



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

December 18, 2018
6:00 PM

CITY COUNCIL

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

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. SUBJECT: Long Range Calendar

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

F. MINUTES

2. SUBJECT: City Council Meeting Minutes of November 6, 2018 and November 20, 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of November 6, 2018 and November 20, 2018.

G. PRESENTATIONS

3. SUBJECT: Proclamation recognizing Woodland United Way on its 50th Anniversary

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation recognizing Woodland United Way on its 50th Anniversary.

4. SUBJECT: Proclamation recognizing Elks Lodge 1299

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation recognizing the Elks Lodge 1299.

H. CONSENT CALENDAR

5. SUBJECT: Quarterly Treasurer's Investment Report for the quarter ended September 30, 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2018.

6. SUBJECT: Public Works Quarterly Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of September through November 2018.

7. SUBJECT: Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24; Approve Plans and Specifications, and Authorize Bid Advertisement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24, and authorizing bid advertisement.

8. SUBJECT: Annual Measure J Report for Fiscal Year Ending June 30, 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year ending June 30, 2018 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

9. SUBJECT: Annual Measure E Report for Fiscal Year Ending June 30, 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Annual Measure E Report for Fiscal Year ending June 30, 2018 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

10. SUBJECT: Waste Management Annual Rate Adjustment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) receive the Waste Management 2019 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2019 rate adjustments and addition approved.

11. SUBJECT: Contract Amendment – FY2018/19 Tree Pruning and Maintenance Services

RECOMMENDED FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the First Amendment to the Tree Pruning and Maintenance Services Contract with West Coast Arborists, Inc.

12. SUBJECT: Authorize payment of NPDES Permit fees

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute payment of renewal fees for Water Pollution Control Facility's (WPCF) permit, for the amount of \$53,982.00.

13. SUBJECT: Authorize NPDES Regulatory Assistance Services Agreement with Robertson-Bryan, INC. (RBI)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute professional services agreement with Robertson-Bryan, Inc. (RBI) for the amount of \$30,000.00 for Professional regulatory assistance.

14. SUBJECT: AB1600 Development Impact Fee Annual Report for the Fiscal Year Ended June 30, 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the AB1600 Annual Report for the year ended June 30, 2018.

15. SUBJECT: Approve Salary Schedule effective January 1, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the City of Woodland Salary Schedule effective January 1, 2019.

16. SUBJECT: Approve Provisional Building Inspection Manager Position

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the addition of a Provisional Building Inspection Manager to the Fiscal year 2018/2019 budget and adopt Resolution _____ approving the allocation change.

I. REPORTS OF THE CITY MANAGER

17. SUBJECT: City of Woodland Municipal Service Review and Sphere of Influence Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a report concerning the recently adopted Municipal Service Review and Sphere of Influence Update for the City of Woodland approved by the Local Agency Formation Commission on December 6, 2018 (LAFCO No. S-049).

18. SUBJECT: Temporary Emergency Shelter Partnership and Operating Update

RECOMMENDATION FOR ACTION: Receive an update on the use of the County of Yolo facility located at 213 Third Street as a temporary emergency shelter, and Adopt resolution No. ____, approving a term sheet for the City's partnership with the County of Yolo and Fourth & Hope for the shelter operation and cost sharing arrangement authorizing the City Manager to execute all documents necessary for the City to implement the project.

19. SUBJECT: Approve Plans and Specifications and Authorize Bid Advertisement for West Main Street Bicycle/Pedestrian Mobility & Safety Improvement Project, CIP 17-16

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____, approving the project plans and specifications for the for the West Main Street Bicycle/Pedestrian Mobility & Safety Improvement Project, CIP 17-16.

20. SUBJECT: Provide Input on Draft Urban Forest Master Plan and Potential Changes to City's Tree Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

- 1) Provide input on the draft Urban Forest Master Plan, and
- 2) Provide input on potential changes to the City's Tree Ordinance

21. SUBJECT: Council Committee / Liaison Appointments

RECOMMENDATION FOR ACTION: Staff recommends that the Council provide direction relative to 2018-2020 Council appointments to Inter-Jurisdictional Boards, Agencies, Liaison Committees as well as City Council subcommittees.

22. SUBJECT: City Council Meeting Schedule for 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve its meeting schedule for 2018.

J. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for December 18, 2018 posted on Friday, December 14, 2018 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

A handwritten signature in black ink, appearing to read 'Jennifer Robinson'.

Jennifer Robinson
Deputy 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 requests 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
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: E.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 B. Gonzalez, City Clerk, (530) 661-5806, 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.



Paul Navazio
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

JANUARY 15TH

REGULAR MEETING

1st Reading - Ag Mitigation Ordinance
Commercial Cannabis Business Program - Budget Adjustment
Exclusive Negotiating Agreement - No Place Like Home Grant Application
GST Capital Partners, LLC Cell Tower Agreement

JANUARY 26th (Tent.)

SPECIAL MEETING

City Council Retreat
City Council Goals
Organizational Matters
Protocols / Procedures

FEBRUARY 5TH

REGULAR MEETING

Development Impact Fee Update
Neighborhood Traffic Calming Program Update
West Main Street Contract Award

FEBRUARY 19TH

REGULAR MEETING

Woodland Research & Technology Park Update

Future Topics / Study Sessions:

Sports Park Update
City Code Clean-up Ordinance
Non-Conforming Use Zoning Update



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: F.2.
SUBJECT: City Council Meeting Minutes of November 6, 2018 and November 20, 2018

Recommendation for Action:

Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of November 6, 2018 and November 20, 2018.

Staff Contact:

Ana B. Gonzalez, City Clerk, (530) 661-5806, ana.gonzalez@cityofwoodland.org



Paul Navazio
City Manager

Attachments:

1. 11_06_2018 DRAFT CC MINS
2. 11_20_2018 DRAFT CC MINS

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, November 6, 2018

6:00 PM

City Council

CITY COUNCIL

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

A. CALL TO ORDER

Meeting called to order at 6:00PM.

B. ROLL CALL

Council Members Present: Barajas, Davies, Fernandez and Stallard

Council Members Absent: Rodriguez

Council Member Rodriguez was not present at the time of roll call. She arrived a few minutes late and was able to take part in Council/Staff Statements and Requests.

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Rudy Peniche, owner of Las Brasas.

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.

None.

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.

Verbal updates provided by Council Members/Staff.

1. SUBJECT: Long Range Calendar

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

F. MINUTES

2. SUBJECT: City Council Meeting Minutes of October 2, 2018 and October 16, 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of October 2, 2018 and October 16, 2018.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of October 2, 2018 and October 16, 2018.

3. SUBJECT: Commission on Aging Minutes for July 19, 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the July 19, 2018 Commission on Aging meeting minutes.

Received the Commission on Aging meeting minutes of July 19, 2018.

On a motion by Council Member Rodriguez, seconded by Council Member Davies and carried unanimously, Council Members adopted the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of October 2, 2018 and October 16, 2018 and received the Commission on Aging meeting minutes of July 19, 2018.

Ayes: Barajas, Davies, Fernandez, Rodriguez and Stallard

Noes: None

G. PRESENTATIONS

4. SUBJECT: Declare Saturday, November 24, 2018 as Small Business Saturday

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation declaring Saturday, November 24, 2018 as Small Business Saturday.

Adopted Proclamation declaring Saturday, November 24, 2018 as Small Business Saturday.

H. CONSENT CALENDAR

5. SUBJECT: Approve a Contract Amendment with Laugenour & Meikle for 2018 Water & Sewer Repair & Replacement Project, CIP 18-09

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute contract amendment #2 with Laugenour & Meikle (L&M) for the 2018 Water & Sewer Repair & Replacement Project, CIP 18-09, in a total amount not to exceed \$19,500.

Adopted Resolution No. 7171, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONTRACT AMENDMENT WITH LAUGENOUR & MEIKLE FOR ENGINEERING DESIGN SERVICES ON THE 2018 WATER & SEWER REPAIR & REPLACEMENT PROJECT (CIP 18-09).

6. SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP 09-15; Approve Contract Amendment #7 with Wood Rodgers for Consulting Services.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute Amendment #7 to the consultant services agreement with Wood Rodgers for the Lower Cache Creek Feasibility Study for an additional amount up to \$32,562 for the Lower Cache Creek Feasibility Study, CIP #09-15.

Adopted Resolution No. 7172, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENT #7 WITH WOOD RODGERS FOR ENGINEERING CONSULTING SERVICES.

7. SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP 09-15; Approve Contract with Madrone Ecological Consulting for Environmental Consulting Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services agreement with Madrone Ecological Consulting for the Lower Cache Creek Feasibility Study for an amount up to \$54,400 for the Lower Cache Creek Feasibility Study, CIP #09-15.

Adopted Resolution No. 7173, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONTRACT WITH MADRONE ECOLOGICAL CONSULTING FOR ENVIRONMENTAL CONSULTING SERVICES.

8. SUBJECT: Budget Appropriation Request: Walmart Foundation Grant Award

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$1000 to the FY19 Woodland Fire Department Budget.

Adopted Resolution No. 7174, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO APPROPRIATE \$1,000 TO THE FY19 WOODLAND FIRE DEPARTMENT BUDGET.

9. SUBJECT: Approval of CommuniCare Health Centers as the replacement subrecipient for two Community Development Block Grant activities funded for the Yolo Family Service Agency

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving CommuniCare Health Centers as the replacement subrecipient for Community Development Block Grant (CDBG) activities funded in FY 2016/17 (window replacement) and 2017/18 (on-site therapeutic playground) for the Yolo Family Service Agency (YFSA) and permitting the FY 2016/17 funds to be used for the on-site therapeutic playground.

Adopted Resolution No. 7175, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING COMMUNICARE HEALTH CENTERS AS THE REPLACEMENT SUBRECIPIENT FOR TWO COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES FUNDED FOR THE YOLO FAMILY SERVICE AGENCY.

10. SUBJECT: Appoint Member to the Personnel Board

RECOMMENDATION FOR ACTION: Staff recommends that the City Council appoint Lisa Carpenter to the Personnel Board.

Appointed Lisa Carpenter to the Personnel Board.

11. SUBJECT: Nimble Storage Server

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the purchase of a new Nimble storage server through a Purchase Order with DSA Technology Inc. in the amount not to exceed \$90,000.

This item was pulled from Consent and deferred to a later date.

12. SUBJECT: Award Contract to All Star Fire Equipment for SCBAs and Related Equipment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the purchase agreement with All Star Fire Equipment, with a total to not exceed amount of \$174,201.41 for the purchase of SCBAs and related equipment.

Adopted Resolution No. 7177, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AWARDING THE PURCHASE CONTRACT FOR SELF-CONTAINED BREATHING APPARATUS EQUIPMENT TO ALL STAR FIRE EQUIPMENT IN THE AMOUNT OF \$174,201.41, AND APPROPRIATING FUNDING FOR THIS PURPOSE.

On a motion by Council Member Stallard, seconded by Council Member Davies and carried unanimously, Council Members adopted Consent Calendar items No. 5 through 12. Minus Item No. 11, which was pulled from consent and deferred to a later date.

**Ayes: Council Member Barajas, Davies, Fernandez, Rodriguez and Stallard
Noes: None**

I. PUBLIC HEARINGS

13. SUBJECT: Approve the Mitigated Negative Declaration for the Recycled Water Pipeline Plan, CIP 17-07

RECOMMENDATION FOR ACTION: Staff recommends that the City Council hold a public hearing and approve Resolution No. _____, adopting a Mitigated Negative Declaration (MND) for the Recycled Water Pipeline Plan, #17-07.

On a motion by Council Member Rodriguez, seconded by Council Member Barajas and carried unanimously, Council Members adopted Resolution No. 7178, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, ADOPTING THE MITIGATED NEGATIVE DECLARATION FOR THE RECYCLED WATER PROJECT.

**Ayes: Barajas, Davies, Fernandez, Rodriguez and Stallard
Noes: None**

J. REPORTS OF THE CITY MANAGER

14. SUBJECT: Proposed Amendments to Development Impact Fee Deferral Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council waive first reading and adopt by title only, an Ordinance amending Woodland Municipal Code sections 6B-030, 040, 050, 060(b), 080 and 090 pertaining to deferral of development.

On a motion by Council Member Rodriguez, seconded by Council Member Davies and carried unanimously, Council Members waived the first reading and adopted by title only, an ordinance amending Woodland Municipal Code sections 6B-030, 040, 050, 060(b), 080 and 090 pertaining to deferral of development.

Ayes: Barajas, Davies, Fernandez, Rodriguez and Stallard

Noes: None

15. SUBJECT: General Fund Reserve Policy

RECOMMENDATION FOR ACTION: Staff recommends that the City Council formally approve the proposed General Fund Reserve Policy

On a motion by Council Member Davies, seconded by Council Member Rodriguez and carried unanimously, Council Members approved the General Fund Reserve Policy.

Ayes: Barajas, Davies, Fernandez, Rodriguez and Stallard

Noes: None

16. SUBJECT: Community Service Awards

RECOMMENDATION FOR ACTION: Staff recommends that the City Council provide feedback and direction related to the 2019 Community Service Award nomination and recognition process, and if appropriate, identify individuals to serve on the 2019 Community Service Awards Nominating Committee.

Council Members had a brief discussion related to the Community Service Awards. Mayor Pro Tem Rodriguez was comfortable bringing this item back to the new Council and Council Member Davies suggested moving the dinner to sometime in the Spring.

Council Member Davies selected Gary Traynham to serve on the Community Service Awards Nominating Committee and Mayor Fernandez selected Brandon Killion.

The remaining Council Members will be e-mailing the names of their individuals to Jennifer Robinson, Secretary to the City Manager.

K. ADJOURN

Meeting adjourned at 7:27 PM in memory of the victims of the Tree of Life Jewish Temple in Pennsylvania.

Respectfully submitted,

**Ana B. Gonzalez,
City Clerk**

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, November 20, 2018

6:00 PM

City Council

**CITY COUNCIL
CLOSED SESSION
5:30 PM**

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Government Code Section 54956.8

Properties: Yolo County Assessor's Parcel Numbers 027-360-010-000

Agency Negotiators: City Manager, Assistant City Manager/Community

Development Director and Deputy Community Development Director

Negotiating Parties: Friends of the Mission, Non-Profit Organization 501(c)(3)

Under Negotiation: Price and terms of payment

**JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING
6:00 PM**

C. CALL TO ORDER

Meeting called to order at 6:02PM.

D. ROLL CALL

Council Members Present: Barajas, Davies, Fernandez, Rodriguez and Stallard

Council Members Absent: None

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Rogelio Villagrana.

F. 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.

Jesse Salinas spoke regarding traffic concerns.

G. 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.

Verbal Updates provided by Council Members/Staff.

2. SUBJECT: Long Range Calendar

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

H. PRESENTATIONS

3. SUBJECT: Youth Empowerment Summit Presentation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation from Jesse Salinas, Yolo County Clerk/Recorder, Assessor, regarding the Youth Empowerment Summit.

Received presentation from Jesse Salinas, Yolo County Clerk/Recorder/Assessor regarding the Youth Empowerment Summit.

I. CONSENT CALENDAR

4. SUBJECT: Fire Department Quarterly Status Report for the Period of July 2018-September 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Fire Department Quarterly Status Report for July 2018 through September 2018.

Accepted the Fire Department Quarterly Status Report for July 2018 through September 2018.

5. SUBJECT: Police Department Quarterly Status Report for the period of July 2018 through September 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Police Department Quarterly Status Report for July 2018 through September 2018.

Accepted the Police Department Quarterly Status Report for July 2018 through September 2018.

6. SUBJECT: Household Hazardous Waste Grant Fund Creation and Budget Appropriation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the creation of the Household Hazardous Waste Grant Fund and appropriation of funds to the fiscal year 2018/19 Household Hazardous Waste Grant budget.

Adopted Resolution No. 7179, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING APPROPRIATION OF FUNDS TO THE FISCAL YEAR 2018/19 HOUSEHOLD HAZARDOUS WASTE GRANT BUDGET.

7. SUBJECT: Authorize the Purchase of Four Police Chevy Impala Undercover Vehicles

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the purchase award of four replacement Police Chevy Impala undercover vehicles from Winner Chevrolet in the amount of \$111,491.00

Adopted Resolution No. 7180, Adopted Resolution No. 7179, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE PURCHASE OF FOUR POLICE UNDERCOVER VEHICLES.

8. SUBJECT: Spring Lake Maintenance CFD Annual Accountability Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Spring Lake Maintenance Community Facilities District Local Agency Special Tax and Bond Accountability Report for the Fiscal Year Ended June 30, 2018

Accepted the Spring Lake Maintenance Community Facilities District Local Agency Special Tax and Bond Accountability Report for the Fiscal Year Ended June 30, 2018.

9. SUBJECT: Approval of Final Map 5141, Downtown Suites, and Related Subdivision Improvement Agreement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, a Resolution of the City Council 1) approving Final Map 5141 SZ Downtown Partners; 2) approving the related Subdivision Improvement Agreement and authorizing the City Manager to sign on behalf of the City; and 3) authorizing the City Manager to approve amendments to the Subdivision Improvement Agreement for the extension of time.

Council Member Tom Stallard recused himself from this item.

On a motion by Council Member Davies, seconded by Council Member Barajas and carried on a 4-0-1 vote, Council Members adopted Resolution No. 7181, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING FINAL MAP 5141, SZ DOWNTOWN PARTNERS, AND A SUBDIVISION IMPROVEMENT AGREEMENT WITH SZ DOWNTOWN PARTNERS LLC FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS.

AYES: Barajas, Davies, Fernandez and Rodriguez

NOES: None

ABSENT: Stallard

10. SUBJECT: Second Reading of Ordinance No. 1640, Proposing Amendments to Development Impact fee Deferral Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Ordinance No.1640, approving the Amendment of SECTIONS 6B-030, 6B-040, 6B-050, 6B-060(b), 6B-080 and 6B-090 of the Woodland Municipal Code relating to the deferral of certain Development Impact Fees

Adopted Ordinance No. 1640, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING SECTIONS 6B-030, 6B-040, 6B-050, 6B-060(b), 6B-080 AND 6B-090 OF THE WOODLAND MUNICIPAL CODE RELATING TO THE DEFERRAL OF CERTAIN DEVELOPMENT IMPACT FEES.

11. SUBJECT: Changes to the Salary Schedule

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the changes to City of Woodland Salary Schedule effective November 1, 2018 and approve the deletion of several Management Job Descriptions.

Approved the changes to City of Woodland Salary Schedule effective November 1, 2018 and approve the deletion of several Management Job Descriptions.

On a motion by Council Member Davies, seconded by Council Member Barajas and carried unanimously, Council Members approved Consent Calendar Items No. 4 through 11 (minus Item No. 9).

AYES: Barajas, Davies, Fernandez, Rodriguez and Stallard
NOES: None

J. PUBLIC HEARINGS

12. PUBLIC HEARING - OPEN AND CONTINUE - Agricultural Mitigation Ordinance

THIS ITEM WILL BE OPENED AND CONTINUED TO DATE UNCERTAIN.
Public Hearing regarding Agricultural Mitigation Ordinance was opened and continued to a date uncertain.

K. REPORTS OF THE CITY MANAGER

13. SUBJECT: Adoption of the Yolo County Operational Area Multi-jurisdictional Hazard Mitigation Plan Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the updated Yolo County Operational Area Multi-jurisdictional Hazard Mitigation Plan and adopting it into the Safety Element of the City of Woodland General Plan.

On a motion by Council Member Stallard, seconded by Council Member Rodriguez and carried unanimously, Council Members adopted Resolution No. 7182, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING THE YOLO COUNTY OPERATIONAL AREA MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN.

Ayes: Barajas, Davies, Fernandez, Rodriguez and Stallard

Noes: None

14. SUBJECT: Update on Permanent Supportive Housing Project for Submission under the State's No Place Like Home Grant Program, and Approval of Memorandum of Understanding with Partnership HealthPlan of California for Local Innovation Grant on Housing in the Amount of \$679,972

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

- 1) receive an update on development of a new permanent supportive housing project concept for submission under the State's No Place Like Home Grant Program, and

- 2) adopt Resolution No. _____, approving a Memorandum of Understanding with Partnership HealthPlan of California (PHC) for a Local Innovation Grant on Housing in the amount of \$679,972; amending the FY19 budget as necessary in order to appropriate the \$679,972 grant award; and authorizing the City Manager to execute any and all documents needed for the City to implement the project.

On a motion by Council Member Davies, seconded by Mayor Fernandez and carried unanimously, Council Members Adopted Resolution No. 7183, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A MEMORANDUM OF UNDERSTANDING WITH PARTNERSHIP HEALTHPLAN OF CALIFORNIA FOR A LOCAL INNOVATION GRANT ON HOUSING AND AUTHORIZING APPROPRIATION OF GRANT FUNDS IN FY2018/19 BUDGET.

AYES: Barajas, Davies, Fernandez, Rodriguez and Stallard

NOES: None

15. SUBJECT: Approve the Sale and Related Documents for the Spring Lake CFD 2004-1, Special Tax Bonds Series 2019.

RECOMMENDATION FOR ACTION: Staff Recommends that the City Council adopt Resolution No. ____ Confirming Previous Actions for the Issuance of the Special Tax Bonds for Community Facilities District No. 2004-1 (Spring Lake), Approving a Revised Form of the Official Statement Relating to the Bonds, and Approving Certain Other Actions Related Thereto.

Adopted Resolution No. 7184, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND CONFIRMING PREVIOUS ACTIONS FOR THE ISSUANCE OF SPECIAL TAX BONDS FOR COMMUNITY FACILITIES DISTRICT NO. 2004-1 (SPRING LAKE), APPROVING A REVISED FORM OF THE OFFICIAL STATEMENT RELATING TO THE BONDS, AND APPROVING CERTAIN OTHER ACTIONS RELATED THERETO.

L. ADJOURN

Meeting adjourned at 7:28 PM in memory of the victims of the Camp fire in Paradise.

Respectfully submitted,

Ana B. Gonzalez
City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: G.3.
SUBJECT: Proclamation Recognizing Woodland United Way on its 50th Anniversary

Recommendation for Action: Staff recommends that the City Council adopt a proclamation recognizing Woodland United Way on its 50th Anniversary.

Staff Contact:

Ana B. Gonzalez, City Clerk, (530) 661-5806, ana.gonzalez@cityofwoodland.org

Background:

Woodland United Way staff will be present at the council meeting to receive the proclamation.

Prepared By: Ana B. Gonzalez, City Clerk

A handwritten signature in black ink, appearing to read "Paul Navazio".

Paul Navazio
City Manager

Attachments:

1. Woodland United Way Proclamation

City of Woodland
Recognizing Woodland United Way on its 50th Anniversary

WHEREAS, Woodland United Way was established in 1968 in Woodland, California, founded by caring individuals who wanted to make a difference in their community; and

WHEREAS, Woodland United Way is dedicated to improving the quality of life in Yolo County by mobilizing people and resources to strengthen our communities and advance the common good; and

WHEREAS, over the past 50 years, Woodland United Way has funded hundreds of non-profits and programs to help our most vulnerable citizens including children with disabilities, families in poverty, individuals with mental illness, youth without access to quality education, workers needing healthcare, veterans living on our streets and senior citizens who are lonely and/or hungry; and

WHEREAS, Woodland United Way continues to create lasting change with a focus on our children and their education, advocating for early childhood education and literacy and funding numerous programs such as KinderCamp, Woodland Kids Read, Project Hope, Kids Farmers Market and Smile Savers.; and

WHEREAS, Woodland United Way seeks to make system change around our communities most pressing issues with a unique ability to mobilize community partners such as non-profits, government entities, schools, service clubs, businesses and volunteers; and

WHEREAS, Over the past 3 years alone, Woodland United Way volunteers have given 6,529 hours of community service to support our children, their families and our other neighbors in need to make our community a better place for all; and

WHEREAS, Woodland United Way's 50-year history reflects an impressive model of community impact work, mobilizing the time, talent and resources of individuals and institutions to create lasting change in our community; and

NOW, THEREFORE, the City Council of the City of Woodland does hereby express its deep gratitude to Woodland United Way, staff, volunteers, donors and community partners for their extraordinary service on this, their 50th anniversary.

Dated this 18th day of December, 2018

Xóchitl Rodriguez, Mayor

Rich Lansburgh, Mayor Pro Tem

Angel Barajas, Council Member

Enrique Fernandez, Council Member

Tom Stallard, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: G.4.
SUBJECT: Proclamation recognizing Elks Lodge 1299

Recommendation for Action: Staff recommends that the City Council adopt a proclamation recognizing Elks Lodge 1299

Staff Contact:

Jennifer Robinson, Deputy City Clerk, (530) 661-5800, jennifer.robinson@cityofwoodland.org

Background:

Elks Lodge representatives will be present at the council meeting to receive the proclamation.

Prepared By: Jennifer Robinson, Deputy City Clerk

A handwritten signature in black ink, appearing to read "Paul Navazio".

Paul Navazio
City Manager

Attachments:

1. Elks Lodge Recognition

CITY OF WOODLAND

BENEVOLENT AND PROTECTIVE ORDER OF THE ELKS LODGE 1299

WHEREAS, the Benevolent and Protective Order of the Elks Lodge 1299 was founded in Woodland, CA on was March 13, 1913; and

WHEREAS, the Benevolent and Protective Order of the Elks Lodge 1299's mission is "To inculcate the principles of Charity, Justice, Brotherly Love and Fidelity; to recognize a belief in God; to promote the welfare and enhance the happiness of its Members; to quicken the spirit of American patriotism; to cultivate good fellowship; to perpetuate itself as a fraternal organization, and to provide for its government, the Benevolent and Protective Order of Elks of the United States of America will serve the people and communities through benevolent programs, demonstrating that Elks Care and Elks Share."; and

WHEREAS, the Woodland City Council honors the Benevolent and Protective Order of Elks Woodland Lodge 1299 for over 100 years of service and generosity to the citizens of Woodland; and

WHEREAS, the Order has provided over \$10,000,000 dollars to the community in charitable donations; and

WHEREAS, the Order provided the largest blood bank in Yolo county, yearly college scholarships, reading programs in the Woodland Unified Schools, Woodland Fire Department's encouragement programs, and many more benevolent practices including children's services, Medical services, and donation to those impacted by the recent California fires.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City of Woodland City Council of the County of Yolo, California, that the Benevolent and Protective Order of the Elks Lodge 1299, positively impacts the community and its residents. Presented with gratitude and appreciation this 18th day of December, 2018.

Xóchitl Rodriguez, Mayor

Rich Lansburgh, Mayor Pro Tempore

Angel Barajas, Council Member

Enrique Fernandez, Council Member

Tom Stallard, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: H.5.
SUBJECT: Quarterly Treasurer's Investment Report for the quarter ended September 30, 2018

Recommendation for Action:

Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2018.

Staff Contact:

Adam Devlin, Senior Accountant, (530) 661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact:

There is no impact on the City funds in association with the information contained herein. This report is for informational purposes only.

Background:

Each quarter staff is required to provide the City Council with a report from the City Treasurer on the status of investments. The purpose of this report is to provide the Council with information regarding liquidity, monthly cash flow and expected cash disbursements.

The City manages its investment portfolio in accordance with the guidelines established by the Council-approved Investment Policy. In managing the city's investment portfolio, preservation of principal is the primary objective, followed by liquidity and finally yield on investments.

The City primarily invests in the Local Agency Investment Fund (LAIF) and federal agency obligations because these are generally considered low risk investments. The City's securities are held in custodial care by U.S. Bank N.A., which provides monthly statements to the City of Woodland. The source of valuations for the securities is marked to market by U.S. Bank N.A.

The City utilizes the services of the investment firm of Cantor Fitzgerald L.P. to implement its investment strategy with the objective to increase yield and generate additional investment earnings while, at the same time, ensure that the portfolio's primary goal of providing safety and liquidity is preserved.

Discussion:

As of September 30, 2018 the City treasury consisted of investments with a total book value of \$118,128,712. The yield on the Local Agency Investment Fund (LAIF) balances for the quarter ending September 2018 was 2.00%, the average yield on the City of Woodland's investments as of September 30, 2018 was 1.93%. This results in an overall portfolio yield, combining all investments and LAIF of 1.97%.

The City Investment Policy has established a benchmark equal to the 90-day U.S. Treasury bill, which for the quarter ending September 2018 was 2.19%. The City fell short of its benchmark by 0.22% as short term interest rates continue to increase faster than previously forecasted. The increasing yield on the short term Treasury bill often occur as a result of actions by the Federal Reserve and the volatility across other investment types.

Historically, the periods of time when the short term yield of the Treasury bill exceeds the longer, 12-month average of other treasury investments have been infrequent and short-lived. Over the long term, the City's investment policy and strategy is still expected to outperform short term investments.

The City's investment strategy is to maintain 40% of the investment portfolio in highly liquid funds, achieve an overall effective duration for investments of twenty-one months, and achieve an investment return of 2.14% based on the parameter of allowable investments. As of September 30, 2018 the City maintained 43.88% of the investment portfolio in highly liquid funds, achieved an overall effective duration for investments of sixteen months, and achieved an investment return of 1.93%. The City narrowly missed its target yield by 0.21% due to faster than previously anticipated increases in the federal interest rate.

Over the next quarter the City will continue to implement and evaluate its investment strategy by investing investable liquidity in agency callable bonds, corporate securities, and certificates of deposit. The investments will be made with the goal of increasing the overall effective duration of investments to twenty-one months and increasing the City's return on investment while maintaining compliance with the City's adopted Investment Policy. During this time the City forecasts that there will be \$500,000 in maturities on its investments.

The attached report provides a summary of the City's current investments, includes the investment interest rates as they have matured, and current rates for new investments. All activities comply with the existing Investment Policy approved by the City Council. Additionally, a glossary of investment terminology and a report titled "Cash with Fiscal Agent" is included which lists the most recent information available regarding investments for the assessment districts/bond reserve fund dollars. The source of this information is monthly reports from the various district/bond Trustees.

Conclusion:

Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2018.

Prepared By: Adam Devlin, Senior Accountant

Reviewed By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

1. Q1 FY 2018 12.04.2018

**CITY OF WOODLAND
INVESTMENT REPORT**

September-18

SUMMARY OF INVESTMENTS

TYPE OF INVESTMENT	AMOUNT	TOTAL
Local Agency Investment Fund (LAIF)	47,971,235	40.6%
Certificate of Deposit	4,000,000	3.4%
Agency	43,566,366	36.9%
Supranationals	2,000,000	1.7%
Corporate Securities	20,591,112	17.4%
TOTAL	118,128,712	100.0%

	Maturity Date	Interest	Call Date	PAR Amount	Principal Amount	Current Market Value	Security ID
United Bankers	2/11/2019	1.55	N/a	250,000	250,000	N/a	909557GP9
BMW Bank	6/16/2020	1.85	N/a	250,000	250,000	N/a	05580AJK1
Comenity Capital Bank	6/19/2020	1.75	N/a	250,000	250,000	N/a	20033AUE4
Merrick Bank	6/19/2020	1.80	N/a	250,000	250,000	N/a	59013JYV5
Ally Bank	6/22/2020	1.90	N/a	250,000	250,000	N/a	02006L3N1
Wex Bank	8/3/2020	1.85	N/a	250,000	250,000	N/a	92937CFV5
Bridgewater Bank	6/16/2021	1.85	N/a	250,000	250,000	N/a	108622FR7
Business Bank	6/23/2021	1.80	N/a	250,000	250,000	N/a	12325EHU9
First Financial Bank	6/29/2021	1.85	N/a	250,000	250,000	N/a	32021MEV1
Summitt Community Bank	6/30/2021	1.85	N/a	250,000	250,000	N/a	86604XL27
DNB First Bank	6/16/2022	1.95	N/a	250,000	250,000	N/a	25590AAF7
Goldman Sachs Bank	6/21/2022	2.35	N/a	250,000	250,000	N/a	68148PKK4
Marine Bank	6/29/2022	1.95	N/a	250,000	250,000	N/a	56817TAA9
Marlin Business Bank	6/29/2022	1.95	N/a	250,000	250,000	N/a	57116APK8
Discover Bank	7/26/2022	2.30	N/a	250,000	250,000	N/a	2546726C7
Wells Fargo Bank	7/28/2022	2.30	N/a	250,000	250,000	N/a	949763JUL

Total CD Investments

4,000,000	4,000,000
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Federal National Mortgage Association	5/30/2019	1.25	11/30/2018	2,000,000	2,000,000	1,983,496	3136G3MH5
Federal Home Loan Bank	9/17/2019	2.50	N/a	2,000,000	2,000,000	1,998,702	3130AEXR6
Federal National Mortgage Association	10/27/2019	1.00	10/27/2019	2,000,000	1,981,300	1,964,714	3135G0R39
Federal National Mortgage Association	4/27/2020	1.70	4/27/2020	2,000,000	2,005,000	1,966,746	3136G4NJ8
Federal National Mortgage Association	4/28/2020	1.50	4/28/2020	2,000,000	2,000,000	1,958,134	3136G2GR2
Federal National Mortgage Association	8/28/2020	1.25	8/28/2020	1,000,000	1,000,000	970,767	3136G33E3
Federal National Mortgage Association	9/15/2020	1.38	9/15/2020	2,000,000	2,000,000	1,944,774	3136G3PK5
Federal Home Loan Mortgage Corp	10/29/2020	1.50	1/29/2019	2,000,000	1,998,500	1,977,914	3134G7S77
Federal Home Loan Bank	10/29/2020	1.75	1/29/2019	1,142,857	1,142,286	1,129,803	3130A6KG1
Federal Home Loan Mortgage Corp	3/29/2021	2.53	3/29/2019	2,000,000	2,000,000	1,979,454	3134GSGT6
Federal Home Loan Mortgage Corp	4/28/2021	1.50	4/28/2021	2,000,000	2,000,000	1,929,840	3134G9AD9
Federal National Mortgage Association	5/28/2021	1.50	11/28/2018	2,000,000	1,926,880	1,921,660	3136G33W3
Federal Home Loan Mortgage Corp	6/28/2021	2.50	12/28/2018	2,000,000	2,000,000	1,996,470	3134G5QA6
Federal Home Loan Bank	8/24/2021	1.75	11/24/2018	2,000,000	2,000,000	1,939,902	3130A93A7
Federal Home Loan Bank	9/7/2021	1.50	12/7/2018	2,000,000	2,000,000	1,937,530	3130A94G3
Federal Home Loan Bank	10/28/2021	1.25	10/28/2019	2,000,000	1,987,000	1,944,488	3130A9S85
Federal Home Loan Mortgage Corp	11/4/2021	1.50	2/4/2019	1,500,000	1,500,000	1,465,347	3134GAVP6
Federal Home Loan Mortgage Corp	12/29/2021	1.50	12/29/2018	2,000,000	2,000,000	1,975,782	3134GBTY8
Federal Home Loan Mortgage Corp	1/26/2022	2.13	1/26/2019	2,000,000	2,000,000	1,941,570	3134GAT79
Federal Home Loan Mortgage Corp	4/27/2022	2.63	4/27/2022	2,000,000	2,026,400	1,977,004	3134GBHM7
Federal Home Loan Mortgage Corp	6/29/2022	2.13	12/29/2018	2,000,000	2,000,000	1,929,146	3134GBWY4
Federal Home Loan Mortgage Corp	3/29/2023	2.50	12/29/2018	2,000,000	2,000,000	1,996,772	3134GSGC3
Federal Home Loan Bank	9/28/2023	3.15	9/28/2020	2,000,000	1,999,000	1,996,608	3130AEX54

Total Agency Investments

43,642,857	43,566,366	42,826,623
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International Bank for Reconstruction and Development	3/15/2020	2.75	9/15/2019	2,000,000	2,000,000	N/a	45905UW75
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Total Supranationals

2,000,000	2,000,000	0
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**CITY OF WOODLAND
INVESTMENT REPORT**

	Maturity Date	Interest	Call Date	PAR Amount	Principal Amount	Current Market Value	Security ID
Honda	10/10/2018	2.13	N/a	500,000	510,470	499,970	02665WAC5
Pepsi Co	1/7/2019	2.25	N/a	500,000	511,716	499,714	713448CK2
Oracle	1/15/2019	2.38	N/a	500,000	514,730	499,686	68389XAQ8
JP Morgan Chase & Co	1/28/2019	2.35	N/a	500,000	510,478	499,556	46625HJR2
Cisco	3/1/2019	2.13	N/a	500,000	507,360	499,237	17275RAR3
Apple Inc	5/6/2019	2.10	N/a	500,000	513,105	498,713	037833AQ3
PFIZER	5/15/2019	2.10	N/a	500,000	506,585	498,449	717081DL4
Walt Disney Company	5/30/2019	1.85	N/a	500,000	505,430	497,253	25468PDA1
Oracle	10/8/2019	2.25	N/a	500,000	512,440	497,630	68389XAX3
JP Morgan Chase & Co	10/22/2019	2.20	N/a	500,000	506,335	496,370	48127HAA7
US Bank Cincinnati	10/28/2019	2.13	N/a	500,000	502,535	496,109	90331HML4
General Electric Cap Corp	12/11/2019	2.10	N/a	500,000	511,285	494,536	36962G6P4
Costco	12/15/2019	1.70	N/a	500,000	499,510	493,226	22160KAF2
Cisco	1/15/2020	4.45	N/a	500,000	548,733	509,959	17275RAH5
Exxon	3/6/2020	1.91	N/a	500,000	508,480	493,468	30231GAG7
IBM	5/15/2020	1.63	N/a	500,000	490,433	489,387	459200HM6
Qualcomm Inc	5/20/2020	2.25	N/a	500,000	496,870	493,352	747525AD5
Cisco	6/15/2020	2.45	N/a	500,000	511,695	495,933	17275RAX0
Wal-Mart	7/8/2020	3.63	N/a	500,000	545,540	506,208	931142CU5
Wal-Mart	7/8/2020	3.63	N/a	500,000	540,835	506,208	931142CU5
Intel	7/29/2020	2.45	N/a	500,000	508,463	495,545	458140AQ3
Pfizer	8/12/2020	5.20	N/a	500,000	571,167	518,592	717081DR1
Ralph Lauren Corp	8/18/2020	2.63	N/a	500,000	502,865	494,511	751212AB7
Simon Property Group	9/1/2020	2.50	N/a	500,000	509,175	493,314	828807CU9
Automated Data Processing (ADP)	9/15/2020	2.25	N/a	500,000	507,140	493,484	053015AD5
Coca-Cola Co	10/27/2020	1.88	N/a	500,000	497,735	488,725	191216BT6
UPS	1/15/2021	3.13	N/a	1,000,000	1,042,770	1,001,286	911312AM8
Johnson & Johnson	5/15/2021	3.55	N/a	500,000	531,000	506,961	478160AZ7
Google	5/19/2021	3.63	N/a	1,000,000	1,069,370	1,015,375	02079KAA5
Caterpillar	8/9/2021	1.70	N/a	500,000	501,113	479,742	14912L6U0
Pepsico	10/6/2021	1.70	N/a	500,000	488,785	479,910	713448DL9
GE	10/17/2021	4.65	N/a	500,000	553,830	518,031	36962G5J9
JPMorgan Chase & Co	1/24/2022	4.50	N/a	500,000	535,990	515,247	46625HJD3
Apple (APPL)	2/9/2022	2.50	N/a	500,000	509,485	488,814	037833CM0
Costco	2/15/2022	2.25	N/a	500,000	499,745	484,003	22160KAH8
Chevron	3/3/2022	2.41	N/a	500,000	506,350	486,244	166764AT7
Pepsico	5/2/2022	2.25	N/a	500,000	504,250	483,987	713448DT2
IBM	9/8/2022	2.20	N/a	500,000	497,315	478,037	44932HAC7

Total Corporate investments

20,000,000 20,591,112 19,886,765

Total of LAIF Funds & Investments Detail

118,128,712

Check Total (Should be zero)

CASH ACCOUNTS as of 9/30/18

Bank Accounts with U.S. Bank	\$4,058,300
Petty Cash	\$2,778
Cash with Fiscal Agent	\$5,333,814
Funds Held By Section 115 Pension Trust	\$5,310,991

INTEREST SUMMARY

Prior Quarters Interest Earned - Investments	\$0
Prior Quarters Interest Earned - LAIF	\$0
Total Interest Received	\$0
Interest Received from July 1, 2018 to September 30, 2018	\$518,418
Total Fiscal Year-to-Date Interest Received	\$518,418

CITY OF WOODLAND
INVESTMENT REPORT

<i>Maturity Date</i>	<i>Interest</i>	<i>Call Date</i>	<i>PAR Amount</i>	<i>Principal Amount</i>	<i>Current Market Value</i>	<i>Security ID</i>
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The interest received does not always represent the interest earned. LAIF records interest on a quarterly basis but does not report it until the 15th of the month following the end of the quarter. The interest received on Treasury Notes is received every six months either on the 15th or the last day of the month. Bond interest is posted every six months to the date of settlement.

**CITY OF WOODLAND
ACTIVITY REPORT**

DATE	DESCRIPTION	DEBIT	CREDIT	DEBITS
LAIF	TREASURER			
07/01/18	Month Beginning Balance			53,226,492
07/11/18	Withdraw from LAIF			49,726,492
07/12/18	Quarterly Interest	244,743	3,500,000	49,971,235
07/20/18	Withdraw from LAIF		1,000,000	48,971,235
07/24/18	Deposit into LAIF	2,500,000		51,471,235
07/26/18	Withdraw from LAIF		2,000,000	49,471,235
07/31/18	Withdraw from LAIF		1,000,000	48,471,235
08/09/18	Withdraw from LAIF		2,000,000	46,471,235
08/29/18	Deposit into LAIF	5,000,000		51,471,235
09/07/18	Withdraw from LAIF		1,500,000	49,971,235
09/27/18	Withdraw from LAIF		2,000,000	47,971,235
09/30/18	Month End Balance			47,971,235

Bonds and Other Investments

7/1/2018	BEGINNING BALANCE			67,229,797
7/17/2018	Matured FHLB 3130ABTP1		1,000,200	66,229,597
7/27/2018	Purchase FNMA 3136G33W3	1,926,880		68,156,477
8/24/2018	Matured FHLMC 3134GAGM0		1,998,000	66,158,477
8/27/2018	Called FNMA 3136G2XT9		2,000,000	64,158,477
9/21/2018	Purchase FHLB 3130AEXR6	2,000,000		66,158,477
9/28/2018	Purchase FHLB 3130AEX54	1,999,000		68,157,477
9/28/2018	Purchase IRBD 45905UW75	2,000,000		70,157,477
9/30/2018	Month End Balance			70,157,477

END OF MONTH TOTAL DEBITS

118,128,712

Check Total (Should be Zero)

Transactions w/LAIF	10
Purchase of New Bonds	4
Bonds Called	1
Purchase of New CD	0
CD Matured	0
Bonds Sold	0
Bonds Matured	2
Purchase of Corp Securities	0
Sale of Corp Securities	0

2009 Wastewater Revenue Bonds

		AIG-Notes, Mortgages, etc		
reserve fund	\$0.00		\$0.00	Cash Management-Fidelity
interest fund	\$0.00		\$0.00	Cash Management-Fidelity
Revenue Fund	\$5.78		\$5.78	Cash Management-Fidelity
interest fund	\$0.00		0.00	Cash Management-Fidelity
Reserve fund	\$128.75		\$128.75	Cash Management-Fidelity
				0.03

CFD - Gibson Ranch

94-1

Spc tax debt svc	\$0.00	\$0.00	Cash Mgmt-1st Am Treasury	0.00
reserve acct	\$0.00	\$0.00	Cash Mgmt-1st Am Treasury	0.00
Spc tax debt svc	\$0.00	\$0.00	Cash Mgmt-1st Am Treasury	0.00
Series 2001 Acct	\$0.00	\$0.00	Cash Mgmt-1st Am Treasury	0.00
2004 Refunding spc tax	\$0.00	\$0.00	Cash Mgmt-1st Am Treasury	0.00
2004 Refunding spc tax	\$0.00	\$0.00	Cash Mgmt-1st Am Treasury	0.00
2004 Subordinate Revenue	\$2,004.30	\$2,004.30	Cash Mgmt-1st Am Treasury	8.19
2004 Subordinate (Incl Reserve)	\$225,825.00	\$225,825.00	Cash Mgmt-1st Am Treasury	264.85

Spring Lake 2013

Reserve Fund	\$2,139,689.67	\$2,139,689.67	Cash Mgmt-1st Am Prime Obligation	2,496.38
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Spring Lake 2016

Special tax proceeds	\$0.19	\$0.19	Cash Mgmt-1st Am Prime Obligation	0.00
Special tax fund	\$12,843.71	\$12,843.71	Cash Mgmt-1st Am Prime Obligation	19.68
Reserve fund	\$1,120,119.77	\$1,120,119.77	Cash Mgmt-1st Am Prime Obligation	1,313.06

Revenue Anticipation Notes**Water Revenue Bonds 2011**

revenue acct.	\$685.57	\$685.57	US Bank Mmkt 5 -Ct	12.02
Interest acct.	\$0.00	\$0.00	US Bank Mmkt 5 -Ct	0.00
reserve acct.	\$1,324,577.50	\$1,324,577.50	US Bank Mmkt 5 -Ct	337.50
proceeds acct	\$0.00	\$0.00	US Bank Mmkt 5 -Ct	0.00

ARRA 2011

Principal and Interest account	\$119,261.20	\$119,261.20	US Bank Mmkt 5 -Ct	231.95
Reserve fund	\$250,268.39	\$250,268.39	US Bank Mmkt 5 -Ct	276.37

CDBG Account				
Savings Account	\$138,404.20	\$138,404.20	Bank of America - Quarterly Bank Statement	0.00

TOTAL \$5,333,814.03

Check Summary Total (Should be zero) \$0.00

Investment Glossary

Call date - the date on which a bond can be redeemed before maturity. If the issuer feels there is a benefit to refinancing the issue, the bond may be redeemed on the call date at par or at a small premium to par.

Current market value (CMV) - the resale valuation attached to a security held long in an investor's margin account. The current market value is usually taken as the closing price for listed securities.

CUSIP (Security ID) - stands for Committee on Uniform Securities Identification Procedures. Formed in 1962, this committee developed a system (implemented in 1967) that identifies securities, specifically U.S. and Canadian registered stocks, and U.S. government and municipal bonds. The CUSIP number consists of a combination of nine characters, both letters and numbers, which act as a sort of DNA for the security - uniquely identifying the company or issuer and the type of security. The first six characters identify the issuer and are assigned in an alphabetical fashion; the seventh and eighth characters (which can be alphabetical or numerical) identify the type of issue; and the last digit is used as a check digit.

Interest rate - the amount charged, expressed as a percentage of principal, by a lender to a borrower for the use of assets. Interest rates are typically noted on an annual basis, known as the annual percentage rate (APR).

Maturity date - the date on which the principal amount of a note, draft, acceptance bond or another debt instrument becomes due and is repaid to the investor and interest payments stop.

Par - In its most common usage, par value applies to bonds. The term refers to the face value of the bond, that is, the value at which the issuer will redeem the bond at maturity.

Principal - is used to refer to the original amount of investment. A bond's principal is the amount of money the bond-issuer owes to the bondholder upon maturity.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: H.6.
SUBJECT: Public Works Quarterly Status Report

Recommendation for Action: Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of September through November 2018.

Staff Contact:

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

Fiscal Impact:

None.

Background:

This quarterly report covers the period of September through November 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 Quarterly Status Report for the period of September through November 2018.

Prepared By: Johanna Currie, Senior Management Analyst

Reviewed By: Craig Locke, Public Works Director


Paul Navazio
City Manager

Attachments:

1. Sept-Nov PW Quarterly Report



Public Works Department
Quarterly Status Report
September through November 2018
Public Works
Service and Work Order Requests

For the Months of Sept through Nov 2018		
Division	Service Requests	Work Orders
Administration	470	-
Electrical	65	53
Environmental Services	-	561
Facilities	141	209
Fleet	-	277
Pretreatment	-	88
Sewer	56	361
Signs & Markings	9	157
Storm Drain	15	59
Streets	92	222
WPCF	-	59
Water	1,095	476
Grand Total	1,943	2,639

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

Through 11/30/18

Service Requests

6,094

Work Orders

9,510

65 Working Days This Quarter =

30 Requests for Service per Day

Environmental Services Division

- Climate Action Plan: CivicSpark Americorps Fellow Jessica Cornejo joined Environmental Services in September to assist in developing citywide capacity for assessing and reporting on Climate Action Plan (CAP) progress. Her Fellowship lasts ten months.
- Solar project: Received Annual Asset Management Report for the City’s solar photovoltaic (PV) system for fiscal year 2017-2018. From the report: “An analysis of the PV system production shows that over the 2017-2018 fiscal year the City PV systems produced 94% of the energy that would be expected in a weather-adjusted typical year. Some of this underperformance can be attributed to a number of inverter outages ... and soiled arrays during the first quarter.” Net energy cost savings for this period, compared to modeling of utility rate structure, was \$102,206. Environmental Services has initiated conversations with asset management

services provider, TerraVerde Energy, to explore options for improving future performance.

- Solid waste: Hired an intern to assist with our commercial recycling and organics programs. CalRecycle has awarded \$100,000 in Household Hazardous Waste Grant Program funds to the City of Woodland as lead agency in partnership with Yolo County, the Cities of Davis, West Sacramento, and Winters, and the California Product Stewardship Council.
- Energy: The City is receiving an award of \$19,000 in Clean Air Funds from the Yolo Solano Air Quality Management District, which will enable the installation of two dual Level 2 electric vehicle charging stations in the gated parking lot at the Woodland Police Department.
- Water conservation: Continued outreach for residents and business owners to register for Aquahawk Alerting. Currently the program has over 3,550 registrants; water losses are reduced through targeted leak notifications and leak detection resources – initiated 85 new leak detection conversations with residents or businesses during the quarter. Hosted two water-wise landscape workshops, one on landscape design and one on irrigation. Continued outreach regarding water conservation and City programs, such as rebates, through multiple channels such as an irrigation outreach bill insert in November, direct emails, and social media. Gave out 17 rebates during the quarter (78 YTD), mostly for mulch and weather-based irrigation controllers.

Fleet & Facilities Division

- Facilities Services – Community Center HVAC Project: Facilities Services will be installing 2 of 6 HVAC units in mid-December as part of a phased approach to the project. Facilities, Electrical, and Community Center staff developed a plan for working around minor disruptions at the Community Center throughout the project. Phase 1 of the project is expected to be completed by the end of December.
- Fleet Services: A vehicle utilization study was conducted with representatives from each City department. The purpose of the meetings was to identify any underutilized vehicles as well as any significant gaps in utilization among vehicles of the same class or function with the goals in mind to 1) reduce overall maintenance costs by having a well-balanced Fleet, 2) have the right number of vehicles to perform the mission, 3) ensure fleet records are accurate, and 4) develop specifications for vehicles due for replacement in FY20. The meetings resulted in a list of findings along with courses of actions to meet these goals.

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 – City Website Update: The Signs & Marking group worked to update the City's website information with up-to-date sign totals and roadway marking mileage totals.
- 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 – Road Maintenance: Responded to, and proactively filled, numerous pot holes throughout the City. Focused primarily on Gibson Road and West Main Street.
- Streets - Homeless Encampment Cleanup and Removal: This past quarter, the Streets group has continued to assist 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 responded to 71 Service Requests this last quarter with an average response time of 28 minutes and have generated over 583 work orders.
- Collections crews completed routine maintenance on City Lift Stations and inspected 14 miles of open channel storm ditch removing tules/debris and performing weed abatement. Additionally, Staff cleaned over 170 Storm Drain Inlets.
- Collections worked with Community Development on plan review & inspection for the new infrastructure within the Spring Lake Development.
- Collections, in conjunction with Utility Engineering, have focused on multiple Capital Improvement Projects; for example, the 2018 Annual Water & Sewer project where 89 Sewer Laterals have been lined to mitigate root intrusion, along with the lining of 5,263 feet of Sewer Gravity Main, ultimately improving the City's SSMP goals on maintaining the sewer system as well as minimizing service & after-hours calls
- Additionally, City Staff have been gathering information for the upcoming 2019 Back of Walk project, North Regional Pond pump station, 103 Lift Station Storm I & I issues, and manhole rehabilitation projects.
- Collections staff have 44 homes in the process of having their sewer lateral replaced due to aging infrastructure.
- County Probation & Woodland PD Host program crews have worked closely with Collections crews in the cleanup of multiple homeless camps & debris in various locations.
- Collections Preventive Maintenance crews cleaned 60,533 feet last quarter of mainline pipe, followed by 54,529 feet of mainline pipe inspected, all while dealing with downtime due to equipment breakdown and/or staffing shortages.

- Collection crews performed closed-circuit television (CCTV) inspections on sewer laterals capturing 8,748 feet, along with rodding 641 feet due to root intrusion found in the City-owned portion of the sewer service laterals.
- Collection crews have replaced/repared over 350 feet of sewer lateral pipe and over 60 feet of sewer mainline, along with installing and/or replacing over 20 City sewer clean outs.

Utilities - Water Production and Distribution Division

- Wells: All groundwater wells are currently off or in the “standby” position. Well 16 did not make it through this past storm and needs to be pulled and repaired.
- ASR: Aquifer Storage and Recovery (ASR) Wells 28 & 30 are currently injecting 1.5 million gallons per day (MGD).
- Distribution Division: Crews continue working on system repairs and improvements. CIP 18-09 is moving along smoothly and is about 25% complete.
- Preventive Maintenance: Crews continue to strive to meet the expectations of our valve exercising program.
- Water Main Breaks: 30
- Water Main Valves, Fire Hydrants Replaced: 32
- Water Main Valves Exercised: 690
- Water Meters Tested 65
- Water Meters Repaired 42
- Water Meters Replaced 89
- Water Quality Calls 21

Wastewater Operations Division

Laboratory

- Our new Temporary Laboratory Technician, Joshua Nasburg, started on 8/16/2018. Previously, the Laboratory had been down one staff member since January 2018. Having a third person in the Laboratory has helped take some daily tasks off the plate of our two full-time Laboratory Technicians.
- Continued to test final effluent for coliform bacteria 7-days/week in support of the recycled water project.
- Final renewal of our Laboratory Certification is progressing. We had our site visit/audit for the Environmental Laboratory Accreditation Program (ELAP) on October 4th and 5th. It was a positive experience for our Laboratory staff and we are awaiting the final written report.
- Performed Toxicity Testing for the fourth quarter of 2018.
- Performed Groundwater Monitoring for the fourth quarter of 2018.

Pretreatment

- Performed Local Limits Monitoring for the fourth 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.
- Performed Receiving/Effluent Water Sampling for the fourth quarter 2018.

Regulatory Compliance

- Prepared and submitted monthly and quarterly 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 five of six planned California Water Environment Association (CWEA) sponsored training sessions on implementation of forthcoming ELAP regulations.
- Pretreatment staff distributed questionnaires and information packets to local dental practices in compliance with Environmental Protection Agency's (EPA) 2017 Dental Industrial User rule. The response rate has been encouraging.

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 on preventative maintenance like cleaning out oxidation basins with the help of the Sewer crew and clarifiers, changing oil, repairing stuck or broken valves on clarifier #3 and ponds, cleaning and replacing high speed blower air filters, working with electrical & instrumentation replacing process meters, and adding some Solids monitoring meters to the basins to help with operation and treatment of the system.
- Solids disposal: Utilities Engineering and Plant Operations have been working on a solids removal project for south pond #7. This was completed in November 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. Utilities 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. Water Production installed a pump-to-waste valve for the backup well completed in October 2018.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: H.7.
SUBJECT: Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24;
Approve Plans and Specifications, and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24, and authorizing bid advertisement.

Staff Contact:

Sara Andreotti, Engineering Technician, (530) 661-5951, sara.andreotti@cityofwoodland.org

Fiscal Impact:

The Interstate 5/County Road 102 Landscaping Project, CIP 11-24 has \$2,368,300 in Federal Transportation Grant funding identified for construction in the current Capital Budget.

The engineer's estimate of probable construction costs is \$2.5 million including base bid, construction management, inspection, contingency, and staff time. The project will be bid with alternatives totaling approximately \$400,000.

The project was designed with multiple bid alternatives to bring the base bid to within the available budget. However, since the Federal funding authorization for this project has been delayed several years due to water shortages, the total cost of constructing the project has surpassed the existing Federal funds available.

The current engineer's estimate is based on the higher bid prices experienced regionally on landscape projects over the past few years. Staff is hopeful that bidding the project early in the season will result in bid prices more in line with the available budget. However, staff may return to Council at contract award with a request for budget supplement pending bid results.

Background:

The Interstate 5/County Road 102 Project completed at the end of 2012, included:

- Construction of the northbound CR 102 to southbound I-5 on-ramp
- Modification of the southbound loop ramp
- Modification of the northbound and southbound off-ramps
- Widening CR 102 from two to four lanes between the NB ramp and the SB ramp.
- Widening of CR 102 to six lanes from the SB ramp to Maxwell Avenue.

This project will consist of landscaping work in all open spaces within and adjacent to the interchange loop and slip ramps. The project also includes landscape in the currently unimproved County Road 102 median and park strip south of the interchange.

The interchange landscaping project was originally planned for design and construction within 1-2 years of the interchange construction. However, the State Department of Transportation (Caltrans) would not issue the City

an encroachment permit or funding authorization until this year due to a Governor enacted moratorium placed on non-essential landscape projects statewide in March of 2014.

Discussion:

The City executed a design contract with Callander Associates on August 29, 2012. The plans were substantially complete early 2014, however due to the State's moratorium on non-essential landscape projects during the recent drought, the project was put on hold.

The moratorium has been lifted and the plans updated to current City and State standards. The State revalidated the environmental clearance for the project on November 9, 2018 and the City is now ready to bid the project.

A full set of Plans and Specifications are available for review at the Community Development Department.

Staff intends to advertise the project for bidding upon Council approval and construction is expected to commence early Spring 2019.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24, and authorizing bid advertisement.

Prepared by: Sara Andreotti, Engineering Technician

Reviewed by: Brent Meyer, City Engineer
Ken Hiatt, Assistant City Manager / Community and Economic Development



Paul Navazio
City Manager

Attachments:

1. Resolution

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
APPROVE PLANS AND SPECIFICATIONS, AND AUTHORIZE BID
ADVERTISEMENT FOR THE INTERSTATE 5/COUNTY ROAD 102 INTERCHANGE
LANDSCAPING PROJECT, CIP 11-24.**

WHEREAS, the Project is identified in the current capital budget as Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24; and

WHEREAS, the Project is funded with \$2,368,300 in Federal Transportation Grant funding for construction; and

WHEREAS, the City of Woodland wishes to construct the improvements identified in the plans and specifications; and

WHEREAS, the environmental documents were recertified for the project on November 9, 2018; and

WHEREAS, the City of Woodland wishes to approve the plans and specifications for the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24; and

WHEREAS, the City Council wishes to authorize bid advertisement for the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF WOODLAND AS FOLLOWS:**

Section 1. The City Council hereby approves plans and specifications and authorize bid advertisement for the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24.

PASSED AND ADOPTED this 18th day of December 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Xochitl Rodriguez, Mayor
ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: H.8.
SUBJECT: Annual Measure J Report for Fiscal Year Ending June 30, 2018

Recommendation for Action: Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year Ending June 30, 2018 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Staff Contact:

Evis Morales, Senior Management Analyst, (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact:

This is an informational report, and therefore has no direct fiscal impact. However, the report provides an accounting of the use of \$2,528,884 in Measure J (1/4 cent sales tax) revenues collected during fiscal year 2017/18.

Background:

In January 2014, the City Council authorized placing the reauthorization of a ¼ cent sales tax before the voters for the June 2014 election. Measure J (MSJ) was approved with 68% of the Woodland vote. Companion advisory measures K, L, M and N were also approved by overwhelming margins. The companion measures were intended to guide the City Council in the allocation of the resources generated by MSJ for general city services, programs and facilities for a period of eight years as follows:

- Measure K, approved by 65.5% of voters, provides 60% of the additional sales tax received to expand and enhance youth and teen programs and facilities;
- Measure L, approved by 66.4% of voters, provides 20% of the additional sales tax for the Woodland Public Library to enhance educational and youth literacy programs and expand hours of operation;
- Measure M, approved by 70.1% of voters, provides 15% of the additional sales tax to enhance public safety through expanded crime prevention programs such as Neighborhood Watch and services supporting at-risk youth including gang intervention strategies;
- Measure N, approved by 53.6% of voters, provides 5% of the additional sales tax to support a city water and sewer utility ratepayer assistance program for low-income residents.

