractually bind City of Winters. Pursuant to this authority, I hereby authorize the City of Woodland to submit a regional application and act as Lead Agency on behalf of City of Winters. The City of Woodland is hereby authorized to execute all documents necessary to implement the project under the Household Hazardous Waste Grant Program HD31 (FY 2018 -19).

This authorization is effective until September 30, 2021.

Carol Scianna, Environmental Services Manager  
City of Winters  
318 First Street  
530-794-6715

318 First Street  
Winters, CA 95694  
Phone.530.795.4910  
Fax. 530.795.4935

**COUNCIL MEMBERS**

Harold Anderson  
Jesse Loren  
Pierre Neu

**MAYOR**

Wade Cowan

**MAYOR PRO TEM**

Bill Biasi

**CITY CLERK**

Nanci Mills

**TREASURER**

Michael Sebastian

**CITY MANAGER**

John W. Donlevy, Jr.



# County of Yolo

DEPARTMENT OF COMMUNITY SERVICES

Taro Echiburú, AICP  
DIRECTOR

**Planning & Public Works**  
292 West Beamer Street  
Woodland, CA 95695-2598  
(530) 666-8775  
FAX (530) 666-8156  
[www.yolocounty.org](http://www.yolocounty.org)

**Environmental Health**  
292 West Beamer Street  
Woodland, CA 95695-2598  
(530) 666-8646  
FAX (530) 669-1448  
[www.yolocounty.org](http://www.yolocounty.org)

**Integrated Waste Management**  
44090 CR 28H  
Woodland, CA 95776  
(530) 666-8852  
FAX (530) 666-8853  
[www.yolocounty.org](http://www.yolocounty.org)

February 28, 2018

RE: Letter of Authorization

I am the **Community Services Director of Yolo County**. I am authorized to contractually bind **Yolo County**. Pursuant to this authority, I hereby authorize the City of Woodland to submit a regional application and act as Lead Agency on behalf of **Yolo County**. The City of Woodland is hereby authorized to execute all documents necessary to implement the project under the Household Hazardous Waste Grant Program HD31 (FY 2018 -19).

This authorization is effective until September 30, 2021.

Taro Echiburú

Director, Community Services Department  
44090 County Road 28H, Woodland, CA 95776  
(530) 666-8045  
[Taro.Echiburu@yolocounty.org](mailto:Taro.Echiburu@yolocounty.org)



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
DATE: March 20, 2018  
ITEM #: 5.  
SUBJECT: Public Works Quarterly Status Report for the period of  
December 2017 through February 2018

**Recommendation for Action:**

Staff recommends that the City Council accept the Public Works Department's Quarterly Status Report.

**Staff Contact:**

Johanna Currie, Senior Management Analyst, (530) 661-5902, johanna.currie@cityofwoodland.org

**Background:**

This quarterly report covers the period of December 2017 through February 2018. The report presents a summary of Service Requests and Work Orders received, and also contains a narrative description of major work performed and/or notable department highlights.

**Conclusion:**

Staff recommends that the City Council accept the Public Works Department's Quarterly Status Report.

Prepared By: Johanna Currie, Senior Management Analyst

Reviewed By: Craig Locke, Acting Public Works Director

Paul Navazio, City Manager

**ATTACHMENTS:**

| Description         | Upload Date | Type            |
|---------------------|-------------|-----------------|
| PW Quarterly Report | 3/16/2018   | Backup Material |



## Public Works Department

### Quarterly Status Report

December 2017 through February 2018

### Public Works

### Service and Work Order Requests

| For the Months of Dec 17 through Feb 18 |                  |              |
|-----------------------------------------|------------------|--------------|
| Division                                | Service Requests | Work Orders  |
| Administration                          | 234              | -            |
| Electrical                              | 89               | 59           |
| Environmental Services                  | -                | 354          |
| Facilities                              | 128              | 192          |
| Fleet                                   | -                | 383          |
| Pretreatment                            | -                | 56           |
| Sewer                                   | 70               | 372          |
| Signs & Markings                        | 5                | 126          |
| Storm Drain                             | 6                | 54           |
| Streets                                 | 70               | 183          |
| WPCF                                    | -                | 73           |
| Water                                   | 758              | 467          |
| <b>Grand Total</b>                      | <b>1,360</b>     | <b>2,319</b> |

**Service Requests** – Every time a request for Public Works services is made by phone call, written request, emailed request, or an actual one-on-one request to a PW employee, a **'Service Request'** is generated. This builds a computerized record of all requests made.

**Work Orders** – A **'Work Order'** is created each time a work crew or individual is assigned a task as a result of either service requests, pre-planned maintenance projects, or by other situations as they arise. This produces a database of work accomplished and the time and materials it took to do the work.

| Total for Calendar Year 2018<br>Through 02/28/18 |                             |
|--------------------------------------------------|-----------------------------|
| Service Requests<br><b>1,069</b>                 | Work Orders<br><b>1,461</b> |

62 Working Days This Quarter =

**22 Requests for Service per Day**

### Environmental Services Division

The following were major projects this quarter:

- Solar project: Terra Verde's March 2018 quarterly memo indicated that from October through December 2017, the City's solar arrays produced 97% of what would be expected in a typical year (up from 89% during the period from July through September 2017). The underperformance is likely due to soiled arrays, which is being addressed by improving maintenance. This solar electricity reduced the City's 4<sup>th</sup> quarter 2018 electricity usage from PG&E by 42% compared to the baseline year.
- Solid waste: Continued progress on the Mandatory Commercial Organics recycling (MORE) program outreach and compliance. Currently, 27% of mandated Woodland businesses are in compliance since the implementation in October 2017. Issued 25 violation notices from code enforcement to commercial entities in non-

compliance with the mandatory commercial recycling (MCR) program. Conducted annual conference call with CalRecycle for follow-up on annual diversion reporting.

- Energy - Valley Clean Energy (VCE): VCE Champion Training was held at the Woodland Council Chambers on January 24<sup>th</sup>, providing attendees training on community engagement techniques, an opportunity to learn about VCE, and information about how to support VCE in Woodland, Davis, and unincorporated Yolo County.
- Water conservation: Continued outreach for residences and business owners to register for Aquahawk Alerting. Currently the program has over 2,800 registrants. Customer water losses reduced through targeted leak notifications and leak detection resources and assistance.

### **Fleet & Facilities Division**

- Facilities Services: Facilities received funding for a Facility Condition Assessment in FY17/18. However, the chosen consultant would not accept the terms of the City's standard services agreement and now the project is placed on hold until Facilities re-bids the contract. Meanwhile, staff is pressing forward with the software installation project that was also approved as part of the overall budget appropriation for the Facility Condition Assessment project. The new software program, called Assetic Predictor, will help staff make more informed repair and replacement decisions by taking into account an asset's useful remaining life. Our aim will be to invest limited funding towards the most critical needs based on Predictor's prioritization model, and will also act as the foundational decision-making structure by which we assess the facilities.
- Fleet Services: Fleet Services hired a second Heavy Equipment Mechanic, David Nyamadzawo, and his first day will be April 2, 2018. Fleet Services also completed the recruitment process for our full-time Equipment Services Worker, and hired Matt Black for the position. Matt is undergoing his background clearance and we anticipate that he will begin employment early to mid-April.

### **Right of Way Division**

- Electrical - Surveillance Monitoring Equipment: The Electrical group has installed cameras at various parks, City Hall, and well sites, with several more park and City facility locations slated for fall of 2018. The intent is to deter crime and vandalism in order to protect the public, as well as City property. This will be an ongoing project as more problem areas are identified.
- Electrical - Control System Security: The Electrical and Technology Services (TS) groups are working in a joint effort to test the security and reliability of our Industrial and Traffic Control Systems. We will be working in conjunction with Homeland Security to eliminate potential targeted attacks on the City's Water, Wastewater and Traffic infrastructure. This project is expected to take one to two years to complete.
- Sign & Markings - Overhead Sign Replacements: The Signs & Markings group is in the process of replacing the last 8 remaining intersection overhead street name signs. This project is necessary due to the loss of reflectivity value of the designated sign areas. Once this project is complete, the entire City's overhead sign inventory will meet the current California Manual on Uniform Traffic Control Devices (CAMUTCD) reflectivity standards. This project has been underway since

December 2013 and we had set a targeted completion date of January 2018. We are roughly 80% complete with this portion of the project.

- Streets - 2018 Seal Project: In preparation for the 2018 seal project in Zones 9, 10, 11 and 14, the Street group has continued routine maintenance in these areas. To date, the Street group has completed 98% of road repairs prior to the project start date.
- Streets - Homeless Encampment Cleanup and Removal: This past quarter the Streets group has assisted the Police Department (PD) with the cleanup and removal of several camps located throughout the City. In addition, we continue to pick up shopping carts that were in the right-of-way and return them to the businesses from which they originated.

### **Utilities - Sewer and Storm Division**

- The Collection Division has responded to more than 70 Service Requests with an average response time of 30 minutes and marked out 719 Underground Service Alerts (USA) tickets.
- Collections crews performed routine inspection/maintenance on City Lift Stations and inspected 14 miles of Storm Ditch.
- We have worked closely with the Community Development Department on making suggestions on new development; for instance, Rick Gonzales Park, Country Oaks, Heritage Remainder, CR 102 Widening, etc.
- Collections Division has also focused on Capital Improvement Projects; for instance, finishing the Capital Improvement Project (CIP) 15-22 while starting Harter Ave and West Court Street, along with starting 2018 Back of Walk Project & working on North Regional Pond.
- County Probation crews have assisted the City Collections division in cleanup of multiple homeless camps & debris in various locations. Protecting the waterways, which is a Municipal Separate Storm Sewer Systems (MS4) requirement, has become more of a challenge with the increased number of transients coupled with City crews being understaffed and dealing with normal winter conditions.
- Collections Preventive Maintenance crews have exceeded over the last quarter cleaning 122,157 feet of sewer mainline pipe, followed by 56,230 feet of pipe inspected, all while dealing with downtime due to breakdown and/or staffing shortages.
- Collections crews performed closed-circuit television (CCTV) inspections on 4,516 feet of sewer laterals and rodded over 360 feet of root intrusion in City-owned sewer service laterals.
- Operation & Maintenance have seen an increase in their workload replacing 415 feet of sewer lateral pipe and over 30 feet of sewer mainline pipe, after preventive maintenance crews found breaks, fractures, and holes in pipes, which are common for the age of the infrastructure.

### **Utilities - Water Production and Distribution Division**

- Wells: All groundwater wells are currently off or in the “standby” position.
- ASR: New Aquifer Storage and Recovery (ASR) Wells 29 & 30 are now complete. We roughly have 80 million gallons stored at Well 29, and 50 million gallons stored at Well 30. A large amount of crew time was devoted to these two projects.

- Distribution Division: Crews continue working on systems repairs and improvements. Phase 2 of the 2" Back of Walk (BOW) project is nearing completion. Kentucky widening project is moving along slowly due to the rain, but 80% of water infrastructure has been completed.
- Preventive Maintenance: Crews have exercised 413 valves and flushed 194 blow-offs.
- Water Main Breaks: 31
- Water Main Valves Replaced: 6
- Water Main Valves Exercised: 413

## **Wastewater Operations Division**

### **Laboratory**

- The Laboratory has been down one staff member since mid-August 2017. In order to keep up with our workload, we have significantly increased the amount of work sent out to contract laboratories, increased weekly hours for our part-time technician, and reduced the amount of process control testing, focusing instead on regulatory compliance testing. Unfortunately, our need for adequate coverage in the laboratory caused us to exhaust the hours allotted for our part-time technician, compounding our staffing shortage. We went through the hiring process in January 2018, and in early February selected a suitable candidate and extended a job offer, which was accepted. We hope to have our new Laboratory Technician onboard by the end of March.
- Continued to test final effluent for coliform bacteria 7-days/week in support of the recycled water project.
- Received interim renewal of laboratory certification. Final renewal is on hold while the Environmental Laboratory Accreditation Program (ELAP) clears a sizeable backlog of laboratory site inspections. We expect a site visit/audit next year.
- Performed Toxicity Testing for 1<sup>st</sup> quarter of 2018.
- Performed Groundwater Monitoring for the 1<sup>st</sup> quarter of 2018.

### **Pretreatment**

- Performed Local Limits Monitoring for the 1<sup>st</sup> quarter of 2018.
- Worked with Significant Industrial Users and Businesses of Concern to incorporate process modifications into their discharge permits.
- Placed public outreach messages for the Pollution Prevention Program (no trash down the toilet, proper disposal of fats, oils, and grease, only rain down the storm drain, etc.) on the City's new electronic billboard on Interstate 5.
- Took over daily sample collection around the Treatment Plant in order to assist while the Laboratory is short-staffed.
- Continued 2017-18 Storm Event Monitoring.

### **Regulatory Compliance**

- Prepared & submitted monthly, quarterly, semi-annual, and annual reports to the Regional Board in accordance with our National Pollutant Discharge Elimination System (NPDES) Permit.
- Continued participation in the Central Valley Clean Water Association (CVCWA) special studies on Methyl Mercury, Freshwater Mussels, and Low-Level Toxicity.

- Laboratory staff have attended two of six planned California Water Environment Association (CWEA) sponsored training sessions on implementation of forthcoming ELAP regulations.
- Pretreatment staff have completed questionnaires and information packets for distribution to local dental practices in compliance with Environmental Protection Agency's (EPA) 2017 Dental Industrial User rule.