Discussion:

The goals/objectives of MSJ are to expand activities for youth and teens; increase literacy and academic achievement; enhance public safety; provide dedicated funding for the Utility Assistance Program; and to encourage youth engagement through a variety of new programs. Throughout FY 2017/18, programs and services were developed and offered to the community in the following areas:

Youth Programming

- Afterschool programs at both middle schools

- Clubs/leagues for middle school youth during the summer
- Waive Per-player fees for youth sports

Library Programming

- Continues increased hours of operation from 44 hours a week to 51 hours per week
- Funds children and teen programming
- Expanded children and teen collection including current print and electronic material

Crime Prevention

- Restored crime prevention program including Neighborhood Watch program
- Expanded Volunteers in Policing program
- Restored youth diversion program

Actual MSJ revenue received in FY2017/18 was \$2,528,885, which is slightly higher than the projected revenue for the budget. The tables below show the planned and actual allocation of MSJ for FY 2017/18:

MEASURE J - FY2017/18 Year-End Report by Category

	Advisory Measures		Approved MSJ Spending for FY17/18	% of Total Revenue Estimate	Actual MSJ Expenditures FY16/17
Youth Programming	60%	\$	1,415,796	56%	\$ 977,389
Library Programming	20%	\$	528,174	21%	\$ 530,075
Crime Prevention/Youth-At-Risk	15%	\$	346,786	14%	\$ 330,406
Utility Assistance Program	5%	\$	224,627	9%	\$ 202,816
Unallocated MSJ		\$	22	0%	\$ -
Total MSJ Revenue		\$	2,515,405		\$ 2,040,685

MEASURE J - FY2017/18 Year-End Report by Activity

FY2017/18 Measure J Expenditures						
	Amended Budg		Year-to Date Actuals		Difference Favorable/ (Unfavorable)	%
Unallocated Measure J	\$ 22	\$	-	\$	22	0%
Utility Assistance	\$ 224,627	\$	202,816	\$	21,811	90%
Youth Programming						
Camperships	\$ 41,362	\$	31,891	\$	9,471	77%
Player Fees	\$ 84,990	\$	74,569	\$	10,421	88%
Youth Rebates and Scholarships	\$ 74,791	\$	4,257	\$	70,534	6%
Events	\$ 40,229	\$	19,503	\$	20,726	48%
Boxing	\$ 57,495	\$	38,855	\$	18,640	68%
Outdoor Adventures	\$ 34,563	\$	26,386	\$	8,177	76%
Outreach & Marketing	\$ 47,594	\$	34,126	\$	13,468	72%
Big Brothers Big Sisters	\$ 22,664	\$	22,645	\$	19	100%
United Way Kinder Camp	\$ 5,666	\$	2,264	\$	3,402	40%
Hiddleson	\$ 14,278	\$	14,266	\$	12	100%
Other General Recreation Program	\$ 49,106	\$	40,548	\$	8,558	83%
YMCA Offset	\$ 23,959	\$	23,939	\$	20	100%
Fundraising Seed Money for Groups	\$ 133,718	\$	42,346	\$	91,372	32%
Aquatic Feasibility Study	\$ 28,330	\$	28,306	\$	24	100%
Ferns Park Slides and Repairs	\$ 11,332	\$	5,661	\$	5,671	50%
Great Program	\$ 47,000	\$	33,426	\$	13,574	71%
Middle School Programs	\$ 189,223	\$	175,456	\$	13,767	93%
Aquatics	\$ 235,189	\$	180,225	\$	54,964	77%
Recreation Van	\$ 85,032	\$	74,104	\$	10,928	87%
Summer Camp	\$ 184,275	\$	100,982	\$	83,292	55%
Youth Advisory Committee	\$ 5,000	\$	3,633	\$	1,367	73%
Crime Prevention/Youth-At-Risk	\$ 346,786	\$	330,406	\$	16,380	95%
Library	\$ 528,174	\$	530,075	\$	(1,900)	100%
Total All Measure J Programs	\$ 2,515,405	\$	2,040,685	\$	474,720	81%

Of the \$474,720 unspent from FY2017/18, \$111,127 was carried over for expenditure in FY2018/19. All Measure J funds not programmed or expended are accumulated in a special Measure J Fund Balance within the General Fund. At the end of FY2017/18 the accumulated fund balance was \$2,547,206. Of this fund balance, \$750,000 is assigned to the Southeast Area Pool Project (\$250,000 was spent in FY2018/19 for a Land Lease agreement) and \$1,000,000 is assigned for the Phase 2 Sports Park Build-Out.

Below are some programming accomplishments and highlights as a result of Measure J funding:

Youth Programming

Camperships

Measure J provides funding for “camperships” or scholarships for youth participants of income qualified families. Camperships result in a fee reduction for the several programs. A total of \$27,866 was provided for camperships. The remaining amount spent is attributed to program administration. Camperships were utilized in the following areas:

- Swim lessons - \$10,450 to 102 participants
- Summertime Fun Club - \$9,441 to 38 participants
- Lifeguard Training - \$100 to 1 participant

- Summer Teen Pack - \$7,875 to 17 participants
- Woodland Kiwanis Club helped provided funding for 75 Aquatics scholarships

Player Fees

Youth organizations for soccer, baseball, and softball use city-owned fields for practices and games. Measure J provides funding to youth organization for Woodland residents participating to waive the player fees associated. The remaining amount spent is attributed to program administration.

- \$60,860 in player fees waived
- 2,987 youth players (1,005 baseball players and 1,982 soccer players)
- \$5,000 winter surcharge fee waived for Woodland Swim Team

Youth Sports Fee Rebates & Scholarship

Measure J provides funding for both rebates and scholarships for youth participating in identified sports leagues. Fee rebates are cumulative for each child in the family for those participating in the current season. Scholarships in the amount of \$50 are provided for youth sport participants in income qualified families. A total of \$3,760 was distributed to participating families. The remaining amount spent is attributed to program administration.

- Rebates \$2,360
- Scholarships \$1,400

Events

Measure J provides several free activities and events for youth and teens including a teen night, the Dive-In Movie night at the pool, two (2) Teen Skate nights, Valentine's Day Cookie Decorating, and the Sixth Grade Graduation Party. The events had a combined attendance of over 1,700.

Outdoor Adventure Program

Measure J provided funding for the low enrollment fee of the Outdoor Adventure trip to Marin Headlands for local youth. The Outdoor Adventure trip took 18 participants (Due to the Ferguson Fire in Yosemite National Park, the destination location changed to Golden Gate National Recreational Area at Fort Cronkhite).

After School Teen Pack

Measure J provides funding for the After School Teen Pack program held at Douglass and Lee Middle Schools. The program is held on campus Monday-Thursdays immediately after school until 5 pm.

- Overall attendance for 2017/18 school year was 7,473

Aquatics

Measure J provides funding for summer public swim hours and for extended swimming lessons during the spring and summer, the participation includes the following:

- Aquatics Public Swim 13,315
- Aquatics Fall Swim Lessons 23
- Aquatics Spring Swim Lessons 59

Rec2Go

Measure J provides funding for the mobile recreation van to go to parks, schools, and local events during the year. Participants can play and have fun for free anywhere Rec2Go is in attendance.

- Attended 120 park and community events

- Reached over 10,000 community members

Summer Teen Pack

Measure J provides the funding for the Summer Teen Pack program. Summer Teen Pack is held during Monday-Fridays from 8 am- 5pm during the summer months.

- 355 participants during nine (9) weeks of summer
- 35 sign-ins during one (1) week of drop in

Other general programs

Measure J provides funding for several general programs including Boxing, Baby & Me, and Night Hoops. Total participants/sign-ins for the general programs were as follows:

- Baby & Me 713
- Boxing Club 1,059
- Night Hoops 1,990

Crime Prevention/Youth-At-Risk

The Crime Prevention Specialist develops and promotes safety awareness and outreach programs for the City of Woodland Police Department (WPD). The goal is to reduce and prevent crime through education and outreach. Emphasis is placed on building relationships and spreading awareness on a large variety of crime prevention topics. The community is engaged in the following ways: Neighborhood Watch meetings, Security Assessments using Crime Prevention Through Environmental Design (CPTED), Safety Presentations, Social Media Outreach on Nextdoor.com, and participating in Outreach tabling events. These efforts give the City's police department positive exposure and allow the opportunity for staff to build trust with residents to assist in forming lasting bonds.

Through the Crime Prevention program, WPD collaborates with other law enforcement agencies (DA's Office and FBI) as well as local organizations like Empower Yolo and Yolo Conflict Resolution Center to strengthen our community ties. These partnerships afford WPD the ability to offer more safety education to Woodland residents. Some examples are Safety/Health Fairs, Car Seat Inspection Check Points and Safety Forums such as; Human Trafficking and Cyber Bullying Awareness.

Below are some accomplishments/activities for FY2017/18:

- Nextdoor.com – 46 informational posts on a wide range of public safety topics were made throughout the year. Topics included Vehicle Burglaries Spike-Car Break-ins, Youth Public Safety Academy, Human Trafficking Awareness Month, Homeless Outreach Street Team (HOST), etc.
- Attendance at 35 Outreach Events throughout the year. Outreach events included the Farmers Market, Fill the Trunk, Stroll through History, Movies on Main, and WPD-Fall Festival.
- Attendance at nine Neighborhood Watch meetings.
- Participation in six Car Seat Inspection events.
- Facilitation of 15 presentations to various community organizations such as schools, churches, and the county health department.
- Provided five Security Assessments - Crime Prevention Through Environmental Design (CPTED)

School Resource Officers (SROs) have been involved in numerous youth programs and activities. Some of these programs and activities include:

- The Woodland Police Activities League (WPAL) continues to be active in the community with programs for

kids. Some of the activities include Junior Giants Baseball, flag football, the annual summer program, and art. With the upcoming opening of the WPAL building, we expect to start art, music, and dance classes as well as a fitness class in conjunction with a local gym. Three major upcoming additions or changes include expansion of the Junior Giants program to include softball divisions, a new flag football league through the San Francisco 49ers, and opening counseling/tutoring services at the WPAL facility. WPAL participated in a variety of events sponsored by the Woodland Police Department to include Coffee with a Cop, Fill-the-Trunk, and the annual open house. Expect to see the newly wrapped WPAL van around the community as our activities ramp up. During FY2017/18, WPAL engaged with over 1,200 kids.

- SROs also taught G.R.E.A.T. (Gang Resistance Education and Training) to all fourth grade classes in the Woodland Joint Unified School District; funding has been increased in FY2018/19 to implement 7th grade curriculum. At the conclusion of the course, there was a graduation where the students received a certificate and were treated to cake and refreshments. The SROs taught Active Shooter Training to staff members at all schools in school district and attended an updated version of school active shooter training called ALICE (Alert, Lockdown, Inform, Counter, Evacuate) where they were certified as instructors. SROs also participated in Fill the Trunk, Christmas and Back to School Shop with a Cop, Coffee with a Cop, National Night Out, National Shake Out (earthquake drills at the schools), National Walk to School Day, Read Across America and Red Ribbon Week.
- SROs spent much of their time acting as mentors to counsel, educate and develop numerous students on a day-to-day basis for preparation as adults. The SROs also participated in the School District Safety committee, SARB (Student Attendance Review Board), YTAC (Yolo Truancy Abatement Committee) and District Attorney Mediation.

Library Programming

Wherever public libraries are working, possibility lives. People who work in public libraries know that library services open opportunities for anyone who enters-putting people on the path to literacy, technological know-how, or a better job. Measure J supports library programming, books, and online resources for youth, families, and all of the community through extended hours. Measure J fully supports:

- All Children's Programming
- All Teen Programming
- Teen Services Librarian Position
- Children's Library Tech Position
- Adult and Family Literacy Coordinator Position
- Square One staff, program, and supplies
- Additional Library Hours
- Children and teen print and online resources

The library records programming attendance and also surveys participants regularly to measure outcomes. Measuring outcome data connected to Measure J programming helps the library demonstrate the good we are doing and the value our impact is having in the community. The library focuses the outcome data in four areas: Early Childhood Literacy, Education and Lifelong Learning, Civic and Community Engagement, and Summer Reading. All surveys are Project Outcome surveys which were developed by the Public Library Association's Performance Measurement Task Force. The surveys are designed to help libraries measure the outcomes of programs and service and the impact they have on patrons. Full survey results are available at the library.

Early Childhood Literacy

The public library is a fun, creative, safe space where parents and caregivers can bring their children to learn and interact with one another and in groups. Early childhood literacy services and programs range across a variety of activities, from reading to singing to playing. Engaging in early childhood literacy activities put children ages 0-5 on a strong path to developing the critical thinking, vocabulary and language, problem solving, social, physical, and creative skills necessary to succeed later in life. In the past year:

- 8,601 preschool children and caregivers attended 304 early childhood literacy programs (ages 0-5), which include story times in English and Spanish, STEM and arts programs, and special events.

Library Staff distributes surveys to program participants over the course of the year to collect data and insights about how their early childhood literacy services and programs are supporting community needs. The Early Childhood Literacy Survey measures the impact of services designed to improve early literacy and learning skills to prepare children ages 0-5 to succeed in school. Of the percentage of parents or caregivers surveyed (85) who either agreed or strongly agreed that they benefited from the service or program:

- 96% learned something they can share with their children
- 98% intend to spend more time interacting with their children
- 93% felt more confident helping their children learn
- 99% were more aware of resources and services provided by the library.

The library promotes parent and caregiver reading to children, which many studies point to as a key influence on early childhood development. A parent or caregiver's techniques for reading to children have both short and long-term effects on language learning and literacy; research shows that shared book reading activities are an important way for children to learn about printed language, such as vocabulary, letters, and text direction (Every Child Ready to Read, Literature Review 2010).

Education and Lifelong Learning

Learning is a lifelong process. The library provides an inclusive learning environment where community members can develop skills and knowledge at any age or stage of life. At the library, users can find homework help, join book clubs, pursue their high school diploma, take classes, and receive one on one help. Measure J supports education and lifelong learning opportunities for children and teens. In the past year:

- 13,377 school-age children and their caregivers attended 325 school-age afterschool programs, which included coding classes, Minecraft club, Lego club, STEM activities, crafts, tutoring, and special events.
- All first grade children in Woodland Joint Unified Schools were given the opportunity to get a library card through class visits.
- 3,176 teens attended 157 teen programs which included Teen Advisory Board meetings and workshops, creativity and art programs, outreach at Fourth and Hope, the Yolo Youth Rally and the Youth Empowerment Summit, as well as Gallop Strengths Leadership training and a SAT Boot Camp.

Participants in education and life-long learning programs are surveyed at regular intervals to measure the impact of services designed to impart new knowledge and skills, improve academic performance, and engage in a variety of leisure learning activities. Of the percentage of participants surveyed (148) who either agreed or strongly agreed that they benefited from the service or program:

- 94% learned something that was helpful
- 90% felt confident about what they learned

- 85% intend to apply what they learned
- 86% are more aware of resources and services provided by the library

Measure J also supports online live homework help for students, online live employment search and resume help, a language learning database, and other online research and learning tools.

Education and Life Long Learning-Square One

The Square One facility, often generically referred to as a “makerspace”, offers a technology-based, mentor-led learning environment. Through hands-on education, Square One fosters the development of 21st century skill sets: creativity, innovation, transmedia navigation, visual literacy, and computational thinking. Square One focuses on the development of hands-on learning opportunities through five maker areas: Woodshop, Arts and Textiles, Prototyping, Electronics, and Digital Arts.

Square One provides our community with a repertoire of ways for accessing, acquiring, constructing, expressing, sharing, and using knowledge, as well as developing a series of ways to collaborate with others for mutual benefit and collective good.

Square One offers basic use and safety classes, workshops, and project-based classes in the five (5) maker areas.

- 196 Woodland 3rd graders have toured and experienced hands-on learning in Square One
- 383 library patrons have taken a basic use and safety class or workshop
- 664 library patrons have worked independently in Square One

Square One Staff regularly surveys participants in the basic use and safety classes. The education and lifelong learning survey measures the impact of services designed to impart new knowledge and skills. Of the percentage of patrons surveyed (156) who either agreed or strongly agreed that they benefited from the service or program:

- 99% learned something that was helpful
- 98% felt more confident about what they learned
- 100% intend to apply what they learned
- 99% were more aware of resources and services provided by the library

Civic and Community Engagement

Civic and community engagement can include a range of activities. The Library focuses our programming in this area on the Teen Advisory Board. The Teen Advisory Board works to develop library programming for teens at the library and connects with the community through outreach and partnerships. Their work on the Yolo Youth Rally and the Youth Empowerment Summit (YES) are examples of this. There are 40 high school students active on the Teen Advisory Board.

The library surveyed the teens at different times throughout the year. The civic and community engagement survey measures the impact of services designed to inform, enrich, and promote community engagement and preserve cultural heritage, ranging from government issues to recreational activities. Of those teens surveyed (52):

- 89% were more aware of issues in their community
- 94% felt more confident about becoming involved in their community
- 94% intend to become more engaged in their community
- 83% were more aware of resources and services provided by the library

Summer Reading

Summer reading programs are an essential public library service that benefits a range of patrons from children, teens, to adults. Summer reading programs are particularly important for children transitioning from “learning to

read” to “reading to learn” education levels. According to a three-year study by the Dominican University’s Graduate School of Library and Information Studies, students who participate in their local library’s summer reading program significantly improve their reading skills. Summer @ the Library is supported by Measure J and the Friends of the Library.

- 1,476 registered participants
- 43,348 minutes read
- 2,322 books read
- 832 participants completed the program (read 5 books over the summer)
- 2,128 summer lunches served
- 2,933 people attended Summer @ the Library events and programs
- 380 teen volunteer hours completed

The Summer Reading Teen/Child Survey measures the impact of services designed to provide continuous reading and learning opportunities for children and teens between school breaks to limit learning gaps. A total of 82 surveys were collected. Of the percentage of children or teens surveyed who either agreed or strongly agreed that they benefited from the services or program:

- 95% learning something new from what they read or experienced
- 93% enjoy reading more
- 93% read more often
- 95% want to use the library more

Utility Assistance Program

Measure J provides funding subsidies to assist low-income families with payment of their utility bill. For FY2017/18, the program provided funding ranging from \$40 to \$480 (depending on when they applied) each to 529, household representing 1,785 residents.

Conclusion:

Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year Ending June 30, 2018 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City’s website.

Prepared By: Evis Morales, Senior Management Analyst

Reviewed By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL

AGENDA: City Council Regular Meeting

DATE: December 18, 2018

ITEM #: H.9.

SUBJECT: SUBJECT: Annual Measure E Report for Fiscal Year Ending June 30, 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Annual Measure E Report for Fiscal Year ending June 30, 2018 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Recommendation for Action: Staff recommends that the City Council approve the Annual Measure E Report for Fiscal Year ending June 30, 2018 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Staff Contact:

Evis Morales, Senior Management Analyst, (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact:

This is an informational report, and therefore does not result in any fiscal impact; however, the report provides an accounting of the Measure E (1/2 cent sales tax) receipts and expenses for the fiscal year ending June 30, 2018. Per City Council direction, the Measure E spending plan is reviewed by Council annually, in advance of the development of the City's capital budget.

Background:

On June 6, 2006, the Woodland voters approved Measure E (MSE), which extended the ½ cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland. Additionally, the voters approved three advisory measures outlining the types of projects for which proceeds from MSE would be spent:

- Measure B, approved by 66.8% of voters, allocated a minimum of \$30.2 million or 45% of MSE for road rehabilitation;
- Measure C, approved by 69.37% of voters, approved funding for Community and Senior Center Phase II, Sports Park and renovation and improvements of parks, recreation facilities and pools;
- Measure D, approved by 53.4% of voters, approved funding for expansions of the Library, City Hall and the Opera House.

On February 6, 2007, the City Council adopted the initial MSE spending plan, which provided the allocation of total anticipated MSE revenues in a manner consistent with legal restrictions, advisory measures, and Council policy direction. Included with the spending plan was a resolution calling for preparation of an annual financial report and an updated bi-annual spending plan. The first annual financial report was provided to Council in September 2007 and subsequently each year with the most recent financial report presented on December 19, 2017. The Council adopted a revised MSE spending plan at the May 15, 2018 meeting.

Discussion:

The following table includes a summary of the approved uses as adopted in the 2018 MSE spending plan, the life to date expenditures for each category, and the FY 2018 expenditures. Final revenues from MSE sales tax for FY 2018 were \$5,123,712, which is about 105% of what was anticipated when the spending plan was approved.

Project Description	Approved			
	Spending Plan Total Budget	Prior Year Expenditures	FY2017/18 Expenditures	Life to Date Expenditures
<i>Rehabilitaiton, Renovation, Improvements</i>				
Roads	\$ 24,032,937	\$ 14,439,860	\$ 3,591,642	\$ 18,031,502
Parks/Ball Fields/Pool	\$ 7,175,674	\$ 4,609,181	\$ 74,803	\$ 4,683,984
Library Repair	\$ 273,688	\$ 273,688	\$ -	\$ 273,688
<i>Opera House/State Theater</i>	\$ 1,483,538	\$ 1,480,693	\$ -	\$ 1,480,693
<i>Contruction Projects</i>				\$ -
Community & Senior Center Phase II/Sports Park	\$ 7,256,949	\$ 7,151,543	\$ 106,090	\$ 7,257,633
Library Facility Improvements	\$ 746,184	\$ 733,748	\$ 12,436	\$ 746,184
Civic Center Expansion	\$ 329,455	\$ 329,455	\$ -	\$ 329,455
<i>Reserve</i>				
Long Term Loan for Debt Service on CSC/Sports Park	\$ 11,044,950	\$ 8,813,200	\$ 986,365	\$ 9,799,565
TOTAL	\$ 52,343,375	\$ 37,831,367	\$ 4,771,336	\$ 42,602,703

Attachment A provides a historical account of revenue received and detailed project expenditures.

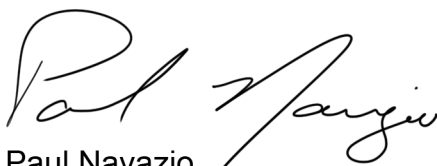
Note: 1) Bond proceeds are not included as revenue, nor are the expenditure of those proceeds included in the life to date or FY 2018 expenditure amounts. The expenditure amounts in this table represent the debt service for those bonds, which is the accurate expense of MSE funds for those projects. The project overhead amounts are included in the amount shown for roads. 2) FY2017/18 revenue and expenses reflect unaudited figures. The numbers are subject to change pending final audit results.

Conclusion:

Staff recommends that the City Council approve the Annual Measure E Report for Fiscal Year ending June 30, 2018 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Prepared By: Evis Morales, Senior Management Analyst

Reviewed By: Kimberly McKinney, Finance Officer


Paul Navazio
City Manager

Attachments:

1. MSE SUMMARY-ATTACHMENT A

ACTUALS														PLANNED	TOTAL	
														2018/19		
														\$1,313,317		
Revenue (fy 07-17 include interest and misc rev)		2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18			
		\$2,828,924	\$3,623,236	\$4,317,674	\$3,710,708	\$3,855,276	\$3,719,536	\$4,435,640	\$4,406,345	\$4,625,080	\$4,998,915	\$5,070,289	\$5,211,712			
Cumulative revenue		\$2,828,924	\$6,452,160	\$10,769,834	\$14,480,542	\$18,335,818	\$22,055,354	\$26,490,994	\$30,897,339	\$35,795,256	\$40,794,171	\$45,882,483	\$51,094,195			
FY18 is unaudited year-end																
Project #	ProjectName	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19		
07-10	Opera House Renovation and Expansion		\$274,873	\$298,619	\$4,301										\$577,793	
12-17	Purchase of State Theater						\$5,000	\$273,783	\$140						\$278,923	
15-11	City Hall Annex/Opera House									\$54,080	\$556,620	\$13,277			\$623,978	
07-16	Library Maintenance and Repair	\$15,342	\$136,394	\$112,656	\$5,532	\$3,764									\$273,688	
17-14	Library Facility Needs Assessment											\$111,924	\$12,436		\$124,360	
15-08	Library Facility Improvements									\$11,344	\$77,845	\$532,634			\$621,824	
06-14	Annual In-House Road Program Support	\$21,298	\$242,880	\$430,975	\$180,543	\$219,600	\$292,388	\$300,163	\$305,986	\$120,430	\$118,406	\$566,808	\$878,598	\$17,589	\$3,695,664	
06-06	Measure E Planning-Management	\$26,669	\$61,043	\$31,607	\$60,859	\$28,885	\$43,790	\$20,223	\$54,045	\$29,231	\$42,879	\$34,577	\$16,825		\$450,631	
05-01	2005 Federal Aid Arterial	\$113,516													\$113,516	
02-03	Beamer Park Road Rehab		\$1,245												\$1,245	
06-15	Beamer St Under Road Rehab	\$28,796	\$26,665	\$1,243											\$56,704	
07-41	2007 Road Maintenance	\$618,859	\$72,458												\$691,317	
07-42	2008 Road Maintenance		\$45,560	\$1,532,254	\$10,985										\$1,588,799	
07-44	2008 Road Rehabilitation		\$81,527	\$583,819	\$28,379										\$693,725	
07-45	2009 Road Rehabilitation (ARRA)			\$526	\$66,020	\$75									\$66,621	
05-05	ADA Curb Ramp Improvement		\$4,066												\$4,066	
00-06	I-5/SR113 Freeway to Freeway Connectors Phase 2				\$55,000	\$30,000									\$85,000	
04-07	Kentucky Avenue Widening and Reconstruction						\$165	\$411	\$8,203	\$109,661	\$21,824	\$746,783	\$323,927	\$1,389,729	\$2,600,705	
07-43	2011 Road Maintenance Project (was 2009 Road Maint)		\$4,202	\$754											\$4,956	
08-67	Prop 1B Road Project			\$6,854											\$6,854	
09-28	ARRA Road Project				\$5,790	\$134,419									\$140,209	
14-14	2014 Road Maintenance Project								\$32,421	\$946,560					\$978,982	
15-03	2015 Road Maintenance Project									\$3,427	\$4,662				\$8,090	
16-01	2016 Road Maintenance Project										\$518,198	\$1,471,751			\$1,989,949	
17-03	2017 Road Maintenance Project											\$24,229	\$1,029,956		\$1,054,185	
18-02	2018 Road Maintenance Project														\$983,375	
18-03	2018 ADA Improvements														\$9,866	
17-16	W. Main Street Bicycle/Ped Mobiltiy & Safety Improvements											\$8,570	\$380,149	\$858,281	\$1,247,000	
17-09	W. Woodland Safe Routes to School (Court St.)											\$5,451	\$382,916	\$1,583,634	\$1,972,000	
17-11	ADA Transition Plan											\$241	\$84,945	\$39,813	\$125,000	
13-05	East Main Street Improvement Project									\$1,577	\$14,892	\$2,993	\$3,755	\$426,784	\$450,000	
10-07	East Kentucky Rehab Project					\$6,978	\$34,167	\$40,044	\$20,496	\$690,167	\$93				\$791,945	
08-58	Downtown Beautification								\$3,017	\$110,044	\$422,622	\$56			\$535,738	
15-15	Doggone Alley Water Main Replacement										\$18,464	\$0			\$18,464	
15-16	Main Street Improvements (Elm to Cleveland)									\$149,210	\$170,682	\$132,192			\$452,084	
09-18	East & Main Storm Drain Repair							\$14,570							\$14,570	
16-05	Lit Crosswalk Replacement										\$41,909	\$41,931			\$83,840	
17-12	2016/17 ADA Project											\$3,688	\$9,287		\$12,975	
17-17	2017 Corridor Safety Project											\$1,517	\$32,134		\$33,650	
12-07	2012 Road Maintenance Project (leftover 06-14)						\$1,030,926	\$21,158							\$1,052,084	
18-05	Woodland Parkway Safe Route to School & Connectivity Study												\$2,937	\$19,885	\$22,822	
17-23	Main St Sanitary Sewer & Storm Repairs													\$40,000	\$40,000	
17-24	East main Pump Station Storm Main Repairs												\$3,705	\$546,295	\$550,000	
02-22	Southland Park Irrigation	\$1,136	\$114,465												\$115,601	
07-18	Park Irrigation Rehab - Phase 1		\$58,758	\$650,181	\$72,670	\$1,215									\$782,824	
08-02	Ferns Park		\$151,574	\$32,331											\$183,905	
08-54	Misc. Park Rehab			\$44,460	\$5,540										\$50,000	
10-01	City Park Irrigation Project Phase 2, 3 & 4					\$181,645	\$389,364	\$392,460	\$409,697						\$1,373,167	
13-03	Clark Field							\$48,335	\$455,092	\$15,000	\$15,000	\$15,000	\$15,000		\$563,427	
12-18	Brooks Swim Center							\$95,809	\$1,237,677	\$167					\$1,333,653	
15-06	Play Equipment & Electrical Panel - Crawford Park									\$137,259					\$137,259	
16-06	Main Distribution Panel - Brooks Pool										\$49,838				\$49,838	
17-15	Sports Park Field Repairs											\$9,508	\$23,860		\$33,367	
19-19	Sports Park Turf Replacement													\$1,300,000	\$1,300,000	
15-07	Grant Match - Camarena Field									\$25,000				\$25,000	\$50,000	
18-04	Park/Recreation Facility Planning												\$35,943	\$19,057	\$55,000	
08-05	Fire Station 2 and 3 Repairs			\$11,213	\$205,828										\$217,041	
12-15	City Hall Remodel							\$50,000							\$50,000	
08-55	Facility Maintenance and Repair			\$28,497	\$33,917										\$62,414	
	Project Overhead Allocation	\$21,255	\$80,520	\$131,801	\$72,460	\$50,260	\$96,157	\$72,372	\$69,753	\$70,323	\$91,752	\$120,959	\$173,259	\$25,592	\$1,076,464	
	2007 Lease Revenue Debt Service Refunded as 2012 (for Comm/Sr Ctr & Sports Park)	\$3,397,713	\$390,979	\$390,623	\$390,419	\$391,507	\$392,119	\$359,032	\$359,155	\$359,500	\$360,261	\$360,234	\$106,090		\$7,257,633	
	Long Term Loan for Debt Service on the CCS/Sports Park						\$4,646,458	\$1,646,063	-\$477,157	\$1,363,398	\$1,000,834	\$633,603	\$986,365	\$1,011,750	\$10,811,315	
	Reserve Set Aside															
Total Project/Debt Expenditures		\$4,244,584	\$1,747,209	\$4,288,413	\$1,198,243	\$1,048,348	\$6,930,533	\$3,319,853	\$2,493,095	\$4,196,379	\$3,526,783	\$4,837,926	\$4,771,336	\$8,058,533	\$50,661,236	



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: H.10.
SUBJECT: Waste Management Annual Rate Adjustment

Recommendation for Action:

Staff recommends that the City Council: 1) receive the Waste Management 2019 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2019 rate adjustments and addition approved.

Staff Contact:

Rosie Ledesma, Conservation Coordinator, (530) 661-2059, rosie.ledesma@cityofwoodland.org

Fiscal Impact:

Waste Management provides a 15% franchise fee to the City. If the customer base remains similar to the current customer base, the 2019 rate adjustment would result in an increase of approximately \$10,000-\$20,000 in franchise fees in calendar year 2019.

Background:

Waste Management provides street sweeping services and collection and disposal of trash, recyclables, and organic waste for the City of Woodland pursuant to the terms of the amended franchise agreement between the City and Waste Management dated July 1, 2011. With regard to rate adjustments, the agreement allows Waste Management to (1) increase its service rates in accordance with changes in the U.S. City Average Consumer Price Index (CPI) for All Urban Consumers in the most recent 12-month period for which data are available, up to a maximum of 5%, and (2) incorporate any increase in landfill disposal fees above the previous year's disposal fees. The base rates may be adjusted each year by these amounts.

Yolo County operates the landfill and adjusts the landfill disposal fees each July 1. Because landfill fees go into effect six months before the Waste Management rates are adjusted, the agreement allows Waste Management to recover the increased disposal fees paid by the company during the preceding July-December period through an additional adjustment to the customer rates. This year, Yolo County adjusted their rates in two phases: the annual CPI adjustment added on July 1; and the new landfill module grading fee added on November 4. The two adjustments are applied in separate catch-up adjustment calculations. These adjustments are not factored into the base rate that is used to calculate subsequent years' rate adjustments.

According to the franchise agreement, provided that adequate supporting information has been submitted by the company, any requested CPI adjustment shall be deemed approved and shall take effect on the following January 1, and the City Council shall not deny a requested disposal fee adjustment unless it finds that Waste Management has not provided adequate supporting information.

Discussion:

In accordance with the terms of the franchise agreement, Waste Management has submitted a request to implement an annual adjustment to its customer rates, effective January 1, 2019. The 2019 rate request includes adjustments for the following:

- (1) the 2.70% CPI increase for the 12-month period ending August 2018;
- (2) a 2.99% increase in the Yolo County Central Landfill (YCCL) solid waste disposal fee, from \$45.20 to \$46.55 per ton, implemented in July 2018;
- (3) an 8.44% increase in the YCCL solid waste disposal fee for the module grading costs, from \$46.55 to \$50.48 per ton, implemented in November 2018;
- (4) a 12.11% increase in the YCCL organics (mixed green waste and food waste) disposal fee, from \$54.00 to \$62.00 per ton, implemented in July 2018;
- (5) a 20.69% decrease in the YCCL construction and demolition (C&D) disposal fee, from \$69.50 to \$57.00 per ton, also implemented in July 2018.

The landfill increases are applied only to the disposal portion of the applicable rates and only by the amount that it exceeds the CPI increase.

These adjustments will raise the rates for an average Woodland household by \$1.77 per month, from \$31.69 to \$33.46. Charges for commercial waste services will generally increase by about 4.7% over the commercial customer rates for 2018, depending on container size and frequency of service. Charges for C&D service hauls will decrease from \$25-60 per load.

In addition to the annual rate adjustment, Waste Management has presented staff with issues regarding the quality of recyclable material brought to their recycling sorting facility. Waste Management has reported that the amount of residuals (non-recyclable material) processed at the recycling facility has risen, causing increased processing costs, increased trash disposal, and decreased diversion. They have also expressed concerns with overloaded carts, which create an issue when servicing. Overloaded carts can, cumulatively, overload the truck, requiring additional, unscheduled trucks in order to complete routes. This increases Waste Management's costs and affects the company's ability to plan and budget. Also, items are more likely to fall out and leave behind litter on the streets if overfilled.

In an effort to reduce contamination and overages, Waste Management has submitted a request to add contamination and overage charges to the residential rate sheet. These charges are already available on the commercial rate sheet and the residential charges would mirror the education and fee process addressed in the contract under section 4.7.2. These ancillary fees will only apply to residents with contamination in their cart(s), or if their cart(s) are grossly overloaded. The resident will be charged per cart, per collection after two warning notices have been sent in the preceding 12-month period.

Staff has reviewed the documentation provided by Waste Management and found all the calculations to be appropriate and the documentation to be adequate.

Commission/Committee Recommendation:

The proposed 2019 rates were presented to the Sustainability Committee on October 9 and November 13. The committee did not have any concerns and supported the addition of the contamination and overage charges in the residential rate sheet.

Conclusion:

Staff recommends that the City Council: 1) receive the Waste Management 2019 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2019 rate adjustments and addition approved.

Prepared by: Rosie Ledesma, Conservation Coordinator

Reviewed by: Ken Loman, Environmental Sustainability Manager



Paul Navazio
City Manager

Attachments:

1. City of Woodland Rate Adjustment Final
2. Contamination Overage Fee Rate Proposal Eff. 1-1-2019



Waste Management of Woodland
City of Woodland
Residential Rate Adjustment Effective 1/1/19

CPI % Change	2.70%	A
MSW Disposal Increase	8.98%	B1-I
Mixed Food Increase	12.11%	B2
MSW Disposal Capture - 7/1/18	2.99%	C1-I
MSW Disposal Capture - 11/4/18	8.44%	C1-II
Mixed Food Disposal Capture	14.81%	C2

	Current Monthly Rate Effective 1/1/2018	Previous Period Six Month Disposal Catch Up (7/1/17 through 12/31/17)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month Disposal Catch Up (7/1/18 through 12/31/18)	1.87 Month Disposal Catch Up (11/04/18 through 12/31/18)	New Monthly Rate w/ Disposal Catchup eff 1/1/2019
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	K2=(H*C)/6.416	L=J+K1+K2
Garbage Rates										
35 Gallons	\$12.04	\$0.03	\$12.01	\$0.32	\$1.70	\$0.15	\$12.48	\$0.03	\$0.02	\$12.53
64 Gallons	\$14.04	\$0.05	\$13.99	\$0.38	\$3.39	\$0.30	\$14.67	\$0.05	\$0.04	\$14.76
96 Gallons	\$24.53	\$0.08	\$24.45	\$0.66	\$5.10	\$0.46	\$25.57	\$0.08	\$0.07	\$25.72
Extra bag pickup	\$2.28	\$0.00	\$2.28	\$0.06	\$0.32	\$0.03	\$2.37	\$0.00	\$0.00	\$2.37
Extra toter pickup	\$7.22	\$0.03	\$7.19	\$0.19	\$1.67	\$0.15	\$7.53	\$0.02	\$0.02	\$7.57

Low income (10% discount from base)										
35 Gallons	\$10.84									\$11.28
64 Gallons	\$12.64									\$13.28
96 Gallons	\$22.08									\$23.15

Green Waste / Street Sweeping										
Small Lot*	\$12.09	\$0.06	\$12.03	\$0.32	\$3.36	\$0.41	\$12.76	\$0.25	\$0.00	\$13.01
1-96 Gallon Toter	\$15.34	\$0.06	\$15.28	\$0.41	\$3.36	\$0.41	\$16.10	\$0.25	\$0.00	\$16.35
2-96 Gallon Toters	\$15.34	\$0.06	\$15.28	\$0.41	\$3.36	\$0.41	\$16.10	\$0.25	\$0.00	\$16.35
3-96 Gallon Toters	\$19.47	\$0.10	\$19.37	\$0.52	\$5.55	\$0.67	\$20.56	\$0.41	\$0.00	\$20.97
4-96 Gallon Toters	\$19.47	\$0.10	\$19.37	\$0.52	\$5.55	\$0.67	\$20.56	\$0.41	\$0.00	\$20.97
Each add'l toter after 4	\$4.20	\$0.04	\$4.16	\$0.11	\$2.19	\$0.27	\$4.54	\$0.16	\$0.00	\$4.70

*The Small Lot rate applies only to those customers who qualified for this rate before July 1, 2007, and who were grandfathered in under this rate. Current Small Lot rate customers who choose to have one cart will continue to pay the Small Lot rate (as annually adjusted) until the property is sold or unless they choose to have additional carts.

Street Sweeping (only)										
Residential\Condominium	\$4.50	\$0.00	\$4.50	\$0.12	\$0.00	\$0.00	\$4.62	\$0.00	\$0.00	\$4.62
Apartments\Mobile Home Parks (per unit)	\$2.44	\$0.00	\$2.44	\$0.07	\$0.00	\$0.00	\$2.51	\$0.00	\$0.00	\$2.51

Recycling										
Residential Curbside	\$1.61	\$0.00	\$1.61	\$0.04	\$0.00	\$0.00	\$1.65	\$0.00	\$0.00	\$1.65

Ancillary / Misc Fees										
Side Yard Assisted Service - medically justified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Side Yard Assisted Service - no medical justification	\$5.89	\$0.00	\$5.89	\$0.16	\$0.00	\$0.00	\$6.05	\$0.00	\$0.00	\$6.05
State Mandated Charge - Per Household	\$0.70	\$0.00	\$0.70	\$0.00	\$0.00	\$0.00	\$0.70	\$0.00	\$0.00	\$0.70
Bulky Waste Pickup - per pickup (limited to 5 yards)	\$73.85	\$0.11	\$73.74	\$1.99	\$8.74	\$0.78	\$76.51	\$0.13	\$0.12	\$76.76
Cart Replacement Charge ¹	Market Rate									Market Rate
Insufficient Funds / Returned Check Fee	\$30.00									\$30.00
Late Charge	2.5% of balance, \$5.00 minimum									2.5% of balance, \$5.00 minimum
Non-Service Day Trip Charge	\$28.34	\$0.00	\$28.34	\$0.77	\$0.00	\$0.00	\$29.11	\$0.00	\$0.00	\$29.11

[1] Replacement is charged at the market rate. Does not apply to carts damaged as the result of normal wear and tear. One replacement cart is provided every 4 years for lost or stolen carts, and one replacement cart per year for graffiti-tagged carts.



Waste Management of Woodland
City of Woodland
Commercial Rate Adjustment Effective 1/1/19

CPI % Change	2.70%	A
MSW Disposal Increase	8.98%	B1-I
Mixed Food Increase	12.11%	B2
MSW Disposal Capture - 7/1/18	2.99%	C1-I
MSW Disposal Capture - 11/4/18	8.44%	C1-II
Mixed Food Disposal Capture	14.81%	C2

	Current Monthly Rate Effective 1/1/2018	Previous Period Six Month Disposal Catch Up (7/1/17 through 12/31/17)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month - 1st Disposal Catch Up (7/1/18 through 12/31/18)	1.87 Month - 2nd Disposal Catch Up (11/04/18 through 12/31/18)	New Monthly Rate w/ Disposal Catchup eff 1/1/2019
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	K2=(H*C)/6.416	L=J+K1+K2
Trash Cart Rates										
1-64 Gallon Can	\$27.57	\$0.10	\$27.47	\$0.74	\$6.80	\$0.61	\$28.82	\$0.10	\$0.09	\$29.01
1-96 Gallon Can	\$34.89	\$0.15	\$34.74	\$0.94	\$10.20	\$0.92	\$36.60	\$0.15	\$0.13	\$36.88
Extra bag pickup	\$2.28	\$0.00	\$2.28	\$0.06	\$0.32	\$0.03	\$2.37	\$0.00	\$0.00	\$2.37
Extra toter pickup	\$7.22	\$0.03	\$7.19	\$0.19	\$1.67	\$0.15	\$7.53	\$0.02	\$0.02	\$7.57
Trash 1 Yard Bin										
1 x Week	\$71.19	\$0.11	\$71.08	\$1.92	\$7.57	\$0.68	\$73.68	\$0.11	\$0.10	\$73.89
2 x Week	\$117.03	\$0.23	\$116.80	\$3.15	\$15.12	\$1.36	\$121.31	\$0.23	\$0.20	\$121.74
Trash 1.5 Yard Bin										
1 x Week	\$89.44	\$0.17	\$89.27	\$2.41	\$11.35	\$1.02	\$92.70	\$0.17	\$0.15	\$93.02
2 x Week	\$151.17	\$0.34	\$150.83	\$4.07	\$22.70	\$2.04	\$156.94	\$0.34	\$0.30	\$157.58
3 x Week	\$212.34	\$0.51	\$211.83	\$5.72	\$34.05	\$3.06	\$220.61	\$0.51	\$0.45	\$221.57
Trash 2 Yard Bin										
1 x Week	\$108.26	\$0.23	\$108.03	\$2.92	\$15.12	\$1.36	\$112.31	\$0.23	\$0.20	\$112.74
2 x Week	\$183.32	\$0.45	\$182.87	\$4.94	\$30.26	\$2.72	\$190.53	\$0.45	\$0.40	\$191.38
3 x Week	\$258.45	\$0.68	\$257.77	\$6.96	\$45.38	\$4.08	\$268.81	\$0.68	\$0.60	\$270.09
4 x Week	\$333.50	\$0.91	\$332.59	\$8.98	\$60.52	\$5.44	\$347.01	\$0.90	\$0.80	\$348.71
5 x Week	\$408.62	\$1.13	\$407.49	\$11.00	\$75.64	\$6.79	\$425.28	\$1.13	\$1.00	\$427.41
6 x Week	\$483.21	\$1.36	\$481.85	\$13.01	\$90.78	\$8.15	\$503.01	\$1.36	\$1.19	\$505.56
Trash 3 Yard Bin										
1 x Week	\$139.12	\$0.34	\$138.78	\$3.75	\$22.70	\$2.04	\$144.57	\$0.34	\$0.30	\$145.21
2 x Week	\$243.02	\$0.68	\$242.34	\$6.54	\$45.38	\$4.08	\$252.96	\$0.68	\$0.60	\$254.24
3 x Week	\$346.76	\$1.02	\$345.74	\$9.33	\$68.09	\$6.12	\$361.19	\$1.02	\$0.90	\$363.11
4 x Week	\$426.33	\$1.36	\$424.97	\$11.47	\$90.78	\$8.15	\$444.59	\$1.36	\$1.19	\$447.14
5 x Week	\$554.45	\$1.70	\$552.75	\$14.92	\$113.50	\$10.19	\$577.86	\$1.69	\$1.49	\$581.04
6 x Week	\$658.37	\$2.04	\$656.33	\$17.72	\$136.18	\$12.23	\$686.28	\$2.03	\$1.79	\$690.10
Trash 4 Yard Bin										
1 x Week	\$174.74	\$0.45	\$174.29	\$4.71	\$30.26	\$2.72	\$181.72	\$0.45	\$0.40	\$182.57
2 x Week	\$309.08	\$0.91	\$308.17	\$8.32	\$60.52	\$5.44	\$321.93	\$0.90	\$0.80	\$323.63
3 x Week	\$443.54	\$1.36	\$442.18	\$11.94	\$90.78	\$8.15	\$462.27	\$1.36	\$1.19	\$464.82
4 x Week	\$577.82	\$1.81	\$576.01	\$15.55	\$121.04	\$10.87	\$602.43	\$1.81	\$1.59	\$605.83
5 x Week	\$724.96	\$2.27	\$722.69	\$19.51	\$151.31	\$13.59	\$755.79	\$2.26	\$1.99	\$760.04
6 x Week	\$846.64	\$2.72	\$843.92	\$22.79	\$181.56	\$16.31	\$883.02	\$2.71	\$2.39	\$888.12
Trash 6 Yard Bin										
1 x Week	\$228.71	\$0.68	\$228.03	\$6.16	\$45.38	\$4.08	\$238.27	\$0.68	\$0.60	\$239.55
2 x Week	\$412.88	\$1.36	\$411.52	\$11.11	\$90.78	\$8.15	\$430.78	\$1.36	\$1.19	\$433.33
3 x Week	\$604.68	\$2.04	\$602.64	\$16.27	\$136.18	\$12.23	\$631.14	\$2.03	\$1.79	\$634.96
4 x Week	\$840.50	\$2.72	\$837.78	\$22.62	\$181.56	\$16.31	\$876.71	\$2.71	\$2.39	\$881.81
5 x Week	\$1,050.57	\$3.40	\$1,047.17	\$28.27	\$226.94	\$20.38	\$1,095.82	\$3.39	\$2.99	\$1,102.20
6 x Week	\$1,282.72	\$4.08	\$1,278.64	\$34.52	\$272.35	\$24.46	\$1,337.62	\$4.07	\$3.58	\$1,345.27
Trash 8 Yard Bin										
1 x Week	\$279.00	\$0.45	\$278.55	\$7.52	\$59.60	\$5.35	\$291.42	\$0.89	\$0.78	\$293.09
2 x Week	\$509.84	\$0.89	\$508.95	\$13.74	\$119.21	\$10.71	\$533.40	\$1.78	\$1.57	\$536.75
3 x Week	\$755.66	\$1.34	\$754.32	\$20.37	\$178.81	\$16.06	\$790.75	\$2.67	\$2.35	\$795.77
4 x Week	\$1,088.75	\$1.79	\$1,086.96	\$29.35	\$238.41	\$21.41	\$1,137.72	\$3.56	\$3.14	\$1,144.42
5 x Week	\$1,358.20	\$2.23	\$1,355.97	\$36.61	\$298.02	\$26.77	\$1,419.35	\$4.45	\$3.92	\$1,427.72
6 x Week	\$1,696.48	\$2.68	\$1,693.80	\$45.73	\$357.62	\$32.12	\$1,771.65	\$5.34	\$4.71	\$1,781.70
Recycling Carts/Bins - All Sizes*										
1 x Week - per month/per bin	\$29.23	\$0.00	\$29.23	\$0.79	\$0.00	\$0.00	\$30.02	\$0.00	\$0.00	\$30.02
2 x Week - per month/per bin**	\$58.46	\$0.00	\$58.46	\$1.58	\$0.00	\$0.00	\$60.04	\$0.00	\$0.00	\$60.04
3 x Week - per month/per bin**	\$87.69	\$0.00	\$87.69	\$2.37	\$0.00	\$0.00	\$90.06	\$0.00	\$0.00	\$90.06
4 x Week - per month/per bin**	\$116.92	\$0.00	\$116.92	\$3.16	\$0.00	\$0.00	\$120.08	\$0.00	\$0.00	\$120.08
5 x Week - per month/per bin**	\$146.15	\$0.00	\$146.15	\$3.95	\$0.00	\$0.00	\$150.10	\$0.00	\$0.00	\$150.10
Mixed Organics - 35 Gallon										
1 x Week	\$22.19	\$0.09	\$22.10	\$0.60	\$9.47	\$1.15	\$23.85	\$0.70	\$0.00	\$24.55
2 x Week	\$44.36	\$0.18	\$44.18	\$1.19	\$18.93	\$2.29	\$47.66	\$1.40	\$0.00	\$49.06
3 x Week	\$66.55	\$0.27	\$66.28	\$1.79	\$28.40	\$3.44	\$71.51	\$2.10	\$0.00	\$73.61
4 x Week	\$88.74	\$0.36	\$88.38	\$2.39	\$37.87	\$4.59	\$95.36	\$2.81	\$0.00	\$98.17
5 x Week	\$110.93	\$0.45	\$110.48	\$2.98	\$47.34	\$5.74	\$119.20	\$3.51	\$0.00	\$122.71
Mixed Organics - 64 Gallon										
1 x Week	\$30.25	\$0.16	\$30.09	\$0.81	\$17.31	\$2.10	\$33.00	\$1.28	\$0.00	\$34.28
2 x Week	\$60.51	\$0.33	\$60.18	\$1.62	\$34.63	\$4.20	\$66.00	\$2.57	\$0.00	\$68.57
3 x Week	\$90.76	\$0.49	\$90.27	\$2.44	\$51.94	\$6.29	\$99.00	\$3.85	\$0.00	\$102.85
4 x Week	\$121.02	\$0.65	\$120.37	\$3.25	\$69.26	\$8.39	\$132.01	\$5.13	\$0.00	\$137.14
5 x Week	\$151.27	\$0.82	\$150.45	\$4.06	\$86.57	\$10.49	\$165.00	\$6.41	\$0.00	\$171.41
2 Yard Mixed Organics Bin										
1 x Week	\$162.96	\$0.28	\$162.68	\$4.39	\$30.00	\$3.63	\$170.70	\$2.22	\$0.00	\$172.92
2 x Week	\$276.12	\$0.57	\$275.55	\$7.44	\$60.02	\$7.27	\$290.26	\$4.45	\$0.00	\$294.71
3 Yard Mixed Organics Bin										
1 x Week	\$223.39	\$0.42	\$222.97	\$6.02	\$45.02	\$5.45	\$234.44	\$3.33	\$0.00	\$237.77
2 x Week	\$390.45	\$0.85	\$389.60	\$10.52	\$90.02	\$10.91	\$411.03	\$6.67	\$0.00	\$417.70

*Recycle Container Sizes Available: 96 gallon, 1 Yard, 1.5 Yard, 2 Yard, 3 Yard, 4 Yard, 6 Yard

**Services with a frequency of more than one time per week are charged by multiples of the "1 x Week" rate

***Four 96 gallon recycle carts can be substituted for a recycle bin for the same cost. Carts must be placed curbside on collection days.

Extra Pickup Fees										
Overloaded Container - First Cubic Yard (No Dismount Required)	\$7.27	\$0.03	\$7.24	\$0.20	\$1.72	\$0.15	\$7.59	\$0.03	\$0.02	\$7.64
Overloaded Container - Each Cubic Yard in excess of 1 (No Dismount Required)	\$2.78	\$0.03	\$2.75	\$0.07	\$1.72	\$0.15	\$2.97	\$0.03	\$0.02	\$3.02
Additional Pickup, 1 Cubic Yard Bin	\$42.46	\$0.03	\$42.43	\$1.15	\$1.72	\$0.15	\$43.73	\$0.03	\$0.02	\$43.78
Additional Pickup, 1.5 Cubic Yard Bin	\$43.83	\$0.04	\$43.79	\$1.18	\$2.57	\$0.23	\$45.20	\$0.04	\$0.03	\$45.27
Additional Pickup, 2 Cubic Yard Bin	\$45.18	\$0.05	\$45.13	\$1.22	\$3.41	\$0.31	\$46.66	\$0.05	\$0.04	\$46.75
Additional Pickup, 3 Cubic Yard Bin	\$47.99	\$0.08	\$47.91	\$1.29	\$5.14	\$0.46	\$49.66	\$0.08	\$0.07	\$49.81
Additional Pickup, 4 Cubic Yard Bin	\$50.53	\$0.10	\$50.43	\$1.36	\$6.86	\$0.62	\$52.41	\$0.10	\$0.09	\$52.60
Additional Pickup, 6 Cubic Yard Bin	\$56.19	\$0.15	\$56.04	\$1.51	\$10.26	\$0.92	\$58.47	\$0.15	\$0.14	\$58.76
Additional Trip to Customer Location at Customer Request	\$28.34	\$0.00	\$28.34	\$0.77	\$0.00	\$0.00	\$29.11	\$0.00	\$0.00	\$29.11
Temporary Bin										
3 Yard Temporary Bin	\$167.77	\$0.08	\$167.69	\$4.53	\$5.14	\$0.46	\$172.68	\$0.08	\$0.07	\$172.83
Ancillary / Misc Fees										
State Mandated Fee - per yard times 4.3 (weeks per month)	\$0.25	\$0.00	\$0.25	\$0.01	\$0.00	\$0.00	\$0.26	\$0.00	\$0.00	\$0.26
Dismount and Push Charge per Bin Serviced per Week	\$6.00	\$0.00	\$6.00	\$0.16	\$0.00	\$0.00	\$6.16	\$0.00	\$0.00	\$6.16
Key Charge per Bin Serviced per Week	\$7.13	\$0.00	\$7.13	\$0.19	\$0.00	\$0.00	\$7.32	\$0.00	\$0.00	\$7.32
Enclosure Charge per Bin Serviced per Week	\$7.87	\$0.00	\$7.87	\$0.21	\$0.00	\$0.00	\$8.08	\$0.00	\$0.00	\$8.08
Gate Service Charge per Bin Serviced per Week	\$7.87	\$0.00	\$7.87	\$0.21	\$0.00	\$0.00	\$8.08	\$0.00	\$0.00	\$8.08
Long Walk (more then 20 feet) per Bin Serviced per Week	\$18.83	\$0.00	\$18.83	\$0.51	\$0.00	\$0.00	\$19.34	\$0.00	\$0.00	\$19.34
Maximum Additional Weekly Charges per Bin Serviced per Week	\$24.40	\$0.00	\$24.40	\$0.66	\$0.00	\$0.00	\$25.06	\$0.00	\$0.00	\$25.06
Scout Truck (Container Truck) Container Pull Out	\$34.02	\$0.00	\$34.02	\$0.92	\$0.00	\$0.00	\$34.94	\$0.00	\$0.00	\$34.94
Extra per yard charge for Customers Pre compacting Trash	\$21.65	\$0.10	\$21.55	\$0.58	\$6.86	\$0.62	\$22.75	\$0.10	\$0.09	\$22.94
Commercial Sweeping Charge	\$7.43	\$0.00	\$7.43	\$0.20	\$0.00	\$0.00	\$7.63	\$0.00	\$0.00	\$7.63
Bad / Returned Check Fee	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00
Snapshot Fee - Per Occurrence ¹	\$51.51	\$0.00	\$51.51	\$1.39	\$0.00	\$0.00	\$52.90	\$0.00	\$0.00	\$52.90
Inactivity Fee - Per Day (No activity for over 14 days) ²	\$11.60	\$0.00	\$11.60	\$0.31	\$0.00	\$0.00	\$11.91	\$0.00	\$0.00	\$11.91
Inactivity Fee - Maximum per month ²	\$174.01	\$0.00	\$174.01	\$4.70	\$0.00	\$0.00	\$178.71	\$0.00	\$0.00	\$178.71
Reactivation Fee - due to non-payment ³	\$36.06	\$0.00	\$36.06	\$0.97	\$0.00	\$0.00	\$37.03	\$0.00	\$0.00	\$37.03
Container Exchange Fee ⁴	\$154.53	\$0.00	\$154.53	\$4.17	\$0.00	\$0.00	\$158.70	\$0.00	\$0.00	\$158.70
Delivery Fee ⁵	\$154.53	\$0.00	\$154.53	\$4.17	\$0.00	\$0.00	\$158.70	\$0.00	\$0.00	\$158.70
Late Charge	2.5% of balance, \$5.00 minimum				\$0.00				\$0.00	2.5% of balance, \$5.00 minimum
Contamination Charge - per occurrence ⁶	\$96.84	\$0.00	\$96.84	\$2.61	\$0.00	\$0.00	\$99.45	\$0.00	\$0.00	\$99.45
Cart Swap / Cleaning Charge	\$56.07	\$0.00	\$56.07	\$1.51	\$0.00	\$0.00	\$57.58	\$0.00	\$0.00	\$57.58
Bin Swap / Cleaning Charge	\$127.43	\$0.00	\$127.43	\$3.44	\$0.00	\$0.00	\$130.87	\$0.00	\$0.00	\$130.87

Note: Additional disposal fees for non-standard items (box springs, tires, televisions, etc) charged by Yolo County or City designated landfill will be charged to the customer when it is possible to identify the customer in violation.

[1] Excess Yardage/Snapshot service fee would apply to Commercial Customers each time a Customer's Bin or Debris Box is overloaded. Driver documents the conditions with photographs, which are used by the Company in subsequent Customer contact.

[2] The Inactivity service fee would be charged if a Customer has a Debris Box, temporary Bin, or Compactor longer than the14-day rental period without scheduling a pickup. On the 15th day and going forward, the customer would be charged an additional \$11.91 per day. The maximum fee per month is \$178.71.

[3] The Reactivation service fee would be charged for administrative costs to restart a Commercial Customer account that has been terminated pursuant to Section 7.1.2 of the Agreement due to non- payment

[4] A Commercial Customer may receive one container exchange every four (4) years at no charge. In addition, each Commercial Customer shall receive new containers at no charge if the container is damaged through normal wear and tear or through no fault of the Customer. Additional exchanges, either as a result of a Customer's request or because of Customer-caused damage to the container, will result in the Container Exchange Fee.

[5] The Delivery service fee would be charged for the delivery of a container to a Commercial Customer that is restarting services that were previously terminated pursuant to Section 7.1.2 of the Agreement due to non-payment.

[6] If a Customer's container is contaminated more than twice in the last twelve (12) months of service, and Company has left non-collection notices on each such instance, then Company may apply a contamination charge per occurrence over the succeeding twelve (12) months.



Waste Management of Woodland
City of Woodland
Debris (RO) Box Rate Adjustment Effective 1/1/19

CPI % Change	2.70%	A
MSW Disposal Increase	8.98%	B1-I
Green Waste Disposal Increase	-2.70%	B2
Mixed Food Increase	12.11%	B3
C&D Disposal Increase	-20.69%	B4
MSW Disposal Capture - 7/1/18	2.99%	C1-I
MSW Disposal Capture - 11/4/18	8.44%	C1-II
Green Waste Disposal Capture	0.00%	C2
Mixed Food Disposal Capture	14.81%	C3
C&D Disposal Capture	-17.99%	C4

Current Disposal Costs (as of 10/1/2018)	
Municipal Solid Waste	\$50.48
Green Waste	\$54.00
Mixed Food / Green	\$62.00
C&D	\$57.00
Clean Wood	\$0.00
Mixed Wood	\$54.00
OCC	\$0.00
Recycle	\$0.00

	Current Monthly Rate Effective 1/1/2018	Previous Period Six Month Disposal Catch Up (7/1/17 through 12/31/17)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month - Disposal Catch Up (7/1/18 through 12/31/18)	1.87 Month - Disposal Catch Up (11/04/18 through 12/31/18)	New Monthly Rate w/ Disposal Catchup eff 1/1/2019
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	K2=(H*C)/6.416	L=J+K1+K2
MSW - Haul Rate										
20 Yards - Includes 2 tons	\$232.75	\$1.27	\$231.48	\$6.25	\$84.90	\$7.63	\$245.36	\$1.27	\$1.12	\$247.75
25 Yards - Includes 2.5 tons	\$291.10	\$1.59	\$289.51	\$7.82	\$106.12	\$9.53	\$306.86	\$1.58	\$1.40	\$309.84
30 Yards - Includes 3 tons	\$348.96	\$1.91	\$347.05	\$9.37	\$127.34	\$11.44	\$367.86	\$1.90	\$1.68	\$371.44
40 Yards - Includes 4 tons	\$465.31	\$2.55	\$462.76	\$12.49	\$169.77	\$15.25	\$490.50	\$2.54	\$2.23	\$495.27
50 Yards - Includes 5 tons	\$566.69	\$3.18	\$563.51	\$15.21	\$212.22	\$19.06	\$597.78	\$3.17	\$2.79	\$603.74
Green Waste - Haul Rate										
20 Yards - Includes 2 tons	\$237.73	\$1.80	\$235.93	\$6.37	\$95.59	(\$2.58)	\$239.72	\$0.00	\$0.00	\$239.72
25 Yards - Includes 2.5 tons	\$297.33	\$2.26	\$295.07	\$7.97	\$119.50	(\$3.23)	\$299.81	\$0.00	\$0.00	\$299.81
30 Yards - Includes 3 tons	\$356.46	\$2.71	\$353.75	\$9.55	\$143.40	(\$3.87)	\$359.43	\$0.00	\$0.00	\$359.43
40 Yards - Includes 4 tons	\$475.30	\$3.61	\$471.69	\$12.74	\$191.20	(\$5.16)	\$479.27	\$0.00	\$0.00	\$479.27
50 Yards - Includes 5 tons	\$579.17	\$4.51	\$574.66	\$15.52	\$238.99	(\$6.45)	\$583.73	\$0.00	\$0.00	\$583.73
Mixed Wood - Haul Rate										
20 Yards - Includes 2 tons	\$248.51	\$2.00	\$246.51	\$6.66	\$105.98	(\$2.86)	\$250.31	\$0.00	\$0.00	\$250.31
25 Yards - Includes 2.5 tons	\$310.80	\$2.50	\$308.30	\$8.32	\$132.48	(\$3.58)	\$313.04	\$0.00	\$0.00	\$313.04
30 Yards - Includes 3 tons	\$372.62	\$3.00	\$369.62	\$9.98	\$158.97	(\$4.29)	\$375.31	\$0.00	\$0.00	\$375.31
40 Yards - Includes 4 tons	\$496.84	\$4.00	\$492.84	\$13.31	\$211.96	(\$5.72)	\$500.43	\$0.00	\$0.00	\$500.43
50 Yards - Includes 5 tons	\$606.13	\$5.00	\$601.13	\$16.23	\$264.96	(\$7.15)	\$610.21	\$0.00	\$0.00	\$610.21
C&D - Haul Rate										
20 Yards - Includes 2 tons	\$280.84	\$0.00	\$280.84	\$7.58	\$110.76	(\$22.91)	\$265.51	(\$9.96)	\$0.00	\$255.55
25 Yards - Includes 2.5 tons	\$351.23	\$0.00	\$351.23	\$9.48	\$138.46	(\$28.64)	\$332.07	(\$12.45)	\$0.00	\$319.62
30 Yards - Includes 3 tons	\$421.12	\$0.00	\$421.12	\$11.37	\$166.15	(\$34.37)	\$398.12	(\$14.94)	\$0.00	\$383.18
40 Yards - Includes 4 tons	\$561.52	\$0.00	\$561.52	\$15.16	\$221.53	(\$45.82)	\$530.86	(\$19.92)	\$0.00	\$510.94
50 Yards - Includes 5 tons	\$686.96	\$0.00	\$686.96	\$18.55	\$276.90	(\$57.28)	\$648.23	(\$24.90)	\$0.00	\$623.33
Clean Wood - Haul Rate										
20 Yards	\$126.03	\$0.00	\$126.03	\$3.40	\$0.00	\$0.00	\$129.43	\$0.00	\$0.00	\$129.43
25 Yards	\$157.68	\$0.00	\$157.68	\$4.26	\$0.00	\$0.00	\$161.94	\$0.00	\$0.00	\$161.94
30 Yards	\$188.87	\$0.00	\$188.87	\$5.10	\$0.00	\$0.00	\$193.97	\$0.00	\$0.00	\$193.97
40 Yards	\$251.86	\$0.00	\$251.86	\$6.80	\$0.00	\$0.00	\$258.66	\$0.00	\$0.00	\$258.66
50 Yards	\$299.91	\$0.00	\$299.91	\$8.10	\$0.00	\$0.00	\$308.01	\$0.00	\$0.00	\$308.01
Old Corrugated Cardboard (OCC) - Haul Rate										
20 Yards	\$126.03	\$0.00	\$126.03	\$3.40	\$0.00	\$0.00	\$129.43	\$0.00	\$0.00	\$129.43
25 Yards	\$157.68	\$0.00	\$157.68	\$4.26	\$0.00	\$0.00	\$161.94	\$0.00	\$0.00	\$161.94
30 Yards	\$188.87	\$0.00	\$188.87	\$5.10	\$0.00	\$0.00	\$193.97	\$0.00	\$0.00	\$193.97
40 Yards	\$251.86	\$0.00	\$251.86	\$6.80	\$0.00	\$0.00	\$258.66	\$0.00	\$0.00	\$258.66
50 Yards	\$299.91	\$0.00	\$299.91	\$8.10	\$0.00	\$0.00	\$308.01	\$0.00	\$0.00	\$308.01
Recycle - Haul Rate										
20 Yards	\$126.03	\$0.00	\$126.03	\$3.40	\$0.00	\$0.00	\$129.43	\$0.00	\$0.00	\$129.43
25 Yards	\$157.68	\$0.00	\$157.68	\$4.26	\$0.00	\$0.00	\$161.94	\$0.00	\$0.00	\$161.94
30 Yards	\$188.87	\$0.00	\$188.87	\$5.10	\$0.00	\$0.00	\$193.97	\$0.00	\$0.00	\$193.97
40 Yards	\$251.86	\$0.00	\$251.86	\$6.80	\$0.00	\$0.00	\$258.66	\$0.00	\$0.00	\$258.66
50 Yards	\$299.91	\$0.00	\$299.91	\$8.10	\$0.00	\$0.00	\$308.01	\$0.00	\$0.00	\$308.01
Concrete / Dirt										
15 Yards - no included tonnage	\$173.05	\$0.00	\$173.05	\$4.67	\$0.00	\$0.00	\$177.72	\$0.00	\$0.00	\$177.72
Compactor Rates										
Haul Rate - Per Yard - includes tonnage	\$20.41	\$0.03	\$20.38	\$0.55	\$1.71	\$0.15	\$21.08	\$0.03	\$0.02	\$21.13

Ancillary / Misc Fees										
State Mandated Fee - Per yard times 4.3 weeks/month	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25	\$0.00	\$0.00	\$0.25
Debris Box Roll-Top Fee Per Haul	\$25.49	\$0.00	\$25.49	\$0.69	\$0.00	\$0.00	\$26.18	\$0.00	\$0.00	\$26.18
Bad / Returned Check Fee	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00
Snapshot Fee - Per Occurrence ¹	\$51.51	\$0.00	\$51.51	\$1.39	\$0.00	\$0.00	\$52.90	\$0.00	\$0.00	\$52.90
Trip Charge ²	\$101.99	\$0.00	\$101.99	\$2.75	\$0.00	\$0.00	\$104.74	\$0.00	\$0.00	\$104.74
Inactivity Fee - Per Day (No activity for over 14 days) ³	\$11.60	\$0.00	\$11.60	\$0.31	\$0.00	\$0.00	\$11.91	\$0.00	\$0.00	\$11.91
Inactivity Fee - Maximum per month ³	\$174.01	\$0.00	\$174.01	\$4.70	\$0.00	\$0.00	\$178.71	\$0.00	\$0.00	\$178.71
Reactivation Fee - due to non-payment ⁴	\$36.06	\$0.00	\$36.06	\$0.97	\$0.00	\$0.00	\$37.03	\$0.00	\$0.00	\$37.03
Container Exchange Fee ⁵	\$154.53	\$0.00	\$154.53	\$4.17	\$0.00	\$0.00	\$158.70	\$0.00	\$0.00	\$158.70
Delivery Fee ⁶	\$154.53	\$0.00	\$154.53	\$4.17	\$0.00	\$0.00	\$158.70	\$0.00	\$0.00	\$158.70
Late Charge	2.5% of balance, \$5.00 minimum	N/A	N/A	N/A	N/A	N/A	N/A	N/A		2.5% of balance, \$5.00 minimum
Debris Box Fuel Surcharge ⁷	See below	N/A	N/A	N/A	N/A	N/A	N/A	N/A		See below
Contamination Fee ⁸	See below	N/A	N/A	N/A	N/A	N/A	N/A	N/A		As charged by the disposal facility

Note: Additional disposal fees for non-standard items (box springs, tires, televisions, etc) charged by Yolo County or City designated landfill will be charged to the customer when it is possible to identify the customer in violation.

[1] Excess Yardage/Snapshot service fee would apply to Commercial Customers each time a Customer's Bin or Debris Box is overloaded. Driver documents the conditions with photographs, which are used by the Company in subsequent Customer contact.

[2] The Trip Charge would apply when a Commercial Customer schedules a Debris Box service call that is not needed after Company arrives at the Customer location. Company must be given a 24 hour cancellation notice by the Customer.

[3] The Inactivity service fee would be charged if a Customer has a Debris Box, temporary Bin, or Compactor longer than the 14-day rental period without scheduling a pickup. On the 15th day and going forward, the customer would be charged an additional \$11.91 per day. The maximum fee per month is \$178.71.

[4] The Reactivation service fee would be charged for administrative costs to restart a Commercial Customer account that has been terminated pursuant to Section 7.1.2 of the Agreement due to non-payment.

[5] A Commercial Customer may receive one container exchange every four (4) years at no charge. In addition, each Commercial Customer shall receive new containers at no charge if the container is damaged through normal wear and tear or through no fault of the Customer. Additional exchanges, either as a result of a Customer's request or because of Customer-caused damage to the container, will result in the Container Exchange Fee.

[6] The Delivery service fee would be charged for the delivery of a container to a Commercial Customer that is restarting services that were previously terminated pursuant to Section 7.1.2 of the Agreement due to non-payment.

[7] The attached fuel Surcharge rate table will be applied to only the Debris Box line of business and will be calculated based on the cost of fuel on a monthly basis. This will be a line item on the customer's monthly bill.

[8] The contamination fee is a pass-through contamination and/or administration fee imposed on by the landfill or disposal site for contaminated loads.



**Waste Management of Woodland
City of Woodland
CPI Adjustment Calculation**

CPI ADJUSTMENT CALCULATION		
<u>CPI Adjustment 2017 to 2018:</u>		
Consumer Price Index (CPI for <i>All Urban Consumers</i>) ¹		
Index August 2018	252.146	A
Index August 2017	245.519	B
Percentage change of index	2.70%	C = (A-B)/B
Contractually allowed maximum % of CPI (Section 7.3)	5%	I
Allowed Price Adjustment: Lower of Annual CPI Adjustment (C) or contractually allowed max. % increase (I)	2.70%	J
<u>Internet Hyperlink to Indices:</u>		
http://data.bls.gov/cgi-bin/srgate		



**Waste Management of Woodland
City of Woodland
CPI Adjustment Calculation**

Consumer Price Index - All Urban Consumers

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Aug-18	252.146
Aug-17	245.519

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2002	177.1	177.8	178.8	179.8	179.8	179.9	180.1	180.7	181	181.3	181.3	180.9	179.9	178.9	180.9
2003	181.7	183.1	184.2	183.8	183.5	183.7	183.9	184.6	185.2	185	184.5	184.3	184	183.3	184.6
2004	185.2	186.2	187.4	188	189.1	189.7	189.4	189.5	189.9	190.9	191	190.3	188.9	187.6	190.2
2005	190.7	191.8	193.3	194.6	194.4	194.5	195.4	196.4	198.8	199.2	197.6	196.8	195.3	193.2	197.4
2006	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8	201.6	200.6	202.6
2007	202.416	203.499	205.352	206.686	207.949	208.352	208.299	207.917	208.49	208.936	210.177	210.036	207.342	205.709	208.976
2008	211.08	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228	215.303	214.429	216.177
2009	211.143	212.193	212.709	213.24	213.856	215.693	215.351	215.834	215.969	216.177	216.33	215.949	214.537	213.139	215.935
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	218.056	217.535	218.576
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.23	225.672	224.939	223.598	226.28
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601	229.594	228.85	230.338
2013	230.28	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.957	232.366	233.548
2014	233.916	234.781	236.293	237.072	237.9	238.343	238.25	237.852	238.031	237.433	236.151	234.812	236.736	236.384	237.088
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	237.017	236.265	237.769
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	240.007	238.778	241.237
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	245.12	244.076	246.163
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146						250.089	

Waste Management of Woodland
City of Woodland
Disposal Increase Calculations

7.3.2 Disposal Fee Adjustment. Subject to the provisions of Section 7.3.4 regarding the time for making such a request, the Service Rates Shall be increased following an increase in the Disposal Fees. The Disposal Fee increase will be submitted at the time of the annual rate adjustment. The increase is subject to the provisions of Section 7.3.5 regarding the effective date of such increases and compensatory mechanisms for Disposal Fee increases for time periods prior to the effective date. Such increases shall be equal to the amount derived by multiplying (A) the portion of the previous Service Rate representing Disposal Costs by (B) the percentage increase in the Disposal Fees, and reducing that product (but not below zero) by an amount equal to the CPI adjustment (or, if less, the change in the U.S.C.P.I. between the date of the most recent Disposal Fee increase and the most recent month for which the U.S.C.P.I. is available).

Yolo County Landfill - MSW Disposal Adj Calc (All Changes)		
2018 Disposal Rate - 7/28/18	\$50.48	A
2017 Disposal Rate - 7/1/17	\$45.20	B
Inc (Dec) in Disposal Rate	\$5.28	C=A-B
% Inc (Dec) in Disposal Rate	11.68%	D=C/B
2017-2018 CPI %	2.70%	E
% Inc (Dec) in Disposal Rate Adjustment	8.98%	F=D-E

Yolo County Landfill - MSW Disposal Adj Calc - Change 11/04/18		
2018 Disposal Rate - 11/04/18	\$50.48	A
2018 Disposal Rate - 7/1/18	\$46.55	B
Inc (Dec) in Disposal Rate	\$3.93	C=A-B
% Inc (Dec) in Disposal Rate	8.44%	D=C/B

Yolo County Landfill - MSW Disposal Adj Calc - Change 7/1/18		
2018 Disposal Rate - 7/1/18	\$46.55	A
2017 Disposal Rate - 7/1/17	\$45.20	B
Inc (Dec) in Disposal Rate	\$1.35	C=A-B
% Inc (Dec) in Disposal Rate	2.99%	D=C/B

Yolo County Landfill - MSW Disposal History	
Year	Disposal Rate
2nd 2018 Disposal Rate - 11/04/18	\$50.48
1st 2018 Disposal Rate - 7/1/18	\$46.55
2017 Disposal Rate - 7/1/17	\$45.20
2016 Disposal Rate - 7/1/16	\$43.87
2015 Disposal Rate - 7/1/15	\$42.72
2014 Disposal Rate - 7/1/14	\$41.71
2013 Disposal Rate - 7/1/13	\$40.58
2012 Disposal Rate - 7/1/12	\$39.63
2011 Disposal Rate - 7/1/11	\$38.78

Yolo County Landfill - Green Waste Disposal Adj Calc			
2018 Disposal Rate - 7/1/18	\$54.00	A	
2017 Disposal Rate - 7/1/17	\$54.00	B	
Inc (Dec) in Disposal Rate	\$0.00	C=A-B	
% Inc (Dec) in Disposal Rate	0.00%	D=C/B	
2017-2018 CPI %	2.70%	E	
% Inc (Dec) in Disposal Rate Adjustment	-2.70%	F=D-E	

Yolo County Landfill - Green Waste Disposal History	
Year	Disposal Rate
2018 Disposal Rate - 7/1/18	\$54.00
2017 Disposal Rate - 7/1/17	\$54.00
2016 Disposal Rate - 7/1/16	\$52.00
2015 Disposal Rate - 7/1/15	\$36.00

Yolo County Landfill - Mixed Green / Food Waste		
2018 Disposal Rate - 7/1/18	\$62.00	A
2017 Disposal Rate - 7/1/17	\$54.00	B
Inc (Dec) in Disposal Rate	\$8.00	C=A-B
% Inc (Dec) in Disposal Rate	14.81%	D=C/B
2017-2018 CPI %	2.70%	E
% Inc (Dec) in Disposal Rate Adjustment	12.11%	F=D-E

Yolo County Landfill - Mixed Green / Food History	
Year	Disposal Rate
2018 Disposal Rate - 7/1/18	\$62.00
2017 Disposal Rate - 7/1/17	\$54.00
2016 Disposal Rate - 7/1/16	\$52.00
2015 Disposal Rate - 7/1/15	\$36.00

Yolo County Landfill - C&D Disposal Adj Calc		
2018 Disposal Rate - 7/1/18	\$57.00	A
2017 Disposal Rate - 7/1/17	\$69.50	B
Inc (Dec) in Disposal Rate	-\$12.50	C=A-B
% Inc (Dec) in Disposal Rate	-17.99%	D=C/B
2017-2018 CPI %	2.70%	E
% Inc (Dec) in Disposal Rate Adjustment	-20.69%	F=D-E

Yolo County Landfill - C&D Disposal History	
Year	Disposal Rate
2018 Disposal Rate - 7/1/18	\$57.00
2017 Disposal Rate - 1/1/17	\$69.50
2016 Disposal Rate - 7/1/16	\$57.00
2015 Disposal Rate - 7/1/15	\$49.00



City of Woodland

Ancillary Rate Proposal

Effective: January 1, 2019

	Total Rate
Residential Contamination - All Commodities ²	\$15.00
Residential Overage - All Commodities ³	\$15.00

[2] Contamination charges would apply to residential customers each time a customer's cart contains contaminants. The customer will be charged per cart, per collection after 2 warning notifications in a 12-month rolling period.

[3] Overage charges would apply to residential customers each time a customer's cart is overloaded. The customer will be charged per cart, per collection after 2 warning notifications in a 12-month rolling period.

All rates include a franchise fee of 15%



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: H.11.
SUBJECT: Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the First Amendment to the Tree Pruning and Maintenance Services Contract with West Coast Arborists, Inc.

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the first amendment to the Tree Pruning and Maintenance Services Contract with West Coast Arborists, Inc.

Fiscal Impact:

The current Professional Service Agreement with West Coast Arborists for Tree Pruning and Maintenance Services is for the amount of \$220,000. The cost of executing this amendment for additional work would increase the contract by \$14,750, bringing the total to \$234,750.

Funds for this increase to perform high priority tree removals can be accommodated within the current approved budget. However, staff plans to request additional funding at mid-year so that the City is able to stay on track with the cyclical tree pruning schedule while also addressing high priority tree removal needs.

Background:

The City entered into a Professional Services Agreement for Tree Pruning and Maintenance Services with West Coast Arborist, Inc. (WCA) on October 22, 2018. This agreement is to perform tree maintenance services and emergency work (it did not include the tree removals identified below).

In 2007, an elm tree assessment was conducted on approximately 75 City-owned elms. Since then, approximately 30 of the trees have been removed due to safety concerns. A majority of City-owned elm trees were found to have been "topped" many years ago at approximately 60-feet. Topping is a pruning method where every branch is removed above a chosen height. Though once standard, topping is now known to cause a variety of issues that result in a high risk of tree failure. Elm trees in particular are susceptible to disease and limb loss as they are not able to impede decay as well as other tree varieties.

To assess the current condition of the City's elm trees and the risk posed to public safety, a tree assessment was conducted in the summer of 2018 on the remaining elms.

Discussion:

Of the 47 City-owned elms surveyed, six were rated as "high priority removals". City staff independently verified the data in October 2018. One of the six trees has since been removed by City staff. The tree in question had large limbs that were supported by dead or decaying main stems, indicating a high probability of large failures. Staff received quotes for the removal of the remaining five trees. WCA was the lowest bidder with a total amount of \$14,750 for removal and stump grinding. The rates are consistent to the rates in the current contract.

Staff recommends the approval of an Amendment to the Agreement with WCA for Tree Pruning and Maintenance Services. The Amendment will increase the contract amount by \$14,750 to a total of \$234,000. Staff will request a mid-year budget adjustment in the amount of \$14,750 in order to allow the City to maintain its cyclical pruning schedul as well as to address the high priority removals. Staff will work with the City attorney to complete the amendment.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the first amendment to the Tree Pruning and Maintenance Services Contract with West Coast Arborists, Inc.

Prepared by: Jordan Power
Management Analyst I

Reviewed by: Christine Engel
Community Service Department Director



Paul Navazio
City Manager

Attachments:

1. WCA First Amendment Resolution

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO
THE FY 2018/19 TREE PRUNING AND MAINTENANCE SERVICES CONTRACT
WITH WEST COAST ARBORIST INC.**

WHEREAS, the City performs annual cyclical pruning and tree maintenance on our urban forest to promote public safety and tree health; and

WHEREAS, West Coast Arborists, Inc.; a tree maintenance company, provides municipal tree maintenance services to the Cities of Woodland, Roseville, Elk Grove, West Sacramento, Davis and Sacramento; and

WHEREAS, the proposed contract amendment results in a total annual cost of two hundred thirty-four thousand seven hundred and fifty dollars for tree maintenance services provided to the City of Woodland; and

WHEREAS, five city-owned, mature elm trees have been identified as high priority removals; and

WHEREAS, funding in support of this contract is appropriated in the General Fund annual budget previously approved by council; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND authorizes the City Manager to execute the First Amendment prepared by the City Attorney to the FY 2018/19 contract with West Coast Arborists, Inc. in the amount of fourteen thousand seven hundred and fifty dollars.

PASSED AND ADOPTED by the City Council this 18th day of December, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Xóchitl Rodríguez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: H.12.
SUBJECT: Authorize payment of NPDES Permit Renewal fees

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute payment of renewal fees for Water Pollution Control Facility's (WPCF) permit, for the amount of \$53,982.00.

Staff Contact:

Shane Carlsen, Chief Plant Operator, 530-661-2054, shane.carlsen@cityofwoodland.org

Fiscal Impact:

The NPDES Permit Fees are included in the Water Pollution Control Facility budget under contract services and no additional funding is required

Background:

The Regional Board administers the City of Woodland's permit for the WPCF. As part of their service, the City pays a yearly fee to compensate for the administration of said permit. Typically there are small annual increases to this fee, and this year it has now exceeded the \$50,000.00 threshold, thus requiring Council approval. This fee is for the 7/01/18-06/30/19 time period.

Discussion:

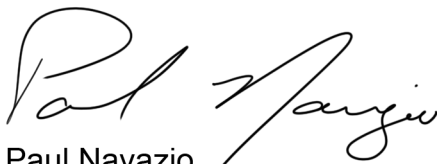
The National Pollutant Discharge Elimination System (NPDES) is an United States Environmental Protection Agency program under the Clean Water Act (1977) to regulate pollutant discharge/flows into Waters of the United States. Part of the NPDES program involves the regulation and permitting of wastewater discharges from municipalities. The City of Woodland is mandated by both State Sections 13260 & 13269 and Federal law to maintain a National Pollutant Discharge Elimination System (NPDES) permit for all discharges.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to approve payment of permit fee's in the amount of \$53,982.00.

Prepared by: Shane Carlsen, Chief Plant Operator

Reviewed by: Craig Locke, Director of Public Works


Paul Navazio
City Manager

Attachments:

1. 2018-2019_Permit_fees_Resolution-2018
2. SWRCB-WD-0143376

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING AND APPROVING THE CITY MANAGER'S APPROVAL AND PAYMENT FOR 2018-2019 PERMIT FEES FOR THE WATER POLLUTION CONTROL FACILITY'S NPDES PERMIT IN AN AMOUNT NOT-TO-EXCEED \$53,982.00, IS IN THE CITY'S BEST INTERESTS AND APPROVING THE PAYMENT OF ANNUAL PERMIT FEES

WHEREAS, the annual permit renewal fees are required part of NPDES permit for the City of Woodland's Water Pollution Control Facility (WPCF), and

WHEREAS, the City Manager has determined that the Annual Permit fees are part of the City's NPDES permit for the WPCF, and it is in the best interests of the City and its administrative operations based on the foregoing facts; and

WHEREAS, California Water Code Sections 13260 & 13269 require payment of annual fees for permit renewal; and

WHEREAS, this authorization shall be for FY 19 and is in an amount not-to-exceed \$53,982.00; and

WHEREAS, funding for these fees has been previously approved in the current FY19 budget and, no additional funds are being requested.

NOW, THEREFORE, BE IT RESOLVED

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

SECTION 2. That the City Council hereby approves and adopts the City Manager's determination that the payment of annual renewal fees to the State Water Resources Control Board, in an amount not-to-exceed \$53,982.00, is in the best interests of the City and approves payment of fees to the State Water Resource Control Board, for the same.

SECTION 3. That the City Council hereby authorizes The City Manager to execute payment to State Water Resource Control Board, in an amount not-to-exceed \$53,982.00, for the payment of NPDES permit renewal fees.

PASSED AND ADOPTED this 18th day of December, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

ATTEST: _____

Ana Gonzalez, City Clerk



INVOICE

Annual Permit Fees Required by Sections 13260 & 13269 of the California Water Code

FACILITY ID (WDID): 5A570105001
FACILITY NAME: WOODLAND WATER POLLUTION CONTR
42929 COUNTY ROAD 24
WOODLAND, CA 95776

INVOICE NO: WD-0143376
BILLING PERIOD: 07/01/18 - 06/30/19
INVOICE DATE: 11/27/2018
INDEX NO: 346588

CITY OF WOODLAND WPCF
GREGOR MEYER
655 NORTH PIONEER AVENUE
WOODLAND, CA 95776



Total Amount Due by
Thursday, December 27, 2018

\$ 53,982.00

Invoice details are shown on the back

STATE WATER RESOURCES CONTROL BOARD Annual Permit Fee

Facility ID: **5A570105001**

Billing Period: **07/01/18 - 06/30/19**

Invoice No: **WD-0143376**

Amount Due:

\$ 53,982.00

Due By: **Thursday, December 27, 2018**

PLEASE REMIT YOUR PAYMENT ON OR BEFORE THE DUE DATE SHOWN ABOVE. LATE PAYMENT COULD RESULT IN PENALTIES UNDER PROVISIONS OF THE WATER CODE SECTION 13261. THESE ACTIONS COULD INCLUDE DAILY PENALTIES IN ADDITION TO YOUR FEE OR OTHER ACTIONS DEEMED APPROPRIATE BY THE REGIONAL BOARD.

Make your check payable to State Water Resources Control Board

If you have any questions about this invoice, please call the Water Board at 916-464-4727.



Retain this portion for your records

Please detach and return this portion with your payment

☐ CHECK HERE FOR ADDRESS CORRECTION ON THE BACK

INVOICE NO: WD-0143376

INDEX NO: 346588

(Please print the above number on check or money order)

CITY OF WOODLAND WPCF
GREGOR MEYER
655 NORTH PIONEER AVENUE
WOODLAND, CA 95776
(530) 661-5953

SWRCB
PO BOX 1888
SACRAMENTO, CA 95812-1888

AMOUNT DUE: \$53,982.00
BILLING PERIOD: 07/01/18 - 06/30/19
DUE BY: 12/27/18
FACILITY ID (WDID): 5A570105001
FACILITY NAME: WOODLAND WATER POLLUTION
CONTR
42929 COUNTY ROAD 24
WOODLAND, CA 95776



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: H.13.
SUBJECT: Authorize NPDES Regulatory Assistance Services Agreement with Robertson-Bryan, INC. (RBI)

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute professional services agreement with Robertson-Bryan, Inc. (RBI) for the amount of \$30,000.00 for professional regulatory assistance.

Staff Contact:

Shane Carlsen, Chief Plant Operator, 530-661-2054, shane.carlsen@cityofwoodland.org

Fiscal Impact:

We are requesting no additional funding as this work will be covered in the Wastewater Treatment plant budget under contract service.

However, the current expenditure of \$33,579 and the anticipated work of \$28,994 will push the total compensation to consultant over the purchasing policies limits and will require Council approval to move forward with addition work. There is no impact to the General Fund.

Background:

RBI has been involved in the City's Toxicity Reduction Evaluations (TRE) for fiscal year 2018. In the past, they have assisted with these evaluations and made recommendations to the regional board. They also have experience assisting with compliance reporting requirements in the NPDES permit with regard to the routine compliance reporting following the vacancy of the Environmental Compliance Manager in June. The attached proposal is intended to cover work through the month of March 2019 (report due date April 1st 2019).

Discussion:

RBI has put significant effort into developing a system to ensure timely reporting and accurate data is submitted to the Regional Board. They have assisted with coordination, provided laboratory data review, and report preparation with the acting Environmental Compliance Manager and Chief Plant Operator.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to enter in to contract with RBI for professional regulatory services not to exceed \$30,000.

Prepared by: Shane Carlsen, Chief Plant Operator

Reviewed by: Craig Locke, Director of Public Works



Paul Navazio
City Manager

Attachments:

1. RBI Resolution-2018
2. Professional Services Agreement 01-24-2018_woodlandtemplate.RBI

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING
AND APPROVING THE CITY MANAGER'S DETERMINATION THAT THE SOLE-SOURCE
PROFESSIONAL SERVICE AGREEMENT FOR PERMIT COMPLIANCE SERVICES, IN AN
AMOUNT NOT-TO-EXCEED \$30,000.00, IS IN THE CITY'S BEST INTERESTS AND
APPROVING AND THE AWARD OF A CONTRACT TO ROBERTSON BRYAN, INC. (RBI)
FOR THE SAME**

WHEREAS, there are multiple consultants capable of performing professional service for the WPCF facility it is determined that RBI and their intimate knowledge of current conditions and reporting requirements it is in the best interest of the City to continue to utilize RBI service to maintain continuity with the Monitoring and reporting program for the permit, and

WHEREAS, the City has experienced success with the services provided by RBI on current Toxicity Reduction Evaluations (TRE) in the amount of \$33,579 thus far in fiscal year 2018. City staff has determined that their services are similar in cost to other vendors. RBI has been dedicated in supporting the City's needs and offer assistance with evaluating other reporting requirements as needed to insure the permit requirements maintained.

WHEREAS, Woodland Municipal Code section 17B-140(e) provides that the City Manager may approve of the waiver of competitive bidding when a determination is made that it is in the best interest of the City and its administrative operations to dispense with public bidding; and

WHEREAS, the City Manager has determined that the waiver of competitive bidding for Regulatory Assistance Services by RBI used by the treatment plant staff is in the best interests of the City and its administrative operations based on the foregoing facts; and

WHEREAS, California case law excuses compliance with competitive bidding requirements in exceptional circumstances such as where requests for competitive bids would be futile, unavailing, or would produce an advantage, including when there is only one contracting party who can complete the work (*Los Angeles Dredging Co. v. Long Beach* (1930) 210 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal. App. 3d 631); and

WHEREAS, this service is necessary to comply with requirements dictated by the wastewater treatment plant's NPDES permit; and

WHEREAS, this authorization shall be for FY 19 and is in an amount not-to-exceed \$30,000.00; and

WHEREAS, funding for these professional services has been previously approved in the current FY19 budget and, no additional funds are being requested.

NOW, THEREFORE, BE IT RESOLVED

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

SECTION 2. That the City Council hereby approves and adopts the City Manager's determination that the sole-source professional service agreement from RBI in the amount not-to-exceed \$30,000.00, is in the best interests of the City and approves award of a contract to RBI for the same.

SECTION 3. That the City Council hereby authorizes The City Manager to execute a sole source contract with RBI, in an amount not-to-exceed \$30,000.00 for professional services.

PASSED AND ADOPTED this 18th day of December, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

ATTEST: _____

Ana Gonzalez, City Clerk

CITY OF WOODLAND
PROFESSIONAL SERVICES AGREEMENT FOR PROFESSIONAL ENGINEER
SERVICES

CM #	
------	--

This Agreement is made and entered into this *****INSERT DAY***** day of *****INSERT MONTH*****, *****INSERT YEAR***** by and between the City of Woodland, a California municipal corporation (“City”) and **Robertson-Bryan, Inc., a California Corporation** (“Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

RECITALS

A. Consultant desires to perform and assume responsibility for the provision of certain professional consultant services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing **professional engineer services** to public clients, is licensed in the State of California, and is familiar with the plans of City.

B. Consultant agrees that it is satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research.

C. City desires to engage Consultant to render such services for the **NPDES Regulatory Assistance Project (“Project”)** as set forth in this Agreement.

AGREEMENT

1. SCOPE OF SERVICES AND TERM.

1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the **professional engineer consulting services** necessary for the Project (“Services”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules, and regulations.

1.2 Term. The term of this Agreement shall be from *****INSERT START DATE***** to *****INSERT ENDING DATE*****, unless earlier terminated as provided herein.

Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

2. SCHEDULE OF SERVICES.

2.1 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit “B” attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant’s conformance with the Schedule, City shall respond to Consultant’s submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

2.2 Extension of Time. Consultant may, for good cause, request extensions of time to perform the Services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Agreement.

2.3 Period of Performance and Liquidated Damages. Consultant shall perform and complete all Services under this Agreement within the term set forth in Section 2.1 above as it may be extended pursuant to Section 2.2 (“Performance Time”). Consultant shall also perform the Services in strict accordance with any completion schedule or Project milestones described in Exhibits “A” or “B” attached hereto, or which may be separately agreed upon in writing by the City and Consultant (“Performance Milestones”). Consultant agrees that if the Services are not completed within the aforementioned Performance Time and/or pursuant to any such Project Milestones developed pursuant to provisions of this Agreement, it is understood, acknowledged and agreed that the City will suffer damage.

3. FEES AND PAYMENTS.

3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit “C” attached hereto and incorporated herein by reference. The total compensation shall not exceed **forty nine thousand nine hundred eighty six dollars (\$49,986)** without written approval of City’s *****INSERT TITLE*****. Consultant shall not be reimbursed for any expenses unless authorized in writing by City. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.2 Payment of Compensation. Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial

commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within forty-five (45) days of receiving such statement, review the statement and pay all approved charges thereon.

3.3 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

4. CHANGES.

4.1 The Parties may, from time to time, request changes in the scope of the Services of Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of Consultant's compensation and/or changes in the schedule must be authorized in advance by City in writing. Mutually agreed changes shall be incorporated in written amendments to the Agreement.

5. RESPONSIBILITIES OF CONSULTANT.

5.1 Independent Contractor; Control and Payment of Subordinates. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

5.2 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

5.3 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety

of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City. The key personnel for performance of this Agreement are as follows: Michael Bryan, Paul Bedore, Cyle Moon, and Art O'Brien.

5.3.1 City's Representative. The City hereby designates [***INSERT NAME OR TITLE***], or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than the City's Representative or his or her designee.

5.3.2 Consultant's Representative. Consultant hereby designates Michael Bryan, or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

5.4 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

5.5 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

5.6 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and lifesaving equipment and procedures; (B) instructions in accident prevention for all employees and subconsultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

*****NOTE: This requirement may be deleted if there is no field work. ALWAYS DELETE THIS SECTION.*****

6. INSURANCE.

6.1 Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the City to terminate this Agreement for cause.

6.2 Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

6.2.1 Commercial General Liability. Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office “occurrence” form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

6.2.2 Automobile Liability. Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Any Auto” (Symbol 1) with minimum limits of \$1,000,000 each accident.

6.2.3 Workers' Compensation. Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

6.2.4 Professional Liability. Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

6.3 Endorsements.

6.3.1 The policy or policies of insurance required by Sections 6.2.1 Commercial General Liability and 6.2.2 Automobile Liability shall be endorsed to provide the following:

6.3.1.1 Additional Insured. The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

6.3.1.2 Primary Insurance and Non-Contributing Insurance. This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.

6.3.1.3 Severability. In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

6.3.1.4 Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.1.5 Duties. Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.

6.3.1.6 Applicability. That the coverage provided therein shall apply to the obligations assumed by the Consultant under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

6.3.2 The policy or policies of insurance required by Section 6.2.3 Workers' Compensation shall be endorsed, as follows:

6.3.2.1 Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

6.3.2.2 Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.3 The policy or policies of insurance required by Section 6.2.4 Professional Liability shall be endorsed, as follows:

6.3.3.1 Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.4 Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

6.5 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

6.6 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time if the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

6.7 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

6.8 Insurance for Subconsultants. All subconsultants shall be included as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing subconsultants to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured to the subconsultant's policies.

7. OWNERSHIP OF MATERIALS AND CONFIDENTIALITY.

7.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of City, and shall not be used in whole or in substantial part by Consultant on other projects without the City's express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, Consultant shall provide to City reproducible copies of all Documents & Data, in a form and amount required by City. City reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by City at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the Consultant is entitled under the termination provisions of this Agreement, Consultant shall provide all Documents & Data to City upon payment of the undisputed amount. Consultant shall have no right to retain or fail to provide to City any such documents pending resolution of the dispute. In addition, Consultant shall retain copies of all Documents & Data on file for a minimum of four (4) years following completion of the Project, and shall make copies available to City upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, Consultant shall make a reasonable effort to notify City and provide City with the opportunity to obtain the documents.

7.1.1 Subconsultants. Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or its subconsultants, or those provided to Consultant by the City.

7.1.2 Right to Use. City shall not be limited in any way in its use or reuse of the Documents and Data or any part of them at any time for purposes of this Project or another project, provided that any such use not within the purposes intended by this Agreement or on a project other than this Project without employing the services of Consultant shall be at City's

sole risk. If City uses or reuses the Documents & Data on any project other than this Project, it shall remove the Consultant's seal from the Documents & Data. Consultant shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the City upon completion, suspension, abandonment or termination. Consultant shall not be responsible or liable for any revisions to the Documents & Data made by any party other than Consultant, a party for whom the Consultant is legally responsible or liable, or anyone approved by the Consultant, or for the use of Documents & Data on any other project by City.

7.1.3 Electronic Copies. Consultant shall provide electronic copies of the finished products in the original software format at the conclusion of the respective phases of work. Complex documents such as reports that utilize more than one type of software shall also be provided in a common format such as Adobe Acrobat (*.pdf). Files of construction drawings shall be provided in a current version of AutoCAD.

7.2 Confidentiality. All Documents & Data, either created by or provided to Consultant in connection with the performance of this Agreement, shall be held confidential by Consultant. All Documents & Data shall not, without the prior written consent of City or except pursuant to court order, be used or reproduced by Consultant for any purposes other than the performance of the Services. Consultant shall not disclose, cause or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant that is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

7.3 Indemnification. Consultant shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by City of the Documents & Data, including any method, process, product, or concept specified or depicted.

8. ACCOUNTING RECORDS.

8.1 Accounting Records. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

9. SUBCONTRACTING.

9.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

10. TERMINATION OF AGREEMENT.

10.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

10.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

10.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

11. GENERAL PROVISIONS

11.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

City:

CITY OF WOODLAND
300 First Street
Woodland, CA 95695
Attn: [INSERT NAME & DEPARTMENT]

Consultant:

ROBERSTON-BRYAN, INC.
9888 Kent St.
Elk Grove, CA 95624
Attn: Michael Bryan

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

11.2 Indemnification.

11.2.1 To the fullest extent permitted by law, Consultant shall indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

11.2.2 To the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's obligations under the above indemnity shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, but shall not otherwise be reduced. If Consultant's obligations to defend, indemnify, and/or hold harmless arise out of Consultant's performance of "design professional services" (as that term is defined under Civil Code section 2782.8), then upon Consultant obtaining a final adjudication that liability under a claim is caused by the comparative active negligence or willful misconduct of the City, Consultant's obligations shall be reduced in proportion to the established comparative liability of the City and shall not exceed the Consultant's proportionate percentage of fault.

11.3 Laws and Regulations; Employee/Labor Certifications. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold City, its officials, directors, officers, employees, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

11.3.1 Employment Eligibility; Consultant. By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of

documentation confirming the identity and immigration status of each employee of the Consultant. Consultant also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. Consultant shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Consultant shall maintain records of each such verification, and shall make them available to the City or its representatives for inspection and copy at any time during normal business hours. The City shall not be responsible for any costs or expenses related to Consultant's compliance with the requirements provided for in Section 11.3 or any of its sub-sections.

11.3.2 Employment Eligibility; Subcontractors, Consultants, Sub-subcontractors and Subconsultants. To the same extent and under the same conditions as Consultant, Consultant shall require all of its subcontractors, consultants, sub-subcontractors and subconsultants performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 11.3.1.

11.3.3 Employment Eligibility; Failure to Comply. Each person executing this Agreement on behalf of Consultant verifies that they are a duly authorized officer of Consultant, and understands that any of the following shall be grounds for the City to terminate the Agreement for cause: (1) failure of Consultant or its subcontractors, consultants, sub-subcontractors or subconsultants to meet any of the requirements provided for in Sections 11.3.1 or 11.3.2; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the Consultant under Section 11.3.2); or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

11.3.4 Air Quality. To the extent applicable, Consultant must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the Yolo-Solano Air Quality Management District (YSAQMD) and/or California Air Resources Board (CARB). Consultant shall indemnify City against any fines or penalties imposed by YSAQMD, CARB, or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Consultant, its subconsultants, or others for whom Consultant is responsible under its indemnity obligations provided for in this Agreement.

11.4 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely

for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subconsultants to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

11.5 California Labor Code Requirements.

11.5.1 Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

11.5.2 If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

11.5.3 This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall

be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

11.6 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

11.7 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

11.8 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.

11.9 Assignment or Transfer. Consultant shall not assign, hypothecate or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

11.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

11.11 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

11.12 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

11.13 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

11.14 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Yolo County. In addition to

any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Consultant must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Consultant. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Consultant shall be barred from bringing and maintaining a valid lawsuit against the City.

11.15 Time of Essence. Time is of the essence for each and every provision of this Agreement.

11.16 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subconsultants of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

11.17 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

11.18 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

11.19 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

11.20 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

11.21 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

11.22 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

11.23 Federal Provisions. [***INCLUDE THIS SECTION ONLY IF APPLICABLE; DELETE OTHERWISE. IF APPLICABLE, YOU MAY ALSO NEED TO INCLUDE SOME INFORMATION IN THE RFP. CONSULT THE CITY ATTORNEY IF NECESSARY***]

When funding for the Services is provided, in whole or in part, by an agency of the federal government, Consultant shall also fully and adequately comply with the provisions included in Exhibit “D” (Federal Requirements) attached hereto and incorporated herein by reference (“Federal Requirements”). With respect to any conflict between such Federal Requirements and the terms of this Agreement and/or the provisions of state law, the more stringent requirement shall control.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF WOODLAND

ROBERTSON-BRYAN, INC.

By: _____
[***INSERT NAME***]
[City Manager or Designee]

By: _____
Michael Bryan
President

*[NOTE: For Capital Projects in the approved CIP, the person signing on behalf of the City is usually the City Engineer (CDD) or Principal Civil Engineer (PW). For all other cases, it's either the City Manager or other person designated in the Council Communication. **ALWAYS DELETE THIS SECTION**]*

Attest:

Attest:

By: _____
[***INSERT NAME***]
City Clerk

By: _____
Art O'Brien
Vice President

Approved as to Form:

By: _____
Best Best & Krieger LLP
City Attorney

EXHIBIT “A”
SCOPE OF SERVICES

*****INSERT SCOPE*****

EXHIBIT “B”
SCHEDULE OF SERVICES

*****INSERT SCHEDULE*****

EXHIBIT “C”
COMPENSATION

*****INSERT RATES & AUTHORIZED REIMBURSABLE EXPENSES***]**

[*INCLUDE THIS EXHIBIT (AND CORRESPONDING AGREEMENT PROVISION) ONLY IF APPLICABLE; DELETE OTHERWISE. IF APPLICABLE, YOU MAY ALSO NEED TO INCLUDE SOME INFORMATION IN THE RFP. CONSULT THE CITY ATTORNEY IF NECESSARY***]**

EXHIBIT “D”

FEDERAL PROVISIONS

[*INSERT ALL FORMS, PROVISIONS AND OTHER REQUIREMENTS OF THE FEDERAL FUNDING SOURCE***]**



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: H.14.
SUBJECT: AB1600 Development Impact Fee Annual Report for the Fiscal Year
Ended June 30, 2018

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. ____ accepting the AB1600 Annual Report for the year ended June 30, 2018.

Staff Contact:

Kimberly McKinney, Finance Officer, (530) 661-5849, Kimberly.mckinney@cityofwoodland.org

Fiscal Impact:

There is not fiscal impact associated with the acceptance of the AB1600 Annual Report. The attached annual report details the collection of \$3,702,458 in revenues and expenditures of \$4,639,626 for citywide development impact fees. Also included in the report are the details for the Spring Lake Infrastructure Fees (SLIF) showing collection of revenues of \$5,693,416 and expenditures of \$3,894,868.

Report in Brief:

Government Code Section 66006 requires local agencies to submit an annual report detailing the status of development impact fees. The annual report must be made available to the public and presented to the public agency (City Council) within 180 days of the close of a fiscal year.

Background:

In 1978, following the passage of Proposition 13, many cities began charging fees on new development to fund public improvements and services such as streets, park facilities, sewers and storm drains. These fees are commonly known as development impact fees. In order to ensure that these fees are spent in a timely manner and on projects for which they were collected, the State Legislature passed a bill known as AB1600 (Mitigation Fee Act). This bill applies to developer fees which were increased or imposed on or after January 1, 1989. AB1600 enacts Government Code Sections 66000-66008 which generally contain four requirements:

1. A local jurisdiction must follow the process set forth in the bill and make certain determinations regarding the purpose and use of the fees, and establish a “nexus” or connection between a development project or class of projects and the public improvement that will be financed with the fee.
2. The fee revenue must be segregated from the general fund in order to avoid commingling of public improvement fees and the general fund.
3. If a jurisdiction has had possession of a developer fee for five or more years and has not committed the money to a project or spent the money, then it must make findings describing the continuing need for that money. In addition, an annual report must be made of fees collected, interest earned, projects on which fees were expended, and any transfers for loans from the fee account. This report is to be reviewed by the local agency assessing the fees.
4. If a local jurisdiction cannot make the findings required under paragraph three (3), the City must refund the fees collected.

Discussion:

The City of Woodland development fees covered by AB1600, and documented in the attached report, include the following:

- General City impact fee
- Parks and Recreation impact fee
- Police impact fee
- Fire protection impact fee
- Library impact fee
- Surface Water impact fee
- Storm Drainage impact fee
- Road impact fee
- Water impact fee
- Wastewater impact fee

Spring Lake Infrastructure Fees (SLIF) also are fees subject to AB1600 and include the following categories:

- Parks
- Storm Drainage
- Roads
- Water
- Sewer

Staff examined each of the funds for the impact fees listed above to determine if any development fees remain unexpended five years or more after receipt and are subject to refund. Based on our analysis, no refunds are due. Most of the funds reflect negative fund balances, and therefore no unexpended fees; other fund balances represent unexpended fees collected for respective Council approved projects which will be financed and implemented when financially feasible or practical.

This is the seventh year of reporting for the Surface Water impact fee which was adopted by Council on June 21, 2011. This impact fee will not show direct project expenditures, but will be used to pay down long-term debt associated with the Surface Water Supply Project in the coming years. This impact fee allows for the development community to pay their fair share of the capacity designed within the Surface Water Supply project to support future growth in the community. The water rate study adopted by Council in March 2017 includes expected contributions from the Surface Water development fee to assist with payment of debt service and contribute toward meeting required debt service coverage ratios.

The nature of AB1600 funds is such that timing of receipt of revenues and construction of the related capital projects rarely coincide. Ideally, revenues will be collected over time and accumulated until a development related project is needed; in years of construction, accumulated reserves will be used up. For many years it was the City's practice to construct projects in advance of collecting sufficient funds through borrowing from other city funds, or by issuing long term external debt. This practice has resulted in many of the AB1600 funds operating with very large deficit balances. In response to the financial imbalances, the City adopted a Budget & Fiscal Policy in 2009 that aims to improve these balances through the following:

- Discontinue the practice of internal borrowing between enterprise and categorical funds; funding for capital projects must be determined based on the available resources within each fund to meet its cash payment or debt service requirements and strategies to balance each fund and implement fund integrity should be continued.
- Discontinue the practice of issuing bonds or desired capital improvements based on projected development and the collection of impact fees associated with development. This source of revenue is dependent on the level of economic activity within the region and is uncertain and unstable.

While expenditures on major capital projects have been delayed, reduced, limited or altogether cancelled in the Capital Improvement Plan since 2008, the City must continue to pay ongoing annual debt service for debt that was secured by impact fee revenues. In addition, the City's AB1600 impact fee revenues have been very volatile due to the unpredictability in residential and commercial development over the past ten years. Further complicating the revenue/expenditure imbalance is the significant reduction of the development impact fees that occurred in December 2008.

Although development fee revenues for FY 2017/18 decreased approximately 30% from the previous year, they are still more than double the revenues collected five years ago. Although this is great news, it is important to note that our development impact fee revenue is still one-third of what was collected ten years ago.

For FY 2017/18, total expenditures from the AB1600 funds exceeded revenues by \$937,168. Despite the strong residential development and related revenues, and the very conservative programming of capital improvement projects that utilize development impact fees, the burden of ongoing debt service payments is very high. Two impact fee funds continue to run large deficit balances, the sewer and park development fee funds. To date, Measure E has loaned the park impact fee fund \$9.8 million to cover debt service related to the construction of the Community & Senior Center and Sports Park facilities. These bond payments will continue until 2026 and will require assistance from a combination of Measure E and Measure F to meet the obligation through that time. Eventually, as development continues and the bonds are paid off, the park development fee fund will need to reimburse Measure E/F for the long-term loan.

The other fund with a large imbalance is the wastewater development fund, which also has significant on-going obligations related to debt service payments. Although the debt service owed by the wastewater development fund continues to be tracked within the development fund, the sewer rates approved by Council in November 2013 are sufficient to cover this on-going debt service requirement until such time as the wastewater development fund can pay its share of debt service and begin repayment to the sewer enterprise fund. With the adopted sewer rates in place, we have been able to refund the outstanding debt to a lower interest rate thus reducing the overall cost of debt service. To date, this fund has accumulated a deficit owed to the wastewater enterprise fund of \$14.6 million.

The other funds with deficit balances are the police, fire, storm drainage and road development fee funds. With the exception of storm drainage and fire, all of these funds improved in FY2017/18. With continued new development and contained spending, progress towards bringing these funds into balance will continue.

The SLIF funds provide an accounting of the expenditures of Spring Lake specific projects. The funding of these projects has occurred primarily through advancement of cash either through issuance of bonds or developer payments. The advancement of this cash generates fee credits for developers in Spring Lake, and the "revenues" detailed in the Annual Report reflect primarily the use of those fee credits.

Staff has begun reviewing and updating our impact fee program with the intention to better align the development assumptions assumed in the fee program with the growth rates we are currently experiencing and anticipate for the next several years. Staff expects to bring the results of the updated study to the Council in early 2019.

Conclusion:

Staff recommends that the City Council adopt Resolution No. ____ accepting the AB1600 Annual Report for the year ended June 30, 2018.

Prepared By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

1. AB1600 Resolution
2. Attachment A - FY18 AB 1600 Annual Report

RESOLUTION NO _____

**A RESOLUTION OF THE CITY OF WOODLAND ACCEPTING THE FISCAL YEAR
2017/18 ANNUAL REPORT OF DEVELOPMENT FEES (AB1600 REPORT)**

WHEREAS, the City of Woodland imposes fees to mitigate the impact of development pursuant to Government Code sections 66000 et seq.; and

WHEREAS, said fees collected are deposited into a special and separate capital fund for each type of improvement funded by development fees; and

WHEREAS, the City maintains separate funds for general city, parks and recreation, police, fire, library, surface water, storm drainage, roads, water, and wastewater; and

WHEREAS, the City maintains separate funds for Spring Lake Infrastructure Fees for parks and recreation, storm drainage, roads, water, and wastewater; and

WHEREAS, the City is required within 180 days after the last day of each fiscal year to make available to the public information for the fiscal year regarding these fees under Government Code section 66006; and

WHEREAS, City staff has prepared a report (“AB1600 Report”) that contains the information required by Government Code section 66006, a copy which is attached hereto as Exhibit “A”; and

WHEREAS, no interfund transfers or loans were made from any of the accounts identified in the AB1600 Report; and

WHEREAS, there were no refunds of development impact fees collected pursuant to Government Code §66001(e), nor were there any allocations of unexpended revenues collected pursuant to Government Code §66001(f); and

WHEREAS, no interested persons have requested notice of the AB1600 Report; consequently, no notices of the availability of the AB1600 Report were mailed.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES
RESOLVE AS FOLLOWS:**

Section 1. Findings. The City Council of the City of Woodland hereby finds and adopts as follows:

- A. In accordance with Government Code section 66006, the City has conducted an annual review of its development impact fees and capital improvement program and the City Council has reviewed the AB1600 Report attached hereto as Exhibit A and incorporated herein by this reference.

- B. The funds have been and shall be used for the purposes stated in said reports and are necessary to mitigate impacts resulting from development in the City and further finds that there is a reasonable relationship between the use of the fees and type of development project upon which the fee is imposed.
- C. The City Council hereby approves, accepts and adopts the AB1600 Report.
- D. The AB1600 Report is available for public review on the City's website, at the City Clerk's office and upon request.

Section 2. Effective Date. The resolution shall take effect immediately upon adoption.

Section 3. Severability. If a section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.

The City Council hereby declares that it would have passed this Resolution and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrases or clauses by declared unconstitutional on their face or as applied.

PASSED AND ADOPTED this 18th day of December 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Xochitl Rodriguez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Attachment 1
AB1600 Annual Report
Development Impact Fees
City of Woodland
Fiscal Year Ended June 30, 2018

Government Code Section 66006 requires local agencies to submit an annual report detailing the status of development impact fees. The annual report must be made available to the public and presented to the public agency (City Council) within 180 days of the close of a fiscal year.

This report summarizes the following information for each of the development fee programs:

1. A brief description of the fee program.
2. Schedule of fees.
3. Beginning and ending balances of the fee program.
4. Disbursement information.
5. Findings regarding the continuing need for unexpended funds, if any.

Citywide Major Project Financing Plan (MPFP) Impact Fees

For the fiscal year ended June 30, 2018 , fund revenues (development fees, interest income, bond proceeds, etc.) totaled \$3,702,458, while expenditures totaled \$4,639,626.

The table below summarizes annual fee revenues directly relating to impact fees and related project expenditures, and related fund balances:

Category	Beginning Fund Balance (Deficit)	Development Fee Revenues	Other Revenues	Total Revenues	Expenditures	Net Difference	Ending Fund Balance (Deficit)
General City	\$ 1,009,822	\$ 135,693	\$ 12,770	\$ 148,462	\$ 33,005	\$ 115,457	\$ 1,125,279
Parks & Recreation	\$ (8,813,198)	\$ 593,519	\$ -	\$ 593,519	\$ 1,579,884	\$ (986,365)	\$ (9,799,564)
Police	\$ (3,111,782)	\$ 181,387	\$ -	\$ 181,387	\$ 69,141	\$ 112,246	\$ (2,999,536)
Fire	\$ (440,543)	\$ 175,022	\$ -	\$ 175,022	\$ 181,534	\$ (6,512)	\$ (447,055)
Library	\$ 538,618	\$ 6,516	\$ 5,185	\$ 11,700	\$ 93,400	\$ (81,699)	\$ 456,919
Surface Water	\$ 2,445,126	\$ 448,941	\$ 33,219	\$ 482,160	\$ -	\$ 482,160	\$ 2,927,286
Storm Drainage	\$ (1,995,816)	\$ 81,048	\$ 24,440	\$ 105,488	\$ 211,310	\$ (105,822)	\$ (2,101,638)
Roads	\$ (927,574)	\$ 1,086,644	\$ -	\$ 1,086,644	\$ 418,725	\$ 667,919	\$ (259,655)
Water	\$ 1,513,573	\$ 82,404	\$ 1,505	\$ 83,909	\$ 69,799	\$ 14,110	\$ 1,527,683
Wastewater	\$ (13,459,945)	\$ 834,166	\$ -	\$ 834,166	\$ 1,982,828	\$ (1,148,663)	\$ (14,608,608)
Total	\$ (23,241,720)	\$ 3,625,340	\$ 77,118	\$ 3,702,458	\$ 4,639,626	\$ (937,168)	\$ (24,178,888)

Spring Lake Infrastructure Fees (SLIF)

Category	Beginning Fund Balance (Deficit)	Development Fee Revenues	Other Revenues	Total Revenues	Expenditures	Net Difference	Ending Fund Balance (Deficit)
Parks	\$ 2,905,811	\$ 1,025,108	\$ 7,515	\$ 1,032,623	\$ 3,459,348	\$ (2,426,725)	\$ 479,086
Storm Drain	\$ 8,975,978	\$ 1,609,356	\$ (96,160)	\$ 1,513,196	\$ 435,519	\$ 1,077,677	\$ 10,053,655
Roads	\$ 4,397,876	\$ 2,604,069	\$ (201,255)	\$ 2,402,814	\$ -	\$ 2,402,814	\$ 6,800,690
Water	\$ 709,585	\$ 354,644	\$ (21,908)	\$ 332,736	\$ -	\$ 332,736	\$ 1,042,321
Sewer	\$ 2,847,154	\$ 434,761	\$ (22,714)	\$ 412,047	\$ -	\$ 412,047	\$ 3,259,201
Total	\$ 19,836,404	\$ 6,027,938	\$ (334,522)	\$ 5,693,416	\$ 3,894,868	\$ 1,798,548	\$ 21,634,952

FUND 510 - GENERAL CITY DEVELOPMENT

General City Development Fee Description

General City development fees are used to expand/construct City Hall and other general City facilities (including technology improvements/updates) to meet the needs of the increased residential population and increase in commercial enterprises. Completion of studies including the General Plan and Zoning Updates also belong to this fee category.

General City Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 921.00
Single Family Residential- Downtown	Unit	\$ 921.00
High-Density Single Family	Unit	\$ 768.00
Age-Restricted Single Family	Unit	\$ 553.00
Multi-family Residential	Unit	\$ 768.00
Age-Restricted Multi-family	Unit	\$ 553.00
Retail	Sq Ft	\$ 0.78
Service	Sq Ft	\$ 0.70
Office	Sq Ft	\$ 0.88
Industrial	Sq Ft	\$ 0.18
Downtown Retail	Sq Ft	\$ 0.78

General City Development Fund Collections & Expenditures

			Fiscal Year				
			2014	2015	2016	2017	2018
Beginning Balance			\$ 1,827,996	\$ 1,526,105	1,589,119	1,251,118	\$ 1,009,822
REVENUES							
Development Fees			109,184	259,307	188,711	179,801	135,693
Interest Earnings			1,234	995	4,770	6,217	12,770
Other Revenue			-	42,400	-	-	-
Total Revenue			110,417	302,702	193,481	186,018	148,462
EXPENDITURES							
MPFP #	Program	Title					
City-103	0706	General Plan Update	240,699	167,914	465,882	402,875	13,940
CITY-106	0837	Resource Management System (EIS)	51,445	-	-	-	-
CITY-106	0845	Enterprise GIS Database	-	-	-	-	(5,867)
CITY-6	0857	MPFP Update	-	-	-	6,246	11,955
CITY-102	7849	Debt Service on VOIP	64,995	64,995	48,746	-	-
	1308	Habitat/Natural Conservation JPA	39,164	-	-	-	-
	9000	Force Account	16,007	6,779	16,854	18,193	12,977
Total Expenditures			412,309	239,688	531,482	427,314	33,005
Excess(deficiency) revenues			(301,892)	63,014	(338,001)	(241,296)	115,457
Total Available Fund Equity at June 30			\$ 1,526,105	\$ 1,589,119	\$ 1,251,118	\$ 1,009,822	\$ 1,125,279

Conclusion: No fees have been held unexpended for more than five years; no refunds required
The fund equity as of June 30, 2018 represents collected fees earmarked for future technology enhancement projects and completion of various studies.

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 540 - PARK & RECREATION DEVELOPMENT

Park Development Fee Description

Park development fees are used to acquire park land, equipment and to construct or expand a variety of recreational facilities such as sports parks, Community Senior Center, tennis courts and swimming pools as related to the impact of growth on the City.

Park Development Fee Schedule

Spring Lake			OTHER CITY		
Category	Basis	Fee	Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 4,208	Single Family Residential- Infill	Unit	\$ 7,650
Single Family Residential- Downtown	Unit	N/A	Single Family Res- Downtown	Unit	\$ 7,650
High-Density Single Family	Unit	\$ 3,506	High-Density Single Family	Unit	\$ 6,374
Age-Restricted Single Family	Unit	\$ 2,523	Age-Restricted Single Family	Unit	\$ 4,589
Multi-family Residential	Unit	\$ 3,506	Multi-family Residential	Unit	\$ 6,374
Age-Restricted Multi-family	Unit	\$ 2,523	Age-Restricted Multi-family	Unit	\$ 4,589

Park Development Fund Collections & Expenditures

	2014	2015	Fiscal Year 2016	2017	2018
Beginning Balance	\$ (6,292,520)	\$ (5,815,363)	(7,178,762)	(8,179,596)	\$(8,813,198)
REVENUES					
Development Fees	647,045	524,910	874,416	1,231,623	593,519
Interest Earnings	-	-	-	-	-
Other Revenue	293,314	-	60	-	-
Total Revenue	940,359	524,910	874,476	1,231,623	593,519
EXPENDITURES					
MPFP # Program Title					
1115 Community Center Frontage	-	23,530	5,712	-	-
7925 2012 Refunding of 2007 Debt	407,960	403,715	404,573	404,517	119,138
7931 2014 Refunding Lease Rev	-	1,405,821	1,407,627	1,405,467	1,405,504
9000 Force Account	55,242	55,242	57,398	55,242	55,242
Total Expenditures	463,202	1,888,308	1,875,310	1,865,226	1,579,884
Excess(deficiency) revenues	477,157	(1,363,398)	(1,000,834)	(633,603)	(986,365)
Total Available Fund Equity at June 30	\$ (5,815,363)	\$ (7,178,762)	\$ (8,179,596)	\$ (8,813,198)	\$ (9,799,564)

Conclusion: No fees have been held unexpended for more than five years. Funding requirements continue for existing debt obligations. No refunds required.