#### Water Pollution Control Facility

- Plant Operations: The Treatment Plant staff continues to operate the upgraded facility. Learning how the plant responds to upsets, changes in operating procedures, and changing weather are being evaluated with careful attention to how it affects effluent quality. Operations and Maintenance has been working preventative maintenance on the UV systems, including replacement of wiper system components that have reached the end-of-life and are showing signs of wear. Operations and Maintenance has worked with the Electrical group and the Rotorx vendor to retrofit the filter valves with upgraded actuators; 5 out of 7 have been completed with the remainder in the shop awaiting the upgrades to be installed by late second quarter 2018.
- Solids disposal  
Utilities Engineering and Plant Operations have been working on a solids removal project for south pond #7; it should be going to go out to bid early Spring 2018.
- Recycled Water Delivery: The City is delivering recycled water to Parks in addition to the system's primary customer, Biomass. As with any new system, there is a learning curve to get through. Staff from Wastewater Operations, Water Distribution/Production, and Utilities Engineering are working together to provide our customers with recycled water. Utility Engineering is researching additional storage capacity and operational fine-tuning of the system in order to better serve our customers and to ensure a consistent and reliable recycled water supply. A motor seal problem has been addressed and both pumps are back in operation.



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
DATE: March 20, 2018  
ITEM #: 6.  
SUBJECT: Public Hearing for and Adoption of Substantial Amendment #2 to FY 2016/17 Community Development Block Grant Action Plan

**Recommendation for Action:**

Staff recommends that the City Council take the following actions:

1. Hold a public hearing to receive community input on the proposed FY 2016/17 Community Development Block Grant (CDBG) Action Plan Amendment;
2. Adopt Resolution No.\_\_\_\_\_, approving Amendment #2 to the FY 2016/17 CDBG Action Plan with the funding allocations as recommended by staff and approving the following appropriation and amending the FY 2017/18 budget as necessary: an additional \$54,997.67 in CDBG funds (Fund 320) for the Friends of the Mission (\$24,400) and St. John's Retirement Village (\$30,597.67), a total appropriation of \$887,107.83 in Fund 320;
3. Direct staff to complete the necessary paperwork to process Amendment #2 to FY 2016/17 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocations along with any public input received during the public comment period ending on March 20, 2018;
4. Direct staff to forward the completed Amendment #2 and related documents to HUD once completed;
5. Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities; and
6. Authorize the Finance Officer to make the budget allocations as specified.

These Actions are consistent with the CDBG Consolidated Plan goal of assisting low- and moderate- income persons.

**Staff Contact:**

Dan Sokolow, Senior Planner, (530) 661-5927, dan.sokolow@cityofwoodland.org

**Fiscal Impact:**

The CDBG funds, a cumulative amount of \$54,997.67 will be provided from funds remaining from previously funded and completed CDBG activities. The funds are being added to increase the existing FY 2017/18 CDBG appropriation from \$832,110.16 to \$887,107.83.

**Background:**

The City of Woodland receives CDBG funds annually from the U.S. Department of Housing and Urban Development (HUD). CDBG funds must be used for activities that meet at least one of three national objectives: (1) benefit to low- and moderate-income persons, (2) aid in the prevention or elimination of slums or blight, or (3) meet a need having a particular urgency. On occasion, a completed CDBG construction activity does not utilize its full funding allocation or an activity is cancelled. The City has CDBG construction funds available from completed activities. As a result, staff is

purposing that the available funds be re-programmed to the activities included in the following table.

**Table 1:**  
**FY 2017/18 Substantial Amendment #2 Budget**  
**CDBG Re-Programmed Funds**

| Activity                                                             | Funding          |
|----------------------------------------------------------------------|------------------|
| Walter's House HVAC Replacement<br>(Friends of the Mission)          | 24,400.00        |
| Cooling Towers for PCU and Manors<br>(St. John's Retirement Village) | 30,597.67        |
| <b>TOTAL</b>                                                         | <b>54,997.67</b> |

**Discussion:**

Staff recommends that two activities receive funds through the Action Plan Amendment: Walter's House HVAC Replacement and St. John's Retirement Village's Cooling Towers for PCU and Manors. Both activities were initially funded through the FY 2016/17 CDBG Action Plan and received funding increases through FY 2016/17 Action Plan Amendment #1. Descriptions of the Action Plan Amendment activities are provided below.

**Walter's House HVAC Replacement** – Walter's House is located at 285 Fourth Street in Woodland and operates a 44-bed transitional housing homeless shelter, serving very low-income homeless men and women who are undergoing residential substance use treatment. On an annual basis, the facility serves more than 500 individuals and this contributes to a high use of the HVAC system that is now in need of replacement. The FY 2016/17 Action Plan funded the replacement at \$50,000 and the Action Plan Amendment #1 increased the funding by \$16,829 for a total allocation of \$66,829. However, the bid for the project did not incorporate the required Davis-Bacon wages (Federal prevailing wages), an additional cost of almost \$24,400. Action Plan Amendment #2 would increase the funding by \$24,400 for a total allocation of \$91,229, allowing replacement of the HVAC system.

**Cooling Towers for PCU and Manors** – Two existing cooling towers are used at St. John's personal care unit and manors housing to provide environmental responsible water treatment solutions by taking rejected heat from the atmosphere such as in pollution and heat waste, and turning it into clean air and energy. Both towers are in need of replacement. The FY 2016/17 Action Plan included \$45,302 in funding to replace one of the towers. The Action Plan Amendment increased the funding by \$45,097 for a total allocation of \$90,399. While it was anticipated that the additional funds would allow replacement of both towers, the two bids submitted for the project were in excess of \$120,000 per tower. Action Plan Amendment #2 would increase the funding by \$30,597.67 for a total allocation of \$120,996.67, allowing replacement of one of the towers.

A notice of public hearing and proposed CDBG Action Plan Amendment was advertised in the Woodland Daily Democrat on February 17, 2018. Copies of the Action Plan Amendment were made available at the Community Services Department (Woodland Community and Senior Center, 2001 East Street), the Community Development Department (City Hall, 300 First Street), and through the City's website. The 30-day comment period for the Action Plan Amendment ends on March 20, 2018. No public comments had been submitted at the time the staff report was prepared. Any public input received will be incorporated in the Action Plan Amendment. This item was also posted to the City Council agenda.

**Conclusion:**

Staff recommends that the City Council take the following actions:

1. Hold a public hearing to receive community input on the proposed FY 2016/17 Community Development Block Grant (CDBG) Action Plan Amendment;
2. Adopt Resolution No.\_\_\_\_\_, approving Amendment #2 to the FY 2016/17 CDBG Action Plan with the funding allocations as recommended by staff and approving the following appropriation and amending the FY 2017/18 budget as necessary: an additional \$54,997.67 in CDBG funds (Fund 320) for the Friends of the Mission (\$24,400) and St. John's Retirement Village (\$30,597.67), a total appropriation of \$887,107.83 in Fund 320;
3. Direct staff to complete the necessary paperwork to process Amendment #2 to FY 2016/17 Action Plan, as well as any other related documents required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocations along with any public input received during the public comment period ending on March 20, 2018;
4. Direct staff to forward the completed Amendment #2 and related documents to HUD once completed;
5. Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities; and
6. Authorize the Finance Officer to make the budget allocations as specified.

These Actions are consistent with the CDBG Consolidated Plan goal of assisting low- and moderate- income persons.

Prepared By: Dan Sokolow, Senior Planner

Reviewed By: Christine Engel, Community Services Director

**ATTACHMENTS:**

| Description | Upload Date | Type            |
|-------------|-------------|-----------------|
| Resolution  | 3/16/2018   | Resolution      |
| Amendment 2 | 3/16/2018   | Backup Material |

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO  
APPROVE THE SUBSTANTIAL AMENDMENT #2 TO THE FISCAL YEAR 2016/17  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN**

**WHEREAS**, the City of Woodland (“City”) receives Community Development Block Grant (CDBG) Funds subject to the Department of Housing and Urban Development (HUD) regulations;

**WHEREAS**, HUD regulations require that a grantee’s citizen participation plan must specify what program changes constitute a “substantial” amendment to the Action Plan and what procedure will be used to amend the plan. Based on the 2007-2008 Citizen Participation Plan, this amendment constitutes a “substantial” amendment because it increases the funding for two activities funded in the Action Plan by more than 25 percent; and

**WHEREAS**, the Substantial Amendment was made available to the public for a 30-day public comment period and public input has been incorporated into the Substantial Amendment.

**NOW, THEREFORE, BE IT RESOLVED, as follows:**

**Section 1:** This City Council hereby finds and determines that the foregoing recitals are true and correct.

**Section 2:** This City Council hereby approves the Substantial Amendment #2 to the FY 2016/17 CDBG Annual Action Plan with the funding allocations as recommended by staff and approving the following appropriation and amending the FY 2017/18 budget as necessary: an additional \$54,997.67 in CDBG funds (Fund 320) for the Friends of the Mission (\$24,400) and St. John’s Retirement Village (\$30,597.67), a total appropriation of \$887,087.90 in fund 320.

**Section 3:** This City Council hereby directs staff

- (a) to complete Substantial Amendment #2 to the FY 2016/17 Action Plan, as well as any other items required by the U.S Department of Housing and Urban Development (HUD), incorporating the adopted funding allocations along with any public input received during the public comment period; and
- (b) to forward the completed Substantial Amendment to HUD.

**Section 4:** This City Council hereby authorizes

- (a) the City Manager to execute any agreements, contracts or other documents with the appropriate entities to carry out the CDBG Funded activities; and
- (b) authorizes the Finance Officer to make the budget allocations as specified.

**Section 5:** This Resolution shall take effect from and after the date of its passage and adoption.

**PASSED, APPROVED AND ADOPTED** this 20th day of March, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Enrique Fernandez, Mayor

ATTEST:

---

Ana Gonzalez, City Clerk

APPROVED AS TO FORM:

---

Kara K. Ueda, City Attorney

**CITY OF WOODLAND  
ACTION PLAN: Fiscal Year 2016/17  
AMENDMENT #2**

**Introduction**

On June 21, 2016, the City of Woodland adopted the FY 2016/17 Action Plan covering the period of July 1, 2016 through June 30, 2017. The City's Action Plan was approved by the U.S. Department of Housing and Urban Development (HUD) on September 1, 2016. The City of Woodland approved Amendment #1 to the Action Plan on June 20, 2017. HUD on June 29, 2017 determined that the Action Plan Amendment met all the citizen participation requirements at 24 CFR 91.105.

The Action Plan is a planning document required by HUD for localities receiving federal Community Development Block Grant (CDBG) and other formula grant program funds. The Action Plan outlines specific projects and activities that the City will carry out during the July 1, 2016 through June 30, 2017 fiscal year. HUD regulations require that a grantee's citizen participation plan must specify what program changes constitute a "substantial" amendment to the Action Plan and what procedure will be used to amend the plan. Based on the 2007-2008 Citizen Participation Plan, Action Plan Amendment #2 constitutes a "substantial" amendment because it increases the funding for two activities funded in the FY 2016/17 Action Plan by more than 25 percent.

The Amendment was noticed in the Woodland Daily Democrat on February 17, 2018. The public comment period extends until March 20, 2018 to comply with the City's 30-day review period identified in the Citizen Participation Plan.

**Proposed Amendment #2 to the Fiscal Year 2016/17 CDBG Action Plan**

The following budget adjustments have been made to the 2016/17 Action Plan through the reallocation of existing CDBG funds. These funds became available after the completion of construction activities that did not fully utilize their funding allocations. The reallocated funds are distributed to two activities already funded in the FY 2016/17 Action Plan.

- |                 |                                 |
|-----------------|---------------------------------|
| 1) Activity:    | Walter's House HVAC Replacement |
| Agency:         | Friends of the Mission          |
| Funding Amount: | \$24,400                        |

Description – Walter's House is located at 285 Fourth Street in Woodland and operates a 44-bed transitional housing homeless shelter, serving very low-income homeless men and women who are undergoing residential substance use treatment. On an annual basis, the facility serves more than 500 individuals and this contributes to a high use of the HVAC system that is now in need of replacement. The FY 2016/17 Action Plan funded the replacement at \$50,000 and Action Plan Amendment #1 increased the

funding by \$16,829 for a total allocation of \$66,829. However, the bid for the project did not incorporate the required Davis-Bacon wages (Federal prevailing wages), an additional cost of almost \$24,400. Action Plan Amendment #2 would increase the funding by \$24,400 for a total allocation of \$91,229, allowing replacement of the HVAC system.

2) Activity: Cooling Towers for PCU and Manors  
Agency: St. John's Retirement Village  
Funding Amount: \$30,597.67

Description – Two existing cooling towers are used at St. John's personal care unit and manors housing to provide environmental responsible water treatment solutions by taking rejected heat from the atmosphere such as in pollution and heat waste, and turning it into clean air and energy. Both towers are in need of replacement. The FY 2016/17 Action Plan included \$45,302 in funding to replace one of the towers. Action Plan Amendment #1 increased the funding by \$45,097 for a total allocation of \$90,399. While it was anticipated that the additional funds would allow replacement of both towers, the two bids submitted for the project were in excess of \$120,000 per tower. Action Plan Amendment #2 would increase the funding by \$30,597.67 for a total allocation of \$120,996.67, allowing replacement of one of the towers.