Council approved loaning this fund up to \$2M per year to pay debt service on the bonds since the fund's revenue has not been sufficient to cover debt service. Only the amount needed to supplement annual fee revenue is loaned. To date, a total of \$9,799,564 has been loaned from MSE to Park Development.

MSE Loan	2012	\$	4,646,458
	2013	\$	1,646,063
	2014	\$	(477,157)
	2015	\$	1,363,398
	2016	\$	1,000,834
	2017	\$	633,603
	2018	\$	986,365

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 550 - POLICE DEVELOPMENT FUND

Police Development Fee Description

Police development fees are used to expand/construct police service facilities and to acquire equipment related to the impact of growth on the City.

Police Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 1,215
Single Family Residential- Downtown	Unit	\$ 1,215
High-Density Single Family	Unit	\$ 1,013
Age-Restricted Single Family	Unit	\$ 168
Multi-family Residential	Unit	\$ 1,013
Age-Restricted Multi-family	Unit	\$ 168
Retail	Sq Ft	\$ 1.00
Service	Sq Ft	\$ 0.92
Office	Sq Ft	\$ 1.16
Industrial	Sq Ft	\$ 0.26
Downtown Retail	Sq Ft	\$ 1.00

Police Development Fund Collections & Expenditures

	Fiscal Year				
	2014	2015	2016	2017	2018
Beginning Balance	\$ (3,800,288)	\$ (3,728,330)	\$ (3,456,358)	\$ (3,279,197)	\$ (3,111,782)
REVENUES					
Development Fees	143,912	341,279	249,645	236,625	181,387
Interest Earnings	102	35	(9)	-	-
Total Revenue	144,014	341,314	249,636	236,625	181,387
EXPENDITURES					
<u>MPFP #</u> <u>Program</u> <u>Title</u>					
0624 Vehicle Purchase					
0841 Computer Aided Dispatch	65,217	65,154	65,090	65,022	64,953
9000 Force Account	6,838	4,188	7,385	4,188	4,188
Total Expenditures	72,055	69,342	72,475	69,210	69,141
Excess(deficiency) revenues	71,959	271,972	177,161	167,415	112,246
Total Available Fund Equity at June 30	\$ (3,728,330)	\$ (3,456,358)	\$ (3,279,197)	\$ (3,111,782)	\$ (2,999,536)

Conclusion: No fees have been held unexpended for more than five years; no refunds required

Note: Beginning in FY2012, the Total Fund Equity will not match the CAFR due to a large transfer in from another fund (\$1,925,837). This transfer was done for financial accounting puposes and is considered a long term loan to the Police Development Fund.

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 560 - FIRE DEVELOPMENT FUND

Fire Development Fee Description

Fire development fees are used to expand/construct fire service facilities and to acquire equipment related to the impact of growth on the City.

Fire Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 1,420
Single Family Residential- Downtown	Unit	\$ 1,420
High-Density Single Family	Unit	\$ 1,063
Age-Restricted Single Family	Unit	\$ 1,171
Multi-family Residential	Unit	\$ 1,063
Age-Restricted Multi-family	Unit	\$ 875
Retail	Sq Ft	\$ 0.95
Service	Sq Ft	\$ 0.88
Office	Sq Ft	\$ 1.01
Industrial	Sq Ft	\$ 0.49
Downtown Retail	Sq Ft	\$ 0.95

Fire Development Fund Collections & Expenditures

				Fiscal Year			
			2014	2015	2016	2017	2018
Beginning Balance			\$ (880,000)	\$ (762,893)	\$ (640,264)	\$ (538,690)	\$ (440,543)
REVENUES							
Development Fees			166,169	304,159	283,317	279,719	175,022
Interest Earnings			99	34	(9)		
Total Revenue			166,268	304,193	283,308	279,719	175,022
EXPENDITURES							
MPFP #	Program	Title					
	9000	Force Account	49,161	49,161	49,161	49,161	49,161
	7931	2014 Refunding of Lease Rev		132,403	132,573	132,411	132,373
	7914	2005 Cap Project Debt Service					
Total Expenditures			49,161	181,564	181,734	181,572	181,534
Excess(deficiency) revenues over expenditures			117,107	122,629	101,574	98,147	(6,512)
Total Available Fund Equity at June 30			\$ (762,893)	\$ (640,264)	\$ (538,690)	\$ (440,543)	\$ (447,055)

Conclusion: No fees have been held unexpended for more than five years. Ongoing collection of fees is necessary to pay for existing debt obligations and for future development of new fire facilities included in the fee study. No refunds required

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 570 - LIBRARY DEVELOPMENT FUND

Library Development Fee Description

Library development fees are used to expand/construct library facilities and to acquire equipment related to the impact of growth on the City.

Library Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 56
Single Family Residential- Downtown	Unit	\$ 56
High-Density Single Family	Unit	\$ 48
Age-Restricted Single Family	Unit	\$ 35
Multi-family Residential	Unit	\$ 48
Age-Restricted Multi-family	Unit	\$ 35
Retail	Sq Ft	\$ 0.01
Service	Sq Ft	\$ 0.01
Office	Sq Ft	\$ 0.01
Industrial	Sq Ft	\$ -
Downtown Retail	Sq Ft	\$ 0.01

Library Development Fund Collections & Expenditures

			Fiscal Year				
			2014	2015	2016	2017	2018
Beginning Balance			\$ 835,838	\$ 769,665	\$ 690,502	\$ 614,366	\$ 538,618
REVENUES							
Development Fees			6,250	10,964	11,133	11,944	6,516
Interest Earnings			573	422	2,345	3,316	5,185
Total Revenue			6,823	11,386	13,478	15,260	11,700
EXPENDITURES							
<u>MPFP #</u>	<u>Program</u>	<u>Title</u>					
	9000	Force Account	2,587	6,067	6,107	6,048	8,516
LIB-3	9445	Library Collection Material	70,409	84,483	83,507	84,960	84,884
Total Expenditures			72,996	90,550	89,614	91,008	93,400
Excess(deficiency) revenues over expenditures			(66,173)	(79,163)	(76,136)	(75,748)	(81,699)
Total Available Fund Equity at June 30			\$ 769,665	\$ 690,502	\$ 614,366	\$ 538,618	\$ 456,919

Conclusion: No fees have been held unexpended for more than five years; no refunds required.

The fund equity as of June 30, 2018 represents collected fees that are earmarked for future library projects

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

ID 580 - SURFACE WATER DEVELOPMENT FL

Surface Water Development Fee Description

Surface Water Development fees are used to finance part of the capital improvements including surface water rights and treatment facilities needed to provide treated water to the new customer growth in the City.

Surface Water Development Fee Schedule

All Users (by meter size)				
Meter Size	Weight Factor	Calculated Fee	Admin Fee	
1"	1.0	\$ 3,181	\$ 24	
1 1/2"	2.0	\$ 6,362	\$ 48	
2"	3.2	\$ 10,179	\$ 76	
3"	6.0	\$ 19,086	\$ 143	
4"	10.0	\$ 31,810	\$ 239	
6"	20.0	\$ 63,620	\$ 477	
8"	32.0	\$ 101,792	\$ 763	

Surface Water Development Fund Collections & Expenditures

	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018
Beginning Balance**	\$ 203,739	\$ 648,618	\$ 1,180,309	\$ 1,842,184	\$ 2,445,126
REVENUES					
Development Fees	444,400	530,971	654,842	587,888	448,941
Interest Earnings	478	720	7,033	15,054	33,219
Total Revenue	444,879	531,691	661,875	602,942	482,160
EXPENDITURES					
MPFP # Program Title					
Total Expenditures	-	-	-	-	-
Excess(deficiency) revenues over expenditures	444,879	531,691	661,875	602,942	482,160
Total Available Fund Equity at June 30	\$ 648,618	\$ 1,180,309	\$ 1,842,184	\$ 2,445,126	\$ 2,927,286

Conclusion: The funds being held in this account are used to assist with debt service payments on the water treatment facility. Although the debt was secured in 2013, debt payments do not begin until the project has been fully constructed. Debt payments began in FY2017/18 and transfers from this fund have been factored into the user rates for water and will begin following full incursion of debt payments. No refunds required.

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 581 - STORM DRAIN DEVELOPMENT FUND

Storm Drain Development Fee Description

Storm Drain development fees are used to expand/construct drainage facilities to maintain adequate drainage throughout the City by reducing the impacts of new development. The impact fee for Storm Drain is calculated by "fee area" so that each part of the City will be responsible for the fees specifically required to meet the expansion needs in that area.

Storm Drain Development Fee Schedule

	Residential fee per acre		Non-Residential	
	Single-Family	Multifamily	Commercial	Schools
Area E1	\$9,683	\$14,525	\$15,493	\$12,152
Area E2	\$8,296	\$12,444	\$13,274	\$10,411
Area E3	\$6,110	\$9,165	\$9,776	\$7,668
Area E4	\$6,370	\$9,555	\$10,192	\$7,994
Area E5	\$2,384	\$3,576	\$3,814	\$2,992
Area E6	\$1,725	\$2,588	\$2,760	\$2,165
Area N1	\$46,960	\$70,440	\$75,136	\$58,935
Area N2	\$40,443	\$60,665	\$64,709	\$50,756
Area S6a	\$12,468	\$18,702	\$19,949	\$15,647
Area S6b	\$12,324	\$18,486	\$19,718	\$15,467

Storm Drain Development Fund Collections & Expenditures

		2014	2015	Fiscal Year 2016	2017	2018
Beginning Balance**		\$ (1,395,673)	\$ (1,523,257)	\$ (1,642,474)	\$ (1,823,850)	\$ (1,995,816)
REVENUES						
Development Fees		60,165	68,236	25,783	38,816	81,048
Interest Earnings		904	308	(78)	-	-
Other Revenue		-	-	-	-	4,321
Developer In Lieu		12,494	15,276	-	747	20,119
Total Revenue		73,562	83,819	25,705	39,563	105,488
EXPENDITURES						
<u>MPFP #</u>	<u>Program</u>	<u>Title</u>				
	0931	Storz Pond	5,095	6,161	8,382	5,250
	1603	Stormwater Quality Design Manual Update	-	-	3,430	6,429
	9000	Force Account	196,050	196,875	198,699	199,632
Total Expenditures			201,146	203,036	211,529	211,310
Excess(deficiency) revenues over expenditures		(127,584)	(119,217)	(181,376)	(171,966)	(105,822)
Total Available Fund Equity at June 30		\$ (1,523,257)	\$ (1,642,474)	\$ (1,823,850)	\$ (1,995,816)	\$ (2,101,638)

** Beginning balance does not include long-term advance of pre-1991 fungible monies to the Storm Drain Enterprise Fund (\$2,101,099). These monies are not subject to the requirements of AB1600 and are not available for spending.

Conclusion: No fees have been held unexpended for more than five years. Ongoing fee collections are necessary for large projects included in the fee study. No refunds required

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 582 - ROAD DEVELOPMENT FUND

Road Development Fee Description

Road Development fees are used to expand/construct streets, roads, interchanges, studies, signals and other projects related to the impact of expansion on the City.

Road Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 6,141
Single Family Residential- Downtown	Unit	\$ 4,480
High-Density Single Family	Unit	\$ 4,480
Age-Restricted Single Family	Unit	\$ 1,761
Multi-family Residential	Unit	\$ 4,480
Age-Restricted Multi-family	Unit	\$ 555
Retail	Sq Ft	\$ 7.51
Service	Sq Ft	\$ 5.42
Office	Sq Ft	\$ 5.29
Industrial	Sq Ft	\$ 3.03
Downtown Retail	Sq Ft	\$ 5.42

Road Development Fund Collections & Expenditures

			Fiscal Year		
			2016	2017	2018
Beginning Balance			(2,444,245)	(1,587,790)	\$ (927,574)
REVENUES					
Development Fees	759,986	1,731,943	1,310,944	1,280,675	1,086,644
Interest Earnings	610	208	(53)	-	-
Other Revenue	83,307	40,000	40,000	-	-
Total Revenue	843,902	1,772,150	1,350,891	1,280,675	1,086,644
EXPENDITURES					
MPFP #	Program	Title			
IGS-100	0006	1-5/113 Phase 2	1,883	88	-
TES-100	0228	Traffic Engineering Serv	13,660	6,120	22,387
SW-1A/B	0407	Widening & Recon Kentucky	73	-	2,042
TSM-202	1127	Main St/Cleveland Signal Intersection	497	368	-
NTS-33	1306	Safe Routes to School	300,274	18,843	10,592
	9000	Force Account	427,165	423,882	195,066
TP-3	9524	Planning/Analysis Studies	881	12,453	423,352
Total Expenditures			744,433	461,755	418,725
Excess(deficiency) revenues over expenditures			99,470	1,310,395	856,455
Total Available Fund Equity at June 30			<u>\$(3,754,640)</u>	<u>\$(2,444,245)</u>	<u>\$(1,587,790)</u>
				<u>\$(927,574)</u>	<u>\$(259,655)</u>

Conclusion: No fees have been held unexpended for more than five years, ongoing fee collection required for projects required in the fee study but not yet funded due to lack of available funding. No refunds required.

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 584 - WATER DEVELOPMENT FUND

Water Development Fee Description

Water Development fees are used to build new capacity in the water infrastructure system as related to the impact of growth on the City.

Water Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 611
Single Family Residential- Downtown	Unit	\$ 611
High-Density Single Family	Unit	\$ 376
Age-Restricted Single Family	Unit	\$ 367
Multi-family Residential	Unit	\$ 376
Age-Restricted Multi-family	Unit	\$ 299
Retail	Sq Ft	\$ 0.16
Service	Sq Ft	\$ 0.17
Office	Sq Ft	\$ 0.10
Industrial	Sq Ft	\$ 0.16
Downtown Retail	Sq Ft	\$ 0.16

Water Development Fund Collections & Expenditures

	2014	2015	Fiscal Year 2016	2017	2018
Beginning Balance**	\$ 1,309,773	\$ 1,359,826	\$ 1,410,810	\$ 1,466,336	\$ 1,513,573
REVENUES					
Development Fees	69,730	120,740	125,336	116,306	82,404
Interest Earnings	124	42	(11)	730	1,505
Other Revenue	49,999	-	-	-	-
Total Revenue	119,853	120,783	125,325	117,036	83,909
EXPENDITURES					
MPFP # Program Title					
9000 Force Account	69,799	69,799	69,799	69,799	69,799
Total Expenditures	69,799	69,799	69,799	69,799	69,799
Excess(deficiency) revenues over expenditures	50,054	50,983	55,526	47,237	14,110
Total Available Fund Equity at June 30	\$ 1,359,826	\$ 1,410,810	\$ 1,466,336	\$ 1,513,573	\$ 1,527,683

** Beginning balance does not include long-term advance of pre-1991 fungible monies to the Storm Drain Enterprise Fund (\$2,286,342). These monies are not subject to the requirements of AB1600 and are not available for spending.

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required. No refunds required.

Note: Beginning in FY2012, the Total Fund Equity will not match the CAFR due to a large transfer out to Fund 581 (\$1,085,372). This transfer was done for financial accounting puposes and is considered a long term loan from the Water Development Fund.

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 585 - WASTEWATER DEVELOPMENT FUND

Wastewater Development Fee Description

Wastewater Development fees are used to expand/construct wastewater facilities and to acquire equipment related to the impact of growth on the City.

Wastewater Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 6,663
Single Family Residential- Downtown	Unit	\$ 6,663
High-Density Single Family	Unit	\$ 5,555
Age-Restricted Single Family	Unit	\$ 3,998
Multi-family Residential	Unit	\$ 5,555
Age-Restricted Multi-family	Unit	\$ 3,998
Retail	Sq Ft	\$ 3.28
Service	Sq Ft	\$ 4.10
Office	Sq Ft	\$ 2.73
Industrial	Sq Ft	\$ 3.05
Downtown Retail	Sq Ft	\$ 3.28

Wastewater Development Fund Collections & Expenditures

		Fiscal Year				
		2014	2015	2016	2017	2018
Beginning Balance**		\$ (12,070,426)	\$ (11,842,247)	\$ (12,311,618)	\$ (12,877,446)	\$ (13,459,945)
REVENUES						
Development Fees		1,286,527	1,512,651	1,407,554	1,375,476	834,166
Interest Earnings		459	1,360	11,553	26,883	-
Refunds***		-	-	-	-	-
Total Revenue		1,286,986	1,514,010	1,419,107	1,402,359	834,166
EXPENDITURES						
<u>MPFP #</u>	<u>Program</u>	<u>Title</u>				
7908	2002 Refunding Bond		489,568	-	-	-
7916	2005 Cap Projects Debt Service		501,799	-	-	-
	2014 Refunding Wastewater Bond		-	1,915,940	1,917,494	1,915,387
9000	Force Account		67,441	67,441	67,441	67,441
Total Expenditures			1,058,808	1,983,381	1,984,935	1,982,828
Excess(deficiency) revenues over expenditures		228,178	(469,371)	(565,828)	(582,499)	(1,148,663)
Total Available Fund Equity at June 30		\$ (11,842,247)	\$ (12,311,618)	\$ (12,877,446)	\$ (13,459,945)	\$ (14,608,608)

** Beginning balance does not include long-term advance of pre-1991 fungible monies to the Storm Drain Enterprise Fund(\$2,427,320). These monies are not subject to the requirements of AB1600 and are not available for spending.

Conclusion: No fees have been held unexpended for more than five years, ongoing fee collection is necessary to pay existing debt obligations. No refunds required.

Note: Beginning in FY2012, the Total Fund Equity will not match the CAFR due to a large transfers from another fund. These transfers are done for financial reporting requirements, but are considered long-term loan to assist with payment of debt service not covered by development impact fees.

Prior year numbers have been adjusted to tie to audited financials. Often timing of the reporting and receipt of final audit will differ.

FUND 640 - PARK SLIF FUND

Park SLIF Fee Description

Park SLIF development fees are used to acquire land and construct the parks required by the Spring Lake Specific Plan. These parks include the neighborhood parks, central park and the Spring Lake share of the Community Sports Park.

Park SLIF Development Fee Schedule

Category	Basis		Fee
Single Family Residential	Unit	\$	8,313
Multi-family Residential	Unit	\$	5,487
Non-Residential	Sq Ft	\$	6.15

Park SLIF Fund Collections & Expenditures

			Fiscal Year				
		2014	2015	2016	2017	2018	
Beginning Balance		\$ 691,629	\$ 1,477,578	\$ 2,009,080	\$ 3,014,105	\$ 2,905,811	
REVENUES							
SLIF Fees		1,087,392	890,826	1,488,524	1,380,866	1,025,108	
Interest Earnings		1,091	1,225	13,416	20,969	5,437	
Other Revenues		-	3,750	2,000	129,560	2,078	
Total Revenue		1,088,483	895,802	1,503,940	1,531,395	1,032,623	
EXPENDITURES							
	Program	Title					
	7925	2012 Lease Rev Bond Debt Service	294,402	294,681	295,309	295,149	86,980
	7455	Park SLIF	8,132	13,286	139	-	-
	1115	Community Center/Sports Park Frontage	-	20,000	-	-	-
	1505	SLSP Neighborhood Park N3	-	36,333	203,466	1,006,360	2,955,019
	1710	SLSP Neighborhood Park N1	-	-	-	338,180	417,349
Total Expenditures		302,534	364,300	498,914	1,639,689	3,459,348	
Excess(deficiency) revenues over expenditures		785,949	531,502	1,005,026	(108,294)	(2,426,725)	
Total Available Fund Equity at June 30		\$ 1,477,578	\$ 2,009,080	\$ 3,014,105	\$ 2,905,811	\$ 479,086	

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required. No refunds required.

FUND 681 - STORM DRAINAGE SLIF FUND

Storm Drain SLIF Fee Description

Storm Drain SLIF development fees are used to purchase land and construct/improve drainage facilities required by and to accommodate growth in the Spring Lake Specific Plan.

Storm Drain SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential	Unit \$	10,471
Multi-family Residential	Unit \$	6,911
Non-Residential	Sq Ft \$	7.75

Storm Drain SLIF Fund Collections & Expenditures

	2014	2015	Fiscal Year 2016	2017	2018
Beginning Balance	\$ 2,627,048	\$ 4,083,572	\$ 5,286,817	\$ 7,464,732	\$ 8,975,978
REVENUES					
SLIF Fees	1,601,603	1,376,194	2,378,544	1,820,498	1,609,356
Interest Earnings	(6,244)	(4,634)	(32,629)	(50,619)	(96,160)
Other Revenues					
Total Revenue	1,595,358	1,371,559	2,345,915	1,769,879	1,513,196
EXPENDITURES					
<u>Program</u> <u>Title</u>					
0612 Spring Lake East Regional Pond Phase I	5,459	57,968	27,951	51,488	35,262
1113 North Gibson Ponds Detention	128,048	103,445	133,113	120,168	-
1721 North Regional Ponds and Pump Station	-	-	-	76,774	375,883
9000 Force Account	5,328	6,901	6,935	10,203	24,375
Total Expenditures	138,835	168,314	167,999	258,633	435,519
Excess(deficiency) revenues over expenditures	1,456,523	1,203,245	2,177,916	1,511,246	1,077,677
Total Available Fund Equity at June 30	\$ 4,083,572	\$ 5,286,817	\$ 7,464,732	\$ 8,975,978	\$ 10,053,655

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required. No refunds required.

Note: Advance funding of infrastructure through issuance of bonds and developer advances have paid for construction of most facilities funded in this category. Collection of "revenues" in this fund represent the use of fee credits earned from the previous advancement of cash.

FUND 682 - ROADS SLIF FUND

Road SLIF Fee Description

Road SLIF development fees are used to construct/improve roadways required by and to accommodate growth in the Spring Lake Specific Plan.

Road SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 20,201
Multi-family Residential	Unit	\$ 13,333
Non-Residential	Sq Ft	\$ 14.94

Road SLIF Fund Collections & Expenditures

	2014	2015	Fiscal Year 2016	2017	2018
Beginning Balance	\$ (6,425,917)	\$ (3,968,336)	\$ (1,865,456)	\$ 1,714,700	\$ 4,397,876
REVENUES					
SLIF Fees	2,460,162	2,113,819	3,653,293	2,796,159	2,604,069
Interest Earnings	(14,396)	(10,939)	(73,138)	(112,983)	(201,255)
Other Revenues	14,494				
Total Revenue	2,460,259	2,102,880	3,580,155	2,683,176	2,402,814
EXPENDITURES					
<u>Program</u> <u>Title</u>					
0924 Pioneer Ave., Gibson to Collector 4	652	-	-	-	-
9000 Force Account	2,026	-	-	-	-
Total Expenditures	2,678	-	-	-	-
Excess(deficiency) revenues over expenditures	2,457,581	2,102,880	3,580,155	2,683,176	2,402,814
Total Available Fund Equity at June 30	\$ (3,968,336)	\$ (1,865,456)	\$ 1,714,700	\$ 4,397,876	\$ 6,800,690

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required. No refunds required.

Note: Advance funding of infrastructure through issuance of bonds and developer advances have paid for construction of most facilities funded in this category. Collection of "revenues" in this fund represent the use of fee credits earned from the previous advancement of cash.

FUND 684 - WATER SLIF FUND

Water SLIF Fee Description

Water SLIF development fees are used to construct/improve water related facilities required by and to accommodate growth in the Spring Lake Specific Plan.

Water SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 2,242
Multi-family Residential	Unit	\$ 1,479
Non-Residential	Sq Ft	\$ 1.66

Water SLIF Fund Collections & Expenditures

	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018
Beginning Balance	\$ (791,307)	\$ (452,744)	\$ (161,685)	\$ 335,308	\$ 709,585
REVENUES					
SLIF Fees	340,156	292,242	505,033	386,553	354,644
Interest Earnings	(1,592)	(1,183)	(8,040)	(12,276)	(21,908)
Other Revenues					
Total Revenue	338,564	291,059	496,993	374,277	332,736
EXPENDITURES					
<u>Program</u> <u>Title</u>					
Total Expenditures	-	-	-	-	-
Excess(deficiency) revenues over expenditures	338,564	291,059	496,993	374,277	332,736
Total Available Fund Equity at June 30	\$ (452,744)	\$ (161,685)	\$ 335,308	\$ 709,585	\$ 1,042,321

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required. No refunds required.

Note: Advance funding of infrastructure through issuance of bonds and developer advances have paid for construction of most facilities funded in this category. Collection of "revenues" in this fund represent the use of fee credits earned from the previous advancement of cash.

FUND 685 - SEWER SLIF FUND

Sewer SLIF Fee Description

Wastewater SLIF development fees are used to construct/improve sewer related facilities required by and to accommodate growth in the Spring Lake Specific Plan.

Sewer SLIF Development Fee Schedule

Category	Basis		Fee
Single Family Residential- Infill	Unit	\$	2,889
Multi-family Residential	Unit	\$	1,906
Non-Residential	Sq Ft	\$	2.14

Sewer SLIF Fund Collections & Expenditures

	2014	2015	Fiscal Year 2016	2017	2018
Beginning Balance	\$ 496,918	\$ 1,024,978	\$ 1,478,954	\$ 2,257,316	\$ 2,847,154
REVENUES					
SLIF Fees	529,729	455,147	786,668	602,113	434,761
Interest Earnings	(1,669)	(1,171)	(8,305)	(12,276)	(22,714)
Other Revenues					
Total Revenue	528,060	453,976	778,362	589,838	412,047
EXPENDITURES					
<u>Program</u> <u>Title</u>					
Total Expenditures	-	-	-	-	-
Excess(deficiency) revenues over expenditures	528,060	453,976	778,362	589,838	412,047
Total Available Fund Equity at June 30	\$ 1,024,978	\$ 1,478,954	\$ 2,257,316	\$ 2,847,154	\$ 3,259,201

Conclusion: Unexpended fund balance is accumulated for large projects included in the fee study that continue to be required. No refunds required.

Note: Advance funding of infrastructure through issuance of bonds and developer advances have paid for construction of most facilities funded in this category. Collection of "revenues" in this fund represent the use of fee credits earned from the previous advancement of cash.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: H.15.
SUBJECT: Approve Salary Schedule effective January 1, 2019

Staff Contact:

Sheila McShane, Human Resources Manager, (530) 661 5807, Sheila.mcshane@cityofwoodland.org

Fiscal Impact:

The action to approve the salary schedule has no direct fiscal impact.

Background:

The California Public Employees' Retirement System (CalPERS) now requires that the City Council adopt and approve the salary schedule on a quarterly basis, and this staff report serves to meet the CalPERS requirement for the quarter effective January 1, 2019.

Staff reviewed wages of the various classifications within the City and found that the part time job classifications had wages that would fall below the new minimum wage effective January 1, 2019. Staff recommends that all part time classification be adjusted to reflect the new minimum rate.

Discussion:

CalPERS requires that the salary schedule be reviewed and updated by action of the City Council on a quarterly basis.

Salaries for all job classifications in the Mid Management Professional Association (MMPA) have been increased by 2% as outlined in the Memorandum of Understanding (MOU) between the City and MMPA.

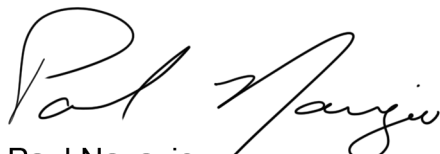
All job classifications which are part of Woodland City Employee Association have been increased by 1% as outlined in the Memorandum of Understanding.

The Salary Schedule includes the changes to the part time job classifications wage rates to reflect the adjusted minimum wage rates and the recent COLA's that were collectively bargained for.

Conclusion:

Staff recommends that the City Council approve the City of Woodland Salary Schedule effective January 1, 2019.

Prepared By: Sheila McShane, Human Resources Manager


Paul Navazio
City Manager

Attachments:

1. 01-01-19

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY										
Accountant I *	116	MM	\$4,738.51	\$4,975.44	\$5,224.21	\$5,485.42	\$5,759.69	\$5,759.69		
Accountant II *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,357.62		
Administrative Clerk I	28	GS	\$2,631.46	\$2,763.03	\$2,901.18	\$3,046.25	\$3,198.56	\$3,358.48		
Administrative Clerk II	32	GS	\$2,904.64	\$3,049.87	\$3,202.37	\$3,362.49	\$3,530.61	\$3,707.14		
Administrative Clerk III	36	GS	\$3,206.18	\$3,366.49	\$3,534.83	\$3,711.57	\$3,897.15	\$4,092.01		
Administrative Secretary	42	GS	\$3,718.19	\$3,904.10	\$4,099.30	\$4,304.27	\$4,519.48	\$4,745.45		
Administrative Supervisor	47	GS	\$4,206.79	\$4,417.13	\$4,637.99	\$4,869.89	\$5,113.38	\$5,369.05		
Aquatics Coordinator	32	GS	\$2,904.64	\$3,049.87	\$3,202.37	\$3,362.49	\$3,530.61	\$3,707.14		
Aquatics Supervisor	48	GS	\$4,311.96	\$4,527.55	\$4,753.94	\$4,991.63	\$5,241.21	\$5,503.27		
Assistant Engineer *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,193.06		
Assistant Planner *	118	MM	\$4,978.39	\$5,227.32	\$5,488.68	\$5,763.12	\$6,051.27	\$6,051.27		
Associate Civil Engineer *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,341.75		
Associate Engineer *	127	MM	\$6,217.34	\$6,528.21	\$6,854.61	\$7,197.35	\$7,557.22	\$7,557.22		
Associate Planner *	124	MM	\$5,773.42	\$6,062.09	\$6,365.19	\$6,683.45	\$7,017.63	\$7,017.63		
Asst City Manager/Comm & Econ Dev Dir *		Contract	\$12,463.47				\$16,001.30			
Building Inspection Services Manager *	132	MM	\$7,034.34	\$7,386.07	\$7,755.36	\$8,143.13	\$8,550.29	\$8,550.29		
Building Inspector I	49	GS	\$4,419.76	\$4,640.74	\$4,872.78	\$5,116.43	\$5,372.24	\$5,640.85		
Building Inspector II	53	GS	\$4,878.58	\$5,122.52	\$5,378.64	\$5,647.57	\$5,929.95	\$6,226.45		
Chief Building Official *	140	MM	\$8,570.67	\$8,999.20	\$9,449.16	\$9,921.62	\$10,417.70	\$10,417.70		
Chief Collection Systems Operator *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,550.30		
Chief Plant Operator *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,550.30		
Chief Project Engineer *	145	MM	\$9,696.93	\$10,181.76	\$10,690.87	\$11,225.41	\$11,786.67	\$11,786.67		
Chief Water Systems Operator *	132	MM	\$7,034.34	\$7,386.07	\$7,755.36	\$8,143.13	\$8,550.29	\$8,550.29		
Child Librarian II *	118	MM	\$4,978.39	\$5,227.31	\$5,488.68	\$5,763.13	\$6,051.27	\$6,051.27		
City Clerk *		MGT	\$7,630.73				\$10,598.24			
City Engineer *	145	MM	\$9,696.93	\$10,181.77	\$10,690.87	\$11,225.40	\$11,786.67	\$11,786.67		
City Manager *	Contract						\$18,599.20			
Code Compliance Officer I	46	GS	\$4,104.18	\$4,309.39	\$4,524.87	\$4,751.11	\$4,988.66	\$5,238.09		
Code Compliance Officer II	50	GS	\$4,530.25	\$4,756.76	\$4,994.60	\$5,244.33	\$5,506.55	\$5,781.87		
Community Development Director *		MGT	\$9,529.20				\$13,810.44			
Community Development Technician I	42	GS	\$3,718.19	\$3,904.10	\$4,099.30	\$4,304.27	\$4,519.48	\$4,745.45		
Community Development Technician II	46	GS	\$4,104.18	\$4,309.39	\$4,524.87	\$4,751.11	\$4,988.66	\$5,238.09		
Community Services Director		MGT	\$9,449.55				\$12,095.70			
Community Services Officer *	Base	P	\$3,769.29	\$3,957.75	\$4,155.63	\$4,363.42	\$4,581.60	\$4,810.68		
Community Services Program Manager *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,193.06		
Conservation Coordinator	46	GS	\$4,104.18	\$4,309.39	\$4,524.87	\$4,751.11	\$4,988.66	\$5,238.09		
Construction Project Manager *	129	MM	\$6,532.09	\$6,858.69	\$7,201.62	\$7,561.71	\$7,939.80	\$7,939.80		
Crime Prevention Specialist *	Base	P	\$3,769.29	\$3,957.75	\$4,155.63	\$4,363.42	\$4,581.60	\$4,810.68		
Deputy Director of Community Development *	Contract		\$9,927.40				\$12,727.43			
Deputy Fire Chief ****	Flat	FM	\$9,965.13	\$10,463.38	\$10,986.56	\$11,535.88	\$12,211.24			
Economic Development Manager *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,437.92		
Electrical / Signs & Markings Supervisor	67	GS	\$6,893.32	\$7,237.98	\$7,599.88	\$7,979.88	\$8,378.87	\$8,797.81		
Electrician's Assistant	43	GS	\$3,811.14	\$4,001.70	\$4,201.79	\$4,411.88	\$4,632.47	\$4,864.10		
Engineering Aide I	33	GS	\$2,977.26	\$3,126.12	\$3,282.43	\$3,446.55	\$3,618.87	\$3,799.82		
Engineering Aide II	37	GS	\$3,286.34	\$3,450.66	\$3,623.19	\$3,804.35	\$3,994.56	\$4,194.29		
Engineering Assistant	56	GS	\$5,253.71	\$5,516.39	\$5,792.21	\$6,081.82	\$6,385.91	\$6,705.21		
Engineering Technician I	44	GS	\$3,906.42	\$4,101.75	\$4,306.83	\$4,522.18	\$4,748.29	\$4,985.70		
Engineering Technician II	48	GS	\$4,311.96	\$4,527.55	\$4,753.94	\$4,991.63	\$5,241.21	\$5,503.27		

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Engineering Technician III	52	GS	\$4,759.60	\$4,997.57	\$5,247.46	\$5,509.83	\$5,785.32	\$6,074.59		
Environmental Compliance Inspector I	39	GS	\$3,452.70	\$3,625.34	\$3,806.61	\$3,996.94	\$4,196.79	\$4,406.63		
Environmental Compliance Inspector II	43	GS	\$3,811.14	\$4,001.70	\$4,201.79	\$4,411.88	\$4,632.47	\$4,864.10		
Environmental Compliance Specialist	49	GS	\$4,419.76	\$4,640.74	\$4,872.78	\$5,116.43	\$5,372.24	\$5,640.85		
Environmental Resources Analyst *	127	MM	\$6,217.34	\$6,528.21	\$6,854.61	\$7,197.35	\$7,557.21	\$7,557.21		
Environmental Sustainability Manger *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,341.75		
Equipment Service Clerk	32	GS	\$2,904.64	\$3,049.87	\$3,202.37	\$3,362.49	\$3,530.61	\$3,707.14		
Equipment Service Worker	34	GS	\$3,051.70	\$3,204.28	\$3,364.48	\$3,532.71	\$3,709.35	\$3,894.82		
Executive Assistant - Confidential		C	\$4,212.36	\$4,422.99	\$4,644.14	\$4,876.34	\$5,120.16	\$5,376.17		
Facility Maintenance Worker I	35	GS	\$3,127.98	\$3,284.39	\$3,448.60	\$3,621.03	\$3,802.09	\$3,992.19		
Facility Maintenance Worker II	41	GS	\$3,627.50	\$3,808.88	\$3,999.32	\$4,199.28	\$4,409.25	\$4,629.71		
Facility Maintenance Worker III	45	GS	\$4,004.08	\$4,204.29	\$4,414.50	\$4,635.23	\$4,866.99	\$5,110.34		
Finance Clerk I	32	GS	\$2,904.64	\$3,049.87	\$3,202.37	\$3,362.49	\$3,530.61	\$3,707.14		
Finance Clerk II	37	GS	\$3,286.34	\$3,450.66	\$3,623.19	\$3,804.35	\$3,994.56	\$4,194.29		
Finance Clerk III	41	GS	\$3,627.50	\$3,808.88	\$3,999.32	\$4,199.28	\$4,409.25	\$4,629.71		
Finance Director *		MGT	\$9,562.32				\$12,275.28			
Finance Officer *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,678.15		
Finance Specialist	41	GS	\$3,627.50	\$3,808.88	\$3,999.32	\$4,199.28	\$4,409.25	\$4,629.71		
Finance Supervisor	54	GS	\$5,000.55	\$5,250.58	\$5,513.10	\$5,788.77	\$6,078.20	\$6,382.11		
Fire Battalion Chief ****	Flat	FM	\$8,735.85	\$9,172.64	\$9,631.27	\$10,112.83	\$10,618.47			
Fire Captain	Base	F	\$7,046.71	\$7,399.04	\$7,768.99	\$8,157.45	\$8,565.31			
Fire Chief **		MGT	\$11,305.55				\$14,682.50			
Fire Engineer	Base	F	\$6,115.77	\$6,421.56	\$6,742.65	\$7,079.78	\$7,433.76			
Fire Marshal	Flat	FM	\$8,735.85	\$9,172.64	\$9,631.27	\$10,112.83	\$10,618.47			
Fire Prevention Specialist I	Base	F	\$4,445.40	\$4,667.87	\$4,901.25	\$5,146.32	\$5,403.62			
Fire Prevention Specialist II	Base	F	\$4,780.26	\$5,019.29	\$5,270.26	\$5,533.76	\$5,810.46			
Firefighter	Base	F	\$5,388.78	\$5,658.21	\$5,941.12	\$6,238.18	\$6,550.08			
Firefighter Recruit	Base	F	\$4,849.90							
Fleet & Facilities Manager *	131	MM	\$6,862.77	\$7,205.92	\$7,566.21	\$7,944.52	\$8,341.76	\$8,341.76		
GIS Analyst	62	GS	\$6,092.69	\$6,397.32	\$6,717.19	\$7,053.05	\$7,405.70	\$7,775.98		
GIS Technician I	49	GS	\$4,419.76	\$4,640.74	\$4,872.78	\$5,116.42	\$5,372.24	\$5,640.86		
GIS Technician II	53	GS	\$4,878.58	\$5,122.52	\$5,378.64	\$5,647.57	\$5,929.95	\$6,226.45		
Heavy Equipment Mechanic	46	GS	\$4,104.18	\$4,309.39	\$4,524.87	\$4,751.11	\$4,988.66	\$5,238.09		
Human Resources Analyst I		C	\$5,125.38	\$5,381.65	\$5,650.73	\$5,933.27	\$6,229.94			
Human Resources Analyst II		C	\$5,798.90	\$6,088.85	\$6,393.29	\$6,712.95	\$7,048.60			
Human Resources Clerk		C	\$3,235.73	\$3,397.52	\$3,567.40	\$3,745.77	\$3,933.06	\$4,129.71		
Human Resources Manager		C	\$8,188.82	\$8,598.27	\$9,028.17	\$9,479.58	\$9,953.57			
Human Resources Technician I		C	\$3,846.26	\$4,038.57	\$4,240.49	\$4,452.52	\$4,675.14	\$4,908.90		
Human Resources Technician II		C	\$4,288.52	\$4,502.95	\$4,728.09	\$4,964.50	\$5,212.72	\$5,473.36		
Industrial Electrical/Electronics Technician	58	GS	\$5,519.67	\$5,795.66	\$6,085.44	\$6,389.71	\$6,709.20	\$7,044.66		
Information Technology Analyst	60	GS	\$5,799.10	\$6,089.07	\$6,393.52	\$6,713.20	\$7,048.85	\$7,401.30		
Information Technology Manager *	138	MM	\$8,157.68	\$8,565.56	\$8,993.85	\$9,443.53	\$9,915.72	\$9,915.72		
Information Technology Technician I	48	GS	\$4,311.96	\$4,527.55	\$4,753.94	\$4,991.63	\$5,241.21	\$5,503.27		
Information Technology Technician II	52	GS	\$4,759.60	\$4,997.57	\$5,247.46	\$5,509.83	\$5,785.32	\$6,074.59		
Infrastructure O & M Superintendent *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,550.30		
Junior Engineer *	121	MM	\$5,361.19	\$5,629.25	\$5,910.71	\$6,206.24	\$6,516.57	\$6,516.57		
Junior Planner *	113	MM	\$4,400.18	\$4,620.18	\$4,851.19	\$5,093.75	\$5,348.45	\$5,348.45		
Laboratory & Environmental Compliance Mgr *	129	MM	\$6,532.09	\$6,858.69	\$7,201.62	\$7,561.71	\$7,939.80	\$7,939.80		
Laboratory Supervisor *	127	MM	\$6,217.34	\$6,528.20	\$6,854.61	\$7,197.35	\$7,557.21	\$7,557.21		

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Laboratory Technician I	43	GS	\$3,811.14	\$4,001.70	\$4,201.79	\$4,411.88	\$4,632.47	\$4,864.10		
Laboratory Technician II	47	GS	\$4,206.79	\$4,417.13	\$4,637.99	\$4,869.89	\$5,113.38	\$5,369.05		
Librarian I *	114	MM	\$4,510.19	\$4,735.70	\$4,972.48	\$5,221.10	\$5,482.15	\$5,482.15		
Librarian II *	118	MM	\$4,978.39	\$5,227.31	\$5,488.68	\$5,763.13	\$6,051.27	\$6,051.27		
Librarian III *	122	MM	\$5,495.22	\$5,769.97	\$6,058.49	\$6,361.40	\$6,679.48	\$6,679.48		
Library Services Director *		MGT	\$7,277.97				\$9,343.03			
Library Technician Assistant I	29	GS	\$2,697.25	\$2,832.11	\$2,973.72	\$3,122.41	\$3,278.53	\$3,442.45		
Library Technician Assistant II	33	GS	\$2,977.26	\$3,126.12	\$3,282.43	\$3,446.55	\$3,618.87	\$3,799.82		
Library Technician Assistant III	37	GS	\$3,286.34	\$3,450.66	\$3,623.19	\$3,804.35	\$3,994.56	\$4,194.29		
Light Equipment Mechanic	41	GS	\$3,627.50	\$3,808.88	\$3,999.32	\$4,199.28	\$4,409.25	\$4,629.71		
Literacy Coordinator	46	GS	\$4,104.18	\$4,309.39	\$4,524.87	\$4,751.11	\$4,988.66	\$5,238.09		
Maintenance Supervisor	53	GS	\$4,878.58	\$5,122.52	\$5,378.64	\$5,647.57	\$5,929.95	\$6,226.45		
Maintenance Worker I	35	GS	\$3,127.98	\$3,284.39	\$3,448.60	\$3,621.03	\$3,802.09	\$3,992.19		
Maintenance Worker II	40	GS	\$3,539.03	\$3,715.98	\$3,901.77	\$4,096.86	\$4,301.71	\$4,516.80		
Maintenance Worker III	44	GS	\$3,906.42	\$4,101.75	\$4,306.83	\$4,522.18	\$4,748.29	\$4,985.70		
Management Analyst I *	120	MM	\$5,230.43	\$5,491.95	\$5,766.54	\$6,054.87	\$6,357.62	\$6,357.62		
Management Analyst II *	125	MM	\$5,917.74	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,193.06		
Meter Services Technician	46	GS	\$4,104.18	\$4,309.39	\$4,524.87	\$4,751.11	\$4,988.66	\$5,238.09		
Office Manager *	115	MM	\$4,622.94	\$4,854.08	\$5,096.79	\$5,351.62	\$5,619.21	\$5,619.21		
Operations and Maintenance Superintendent *	137	MM	\$7,958.73	\$8,356.66	\$8,774.50	\$9,213.22	\$9,673.88	\$9,673.88		
Park Maintenance Technician	46	GS	\$4,104.18	\$4,309.39	\$4,524.87	\$4,751.11	\$4,988.66	\$5,238.09		
Park Maintenance Worker I	35	GS	\$3,127.98	\$3,284.39	\$3,448.60	\$3,621.03	\$3,802.09	\$3,992.19		
Park Maintenance Worker II	39	GS	\$3,452.70	\$3,625.34	\$3,806.61	\$3,996.94	\$4,196.79	\$4,406.63		
Park Maintenance Worker III	43	GS	\$3,811.14	\$4,001.70	\$4,201.79	\$4,411.88	\$4,632.47	\$4,864.10		
Park Planner *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,550.30		
Park Superintendent *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,550.30		
Park Supervisor	51	GS	\$4,643.51	\$4,875.69	\$5,119.47	\$5,375.45	\$5,644.22	\$5,926.43		
Planning Manager *	140	MM	\$8,570.67	\$8,999.20	\$9,449.16	\$9,921.62	\$10,417.70	\$10,417.70		
Police Captain **	Base	PM	\$10,475.47	\$10,999.26	\$11,549.21	\$12,126.69	\$12,733.01	\$13,369.67	\$14,038.15	\$14,740.06
Police Chief **	MGT		\$13,358.70				\$17,427.09			
Police Crime and Intelligence Analyst*	Base	PS	\$5,026.48	\$5,277.82	\$5,541.70	\$5,818.78	\$6,109.72			
Police Lieutenant **	Base	PM	\$9,531.00	\$10,007.55	\$10,507.93	\$11,033.33	\$11,585.01	\$12,164.26	\$12,772.47	\$13,411.10
Police Officer **	Base	P	\$5,726.40	\$6,012.72	\$6,313.36	\$6,629.03	\$6,960.48	\$7,308.50	\$7,673.94	
Police Records Manager *	120	MM	\$5,230.43	\$5,491.95	\$5,766.54	\$6,054.87	\$6,357.62	\$6,357.62		
Police Records Specialist *	Base	P	\$3,345.58	\$3,512.84	\$3,688.49	\$3,872.91	\$4,066.57			
Police Records Supervisor	Base	PS	\$4,600.16	\$4,830.16	\$5,071.67	\$5,325.29	\$5,591.56			
Police Sergeant **	Base	PS	\$6,890.46	\$7,234.98	\$7,596.73	\$7,976.57	\$8,375.40	\$8,794.17	\$9,233.88	\$9,695.58
Pool Facility Technician	46	GS	\$4,104.18	\$4,309.39	\$4,524.87	\$4,751.11	\$4,988.66	\$5,238.09		
Principal Civil Engineer *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,678.15		
Principal Planner *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,437.92		
Principal Utilities Civil Engineer*	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,678.15		
Public Works Director *	MGT		\$10,740.71				\$13,982.76			
Purchasing Manager *	123	MM	\$5,632.60	\$5,914.23	\$6,209.94	\$6,520.44	\$6,846.46	\$6,846.46		
Recreation Coordinator	36	GS	\$3,206.18	\$3,366.49	\$3,534.83	\$3,711.57	\$3,897.15	\$4,092.01		
Recreation Superintendent *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,341.75		
Recreation Supervisor	50	GS	\$4,530.25	\$4,756.76	\$4,994.60	\$5,244.33	\$5,506.55	\$5,781.87		
Redevelopment & Housing Analyst I *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,357.62		
Redevelopment & Housing Analyst II *	124	MM	\$5,773.42	\$6,062.09	\$6,365.19	\$6,683.45	\$7,017.63	\$7,017.63		
Redevelopment Manager *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,437.92		

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Secretary to City Manager		C	\$4,320.37	\$4,536.40	\$4,763.22	\$5,001.38	\$5,251.45	\$5,514.02		
Senior Accountant *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,193.06		
Senior Application Analyst *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,550.30		
Senior Associate Civil Engineer *	134	MM	\$7,390.47	\$7,759.99	\$8,147.99	\$8,555.38	\$8,983.16	\$8,983.16		
Senior Building Inspector	57	GS	\$5,385.05	\$5,654.30	\$5,937.02	\$6,233.86	\$6,545.56	\$6,872.83		
Senior Building Plans Examiner	58	GS	\$5,519.67	\$5,795.66	\$6,085.44	\$6,389.71	\$6,709.20	\$7,044.66		
Senior Center Manager *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,357.62		
Senior Civil Engineer *	138	MM	\$8,157.68	\$8,565.56	\$8,993.85	\$9,443.53	\$9,915.72	\$9,915.72		
Senior Construction Project Manager *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,341.75		
Senior Engineering Assistant	58	GS	\$5,519.67	\$5,795.66	\$6,085.44	\$6,389.71	\$6,709.20	\$7,044.66		
Senior Equipment Mechanic	50	GS	\$4,530.25	\$4,756.76	\$4,994.60	\$5,244.33	\$5,506.55	\$5,781.87		
Senior Human Resources Analyst		C	\$6,668.74	\$7,002.17	\$7,352.28	\$7,719.89	\$8,105.89			
Senior Maintenance Worker	45	GS	\$4,004.08	\$4,204.29	\$4,414.50	\$4,635.23	\$4,866.99	\$5,110.34		
Senior Management Analyst *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,341.75		
Senior Planner *	132	MM	\$7,034.34	\$7,386.07	\$7,755.35	\$8,143.13	\$8,550.29	\$8,550.29		
Senior Police Records Specialist *	Base	P	\$3,680.13	\$3,864.13	\$4,057.34	\$4,260.23	\$4,473.25			
Senior Signs and Markings Tech	45	GS	\$4,004.08	\$4,204.29	\$4,414.50	\$4,635.23	\$4,866.99	\$5,110.34		
Senior Systems Analyst *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,550.30		
Senior Tree Trimmer	45	GS	\$4,004.08	\$4,204.29	\$4,414.50	\$4,635.23	\$4,866.99	\$5,110.34		
Senior Utilities Maintenance Worker (Sewer)	54	GS	\$5,000.55	\$5,250.58	\$5,513.10	\$5,788.77	\$6,078.20	\$6,382.11		
Senior Utilities Maintenance Worker (Water)	54	GS	\$5,000.55	\$5,250.58	\$5,513.10	\$5,788.77	\$6,078.20	\$6,382.11		
Senior Water System Operator	50	GS	\$4,530.25	\$4,756.76	\$4,994.60	\$5,244.33	\$5,506.55	\$5,781.87		
Signs and Markings Tech I	39	GS	\$3,452.70	\$3,625.34	\$3,806.61	\$3,996.94	\$4,196.79	\$4,406.63		
Signs and Markings Tech II	43	GS	\$3,811.14	\$4,001.70	\$4,201.79	\$4,411.88	\$4,632.47	\$4,864.10		
Social Services Manager *	132	MM	\$7,034.34	\$7,386.07	\$7,755.35	\$8,143.13	\$8,550.29	\$8,550.29		
Sports Manager *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,193.06		
Stock Clerk	32	GS	\$2,904.64	\$3,049.87	\$3,202.37	\$3,362.49	\$3,530.61	\$3,707.14		
Storekeeper	35	GS	\$3,127.98	\$3,284.39	\$3,448.60	\$3,621.03	\$3,802.09	\$3,992.19		
Traffic Signal / Street Lighting Technician	56	GS	\$5,253.71	\$5,516.39	\$5,792.21	\$6,081.82	\$6,385.91	\$6,705.21		
Transportation Engineer *	134	MM	\$7,390.47	\$7,759.99	\$8,147.99	\$8,555.38	\$8,983.16	\$8,983.16		
Treatment Plant Mechanic	54	GS	\$5,000.55	\$5,250.58	\$5,513.10	\$5,788.77	\$6,078.20	\$6,382.11		
Tree Trimmer I	39	GS	\$3,452.70	\$3,625.34	\$3,806.61	\$3,996.94	\$4,196.79	\$4,406.63		
Tree Trimmer II	43	GS	\$3,811.14	\$4,001.70	\$4,201.79	\$4,411.88	\$4,632.47	\$4,864.10		
Underground Utility Service Locator	46	GS	\$4,104.18	\$4,309.39	\$4,524.87	\$4,751.11	\$4,988.66	\$5,238.09		
Utilities Maintenance Supervisor	53	GS	\$4,878.58	\$5,122.52	\$5,378.64	\$5,647.57	\$5,929.95	\$6,226.45		
Utilities Maintenance Worker I	37	GS	\$3,286.34	\$3,450.66	\$3,623.19	\$3,804.35	\$3,994.56	\$4,194.29		
Utilities Maintenance Worker II	42	GS	\$3,718.19	\$3,904.10	\$4,099.30	\$4,304.27	\$4,519.48	\$4,745.45		
Utilities Maintenance Worker III (Sewer)	46	GS	\$4,104.18	\$4,309.39	\$4,524.87	\$4,751.11	\$4,988.66	\$5,238.09		
Utilities Maintenance Worker III (Water)	46	GS	\$4,104.18	\$4,309.39	\$4,524.87	\$4,751.11	\$4,988.66	\$5,238.09		
Utilities Maintenance Worker IV (Sewer)	50	GS	\$4,530.25	\$4,756.76	\$4,994.60	\$5,244.33	\$5,506.55	\$5,781.87		
Utilities Maintenance Worker IV (Water)	50	GS	\$4,530.25	\$4,756.76	\$4,994.60	\$5,244.33	\$5,506.55	\$5,781.87		
Wastewater Systems Administrator *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,678.15		
Water / Wastewater Instrumental Technician	62	GS	\$6,092.69	\$6,397.32	\$6,717.19	\$7,053.05	\$7,405.70	\$7,775.98		
Water Pollution Control Facility Superintendent *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,678.15		
Water Pollution Control O-I-T	40	GS	\$3,539.03	\$3,715.98	\$3,901.77	\$4,096.86	\$4,301.71	\$4,516.80		
Water Pollution Control Operator I	51	GS	\$4,643.51	\$4,875.69	\$5,119.47	\$5,375.45	\$5,644.22	\$5,926.43		
Water Pollution Control Operator II	55	GS	\$5,125.56	\$5,381.84	\$5,650.94	\$5,933.48	\$6,230.15	\$6,541.66		
Water Pollution Control Operator III	59	GS	\$5,657.67	\$5,940.54	\$6,237.57	\$6,549.45	\$6,876.93	\$7,220.78		
Water Pollution Control Operator IV	63	GS	\$6,245.00	\$6,557.25	\$6,885.11	\$7,229.36	\$7,590.83	\$7,970.37		

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Water Systems Administrator *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,678.15		
Water Systems Operator I	40	GS	\$3,539.03	\$3,715.98	\$3,901.77	\$4,096.86	\$4,301.71	\$4,516.80		
Water Systems Operator II	45	GS	\$4,004.08	\$4,204.29	\$4,414.50	\$4,635.23	\$4,866.99	\$5,110.34		

* Employee pays PERS Misc. Member Contribution of 8%

** Employee pays PERS Safety Member Contribution of 9%

*** If Temporary Employee is hired into a regular classified position paying the PERS Member Share,
that Employee's salary is 8% less for Misc. or 9% less for Safety.

**** Per MOU effective January 1, 2014, Step E is added at 2.5% above the current Step D
Effective July 1, 2018 for MMPA Members Step F is equal to Step E

presented to the City Council on 12/18/18

TEMPORARY PART-TIME EMPLOYEES - HOURLY WAGES

	A STEP	B STEP	C STEP	D STEP	E STEP
Activity Leader I	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
Activity Leader II	\$12.75	\$13.00	\$13.25	\$13.50	\$13.75
Activity Manager	\$13.25	\$13.50	\$13.75	\$14.00	\$14.25
Cashier	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
Counselor	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
Intern	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00
Library Page	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
Lifeguard / Aide	\$13.25	\$13.50	\$13.75	\$14.00	\$14.25
Lifeguard / Instructor	\$13.75	\$14.00	\$14.25	\$14.50	\$14.75
Pool Manager	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00
Recreation Facility Aide	\$14.75	\$15.00	\$15.25	\$15.50	\$15.75
Special Program Coordinator	\$14.50	\$14.75	\$15.00	\$15.25	\$15.50
Swim Instructor Aide	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00

Approved by City Council December 18, 2018



TO: THE HONORABLE MAYOR AND CITY COUNCIL

AGENDA: City Council Regular Meeting

DATE: December 18, 2018

ITEM #: H.16.

SUBJECT: Staff recommends that the City Council approve the addition of a Provisional Building Inspection Manager to the Fiscal year 2018/2019 budget and adopt Resolution ____ approving the position allocation change.

Fiscal Impact

This action to adopt and approve the addition of a Provisional Building Inspection Manager for up to six (6) months has no fiscal impact on the current budget as the Department has accounted for the change in their current budget.

Background

The Chief Building Official retired in March 2018 and Community Development Department reallocated the duties of this position on a temporary basis to evaluate potential organizational changes. The duties of the Chief Building Official have been partially covered by the Senior Building Inspector as out of class work with acting pay to reflect the increased responsibilities. Acting Pay assignments are limited to 6 months and the Community Development Department desires to continue with the allocation of the Chief Building Official duties to the Senior Building Inspector on a temporary basis.

Discussion

The Department has requested approval to establish a Building Inspection Manager position on a provisional basis to assist with the required work load until the City is able to complete a Chief Building Official recruitment.

Staff reviewed the tasks needed to accomplish the core and essential functions of the Building Division. The establishment of a Building Inspection Manager on a provisional basis was determined to be best approach to assist the City in ensuring the delivery of effective service to the public while the City creates a comprehensive recruitment for a Chief Building Official. The Provisional Building Inspection Manager will assist the division in planning, organizing, directing, coordinating, evaluation and supervising the activities and staff of the Building Inspection. During this period of significant construction activity the need for a cohesive Building Division team is essential.

A Provisional Appointment is allowed under the Personnel Rules, Section 2.14.1. This rule allows the City to add a Provisional Employee to a vacant position in the classified service pending the selection process as provided in the selection and appointment rules for no more than six (6) months. At the end of the six (6) month period, the position will be eliminated.

Conclusion

Staff recommends that the City Council Adopt the addition of the Provisional Building Inspection Manager to the fiscal year 2018/2019 Budget and approve the attach Resolution adopting the position allocation change.

Prepared by: Sheila McShane, Human Resources Manager



Paul Navazio
City Manager

Attachments:

1. RESO for Provisional Building Inspection Services Manager

RESOLUTION NO. _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING CHANGES WITHIN THE COMMUNITY DEVELOPMENT
DEPARTMENT – BUILDING DIVISION.

WHEREAS, staff reviewed the Building Division of Community Development Department and made recommends to temporarily change to the structure; and

WHEREAS, staff worked with the Division to assess the current needs for a Building Inspection Services Manager; and

WHEREAS, staff hereby recommends the addition of the Building Inspection Services Manager classification to the Fiscal year 2018/2019 budget; and

WHEREAS, staff hereby recommends the addition of a Building Inspection Service Manager, Provisional Employee appointment for a limited term of up to 6 months to the fiscal year 2018/2019 budget; and

WHEREAS, staff recommends this as a temporary, stop gap measure, until a full recruitment is completed for a Chief Building Official.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND HEREBY RESOLVES: Authorizing the addition of a Provisional Building Inspection Services Manager, for up to 6 months, in the fiscal year budget 2018/2019.

PASSED AND ADOPTED by the City Council this ____ day of December, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Xochitl Rodriquez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: I.17.
SUBJECT: City of Woodland Municipal Service Review and Sphere of Influence Update

Recommendation for Action: Staff recommends that the City Council receive a report concerning the recently adopted Municipal Service Review and Sphere of Influence Update for the City of Woodland approved by the Local Agency Formation Commission on December 6, 2018 (LAFCO No. S-049)

Staff Contact:

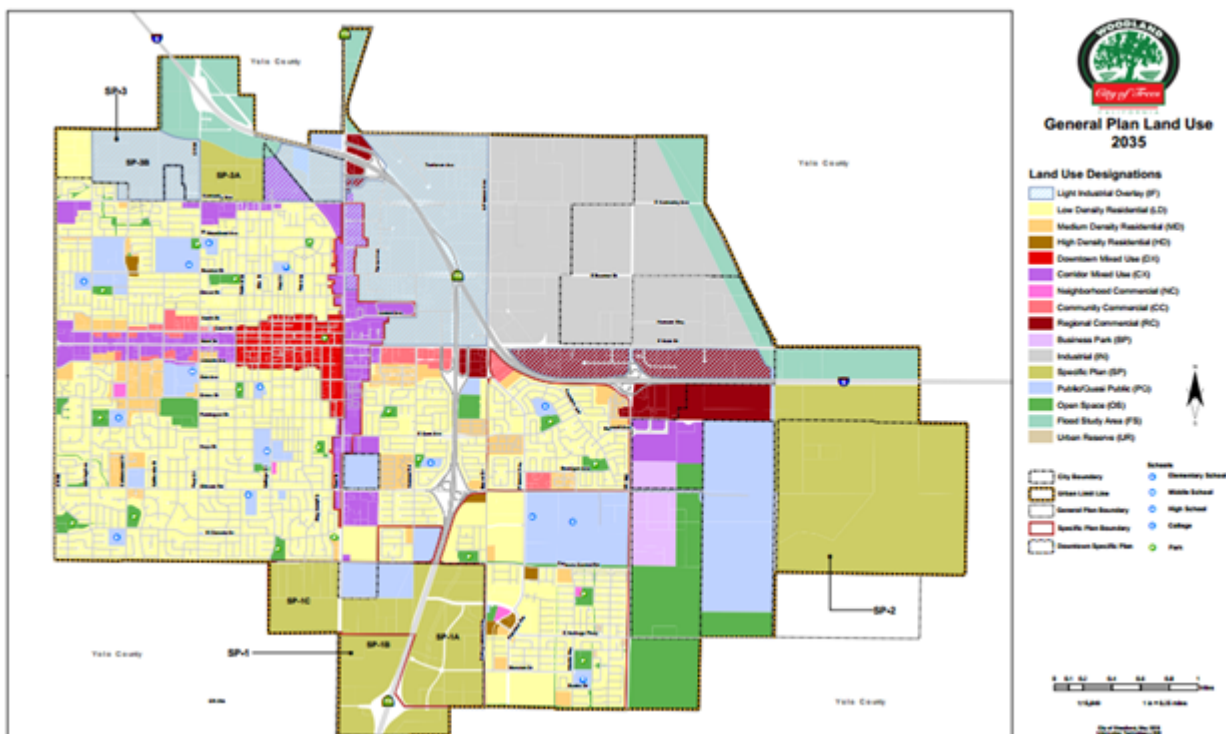
Ken Hiatt – Assistant City Manager, Economic and Community Development Director – (530) 661-5930; ken.hiatt@cityofwoodland.org

Fiscal Impact:

No fiscal impact. The Municipal Service Review (MSR) and Sphere of Influence (SOI) updates were prepared by the LAFCO staff and reviewed by city staff.