TO: THE HONORABLE MAYOR AND CITY COUNCIL  
DATE: March 20, 2018  
ITEM #: 7.  
SUBJECT: Boards and Commissions / Appointment Process

**Recommendation for Action:**

Staff recommends that the City Council review the current process to appoint members to the various City Boards and Commissions and provide direction to staff on any desired modifications to inform the upcoming round of Board and Commission nominations and appointments beginning with appointments whose terms expire in June 2018.

**Staff Contact:**

Paul Navazio, City Manager, (530) 661-5800, paul.navazio@cityofwoodland.org

**Fiscal Impact:**

There is no fiscal impact related to the recommendations contained in this report. Significant staff time is allocated to support of the City's Boards and Commissions with funding included within the baseline operating budget of relevant city departments. Nominal costs are also associated with the periodic recruitment and nomination period for board and commission appointments.

**Background:**

Currently, the City has 10 active boards and commissions as well as 3 citizen's advisory committees. Nine out of ten of the formal board and commissions, along with the Water Utility Advisory Committee (WUAC) follow a standard process (with minimal variations), as outlined below. Appointments to the Manufactured Home Fair Practices Commission are governed by specific provisions of Section 16-B of the City Code adopted through a voter-approved ballot measure. There is no formal structure or appointment process for the city's ad-hoc Sustainability Committee. Over the past year, staff and Council have again expressed a desire to review the current process to address a number of concerns:

- Desire to promote opportunities for citizen engagement through serving on city Boards and Commissions
- Improve outreach efforts aimed at increasing public awareness and expanding pool of qualified applicants for Board and Commission appointments
- Review roles of selected "On-Call" Boards and Commissions and frequency of meetings in response to concern over lack of activity and opportunity for public engagement

The process currently used to evaluate and appoint members to the majority of Boards and Commissions follows these basic steps:

1. Solicitation of applications from prospective candidates for open positions
2. Council Ad-Hoc Subcommittee Assigned
  - a. Presently assigned by City Clerk on rotation basis
3. Council Sub-Committee responsible for
  - a. Conducting formal interviews of applicants
  - b. Recommending slate of candidates to full Council
4. City Council ratifies Sub-Committee recommendations
  - a. Name and applications of recommended candidates provided to full Council

This process generally occurs twice a year as all commissioner terms expire either on a fiscal year (June 30<sup>th</sup>) or calendar year (December 31<sup>st</sup>) cycle, as follows:

**Fiscal Year Terms: July 1 – June 30**

- Building Code of Appeals (On Call)
- Planning Commission
- Historical Preservation Commission
- Library Board

**Calendar Year Terms: January 1 – December 31**

- Parks & Recreation Commission
- Personnel Board (On Call)
- Traffic Safety Commission (On Call)
- Commission on Aging
- Manufactured Homes Fair Practices Commission (3-year terms, per ordinance) – (On-Call)

**Citizen's Advisory Committees**

- Utility Undergrounding Committee – Ex Officio (On Call)
- Water Utility Advisory Committee (WUAC) – (On Call)
- Citizen's Flood Advisory Committee – (On Call)

In 2016, the City Council also approved some modifications to the Board and Commission appointment practices, as follows:

- Re-affirmed “attendance requirements” for Board and Commission members, to include threshold for being removed from appointments.
- Requiring incumbent Board and Commission members whose terms expire to formally request re-appointment and be considered in conjunction with the pool of any new applicants (i.e. no automatic re-appointments).

**Discussion:**

Over the past several months, members of the Council have expressed an interest in reviewing the current process offering a number of ideas. Staff also offers selected options drawn from processes used in other agencies.

Staff recommends that Council consider whether any modifications are warranted in the following areas:

- 1) Process for advertising and recruiting interested applicants to serve on Boards and Commissions
- 2) Process for appointing members to boards and commissions
  - a. Keep current sub-committee process
  - b. Consider council-direct appointment process
    - i. Full Council evaluates and votes on all candidates – majority-vote needed for appointment
    - ii. Individual Council members responsible for making single appointment
- 3) Modify Council sub-committee selection process
  - a. Keep current rotating selection process (assigned by City Clerk)
  - b. Council appointment of sub-committee
  - c. Modify interview practice (discretionary)
- 4) Council Ratification of Sub-Committee Recommendations

- a. Retain current process – recommended slate of candidates presented
  - b. Request all candidate names and applications in agenda packet
- 5) Consider addition of “alternate” commissioner spots to selected commissions
- a. Help ensure quorum during planned absences of regular members
  - b. Provides pool of qualified candidates to fill future vacancies

**Conclusion:**

Staff requests specific Council direction on any desired process modifications to inform the upcoming recruitment and selection process to fill commissioner terms expiring June 2018.

Prepared By: Paul Navazio, City Manager




---

Paul Navazio, City Manager

**ATTACHMENTS:**

| Description             | Upload Date | Type       |
|-------------------------|-------------|------------|
| Commission Appointments | 3/15/2018   | Cover Memo |
| Commission Roles        | 3/15/2018   | Cover Memo |

|                                                   |                       |                      |      | APPOINTMENTS EFFECTIVE DATE |      |      |      |      |      |      |      |      |  |
|---------------------------------------------------|-----------------------|----------------------|------|-----------------------------|------|------|------|------|------|------|------|------|--|
| COMMISSION                                        | MEMBER                | TERM ENDS            | 2017 |                             | 2018 |      | 2019 |      | 2020 |      | 2021 |      |  |
|                                                   |                       |                      | Jan  | July                        | Jan  | July | Jan  | July | Jan  | July | Jan  | July |  |
| Commission on Aging                               | Linda Weener          | 12/31/2019           |      |                             |      |      |      |      | X    |      |      |      |  |
|                                                   | Don Campbell          | 12/31/2019           |      |                             |      |      |      |      | X    |      |      |      |  |
|                                                   | Regan Overholt        | 12/31/2018           |      |                             |      |      | X    |      |      |      |      |      |  |
|                                                   | Terry Kelley          | 12/31/2017           |      |                             | X    |      |      |      |      |      |      |      |  |
|                                                   | Heidi Wheeler         | 12/31/2020           |      |                             |      |      |      |      |      |      | X    |      |  |
|                                                   |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |
| Parks & Recreation Commission                     | Sanjit Singh          | 12/31/2018           |      |                             |      |      | X    |      |      |      |      |      |  |
|                                                   | Eric Foraker          | 12/31/2017           |      |                             | X    |      |      |      |      |      |      |      |  |
|                                                   | Rashid Ali            | 12/31/2019           |      |                             |      |      |      |      | X    |      |      |      |  |
|                                                   | Jon-Paul Valcarenghi  | 12/31/2020           |      |                             |      |      |      |      |      |      | X    |      |  |
|                                                   | VACANCY (Miller)      | 12/31/2017           |      |                             | VX   |      |      |      |      |      |      |      |  |
|                                                   | Carla White-Snyder    | 12/31/2017           |      |                             | X    |      |      |      |      |      |      |      |  |
|                                                   | VACANCY (Salinas)     | 12/31/2018           |      |                             | V    |      | X    |      |      |      |      |      |  |
|                                                   |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |
| Personnel Board (a)                               | Lorna Cariveau        | 12/31/2018           |      |                             |      |      | X    |      |      |      |      |      |  |
|                                                   | David Loth            | 12/31/2018           |      |                             |      |      | X    |      |      |      |      |      |  |
|                                                   | Cathy O'Connell       | 12/31/2019           |      |                             |      |      |      |      | X    |      |      |      |  |
|                                                   | Letha Sines           | 12/31/2018           |      |                             |      |      | X    |      |      |      |      |      |  |
|                                                   | VACANCY (Slattery)    | 12/31/2017           |      |                             | VX   |      |      |      |      |      |      |      |  |
|                                                   |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |
| Traffic Safety Commission                         | Ronald Mikalson       | 12/31/2018           |      |                             |      |      | X    |      |      |      |      |      |  |
|                                                   | Michael Lemaire       | 12/31/2019           |      |                             |      |      |      |      | X    |      |      |      |  |
|                                                   | James Vorhees         | 12/31/2020           |      |                             |      |      |      |      |      |      | X    |      |  |
|                                                   | Lisa Gordon           | 12/31/2018           |      |                             |      |      | X    |      |      |      |      |      |  |
|                                                   | VACANCY (Geer)        | 12/31/2019           |      |                             | V    |      |      |      | X    |      |      |      |  |
|                                                   |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |
| * Manufactured Home Fair Practices Commission (a) | Alan Gering           | Hilliard 12/31/2019  |      |                             |      |      |      |      | X    |      |      |      |  |
|                                                   | Tom Bills             | Marble 12/31/2017    |      |                             | X    |      |      |      |      |      |      |      |  |
|                                                   | Dick Cronin           | Stallard 12/31/2017  |      |                             | X    |      |      |      |      |      |      |      |  |
|                                                   | Kathy Trott           | Aternate 12/31/2019  |      |                             |      |      |      |      | X    |      |      |      |  |
|                                                   | Bill Marcus           | Denny 12/31/2017     |      |                             | X    |      |      |      |      |      |      |      |  |
|                                                   | VACANCY (Noren)       | Barajas 12/31/2017   |      |                             | VX   |      |      |      |      |      |      |      |  |
|                                                   | Ben Cadranell         | Alternate 12/31/2017 |      |                             | X    |      |      |      |      |      |      |      |  |
|                                                   |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |
|                                                   |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |
| Board of Building Appeals                         | Jim Heffernan         | 6/30/2021            |      |                             |      |      |      |      |      |      |      | X    |  |
|                                                   | VACANCY (Enamoto)     | 6/30/2019            |      |                             | V    |      |      | X    |      |      |      |      |  |
|                                                   | Edward Puccetti       | 6/30/2018            |      |                             |      | X    |      |      |      |      |      |      |  |
|                                                   | VACANCY (Khera)       | 6/30/2017            |      | X                           | V    |      |      |      |      |      |      |      |  |
|                                                   | Chuck Amajioyi        | 6/30/2019            |      |                             |      |      |      | X    |      |      |      |      |  |
|                                                   |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |
| * Historical Preservation Commission              | Tabatha Chavez        | 6/30/2018            |      |                             |      | X    |      |      |      |      |      |      |  |
|                                                   | Steve Barzo           | 6/30/2019            |      |                             |      |      |      | X    |      |      |      |      |  |
|                                                   | Cheryl Brookshear     | 6/30/2019            |      |                             |      |      |      | X    |      |      |      |      |  |
|                                                   | Christine Casey       | 6/30/2019            |      |                             |      |      |      | X    |      |      |      |      |  |
|                                                   | Mark Aulman           | 6/30/2021            |      |                             |      |      |      |      |      |      |      | X    |  |
|                                                   |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |
| * Library Board (a)                               | Kathy Harryman        | 6/30/2020            |      |                             |      |      |      |      |      | X    |      |      |  |
|                                                   | Ellen Burriss         | 6/30/2020            |      |                             |      |      |      |      |      | X    |      |      |  |
|                                                   | Gloria Rodriguez      | 6/30/2019            |      |                             |      |      | X    |      |      |      |      |      |  |
|                                                   | Diane Adams           | 6/30/2020            |      |                             |      |      |      |      |      | X    |      |      |  |
|                                                   | Karen Shepard         | 6/30/2019            |      |                             |      |      | X    |      |      |      |      |      |  |
|                                                   |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |
| * Planning Commission                             | Marco Lizarraga       | 6/30/2020            |      |                             |      |      |      |      |      | X    |      |      |  |
|                                                   | Fred Lopez            | 6/30/2021            |      |                             |      |      |      |      |      |      |      | X    |  |
|                                                   | Kirby Wells           | 6/30/2020            |      |                             |      |      |      |      |      | X    |      |      |  |
|                                                   | Steve Harris          | 6/30/2019            |      |                             |      |      |      | X    |      |      |      |      |  |
|                                                   | Elodia Ortega-Lampkin | 6/30/2019            |      |                             |      |      |      | X    |      |      |      |      |  |
|                                                   | John Murphy           | 6/30/2018            |      |                             |      | X    |      |      |      |      |      |      |  |
|                                                   | Christopher Holt      | 6/30/2021            |      |                             |      |      |      |      |      |      |      | X    |  |
|                                                   |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |
|                                                   |                       |                      | 0    | 1                           | 14   | 3    | 8    | 9    | 8    | 5    | 3    | 4    |  |
| a Denotes Commissions with 3-year terms           |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |
| * Commissioners subject to FORM 700 Reporting     |                       |                      |      |                             |      |      |      |      |      |      |      |      |  |

a Denotes Commissions with 3-year terms

\* Commissioners subject to FORM 700 Reporting

## **Board of Appeals**

### **Sec. 2-7-12. - Jurisdiction.**

The board of building appeals shall hear and act upon appeals from determinations by city building officials concerning the suitability of alternate materials and methods of construction and questions of interpretation arising under the Uniform Building Code, the Uniform Mechanical Code, the Uniform Electrical Code, the Uniform Plumbing Code and the Uniform Fire Code, as these codes may be amended from time to time.

### **Sec. 2-7-13. - Powers and duties.**

The board of building appeals shall have such powers and duties set forth in the Uniform Building Code, the Uniform Mechanical Code, the Uniform Electrical Code, the Uniform Plumbing Code and the Uniform Fire Code, as amended from time to time, and may recommend to the council such new legislation as is consistent therewith. Actions of the board in the execution of such powers and duties shall be reviewable by the city council, which reserves the right to affirm, reverse or modify any such act of the board as the council may deem just or equitable. The board shall inform the planning commission of actions which may affect the planning program of that commission. In addition, during April of each year, a board representative shall appear before the city council to report on work accomplished in the past year and to outline work to be done in the coming year. Such report, at the discretion of the council, also may be required in writing.

## **Planning Commission**

### **Sec. 2-7-20. - Jurisdiction.**

Except as otherwise specified in this code, the planning commission shall conduct hearings and shall make recommendations to the council on all planning matters, and, when so provided, the planning commission shall make determinations on planning matters which shall be final unless timely appeal is made to the council.

### **Sec. 2-7-21. - Powers and duties.**

The planning commission shall:

- (1) Assist in developing and maintaining the general plan;
- (2) Assist in developing such specific plans as may be necessary or desirable;
- (3) On or before March 1st of each year, review and make recommendations to the council concerning the deletion, addition and priority of items in the city's capital improvement program;

(4) Recommend to the council the initiation of ordinances, resolutions, agreements, or programs concerning planning matters;

(5) During April of each year, a commission representative shall appear before the city council to report on work accomplished in the past year and to outline work to be done in the coming year. Such report, at the discretion of the council, also may be required to be submitted in writing;

(6) Perform such other functions as the council and the law may provide.

## **Parks & Recreation Commission**

### **Sec. 2-7-28. - Jurisdiction.**

The parks and recreation commission shall act as the tree commission in an advisory capacity in matters pertaining to the planting and maintenance of trees growing on public property, including public easements, but excluding city parks, and within tree maintenance strips as defined in Section 20A-1-20.

### **Sec. 2-7-29. - Powers and duties.**

The parks and recreation commission shall have the following powers and duties:

(1) To provide a forum for community discussion of current and future city-wide child care, youth, teen and adult recreation and community services programs as well as parks and recreation facility needs;

(2) To anticipate, with recommendations, the city's need to acquire, develop and maintain parks and recreation facilities;

(3) To make recommendations on policies, program direction, and financial matters pertaining to the parks, recreation and community services department under the commission's jurisdiction;

(4) To review the portion of the city budget related to parks, recreation and community services as developed by the department staff (with the exception of senior citizen center and services) and make recommendations to the city council;

(5) To advise the city council on all matters related to parks and recreation facilities, child care information services, youth, teen and adult recreation and community services programs;

- (6) To analyze local, state and national child care, parks, recreation and community services legislation;
- (7) To conduct surveys to assess the parks, recreation and community services needs of the community;
- (8) To advocate for the continued growth, availability and quality of the city parks, recreation and community services programs, services and facilities;
- (9) To conduct hearings and to act upon matters within the tree commission's jurisdiction as set forth in Sections 2-7-28 and 20A-1-80;
- (10) To recommend to the council ways to improve the appearance of the city by planting and maintaining trees;
- (11) To have a representative report to the council during April of each year on work accomplished in the past year and to outline work to be done in the coming year. Such report, at the discretion of the council, also may be required to be submitted in writing; and
- (12) To exercise such powers and perform such other duties as the council may direct.

## **Traffic and Safety Commission**

### **Sec. 2-7-43. - Jurisdiction.**

The traffic safety commission shall advise and make recommendations to the council on all traffic, circulation and traffic safety matters within the sphere of influence of the city as defined by the city's general plan.

### **Sec. 2-7-44. - Powers and duties.**

At the minimum, the commission shall submit written minutes of each of its meetings to the council. Any recommendations of the commission shall be contained in its written minutes. In addition, a representative of the commission shall also periodically make oral reports to the city council.

## **Undergrounding Committee**

### **Sec. 2-7-50. - Jurisdiction.**

The committee shall advise and make recommendations to the city council on all matters concerning the undergrounding of electric utilities within the city limits.

### **Sec. 2-7-51. - Powers and duties.**

The committee shall seek to obtain funds and to develop programs for the undergrounding of electric utilities.

## **Commission on Aging**

### **Sec. 2-7-85. - Jurisdiction.**

The commission on aging shall advise, and make recommendations to, the city council on all matters pertaining to senior citizens of this city.

### **Sec. 2-7-86. - Powers and duties.**

The commission on aging shall have the following powers, functions and duties:

- (1) To act as advisory body to the city council by studying, evaluating, and making recommendations on grant and program proposals affecting the well being of senior citizens' programs in the city;
- (2) To define unmet needs of senior citizens and to identify ways to meet these needs;
- (3) To identify and inventory various services available to senior citizens;
- (4) To disseminate information to senior citizens regarding the availability and uses of the various activities and services;
- (5) To lend strength and support to existing programs;
- (6) To discuss and recommend appropriate action on all legislative bills concerning senior citizens;
- (7) To recommend and coordinate senior citizens' programs or services of general interest, including, but not limited to, nutrition, transportation, health, housing and recreation;
- (8) To act as advisory body to the city council concerning the operation and maintenance of the senior center;
- (9) To review the portion of the city budget related to senior programs as developed by the department staff and make recommendations to the city council.

## **Library Board**

### **Sec. 2-7-64. - Rules, regulations and by-laws.**

Pursuant to the provisions of Education Code Section 18910, et seq., as amended from time to time, the board of library trustees may make and enforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto.

### **Sec. 2-7-65. - Administration of trusts and property.**

The board of library trustees may administer any trust declared or created for the library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

### **Sec. 2-7-66. - Officers and employees.**

The board of library trustees may prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library. Pursuant to Government Code Section 45007 and Education Code Section 18921, the city librarian shall be appointed by the board and shall serve at its pleasure. Pursuant to Government Code Section 45005, all library employees other than the city librarian shall be appointed by the city manager and shall serve subject to the personnel rules of the city. The number of, and the compensation for, library employees shall be fixed by resolution of the city council. The compensation for the library services director shall be fixed by resolution of the board within the fiscal limitations previously established by the city council.

### **Sec. 2-7-67. - Purchase of personal property.**

The board of library trustees may purchase necessary books, journals, publications, and other personal property.

### **Sec. 2-7-68. - Purchase of real property and construction and rental of equipment and buildings.**

The board of library trustees may purchase real property and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the city council for the library.

### **Sec. 2-7-69. - State publications.**

The board of library trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

**Sec. 2-7-70. - Borrowing.**

The board of library trustees may borrow library materials from, lend library materials to, and exchange library materials with other libraries, and may allow nonresidents to borrow library materials upon such conditions as the board may prescribe.

**Sec. 2-7-71. - Incidental powers of board.**

The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of Education Code Sections 18900 through 18965, as the same may be amended from time to time.



TO: THE HONORABLE MAYOR AND CITY COUNCIL  
DATE: March 20, 2018  
ITEM #: 8.  
SUBJECT: Spring Budget Workshop

**Recommendation for Action:**

Staff recommends that the City Council conduct a workshop to inform development of the City's upcoming FY 2018/19 Budget

**Staff Contact:**

Paul Navazio, City Manager, (530) 661-5800, paul.navazio@cityofwoodland.org

**Background:**

This session follows from the presentation of the Mid-Year Budget Update (March 6, 2018), and is intended to provide the City Council with a preview of the baseline budget for fiscal year 2018/19, as well as the update General Fund five-year forecast. In addition, staff will review additional areas of the overall city budget that may require refinement within the context of the city's long-term financial plan designed to support and sustain priority City programs and services.

The primary focus of the workshop will be a discussion of General Fund revenue and expenditure trends as well as the assumptions used to inform development of both the 2018/19 budget as well as the updated financial forecast. Staff will also review the current budget framework being implemented to maintain a balanced budget, manage prudent reserve levels and advance the City Council's goal of long-term fiscal stability.

In many respects, the short-term budget outlook has improved in comparison to past fiscal years as the local jobs, housing and business climate reflect continued momentum. The budget outlook also benefits from the community's support for extending voter-approved sales tax measures, and recently negotiated labor agreements with the city's employee bargaining groups.

At the same time, the city - like many across the state - continues to project revenue growth that lags expenditure projections, resulting in growing operating deficits through the five-year planning horizon. A major factor in this regard is the impact of projected increases in the city's cost of CalPERS retirement benefits. The workshop will present preliminary recommendations to manage long-term pension costs.

Overall, staff again anticipates limited budget flexibility within the upcoming budget; however, it is within this context that Council feedback is requested to inform refinement of recommendations that will be included in the City Manager's FY2018/19 Proposed budget, scheduled to be presented to the City Council later this Spring.

Prepared By: Paul Navazio, City Manager

Paul Navazio, City Manager

**ATTACHMENTS:**

| Description             | Upload Date | Type            |
|-------------------------|-------------|-----------------|
| Workshop Outline        | 3/15/2018   | Cover Memo      |
| Presentation (Excerpts) | 3/16/2018   | Backup Material |

## **Spring Budget Workshop OUTLINE**

### **I. BUDGET BASELINE**

- **Revenue Assumptions -**
  - Property / Sales Taxes
  - Top 10 Revenues
  - Recent Trends -> FY2018/19 Projections -> Five-Year Forecast
- **Expenditure Assumptions**
  - **Personnel Costs**
    - Salaries
    - Health Insurance Premiums
    - CalPERS Pension / Retiree Medical (OPEB)
    - Recent Trends -> FY2018/19 Projections -> Five-Year Forecast
  - **Non-Personnel Costs**

### **II. FINANCIAL PLANNING**

- **Five-Year Forecast**
  - Baseline Assumptions / Projections
  - Sensitivity to Major Assumptions
- **Unfunded Priority Needs**
- **Budget-Balancing / Framework**
  - Revenue Opportunities
  - Cost-Saving Measures
  - Measure E/F Allocations

### **III. POLICY FRAMEWORK**

- **Budget & Fiscal Policies**
- **General Fund Reserve Policy**
- **Investment Policy**

### **IV. NEXT STEPS**

- **FY18/19 Budget Framework / Recommendations**
- **Budget Timelines**



# **FY2018/19 Spring Budget Workshop**

**City Council  
March 20, 2018**



## Workshop Outline

- FY2019 Baseline Budget Model
  - Revenue Assumptions
  - Expenditure Assumptions
    - Personnel Costs
    - Non-personnel Costs
  - Measure J Baseline
  - Other Funds
- Long-term Financial Planning Towards Fiscal Stability
  - Baseline Five-Year Forecast / Sensitivity
  - Unfunded / Priority Needs
  - Preliminary FY2019 Budget Framework
- Next Steps



## Workshop Outline

- FY2019 Baseline Budget Model
    - Revenue Assumptions
    - Expenditure Assumptions
      - Personnel Costs
      - Non-personnel Costs
    - Other Funds
  - Long-term Financial Planning Towards Fiscal Stability
    - Baseline Five-Year Forecast / Sensitivity
- 
- *Unfunded / Priority Needs*
  - *Preliminary FY2018/19 Budget Framework*
  - *Measure F Funding Allocations*
- } IN PROCESS
- Next Steps