Background:

Upon approval of the City of Woodland 2035 General Plan May 18, 2017, the land use map and policies were updated to formally incorporate the voter approved Urban Limit Line (ULL). Implementation Program 2.1 of the 2035 General Plan provides that the City shall petition LAFCo to amend Woodland's SOI to include all lands within voter approved ULL.



LAFCo's are required to review an agency's SOI and prepare a MSR every five years. A MSR evaluates the structure and operations of services and includes a discussion of the capability and capacity of the agency to ensure the provision of municipal services to existing service areas and any future growth within the agency's boundaries. The studies help inform logical and reasonable development to advantageously provide for present and future community needs. The SOI indicates the probable future physical boundaries and service areas and lays the groundwork for potential future annexations.

Discussion:

As part of the MSR, the LAFCo agency is required to assess and make seven determinations and recommendations. Discussion concerning these determinations and recommendations can be found in the attached *Draft Municipal Service Review and Sphere of Influence Study* (Attachment A) dated October 26, 2018, and in the LAFCo staff report prepared for the December 6, 2018 LAFCo Board Meeting (Attachment B). During the review process, LAFCo staff questioned whether the area at the northwest boundary of the City, which is designated as Flood Study Area in the 2015 General Plan, should be included in the current SOI. The LAFCo Board ultimately voted to include all lands within the ULL in the current SOI. The final MSR will be updated to reflect the Board's action.

Information used in the preparation of the MSR was collected from city staff and adopted plans, budgets, reports, policies. LAFCo staff met with each department head and the City Manager. On October 26, 2018 a "Notice of Availability of Draft MSR/SOI and Public Hearing" was released by LAFCo and published in the Woodland Democrat, which requested written comments from the public and stakeholders. In addition, notices were sent to every "affected agency", meaning all other agencies and schools with overlapping service areas.

Conclusion:

This is an informational update and no action is required by the City Council as the LAFCo Board has taken formal action to approve the City of Woodland Sphere of Influence consistent with the adopted 2035 General Plan. The Municipal Service Review provides a comprehensive inventory and analysis of the services provided by the City. The MSR evaluates the structure and operation and discusses possible areas for improvement and coordination. Finally, the MSR provides information to support a SOI update.

Prepared by: Cindy Norris, Principal Planner

Reviewed by: Ken Hiatt, Assistant City Manager/Community & Economic Development Director



Paul Navazio
City Manager

Attachments:

1. Public Review Draft - City of Woodland MSR Oct 26 2018 (003)
2. LAFCo Staff Report 12.06.18 City of Woodland MSR-SOI

2018

DRAFT MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE STUDY FOR THE

City of Woodland





Project Name: MSR/SOI for the City of Woodland

LAFCo Project No. 049

Conducted By: Christine Crawford, Executive Officer
Yolo Local Agency Formation Commission
625 Court Street, Suite 203
Woodland, CA 95695

Date: October 26, 2018

Subject Agency: City of Woodland

Agency Address: 300 First Street
Woodland, CA 95695

Agency Contact Person: Paul Navazio, City Manager

Date of Last MSR/SOI Adopted by LAFCo March 28, 2011

Contents

MSR/SOI BACKGROUND	2
ROLE AND RESPONSIBILITY OF LAFCO	2
PURPOSE OF A MUNICIPAL SERVICE REVIEW	2
PURPOSE OF A SPHERE OF INFLUENCE	3
DISADVANTAGED UNINCORPORATED COMMUNITIES	4
ORGANIZATION OF MSR/SOI STUDY	4
AGENCY PROFILE	5
REGIONAL LOCATION	5
AGENCY DESCRIPTION	5
Recent Major Projects.....	5
City Initiatives for FY 2018/2019	6
EXISTING CITY BOUNDARY, SPHERE OF INFLUENCE AND URBAN LIMIT LINE	7
WOODLAND GENERAL PLAN 2035 PLANNING AREA.....	8
STRUCTURE AND GOVERNANCE	9
MUNICIPAL SERVICES	11
AFFECTED AGENCIES.....	12
MUNICIPAL SERVICE REVIEW	13
POTENTIALLY SIGNIFICANT MSR DETERMINATIONS	13
LAFCO MUNICIPAL SERVICE REVIEW	13
1. GROWTH AND POPULATION.....	13
2. DISADVANTAGED UNINCORPORATED COMMUNITIES.....	15
3. CAPACITY AND ADEQUACY OF PUBLIC FACILITIES AND SERVICES	17
4. FINANCIAL ABILITY	29
5. SHARED SERVICES AND FACILITIES	39
6. ACCOUNTABILITY, STRUCTURE AND EFFICIENCIES	40
7. OTHER ISSUES	42
SPHERE OF INFLUENCE STUDY	43
1. PRESENT AND PLANNED LAND USES	44
2. NEED FOR PUBLIC FACILITIES AND SERVICES.....	48
3. CAPACITY AND ADEQUACY OF PROVIDED SERVICES	49

4. SOCIAL OR ECONOMIC COMMUNITIES OF INTEREST	49
5. DISADVANTAGED UNINCORPORATED COMMUNITIES.....	50
ATTACHMENTS.....	50
1. City of Woodland Voter Approved Urban Limit Line Act, October 26, 2005	
2. SACOG Comment Letter Regarding City of Woodland Draft General Plan, November 8, 2016	

MSR/SOI BACKGROUND

ROLE AND RESPONSIBILITY OF LAFCO

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as amended (“CKH Act”) (California Government Code §§56000 et seq.), is LAFCo’s governing law and outlines the requirements for preparing Municipal Service Reviews (MSRs) for periodic Sphere of Influence (SOI) updates. MSRs and SOIs are tools created to empower LAFCo to satisfy its legislative charge of “discouraging urban sprawl, preserving open-space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances (§56301). CKH Act Section 56301 further establishes that “one of the objects of the commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and future needs of each county and its communities.”

Based on that legislative charge, LAFCo serves as an arm of the State; preparing and reviewing studies and analyzing independent data to make informed, quasi-legislative decisions that guide the physical and economic development of the state (including agricultural uses) and the efficient, cost-effective, and reliable delivery of services to residents, landowners, and businesses. While SOIs are required to be updated every five years, they are not time-bound as planning tools by the statute, but are meant to address the “probable physical boundaries and service area of a local agency” (§56076). SOIs therefore guide both the near-term and long-term physical and economic development of local agencies, and MSRs provide the relevant data to inform LAFCo’s SOI determinations.

PURPOSE OF A MUNICIPAL SERVICE REVIEW

As described above, MSRs are designed to equip LAFCo with relevant information and data necessary for the Commission to make informed decisions on SOIs. The CKH Act, however, gives LAFCo broad discretion in deciding how to conduct MSRs, including geographic focus, scope of study, and the identification of alternatives for improving the efficiency, cost-effectiveness, accountability, and reliability of public services. The purpose of a Municipal Services Review (MSR) in general is to provide a comprehensive inventory and analysis of the services provided by local municipalities, service areas, and special districts. A MSR evaluates the structure and operation of the local municipalities, service areas, and special districts and discusses possible areas for improvement and coordination. The MSR is intended to provide information and analysis to support a sphere of influence update. A written statement of the study’s determinations must be made in the following areas:

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence;
4. Financial ability of agencies to provide services;
5. Status of, and opportunities for, shared facilities;

6. Accountability for community service needs, including governmental structure and operational efficiencies; and
7. Any other matter related to effective or efficient service delivery, as required by commission policy.

The MSR is organized according to these determinations listed above. Information regarding each of the above issue areas is provided in this document.

PURPOSE OF A SPHERE OF INFLUENCE

In 1972, LAFCOs were given the power to establish SOIs for all local agencies under their jurisdiction. As defined by the CKH Act, “‘sphere of influence’ means a plan for the probable physical boundaries and service area of a local agency, as determined by the commission” (§56076). SOIs are designed to both proactively guide and respond to the need for the extension of infrastructure and delivery of municipal services to areas of emerging growth and development. Likewise, they are also designed to discourage urban sprawl and the premature conversion of agricultural and open space resources to urbanized uses.

The role of SOIs in guiding the State’s growth and development was validated and strengthened in 2000 when the Legislature passed Assembly Bill (“AB”) 2838 (Chapter 761, Statutes of 2000), which was the result of two years of labor by the Commission on Local Governance for the 21st Century, which traveled up and down the State taking testimony from a variety of local government stakeholders and assembled an extensive set of recommendations to the Legislature to strengthen the powers and tools of LAFCOs to promote logical and orderly growth and development, and the efficient, cost-effective, and reliable delivery of public services to California’s residents, businesses, landowners, and visitors. The requirement for LAFCOs to conduct MSRs was established by AB 2838 as an acknowledgment of the importance of SOIs and recognition that regular periodic updates of SOIs should be conducted on a five-year basis (§56425(g)) with the benefit of better information and data through MSRs (§56430(a)).

Pursuant to Yolo County LAFCO policy an SOI includes an area adjacent to a jurisdiction where development might be reasonably expected to occur in the next 20 years. A MSR is conducted prior to, or in conjunction with, the update of a SOI and provides the foundation for updating it.

LAFCo is required to make five written determinations when establishing, amending, or updating an SOI for any local agency that address the following (§56425(c)):

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
5. For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

DISADVANTAGED UNINCORPORATED COMMUNITIES

SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to “disadvantaged unincorporated communities,” including the addition of SOI determination #5 listed above. Disadvantaged unincorporated communities, or “DUCs,” are inhabited territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income.

On March 26, 2012, LAFCo adopted a “Policy for the Definition of ‘Inhabited Territory’ for the Implementation of SB 244 Regarding Disadvantaged Unincorporated Communities”, which identified 21 inhabited unincorporated communities for purposes of implementing SB 244.

CKH Act Section 56375(a)(8)(A) prohibits LAFCo from approving a city annexation of more than 10 acres if a DUC is contiguous to the annexation territory but not included in the proposal, unless an application to annex the DUC has been filed with LAFCo. The legislative intent is to prohibit “cherry picking” by cities of tax-generating land uses while leaving out under-served, inhabited areas with infrastructure deficiencies and lack of access to reliable potable water and wastewater services. DUCs are recognized as social and economic communities of interest for purposes of recommending SOI determinations pursuant to Section 56425(c).

ORGANIZATION OF MSR/SOI STUDY

This report has been organized in a checklist format to focus the information and discussion on key issues that may be particularly relevant to the subject agency while providing required LAFCo’s MSR and SOI determinations. The checklist questions are based on the Cortese-Knox-Hertzberg Act, the LAFCo MSR Guidelines prepared by the Governor’s Office of Planning and Research and adopted Yolo LAFCo local policies and procedures. This report provides the following:

- Provides a description of the subject agency;
- Provides any new information since the last MSR and a determination regarding the need to update the SOI;
- Provides MSR and SOI draft determinations for public and Commission review; and
- Identifies any other issues that the Commission should consider in the MSR/SOI.

AGENCY PROFILE

REGIONAL LOCATION

The City of Woodland is the county seat of Yolo County and is located approximately 85 miles northeast of San Francisco and approximately 18 miles northwest of Sacramento at the intersection of Interstate 5 and State Route 113. The City has been the seat of government for the County since 1862 and is also the industrial and agricultural center of the County. The City encompasses approximately 14.5 square miles near the center of the California's Central Valley.

CITY OF WOODLAND DESCRIPTION¹

The City of Woodland was incorporated as a general law city on February 22, 1871. The City operates under a Council-Manager form of government and provides the following services: public safety (police and fire), streets, recycling, parks and recreation, library, water, sewer and storm drain, planning and zoning, building inspection, housing, engineering, and general administration services.

The City has a diversified economic base that has its origins in agriculture. And due to the proximity of the City to major transportation arteries (Interstate 5 and State Route 113), and major waterways, the City has also become increasingly important as a manufacturing and distribution center of products including food processing, plastics, farm machinery and manufactured homes. Due to its proximity to Sacramento, the City has historically shared the economic trends of the Sacramento Valley Region. The economic impacts related to the real estate market and financial market collapse significantly decreased City property tax revenues, from which it is recovering. Building activity has increased in the City, resulting in increasing revenues related to permit and development impact fees.

Woodland has focused efforts on stimulating residential development primarily in the Spring Lake Specific Plan area. The City has experienced some growth in commercial development and is working to attract other commercial and industrial development where feasible. The City is viewed as a community that is favorable to business and has attracted large retail and restaurant development in the Gateway area. Major efforts have been underway for the last several fiscal years to revitalize the City's downtown core and attract retail, restaurant and entertainment businesses to that area. Residential development activity in the City appears to be consistent. Recent completion of an update to the City's General Plan provides additional areas of focus for development of commercial, retail and industrial development.

Recent Major Projects

Many City programs have been downsized or altogether eliminated because of budget conditions over the last several years, and City staffing remains at reduced levels. Despite these reductions, with the receipt of grant funds and low interest financing, many City initiatives have been able to continue.

Davis Woodland Water Supply Project (Surface Water) - The City is participating in a joint effort along with the City of Davis and the University of California, Davis to improve water supply quality. The Cities and UC-Davis formed the Woodland Davis Clean Water Agency (a joint powers authority, or JPA) in September 2009. The project included construction of a 400 cubic feet/second Joint Intake facility on the Sacramento

¹ The City Description section is largely excerpted from the City's Comprehensive Annual Financial Report Year Ended June 30, 2017

River with RD2035 and a 30 million gallon/day Regional Water Treatment Facility. The project supplies a higher quality water supply compared to groundwater. The project was necessary due to aging wells and increased nitrate levels, water quality is deteriorating while regulations surrounding wastewater discharge are becoming more stringent. This multi-year project has required extensive planning, design, construction and operational considerations. During FY14/15 the City secured financing from the State of California Department of Public Health Safe Drinking Water State Revolving Loan Fund; the financing terms for these loans are very favorable and will save the ratepayers in the City a significant amount compared to traditional bond financing. The project was completed and began delivering water to the residents of Woodland in the summer of 2016.

WPCF Aeration Retrofit Project - The City was awarded a loan and principal forgiveness from the State Water Resources Control Board Clean Water State Revolving Fund for construction of upgrades to the Water Pollution Control Facility. The project converted the Aeration Ditch System to a new process to provide several benefits: solids handling capacity increase of over 40%, reduce electrical usage by 30%, and fully denitrify the wastewater to meet state regulatory requirements. Solids handling capacity had been the limiting factor to utilizing the WPCF and had limited the City's ability to attract businesses that utilize a higher volume of water to the City. The project also included other elements to improve the control system and plant reliability. Construction was completed in late 2016.

Recycled Water - The City was awarded a loan and grants from the State Water Resources Control Board and Department of Water Resources for installation of infrastructure to recycle water currently discharged from the Water Pollution Control Facility to be utilized for irrigation and other uses in place of potable water. The new system began delivering water in February 2017 to a large industrial user and two city parks and will assist with water conservation efforts throughout the City. The new recycled water utility serves to advance the goal of water sustainability for the City and has replaced 500,000 gallons/day of potable water use with recycled water. The City intends to increase the use of recycled water over time.

Kentucky Ave Rehabilitation and Widening – The \$17.2 million project will reconstruct pavement and widen Kentucky Avenue to 4-lanes from East Street to College Street and will reconstruct pavement and make operational improvements from College Street to West Street. The project includes bicycle lanes, landscape separated sidewalks, landscaped medians, new and modified traffic signals and associated roadway utility improvements through the entire corridor from East to West streets.

Comprehensive General Plan Update - The City's existing General Plan had a planning horizon through the year 2020 and had been in need of an update for some time. A consultant team was retained and, with major staff and community effort, was completed to finalize an update of the General Plan with a planning horizon of 2035. The Council adopted the updated General Plan in May 2017. Following approval of the General Plan, many specific plans for related infrastructure items throughout the City will need to be completed. In addition, the City has requested that during this MSR/SOI Update that LAFCo consider aligning its SOI with the General Plan Planning Area/Urban Limit Line making them coterminous.

City Initiatives for FY 2018/2019

Flood Control - The geographical location of the City places it in a floodplain for Lower Cache Creek. The City has been coordinating with several agencies, including the Army Corp of Engineers and the State Department of Water Resources (DWR) to develop a solution to the flooding risk. The Corp of Engineers is scheduled to receive funding to complete a feasibility study, and the DWR has committed \$5 million in Proposition 1E funding in support of our efforts. A locally preferred alternative has been selected, and staff and consultants will be working on completion of financing plans and feasibility studies.

Sustainability - The City continues to strive for advancements in the area of environmental sustainability. In May of 2017 the City Council adopted a 2035 General Plan and Climate Action Plan along with the 2035 General Plan and Climate Action Plan EIR. The Climate Action Plan provides a set of strategies to guide the city, residents and businesses in reducing Woodland's contributions to Green House Gas (GHG)

emissions. Further, multiple policies, reinforcing the CAP strategies, were included throughout the City's 2035 General Plan. Each such policy was highlighted with the symbol of a leaf in the document. The GHG reduction targets described in the CAP were selected to help establish local emissions reductions on a long-term trajectory that is consistent with the State's own GHG reduction goal for 2050 (i.e. 80% below 1990 levels). The City is in the process of working on a comprehensive update to the Zoning Ordinance in which guidelines and standards will be included to reinforce GHG reduction actions as well as heat island mitigation. Another initiative, and General Plan Implementation action, is a significant undertaking is the City's involvement in a Community Choice Energy (CCE) program. The CCE enables local governments to procure and/or develop power on behalf of their public facilities, residents and businesses. The aims are to increase local choice in energy supply and provide electricity with a high renewable energy content. The City voted to join the Valley Clean Energy Alliance JPA in June 2017, which will become operational in June 2018.

Homelessness -As with many cities throughout the country, Woodland faces the difficult task of finding various alternatives to assist the homeless community. The City Council adopted a Comprehensive Homeless Action Plan to inform the work of a joint task force of various City departments and other local agencies to contact and offer services to the homeless residents and the City is hopeful that grants may provide additional funding to assist with development of housing options.

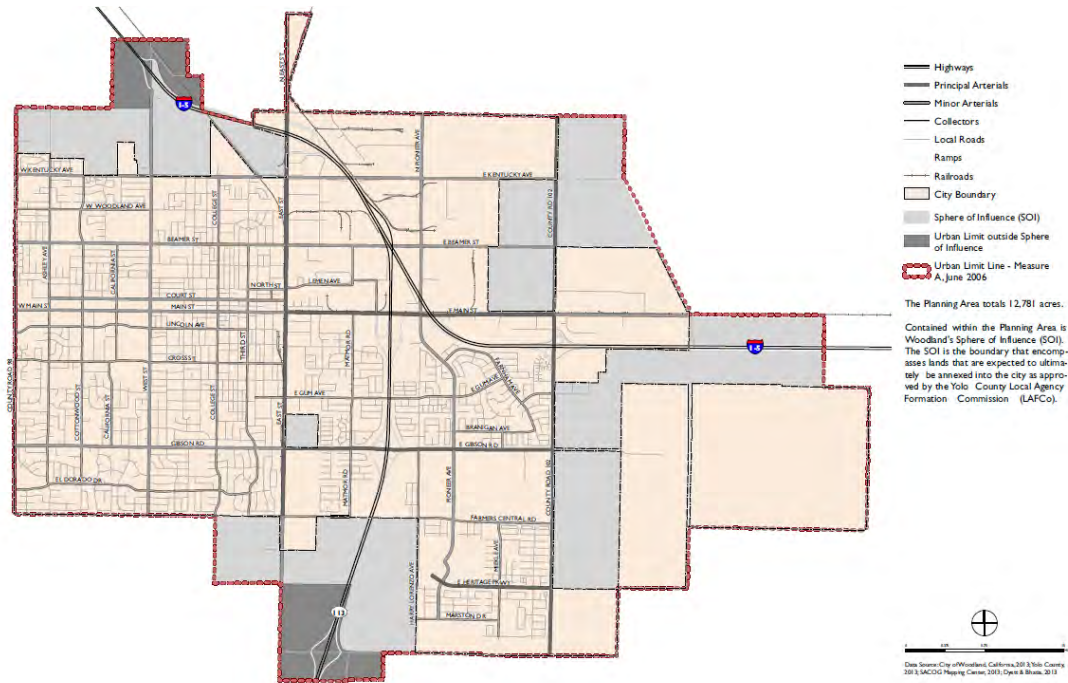
Water Supply - in conjunction with the regional water project completed by the Woodland Davis Clean Water Agency, the City has been constructing Aquifer Storage and Recovery (ASR) wells to assist with provision of water supply during high demand times. These wells allow for treated river water to be injected into existing aquifers for later recovery and distribution to the City. These wells are expected to be fully operational during FY 17/18.

EXISTING CITY BOUNDARY, SPHERE OF INFLUENCE AND URBAN LIMIT LINE

The existing City boundary and sphere of influence are represented in the map below. LAFCo last approved a boundary change for the City when the Woodland Community Center was annexed in May 2004. The City's Sphere of Influence was last updated in March 2011.

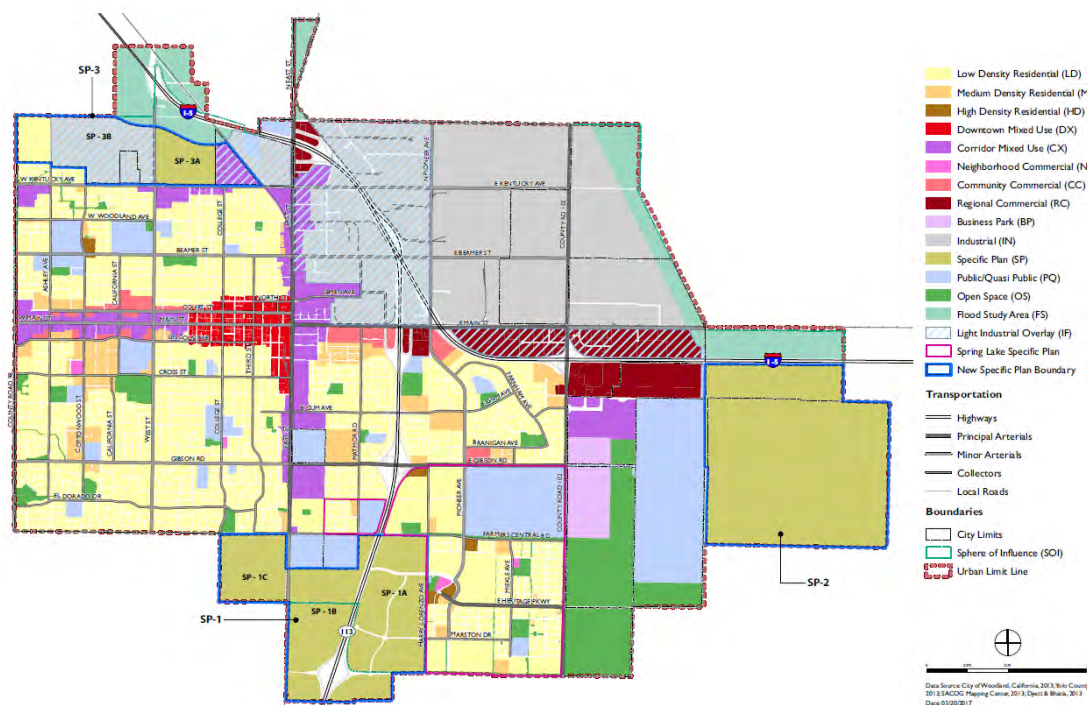
The City's Urban Limit Line (ULL), was established by voters in June 2006 as the permanent, ultimate physical boundary (the initiative was submitted to voters as "Measure A" on the ballot). The ULL can only be modified by the voters and reflects a community commitment to focus future growth within the City to prevent urban sprawl. The primary purpose of the ULL is to allow for development and densification of Woodland over the long term while preserving and protecting agricultural, natural resource, and open space uses outside of the boundary.

The map below illustrates the City boundary, existing LAFCo-approved sphere of influence and how it relates to the voter-approved Urban Limit Line. The City has requested extending its SOI to coincide with the ULL. Correspondingly, this SOI Update focuses on the dark grey areas in the map below.



WOODLAND GENERAL PLAN 2035 PLANNING AREA

On May 16, 2017, the City of Woodland adopted a comprehensive General Plan Update with a planning horizon until 2035. The planning area used for the General Plan includes all the area within the 2006 voter approved Urban Limit Line. The General Plan and associated Environmental Impact Report is heavily sourced for this MSR/SOI Update. As illustrated below, the Planning Area totals 12,781 acres, which includes 9,624 acres within the City plus an additional 3,148 acres outside the City limits but within the ULL.

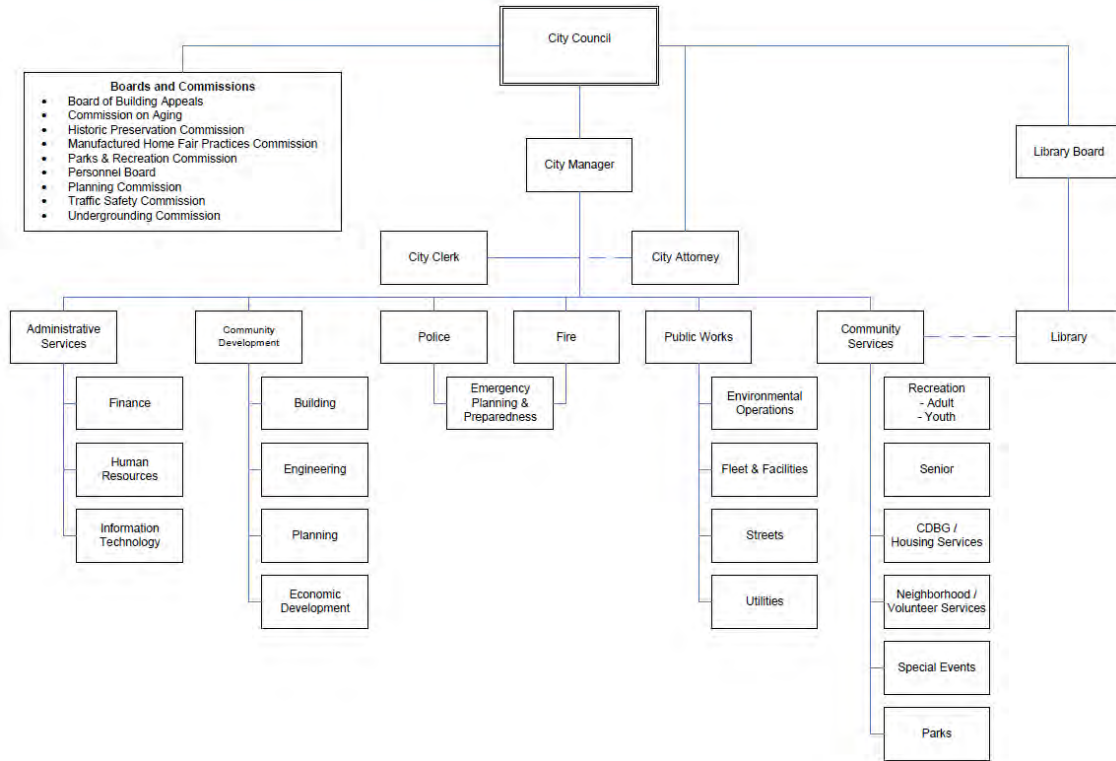


STRUCTURE AND GOVERNANCE

The City of Woodland, first incorporated in 1871, is a general law City under the provisions of the State of California. The City is a legally separate and fiscally independent agency. It can issue debt, set and modify budgets, collect fees for services, and sue or be sued.

Woodland operates under the Council-Manager form of government with a five-member council, elected by district by city residents. A directly elected five-member City Council represents citizens in determining services and regulations to be provided by the City. The Council appoints a full time City Manager whose job is to carry out the Council's policy directives and to coordinate, control and direct City operations, functions and projects. The City Manager serves as the administrative head of city government overseeing the departments of administrative services, community development, community services, finance, fire, library, police and public works. In making its policy determinations, the Council works with advisory committees and receives other citizen input from the public at its regular and special meetings. The Council's business meetings are scheduled for the first and third Tuesday of each month in the Council Chambers of City Hall. Other special or study session meetings are scheduled as needed and are open to the public.

The City has ten council-appointed commissions that are devoted to various aspects of community life including: building appeals, aging, historical preservation, library, manufactured home fair practices, parks and recreation, personnel, planning traffic safety, and utility undergrounding.



The FY 17-18 budget authorized 296 permanent full time equivalent (FTE) employees. This number does not reflect temporary workers. Staffing trends over the last eleven fiscal years are illustrated below.



MUNICIPAL SERVICES

As a general-purpose city, Woodland provides essential municipal services. Municipal services provided by the City and reviewed in this MSR include: library; storm drainage; water and wastewater; police and fire protection; planning and zoning; parks and recreation; construction and maintenance of streets, roads, and infrastructure; and general administrative support services.

The City provides some services outside of its jurisdictional boundary. The City of Woodland Fire Department provides fire and administrative services on a contractual basis to a portion of the Springlake Fire Protection District. LAFCo has also authorized the extension of city water and sewer services to approximately 18 unincorporated parcels on the northwest corner of West Street and Kentucky Avenue, commonly referred to as “Westucky”.

AFFECTED AGENCIES

Per Government Code Section 56427, a public hearing is required to adopt, amend, or revise a sphere of influence. Notice shall be provided at least 21 days in advance and mailed notice shall be provided to each affected local agency or affected County, and to any interested party who has filed a written request for notice with the executive officer. Per Government Code Section 56014, an affected local agency means any local agency that overlaps with any portion of the subject agency boundary or SOI (included proposed changes to the SOI).

The affected local agencies for this MSR/SOI are:

County/Cities:

- ☐ City of Davis
- ☐ City of West Sacramento
- ☐ City of Winters
- ☐ City of Woodland
- ☒ County of Yolo

County Service Areas (CSAs)

- ☐ Dunnigan, El Macero, Garcia Bend, North Davis Meadows, Snowball, Wild Wings, and Willowbank

K-12 School Districts:

- ☐ Davis Joint Unified
- ☐ Esparto Unified
- ☐ Pierce Joint Unified
- ☐ River Delta Unified
- ☐ Washington Unified
- ☐ Winters Joint Unified
- ☒ Woodland Joint Unified

Community College Districts:

- ☐ Delta
- ☐ Los Rios
- ☐ Solano
- ☒ Yuba

Special Districts:

- ☐ Cemetery District – Capay, Cottonwood, Davis, Knight's Landing, Mary's, Winters
- ☐ Community Service District – Cacheville, Esparto, Knight's Landing, Madison
- ☒ Fire Protection District – Capay, Clarksburg, Dunnigan, East Davis, Elkhorn, Esparto, Knights Landing, Madison, No Man's Land, Springlake, West Plainfield, Willow Oak, Winters, Yolo, Zamora
- ☐ Sacramento-Yolo Port District
- ☒ Reclamation District – 150, 307, 537, 730, 765, 785, 787, 827, 900, 999, 1600, 2035, 2076, 2120
- ☒ Yolo County Resource Conservation District
- ☒ Water District – Dunnigan, Knight's Landing Ridge Drainage, Yolo County Flood Control & Water Conservation

Multi-County Districts:

- ☐ Reclamation District – 108 (Colusa), 2068 (Solano), 2093 (Solano)
- ☐ Water District – Colusa Basin Drainage
- ☒ Sacramento-Yolo Mosquito and Vector Control District

MUNICIPAL SERVICE REVIEW

POTENTIALLY SIGNIFICANT MSR DETERMINATIONS

The MSR determinations checked below are potentially significant, as indicated by “yes” or “maybe” answers to the key policy questions in the checklist and corresponding discussion on the following pages. If most or all of the determinations are not significant, as indicated by “no” answers, the Commission may find that a MSR update is not warranted.

- | | |
|--|---|
| ☒ Growth and Population | ☒ Shared Services |
| ☐ Disadvantaged Unincorporated Communities | ☒ Accountability |
| ☐ Capacity, Adequacy & Infrastructure to Provide Services | ☐ Other |
| ☒ Financial Ability | |

LAFCo MUNICIPAL SERVICE REVIEW:

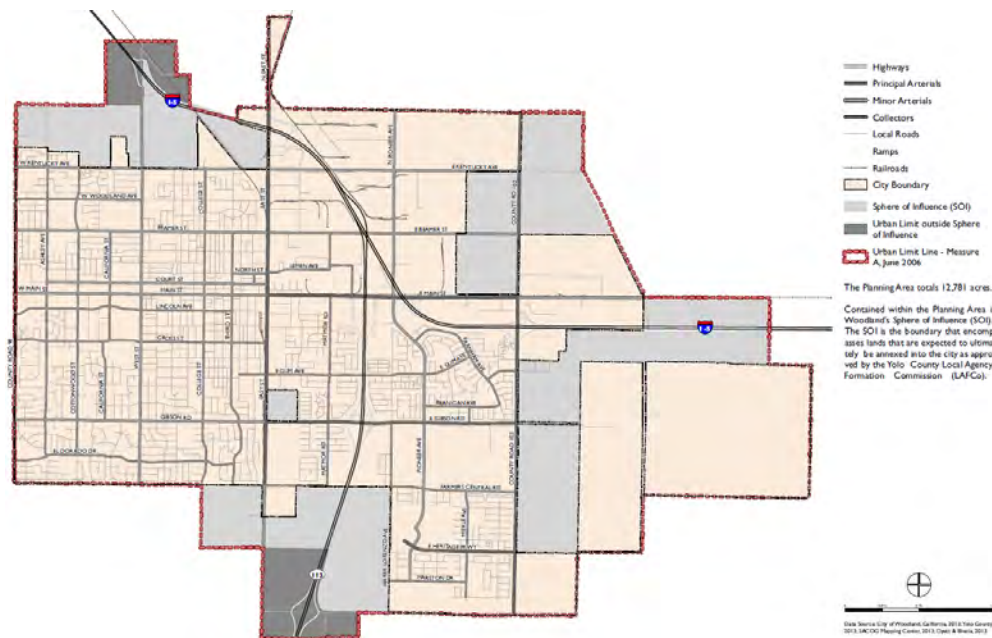
- ☐ On the basis of this initial evaluation, the required determinations are not significant and staff recommends that a comprehensive MSR is NOT NECESSARY. The subject agency will be reviewed again in five years per Government Code Section 56425(g).
- ☒ The subject agency has potentially significant determinations and staff recommends that a comprehensive MSR IS NECESSARY and has been conducted via this checklist.

1. GROWTH AND POPULATION

Growth and population projections for the affected area.	YES	MAYBE	NO
a) Is the agency's territory or surrounding area expected to experience any significant population change or development over the next 5-10 years?	☒	☐	☐
b) Will development have a significant impact on the subject agency's service needs and demands?	☐	☐	☒
c) Will projected growth require a change in the agency's service and/or sphere of influence boundary?	☒	☐	☐

Discussion:

- a) The City has recently adopted a 2035 General Plan which designates urban development for most of the area within the Urban Limit Line (ULL). The development assumed for the General Plan would result in approximately 27,000 total homes and 45,000 total jobs in the City. The City is also currently processing the Woodland Research and Technology Park development application that would require expansion of its Sphere of Influence (SOI).
- b) Woodland has adequate water supply and water conveyance infrastructure to meet the needs of the additional housing units identified in the Regional Housing Needs Allocation (RHNA) and General Plan. The General Plan EIR indicates that City has adequate capacity to provide water, wastewater, fire, police, parks and recreation, and all utility needs with no significant impacts identified.²
- c) The City adopted a 2035 General Plan which designates development for all the area within the ULL. The growth projected in the General Plan will require an expansion of the City's SOI as illustrated below to match the ULL. The map below shows the remaining planning area that is outside of the City's existing SOI (in the darker gray).³ Although the General Plan uses a 2035 planning horizon, the growth projected by SACOG's Metropolitan Transportation Plan (MTP)/Sustainable Communities Strategy (SCS) indicates that all this growth will not occur by 2035, and instead it represents a long term City buildout scenario (which would be consistent with the ULL vision adopted by voters). In other words, the City planned development for the entire ULL, however all this development is unlikely to occur (based on SACOG projections) by 2035. The SACOG MTP/SCS is projecting Woodland to grow to about 33,000 jobs and 24,180 homes by 2036, and growing to a capacity of 49,130 jobs and 28,283 homes at full buildout. Therefore, the planning area is larger than what is needed to accommodate projected growth by 2035, however enlarging the SOI may make sense considering the ULL is intended to be the permanent, ultimate physical boundary of Woodland.



² City of Woodland 2035 General Plan and Climate Action Plan Final Environmental Impact Report Mitigation Monitoring and Reporting Program

³ City of Woodland 2035 General Plan and Climate Action Plan Final Environmental Impact Report

Growth and Population MSR Determination

The City's planned growth will require an expansion of its Sphere of Influence (SOI). The City's 2035 General Plan designated urban development for most of the area within the City's Urban Limit Line (ULL) resulting in approximately 27,000 total homes and 45,000 total jobs, however all this development is unlikely to occur by 2035 based on growth projections. The SACOG Metropolitan Transportation Plan (MTP)/Sustainable Communities Strategy (SCS) is projecting Woodland to grow to about 33,000 jobs and 24,180 homes by 2036, and growing to a capacity of 49,130 jobs and 28,283 homes at full buildout. Therefore, the planning area is larger than what is needed to accommodate projected growth by 2035, however a larger SOI area may make sense considering the ULL is intended to be the permanent, ultimate physical boundary of Woodland. An update to the City's SOI is discussed in the SOI section of this MSR/SOI Update.

2. DISADVANTAGED UNINCORPORATED COMMUNITIES

The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

	YES	MAYBE	NO
a) Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?	☒	☐	☐
b) If yes, are there any "inhabited unincorporated communities" (per adopted Commission policy) within or adjacent to the subject agency's sphere of influence that are considered "disadvantaged" (80% or less of the statewide median household income) that do not already have access to public water, sewer and structural fire protection (if no to a), this question may be skipped)?	☒	☐	☐
c) If "yes" to both a) and b), it is feasible for the agency to be reorganized such that it can extend service to the disadvantaged unincorporated community (if "no" to either a) or b), this question may be skipped)?	☒	☐	☐

Discussion:

- a) Please see agency profile. A "yes" response indicates that the agency provides a service that may trigger the provisions of SB 244 and a LAFCo determination regarding any disadvantaged unincorporated communities within or adjacent to the agency's sphere of influence is required. A "no" response indicates that the provisions of SB 244 would not apply to a SOI update, if applicable.
- b) The term "Inhabited Unincorporated Communities" is defined per Commission adopted policy as those areas on the County of Yolo 2030 General Plan Land Use Map (see Figures LU-1B through LU-1H) that contain land use designations that are categorized as Residential by Table LU-6. The communities of Rumsey and West Kentucky are also included in this definition (even though the current land use designations are Agriculture (AG) and Commercial Local (CL) respectively) because their existing uses are residential.

These communities are as follows:

Binning Farms	Guinda	Rumsey
Capay	Knights Landing	<u>West Kentucky</u>
Clarksburg	Madison	West Plainfield
Dunnigan	Monument Hills	Willow Oak
El Macero	North Davis Meadows	Willowbank
El Rio Villa	Patwin Road	Yolo
Esparto	Royal Oak	Zamora

The unincorporated community of West Kentucky is located adjacent to the City of Woodland's current jurisdictional northwestern boundaries and is located within its existing sphere of influence.

- c) Yolo County and Yolo County Housing have been working together under a federal Community Development Block Grant (CDBG) to bring Westucky residents much needed public water and sewer services. The City of Woodland has agreed to a Memorandum of Understanding (MOU) with Yolo County to extend water and sewer services to these parcels. LAFCo authorized the City to extend water and sewer services to this community on November 10, 2016.

The Westucky Water Association is a Community Public Water System originally formed in 1953 to serve the residents on Aspen Street just outside the Woodland City Limits to the north. The Association provides approximately 15 service connections to at least 33 residents. The water system has incurred two system failures in the past 12 years and is in violation of the California Health and Safety Code for failing to provide a reliable and adequate supply of healthful potable water. Yolo County applied for and received a CDBG grant to fund improvements to the Westucky water system and the grant is being administered by Yolo County Housing. The grant was initially to reconstruct a well water system for the residents, however Yolo County Housing was able to renegotiate the grant such that the community could be connected to public water and wastewater services from the City of Woodland instead.

The Westucky parcels are located within the City of Woodland's Sphere of Influence and it is anticipated that this area will be annexed to the City along with anticipated development to the north. Each landowner has signed an agreement with the City of Woodland for extension of water and sewer service and, among other items, to support future annexation of their parcel. The City is able to provide water and sewer without impacting its current service levels.

The project construction plans have been approved by the City. Construction is expected to commence in the fall of 2018 with project completion in FY 2018/19.

Disadvantaged Unincorporated Communities MSR Determination

The West Kentucky community is a disadvantaged unincorporated community (DUC) within the City of Woodland's Sphere of Influence. Yolo County, Yolo County Housing and the City of Woodland have all partnered on an agreement (with LAFCo approval) to extend City water and sewer services to this community. This community already has structural fire protection services from the City via contract with the Springlake Fire Protection District. Project work to extend water and sewer services is underway and is estimated for completion in FY 2018/19. Therefore, providing services to this DUC has already been addressed and no further LAFCo recommendations are required.

3. CAPACITY AND ADEQUACY OF PUBLIC FACILITIES AND SERVICES

Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.

	YES	MAYBE	NO
a) Are there any deficiencies in agency capacity to meet service needs of existing development within its existing territory (also note number of staff and/or contracts that provide services)? Are there any concerns regarding public services provided by the agency being considered adequate (i.e. is there a plan for additional staff or expertise if necessary)?	☐	☐	☒
b) Are there any issues regarding the agency's capacity to meet the service demand of reasonably foreseeable future growth?	☐	☐	☒
c) Are there any significant infrastructure needs or deficiencies to be addressed for which the agency has not yet appropriately planned (including deficiencies created by new state regulations)?	☐	☐	☒
d) If the agency provides water, wastewater, flood protection, or fire protection services, is the agency not yet considering climate adaptation in its assessment of infrastructure/service needs?	☐	☐	☒
e) Are there any service needs or deficiencies for disadvantaged unincorporated communities related to sewers, municipal and industrial water, and structural fire protection within or contiguous to the agency's sphere of influence?	☐	☐	☒

Discussion:

The City of Woodland provides 10 distinct categories of municipal services that are evaluated as part of this service review, including: cemetery; community facilities, parks and open space; community recreation; fire; library; municipal water; police; solid waste & recycling; road construction, road maintenance, street lighting and landscaping; wastewater, stormwater & recycled water.

**CITY OF WOODLAND, CALIFORNIA
FULL-TIME-EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
LAST FIVE FISCAL YEARS**

Function/Program	Full-time-Equivalent Employees as of June 30				
	2013	2014	2015	2016	2017
Governmental Activities:					
General government	7	7	13	16	16
Public safety					
Police	78	78	74	79	79
Fire	48	48	45	45	47
Public works	38	38	38	38	38
Recreation and Parks	9	10	11	15	15
Community Development	29	29	22	23	23
Library	7	7	6	9	9
Business-type activities:					
Water utility	32	32	31	31	32
Wastewater utility	32	32	31	31	31
Storm water	2	2	2	2	2
Total	282	283	273	289	292

a) Capacity/Adequacy of Existing Services

Cemetery Services

The Woodland Cemetery Association, founded in 1869, purchased the land and managed the cemetery from its beginnings as a 10-acre burying ground adjacent to the existing old cemetery of Union Church, until 1967, when the City of Woodland assumed ownership. There was an attempt to form a cemetery district in Woodland, however the measure failed to pass. The Woodland City Cemetery is a nondenominational 22-acre full service memorial park. It offers traditional internments and mausoleum/garden niches.

Community Facilities, Parks and Open Space

The City of Woodland owns and operates numerous parks and recreation facilities, with programming of park resources and maintenance of facilities provided by the Community Services Department. The City has nine mini parks/plazas, 17 neighborhood parks, one community sports park, and six recreational facilities, including the 13- acre Woodland Community and Senior Center. The City also owns a 154-acre undeveloped park site known as Woodland Regional Park, which is located just beyond new residential development along County Road 102 (CR 102) and County Road 25 (CR 25) in the southeastern portion of the Planning Area. Altogether, Woodland contains a total of approximately 404 acres of parks and recreation facilities. This total includes about 147 acres of developed parkland, 224 acres of undeveloped parkland (including undeveloped parks and stormwater detention basins), and 33 acres of other facilities. The City's standard is to provide 6.0 acres of parkland per 1,000 in population. The existing parks ratio is 2.6 acres of developed parkland, 4.6 acres of undeveloped parkland, and 7.3 of total developed and undeveloped parkland per 1,000 residents.

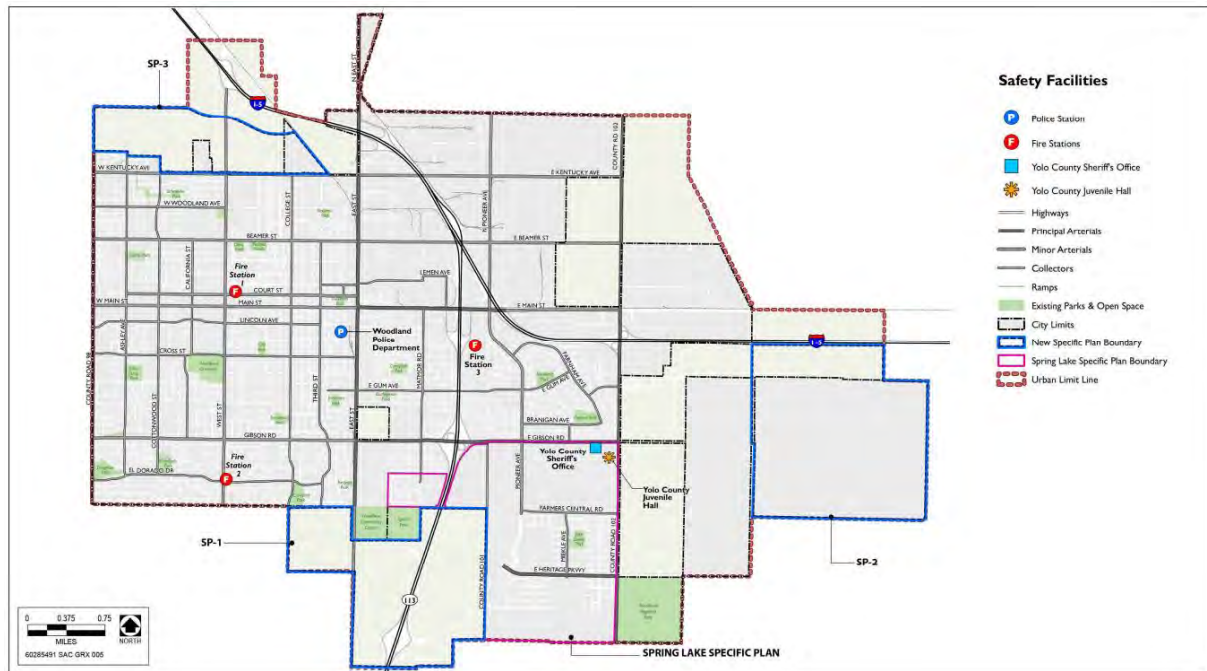
Community Recreation

The Community Services Department provides recreation programs to City residents and visitors. Examples of programs include youth sports, adult sports, youth and adult aquatics classes, senior services, youth and adult enrichment programs and various other leisure and recreation opportunities.

Fire Protection & Emergency Response

The Woodland Fire Department provides fire and emergency medical services (EMS) in the City. It also provides service to a significant portion of the Springlake Fire Protection District (everything north of CR 29) via contract. The Fire Department is staffed with 47 personnel including a Fire Marshal and two Fire Prevention Specialists who staff the Fire Prevention Division. The Fire Department current suppression staffing model does not consistently meet National Fire Protection Association (NFPA) standards for low hazard fires, and it currently relies heavily on its mutual and automatic aid partners for support to meet NFPA standards for higher-risk fire incidents.

The Fire Department operates three fire stations. Station #1 is located at 101 Court Street and is staffed with one three person engine company, Station #2 is located at 1619 West Street and is staffed with one three person engine company and Station #3 located at 1550 Springlake Court which is staffed with one three person engine company, one three or four (dependent upon staffing) person truck company, and one Battalion Chief. To help maintain adequate response times, the Fire Department has identified a need for both a relocation of one station and an additional fire station in the city. To serve the Spring Lake Specific Plan Area as well as meet the needs of the entire community, a relocation of fire station #3 is planned for the Spring Lake Specific Plan Area on a 4.5 -acre site located on Gibson just East of Highway 113 is being evaluated. A fourth fire station in the Northwest section of the City is envisioned as the City continues its growth and based upon the adopted General Plan.



The Fire Department establishes response time standards for its services, measured from the time the unit leaves the station to the time the unit arrives at the scene. In alignment with NFPA 1710 standards, the Fire Department's standards are a 60 second turnout time for EMS calls and an 80 second turnout time for fire and special operations. The first engine should have a travel time of four minutes or less for a fire suppression incident and eight minutes or less for the deployment of an initial full alarm assignment. For an emergency medical incident, travel time should also be four minutes or less. NFPA standards require that the Fire Department meet these response time standards 90 percent of the time. In 2017, as shown in Table 4.12-5, the Fire Department met the NFPA standard for EMS calls 76.82 percent of the time. Additional response times are shown below.

2017 Annual Response Times			
	Response Goal	Actual Performance	Avg. Response Time
Structure Fire (1 st Unit)	4 minutes 90% of the time	86.21%	2:38
Fire- Other	4 minutes 90% of the time	74.71%	3:12
Full First Alarm Assignment (3 Engines, 1 Truck, 1BC)	8 minutes 90% of the time	84.61%	NA
Emergency Medical	4 minutes 90% of the time	76.82%	3:19



Fire departments are rated by ISO's Public Protection Classification (PPC) program. The program uses the Fire Suppression Rating Schedule (FSRS), which is comprised of a long list of elements a community may use to fight fires effectively. Each element is given a point score. Using the point scores and various formulas, ISO derives a PPC rating. On a scale of 1 (exemplary fire protection) to 10 (not meeting minimum criteria), Woodland scored a 3 for areas inside the City limits and 3Y for areas in the Springlake Fire Protection District.

Library Services

Since 1891, when the Woodland Public Library was established by the City of Woodland, the library has been the prime educational service of the city, providing aids to parents of pre-readers, early reader assistance, supplemental books to help students, and a full range of books, other items, and services to assist all residents in their life-long learning efforts. The Woodland Public Library houses literary, artistic, and reference materials for public use and circulation. Located at 250 First Street, the library provides opportunities to attend social and educational programming and events, and provides access to twenty-first century technologies. The library department of the City has 9 employees, which report to the Library Board of Trustees. The Library board of Trustees operates similar to an advisory committee to the City Council.

Municipal Water Service

The City of Woodland Public Works Department provides municipal water to residents in the Planning Area. Treated Sacramento River water supplied by the Woodland-Davis Clean Water Agency's (WDCWA) Regional Water Treatment Facility (RWTF) is the primary source of drinking water within the Planning Area. Groundwater is a backup to the surface water supply and will supplement surface water during times of high demand or reduced surface water availability.

The distribution system consists of approximately 300 miles of transmission and distribution lines, a 3 million-gallon, ground level storage tank, two million gallons in dedicated storage at the RWTF, and a 400,000-gallon elevated storage tank, which is generally sufficient for peak demands and to regulate water pressure. There are about 15,635 existing service connections in the distribution system (City of Woodland 2016).

Woodland continues to operate several groundwater wells located throughout the city to supplement surface water supplies. The City has destroyed 5 wells and sold 2 wells in 2017. The remaining wells are a backup supply to surface water supplies.

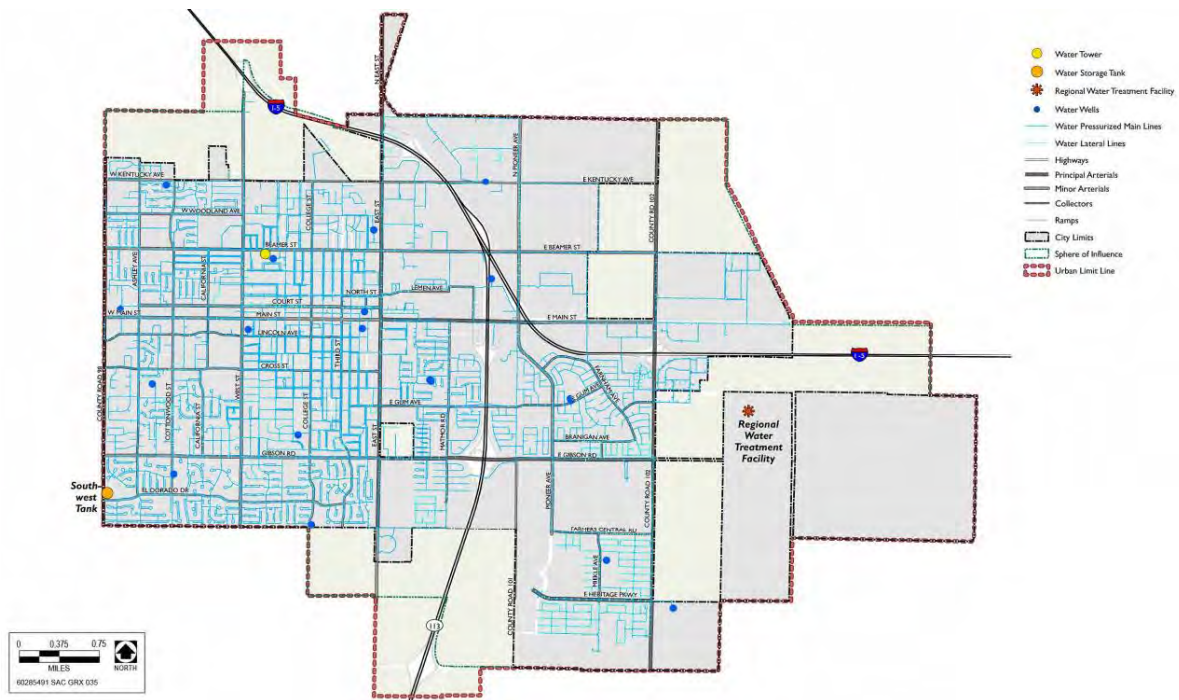
The City has implemented an Aquifer Storage and Recovery (ASR) Program to store treated surface water from excess supply in winter months to supplement supply in peak demand summer months and to prepare for future drought conditions. One ASR well was completed in 2013 and two additional wells were completed in late 2017. Ultimately, five ASR wells are planned for the system. Three ASR wells were operational by late-2017 and began storing water in winter 2017/2018.

The Sacramento Valley Groundwater Basin is the major groundwater basin in the Sacramento River hydrologic region. This groundwater basin has 18 groundwater subbasins. The Yolo subbasin encompasses approximately 400 square miles in the southern portion of the Sacramento Valley Groundwater Basin, primarily in Yolo County, and it is not in overdraft (DWR 2003, City of Woodland 2016). This subbasin is bounded on the east by the Sacramento River, on the west by the Coast Range, on the north by Cache Creek, and on the south by Putah Creek (City of Woodland 2016).

Groundwater provided the 2015 water supply, but by 2020, most of the water supply is projected to come from surface water, supplemented by recycled water, with groundwater to serve as supplemental for emergency conditions. The City's surface water availability is projected to grow to a water supply of approximately 24,650 acre-feet per year (af/yr) by 2035.

In 2015, the city's water demand was approximately 2.8 billion gallons per year (7.6 mgd), down from 4.5 billion gallons per year (12.4 mgd) in 2010. During 2007-2009 and 2012-2015, California experienced drought conditions that resulted in increased water conservation and water use awareness. In 2015, single-family residential uses accounted for nearly half of demand (46 percent), followed by multi-family residential and commercial (15 percent each), industrial and landscape (7 percent each), and institutional/governmental (4 percent) (City of Woodland 2016). Future water demand in Woodland is expected to grow over the 2035 General Plan planning horizon.

City of Woodland Total Water Demands, af/yr					
Demand	2015	2020	2025	2030	2035¹
Potable and Raw Water Demand	8,650	15,113	16,226	17,417	18,691
Recycled Water Demand	0	800	800	800	800
Total Water Demand	8,650	15,913	17,026	18,217	19,491
Notes:					
¹ Recycled water demands are based on projected water use for Woodland industrial use, landscape, and park irrigation needs.					
² Potable and raw water demand projections are calculated based on projected population and 2020 target gallons per capita per day, as calculated using DWR methodologies for SBx7-7.					
Source: City of Woodland 2016					



If the City's surface water availability is projected to grow to a water supply of approximately 24,650 acre-feet per year (af/yr) by 2035, and the demand is projected to be 19,491 acre-feet per year, the City has adequate water supply to meet the demands of growth.

Police Protection

The Woodland Police Department has a staff of 79 paid employees, including 64 sworn patrol officers and 15 non-sworn support personnel. The City of Woodland Police Department is located at 1000 Lincoln Avenue. The Police Department currently staffs four full time beats in the northeast, northwest, southwest, and southeast quadrants of the city. Two Homeless Outreach Street Team, or H.O.S.T. officers, assist with calls for service involving homeless persons during daytime hours. However, given calls for service under existing conditions, the Police Chief has expressed that a fifth beat should be staffed full-time. (Correspondence between BAE Urban Economics, Dyett & Bhatia, and Woodland Police Department 2016.)

The Police Department dispatches police personnel based on priority level, Priority One being the highest. Priority One calls are major crimes or incidents "In-Progress," requiring immediate dispatch. Priority Two calls are minor crimes or incidents "In-Progress" or just occurred within 10 minutes. Priority Three calls are any major crimes or incidents that are not "In-Progress." Priority Four calls are any minor crimes or incidents that are not "In-Progress." Lastly, Priority Five calls are the lowest priority call (e.g., follow up on a cold case) that police personnel deal with as time permits.

Standards for response times are based on the dispatch time (measured from the start of the call) until the first unit's arrival. The Police Department's response time standard is five minutes for Priority One calls, six minutes for Priority Two calls, 25 minutes for Priority Three calls, 40 minutes for Priority Four calls, and 45 minutes for Priority Five calls. In 2012, the Police Department's average actual response time for Priority One and Two calls were about 2.5 minutes longer than the department's standard, while response times for Priority Three and Four calls were within the response time standard.

The Police Department does not have a service standard based on population. Rather, the department determines staffing needs based on the amount of uncommitted time per officer, number of calls for service per officer per day, and number of major crimes assigned to detectives per day. Patrol officers

should average a minimum of 40 percent of unobligated patrol time per shift. The International City Manager Association suggests that a target of 40 percent uncommitted time is appropriate (International City Manager Association). According to the Woodland Police Department, it currently has an average of 15 percent unobligated time.

Solid Waste & Recycling

Solid waste, recycling, organics recycling, street sweeping and yard waste street pile collection and disposal in Woodland are provided by a franchise agreement with Waste Management, with disposal and material processing at Yolo County Central Landfill. According to the Yolo County Integrated Waste Management Plan, as of 2012, the landfill had approximately 79 years of disposal capacity.