# Budget Revenue Forecast & Assumptions

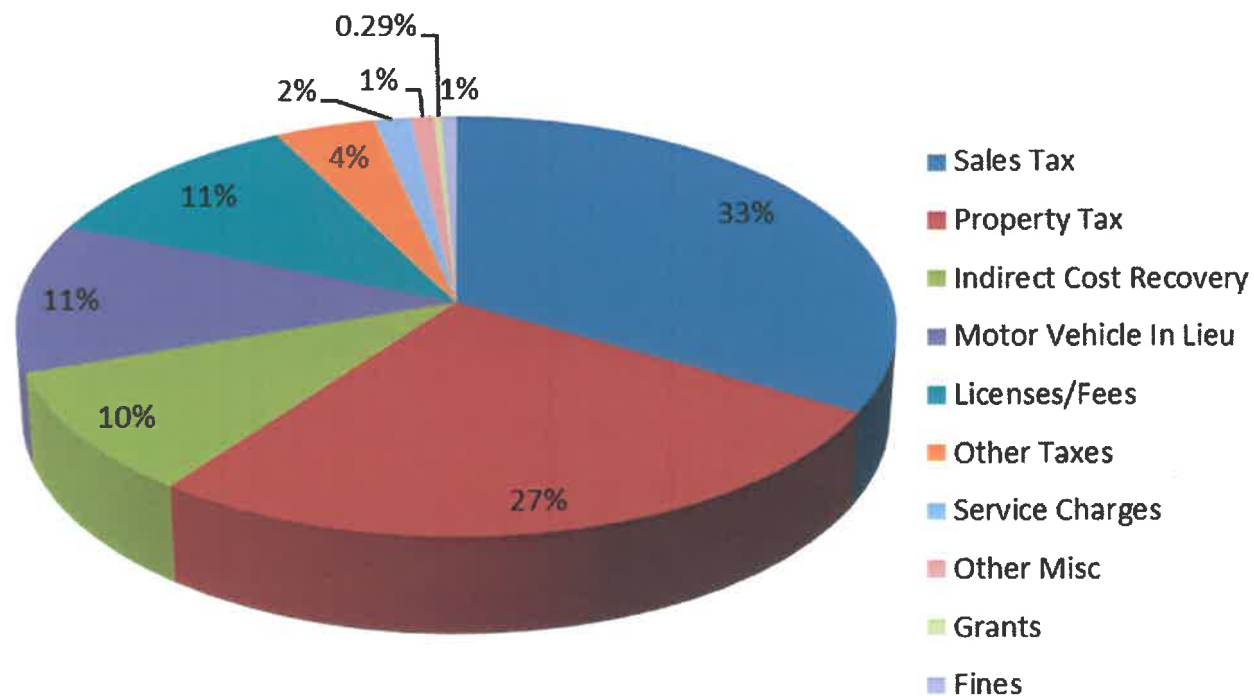


## Revenues by Category

|                                                              | Projected           | Baseline             | Forecasted          |                     |                     |
|--------------------------------------------------------------|---------------------|----------------------|---------------------|---------------------|---------------------|
|                                                              | FY2017/18           | FY2018/19            | FY2019/20           | FY2020/21           | FY2021/22           |
| <b>General Fund Revenue Components</b>                       |                     |                      |                     |                     |                     |
| Sales Tax                                                    | \$14,859,631        | \$ 14,925,549        | \$15,184,457        | \$15,440,510        | \$15,700,575        |
| Property Tax                                                 | 11,418,118          | 11,975,707           | 12,447,878          | 12,821,314          | 13,205,953          |
| Indirect Cost Recovery                                       | 4,259,928           | 4,259,928            | 4,259,928           | 4,259,928           | 4,259,928           |
| Motor Vehicle In Lieu                                        | 4,903,464           | 5,148,637            | 5,354,583           | 5,515,220           | 5,680,677           |
| Licenses/Fees                                                | 4,897,237           | 5,026,267            | 5,161,740           | 5,300,073           | 5,441,328           |
| Other Taxes                                                  | 1,810,893           | 1,847,111            | 1,884,054           | 1,921,735           | 1,960,169           |
| Service Charges                                              | 675,122             | 689,478              | 703,074             | 716,943             | 731,089             |
| Other Misc                                                   | 1,083,200           | 430,921              | 430,921             | 430,921             | 430,921             |
| Grants                                                       | 198,196             | 129,356              | 131,943             | 134,582             | 137,273             |
| Fines                                                        | 235,064             | 280,572              | 286,184             | 291,907             | 297,745             |
| <b>Subtotal</b>                                              | <b>\$44,340,854</b> | <b>\$ 44,713,527</b> | <b>\$45,844,760</b> | <b>\$46,833,132</b> | <b>\$47,845,659</b> |
| Measure E/F                                                  | 5,172,286           | 5,240,267            | 5,334,754           | 5,431,135           | 5,529,507           |
| <b>Total</b>                                                 | <b>\$49,513,140</b> | <b>\$ 49,953,794</b> | <b>\$51,179,514</b> | <b>\$52,264,267</b> | <b>\$53,375,166</b> |
| <b>Annual Change (Excluding Measure E and Measure F)</b>     |                     | <b>\$ 372,674</b>    | <b>\$ 1,131,233</b> | <b>\$ 988,372</b>   | <b>\$ 1,012,527</b> |
| <b>Cumulative Change (Excluding Measure E and Measure F)</b> |                     | <b>\$ 372,674</b>    | <b>\$ 1,503,907</b> | <b>\$ 2,492,278</b> | <b>\$ 3,504,805</b> |