Road Construction, Road Maintenance, Street Lighting and Landscaping

The City's General Plan adopted a vehicle level of service standard of D for roadways. The City provides street maintenance with its Public Works Department Right-of-Way (ROW) Group which consists of 14 programs and is responsible for the operation and maintenance of 216 center line miles of streets, 400 miles of sidewalks, 70 signalized intersections (City owned), 48 various sites throughout Yolo County that incorporate signals, beacons and radar feedback signs (County owned) 3,600 street lights, citywide Supervisory Control and Data Acquisition (SCADA) system, facility electrical (WPCF, water distribution, sewer and storm pumping stations, parks, and various city buildings), 10,000 traffic signs, and 207 center line miles of road markings. All of these amenities are funded from multiple sources, which include the General Fund, Transportation Development Act (TDA), Measure E/F, Gas Tax, , and various Lighting and Landscaping Districts (L&L).

Wastewater, Stormwater & Recycled Water

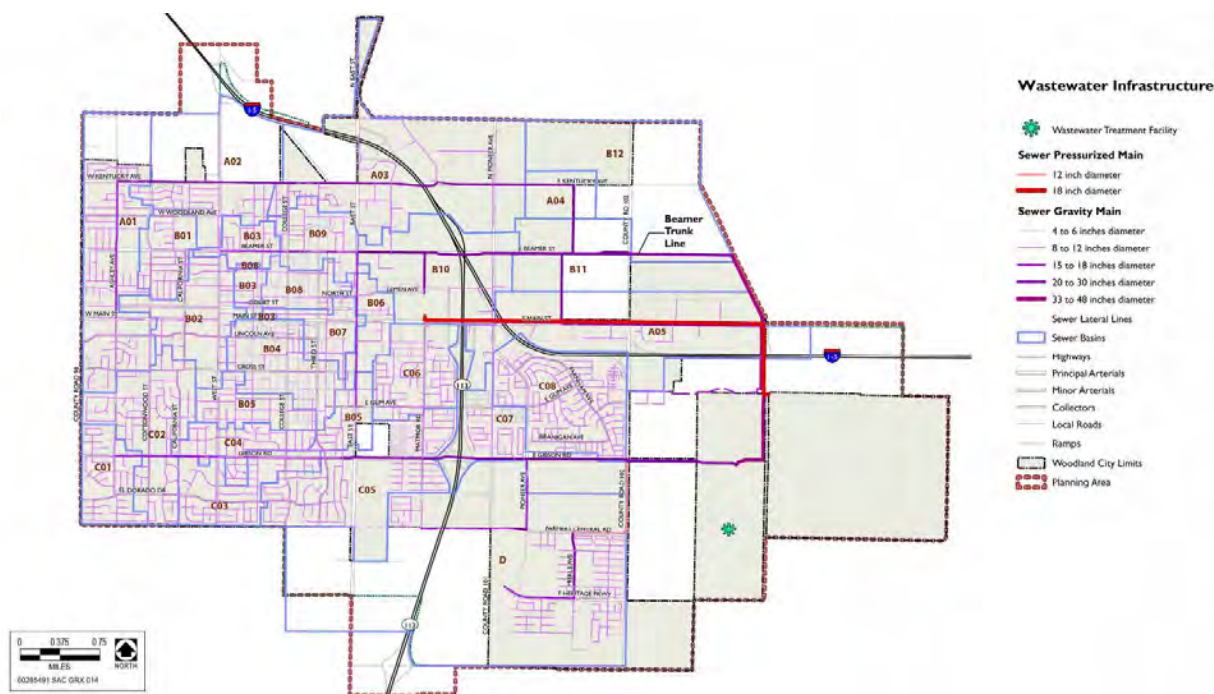
The City of Woodland's Public Works Department is the community's wastewater service provider. Woodland's wastewater collection system conveys wastewater by gravity pipelines to the Water Pollution Control Facility (WPCF) located east of the city along County Road 24, where it is treated and then discharged to a large, unimproved channel. Treated wastewater eventually drains to the Tule Canal on the east side of the Yolo Bypass. Woodland's wastewater collection system consists of 270 miles of sewer main and 80 miles of service line. One 18-inch force main along Main Street (the tomato waste line from the Pacific Coast Producers plant to CR 103) is not a part of the City system. The City has more than 15,000 wastewater service connections and serves the city of Woodland as well as a small unincorporated area north of the city called Barnard Court.

While most of the City's wastewater infrastructure can meet existing and future demand, the capacity of the sewer system in the downtown area is currently constrained. The Beamer Trunk Line serves Woodland's downtown and is near capacity.

The City constructed the Water Pollution Control Facility (WPCF) in 1989. Since that time, the City has upgraded the facility twice—once in 1999 and a second time in 2006, when the City expanded and upgraded the treatment plant's hydraulic capacity from 7.8 million mgd to 10.4 mgd. The City has completed an upgrade at the WPCF to expand solids handling capacity, replace equipment, and improve the treatment process. The wastewater treatment plant capacity is measured in two ways: (1) hydraulic capacity, which is the maximum inflow/outflow (gallons per day) that a plant can treat; and (2) solids (biological oxygen demand) capacity, which are the maximum biological solids (pounds per day) that a plant can adequately treat.

In recent years, hydraulic inflows to the WPCF have been reduced due to water conservation, and the average flow to the WPCF is currently about 5.0 mgd, according to a technical report that was completed to evaluate the 2035 General Plan impacts on the WPCF. Future average flow to the WPCF is expected to grow moderately, from about 6.6 mgd by 2020 to 8.3 mgd by 2035 (Correspondence with the City of Woodland, June 2016). The projected future capacity of the WPCF is about 9.2 mgd for average wastewater flows, which could serve up to 105,000 residents (City of Woodland 2015b).

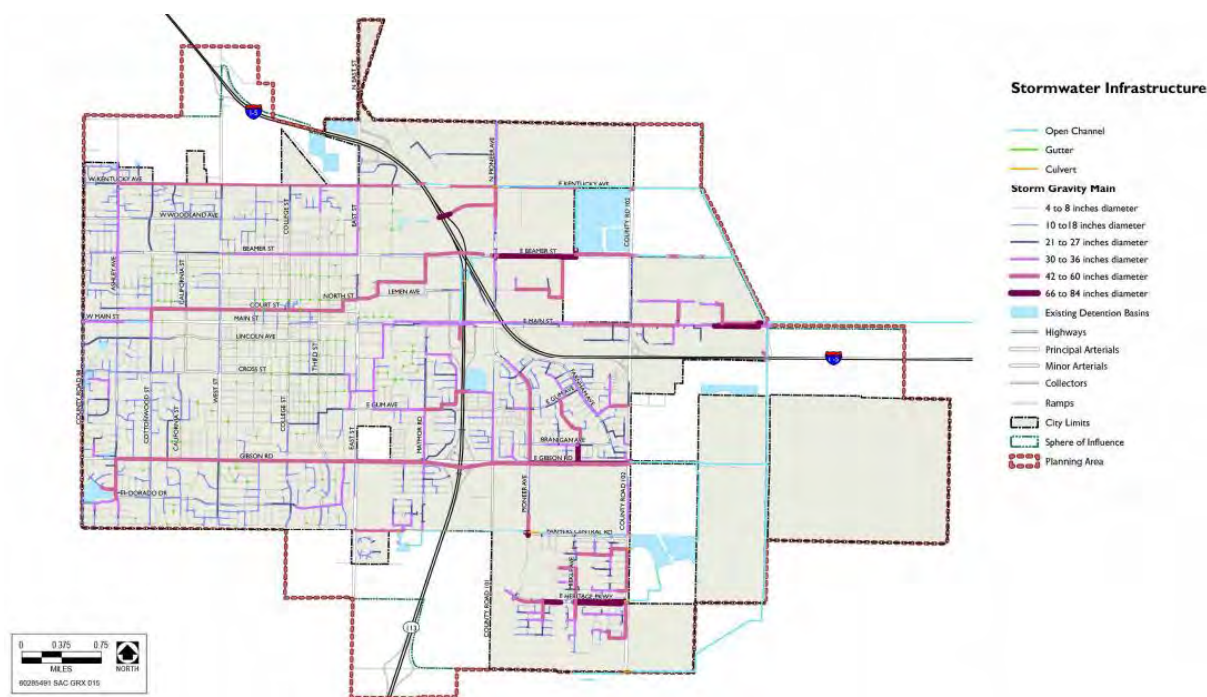
Historically, wastewater flows and biological loads have been linked. However, water conservation has resulted in lower flows to WPCF with increasing biological load. The City constructed the conversion of three of the oxidation ditches at the WPCF to the Modified Ludzack-Ettinger (MLE) process, which enhances nitrogen removal in addition to solids capacity. The improvements to solids handling capacity have been completed in late 2016 and are in use. In the future, hydraulic capacity will not be the limiting system factor. Rather, the ability for WPCF to treat higher amounts of biological solids will determine overall wastewater system capacity, and the City will make modifications and upgrades to the WPCF, as needed, over the horizon of the 2035 General Plan.



The City's stormwater system includes 130 miles of stormwater drain pipes, 14 miles of drainage channels, 1,600 catch basins, 1,874 drain inlets, nine detention ponds, and nine stormwater pumps in three locations. The Public Works Department is responsible for operation and maintenance of the system. The City maintains a Storm Drainage Facilities Master Plan, which is used to plan and implement improvements to the stormwater infrastructure in Woodland.

Woodland's storm drain system collects water through gutters, ditches, and catch basins. The storm drain system conveys water generally west to east by gravity through canals and four main trunk lines 30 to 84 inches in diameter. The trunk lines discharge into open channels that convey the flow to the East Main Street Lift Pump Station. It is then pumped into a canal along the south side of Cache Creek Settling Basin and then flows into the Tule Canal in the Yolo Bypass and then to the Sacramento River. The City also has several retention/detention basins around the city to slow and divert storm water from larger storms.

City streets are subject to flooding during periods of moderate to heavy rainfall, as the storm drain system is not adequately sized for these flows. Older parts of the city, particularly west of East Street, do not have a system of under-street storm drain pipes. Rather, runoff is conveyed through intersections in valley gutters, gutter culverts, or inverted siphons, and must travel long distances to reach a drain inlet. In these areas, when capacity of drain inlets and pipes is exceeded, localized street flooding occurs and can remain for three to four hours after rainfall has subsided. Significant problem areas where localized street flooding occurs include Browns Corner (West Main Street and County Road 98) and West Street (South of Del Mar).



b-c) Ability to Meet Demands of Growth/Other Deficiencies

Cemetery Services

The City cemetery has approximately 20,000 grave sites in total with 1,145 available⁴. In addition, there may be the potential to take back a few hundred older graves through legal means to expand capacity in the future if needed. The cemetery also contains 374 niches with 70 available, and additional columbarium space is tentatively planned for near future, which would include 100-200 additional niches. This burial option has become second most popular for the cemetery.

The most popular burial option has been adding cremated remains to existing full graves. Additional cremation only sites are also possible in many locations throughout the cemetery. This significantly expands capacity, and therefore, capacity at the Woodland City Cemetery does not appear to be an issue.

Community Facilities, Parks and Open Space

It is anticipated that growth under the 2035 General Plan will create additional need for public facilities in Woodland. City policies in the General Plan require additional public facilities to maintain service levels commensurate with the City's population. The General Plan EIR also requires the City to undertake a Municipal Facilities Master Plan that identifies future space needs.

New development is required to meet its fair share of the park acreage goal, including greenbelt parks, according to Policies 5.C.4 and 5.C.9. Policy 5.C.10 allows small parks in infill areas to help maintain the park standard, which reduces the need for developing larger parks, which have potentially greater environmental effects of construction and operation of recreational facilities than smaller parks. The City must identify appropriate funding mechanisms for parks according to Policy 5.C.11. Policy 5.C.15 encourages cooperation with the County in developing a countywide parks, open space, and trail system, to help maintain the parkland standard. The City plans additional park development as part of

⁴ Per email from Christine Engel, Director of Community Services, May 14, 2018.

the Spring Lake Specific Plan (SLSP) area, which at buildout will include more than 4,000 new housing units. Jack Slaven Park (8 acres) is the first of the neighborhood parks to be developed in Spring Lake, which will total 30 acres of parkland when fully developed. Therefore, pursuant to City policy and standard requirements, additional parkland will be financed and constructed as part of future development.

Community Recreation

It is anticipated that growth under the 2035 General Plan will create additional need for community recreation programs in Woodland. Additional recreation programs will be primarily funded by user fees.

Fire Protection & Emergency Response

Implementation of the 2035 General Plan would result in new residential, commercial, office, and industrial development in the Planning Area. This growth is likely to result in greater demand for fire protection services. Specifically, as SP-3 develops, it may be necessary to relocate one of the City's existing fire stations in order to improve coverage in the northern area of the city.

Implementation of the City's 2035 General Plan will result in the need for new fire stations and it includes policies specifically addressing the location of new stations for planned growth and financing them. Community Facilities Districts have been used by the developers to finance needed City facilities and infrastructure projects within specific plan areas. All new development areas within the City's General Plan require specific plans and infrastructure finance plans.

Library Services

According to the California Public Library Statistics Portal⁵, the Woodland Public Library resources are below the state median (not the average) in several indicator areas, while Library usage is steadily increasing.

Woodland Public Library (compared to State Median)	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Resources					
Total Collection per Capita	1.99	1.85	1.84	1.82	1.79
(State Median)	2.28	2.25	2.38	2.43	2.49
Registered Borrowers per Capita	0.498	0.48	0.521	0.431	0.475
(State Median)	0.639	0.609	0.585	0.6	0.591
Hours open pre 100 population	3.85	3.84	3.65	4.06	4.33
(State Median)	6.26	6.27	6.38	6.93	6.85
Staff FTE per 1,000 population	0.22	0.21	0.21	0.25	0.26
(State Median)	0.33	0.31	0.31	0.32	0.3
Total Expenditures per Capita	19.89	22.57	22.46	26.94	33.63
(State Median)	30.21	29.38	29.17	30.22	32.25
Total Expenditures per Borrower	\$39.95	\$47.05	\$43.11	\$62.45	\$70.87
(State Median)	\$46.49	\$48.00	\$50.78	\$54.95	\$58.92
Usage					
Circulation per Capita	5.44	5.48	5.39	5.36	5.19
(State Median)	5.35	5.2	5.11	5.06	4.87
Library Visits per Capita	3.83	3.52	3.04	3.12	3.16
(State Median)	4.34	4.27	4.14	4.06	4.01
Program Attendance per Capita	0.09	0.08	0.18	0.19	0.48
(State Median)	0.22	0.23	0.24	0.23	0.23

⁵ California State Library Public Library Statistics Portal, 5-year trend data https://ca.countingopinions.com/index.php?page_id=3

Although the population of Woodland is increasing, a smaller percentage of residents have library cards and visit the library, however program attendance has grown, reflecting the changing nature in how the public uses the library. The City appears to be providing adequate library services and has increased funding due to Measure J and Measure E.

It is anticipated that growth under the 2035 General Plan will create additional need for public facilities in Woodland. City policies in the General Plan require additional public facilities to maintain service levels commensurate with the City's population. The General Plan EIR also requires the City to undertake a Municipal Facilities Master Plan, which would include library services, that identifies future space needs.

Municipal Water Service

The Davis-Woodland Water Supply project has allowed Woodland to secure surface water supplies for current and future demand. The City plans to utilize ASR (aquifer, storage and recovery) wells to balance winter surface water supply with summer demand and store treated surface water ahead of the next drought. As noted above, the City has planned for five ASR wells to be ultimately constructed, which will require two additional ASR wells to be constructed after 2017. Any new native groundwater wells would likely require a wellhead treatment system over the planning period. Native groundwater is water that is unaltered by the effects of human activities (Pearsall 1996). The City has several miles of old and undersized cast iron pipe dating back to the early 1900s. These pipes have seen an increase in the frequency of water main breaks. The City has begun a program to replace the aging water mains over time.

Police Protection

It is not expected that implementation of the Proposed Project would result in the need for additional police protection facilities because the new public safety building has sufficient room for staff growth. Policies in the newly adopted 2035 General Plan provides for sufficient law enforcement services to meet the need of increased growth.

Solid Waste & Recycling

Solid waste in Woodland that is not diverted is hauled to the Yolo County Central Landfill. The Integrated Waste Management Act of 1989 (AB 939, Sher) requires each county to prepare an Integrated Waste Management Plan (IWMP) that quantifies and identifies a plan to maintain the remaining county-wide disposal capacity. According to the Countywide Siting Element of the Yolo County IWMP adopted in August 2012, the Yolo County Central Landfill had a remaining municipal solid waste disposal capacity of 39,493,850 cubic yards, as of July 2011. Based on historical rates of disposal and projected population, the Central Landfill is expected to reach capacity in the year 2090, which takes into account population growth countywide.

Road Construction and Maintenance, Street Lighting and Landscaping

The 2035 General Plan includes goals, policies, and implementation programs related to the performance of roadways. The City has adopted a new level of service (LOS) standard of D that will, overall, reduce the amount of new road construction and maintenance area required. The General Plan policies also requires new development to fund its share of new construction, operations and maintenance such that growth should not result in a reduction in service levels or capabilities to existing service population.

Funding to maintain roadways, including landscaping and street lighting, once constructed is an ongoing challenge to local agencies statewide and is not unique to the City of Woodland. The City has recently collaborated with the Yolo County Transportation District on a countywide Capital Improvement Plan to identify projects and funding needs. The local agencies continue to work on funding strategies and engage with SACOG on obtaining federal funding resources.

Wastewater, Stormwater & Recycled Water

In the coming years, the City will prioritize improvements to increase the capacity of the sewer system in Downtown, which is currently a significant limitation on the area's ability to intensify and serve more growth. The City is currently lining, replacing, and adding to existing sewer lines, which will delay the need for increased capacity. The City is evaluating the need for a new 18-inch relief line along East Street from Oak Avenue to Gibson Road to divert flow from the Beamer Trunk to the Gibson Trunk, as well as a new 12-inch relief line on Gum Street from 4th Street to East Street to reduce flow along 4th Street and Oak Avenue. This main would also link with the East Street relief line. If it is needed in the future, the City plans to add capacity to the sewer system Downtown by relieving the Beamer Trunk Line with a line to the Kentucky Trunk Line or with redirection of flows to the Gibson Trunk Line. The Kentucky Trunk Line runs underneath Kentucky Avenue in the northern portion of the Planning Area and has additional capacity (Development Scenarios Analysis Report 2015). The Gibson Trunk Line runs underneath Gibson Road in the southern portion of the Planning Area and has additional capacity.

The City is engaged in studies with the Army Corps of Engineers and State of California Department of Water Resources to study flood management alternatives for Lower Cache Creek. The City is also engaged in a Storm Drain Master Plan update to guide storm water related improvements required for development in the southern portion of the city.

Woodland's Storm Drainage Facilities Master Plan was adopted in December 1999 and updated in 2006. It prepares for implementation of the Woodland General Plan as of 2002, including the Woodland Park Specific Plan Area in the northeast portion of the Planning Area and the Spring Lake Specific Plan Area in the southern portion. An update to the Storm Drainage Facilities Master Plan is currently underway for the south portion of the Planning Area including Spring Lake Specific Plan Area and Master Plan Remainder Area.

Because they significantly affect the design, operation, and/or maintenance of storm drainage facilities, the Storm Drainage Facilities Master Plan gives special consideration to the Cache Creek Settling Basin, the Lower Cache Creek Overflow Barrier Project, the Reclamation District No. 2035 Highline Ditch, the Beamer/Kentucky Detention Ponds, the City-County Drainage Agreement, the Yolo Shortline Railroad Trestle, the East Main Pump Station (EMPS) and North Canal/South Canal Connections, and water quality.

The Storm Drainage Facilities Master Plan includes: a new standard for sizing retention storage; additional attention to overland runoff and street flooding; new standards for cast-in-place concrete pipe; new hydrologic and hydraulic modeling of runoff; and new evaluations of long-duration storm events. It also includes cost estimates for construction, land acquisition, and operations and maintenance, as well as an implementation program.

- d) Along with the 2035 General Plan, the City adopted a Climate Action Plan to reduce greenhouse gas emissions consistent with State goals for addressing contributions to climate change. In addition, the Draft EIR for the General Plan includes discussions regarding climate change resiliency, especially as it relates to water supply and flooding.
- f) Disadvantaged Unincorporated Communities:

Water and sewer needs in the adjacent disadvantaged unincorporated community of West Kentucky are already being addressed. LAFCo authorized the extension of City water and sewer services outside of its jurisdictional boundary to serve the needs of community residents. The community already receives structural fire protection services. For more information, please see the discussion under item 2c.

Capacity and Adequacy of Public Facilities and Services MSR Determination

The City of Woodland provides 10 distinct categories of municipal services that are evaluated as part of this service review, including: cemetery; community facilities, parks and open space; community recreation; fire; library; municipal water; police; solid waste & recycling; road construction, road maintenance, street lighting and landscaping; wastewater, stormwater & recycled water. The City's recently updated General Plan 2035 and associated EIR provides analysis and implementation measures to ensure that the City has adequate facilities and capacity to accommodate existing and planned growth. The General Plan policies requires new development to fund its share of new construction, operations and maintenance such that growth should not result in a reduction in service levels or capabilities to existing service population.

4. FINANCIAL ABILITY

Financial ability of agencies to provide services.

	YES	MAYBE	NO
a) Does the organization engage in budgeting practices that may indicate poor financial management, such as overspending its revenues, using up its fund balance or reserve over time, or adopting its budget late?	☐	☐	☒
b) Is there an issue with the organization's revenue sources being reliable? For example, is a large percentage of revenue coming from grants or one-time/short-term sources?	☐	☐	☒
c) Is the organization's rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations?	☐	☒	☐
d) Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?	☐	☐	☒
e) Is the organization needing additional reserve to protect against unexpected events or upcoming significant costs?	☐	☐	☒
f) Does the agency have any debt, and if so, is the organization's debt at an unmanageable level?	☐	☒	☐
g) If the agency has pension and/or other post-employment benefit (OPEB) liability, what is it the liability and are there any concerns that it is unmanageable?	☐	☒	☐
h) Is the organization in need of written financial policies that ensure its continued financial accountability and stability?	☐	☐	☒

Discussion:

- a) Budget: Does the organization engage in budgeting practices that may indicate poor financial management, such as overspending its revenues, using up its fund balance or reserve over time, or adopting its budget late?

The City has demonstrated prudent budget management over the past five years, particularly over the General Fund, which has generated a budget surplus each year. Even though fund balance was used to balance the budgets, ranging from \$0.2M in FY 2013 to \$3.7M in FY 2014, fund balance has increased each year.

The budget process as outlined in the financial reports is sound and the budget is adopted timely. A schedule of expenditures in excess of the final adjusted budget is presented below. The City has improved interdepartmental communications and has reduced the number of overdrawn funds reported in the CAFR over the last three fiscal years.

Analysis of Governmental Funds

City of Woodland Governmental Funds					
Statement of Revenues, Expenditures and Changes in Fund Balances (audited)					
	2012-13	2013-14	2014-15	2015-16	2016-17
Revenue					
Taxes	\$ 27,474,679	\$ 28,078,284	\$ 29,111,748	\$ 32,226,553	\$ 33,177,281
Fines and penalties	233,457	270,097	153,573	351,054	297,035
Intergovernmental	12,207,026	10,911,779	11,815,973	8,663,614	13,807,892
Charges for services	6,758,215	7,491,663	8,165,103	8,166,108	9,277,008
Licenses and permits	8,613,706	14,474,151	16,217,959	19,414,623	18,317,158
Investment earnings	89,934	225,387	422,080	451,545	(127,369)
Contributions from property owners	-	-	5,810,815	2,842,900	14,639,377
Miscellaneous	734,100	767,891	1,922,224	956,139	833,285
Total Revenues	\$ 56,111,117	\$ 62,219,252	\$ 73,619,475	\$ 73,072,536	\$ 90,221,667
Expenditures					
General government	1,974,471	2,016,899	2,320,272	2,543,644	2,642,229
Finance	754,839	842,655	734,768	892,053	936,692
Community development	5,711,061	7,106,100	7,088,552	6,276,145	6,586,236
Parks and recreation	4,127,982	4,442,963	2,478,330	2,809,021	11,887,161
Police	14,866,485	16,109,049	16,385,568	17,334,799	18,352,713
Fire	9,010,780	9,311,327	9,661,488	9,799,485	10,243,246
Library	1,394,024	1,452,647	1,664,623	1,990,937	2,033,200
Public works	10,463,175	8,606,203	14,590,094	13,828,550	13,072,334
Debt service-principal	4,771,545	7,070,246	11,821,063	11,856,733	5,990,745
Debt service-interest	2,210,850	2,146,043	495,507	501,246	407,108
Bond issuance and fiscal agent fees	-	105,000	85,026	-	-
Total expenditures	55,285,212	59,209,132	67,325,291	67,832,613	72,151,664
Excess (deficiency) of revenues over (under) expenditures	825,905	3,010,120	6,294,184	5,239,923	18,070,003
Total other financing sources (uses)	1,309,741	(3,451,821)	3,193,144	(769,044)	4,024,724
Net change in fund balances	2,135,646	(441,701)	9,487,328	4,470,879	22,094,727
Fund balances (deficits), beginning of year	16,194,848	18,330,494	44,316,387	57,092,006	61,562,885
Restatements	-	26,427,594	3,288,291	-	-
Fund balances (deficits), end of year	\$ 18,330,494	\$ 44,316,387	\$ 57,092,006	\$ 61,562,885	\$ 83,657,612
Fund balances by category					
Nonspendable	3,813,163	2,940,603	2,917,429	1,593,308	1,195,935
Restricted	7,304,059	30,154,832	34,398,178	35,118,294	38,134,770
Committed	4,556,972	9,195,345	12,730,288	17,056,857	33,254,039
Assigned	2,558,427	-	-	-	-
Unassigned	97,873	2,025,607	7,046,111	7,794,426	11,072,868
Total fund balances	\$ 18,330,494	\$ 44,316,387	\$ 57,092,006	\$ 61,562,885	\$ 83,657,612

Revenues

The City's revenue sources include property taxes, sales taxes, fines and penalties, intergovernmental revenue, charges for services, licenses and permits, contributions from property owners and miscellaneous revenue. General fund revenues increased modestly each year and are now \$10.5 million higher than in FY 2012, or an increase of over 27%. The increases are mostly attributable to increases in property and sales taxes; signs of an improving economy. Property taxes revenues have recovered and have increased 6% - 7% annually for the past three fiscal years. Other governmental

funds revenue sources increased over \$24.9M, or 151%, mostly from increases in license and permits and contributions from property owners, both related to Spring Lake development. In total Governmental Funds revenue increased by \$35.4M. Other taxes, including those generated from Measure E, have increased steadily over the past five years. Measure E, which expired September 30, 2018, was replaced by Measure F (which was approved by voters in November 2016) and became effective October 1, 2018.

Contributions from property owners, a new revenue category as of fiscal year 2015, is Mello-Roos bond proceeds related to the Spring Lake development. Through fiscal year 2017, the City has received \$23.3M which is being used to pay back developer advances.

Expenditures

Total governmental funds expenditures increased, by \$10.2M, or 16%, from FY 2012 to FY 2017, which is an average of about 3% a year. The largest increase was in parks and recreation with an increase of \$8.7M in fiscal year 2016-17. This increase was attributable to two large neighborhood park construction projects, police with an increase of \$3.5M and fire with an increase of \$1.1M. In addition, there were offsetting significant decreases of \$1M in community development, \$1.8M in public works and \$1.7M in debt service expenditures. Overall looking at total governmental funds expenditures the City has operated very conservatively.

Fund Balances

Total General Fund balances have steadily increased from \$9.1M as of June 30, 2012 to \$18.1M as of June 30, 2017 due to general revenue growth and conservative budget management. Unassigned fund balance as a percentage of total expenditures increased from 21% to over 40%. As of June 30, 2017 General Fund balances were as follows: \$1.2M non-spendable and \$16.9 unassigned.

Total other governmental funds fund balances increased from \$7.1M as of June 30, 2012 to \$65.6M as of June 30, 2017, a \$58.5M increase. \$26.5M of the increase was due to a restatement in 2014 of prior year's fund balances. The restatement changed the offsetting of long-term notes receivable with restricted fund balance instead of unavailable revenue. The Spring Lake Capital Project Fund increased by \$21.4M, mostly due to the receipt of bond proceeds in 2017 that will be used to pay back developer advances and construct required capital facilities. The fund balances of the Special Sales Tax District CPF increased by \$5.4M, the Sewer Development CPF increased by \$4.3M and the Surface Water Development CPF increased by \$2.4M. These CPF fund balances increased due to the set aside of reserves for future projects and by the refunding of debt. As of June 30, 2017 Other Governmental fund balances were as follows: \$38.1M restricted, \$33.3M committed and \$(5.8M) unassigned.

YOLO LAFCO MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE STUDY

Analysis of Enterprise Funds

City of Woodland Enterprise Funds					
Statement of Revenues, Expenses and Changes in Fund Net Position					
	2012-13	2013-14	2014-15	2015-16	2016-17
<u>Operating Revenues</u>					
Charges for Services	\$ 26,243,094	\$ 29,538,339	\$ 31,795,763	\$ 34,564,785	\$ 37,703,580
Other	332,337	160,087	248,140	173,758	385,118
Total Operating Revenues	\$ 26,575,431	\$ 29,698,426	\$ 32,043,903	\$ 34,738,543	\$ 38,088,698
<u>Expenses</u>					
Water	8,172,137	9,607,364	8,856,964	8,109,976	13,755,972
Sewer	8,683,178	8,570,852	10,028,749	9,860,100	9,978,503
Storm Drain	1,189,593	1,214,331	1,216,287	1,336,969	1,347,105
Wastewater Pretreatment	454,472	451,707	443,191	355,402	514,752
Recycling	383,512	218,393	210,560	246,169	260,861
Construction and Demolition Program	37,857	36,469	30,481	36,921	40,697
Fire Training Center	35,531	28,832	-	-	-
Cemetery	346,881	375,040	388,823	356,774	379,365
Youth Program	276,773	311,839	331,978	296,739	327,151
Total expenditures	19,579,934	20,814,827	21,507,033	20,599,050	26,604,406
Excess (deficiency) of revenues over (under) expenditures	6,995,497	8,883,599	10,536,870	14,139,493	11,484,292
<u>(Expenses)</u>					
Investment earnings	67,937	22,246	17,725	178,000	254,506
Intergovernmental	33,967	92,367	19,543	49,297	46,027
Interest expense	(2,269,214)	(2,675,042)	(3,060,768)	(5,371,264)	(7,701,079)
Bond issuance costs	-	(637,518)	-	-	-
assets	-	2,883,327	-	-	-
(uses)	(2,167,310)	(314,620)	(3,023,500)	(5,143,967)	(7,400,546)
Income (loss) before contributions and transfers	4,828,187	8,568,979	7,513,370	8,995,526	4,083,746
Capital contribution	454,350	209,626	-	-	2,000,000
Capital grants	-	-	-	-	3,449,632
Transfer in	531,529	2,412,820	442,000	442,000	442,000
Transfer out	(1,904,050)	(26,953,373)	(315,245)	(265,699)	(117,207)
Change in net position	3,910,016	(15,761,948)	7,640,125	9,171,827	9,858,171
Net assets, beginning of year	115,879,373	119,789,397	104,027,449	97,624,245	106,796,072
Restatements	-	-	(14,043,329)	-	-
Net assets, end of year	119,789,389	104,027,449	97,624,245	106,796,072	116,654,243
<u>Net Position by Category</u>					
Net investment in capital assets	97,596,088	76,268,294	82,244,194	78,002,120	68,477,912
Unrestricted	22,193,301	27,759,155	15,380,051	28,793,952	48,176,331
Total net position	\$ 119,789,389	\$ 104,027,449	\$ 97,624,245	\$ 106,796,072	\$ 116,654,243

The City uses enterprise funds to account for the operations of its water, sewer, storm drainage, wastewater pretreatment, recycling, construction and demolition program, fire training center, cemetery and youth program activities. The two largest, water and sewer, account for over 85% and 87% of the total enterprise funds revenue and expenditures over the past 5 years. The revenues for these funds

include charges for services, operating grants and contributions, and capital grants and contributions. Over the past five years, charges for services have accounted for over 87% of the total revenues.

Revenues

Total operating revenues have increased from \$22.3M to \$38.1M, a 70% increase. Almost all of the increase is attributable to scheduled increases in water and sewer service fees that were enacted for the City to update infrastructure to comply with State laws related to drinking water quality and sewage discharge and disposal.

Expenses

Total enterprise operating expenditures increased by \$7.4M from FY 2012 to FY 2017, \$5.6M of this increase is due to the operations of the newly constructed water treatment facility which began operating in 2017. Interest expense increased \$5.9M during the same period due to increased debt for the financing of water and sewer improvements; the FY 2018 debt service is expected to be higher.

Net Position

In total net position of the enterprise funds increased slightly over the past five years as discussed below.

The Water fund has an accumulated net operating income of over \$46M, over the past 5 years, primarily due to scheduled fee increases to pay for infrastructure improvements which has contributed to the \$29M increase to net position. The Sewer fund has an accumulated net operating income of \$18M, over the past 5 years, due to scheduled fee increases but net position decreased by \$24M due to a bond refunding in FY 2014. According to analysis included in the water rate study the increased fees are sufficient to cover future operating and debt service costs.

The Storm Drain fund has an accumulated net operating loss of almost \$5M over the past five years which is due to the City being unable to raise fees. Total net position has declined by \$4M. The City attempted to increase storm drainage fees via a Proposition 218 vote and it failed. The City is aware of the need for funding for the Storm Drain system and is tracking State legislative remedies to increase cities' ability to successfully levy citywide assessments for storm drainage maintenance.

The Cemetery fund has an accumulated operating loss of \$1.4 over the past five years. Even though the City has contributed \$1M over the past five years, the Cemetery fund has a net position of a negative \$4M as of June 30, 2017. The City should consider accounting for Cemetery activities in the governmental funds since the nature of the activity is not self-supporting.

- b) ***Revenue:** Is there an issue with the organization's revenue sources being reliable? For example, is a large percentage of revenue coming from grants or one-time/short-term sources?*

The City's General Revenues which primarily fund basic city services such as administration, fire, police, parks and recreation, community development and public works are approximately 30% of total revenues and are strongly correlated to economic conditions. In addition, other revenues such as licenses and permits are dependent upon a strong economy for growth. The City, like most other local governments, is vulnerable to economic downturns since most of the revenues depend on a vibrant economy for stability and growth. As discussed under Section 4a, the City has reserves to create more stability during economic downturns.

The enterprise funds' revenue is fairly stable since it is based on usage and not necessarily on the economy. It appears one-time revenues, such as capital grants, are only appropriated for one-time projects.

- c) ***Rate/Fee Schedule:** Is the organization's rate/fee schedule insufficient to fund an adequate level of service, and/or is the fee inconsistent with the schedules of similar service organizations?*

See discussion regarding enterprise funds in 4a.

- d) Infrastructure Maintenance and Replacement: *Is the organization unable to fund necessary infrastructure maintenance, replacement and/or any needed expansion?*

Over the past five years the City has been able to get debt financing to improve and construct critical infrastructure. According to the City the Water and Sewer funds have reserves for maintenance and replacement. In addition, the City also began modest funding for city owned facilities from the General Fund, and maintenance and replacement for park facilities has been included in the plan for the supplemental sales tax measures.

- e) Reserve: *Is the organization needing additional reserve to protect against unexpected events or upcoming significant costs?*

The City has a policy to maintain General Fund reserves at a level equal or greater than 20% of operating revenues. The reserve is specifically established to provide for a buffer against economic uncertainties as well as unexpected emergencies. The policy calls for contributions to the reserve fund should it fall below the 20% policy level.

The City's general fund reserve as stated above is not presented separately in the financial statements. However, unassigned fund balance as a percentage of general fund operating revenues has increased from 17% to 34.5% from fiscal year 2012 to 2017.

- f) Debt: *Does the agency have any debt, and if so, is the organization's debt at an unmanageable level?*

Over the past five years the City's outstanding debt (excluding pension, OPEB and compensated absences) has tripled from \$85M to \$281M. Most of the increased debt is related to infrastructure improvements. User fees have increased steadily over this time to finance the improvements and debt service.

Since the last MSR/SOI the City has entered into the following debt:

- The City executed two note payables in the amount of \$4.9M for the purchase of a park site.
- The City executed three new capital lease obligations in the amount of \$4.6M for the purchase of fire, water, and sewer equipment.
- The City executed loans payables in the amount of \$168.8M with the State Department of Public Health and with the California State Water Resources Control Board to finance the construction and improvements of water and wastewater facilities.

The table below presents all debt with balances due as of 6/30/2017.

YOLO LAFCo MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE STUDY

City of Woodland Long-Term Debt						
Type	Other Description	Purpose	Interest rate	Maturity Date	Orig Issue Amount	Balance 6/30/2017
Governmental Activities						
Bonds	2012 Refunding bonds	bond	1.14%-2.8%	9/1/2017	5,296,700	306,200
Bonds	2014 Refunded Lease/Purchase Agreement	Finance the advance refunding of the 2005 Capital Projects Lease Revenue Bonds	2.9%	3/1/2016	15,484,056	12,073,868
Notes Payable	N1 Park Note	Park site acquisition	3.00% - 4.50%	N/A	2,350,800	2,350,800
Notes Payable	N3 Park Note	Park site acquisition	3.00% - 4.50%	N/A	2,550,000	2,550,000
Developer Fee Obligations		Advance infrastructure funding				29,668,728
Capital Lease Obligations		Acquisition of heavy equipment	4.77%	1/10/2018	650,000	61,891
Capital Lease Obligations		Acquisition of heavy equipment	5.10%	12/10/2017	586,000	35,621
Capital Lease Obligations		Acquisition of fire equipment	2.62%	4/9/2023	2,262,524	1,426,963
Capital Lease Obligations		equipment	2.18%	5/15/2023	861,772	726,761
Capital Lease Obligations		Acquisition of fire equipment	3.51%	10/10/2024	1,138,495	941,087
						<u>50,141,919</u>
Business-type Activities						
Bonds	2009 Wastewater Revenue Bonds	To finance sewer system improvements	4.0% - 4.5%	3/1/2032	12,115,000	9,920,000
Bonds	2011 Water Revenue Bonds	Refund 2008 water revenue bonds and improvements to the water system	2.0% - 6.0%	3/1/2041	18,815,000	16,820,000
Bonds	2014 Refunding Wastewater Revenue Bonds	Finance the advance refunding of the 2002 Lease Revenue Bonds and the 2005 Wastewater Revenue Bonds.	2.0% - 5.00%	3/1/2035	33,825,000	33,702,006
Loans Pay	Group	To purchase water rights	6.0%	1/15/2039	21,732,433	20,812,559
Loans Pay	Calif Dept of PH	To finance Installation of water meters	2.5%	6/30/2033	7,419,500	6,372,356
Loans Pay	Calif Dept of PH	Clean Water Agency Surface Water Project	1.788%	6/30/2038	111,358,449	101,646,452
Loans Pay	Calif Dept of PH	To finance the regional water supply project	1.788%	6/30/2038	31,503,088	20,171,779
Loans Pay	Calif St WRCB	To finance improvements to the wastewater treatment facility	1.9%	12/31/2046	21,397,336	17,340,211
Loans Pay	Calif St WRCB	To finance improvements to the wastewater treatment facility	1.9%	11/30/2045	951,881	758,215
Loans Pay	Calif St WRCB	To finance improvements to the wastewater treatment facility	1.9%	11/30/2045	1,383,430	1,344,486
Loans Pay	Calif St WRCB	To finance the recycled water project	1.0%	2/1/2047	2,191,947	1,639,189
						<u>230,527,253</u>
						<u>280,669,172</u>

Most of the long-term debt is related to the construction and improvements to the City's water and sewer infrastructure. Each of the rate studies includes detailed pro forma and financial analysis of the funds which shows that the debt service can be funded.

- g) Pension/OPEB: If the agency has pension and/or other post-employment benefit (OPEB) liability, what is it the liability and are there any concerns that it is unmanageable?

The City's retirement plans for both Safety and Miscellaneous employees are administered by CalPERS. The schedule below provides additional information about the plans funded ratio and total liability.

City of Woodland Pension Plan Data					
<u>Funded Ratio</u>					
Valuation date	2011-12	2012-13	2013-14	2014-15	2015-16
Miscellaneous plan	74.1%	65.0%	68.4%	66.6%	62.9%
Safety pension plan	76.0%	66.8%	70.1%	69.4%	66.3%
<u>Net Pension Liability</u>					
Miscellaneous pension plan	N/A	N/A	\$ 34,216,969	\$ 37,001,388	\$ 42,755,829
Safety pension plan	N/A	N/A	37,206,282	38,645,382	44,087,258
Total Net pension liability	N/A	N/A	\$ 71,423,251	\$ 75,646,770	\$ 86,843,087
Government Accounting Standards Board Statement No. 68, "Accounting and Financial Report for Pensions", was implemented in fiscal year 2013-14. Prior years' data is not available.					

The funded ratio for both plans have steadily declined since 2011. In addition, the net pension liability has also sharply increased from \$71.4M in 2014 to \$86.8M in 2016. The City has not made any changes in benefits with PERS, but in fiscal year 2017-18 the City made an extra payment of \$3.9M toward the unfunded liability.

OPEB

The City provides postemployment benefits administered by CalPERS. The plan provides lifetime postemployment medical coverage to employees hired before July 1, 2006, and the City's life insurance benefit is automatically continued for retirees. The schedule below provides additional information about the net OPEB obligation and unfunded actuarial accrued liability.

City of Woodland Other Postemployment Benefits Plan Data					
	2012-13	2013-14	2014-15	2015-16	2016-17
Net OPEB Obligation					
Annual required contribution (ARC)	\$ 4,924,375	\$ 4,743,573	\$ 4,311,068	\$ 4,549,728	\$ 4,765,101
Interest	643,551	642,864	777,997	916,354	1,030,211
Adjustment	(613,575)	(813,729)	(987,553)	(1,118,178)	(1,269,312)
Annual OPEB cost	4,954,351	4,572,708	4,101,512	4,347,904	4,526,000
Contributions made	2,139,560	2,811,026	2,827,794	3,026,567	3,132,528
Percentage contributed	43%	61%	69%	70%	69%
Change in OPEB Obligation	2,814,791	1,761,682	1,273,718	1,321,337	1,393,472
Net OPEB Obligation, July 1	11,696,802	14,511,593	16,273,275	17,546,993	18,868,330
Net OPEB Obligation, June 30	\$ 14,511,593	\$ 16,273,275	\$ 17,546,993	\$ 18,868,330	\$ 20,261,802
Unfunded Actuarial Accrued Liability					
Actuarial accrued liability	\$ 51,578,218	\$ 51,578,218	\$ 47,081,000	\$ 47,080,876	\$ 49,134,000
Actuarial value of plan assets	-	-	728,000	728,000	2,615,000
Unfunded actuarial accrued liability	\$ 51,578,218	\$ 51,578,218	\$ 46,353,000	\$ 46,352,876	\$ 46,519,000
Funded ratio	0.0%	0.0%	1.5%	1.5%	5.3%
Covered payroll (active)	\$ 19,101,000	\$ 19,101,000	\$ 19,750,000	\$ 19,750,000	\$ 20,737,000
UAAL as a percentage of payroll	270.0%	270.0%	234.7%	234.7%	224.3%

The annual required contribution (ARC) is the actuarial determined amount that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded liabilities over a period not to exceed 30 years. The City established an irrevocable trust in fiscal year 2013-14 to begin to partially prefund the plan. The City prefunds approximately \$1M each year to the trust. As shown above the City has only contributed between 41% and 70% of the ARC each year which causes the OPEB obligation to increase. However, the unfunded actuarial accrued liability has decreased from \$51.3M to \$46.5M, due to partial prefunding and limiting increases in medical costs through employee bargaining. It would be prudent for the City to continue to monitor the Plan's unfunded actuarial accrued liability and commit additional funding as in the past few years to decrease and/or mitigate increases in the unfunded balance.

- h) **Financial Policies:** *Is the organization in need of written financial policies that ensure its continued financial accountability and stability?*

LAFCo is not aware of any financial policies needed by the City.

Financial Ability MSR Determination

Overall the City of Woodland's financial condition has improved over the past five years. General fund revenues have increased by over \$10M and other governmental funds revenue have increased by almost \$25M. The increase in other governmental funds revenue is all development related. In total, governmental funds revenue increased on average 10% per year, while governmental expenditures have increased, on average, 3% a year. Over this same period of time General Fund unassigned fund balance has increased from \$6.5M to \$16.9M. This fund balance includes a set aside for economic uncertainties. The City's Enterprise funds, except for the Cemetery and Drainage activities, are also healthy. While total operating revenue has increased by almost 90%, operating expenditures have only increased by 38%. The increase

in revenue was required to finance the debt service related to debt used to make improvements and construct water and wastewater infrastructure. As a result, Enterprise Funds outstanding debt has increased from \$50.7M to \$235.5M and interest expense has increased from \$1.8M in 2012 to \$7.7M in 2017. Total net position for the Enterprise funds has remained flat over the years, and since these funds should not be accumulating money, which is normal.

The City's financial risks include managing Enterprise Fund debt, mitigating increases to OPEB and pension liabilities and these plans unfunded actuarial accrued liabilities and developing consistent funding for the Cemetery and drainage enterprise activities.

Recommendations

- The City of Woodland should review and/or improve its budget monitoring process to minimize or eliminate overdrawn appropriations.
- The City of Woodland should create a strategy and necessary studies to increase its storm drainage fees since this fund has an accumulated net operating loss of almost \$5M over the past five years.
- The City should consider changing accounting and financial reporting of the Cemetery fund from enterprise fund to governmental activity as the service cannot realistically be self-supporting and requires general fund support. (e.g. the Davis Cemetery District received \$237,713 in FY 2016/17 property tax revenue and the Winters Cemetery District received \$137,774 in FY 2016/17 property tax revenue, within their respective city limits).

5. SHARED SERVICES AND FACILITIES

Status of, and opportunities for, shared facilities.

	YES	MAYBE	NO
a) Are there any opportunities for the organization to share services or facilities with neighboring or overlapping organizations that are not currently being utilized?	☐	☒	☐
b) Are there any recommendations to improve staffing efficiencies or other operational efficiencies to reduce costs?	☐	☒	☐

Discussion:

- a) The City already partners with surrounding agencies to provide services such as: homeless services, the Office of Emergency Services, animal services, among others. The City also partners with the neighboring cities and County on the following joint powers agencies/authorities (JPAs): Valley Clean Energy Alliance, Woodland-Davis Clean Water Agency, Yolo Emergency Communications Agency, Yolo Habitat Conservancy, and Yolo Subbasin Groundwater Agency. The City is also a member of the Woodland Finance Authority JPA. In addition, there are other regional agencies the City engages in shared services with, such as the Yolo Housing Authority, Yolo County Transportation District, and the Sacramento Area Council of Governments. The City has also had some preliminary discussions with the County regarding potentially providing sewer treatment services for the Wild Wings CSA, which is an additional possible area of shared services.
- b) There may be shared service opportunities remaining for pooled contracting in the common areas of building/fire plan check & inspection, fleet maintenance, park/landscape maintenance and arborist/tree

maintenance services. LAFCo sent a memo to the city/county managers on March 19, 2018 suggesting these service areas be pursued for potential pooled contracting to reduce costs. If the agencies send LAFCo the contracts for these services, it can perform some simple rate comparisons.

There have also been multiple conversations regarding the Woodland City Library contracting with Yolo County for library services. The City and County used to have a library joint powers authority for shared library services beginning in 1978, however the JPA was terminated by the Woodland voters in 1979 (Measure A). There have been more recent exploratory discussions on this topic, however, the City has indicated that it is not interested in exploring library services as a shared service at this time.

Shared Services MSR Determination

The City already partners with surrounding agencies to provide services such as: homeless services, the Office of Emergency Services, animal services, among others. The City also partners with the neighboring cities and County on the following joint powers agencies/authorities (JPAs): Valley Clean Energy Alliance, Woodland-Davis Clean Water Agency, Yolo Emergency Communications Agency, Yolo Habitat Conservancy, and the Yolo Subbasin Groundwater Agency. The City is also a member of the Woodland Finance Authority JPA. In addition, there are other regional agencies the City engages in shared services with, such as the Yolo Housing Authority, Yolo County Transportation District, and the Sacramento Area Council of Governments. The City has also had some preliminary discussions with the County regarding potentially providing sewer treatment services for the Wild Wings CSA, which is an additional possible area of shared services.

There may be shared service opportunities remaining for pooled contracting in the common areas of building/fire plan check & inspection, fleet maintenance, park/landscape maintenance and arborist/tree maintenance services. LAFCo sent a memo to the city/county managers on March 19, 2018 suggesting these service areas be pursued for potential pooled contracting to reduce costs. If the agencies send LAFCo the contracts for these services, it can perform some simple rate comparisons.

Recommendations

- Please provide any City contracts for building/fire plan check & inspection, fleet maintenance, park/landscape maintenance and arborist/tree maintenance services (per LAFCo's March 23, 2018 memo), and LAFCo can compare contractors and rates with the other cities and Yolo County for shared services opportunities.

6. ACCOUNTABILITY, STRUCTURE AND EFFICIENCIES

Accountability for community service needs, including governmental structure and operational efficiencies.

	YES	MAYBE	NO
a) Are there any issues with meetings being accessible and well publicized? Any failures to comply with disclosure laws and the Brown Act?	☐	☐	☒
b) Are there any issues with filling board vacancies and maintaining board members? Is there a lack of board member training regarding the organization's program requirements and financial management?	☐	☐	☒

c) Are there any issues with staff turnover or operational efficiencies? Is there a lack of staff member training regarding the organization's program requirements and financial management?	☐	☐	☒
d) Are there any issues with independent audits being performed on a regular schedule? Are completed audits being provided to the State Controller's Office within 12 months of the end of the fiscal year(s) under examination? Are there any corrective action plans to follow up on?	☐	☐	☒
e) Does the organization need to improve its public transparency via a website? [A website should contain at a minimum the following information: organization mission/description/boundary, board members, staff, meeting schedule/agendas/minutes, budget, revenue sources including fees for services (if applicable), and audit reports]?	☐	☐	☒
f) Are there any recommended changes to the organization's governance structure that will increase accountability and efficiency?	☐	☐	☒
g) Are there any opportunities to eliminate overlapping boundaries that confuse the public, cause service inefficiencies, unnecessarily increase the cost of infrastructure, exacerbate rate issues and/or undermine good planning practices?	☐	☐	☒

Discussion:

- a) The Woodland City Council meets on the 1st and 3rd Tuesdays of each month at 6:00 PM in the chambers located on the second floor of City Hall. Meeting agendas are readily accessible on the City's website. Archived agendas and minutes are also available. City Council meeting agendas are available by email and online, and meetings may be viewed on cable TV or on live streaming video. The City also utilizes social media to inform residents regarding issues and/or items of interest.
- b) Woodland City Council members are elected by district and there are no issues with filling board vacancies. Council receives specialized ethics training every two years; the last training took place on December 15, 2016. Each Council member files the required Form 700 Statement of Economic Interest with the Fair Political Practices Commission in timely manner as required.
- c) There are no apparent issues with staff turnover or operational efficiencies. In the economic downturn that began in 2008, the City reduced staff by 22% over five years and reached its lowest staffing level in FY 2013/14. The City has since increased staff as the economy has rebounded, but only by 10%, which indicates some operational efficiencies have been gained.
- d) The City's adopted budgets are available on its website for the current year and the past nine years. The City's Comprehensive Annual Financial Reports (CAFR) are available for fiscal years 2004/05 through 2015/16.

State statutes require the City of have annual audits. Audits are to be completed and submitted to California State Controller's Office (SCO) within nine months after the City's fiscal year end of June 30, or by March 31. Government Finance Officers Association (GFOA) is a professional association with the mission to promote excellence in state and local government financial management. A GFOA recommended best practice is to have annual financial statements audited and published within six months after the fiscal year end. The City had CAFRs published late in FY 2013-2015 but has been

trending better since. The City had a significant scheduling conflict with the previous auditors (MGO) and due to the lateness of issuing those reports resulted in a compounding effect for FY14 and FY15.

Fiscal Year	Auditors	# Months Issued After Year End
2017	Davis Farr CPAs	7+
2016	Davis Farr CPAs	6
2015	Davis Farr CPAs	14+
2014	Davis Farr CPAs	18+
2013	MGO, LLP	19+

- e) The City's mission/description/boundary, board members, staff, meeting schedule/agendas/minutes, budget, revenue sources including fees for services, and audit reports are all available on its website.
- f) This question is more applicable to special districts. There are no changes recommended to the City's governance structure that will increase accountability and efficiency.
- g) There are a few special districts that overlap the City's boundaries: Yolo County Flood Control and Water Conservation District, Yolo County Resource Conservation District and Reclamation District 2035. However, these districts provide services that are more rural in nature and LAFCo is not aware of any public confusion or redundancies created by the overlap.

Accountability, Structure and Efficiencies MSR Determination

The City of Woodland holds regular scheduled publicly accessible meetings that are well publicized in accordance with the Brown Act. There appear to be no issues with competitive elections, presence of required policies, or Councilmember adherence to legal requirements. The City adopts annual budgets and comprehensive annual financial statements that are readily accessible on the City's website. In recent years the audits have been issued in a timely manner, however the audits issued for fiscal years 2013-2015 were issued later than required. City departments continuously look for ways to cut costs, increase operational efficiency, and plan for future needs. No accountability issues or challenges have been identified.

Recommendation

- Strive to continue with the City's recent practice of completing audits within 6 months and no more than 9 months from the end of the fiscal year.

7. OTHER ISSUES

Any other matter related to effective or efficient service delivery, as required by commission policy.

	YES	MAYBE	NO
a) Are there any other service delivery issues that can be resolved by the MSR/SOI process?	☐	☐	☒

Discussion:

There are no additional issue areas identified for this MSR.

Other Issues MSR Determination

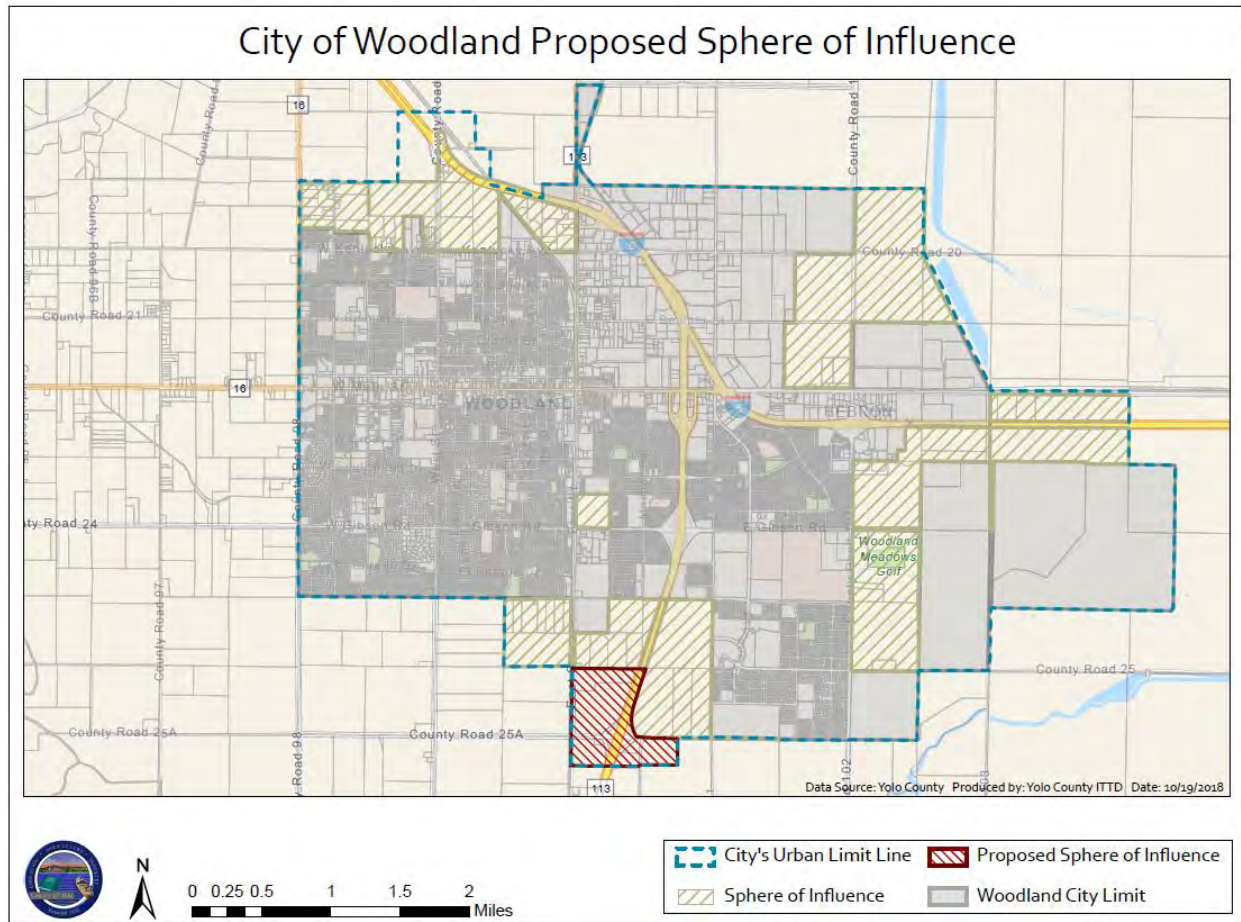
There are no additional issue areas identified for this MSR.

SPHERE OF INFLUENCE STUDY

On the basis of the Municipal Service Review:

- ☐ Staff has reviewed the agency's Sphere of Influence and recommends that a SOI Update is NOT NECESSARY in accordance with Government Code Section 56425(g). Therefore, NO CHANGE to the agency's SOI is recommended and SOI determinations HAVE NOT been made.
- ☒ Staff has reviewed the agency's Sphere of Influence and recommends that a SOI Update IS NECESSARY in accordance with Government Code Section 56425(g). Therefore, A CHANGE to the agency's SOI is recommended and SOI determinations HAVE been made and are included in this MSR/SOI study.

SPHERE OF INFLUENCE MAP(S)



POTENTIALLY SIGNIFICANT SOI DETERMINATIONS

The SOI determinations below are potentially significant, as indicated by “yes” or “maybe” answers to the key policy questions in the checklist and corresponding discussion on the following pages.

- ☒ Present and Planned Land Uses
- ☒ Need for Public Facilities and Services
- ☐ Capacity and Adequacy of Provide Services
- ☐ Social or Economic Communities of Interest
- ☐ Disadvantaged Unincorporated Communities

1. PRESENT AND PLANNED LAND USES

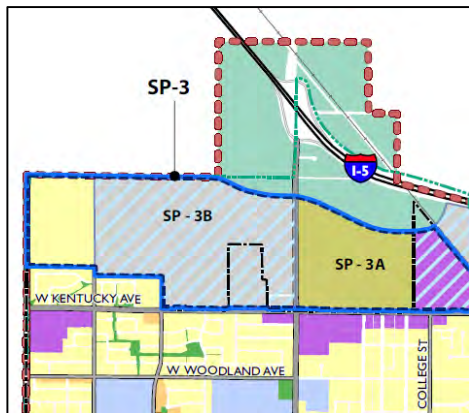
The present and planned land uses in the area, including agricultural and open-space lands.

	YES	MAYBE	NO
a) Are there any present or planned land uses in the area that would create the need for an expanded service area?	☒	☐	☐
b) Would the SOI conflict with planned, orderly and efficient patterns of urban development?	☐	☐	☒
c) Is there a conflict with the adopted SACOG Metropolitan Transportation Plan/Sustainable Communities Strategy?	☐	☐	☒
d) Would the SOI result in the loss of prime agricultural land or open space?	☒	☐	☐
e) Would the SOI impact the identity of any existing communities; e.g. would it conflict with existing postal zones, school, library, sewer, water census, fire, parks and recreation boundaries?	☐	☐	☒
f) Are there any natural or made-made obstructions that would impact where services can reasonably be extended or should otherwise be used as a logical SOI boundary?	☐	☒	☐
g) Would the proposed SOI conflict with a Census boundary, such that it would compromise the ability to obtain discrete data?	☐	☐	☒

Discussion:

- a) There are no existing developments that would create the need for an expanded service area, however, the City’s recently adopted General Plan has land uses planned within the Urban Limit Line. There is

also a development project in process in the Specific Plan 1A area. There are two general areas identified in the City's General Plan which the City has requested be added to its sphere of influence.



Flood Study Area (from the City's General Plan):⁶

- Flood Study Area (FS)
- Sphere of Influence (SOI)

"The Flood Study Area designation is applied to areas restricted from urban development due to health and safety concerns related to flood risk, or because the property falls within a likely future flood project improvement area. Allowed uses include open space, as well as low-intensity agriculture or recreational uses. Generally, land uses that require extensive capital improvements or permanent infrastructure improvements shall be prohibited, with the exception of improvements related to flood protection and control. Existing structures and business operations in areas designated as Flood Study Area may remain but may not expand. When the exact boundaries of the future flood project are determined, the City will initiate an amendment to the Land Use Diagram to update the adjacent land use designations, as necessary."

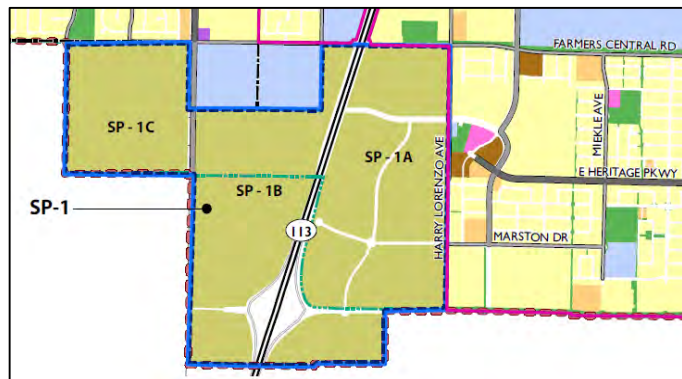
The City's General Plan has restricted urban development in this area until additional study has been completed. The City will amend its Land Use Diagram to update land use designations when the boundaries of any future development are known. Currently, it would be difficult to make a determination there's a need for growth in this area since the City has restricted growth, the area is not used to meet its Regional Housing Needs Allocation (RHNA), and there are currently natural obstacles to growth (i.e. flood risk). Therefore, the Flood Study Area is not recommended to be included in the City's SOI until the City completes its additional studies and more exact flood boundaries are determined. The City is working on a flood solution and is evaluating options.

After the City has completed this process and amended its Land Use Plan accordingly, the City will petition LAFCo to update its SOI to correspond with the updated Land Use Plan within the Flood Study Area.

Specific Plan (SP) – 1⁷

- Sphere of Influence (SOI)

SP-1 is located in the southern portion of the Planning Area, generally south of CR 24A and west of CR 101. It includes the area referred to in older planning documents as the Spring Lake Master Plan Remainder Area. SP-1 is separated into three sub-areas. SP-1A encompasses 347 acres and is located on the eastern portion of the Specific Plan area between State Route 113 and Spring Lake. SP-1B is located between East Street and State Route 113, covering 248 acres. SP-1C is the smallest of the



⁶ Woodland 2035 General Plan: Land Use, Community Design and Historic Preservation Element, page LU 2-62.

⁷ Woodland 2035 General Plan: Land Use, Community Design and Historic Preservation Element, page LU 2-54-56.

three at 151 acres and is located west of East Street. The thin green dotted line crossing SP-1A and SP-1B shows the existing City SOI. The southern portions of SP-1A and 1B are not within the City's SOI, and all of 1C is already within the SOI.

The General Plan envisions SP-1A to develop as a mixed-use neighborhood anchored by a research and technology business park in the "Southern Gateway" located at CR 25 and SR 113. The remainder of SP-1A will be largely residential with some open space and recreation areas. The Southern Gateway portion of SP-1B is also expected to develop to complement the business park and commercial development in SP-1A. SP-1C is assumed to be entirely residential.

The City is currently processing a development application on the SP – 1A area. The project is called the "Woodland Research and Technology Park". Most of this area (the NE quadrant of SR 113/County Road 25A) is already within the City's SOI. The area south of CR 25A and east of SR 113 is not within the City's COI. It appears appropriate to extend the City's SOI to the Urban Limit Line east of SR 113 so that development could have a better economic advantage along the interchange. This appears consistent with LAFCo's policies regarding a framework of controlled growth due to the City's Urban Limit Line. Therefore, the City's SOI boundary is recommended to be expanded to include the SP-1 designated areas.

Specific Plan (SP) – 2

Although this third area is already within the City, a recent land use designation change may result in

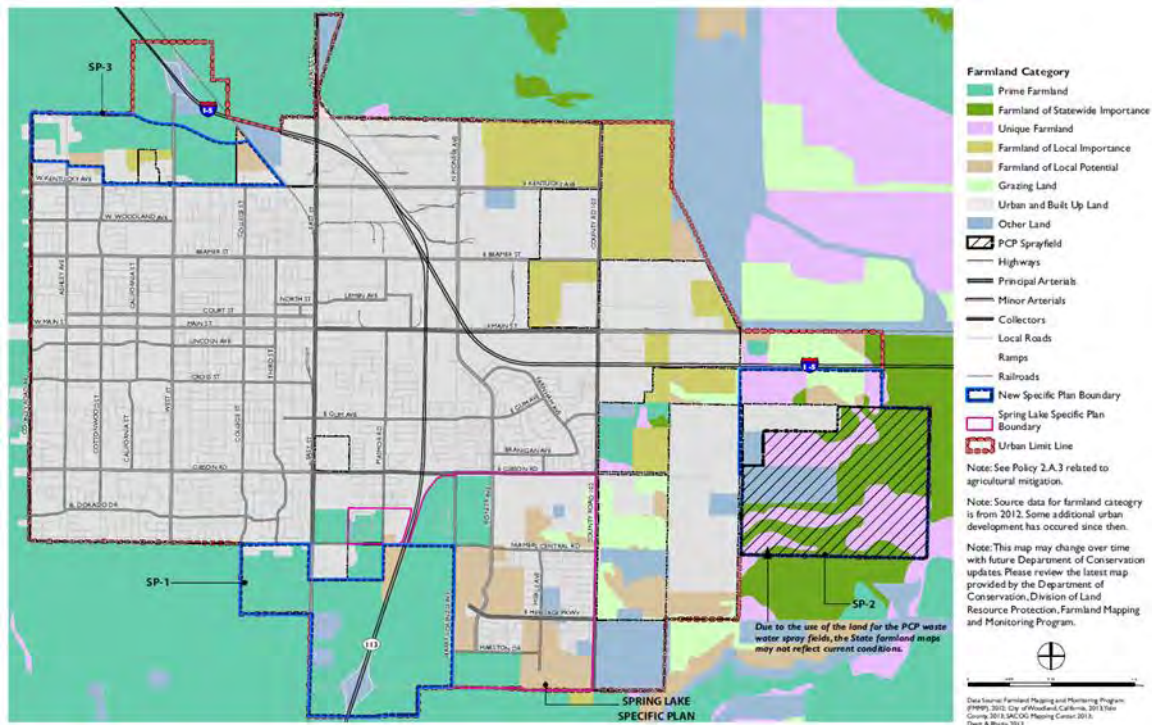


an expanded service area potentially outside the City boundaries. The City recently designated its City-owned waste water treatment plant (WWTP) site in the General Plan 2035 Update for future development. However, the General Plan does not appear to explain where the municipal spray fields would be relocated, if necessary. They could not be relocated outside City boundaries without LAFCo Out of Agency Services approval to extend municipal services outside the boundaries.

This site was annexed to the City as non-contiguous property in 2001 only because it was City-owned for municipal services. Per Government Code Section 56741(e), if the City sold this property it would cease to be part of the City and revert back to unincorporated lands.

LAFCo staff notes that it may be difficult to justify LAFCo approval to extend WWTP facilities outside the City boundaries (if requested in the future) as it would be considered growth inducing.

- b) The proposed SOI would not conflict with planned, orderly and efficient patterns of urban development. No islands or awkward patterns of development would be created.
- c) SACOG correspondence dated November 8, 2016 (see appendices) states that the City's Draft General Plan "demonstrates good local planning and is in alignment with the Blueprint and MTP/SCS Metropolitan Transportation Plan/Sustainable Communities Strategy.
- d) Development of the proposed SOI would result in the loss of prime agricultural land. However, most of Yolo County is fertile agricultural soils and it is difficult to expand the City's footprint without impacting agricultural land (see farmland map below). The City's Urban Limit Line preempts any uncontrolled sprawl. The City's General Plan Environmental Impact Report mitigates for this loss consistent with LAFCo policies and concludes that this loss is significant and unavoidable.



e-g) The proposed SOI would include primarily agricultural lands and would not impact any existing communities, census boundaries, etc. In addition, there are no obstructions of concern other than the flood issues discussed under Section 1a.

Present and Planned Land Uses SOI Determination

There are two general areas identified in the City's General Plan which the City has requested added to its sphere of influence (SOI). The Flood Study Area is not recommended to be included in the City's SOI until the City completes its additional studies and more exact flood boundaries are determined. When new flood boundaries are determined, the City may request LAFCo update the SOI accordingly. The SP-1 areas appear consistent with LAFCo's policies regarding a framework of controlled growth, therefore, the City's SOI boundary is recommended to be expanded to include the SP-1 designated areas.

While already within the City boundaries, the SP-2 area was annexed to the City as non-contiguous property in 2001 only because it was City-owned for municipal services. Per Government Code Section 56741(e), if the City sold this property it would cease to be part of the City and revert back to unincorporated lands (if it were still non-contiguous). The City should note that LAFCo may not be able to justify approval to extend WWTP facilities outside City boundaries (if requested in the future) as it would be growth inducing.

The proposed SOI would not conflict with planned, orderly and efficient patterns of urban development. SACOG correspondence dated November 8, 2016 (see appendices) states that the City's Draft General Plan "demonstrates good local planning and is in alignment with the Blueprint and MTP/SCS Metropolitan Transportation Plan/Sustainable Communities Strategy. Development of the proposed SOI would result in the loss of prime agricultural land. However, most of Yolo County is fertile agricultural soils and it is difficult to expand the City's footprint without impacting agricultural land and the City's Urban Limit Line preempts any uncontrolled sprawl. The City's General Plan Environmental Impact Report mitigates for this loss consistent with LAFCo policies and concludes that this loss is significant and unavoidable.

2. NEED FOR PUBLIC FACILITIES AND SERVICES

The present and probable need for public facilities and services in the area.

	YES	MAYBE	NO
a) Would the SOI conflict with the Commission's goal to increase efficiency and conservation of resources by providing essential services within a framework of controlled growth?	☐	☐	☒
b) Would the SOI expand services that could be better provided by a city or another agency?	☐	☐	☒
c) Does the SOI represent premature inducement of growth or facilitate conversion of agriculture or open space lands?	☒	☐	☐
d) Does the SOI conflict with the Regional Housing Needs Analysis (RHNA) or other SACOG growth projections?	☐	☐	☒
e) Are there any areas that should be removed from the SOI because existing circumstances make development unlikely, there is not sufficient demand to support it or important open space/prime agricultural land should be removed from urbanization?	☐	☒	☐
f) Have any agency commitments been predicated on expanding the agency's SOI such as roadway projects, shopping centers, educational facilities, economic development or acquisition of parks and open space?	☐	☐	☒

Discussion:

- a) The City's Urban Limit line provides for a framework of controlled growth.
- b) The City of Woodland is best suited to provide expanded municipal services in the proposed SOI area.
- c) See response to MSR checklist 1c), SOI checklist 1a), and SOI checklist 1d). In addition, the City's General Plan 2035 Draft EIR concludes that the General Plan represents premature inducement of growth.
- d) See the response to SOI checklist 1c). In addition, SACOG's letter indicated that the total growth assumed is in alignment with the 2016 MTP/SCS, which includes the Regional Housing Needs Allocation.
- e) Portions of the existing SOI in the Flood Study Area (see SOI checklist 1a) may need to be removed due to flood risk, however, this issue will be studied further by the City. It would be better for LAFCo to adjust the SOI in this area once a flood study has been completed.
- f) LAFCo staff is not aware of any City commitments predicated on expanding the agency's SOI.

Need for Public Facilities and Services SOI Determination

The City's recently updated General Plan 2035 plans for future growth and the City of Woodland is best suited to provide expanded municipal services in the proposed SOI areas. The City's Urban Limit line

provides for a framework of controlled growth. SACOG has indicated via letter that the total growth assumed in the City's General Plan is in alignment with the 2016 MTP/SCS, which includes the Regional Housing Needs Allocation. Portions of the existing SOI in the Flood Study Area (see SOI checklist 1a) may need to be removed due to flood risk, however, this issue will be studied further by the City. It would be better for LAFCo to adjust the SOI in this area once a flood study has been completed.

3. CAPACITY AND ADEQUACY OF PROVIDED SERVICES

The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

	YES	MAYBE	NO
a) Are there any issues regarding the agency's capacity to provide services in the proposed SOI territory?	☐	☐	☒
b) Are there any issues regarding the agency's willingness and ability to extend services?	☐	☐	☒

Discussion:

a-b) See the discussion for MSR checklist 3. "Capacity and Adequacy of Public Facilities and Services".

Capacity and Adequacy of Provided Services SOI Determination

The City of Woodland has capacity to provide its full range of municipal services to the proposed SOI territory. The City is willing and able to extend services and has conducted the analysis required to do so in its 2035 General Plan Update.

4. SOCIAL OR ECONOMIC COMMUNITIES OF INTEREST

The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

	YES	MAYBE	NO
a) Are there any "inhabited unincorporated communities" (per adopted Commission policy) within or adjacent to the subject agency's sphere of influence that are considered "disadvantaged" (same as MSR checklist question 2b)?	☒	☐	☐

Discussion:

a) Please see response to MSR checklist question 2b.

Social or Economic Communities of Interest SOI Determination

There is a Disadvantaged Unincorporated Community adjacent to the City boundaries and within its SOI, however, construction is already underway to extend municipal water and sewer services to this community.

5. DISADVANTAGED UNINCORPORATED COMMUNITIES

For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

	YES	MAYBE	NO
a) Does the subject agency provide public services related to sewers, municipal and industrial water or structural fire protection (same as MSR checklist question 2a)?	☒	☐	☐
b) If yes, does the proposed SOI exclude any disadvantaged unincorporated community (per MSR checklist question 2b) where it either may be feasible to extend services or it is required under SB 244 to be included?	☐	☐	☒

Discussion:

- a) Please see response to MSR checklist question 2a.
- b) The disadvantaged unincorporated community of "Westucky" is already included in the City's SOI. In addition, a project is underway to extend City water and sewer services to this community which is estimated to be completed during fiscal year 2018/19. It already receives structural fire protection from the City via contract with the Springlake Fire Protection District.

Disadvantaged Unincorporated Communities SOI Determination

The disadvantaged unincorporated community of "Westucky" is already included in the City's SOI. In addition, a project is underway to extend City water and sewer services to this community which is estimated to be completed during fiscal year 2018/19. It already receives structural fire protection from the City via contract with the Springlake Fire Protection District.

ATTACHMENTS

1. City of Woodland Voter Approved Urban Limit Line Act, October 26, 2005
2. SACOG Comment Letter Regarding City of Woodland Draft General Plan, November 8, 2016

INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS

The People of the City of Woodland Do Hereby Ordain as Follows:

SECTION 1. Title.

This Act shall be known and may be cited as the "City of Woodland Voter Approved Urban Limit Line Act" (the "Act").

SECTION 2. Purposes and findings.

A. Purposes. The purposes of this Act are as follows:

1. To amend the General Plan to create a permanent and complete urban limit line.
2. To preserve and protect agricultural, natural resource, and open space uses on lands outside the permanent urban limit line.
3. To allow Woodland to meet its housing needs for all economic segments of the population in an environmentally sound manner.
4. To allow Woodland to provide high quality and reliable public services and infrastructure for its citizens.

B. Findings. The people of Woodland find the following:

1. This Act will protect Woodland's quality of life by protecting open space.
2. This Act allows Woodland to meet the housing needs of all economic segments of its population, while encouraging sound planning.
3. The permanent urban limit line established by this Act is consistent with the General Plan, as amended by this Act.
4. The permanent urban limit line complies with state and local laws.

5. For all the foregoing reasons, this Act serves the public health, safety, and welfare of Woodland.

SECTION 3. City of Woodland General Plan Amendment.

- A. Text Amendment to General Plan Policy Document, Part II, Chapter 1, Policy 1.A.12.

The City ~~shall~~ establishes a permanent urban limit line around Woodland to permanently circumscribe urban development and preserve surrounding agricultural lands as depicted on Figure 1-4. ~~The western and northern boundaries are the Urban Limit Line boundaries depicted on Figure 1-4. The boundaries to the south and east will be determined after further study. Public services and facilities shall not extend beyond the permanent urban limit line.~~

- B. Text Amendment to General Plan Policy Document, Part II, Chapter 1, Implementation Program 1.1.

The City shall take such administrative steps as may be required to implement Policy 1.A.12. ~~The City shall undertake a study to identify the location of a permanent urban limit line for the east and south. The study City shall also identify funding sources for implementing a the permanent urban limit line, including mitigation fees for development on agricultural land.~~

Responsibility: Community Development Department
Planning Commission
City Council

Time Frame: FY ~~02-03~~ 05 and continuing

- C. Text Amendment to General Plan Policy Document, Part II, Chapter 1, Policy 1.B.6.

The City shall continue to look for infill opportunities, including increased densities, if it will assist in appropriate reuse of properties continually reevaluate residential land use densities, housing policies, and zoning to determine the potential for increased residential densities for both infill sites and undeveloped

land within the permanent urban limit line. The City shall continually review existing non-residential zoning to determine potential for conversion to higher density residential uses within the permanent urban limit line.

- D. Map Amendment: General Plan Summary, Part I, General Plan Summary, Figure 3 "Planning Area and Permanent Urban Limit Line" document.

General Plan Summary, Part I, General Plan Summary, Figure 3 "Planning Area and Permanent Urban Limit Line" document is hereby amended to show the establishment of the City's permanent urban limit line, and to have the Planning Area Boundary encompass this permanent urban limit line, as shown on Exhibit A-1. For reference, the existing Figure 3 is shown on Exhibit A-2.

- E. Map Amendment: General Plan Policy Document, Part II, Chapter 1, Figure 1-3 "Planning Area and Permanent Urban Limit Line" document.

General Plan Policy Document, Part II, Chapter 1, Figure 1-3 "Planning Area and Permanent Urban Limit Line" document is hereby amended to show the establishment of the City's permanent urban limit line, and to have the Planning Area Boundary encompass this permanent urban limit line, as shown on Exhibit B-1. For reference, the existing Figure 1-3 is shown on Exhibit B-2.

- F. Map Amendment: General Plan Policy Document, Part II, Chapter 1, Figure 1-4, "Land Use Diagram."

General Plan Policy Document, Part II, Chapter 1, Figure 1-4, "Land Use Diagram" is hereby amended to show the establishment of the City's permanent urban limit line, and to have the Planning Area Boundary encompass this permanent urban limit line, as shown on Exhibit C-1. For reference, the existing Figure 1-4 is shown on Exhibit C-2.

SECTION 4. Finding of consistency.

The Act is consistent with the Woodland General Plan.

SECTION 5. Implementation of Act.

- A. Upon the effective date of this Act, the Act shall be deemed inserted in the Woodland General Plan as an amendment thereof.
- B. The City shall immediately take such administrative steps as may be required to implement this Act, and to revise any figures or tables in the General Plan or Municipal Code affected by this Act, including but not limited to General Plan Summary, Part I, General Plan Summary, Figure 3; General Plan Policy Document, Part II, Chapter 1, Figure 1-3; and General Plan Policy Document, Part II, Chapter 1, Figure 1-4.
- C. The City shall immediately amend any provisions or exhibits of the General Plan and Municipal Code to implement this Act and to ensure consistency and correlation between this Act and other elements of the General Plan.
- D. The City will encourage and support appropriately located agricultural and wildlife conservation easements to support the implementation of the permanent urban limit line.
- E. The City shall immediately initiate a reevaluation of residential land use densities, housing policies, and zoning to determine the potential for increased residential densities for both infill sites and undeveloped land within the permanent urban limit line. The City shall also immediately review existing non-residential zoning to determine potential for conversion to higher density residential uses.
- F. The amendment adopted by this Act and the existing General Plan are intended to comprise an integrated, internally consistent, and compatible statement of policies for the City as required by state law. To ensure that the actions of the voters in enacting this Act are given effect, any provision of the General Plan adopted between the Act's Notice of Circulation and its Effective Date, to the extent it is inconsistent with this Act, shall be immediately amended by the City to ensure consistency between the provisions adopted by this Act and other elements of the General Plan.

SECTION 6. Future amendments.

This Act may be amended or repealed by a majority of voters of Woodland in an election held in accordance with state law.

SECTION 7. Interpretation and severability.

This Act shall be interpreted so as to be consistent with all federal and state laws, rules, and regulations. If any section, sub-section, sentence, or clause ("portion") of this Act is held to be invalid or unconstitutional by a final judgment of a court, such decision shall not affect the validity of the remaining portions of this Act. The voters hereby declare that this Act, and each portion, would have been adopted irrespective of the fact that any one or more portions of the Act are found invalid. If any portion of this Act is held invalid as applied to any person or circumstance, such invalidity shall not affect any application of this Act which can be given effect.

This Act shall be broadly construed to achieve the purposes stated in this Act. It is the intent of the voters that the provisions of this Act be interpreted or implemented by the City, courts, and others in a manner that facilitates the purposes set forth herein.

SECTION 8. Effective date of Act.

This Act shall become effective upon the approval of the voters of the City pursuant to California Elections Code section 9217.

SECTION 9. Exhibits.

The following Exhibits are attached to this Act and incorporated herein for all purposes.

Exhibit A-1. Amended General Plan Summary, Part I, General Plan Summary, Figure 3 "Planning Area and Permanent Urban Limit Line" document adopted by this Act.

Exhibit A-2. For reference, the existing General Plan Summary, Part I, General Plan Summary, Figure 3 "Planning Area and Urban Limit Line" document.

Exhibit B-1. Amended General Plan Policy Document, Part II, Chapter 1, Figure 1-3 "Planning Area and Permanent Urban Line Limit" document adopted by this Act.

Exhibit B-2. For reference, the existing General Plan Policy Document, Part II, Chapter 1, Figure 1-3 "Planning Area and Urban Line Limit" document.

Exhibit C-1. Amended General Plan Policy Document, Part II, Chapter 1, Figure 1-4 "Land Use Diagram" adopted by this Act.

Exhibit C-2. For reference, the existing General Plan Policy Document, Part II, Chapter 1, Figure 1-4 "Land Use Diagram."

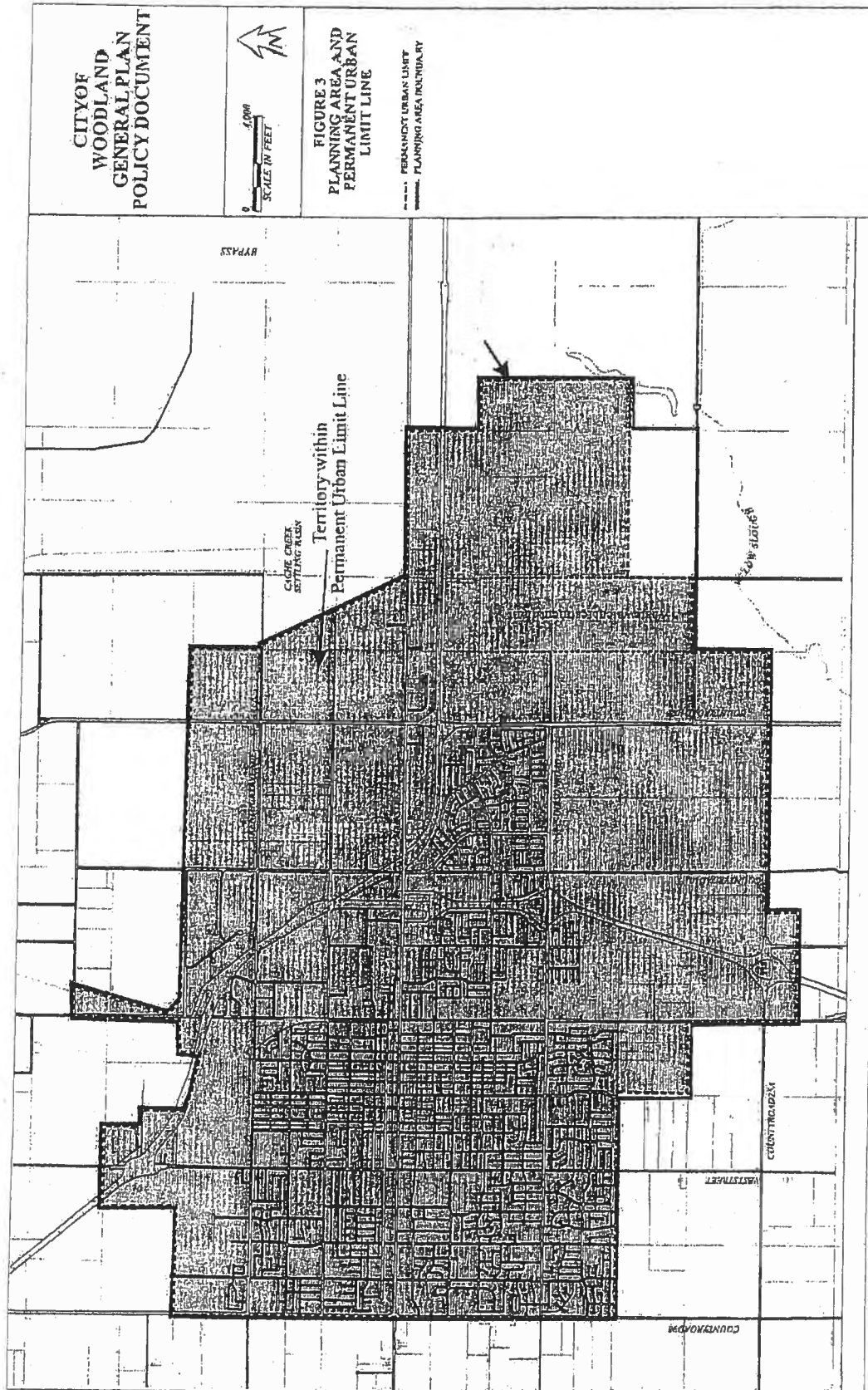
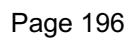
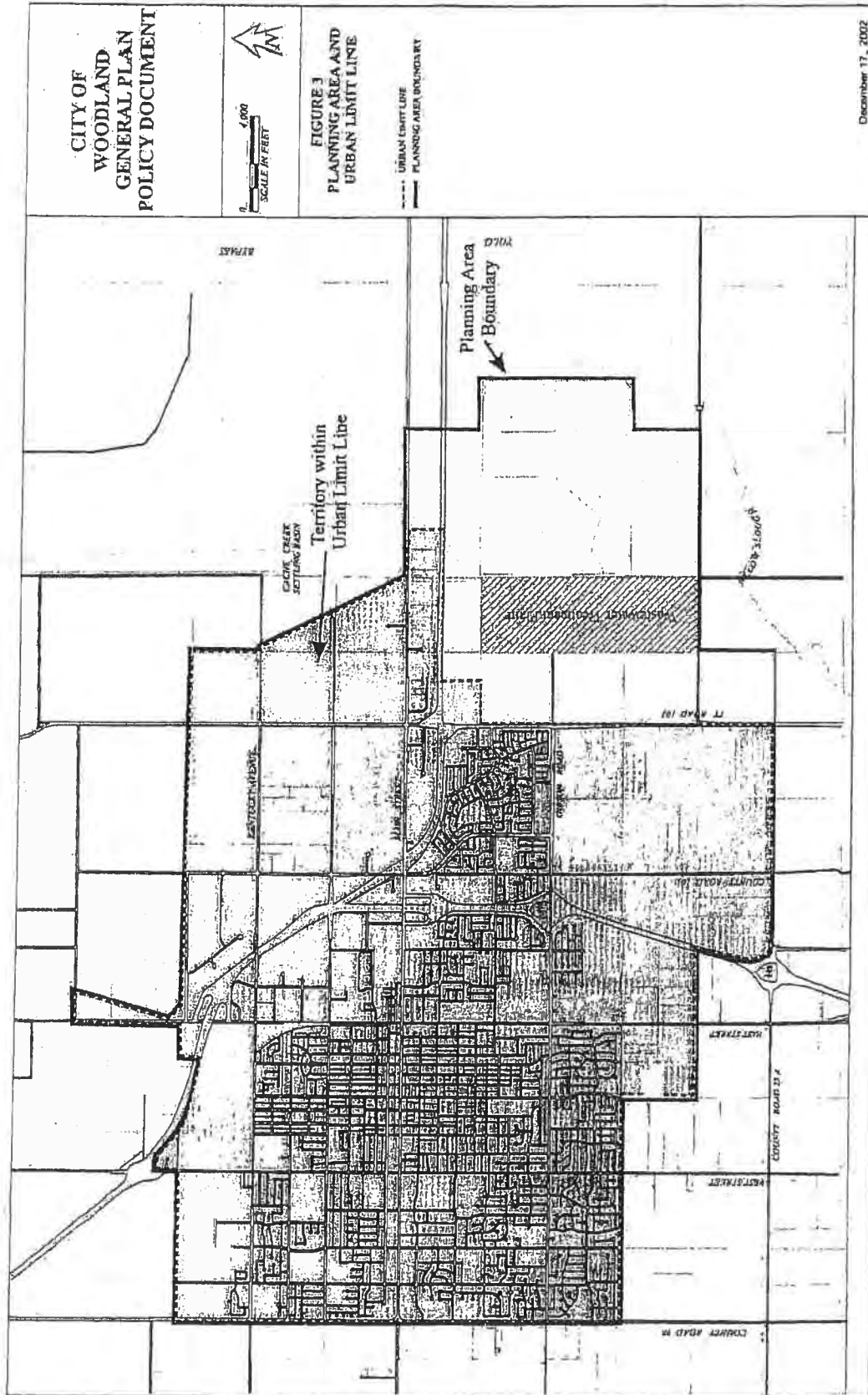


Exhibit A-1

1





December 17, 2002

Exhibit A-2

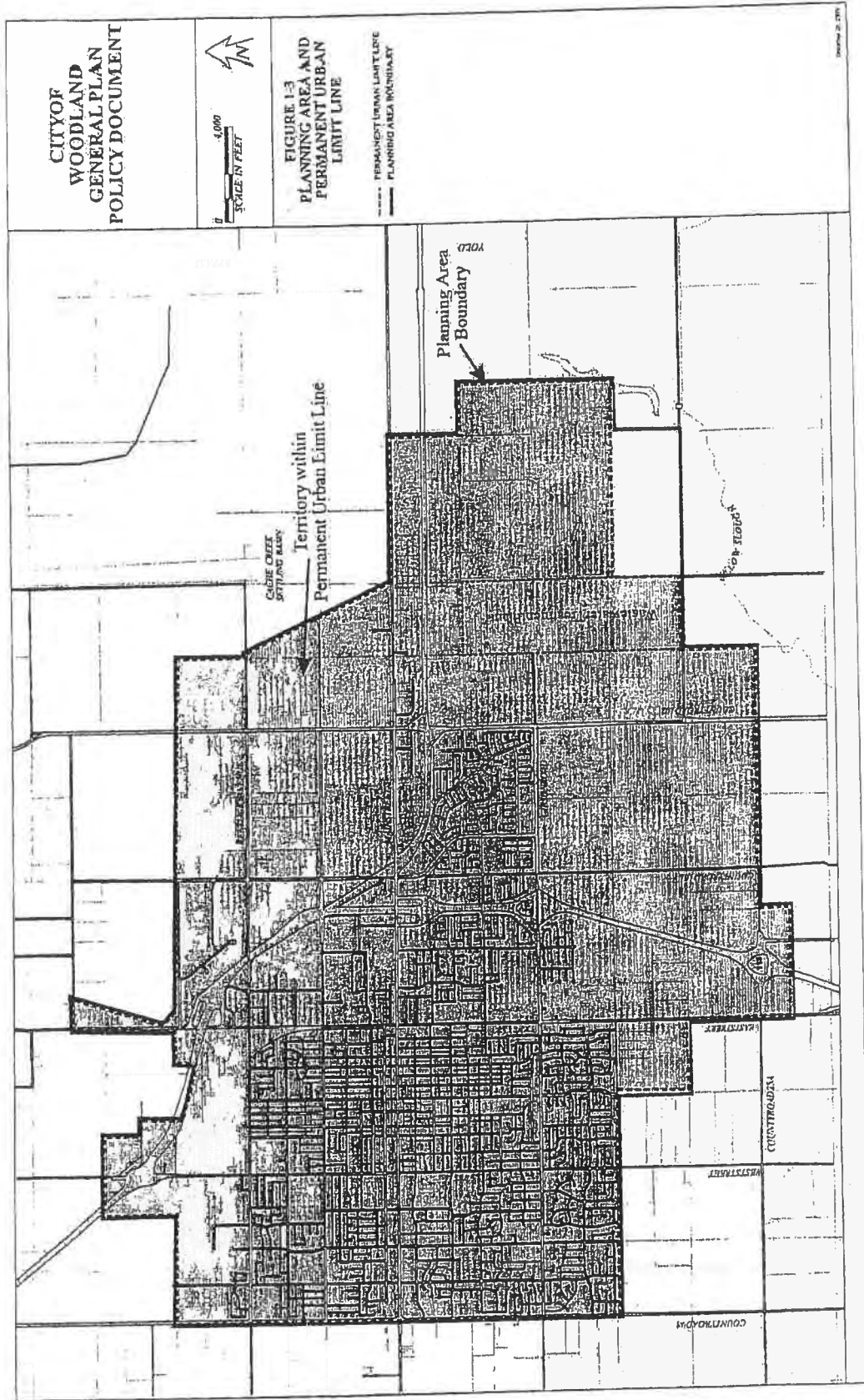
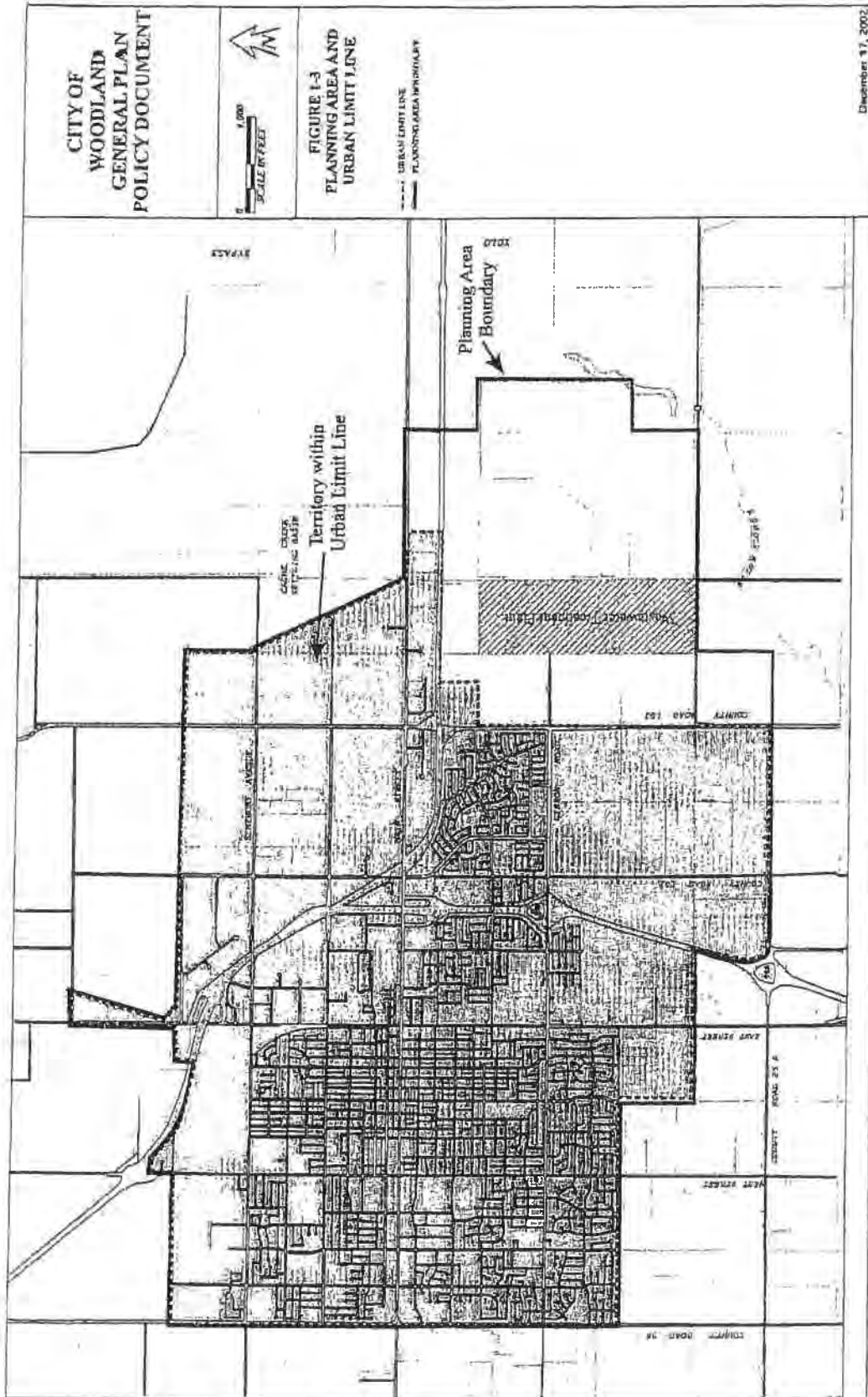


Exhibit B-1



December 11, 2002

Exhibit B-2

November 8, 2016

City of Woodland
Cindy Norris, Community Development Department
300 First Street
Woodland, CA 95695

Re: Draft General Plan

Dear Ms. Norris:

SACOG received notification of the Draft General Plan and would like to offer the following comments. From the materials we have reviewed, it is clear that the City process is examining a full range of opportunities and issues that will be important to the future quality of life for Woodland citizens and the entire region. We appreciate the city including SACOG in this regionally important planning process.

The basis for our comments is the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) and Blueprint. SACOG's primary responsibility is developing and implementing the MTP/SCS, a document that establishes transportation spending priorities throughout the region. The MTP/SCS must be based on the most likely land use pattern to be built over the 20+ year planning period, and it must conform with federal and state air quality regulations. The foundation for the MTP/SCS land use forecast is local government general plans, community plans, specific plans, and other local policies and regulations. Other market and regulatory/policy variables that are considered help refine the sum of the local plans in order to determine the most likely future development pattern for a specific period of time. The Blueprint vision is based on the principles of smart growth and is intended to give general direction on how the region should develop to reap the benefits of the Blueprint Preferred Scenario (and related MTP/SCS). Implementation of the Blueprint vision depends greatly on the efforts of cities and counties to implement that vision through local plans and projects. The MTP/SCS and Blueprint are in alignment with each other because of these local efforts.

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

Many of the goals in the Draft General Plan align with and support the goals of the MTP/SCS and Blueprint. A few of these goals are highlighted here:

- Goal 2.C: Promote Woodland as a leader in sustainable development and support statewide and regional efforts to encourage smart growth, reduce greenhouse gas emissions, fund transportation improvements, conserve resources, and maintain fiscal sustainability.
- Goal 3.A: Develop and maintain a multi-modal transportation system that provides for the efficient movement of people and goods, supports vibrant neighborhoods and districts, and reduces air pollution and greenhouse gas emissions.
- Goal 3.B: Provide complete streets that accommodate driving, walking, bicycling, and public transit and that are designed to enable safe, attractive, comfortable access and travel for users of all ages.
- Goal 3.G: Promote a transit system that serves as a viable alternative to the automobile for those without access to a vehicle and those that choose to live and work in areas where land use density and intensity are supportive of transit.

The Draft General Plan contemplates two alternative ways in which growth and development through 2035 could occur within the planning area: the South Alternative and the East Alternative. The general location of growth contemplated in the South Alternative mirrors the growth areas envisioned in the Blueprint and the current MTP/SCS. The location of growth in the East Alternative, specifically the area labeled SP-2 on “Figure 2-5: Land Use Diagram” in the draft plan is not an area contemplated for growth in the Blueprint or the MTP/SCS. The total growth assumed in both alternatives of approximately 7,000 new homes and 18,000-19,000 new jobs, resulting in approximately 27,000 total homes and 45,000 total jobs in the City, is in alignment with the 2016 MTP/SCS build out estimate for the City of approximately 28,000 homes and 49,000 jobs.

The Blueprint principle of Transportation Choice means that people have viable options for traveling beyond driving in a car. There is a strong connection between land use patterns, travel behavior and air quality. Higher density housing and employment, locating housing near jobs, and providing strong connectivity in the design of the street and bicycle and pedestrian networks, all lead to increased walking, biking, and transit use and shorten the length of auto trips.

The MTP/SCS is measured by a number of performance outcomes. Specific to transportation outcomes, the MTP/SCS increases travel efficiency and multi-modal travel, and reduces congestion and vehicle miles traveled (VMT). Together these outcomes lead to improved air quality. The Draft General Plan Goals 3.A, 3.B, and 3.G (noted above) clearly support the Blueprint principle of travel choice.

Mix of Uses and Using Existing Assets are two Blueprint Principles that directly support transportation choice and the transportation performance outcomes of the MTP/SCS. The MTP/SCS performance outcomes noted above are a direct result of the relationship between land use and transportation and are in part dependent on the balance between infill and greenfield development that the MTP/SCS forecasts. Today, as well as in the 2036 MTP/SCS forecast, the City has lower than average VMT when compared to the region. This is largely due to jobs/housing balance and the balance between infill development and new growth areas.

The South Alternative, due to the location of the planned new growth being directly adjacent to existing development, supports these two Blueprint principles because there is existing infrastructure directly adjacent to the new growth areas. It contributes to the mix of uses in the existing city and places housing near jobs and services as more of the new homes planned in this alternative are infill. The East Alternative is less infill focused with 51 percent of the new homes in infill areas and 49 percent in new growth areas.

However, the new growth areas, specifically area SP-2, is encouraged to be a “sustainable complete neighborhood with a town center so that most daily needs can be met within the area” (Draft General Plan Policy 2.L.5). We are encouraged to see that the Draft General Plan includes phasing requirements and timing assumptions for new growth areas under both alternatives in Policy 2.L.1, but particularly if the East Alternative is selected, that Policy 2.L.5 requires flood protection before land use approvals can be made, requires phased growth and encourages a complete neighborhood. Implementation of this policy will be essential to keep VMT low and support the Draft General Plan goals. As federal standards on criteria air pollutants are getting stricter and we face a strong possibility of stricter state greenhouse gas reduction targets for the next MTP/SCS, well-performing local plans and projects are critical to our region’s ability to meet these targets. The worst outcome for the East Alternative would be if area SP-2 developed as an island of residential uses that requires mostly car trips to get to jobs and services. It’s clear that is not the intention or desire of the City, but we encourage you to use even stronger policies related to phasing and performance requirements when planning for area SP-2, if the East Alternative is selected.

As a new non-contiguous growth area, the East Alternative also requires more new infrastructure, including the addition of a new interchange. Our research indicates that for the entire region, the more compact Blueprint land use pattern will reduce infrastructure costs compared to the Base Case pattern by approximately \$16 billion through 2050, or almost \$20,000 per new housing unit. Infrastructure costs spread over a relatively small number of homes, either the result of low-density development or poor phasing of development, can increase the price of housing. Additionally, as you

contemplate this alternative, keep in mind that state and federal sources of transportation funding are becoming more performance-based and that the MTP/SCS transportation investment strategy strives to invest first in existing transportation maintenance needs before investing in new capacity projects.

Compact Development and Natural Resources Conservation are two important Blueprint Principles that align well with the goals of the Draft General Plan. These two principles work together at both the neighborhood scale and the larger citywide scale. At a neighborhood level, environments that are more compactly built can encourage more walking, biking, and public transit use and shorter auto trips. Incorporating public-use open space (such as parks, town squares, trails, greenbelts) is an important contribution to the aesthetics and sense of community that also helps lead to these outcomes.

At a larger scale, the combination of these two principles supports urban growth expansion that is adjacent to existing developed lands, well planned, and conserves natural resources. Less urbanized land means more open space including, wildlife and plant habitat preservation, agricultural preservation, and open recreation areas. Preserving the City's Urban Limit Line and evaluating two growth alternatives that both are within that area clearly supports these principles. As noted early, the phasing and development requirements included for both alternatives in the Draft General Plan is a good strategy for managing growth and demonstrates support for these two Blueprint Principles. We commend the City's forward-thinking and commitment to being good regional partners.

Additionally, the Draft General Plan includes an economic development policy to develop Woodland into a premier food and agriculture industry cluster. We see the potential for this already starting with recent agricultural related businesses locating in and near the city. This is a great example of the Rural-Urban Connections Strategy.

Housing Choice and Diversity, another Blueprint Principle, is about providing a range of housing choices to serve the needs of all the residents. The Draft General Plan includes residential and mixed land uses at a range of densities that is appropriate for the city and supports this principle. We are happy to see the City promoting higher densities and mixed-use development in the Downtown area and along key multi-modal transportation corridors in both alternatives, as this provides more housing choice in the areas with the most transportation choice.

Design for Quality is the Blueprint Principle that relates not only to the attractiveness of buildings but also to street pattern and urban design of a development. A walkable street pattern, or urban design, is one of the most significant factors in reducing VMT for an

area. A pedestrian-friendly street pattern and urban design encourages not only walking but also biking and transit use. The Draft General Plan includes a lot of attention to the design details of streets and land uses as well as overall neighborhoods, which is supportive of this principle.

In summary, the Draft General Plan demonstrates good local planning and is in alignment with the Blueprint and MTP/SCS. As the City deliberates its choice of general plan alternatives, we ask you to consider how the implementation, or timing, of each alternative, affects transportation and air quality related performance in terms of VMT, mode choice, GHG emissions, and air quality.

If you have additional questions, please feel free to contact me or Kacey Lizon, Planning Manager, at klizon@sacog.org or 916-340-6265.

Sincerely,



Mike McKeever
Chief Executive Officer

MM:JH:pm

Public Hearings 6.

LAFCO

Meeting Date: 12/06/2018

Information

SUBJECT

Consider adopting the Municipal Service Review (MSR) and approving a Sphere of Influence (SOI) Update for the City of Woodland (LAFCo No. S-049) and adopt a Statement of Overriding Considerations for significant environmental effects associated with the SOI Update pursuant to CEQA (California Environmental Quality Act) Guidelines Section 15096

RECOMMENDED ACTION

1. Receive staff presentation on the MSR and SOI Update.
2. Open the Public Hearing for public comments on this item.
3. Close the Public Hearing and consider the information presented in the staff report and during the Public Hearing. Discuss and direct staff to make any necessary changes.
4. Consider the Final Environmental Impact Report (EIR) for the City of Woodland 2035 General Plan and 2035 Climate Action Plan, and approve Resolution 2018-10 adopting findings as a Responsible Agency for the Final EIR and Statement of Overriding Considerations.
5. Approve Resolution 2018-11 adopting the Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the City of Woodland.

FISCAL IMPACT

No fiscal impact. The MSR and SOI Update were prepared "in-house" and appropriate funds were budgeted.

REASONS FOR RECOMMENDED ACTION

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act), is LAFCo's governing law and outlines the requirements for preparing periodic Municipal Service Reviews (MSRs) and Sphere of Influence (SOI) updates. MSRs and SOIs are tools created to empower LAFCo to satisfy its legislative charge of "discouraging urban sprawl, preserving open space and prime agricultural lands, efficiently providing government services, and

encouraging the orderly formation and development of local agencies based upon local conditions and circumstances”.

An MSR is conducted prior to, or in conjunction with, the update of an SOI. LAFCOs are required to review an agency's Sphere of Influence every five years. An MSR evaluates the structure and operations of district services and includes a discussion of the capability and capacity of the district to ensure the provision of municipal services to the existing service area and any future growth of the district's boundaries. The SOI indicates the probable future physical boundaries and service area of a district and lays the groundwork for potential future annexations.

Yolo LAFCo staff utilizes a checklist format for MSRs that allows staff to streamline the assessment of each district's municipal services. Based on the findings of the MSR checklist staff can recommend whether a SOI update is warranted.

BACKGROUND

As a general-purpose city, Woodland provides essential municipal services. Municipal services provided by the City and reviewed in this MSR include: library; storm drainage; water and wastewater; police and fire protection; planning and zoning; parks and recreation; construction and maintenance of streets, roads, and infrastructure; and general administrative support services. The City provides some services outside of its jurisdictional boundary. The City of Woodland Fire Department provides fire and administrative services on a contractual basis to a portion of the Springlake Fire Protection District. In addition, the City provides water and sewer services to some unincorporated parcels north of the City along West Street.

MSR Determinations and Recommendations

There are seven determinations LAFCo is required to make for an MSR. The City of Woodland's determinations and recommendations for Commission review and consideration are as follows:

Growth and Population MSR Determination

The City's planned growth will require an expansion of its Sphere of Influence (SOI). The City's 2035 General Plan designated urban development for most of the area within the City's Urban Limit Line (ULL) resulting in approximately 27,000 total homes and 45,000 total jobs, however all this development is unlikely to occur by 2035 based on growth projections. The SACOG Metropolitan Transportation Plan (MTP)/Sustainable Communities Strategy (SCS) is projecting Woodland to grow to about 33,000 jobs and 24,180 homes by 2036, and growing to a capacity of 49,130 jobs and 28,283 homes at full build-out. Therefore, the planning area is larger than what is needed to accommodate projected growth by 2035, however a larger SOI area may make sense considering the ULL is

intended to be the permanent, ultimate physical boundary of Woodland. An update to the City's SOI is discussed in the SOI section of this MSR/SOI Update.

Disadvantaged Unincorporated Communities MSR Determination

The West Kentucky community is a disadvantaged unincorporated community (DUC) within the City of Woodland's Sphere of Influence. Yolo County, Yolo County Housing and the City of Woodland have all partnered on an agreement (with LAFCo approval) to extend City water and sewer services to this community. This community already has structural fire protection services from the City via contract with the Springlake Fire Protection District. Project work to extend water and sewer services is underway and is estimated for completion in FY 2018/19. Therefore, providing services to this DUC has already been addressed and no further LAFCo recommendations are required.

Capacity and Adequacy of Public Facilities and Services MSR Determination

The City of Woodland provides 10 distinct categories of municipal services that are evaluated as part of this service review, including: cemetery; community facilities, parks and open space; community recreation; fire; library; municipal water; police; solid waste & recycling; road construction, road maintenance, street lighting and landscaping; wastewater, stormwater & recycled water. The City's recently updated General Plan 2035 and associated EIR provides analysis and implementation measures to ensure that the City has adequate facilities and capacity to accommodate existing and planned growth. The General Plan policies requires new development to fund its share of new construction, operations and maintenance such that growth should not result in a reduction in service levels or capabilities to existing service population.

Financial Ability MSR Determination

Overall the City of Woodland's financial condition has improved over the past five years. General fund revenues have increased by over \$10M and other governmental funds revenue have increased by almost \$25M. The increase in other governmental funds revenue is all development related. In total, governmental funds revenue increased on average 10% per year, while governmental expenditures have increased, on average, 3% a year. Over this same period of time General Fund unassigned fund balance has increased from \$6.5M to \$16.9M. This fund balance includes a set aside for economic uncertainties. The City's Enterprise funds, except for the Cemetery and Drainage activities, are also healthy. While total operating revenue has increased by almost 90%, operating expenditures have only increased by 38%. The increase in revenue was required to finance the debt service related to debt used to make improvements and construct water and wastewater infrastructure. As a result, Enterprise Funds outstanding debt has increased from \$50.7M to \$235.5M and interest expense has increased from \$1.8M in 2012 to \$7.7M in 2017. Total net position for the Enterprise funds has remained flat over the years, and since these funds should not be accumulating money, which is normal. The City's financial

risks include managing Enterprise Fund debt, mitigating increases to OPEB and pension liabilities and these plans unfunded actuarial accrued liabilities and developing consistent funding for the Cemetery and drainage enterprise activities.

Recommendations

- The City of Woodland should review and/or improve its budget monitoring process to minimize or eliminate overdrawn appropriations.
- The City of Woodland should create a strategy and necessary studies to increase its storm drainage fees since this fund has an accumulated net operating loss of almost \$5M over the past five years.
- The City should consider changing accounting and financial reporting of the Cemetery fund from enterprise fund to governmental activity as the service cannot realistically be self-supporting and requires general fund support. (For comparison, the Davis Cemetery District received \$237,713 in FY 2016/17 property tax revenue and the Winters Cemetery District received \$137,774 in FY 2016/17 property tax revenue, within their respective city limits).

Shared Services MSR Determination

The City already partners with surrounding agencies to provide services such as: homeless services, the Office of Emergency Services, animal services, among others. The City also partners with the neighboring cities and County on the following joint powers agencies/authorities (JPAs): Valley Clean Energy Alliance, Woodland-Davis Clean Water Agency, Yolo Emergency Communications Agency, Yolo Habitat Conservancy, and the Yolo Subbasin Groundwater Agency. The City is also a member of the Woodland Finance Authority JPA. In addition, there are other regional agencies the City engages in shared services with, such as the Yolo Housing Authority, Yolo County Transportation District, and the Sacramento Area Council of Governments. The City has also had some preliminary discussions with the County regarding potentially providing sewer treatment services for the Wild Wings CSA, which is an additional possible area of shared services. There may be shared service opportunities remaining for pooled contracting in the common areas of building/fire plan check & inspection, fleet maintenance, park/landscape maintenance and arborist/tree maintenance services. LAFCo sent a memo to the city/county managers on March 19, 2018 suggesting these service areas be pursued for potential pooled contracting to reduce costs. If the agencies send LAFCo the contracts for these services, it can perform some simple rate comparisons.

Recommendations

- Please provide any City contracts for building/fire plan check & inspection, fleet maintenance, park/landscape maintenance and arborist/tree maintenance services (per LAFCo's March 23, 2018 memo), and LAFCo can compare contractors and rates with the other cities and Yolo County for

shared services opportunities.

Accountability, Structure and Efficiencies MSR Determination

The City of Woodland holds regular scheduled publicly accessible meetings that are well publicized in accordance with the Brown Act. There appear to be no issues with competitive elections, presence of required policies, or Councilmember adherence to legal requirements. The City adopts annual budgets and comprehensive annual financial statements that are readily accessible on the City's website. In recent years the audits have been issued in a timely manner, however the audits issued for fiscal years 2013-2015 were issued later than required. City departments continuously look for ways to cut costs, increase operational efficiency, and plan for future needs. No accountability issues or challenges have been identified.

Recommendation

- Strive to continue with the City's recent practice of completing audits within 6 months and no more than 9 months from the end of the fiscal year.

Other Issues MSR Determination

There are no additional issue areas identified for this MSR.

SOI Update and Recommendation

There are five determinations LAFCo is required to make for an SOI Update. The City of Woodland's determinations for Commission review and consideration are as follows:

Present and Planned Land Uses SOI Determination

There are two general areas identified in the City's General Plan which the City has requested added to its sphere of influence (SOI). The Flood Study Area is not recommended to be included in the City's SOI until the City completes its additional studies and more exact flood boundaries are determined. When new flood boundaries are determined, the City may request LAFCo update the SOI accordingly. The SP-1 areas appear consistent with LAFCo's policies regarding a framework of controlled growth, therefore, the City's SOI boundary is recommended to be expanded to include the SP-1 designated areas.

While already within the City boundaries, the SP-2 area was annexed to the City as non-contiguous property in 2001 only because it was City-owned for municipal services. Per Government Code Section 56741(e), if the City sold this property it would cease to be part of the City and revert back to unincorporated lands (if it were still non-contiguous). The City should note that LAFCo may not be able to justify approval to extend WWTP facilities outside City boundaries (if requested in the future) as it would be growth inducing.

The proposed SOI would not conflict with planned, orderly and efficient patterns of

urban development. SACOG correspondence dated November 8, 2016 (see appendices) states that the City's Draft General Plan "demonstrates good local planning and is in alignment with the Blueprint and MTP/SCS Metropolitan Transportation Plan/Sustainable Communities Strategy. Development of the proposed SOI would result in the loss of prime agricultural land. However, most of Yolo County is fertile agricultural soils and it is difficult to expand the City's footprint without impacting agricultural land and the City's Urban Limit Line preempts any uncontrolled sprawl. The City's General Plan Environmental Impact Report mitigates for this loss consistent with LAFCo policies and concludes that this loss is significant and unavoidable.

Need for Public Facilities and Services SOI Determination

The City's recently updated General Plan 2035 plans for future growth and the City of Woodland is best suited to provide expanded municipal services in the proposed SOI areas. The City's Urban Limit line provides for a framework of controlled growth. SACOG has indicated via letter that the total growth assumed in the City's General Plan is in alignment with the 2016 MTP/SCS, which includes the Regional Housing Needs Allocation. Portions of the existing SOI in the Flood Study Area (see SOI checklist 1a) may need to be removed due to flood risk, however, this issue will be studied further by the City. It would be better for LAFCo to adjust the SOI in this area once a flood study has been completed.

Capacity and Adequacy of Provided Services SOI Determination

The City of Woodland has capacity to provide its full range of municipal services to the proposed SOI territory. The City is willing and able to extend services and has conducted the analysis required to do so in its 2035 General Plan Update.

Social or Economic Communities of Interest SOI Determination

There is a Disadvantaged Unincorporated Community adjacent to the City boundaries and within its SOI, however, construction is already underway to extend municipal water and sewer services to this community.

Disadvantaged Unincorporated Communities SOI Determination

The disadvantaged unincorporated community of "Westucky" is already included in the City's SOI. In addition, a project is underway to extend City water and sewer services to this community which is estimated to be completed during fiscal year 2018/19. It already receives structural fire protection from the City via contract with the Springlake Fire Protection District.

Yolo LAFCo Criteria for Spheres of Influence (Policy 6.3)

LAFCo policies require consideration of the following criteria when studying and determining the spheres of influence for the cities and special districts within the County of Yolo:

1. *Retention and strengthening of community identities, as well as increasing efficiency and conserving resources, by providing essential services within a*

framework of controlled growth;

- 2. Identification of the county's prime agricultural land and protection of this land through all available devices, such as including controlling the provision of services, requiring infill development first, and preferring non-prime land for growth. Other open-space resources such as stream banks, flood plains, and present and future recreation areas should also be protected for public benefit;*
- 3. Creation of realistic and controlled, yet flexible, planning areas into which anticipated services can be expanded as growth requires and as the communities' resources provide;*
- 4. Provision of infrastructure systems such as streets, sewers, water, open space for parks and recreation as a product of growth, rather than growth inducing;*
- 5. Encouragement of city annexation or incorporation as a means of supplying the full range of urban services as required; and*
- 6. Evaluation of the availability and need for basic services in each community and forecast these to meet anticipated population growth, and recommend creation, expansion, consolidation and/or reorganization of districts when need for such change is indicated.*

The City has created a framework of controlled growth by adopting its voter approved Urban Limit Line (ULL). However, the City growth planned in its 2035 General Plan for all the area inside the ULL is well beyond SACOG growth projections. The question the Commission should consider is whether it accepts growth areas while infill has not necessarily developed first and there is not a justifiable demand for growth because there is a voter-approved ULL to ultimately control it. Staff recommends that the SOI Update would create realistic and controlled, yet flexible, planning areas for development. And there is a value to aligning the SOI and ULL for simplicity and planning purposes. The City has adequate infrastructure to serve the added SOI growth areas.

The SOI area recommended for expansion would eventually result (i.e. upon future annexation) in the conversion of prime agricultural lands to urban uses. The City's 2035 General Plan has adopted a policy requiring 1:1 mitigation for every acre converted to urban uses as noted below. It also includes a policy requiring a 150' agricultural buffer from adjacent agricultural land. These mitigation measures would not be required for the SOI Update itself, but would be applied to any future development project.

Mitigation Measure 4.2-1 – The 2035 General Plan should be amended to include the following modified policy:

Policy 2.A.3 Agricultural Mitigation. For impacts to agricultural land within the ULL, require one acre to be permanently conserved for every acre converted to urban development (1:1 ratio). The farmland being conserved must be of the same Farmland Mapping and Monitoring Program type (Prime Farmland, Farmland of Statewide Importance, Unique Farmland, Farmland of Local

Importance) as the farmland that is being converted, or of a type of higher quality, and the conserved farmland should be located outside of, but as close to the Woodland Urban Limit Line as possible. For projects proposing to convert agricultural land to urban use, require soils analysis to determine farmland classification for purposes of determining appropriate mitigation as part of environmental review conducted for the project.

Mitigation Measure 4.2-3 – The 2035 General Plan should be amended to include the following new policy:

Policy 7.C.5 Agricultural Buffer. Require new development that occurs at the edge of the ULL to be set back a minimum of 150 feet from adjacent agricultural land where possible. Equivalent means of providing agricultural buffers may be considered by the Planning Commission on a case by case basis for parcels where development potential would be precluded or severely limited as a result of the required buffer size. The buffer shall be landscaped/vegetated and may include public right of way.

Public/Agency Involvement

The primary source of information used in this MSR has been information collected from agency staff and adopted plans, budgets, reports, policies, etc. While researching the MSR, staff met onsite with each department head and the City Manager. On October 26, 2018 a “Notice of Availability of Draft MSR/SOI and Public Hearing” was released by LAFCo and published in the Woodland Democrat, which requested written comments from the public and stakeholders. In addition, notices were sent to every “affected agency”, meaning all other agencies and schools with overlapping service areas.

LAFCo has not received any comments so far on the MSR/SOI. Any comments received after publication of this staff report will be provided to the Commission in a supplemental packet.