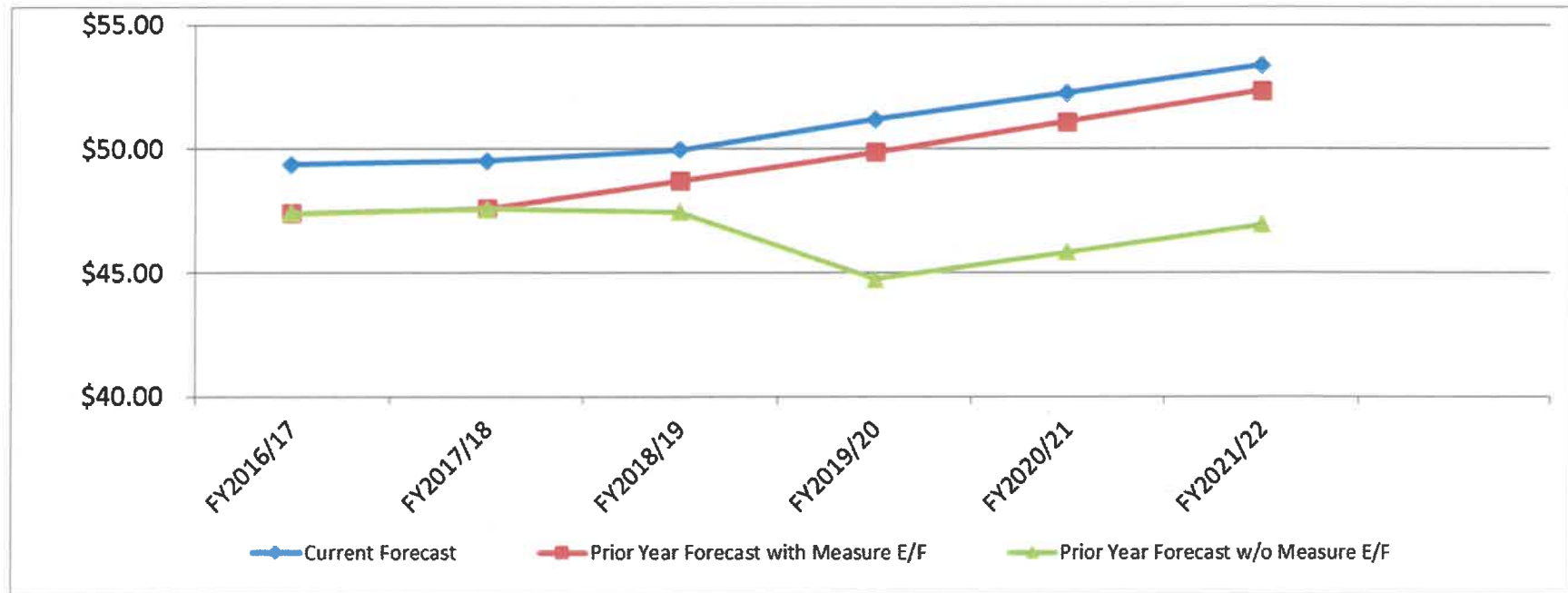


## FY2019 General Fund Baseline Revenue Components (Excluding Measures E/F)





## General Fund Current Revenue Forecast vs. Prior Year Forecast (Adopted FY2017/18)



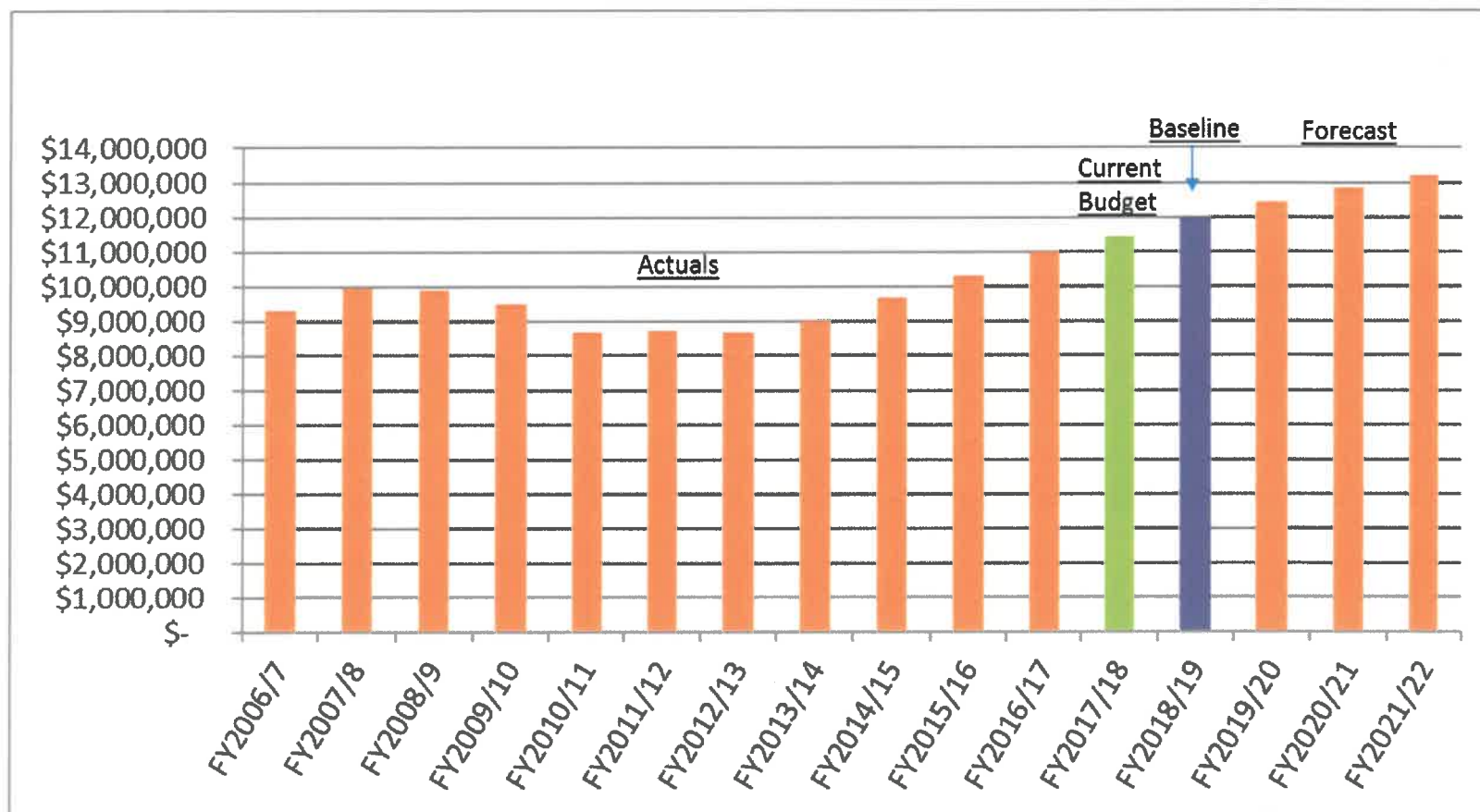


# City of Woodland





# Property Taxes



## Five Year Forecast Assumptions:

2017/18  
3.95%

2018/19  
4.88%

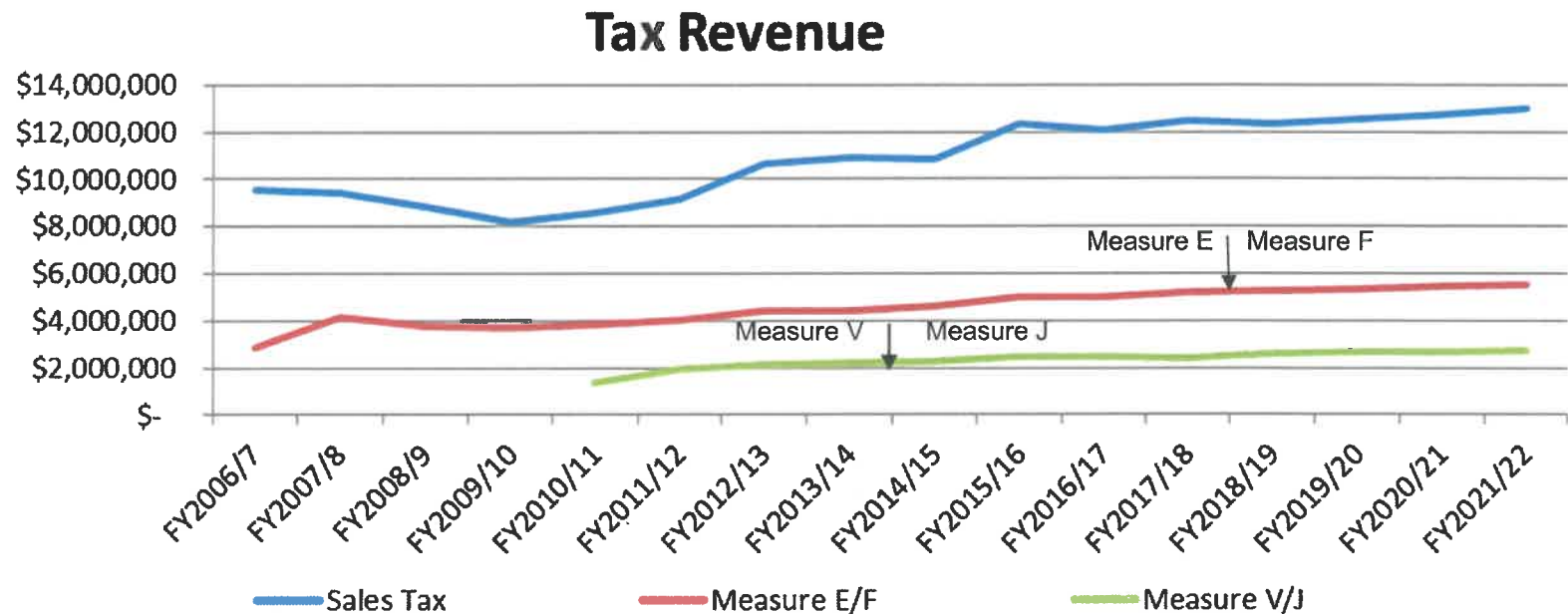
2019/20  
3.94%

2020/21  
3.0%

2021/22  
3.0%

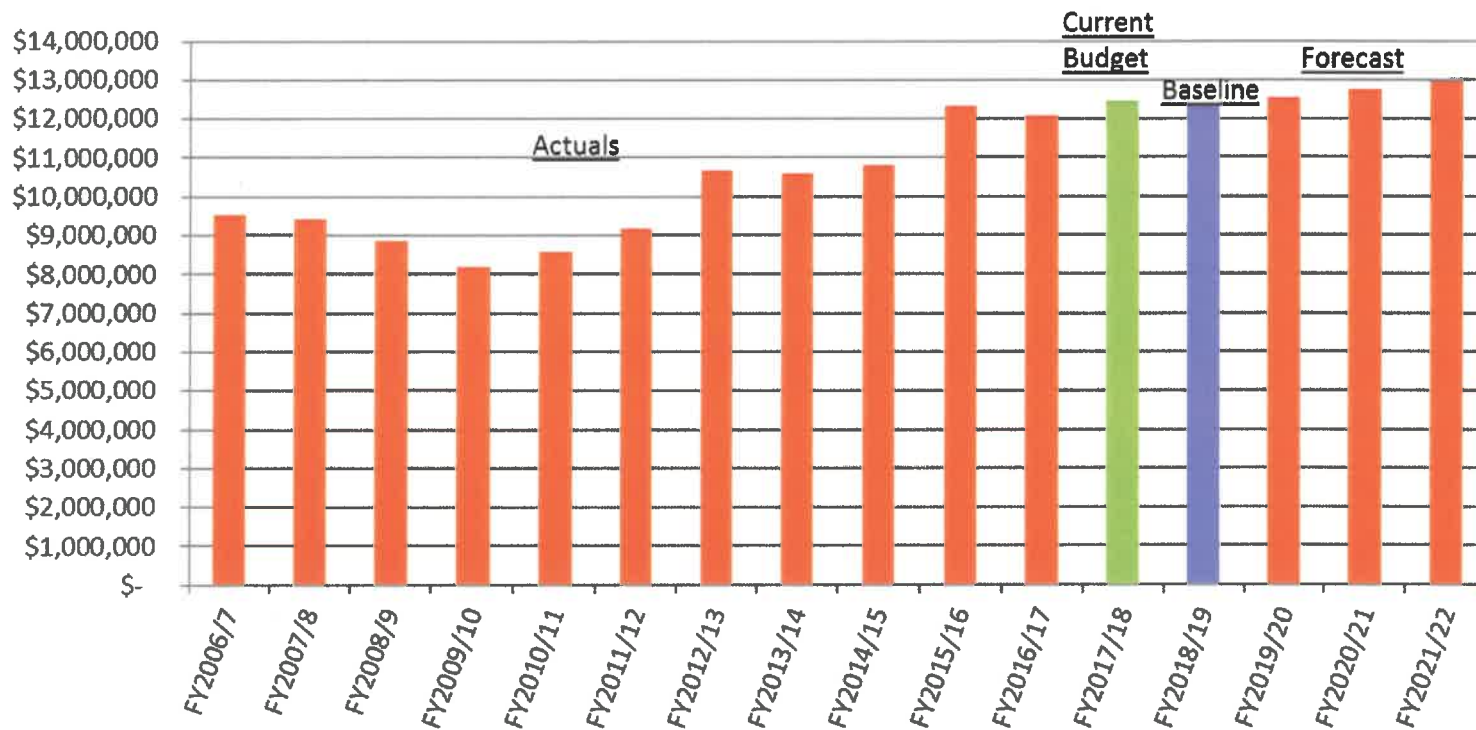


# Sales Taxes Revenue Historical Trend & Five-year Forecast





## Sales Taxes (Bradley Burns)

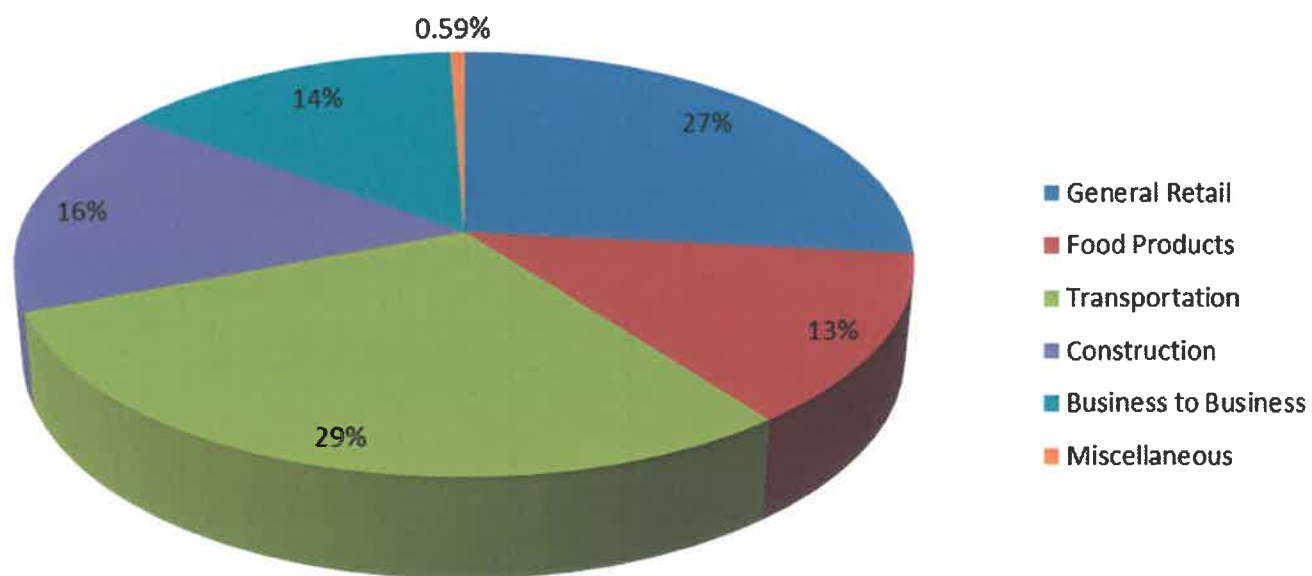


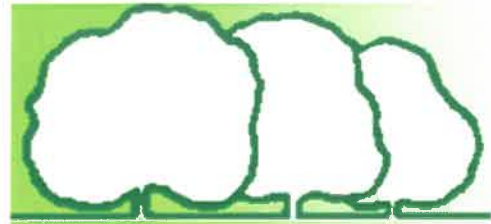
### Five Year Forecast Assumptions:

| <u>2017/18</u> | <u>2018/19</u> | <u>2019/20</u> | <u>2020/21</u> | <u>2021/22</u> |
|----------------|----------------|----------------|----------------|----------------|
| 3.07%          | -.091%         | 1.72%          | 1.66%          | 1.66%          |



## Sales Taxes Composition



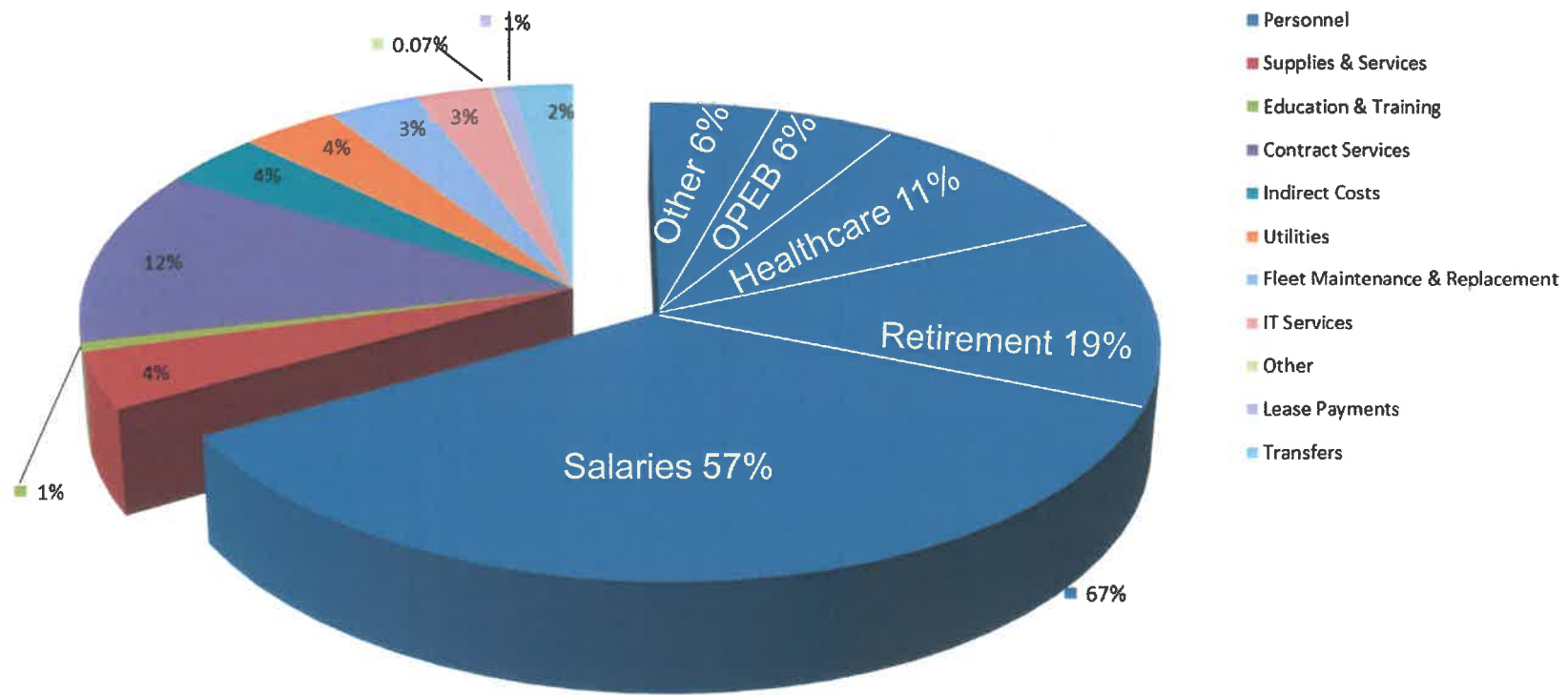


# Budget Expenditure Forecast



# FY2018/19 General Fund Baseline Expenditure Components

*(Excluding Measure E)*





# Personnel Expenditure - Forecast Assumptions

| Salary Growth                  | FY2017/18    | FY2018/19  | FY2019/20  | FY2020/21  | FY2021/22    |
|--------------------------------|--------------|------------|------------|------------|--------------|
| Current Forecast               |              | 1.80%      | 3.03%      | 2.66%      | 2.05%        |
| Annual Change/Impact to GF     | \$ 1,038,626 | \$ 275,098 | \$ 471,297 | \$ 426,337 | \$ 336,063   |
| Cumulative Change/Impact to GF |              |            |            |            | \$ 2,211,358 |

| Retirement                             | FY2017/18  | FY2018/19  | FY2019/20  | FY2020/21  | FY2021/22    |
|----------------------------------------|------------|------------|------------|------------|--------------|
| <b>SAFETY</b>                          |            |            |            |            |              |
| PERS Rate                              | 38.3%      | 43.0%      | 47.1%      | 50.8%      | 53.6%        |
| Annual Change/Impact to GF             | \$ 323,777 | \$ 717,805 | \$ 581,215 | \$ 540,762 | \$ 423,984   |
| <b>MISCELLANEOUS</b>                   |            |            |            |            |              |
| PERS Rate                              | 30.5%      | 33.9%      | 37.1%      | 39.8%      | 42.1%        |
| Annual Change/Impact to GF             | \$ 106,506 | \$ 262,753 | \$ 189,338 | \$ 200,847 | \$ 174,879   |
| Annual Total/Safety plus Miscellaneous | \$ 430,282 | \$ 980,559 | \$ 770,553 | \$ 741,609 | \$ 598,863   |
| Cumulative Change/Impact to GF         |            |            |            |            | \$ 3,521,866 |

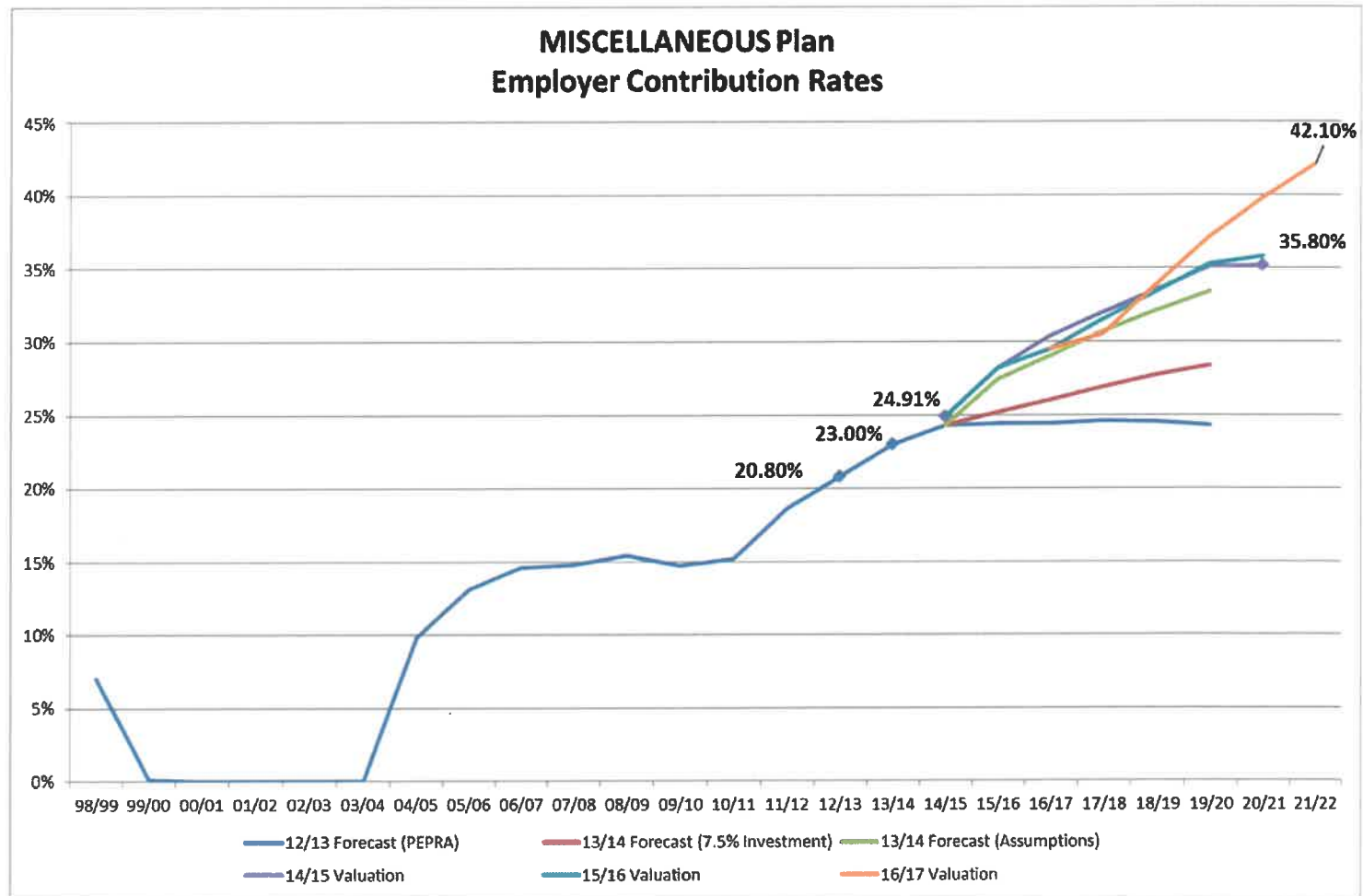
| OPEB                                 | FY2017/18    | FY2018/19   | FY2019/20 | FY2020/21 | FY2021/22 |
|--------------------------------------|--------------|-------------|-----------|-----------|-----------|
| Annual Change - Pay-As-You-Go Amount | \$ (127,971) | \$ (77,861) | \$ 86,739 | \$ 92,811 | \$ 99,308 |
| Cumulative Change/Impact to GF       |              |             |           |           | \$ 73,027 |

| Health Premiums                    | FY2017/18 | FY2018/19  | FY2019/20  | FY2020/21  | FY2021/22    |
|------------------------------------|-----------|------------|------------|------------|--------------|
| Assumed PERS Health Rate Increases | 3.0%      | 11%        | 7%         | 7%         | 7%           |
| Annual Change/Impact to GF         | \$ 74,859 | \$ 297,425 | \$ 202,755 | \$ 216,948 | \$ 232,135   |
| Cumulative Change/Impact to GF     |           |            |            |            | \$ 1,024,122 |

|                                |                     |                     |                     |                     |                     |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>TOTAL ANNUAL CHANGE</b>     | <b>\$ 1,415,796</b> | <b>\$ 1,475,222</b> | <b>\$ 1,531,344</b> | <b>\$ 1,477,706</b> | <b>\$ 1,266,368</b> |
| <b>CUMULATIVE TOTAL CHANGE</b> | <b>\$ 1,415,796</b> | <b>\$ 2,891,018</b> | <b>\$ 4,422,362</b> | <b>\$ 5,900,068</b> | <b>\$ 7,166,436</b> |

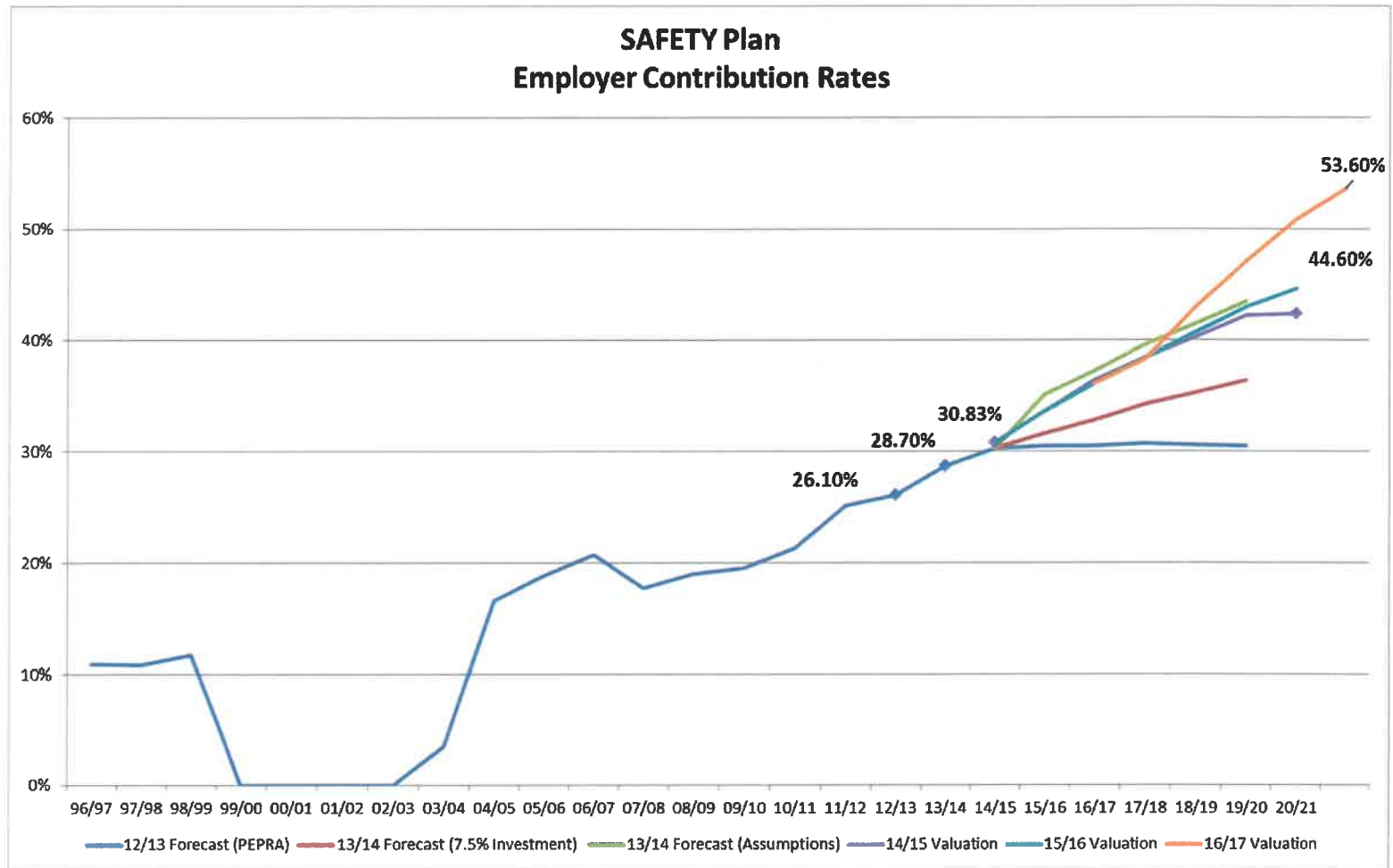


# CALPERS – Retirement Benefits





## CALPERS – Retirement Benefits





## CALPERS Employer Contribution Cost\*

### General Fund

|                      | FY2016/17    | FY2017/18    | FY2018/19    | FY2019/20    | FY2020/21    | FY2021/22    |
|----------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| PERS - Misc Employee | \$ 979,094   | \$ 1,175,627 | \$ 1,438,380 | \$ 1,627,717 | \$ 1,828,564 | \$ 2,003,443 |
| PERS - Safety        | \$ 3,493,327 | \$ 3,722,817 | \$ 4,440,623 | \$ 5,021,838 | \$ 5,562,601 | \$ 5,986,585 |
| Total                | \$ 4,472,422 | \$ 4,898,444 | \$ 5,879,003 | \$ 6,649,556 | \$ 7,391,165 | \$ 7,990,028 |

### All Funds

|                      |              |              |              |               |               |               |
|----------------------|--------------|--------------|--------------|---------------|---------------|---------------|
| PERS - Misc Employee | \$ 2,860,622 | \$ 3,304,782 | \$ 3,953,785 | \$ 4,472,002  | \$ 4,970,754  | \$ 5,373,505  |
| PERS - Safety        | \$ 3,666,102 | \$ 4,098,168 | \$ 4,937,618 | \$ 5,584,785  | \$ 6,207,643  | \$ 6,710,612  |
|                      | \$ 6,526,724 | \$ 7,402,950 | \$ 8,891,403 | \$ 10,056,787 | \$ 11,178,396 | \$ 12,084,117 |

- Excludes:
  - Statutory Employee Contributions
  - Negotiated Employee Share of Employer Costs



# Other Postemployment Benefits (OPEB)

## ALL FUNDS

Unfunded Liability as of June 30, 2016 \$46,519,000

|                              |              |
|------------------------------|--------------|
|                              | FY2017/18    |
| Annual Required Contribution | \$ 4,765,000 |
| All Funds Salary             | \$23,999,117 |
| ARC as % of Salary           | 19.9%        |

## Trust Fund Contributions:

|                     |                  |
|---------------------|------------------|
| Current Balance     | \$ 3,350,891     |
| FY 17/18            | <u>1,007,581</u> |
| Projected (6/30/18) | \$ 4,358,472     |

|                         |              |               |               |               |               |               |               |
|-------------------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                         | 2015/16      | 2016/17       | 2017/18       | 2018/19       | 2019/20       | 2020/21       | 2021/22       |
| Total OPEB Contribution | \$ 3,092,705 | \$ 3,387,236  | \$ 3,278,184  | \$ 3,141,273  | \$ 3,290,617  | \$ 3,450,416  | \$ 3,621,400  |
| Salary                  | \$21,697,484 | \$ 21,838,875 | \$ 23,999,117 | \$ 25,132,744 | \$ 25,886,726 | \$ 26,585,668 | \$ 27,143,967 |
| OPEB as % of Salary     | 14.3%        | 15.5%         | 13.7%         | 12.5%         | 12.7%         | 13.0%         | 13.3%         |

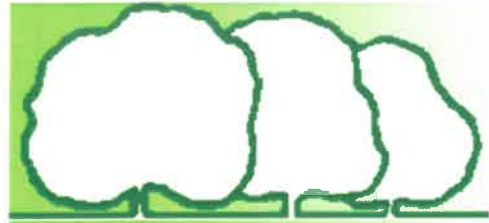
## Pre-Funding of OPEB (included in Total Contribution)

|                               |            |            |              |              |              |              |              |
|-------------------------------|------------|------------|--------------|--------------|--------------|--------------|--------------|
|                               | 2015/16    | 2016/17    | 2017/18      | 2018/19      | 2019/20      | 2020/21      | 2021/22      |
| General Fund                  | \$ 500,000 | \$ 600,000 | \$ 600,000   | \$ 600,000   | \$ 600,000   | \$ 600,000   | \$ 600,000   |
| All Other Funds               | \$ 317,227 | \$ 382,945 | \$ 407,581   | \$ 407,786   | \$ 407,786   | \$ 407,786   | \$ 407,786   |
| Total Additional Contribution | \$ 817,227 | \$ 982,945 | \$ 1,007,581 | \$ 1,007,786 | \$ 1,007,786 | \$ 1,007,786 | \$ 1,007,786 |



# Non-Personnel Expenditure Forecast Assumptions

| (%)                                     |                  | FY2017/18 | FY2018/19 | FY2019/20 | FY20/21 | FY21/22 |
|-----------------------------------------|------------------|-----------|-----------|-----------|---------|---------|
| <b>Supplies/Services</b>                | Current Forecast | 2%        | 2%        | 2%        | 2%      | 2%      |
| <b>Education/Training</b>               | Current Forecast | 7%        | 1%        | 2%        | 2%      | 2%      |
| <b>Indirect Charges - City Overhead</b> | Current Forecast | 0%        | 0%        | 0%        | 0%      | 0%      |
| <b>IT Chargebacks</b>                   | Current Forecast | 9%        | 6%        | 1%        | 3%      | 2%      |
| <b>Fleet Maintenance</b>                | Current Forecast | 26%       | 0%        | 5%        | 5%      | 4%      |
| <b>Vehicle Replacement</b>              | Current Forecast | -11%      | -2%       | 3%        | 3%      | 3%      |
| <b>Water Utilities</b>                  | Current Forecast | 6%        | 6%        | 6%        | 6%      | 6%      |
| <b>Other Utilities</b>                  | Current Forecast | 2%        | 2%        | 2%        | 2%      | 2%      |



# General Fund Forecast and Fund Balances



# FY2018/19

## General Fund Baseline Five-year Forecast

| General Fund                                                                  | Audited Actuals | Adopted       | Amended              | Mid-Year Projection     | Baseline                | Forecast               |                        |                        |
|-------------------------------------------------------------------------------|-----------------|---------------|----------------------|-------------------------|-------------------------|------------------------|------------------------|------------------------|
|                                                                               | FY2016/17       | FY2017/18     | FY2017/18            | FY2017/18               | FY2018/19               | FY2019/20              | FY2020/21              | FY2021/22              |
| Beginning Balances                                                            | \$ 14,886,101   | \$ 14,313,120 | \$ 15,270,487        | \$ 15,270,487           | \$ 13,875,206           | \$ 13,294,139          | \$ 12,357,178          | \$ 10,484,024          |
| Revenues                                                                      | \$ 49,382,049   | \$ 47,605,024 | \$ 47,680,024        | \$ 49,513,140<br>6.80%  | \$ 49,953,795<br>0.89%  | \$ 51,179,514<br>2.45% | \$ 52,264,267<br>2.12% | \$ 53,375,166<br>2.13% |
| Expenditures (Includes Measure J)                                             | \$ 47,959,857   | \$ 47,583,030 | \$ 48,470,286        | \$ 50,114,700<br>11.21% | \$ 50,534,861<br>-1.99% | \$ 52,116,476<br>3.13% | \$ 54,137,422<br>3.88% | \$ 55,934,763<br>3.32% |
| Annual Surplus/Deficit                                                        | 1,422,192       | 21,994        | (790,262)            | (601,560)               | (581,066)               | (936,961)              | (1,873,154)            | (2,559,597)            |
| General Fund One-Time Expenses<br>Measure J Unspent Fund Balance              | (470,877)       | (1,565,856)   | (1,565,856)          | (1,445,649)             |                         |                        |                        |                        |
| General Fund Loan Repayments                                                  |                 |               |                      |                         |                         |                        |                        |                        |
| Unreserved Fund Balance                                                       | \$ 15,837,416   | \$ 12,769,258 | \$ 12,914,368        | \$ 13,223,277           | \$ 13,294,139           | \$ 12,357,178          | \$ 10,484,024          | \$ 7,924,427           |
| FY17 Encumbered/Unencumbered Carry-Over to FY18<br>Measure J One-Time Funding | \$ (566,929)    |               | \$ 566,929<br>80,000 | \$ 566,929<br>85,000    |                         |                        |                        |                        |
| Ending Unreserved Fund Balance                                                | \$ 15,270,487   | \$ 12,769,258 | \$ 13,561,297        | \$ 13,875,206           | \$ 13,294,139           | \$ 12,357,178          | \$ 10,484,024          | \$ 7,924,427           |
| Percentage (E.U.F.B./Revenues)                                                | 34.4%           | 29.9%         | 31.9%                | 31.3%                   | 29.7%                   | 27.0%                  | 22.4%                  | 16.6%                  |
| Reserve Policy \$                                                             | \$ 8,872,400    | \$ 8,543,374  | \$ 8,494,448         | \$ 8,868,171            | \$ 8,942,706            | \$ 9,168,952           | \$ 9,366,626           | \$ 9,569,132           |
| Reserve Policy %                                                              | 20.00%          | 20.00%        | 20.00%               | 20.00%                  | 20.00%                  | 20.00%                 | 20.00%                 | 20.00%                 |
| "Excess" Fund Balance (over Reserve Target)                                   | \$ 6,398,087    | \$ 4,225,884  | \$ 5,066,849         | \$ 5,007,035            | \$ 4,351,434            | \$ 3,188,226           | \$ 1,117,397           | \$ (1,644,705)         |

### General Fund - Fund Balance: One-time Funding Recommendations

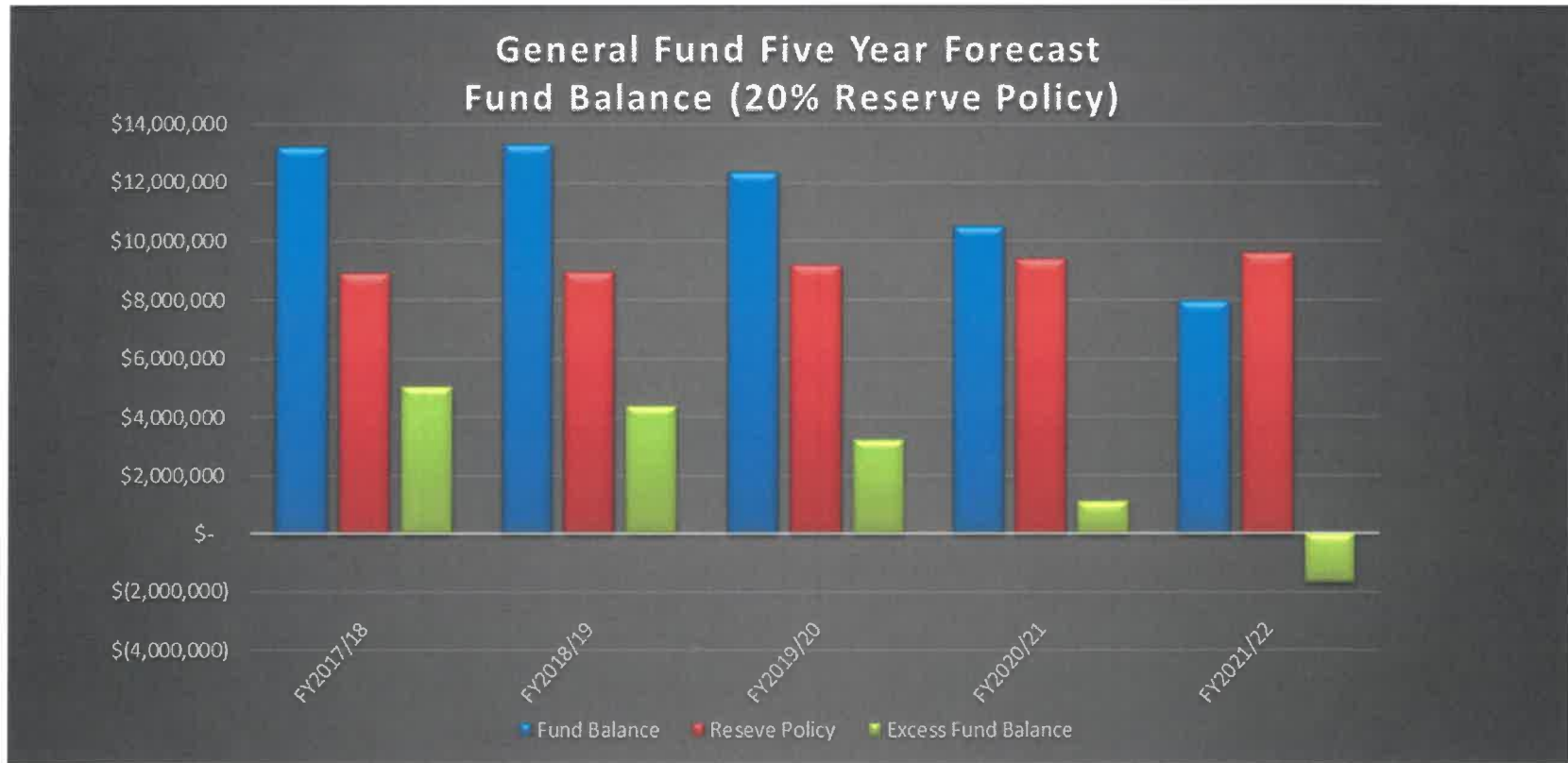
|                         | FY2017/18  | FY2018/19 | FY2019/20 | FY2020/21 | FY2021/22 |
|-------------------------|------------|-----------|-----------|-----------|-----------|
| Fire Chief              | \$ 294,445 |           |           |           |           |
| Fire Marshal            | \$ 156,350 |           |           |           |           |
| Disaster Preparedness   | \$ 50,000  |           |           |           |           |
| Economic Development    | \$ 214,854 |           |           |           |           |
| Community Choice Energy | \$ 500,000 |           |           |           |           |
| Cyclical Tree Pruning   | \$ 100,000 |           |           |           |           |
| Public Information Plan | \$ 30,000  |           |           |           |           |
| Homeless Funding        | \$ 100,000 |           |           |           |           |
| <b>Total</b>            | \$ -       | \$ -      | \$ -      | \$ -      | \$ -      |

### Measure F - Ongoing Funding Recommendations

|                      | FY2017/18 | FY2018/19  | FY2019/20  | FY2020/21  | FY2021/22  |
|----------------------|-----------|------------|------------|------------|------------|
| Fire Chief           | \$ -      | \$ 292,613 | \$ 307,770 | \$ 322,848 | \$ 335,773 |
| Fire Marshal         | \$ -      | \$ 210,992 | \$ 221,921 | \$ 232,794 | \$ 242,113 |
| Economic Development | \$ -      | \$ 231,905 | \$ 243,917 | \$ 255,867 | \$ 266,110 |
| <b>Total</b>         | \$ -      | \$ 735,511 | \$ 773,609 | \$ 811,509 | \$ 843,995 |



## General Fund Reserve Levels





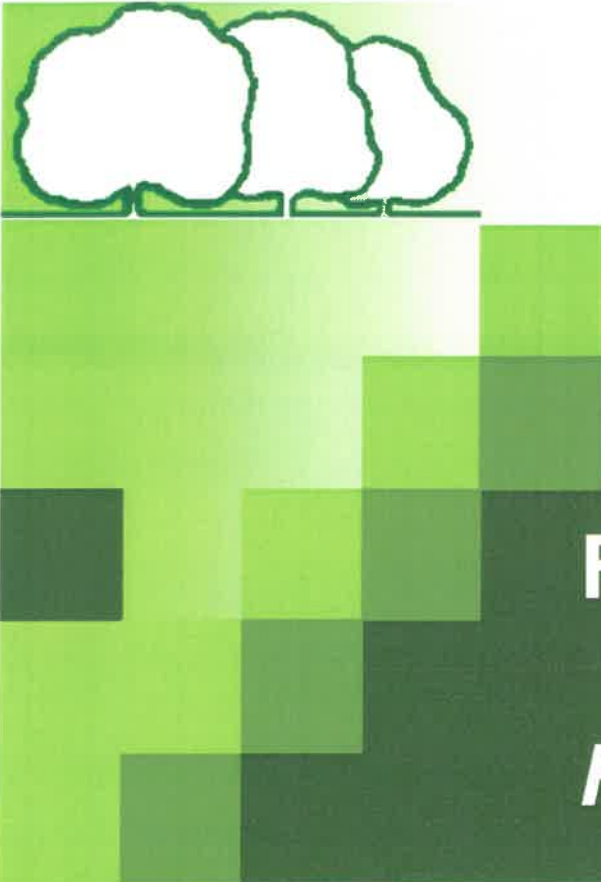
## Sensitivity to Major Revenue Assumptions

|                                                    | FY2017/18        | FY2018/19        | FY2019/20          | FY2019/21          | FY2019/22          |
|----------------------------------------------------|------------------|------------------|--------------------|--------------------|--------------------|
| <b>Current Forecast</b>                            |                  |                  |                    |                    |                    |
| Property Taxes                                     | 11,418,118       | 11,975,707       | 12,447,878         | 12,821,314         | 13,205,953         |
| Sales Taxes                                        | 12,448,681       | 12,335,390       | 12,547,651         | 12,755,858         | 12,967,079         |
| <b>Annual Surplus/Deficit</b>                      | <b>(601,560)</b> | <b>(581,066)</b> | <b>(936,961)</b>   | <b>(1,873,154)</b> | <b>(2,559,597)</b> |
| <b>Forecast with Better Than Expected Revenues</b> |                  |                  |                    |                    |                    |
| Increase of 1% to Property Taxes per Year          | 114,181          | 234,691          | 365,715            | 504,822            | 653,228            |
| Increase of 1% to Sales Taxes per Year             | 124,487          | 123,362          | 249,979            | 382,189            | 520,441            |
| <b>Annual Surplus/Deficit</b>                      | <b>(362,892)</b> | <b>(223,013)</b> | <b>(321,268)</b>   | <b>(986,143)</b>   | <b>(1,385,928)</b> |
| <b>Forecast with Downgraded Revenues</b>           |                  |                  |                    |                    |                    |
| Decrease of 1% to Property Taxes per Year          | (114,181)        | (233,178)        | (360,118)          | (491,799)          | (629,848)          |
| Decrease of 1% to Sales Taxes per Year             | (124,487)        | (122,114)        | (246,439)          | (373,457)          | (576,506)          |
| <b>Annual Surplus/Deficit</b>                      | <b>(840,228)</b> | <b>(936,358)</b> | <b>(1,543,518)</b> | <b>(2,738,411)</b> | <b>(3,765,951)</b> |



# **Fiscal Stability Framework:**

## ***Unfunded Priority Needs***



# Fiscal Stability

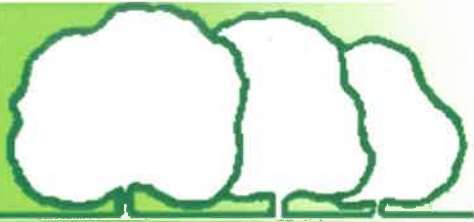
## *FY18/FY19 Budget Framework*

- Budget-Balancing Framework
- One-Time Funding Flexibility
  - General Fund Reserves
  - Measure J
- Recurring Funding Flexibility
  - Baseline (Re-allocations)
  - Measure F
- Capital Improvement Program (CIP)

31



# Measure F Half-Cent Sales Tax



## Next Steps