CEQA

The recommended SOI Update is a discretionary action subject to CEQA. The City of Woodland certified a Final Environmental Impact Report for the City of Woodland 2035 General Plan and 2035 Climate Action Plan which analyzes and discloses the significant environmental effects associated with development in the recommended SOI expansion area.

LAFCo is considered a "responsible agency" under CEQA, which means a public agency, other than the "lead agency" (i.e. the City), which has responsibility for carrying out or approving a project. In other words LAFCo approval (i.e. an SOI Update and/or annexation) is required for the City to carry out development under its 2035 General Plan. Pursuant to Government Code Section 15096, LAFCo as a responsible agency complies with CEQA by considering the EIR prepared by the City and reaching its own conclusions on whether and how to approve the SOI

Update. LAFCo is required to make findings for each significant environmental effect of the project. CEQA requires the decision-making agency to balance the economic, legal, social, technological, or other benefits of a proposed project against its unavoidable environmental effects when determining whether to approve the project. If the benefits outweigh the adverse effects, they may be considered "acceptable". The City's Final EIR for the 2035 General Plan and 2035 Climate Action Plan identified significant impacts in the following areas: aesthetics and visual resources; agriculture resources; air quality; cultural resources; hydrology, flooding and water quality; population growth; and noise/vibration. The City's 2035 General Plan and EIR have not been attached due to size considerations, but can be found here:
<https://www.cityofwoodland.org/1000/Documents>.

Attachments

ATT A-CEQA City of Woodland SOI Reso2018-10

ATT B-City of Woodland MSR-SOI Reso2018-11

Form Review

Inbox	Reviewed By	Date
Christine Crawford (Originator)	Christine Crawford	11/26/2018 03:10 PM
Christine Crawford (Originator)	Christine Crawford	11/27/2018 09:45 AM
Form Started By: Christine Crawford		Started On: 11/07/2018 04:05 PM
Final Approval Date: 11/27/2018		



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: I.18.
SUBJECT: Temporary Emergency Shelter Partnership and Operating Update

Recommendation for Action: Staff recommends that the City Council:

- 1) Receive an update on the use of the County of Yolo facility located at 213 Third Street as a temporary emergency shelter, and
- 2) Adopt resolution No. ____, approving a term sheet for the City's partnership with the County of Yolo and Fourth & Hope for the shelter operation and cost sharing arrangement authorizing the City Manager to execute all documents necessary for the City to implement the project.

Staff Contact:

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

Fiscal Impact:

The City's share of the costs for operation of the temporary emergency shelter is \$14,010 based on an estimated total cost of \$28,020 with the City and County equaling sharing in the costs. Funding has been included in the FY19 budget for homeless-related efforts and these funds will cover the City's cost share for the emergency shelter. Both the City and County have expended in-kind resources to address the homeless encampment previously located in the Fourth and Court Street parking lot, provide health screenings and other assessments for the individuals who had camped in the parking lot, and continue to provide in-kind resources to support the temporary emergency shelter. These costs will be tracked to provide a complete financial picture for the shelter.

Background:

The County set up a temporary emergency shelter at 213 Third Street approximately two weeks ago in order to accommodate individuals who had been camping in the Fourth and Court Street parking lot. Approximately 40 to 45 individuals had camped in the parking lot.

Discussion:

Shelter operations began on the evening of Thursday, December 6 and are planned to continue through the evening of Saturday, January 19, 2019, a total of 45 nights of emergency shelter use. Fourth & Hope operates the shelter. Nearly 30 individuals from the parking lot expressed interest in using the shelter and a number of them are sleeping at the shelter and receiving other services from Fourth & Hope. While the shelter has not yet been filled, this may change based on weather and other factors. Because the shelter is temporary and limited to a 45-day period, City staff, Yolo County, and Fourth & Hope have started discussions on possible future sites and options for providing overnight shelter. It should be noted that the City, County, Fourth & Hope, the faith-based community are partnering on an eight-week shelter next year (January 6 – March 3, 2019) at St. Luke's in order to temporarily increase the capacity of Fourth & Hope's emergency shelter (Yolo Wayfarer Center). The St. Luke's shelter will serve families (households with minor children) and single women.

City staff has drafted a memorandum of understanding to establish the City, County, and Fourth & Hope roles

for the shelter and financial responsibilities. The MOU is under review by the County and Fourth & Hope. In the interest of compensating Fourth & Hope on a timely basis for their services in operating the shelter and providing operational supplies and memorializing the City/County cost share arrangement, the following term sheet has been prepared.

Fourth and Hope's Responsibilities. Fourth and Hope agrees to provide the following services, personnel, and supplies:

1. All processing of individuals who will use the Property in accordance with Fourth and Hope's established protocol for the provision of overnight shelter.
2. Up to 35 emergency shelter beds in the Property for use by unsheltered individuals.
3. Two overnight monitors at the Property for each night during the entire term of this MOU who shall be responsible for the enforcement of applicable rules and procedures regarding use of the Property.
4. All necessary bedding, toiletries, cleaning supplies, and other supplies needed to operate and maintain the emergency shelter.
5. Additional services to unsheltered individuals, which include three daily meals to shelter residents, telephone access, access to laundry facilities, an assessment of physical, behavioral, and mental health needs and, as necessary and appropriate, referrals to various resources, and limited case management services that address income, employment, housing, educational, legal, and health care needs.
6. Provide either inside or immediately adjacent to the Property, for use by emergency housing shelter residents, a hand-washing station and two portable restrooms, which includes a unit compliant with the Americans with Disabilities Act.

City of Woodland and County of Yolo Responsibilities: City and County agree to each pay one half of the total compensation provided for in this MOU. County shall provide City with its share of the total cost of Fourteen Thousand Ten Dollars (\$14,010) no later than January 4, 2019. City shall be responsible for all payments to Fourth and Hope. Fourth and Hope shall submit on a monthly basis an invoice to City setting forth a detailed description of the Services performed. City shall review and pay the approved invoice to Fourth and Hope within fifteen (15) business days and shall timely bring to Fourth and Hope's attention any questions or concerns related to an item or amount invoiced by Fourth and Hope. After City pays the final invoice to Fourth and Hope, the City will complete a final accounting to determine any discrepancy between the amount paid by the County and the amount either owed by, or due to, the County. The City will provide such accounting to County and bill or refund the County within fifteen (15) business days of such notice.

Conclusion:

Staff recommends that the City Council:

1. Receive an update on the use of the County of Yolo facility located at 213 Third Street as a temporary emergency shelter, and
2. Adopt resolution No. , approving a term sheet for the City's partnership with the County of Yolo and Fourth & Hope for the shelter operation and cost sharing arrangement and authorizing the City Manager to execute any and all documents needed for the City to implement the project.

Prepared by: Dan Sokolow, Senior Planner



Paul Navazio
City Manager

Attachments:

1. CC Reso for Dec 18, 2018

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING A TERM SHEET FOR THE CITY'S PARTNERSHIP WITH THE
COUNTY OF YOLO AND FOURTH & HOPE FOR THE OPERATION OF A
TEMPORARY EMERGENCY SHELTER AND COST SHARING ARRANGEMENT
FOR THE SHELTER**

WHEREAS, a temporary emergency began operations on the evening of December 6, 2018 to provide shelter and services for the individuals who had been camping in the Fourth and Court parking lot;

WHEREAS, the City of Woodland, County of Yolo, and Fourth & Hope are partnering to operate the shelter and share the costs of the shelter's operations.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council approves the attached term sheet, "Exhibit A", for the City's partnership with the County of Yolo and Fourth & Hope to establish responsibilities for the operation of a temporary emergency shelter and cost sharing arrangement for the shelter.

PASSED AND ADOPTED by the City Council this 18th day of December, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Xochitl Rodriguez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Attachment
Exhibit A

Exhibit A

Term Sheet for the City of Woodland's Partnership with the County of Yolo and Fourth & Hope to Establish Responsibilities for the Operation of a Temporary Emergency Shelter and Cost Sharing Arrangement for the Shelter

Fourth and Hope's Responsibilities. Fourth and Hope agrees to provide the following services, personnel, and supplies:

- A. All processing of individuals who will use the Property in accordance with Fourth and Hope's established protocol for the provision of overnight shelter.
- B. Up to 35 emergency shelter beds in the Property for use by unsheltered individuals.
- C. Two overnight monitors at the Property for each night during the entire term of this MOU who shall be responsible for the enforcement of applicable rules and procedures regarding use of the Property.
- D. All necessary bedding, toiletries, cleaning supplies, and other supplies needed to operate and maintain the emergency shelter.
- E. Additional services to unsheltered individuals, which include three daily meals to shelter residents, telephone access, access to laundry facilities, an assessment of physical, behavioral, and mental health needs and, as necessary and appropriate, referrals to various resources, and limited case management services that address income, employment, housing, educational, legal, and health care needs.
- F. Provide either inside or immediately adjacent to the Property, for use by emergency housing shelter residents, a hand-washing station and two portable restrooms, which includes a unit compliant with the Americans with Disabilities Act.

City of Woodland and County of Yolo Responsibilities: City and County agree to each pay one half of the total compensation provided for in this MOU. County shall provide City with its share of the total cost of Fourteen Thousand Ten Dollars (\$14,010) no later than January 4, 2019. City shall be responsible for all payments to Fourth and Hope. Fourth and Hope shall submit on a monthly basis an invoice to City setting forth a detailed description of the Services performed. City shall review and pay the approved invoice to Fourth and Hope within fifteen (15) business days and shall timely bring to Fourth and Hope's attention any questions or concerns related to an item or amount invoiced by Fourth and Hope. After City pays the final invoice to Fourth and Hope, the City will complete a final accounting to determine any discrepancy between the amount paid by the County and the amount either owed by, or due to, the County. The City will provide such accounting to County and bill or refund the County within fifteen (15) business days of such notice.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: I.19.
SUBJECT: Approve Plans and Specifications and Authorize Bid Advertisement for West Main Street Bicycle/Pedestrian Mobility & Safety Improvement Project, CIP 17-16

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the for the West Main Street Bicycle/Pedestrian Mobility & Safety Improvement Project, CIP 17-16.

Staff Contact:

Clara Olmedo, Associate Engineer, (530) 661-5824, clara.olmedo@cityofwoodland.org

Fiscal Impact:

The approved Capital Budget includes \$11,439,500 in funding for the project consisting of \$3,742,500 in Sacramento Area Council of Governments (SACOG) grant funding, \$2,000,000 from the SB1 Local Partnership Program, \$1,247,000 in Measure E match funding, \$2,150,000 of Measure F, \$2,000,000 in Water funding and \$300,000 in Sewer funding.

The Engineer's estimate of construction cost is \$9,065,000. The difference between the total project budget and the engineers estimate is the amount budgeted for design, construction management, inspection and construction contingency. Actual bid costs will determine if additional funding is needed for this project.

Background:

The West Main Street segment is primarily zoned commercial and serves many businesses. The corridor has poor pavement conditions with significant cracking and in many areas has reached failure condition. The lack of continuous sidewalks and bike lanes through the corridor leaves gaps in the City's bicycle and pedestrian network and many of the intersections do not meet current ADA standards.

The City's West Main Street Bicycle/Pedestrian Mobility & Safety Improvement project was selected to receive \$3,742,500 from the Regional Flexible Funding Program and \$2,000,000 from the SB1 Local Partnership Competitive Program.

The project consists of one-mile corridor on West Main Street from West Street to County Road 98. This project was defined based upon recurring requests from residents to improve the condition of the pavement and from bicycle and pedestrian advocates to add bike lanes, complete missing sidewalks and slow traffic vehicle speeds. In addition, business owners requested attention be given to the poor condition of the corridor between Ashley Avenue and Cottonwood Street where the exposed storm drainage ditch causes hazard for travelers on the roadway, especially cyclists.

Discussion:

The project will improve a one-mile corridor of West Main Street from West Street to County Road 98. The project includes full road reconstruction, narrower travel lanes to slow traffic and accommodate on-street bike lanes, drainage improvements, traffic signal improvements at all intersections to improve street crossings and provide ADA compliant curb ramps.

Staff has processed final plans and specifications through Caltrans and received authorization for construction. A full set of Plans and Specifications are available for review at the Community Development Department. Upon Council authorization, project bids will be solicited and staff anticipates returning to Council for contract award in February 2019. Construction anticipated to begin late Spring 2019.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the West Main Street Bicycle/Pedestrian Mobility & Safety Improvement Project, CIP 17-16.

Prepared by: Clara Olmedo, Associate Engineer

Reviewed by: Brent Meyer, City Engineer
Ken Hiatt, Assistant City Manager / Community & Economic Development Director



Paul Navazio
City Manager

Attachments:

1. Resolution

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE PLANS AND SPECIFICATIONS FOR THE WEST MAIN STREET
BICYCLE/PEDESTRIAN MOBILITY AND SAFETY IMPROVEMENT PROJECT, CIP
17-16, AND AUTHORIZING BID ADVERTISEMENT**

WHEREAS, the City of Woodland has received a Regional Flexible Spending Funding Grant in the amount of \$3,742,500 from the Sacramento Area Council of Governments (SACOG), and \$2,000,000 from the SB1 Local Partnership Competitive Grant Program; and

WHEREAS, the project is included the West Main Street Bicycle/Pedestrian Mobility and Safety Improvement Project, CIP 17-16 and is included in the Capital Budget with a total budget of \$11,439,500; and

WHEREAS, the City Council wishes to authorize bid advertisement for the West Main Street Bicycle/Pedestrian Mobility and Safety Improvement Project, CIP 17-16; and

WHEREAS, the Project has been reviewed in accordance with the California Environmental Quality Act (CEQA), and the Project is to be exempt under CEQA Guidelines; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF WOODLAND AS FOLLOWS:**

Section 1. The City Council hereby approves the plans and specifications for the West Main Street Bicycle/Pedestrian Mobility and Safety Improvement Project, CIP 17-16 which are available on file with the City Clerk.

Section 2. The City Council authorizes staff to advertise the West Main Street Bicycle/Pedestrian Mobility and Safety Improvement Project, CIP 17-16 for bids.

PASSED AND ADOPTED this 18th day of December 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Xochitl Rodriguez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: I.20.
SUBJECT: Draft Urban Forest Master Plan and Potential Changes to Tree Ordinance

Recommendation for Action: Staff recommends that the City Council:

- 1) Provide input on the draft Urban Forest Master Plan, and
- 2) Provide input on potential changes to the City's Tree Ordinance

Staff Contact: Christine Engel, Community Services Director, (530) 661-2000
Christine.engel@cityofwoodland.org

Fiscal Impact:

There is no direct fiscal impact associated with the action requested from the Council as part of this agenda item. However, implementation of the goals identified in the draft Urban Forest Master Plan could result in a significant fiscal impact to the extent that recommendations require resources that exceed the level of funding currently provided for in the budget for urban forestry management.

In addition, while implementing changes to the City's Tree Ordinance related to development projects is not anticipated to result in a fiscal impact, possible revisions to the Tree Ordinance related to regulating trees on residential and commercial properties could result in fiscal impacts to the City and property owner. Depending on the regulation process, existing staff resources may not be able to accommodate new processes related to permit processing. Property owners could also likely incur costs related to tree inspections and tree maintenance, as well as permit fees and in-lieu fees for tree replacements.

Background:

Draft Urban Forest Master Plan: In July 2017, the City initiated a three year grant project with funding from the Urban and Community Forestry California Climate Investment Grant Projects, through CalFire, to plant 1,200 trees and prepare an Urban Forest Master Plan. The preparation of the Urban Forest Master Plan and public involvement associated with it are consistent with General Plan Policy 7.B.10 to create an Urban Forest Master Plan and Urban Forest and Open Space Objective 1 "Increase Community Tree Canopy" of the 2035 Climate Action Plan to develop an Urban Forest Master Plan.

As part of the grant, in August 2017, the City Council authorized an agreement with Davey Resource Group to prepare an Urban Forest Master Plan. To develop the draft Master Plan, Davey Resource Group met with stakeholders, held a public meeting, and analyzed the City's existing urban forest.

City of Woodland Tree Ordinance: The City's Tree Ordinance (Chapter 20A. Trees) regulates the planting, removal and preservation of heritage trees, landmark trees, specimen trees, and street trees on public property and specified private property within the City. The City's ordinance includes the following definitions:

- 1) "*Heritage Tree*" means any valley oak tree with a trunk diameter of thirty-three inches or more at breast height which is of good quality in terms of health, vigor, growth and conformity to generally accepted

horticultural standards of shape for its species.

2) "*Landmark Tree*" means a tree or stand of trees which is of historical or public significance as designated by the City Council upon the recommendation of several groups or commissions (several trees in City Park and Beamer Park were recently designated as landmark trees).

3) "*Specimen Tree*" means any tree of interest because of size or unusual species, other than a heritage tree, which is of good quality in terms of health, vigor or growth...as designated by the City Council.

4) "*Street Tree*" means any tree growing within the tree maintenance strip, whether or not planted by the City.

The ordinance primarily regulates major maintenance and removal of street trees by the public, with the issuance of a tree permit from the City. It also identifies a process for projects submitting a development application, requiring the preparation of a tree plan for the preservation and/or removal of trees on site. The ordinance does not regulate major maintenance or removal of trees on residential and commercial properties that are not associated with a development application (ie trees at existing single family homes).

Discussion:

Draft Urban Forest Master Plan: The draft Master Plan has identified that of the City's over 14,000 publicly-owned trees, more than 170 unique species are represented in the City. Additionally, the draft plan notes that Woodland's urban forest covers about 1,394 acres and provides an average 15% canopy cover across the community. Since 2009, the City's tree canopy increased from 6.9% to 14.5%.

In addition to background information, the report identifies measureable goals and specific actions to guide the City's urban forest planning for the next 20 years (achievement of the goals will be dependent on funding availability). The goals and actions in the Master Plan are organized in four areas: Tree Canopy, Community Tree Resource, Urban Forestry Programming, and Partners. The plan includes 15 goals, 5 existing policies, and comprehensive actions. After receipt of input from the City Council, a final Master Plan will be developed and placed on a future council agenda for consideration to be adopted (anticipated to be in February 2019).

Goals included in the draft Master Plan are as follows:

- 1) Preserve and enhance canopy cover
- 2) Plant trees
- 3) Periodically review Tree Ordinance and Engineering Standards
- 4) Maintain public tree inventory data
- 5) Maintain public trees on a 7-year cycle
- 6) Manage the public tree inventory for species diversity
- 7) Periodically review the approved tree list
- 8) Periodically calculate/review ecosystem benefits
- 9) Optimize urban forestry programming
- 10) Ensure planning documents reference the Urban Forest Master Plan
- 11) Annually review Urban Forest Master Plan
- 12) Sustainable Urban Forestry Funding
- 13) Community outreach and engagement
- 14) Collaborate with partners
- 15) State of the Urban Forest Report

Potential Changes to City of Woodland Tree Ordinance: Staff is soliciting input from the City Council related to potential revisions to the tree ordinance. Staff is considering modifying the tree ordinance to: 1) refine and clarify those requirements specific to the preservation and/or removal of trees associated with a development project; and 2), add new regulations pertaining to trees on residential and/or commercial property not associated with a development project.

Modifications to Existing Requirements (Development Projects): Staff has identified deficits in the existing tree ordinance related to development projects and the consideration/preservation of trees as a part of the development process. In addition to general housekeeping updates to the ordinance, preliminary proposed modifications to the ordinance related to *development projects* include:

Refining and clarifying the City's goal of preserving well established trees and the desire that projects take tree preservation into account early in the design process to avoid impacting larger canopy trees and Heritage Oaks in particular.

Including recommendations on how trees can be preserved as part of a development project (i.e. permeable paving, etc.).

Adding language that would encourage applicants to consider design modifications before requesting tree removal and a requirement that the City/Community Development Department/or Planning Commission approve tree removal based on certain findings such as unhealthy tree determination, or infeasibility of project redesign.

Expanding and defining the types of trees to be preserved and replaced to include trees of a certain size or unusual species (i.e. trees of aesthetic value).

Adding clarifying language regarding replacement of trees on existing development sites, such as parking lot shade trees that may have passed their prime. Replacement should adhere to original landscape plan requirements or an updated plan that meets City landscape requirements.

Clarifying edits pertaining to in-lieu fee amount and timeframe for guarantee of healthy trees planted as part of a development project.

Potential New Requirements (Residential and Commercial Properties): Potential revisions to the ordinance that would create new requirements relative to trees on private property, *not associated with a development project*, include:

Consider including "trees on residential property" as also requiring approval for regular maintenance and/or removal, regardless of association with a development project/application.

Consider including "trees on non-residential property" (commercial) and "trees on undeveloped residential property over a certain size/acreage" as also requiring approval for removal and replacement, regardless of association with a development project/application.

In early 2018, the Woodland Tree Foundation (Foundation) approached the City requesting that the ordinance be revised to include protections of oaks over 12 inches diameter at breast height (dbh) and other trees of certain sizes on private property (*any tree over 24 inches dbh on private property including new development and infill except those located at single housing units or duplexes, and any tree over 32 inches dbh located on private property that includes single units or duplexes*).

Members of the Foundation conducted a citywide "valley oak survey" and identified 880 trees over 12-inches dbh that they propose would be regulated by a revised ordinance. These trees are located on residential parcels.

The number of trees on private property over 24-inches dbh for new development and infill and over 32-inches dbh for single units and duplexes is unknown.

Staff also identified deficits in the ordinance related to trees on non-residential property such as parking lots that were once required to plant trees but do not include protections for the trees to remain on the parcel. Additionally, staff has identified another category of requirements that could be added to the ordinance related to trees on undeveloped residential property over a certain size/acreage that are not associated with a development project.

Many local jurisdictions, including the cities of Davis, West Sacramento, Rocklin, Roseville, and Sacramento have various regulations related to the removal and maintenance of trees located on residential and commercial properties (the size and types of trees regulated varies). Many of the processes include the submittal of an application for the proposed maintenance or removal of a protected tree. The application is then reviewed by the City Arborist - which either requires the City Arborist to inspect the tree or the property owner to submit a tree report that has been prepared by a certified arborist. Some jurisdictions utilize a commission that reviews and approves permits to conduct maintenance on a tree or to remove it. The City's current tree ordinance has the Parks and Recreation Commission acting as the tree commission. All of these processes would result in expenses to the City and homeowner (or commercial property owner). Ground inspections of trees (ie basic visual inspections) can cost approximately \$300-\$500; more intensive inspections (requiring root crown excavation and a canopy inspection for structural defects) can cost in the thousands of dollars depending on findings of the inspection.

Staff Recommendation/Concerns: Staff supports changes to the ordinance related to development projects that are currently subject to the ordinance. However, if revisions to the ordinance were made to regulate trees on residential and commercial properties, it is assumed that a permitting process would be implemented. Such permitting process could involve residents submitting an application for tree maintenance and/or removal. Staff time to review applications and inspect trees would be needed as well. The City may also assume a certain amount of liability by inspecting trees and making determinations as to tree health and approving or prohibiting maintenance and/or removals (ie if the City recommends that a tree should not be removed and then there is limb or tree failure).

Commission/Subcommittee Recommendation:

Master Plan: The Parks & Recreation Commission provided input on the draft Master Plan at the November 26 meeting. Commissioners indicated that information should be added to the Master Plan related to fire risk as well as implementation of solar projects relative to tree maintenance, removals, and/or plantings.

Tree Ordinance Revisions: In April 2018, the Foundation presented information to the City's Sustainability Committee on regulating trees on private property. The Committee did not support moving forward with regulating trees on private property; instead they supported additional outreach and education by the Foundation to the public about the importance of preserving large trees, in particular Valley Oaks. At the November 26 Parks & Recreation Commission meeting, the Commission supported moving forward with proposed changes to the Tree Ordinance related to development projects. The Commission requested that staff explore further regulations related to trees on commercial properties not associated with a development application. Additionally, in regards to trees on residential property, the Commission indicated there are reasonable grounds to regulate some of the trees (largest oaks, ie over 32-inches dbh), but the Commission expressed concerns related to private property rights, city liability, homeowner affordability, the public's acceptance of this new regulation, and if there could be requirements for trees in the front yard versus the

backyard.

Alternative Course of Action: One alternative course of action instead of adding a requirement to regulate trees on residential property is for homeowners to voluntarily request that their tree be designated as a landmark tree. Through the existing landmark tree designation process, the Foundation could work with property owners to gauge their interest in having their tree designated. Such a designation would then be considered by the Historical Preservation Commission and the Parks and Recreation Commission. The City Arborist would also evaluate the tree for its overall health. If trees are recommended for the designation, the City Council would then consider the formal designation. A designation of “landmark tree” would then require City consideration for major maintenance and/or removal.

Conclusion:

Staff recommends that the City Council:

- 1) Provide input on the draft Urban Forest Master Plan, and
- 2) Provide input on potential changes to the City's Tree Ordinance



Paul Navazio
City Manager

Attachments:

1. Woodland UFMP Draft 2018
2. Tree Ordinance

CITY OF WOODLAND

URBAN FOREST MASTER PLAN

2018

Draft

"THE CREATION OF A THOUSAND FORESTS IS IN ONE ACORN."
- RALPH WALDO EMERSON



CITY OF WOODLAND

URBAN FOREST MASTER PLAN

2018

Prepared For:

City of Woodland
250 First Street
Woodland, CA 95695
Phone: 530-661-5980
<http://www.cityofwoodland.org/>

Prepared By:

Davey Resource Group, Inc.
6005 Capistrano Ave. Suite A
Atascadero, California 93422
Phone: 805-461-7500
www.davey.com/drg

ACKNOWLEDGEMENTS

Woodland City Council

Enrique Fernandez, Mayor
Xochitl Rodriguez, Mayor Pro Tempore
Angel Barajas, Council Member
Tom Stallard, Council Member
Marlin H. Davies, Council Member

Parks and Recreation Commission

Rashid Ali
Andrew Foraker
Sanjit Singh
Jon-Paul Valcarenghi
Carla White-Snyder

City Staff and Departments

Christine Engel-Community Services Director
Westley Schroeder- Parks Superintendent
Administrative Services
Community Services
Parks and Urban Forestry
Public Works
Environmental Services



YCPARMIA

PG&E

Woodland Tree Foundation

Davey Resource Group, Inc.

Special Thanks to Community Participants

This project was made possible in part
through funding from CAL FIRE

Photo Credits

Davey Resource Group, Inc.
David Wilkinson
Westley Schroeder



SCOPE AND PURPOSE

The purpose of the Woodland Urban Forest Master Plan (UFMP) is to provide a framework for the long-term care, preservation, and expansion of the community's public trees. The Plan recognizes the significance of environmental and socioeconomic benefits from urban trees and their relationship with community values and expectations for a high quality of life. It is intended to support and guide urban forest programming over the next 20 years. Specifically, the Plan aims to:

- Provide direction for the management of the community tree resource to maximize resilience, benefits, and health
- Explore opportunities and solutions for sustainable funding and tree maintenance activities
- Engage the community to increase awareness and appreciation for trees and canopy
- Promote a shared vision and goals for canopy cover across the community

The UFMP identifies goals and actions for the long and short-term support of these purposes. It identifies appropriate resources to adequately manage community trees. It is intended to remain flexible and dynamic, allowing for the exploration and implementation of the actions as funding and resources permit. The development of the UFMP included a comprehensive review of existing policies and regulations, current funding and maintenance levels, analysis of the extent, condition, and composition of the existing resources (i.e., trees), stakeholder concerns, and community input.

TABLE OF CONTENTS

1-4 EXECUTIVE SUMMARY

What Do We Have?
What Do We Want?
How Do We Get There?
How Are We Doing?

47-50 WHAT DO WE WANT?

Stakeholder Input
Plan, Goals and Actions

5-12 INTRODUCTION

Community
City of Woodland Mission
City of Woodland Vision
Guiding Principles
Tree and Canopy Benefits

51-62 HOW DO WE GET THERE?

Tree Canopy
Community Tree Resource
Urban Forestry Programming
Partners

65-80 APPENDICES

A: Bibliography
B: Definitions
C: Best Management Practices
D: Soil Volume and Tree Stature
E: Alternative Planter Designs
F: Guidelines for Tree Preservation
G: Methodology
H: Gantt Chart

13-46 WHAT DO WE HAVE?

History of Urban Forestry in Woodland
Urban Tree Canopy
Community Tree Resource
Tree Care Operations
Policies and Regulations
Urban Forestry Partners
Major and Emerging Diseases and Pests
Conclusions

63-64 HOW ARE WE DOING?

Monitoring and Measuring Results



EXECUTIVE SUMMARY

Woodland has a long-standing appreciation for trees and a reputation for proactive stewardship of its natural resources. Also known as the "City of Trees", Woodland was named for its beginning in a grove of oak trees. A number of heritage oaks dating back to the 1800's are still standing and contributing to the urban forest.

An urban forest is the collection of trees, public and private, that grow within a city or town. A resilient urban forest supports the resilience of the community. Woodland's community urban forest includes more than 14,000 publicly-managed trees on streets, in parks, and at City facilities. The Urban Forest Master Plan (UFMP) provides long-term goals for promoting the health and resilience of this vital community resource.

The structure of the UFMP is based on the understanding of what we have, what we want, how we get there, and how we are doing. This structure, referred to as adaptive management, is commonly used for resource planning and management (Miller, R.W.) and provides a good conceptual framework for urban forest programming.

**"AS STEWARDS OF COMMUNITY TREES, WOODLAND'S URBAN FOREST MANAGERS RECOGNIZE THE IMPORTANCE OF MAXIMIZING THE VALUE OF AVAILABLE RESOURCES THROUGH EFFICIENT OPERATIONS AND PROACTIVE PROGRAMMING TO PROVIDE THE GREATEST RETURN ON THE COMMUNITY'S INVESTMENT."
– CITY OF WOODLAND URBAN FOREST MASTER PLAN, 2018**



WHAT DO WE HAVE?

The planning process for the UFMP included a comprehensive review and assessment of:

- Land cover across the community (Map 1), including tree canopy, impervious surface, grass/low-lying vegetation, bare soils, and open water
- The community tree resource (public tree inventory), including composition and structure, benefits, and the benefit versus investment ratio
- Forestry operations, including funding and current service levels
- Guiding documents, including the General Plan 2035, the Climate Action Plan (2035 CAP), City Ordinance, state law, and other regulatory and policy documents.
- Vision and guidance provided by partners and stakeholders

The review process established that Woodland has built a firm foundation for an exceptional urban forestry program. The community places a strong emphasis on preserving natural resources. An assessment of 2017 land cover revealed that the average canopy cover (public and private) across Woodland

is 14.5%. This resource has sequestered (i.e., stored) more than 148,000 tons of carbon and annually provides \$568,075 in benefits to air quality and stormwater runoff reduction.

A previous canopy assessment in 2009, established an initial benchmark of 6.9% average tree canopy. Since that time, Woodland's tree canopy has increased from 667 acres, in 2009, to 1,394 acres as of 2017. That's more than a 100% increase! This amazing growth is attributable to established trees that have continued to mature as well as ongoing tree planting in vacant sites and in new developments.

Analysis of the community tree resource (public trees) found 14,166 trees currently in the inventory. Since the previous

analysis in 2010, the inventory has increased by 1,026 trees (7.8%). Each year, public trees are providing nearly \$1.7 million in environmental and socioeconomic benefits. To replace the community tree resource with trees of the same size, species, and condition would cost nearly \$30.5 million.

Woodland's forestry crew strives to maintain community trees on a 7-year pruning schedule, dependent upon available resources. Most tree work is funded by the General Fund, with the exception of neighborhoods that are covered by a Landscape and Lighting District that provides funding for additional services.

Each year, proactive planting programs replace over-mature trees that require removal and add new trees where space allows. In addition to the forestry crew, Woodland benefits from the support of the Woodland Tree Foundation. Since their formation in 2000, the foundation has planted nearly 5,000 trees on public and private property. The Woodland Tree Foundation was also instrumental in securing grant funding from CAL FIRE to support the development of the UFMP.

WHAT DO WE WANT?

Besides forestry staff, there are multiple stakeholders, internal and external, who play a role in the planning, design, care, and advocacy of the urban forest. The development of the UFMP included engagement and collaboration with City leadership and staff, utility providers, the Woodland Tree Foundation, and members of the public who participated in a community meeting and online survey. In addition to input received from partners and stakeholders, multiple guiding documents including the General Plan 2035 and 2035 CAP provided vision for the UFMP.

Woodland's Urban Forest Benchmarks	
Urban Tree Canopy (Public and Private)	
Acres	1,394
Average Canopy Cover	14.5%
Carbon Stored (tons)	148,194
Total Annual Benefits:	\$568,075
Community Tree Resource (Public Trees)	
Number of Trees	14,166
Number of Species	170
Prevalence of Top Ten Species	52.1%
Species Exceeding Recommended 10%	2
Stocking Level	99.4%
Replacement Value	\$30,446,427
Carbon Stored (tons)	9,011
Total Annual Benefits:	\$1,656,735
Annual per Tree Benefit	\$116.95

Objectives identified in the 2035 CAP include increasing canopy cover to 25% by 2035. The Plan further recommends that the UFMP adopt a no-net-loss policy for the community tree resource and identify sustainable funding for forestry operations. In addition to this high-level direction, partners and stakeholders identified the following challenges and opportunities for the urban forest:

- Increase resilience in the urban forest to mitigate fluctuations in weather and changes in climate
- Maintain a recommended palette of tree species appropriate for a variety of different spaces and landscapes
- Maintain the community tree resource through best management practices to promote the health, safety, and longevity of public trees
- Promote efficiency and effectiveness in urban forestry programming
- Preservation of large, mature trees, particularly heritage oaks
- Maximize the benefits from trees and preserve the quality of life for residents and visitors
- Engage with the community and partners to increase awareness, appreciation, and knowledge of trees, tree maintenance, and canopy

As a result, the UFMP identifies four key areas of focus:

- Tree Canopy
- Community Tree Resource
- Urban Forestry Programming
- Partners

How Do We Get There?

To address the four areas of focus, the UFMP identifies 15 goals for promoting tree canopy, enhancing the value and benefits of the community tree resource, optimizing urban forestry programming, and engaging and collaborating with partners. Each of these goals is supported by comprehensive actions and sub-actions. It takes a community to steward an urban forest and the UFMP includes specific actions for increasing outreach and education. Additionally, there are five existing policies that provide direction and identify actions effecting urban forestry operations.

Existing Policies include:

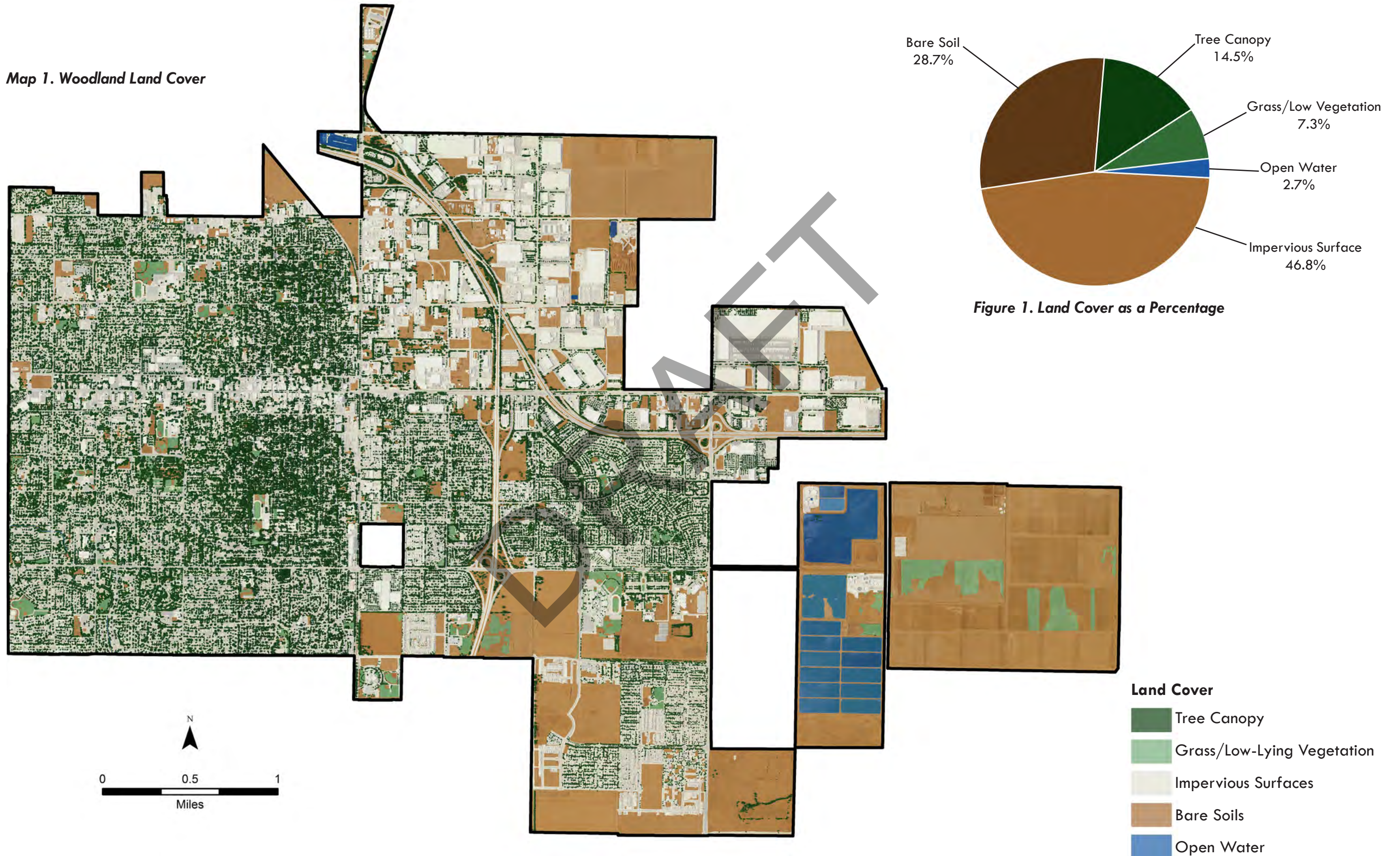
- 1. 2035 Climate Action Plan (2035 CAP)
- 2. California Model Water Efficient Landscape Ordinance (MWELO)
- 3. City Ordinances and Standards
- 4. Approved Tree List
- 5. Best Management Practices

How Are We Doing?

The long-term success of the UFMP will be measured through the realization of plan goals and demonstrated through increased value and environmental services from the urban forest. The Plan identifies methods of measurement, priorities, potential partners, and estimated costs. The UFMP is intended to be a dynamic tool that can and should be updated in response to available resources and opportunities. One of the greatest measures of success for the UFMP will be its level of success in meeting community expectations for the care and preservation of Woodland's urban forest.

Focus	Tree Canopy	Community Tree Resource	Urban Forestry Programming	Partners
Goals	• Preserve and enhance canopy cover • Plant trees • Periodically review Tree Ordinance and Engineering Standards	• Maintain public tree inventory data • Maintain public trees on a 7-year cycle • Manage the public tree inventory for species diversity • Approved Tree List (public trees) • Periodically calculate/review ecosystem benefits	• Optimized urban forestry programming • Ensure planning documents reference the Urban Forest Master Plan • Annually review the Urban Forest Master Plan • Sustainable Urban Forestry Funding	• Community outreach and engagement • Collaborate with Partners • State of the Urban Forest Report
Key Actions	• Increase canopy cover to 25% by 2035 • Review and implement tree preservation requirements in city ordinance • Evaluate incentives for tree planting on residential and private property • Explore community support for heritage and significant tree protection on private property • Use GIS data to identify and prioritize planting sites • Conduct urban tree canopy assessment every 10-years • Review design and construction standards to trees and planting sites	• Maintain Approved Tree List • Develop an annual work plan • Maintain all public trees on a 7-year pruning and maintenance cycle (dependent upon funding/resources) • Standardize and create a policy guide for tree inspection protocol • Complete a resource analysis every 10-years • Review Approved Tree List at minimum every 5-years • Review changes to benefits, composition, and benefit versus investment ratio	• Continue to follow best management practices • Develop a Policy and Procedures Manual for urban forestry • Develop a Risk Management Plan and policy for urban forestry operations • Define quality assurance protocols for urban forestry operations • Explore community support for a Park District overlay that would provide dedicated funding to parks and urban forestry • Identify opportunities for additional sources of revenue • Qualify and apply for TCIA Accreditation	• Engage the community in the analysis, alternatives, and recommendations for further urban forestry related planning processes and potential code changes • Continue to collaborate with City departments, nonprofits, and neighborhood groups • Continue to promote outreach materials that communicate information about trees and the urban forest • Maintain Tree City USA status • Explore partnerships that can identify and support opportunities for grants and financial assistance for low-income residents • Continue to develop the urban forest web page

Map 1. Woodland Land Cover





INTRODUCTION

COMMUNITY

Woodland is located in the Central Valley of California. The Yolo Bypass and the Sacramento River are to the east of Woodland and the Capay Valley and Coast Mountain Range are to the west. Woodland enjoys a Mediterranean climate, 69-feet above sea level. With an average of 269-days of sunshine a year, residents enjoy ample opportunity for outdoor activities (Sperling’s, 2018). The average annual precipitation is 21.4-inches. Most precipitation occurs during the rainy season from October through April. January has the lowest average temperature of 38°F. Typical hot and dry summers provide average high temperatures of 96°F in July (Western Regional Climate Center, 2016).

Changes in climate and weather patterns will continue to impact the species of trees that can successfully establish and thrive in Woodland. Climate change alters precipitation seasons and patterns, fire occurrence and severity, and regional temperature norms. These changes blur the lines of established plant hardiness zones and the species that can be grown in a given region. Around the world, foresters are reviewing plant material lists in a proactive effort to ensure that urban

tree planting efforts result in increased resiliency and species diversity in anticipation of climate shifts and escalations in disease and invasive pests.

Woodland has a strong appreciation for its natural resources and civic pride in the relationship between people and the land. The community is mostly surrounded mainly by farms and agricultural land. Woodland combines historic, small-town charm with plentiful outdoor amenities. Historically, the economy has largely been based on agriculture. Due to the fertility of the Central Valley, Yolo County remains one of the largest crop producers in the state to this day.

Woodland enjoys a small-town population of 60,426 (California Department of Finance, 2018). The 2010 population density for Woodland was 3,624.7 people per square mile. Woodland is a diverse community with a rich racial makeup; 34,904 (62.9%) White, 855 (1.5%) African American, 726 (1.3%) Native American, 3,458 (6.2%) Asian, 169 (0.3%) Pacific Islander, 12,488 (22.5%) from other races. Respondents who identified as Hispanic or Latino of any race were 26,289 persons (47.4%).

HISTORY

Woodland began to boom with the arrival of the railroad in 1869. Shortly thereafter, in 1871, the town was formally incorporated. Regular train and telegraph service connected residents to the outside world, and they soon enjoyed a full range of city services, including gas, water electricity and telephones, streetlights, and graveled streets. Main Street grew quickly and bustled with new stores, hotels restaurants, and banks.

By 1910, Woodland was the largest city in the county, with a population of 3,187. For the next 40-years, Woodland remained a remarkably stable community, growing slowly but steadily in population, businesses and industries. Its industrial plants were principally agricultural; three rice mills, a sugar beet refinery, and a tomato cannery were built during this period.

The post-war period meant explosive growth for California and for Woodland as well. Between 1950 and 1980, Woodland’s population tripled, and the town today is growing faster than ever. Industrial plants and distribution centers have grown up in the northeast, and there are new subdivisions and shopping

centers around the town's perimeter. Since the late 1960's, there has been a resurgence of interest in preserving the town's historic buildings, and an impressive number of them have been restored for use as homes, offices, stores and museums.

CITY OF WOODLAND MISSION

The City of Woodland is guided by principles that include quality of life, safety, community outreach, and effective planning. The adopted budget for the fiscal year 2018-2019 states that the mission of Woodland is:

"The City of Woodland will create and sustain community vitality by: Providing Quality Services, Programs and Facilities, Safeguarding Our Community, Promoting Community Involvement, and Planning for Our City's Future"

CITY OF WOODLAND VISION

The 2035 General Plan defines a vision for Woodland:

"In 2035, Woodland is a highly desirable community to live, learn, work, and recreate. It has maintained its small-town feel while maturing into an attractive, vibrant, and sustainable city that celebrates its architectural heritage and cultural diversity. Woodland is a healthy community with livable neighborhoods, a thriving downtown, well maintained infrastructure, excellent schools, recreational amenities, and a seamless network of trails and paths. The city is the region's center of agricultural technology and food production and is recognized globally as a leader in sustainable agriculture. The community is prosperous and fiscally sound, offering abundant employment opportunities to its diverse and creative workforce. Woodland has become a destination for visitors seeking to experience its unique agricultural, historical, recreational, cultural, and entertainment amenities."

GUIDING PRINCIPLES

The City of Woodland's guiding principles represent long-standing community values, vision, and commitment to quality of life issues. (2035 General Plan Update). Guiding principles that are directly supported by the Urban Forest Master Plan include:

- **Quality and Character:** Retain and enhance Woodland's quality of life, its distinctive identity and small-town characteristics.
- **Orderly Development:** Promote new growth while achieving an orderly pattern of community development, consistent with economic, social, fiscal and environmental needs.
- **Mobility Options:** Coordinate land use and transportation planning to provide a range of attractive and viable transportation options, such as bicycle, pedestrian, and transit.
- **Safety:** Ensure that Woodland remains a safe place to live, protected from natural and man-made hazards.
- **Environmental Stewardship:** Foster a sustainable community for the next generation and protect and improve the quality of the natural environment.
- **Health and Recreation:** Provide all residents with opportunities to live an active, healthy, and green lifestyle.

"THE CARE OF THE EARTH IS OUR MOST ANCIENT AND MOST WORTHY, AND AFTER ALL, OUR MOST PLEASING RESPONSIBILITY."
- WENDELL BERRY

TREE AND CANOPY BENEFITS

Trees in the urban forest work continuously to mitigate the effects of urbanization and development and protect and enhance lives within the community in many ways. Healthy trees are vigorous, producing more leaf surface and canopy cover area each year. The amount and distribution of leaf surface area are the driving force behind the urban forest’s ability to produce services for the community (Clark et al, 1997).

Services (i.e. benefits) include:

- Energy Savings
- Air Quality Improvements
- Carbon Dioxide Reductions
- Water Quality Improvements
- Aesthetics & Socioeconomics
- Health Benefits
- Wildlife

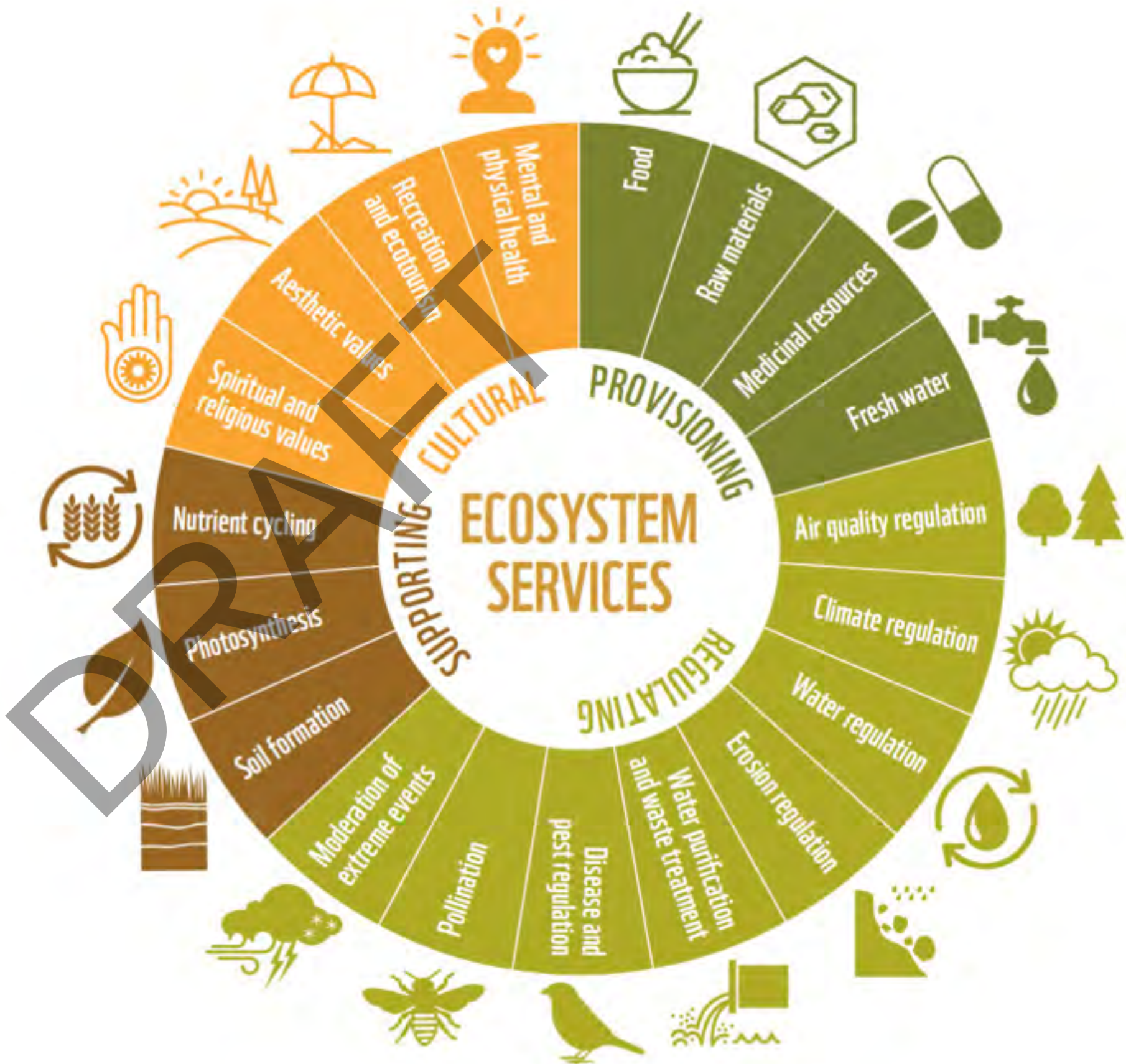
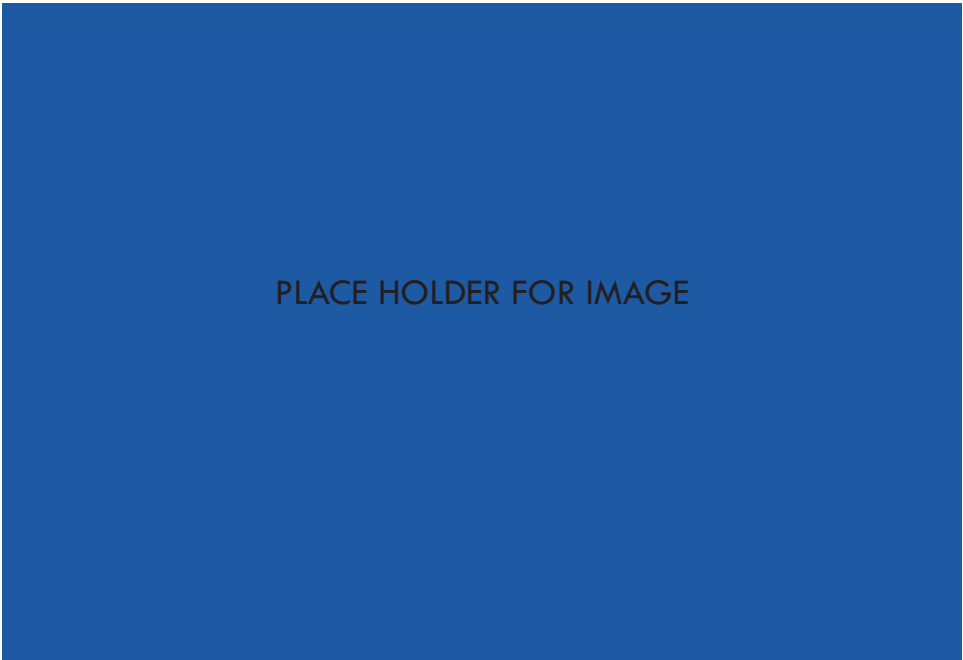


Image Source: WWF Living Planet Report 2016

ENERGY SAVINGS

Urban trees and forests modify climate and conserve energy in three principal ways:

- Producing shade for dwellings and hardscape reduces the energy needed to cool the building with air conditioning (Akbari et al., 1997)
- Tree canopies engage in evapotranspiration, which leads to the release of water vapor from tree canopies and cools the air (Lyle, 1996)
- Trees in dense arrangements may reduce mean wind speed and solar radiation below the top of the tree canopy by up to ~90% compared to open areas (Heisler and DeWalle, 1988)

An urban heat island is an urban area or metropolitan area that is significantly warmer than its surrounding rural areas due to human activities.

Trees reduce energy use in summer by cooling the surrounding areas and shading-built environments. Shade from trees reduces the amount of radiant energy absorbed and stored by hardscapes and other impervious surfaces, thereby reducing the heat island effect, a term that describes the increase in urban temperatures in relation to surrounding locations. Transpiration releases water vapor from tree canopies, which cools the surrounding area. Evapotranspiration, alone or in combination with shading, can help reduce peak summer temperatures by 2 to 9°F (1 to 5°C) (Huang et al., 1990). The energy-saving potential of trees and other landscape vegetation can mitigate urban heat islands directly by shading heat-absorbing surfaces, and indirectly through evapotranspirational cooling (McPherson, 1994). Studies on the heat island effect show that temperature differences of more than 9°F (5°C) have been observed between city centers without adequate canopy cover and more vegetated suburban areas (Akbari et al, 1997).

Trees also reduce energy use in winter by mitigating heat loss. Trees reduce wind speeds by up to 50% and influence the movement of warm air and pollutants along streets and out of urban canyons. Urban canyons are streets flanked by dense blocks of buildings, which can affect local conditions, including temperature, wind, and air quality.

By reducing air movement into buildings and against conductive surfaces (e.g., glass and metal siding), trees reduce conductive heat loss from buildings, translating into potential annual heating savings of 25% (Heisler, 1986).

Three trees properly placed around the home can save \$100-\$250 annually in energy costs. Shade from trees significantly mitigates the urban heat island effect - tree canopies provide surface temperature reductions on wall and roof surfaces of buildings ranging from 20-45°F and temperatures inside parked cars can be reduced by 45°F. Reducing energy use has the added bonus of reducing carbon dioxide (CO2) emissions from fossil fuel power plants.

“PLACEHOLDER: QUOTE ABOUT TREES AND ENERGY SAVINGS.”
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PLACE HOLDER FOR IMAGE OR GRAPHIC: ENERGY SAVINGS/ SHADE

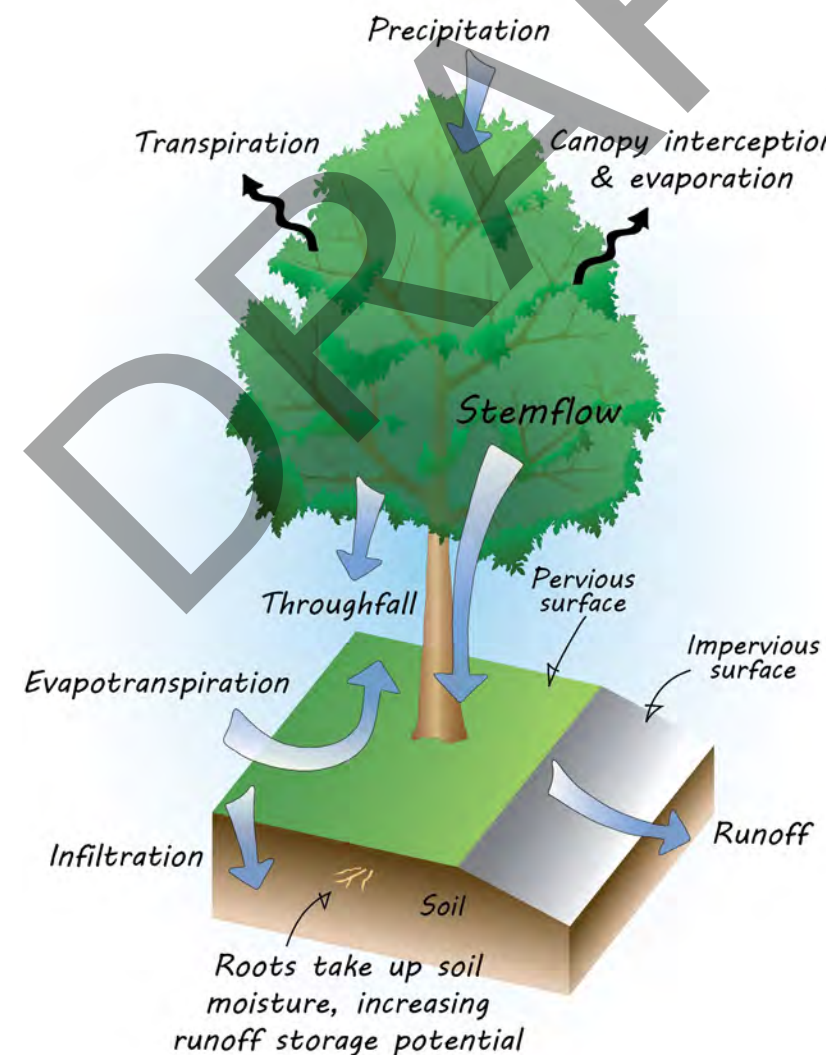
WATER QUALITY IMPROVEMENTS

Trees and forests improve and protect the quality of surface waters, such as creeks and rivers, by reducing the impacts of stormwater runoff through:

- Interception
- Increasing soil capacity and rate of infiltration
- Reducing soil erosion

Trees intercept rainfall in their canopy, which acts as a mini-reservoir (Xiao et al, 1998). During storm events, this interception reduces and slows runoff. In addition to catching stormwater, canopy interception lessens the impact of raindrops on barren soils. Root growth and decomposition increase the capacity and rate of soil infiltration by rainfall and snow-melt (McPherson et al, 2002). Each of these processes greatly reduces the flow and volume of stormwater runoff, avoiding erosion and preventing sediments and other pollutants from entering streams, rivers, and lakes.

Urban stormwater runoff is a major source of pollution for surface waters and riparian areas, threatening aquatic and other wildlife as well as human populations. Requirements for stormwater management are becoming more stringent and costly. Reducing runoff and incorporating urban trees in stormwater management planning has the added benefit of reducing the cost of stormwater management, including the expense of constructing new facilities necessary to detain and control stormwater as well as the cost of treatment to remove sediment and other pollutants.



AIR QUALITY IMPROVEMENTS

Trees improve air quality in five fundamental ways:

- Lessening particulate matter (e.g., dust and smoke)
- Absorbing gaseous pollutants
- Providing shade and transpiring
- Reducing power plant emissions by decreasing energy demand among buildings
- Increasing oxygen levels through photosynthesis

Trees protect and improve air quality by intercepting particulate matter (PM₁₀), including dust, pollen, and smoke. The particulates are filtered and held in the tree canopy until precipitation rinses the particulates harmlessly to the ground. Trees absorb harmful gaseous pollutants like ozone (O₃), nitrogen dioxide (NO₂), and sulfur dioxide (SO₂). Shade and transpiration reduce the formation of O₃, which is created at higher temperatures. Scientists are now finding that some trees may absorb more volatile organic compounds (VOCs) than previously thought (Karl, T. 2010; Science Now, 2010). VOCs are carbon-based particles emitted from automobile exhaust, lawnmowers, and other human activities.

CARBON DIOXIDE REDUCTIONS

As environmental awareness continues to increase, governments are paying particular attention to global warming and the effects of greenhouse gas (GHG) emissions. As energy from the sun (sunlight) strikes the Earth's surface, it is reflected into space as infrared radiation (heat). Greenhouse gases absorb some of this infrared radiation and trap this heat in the atmosphere, increasing the temperature of the Earth's surface. Many chemical compounds in the Earth's atmosphere act as GHGs, including methane (CH₄), nitrous oxide (N₂O), carbon dioxide (CO₂), water vapor, and human-made gases/aerosols. As GHGs increase, the amount of energy radiated back into space is reduced and more heat is trapped in the atmosphere. An increase in the average temperature of the earth may result in changes in weather, sea levels, and land-use patterns, commonly referred to as "climate change." In the last 150-years, since large-scale industrialization began, the levels of some GHGs, including CO₂, have increased by 25% (U.S. Energy Information Administration).

California's Global Warming Solutions Act (AB 32) passed in 2006 set the 2020 GHG emissions reduction goal into law. In December 2007, the California Air Resources Board (ARB) approved the 2020 emission limit of 427 million metric tons of carbon dioxide equivalent (CO₂). As of 2007, regulations require that the largest industrial sources of GHG must report and verify their emissions. In 2011, the ARB adopted the cap-and-trade regulation. Under a cap-and-trade system, an upper limit (or cap) is placed on GHG emissions. This cap can be applied to any source, industry, region, or other jurisdictional level (e.g., state, national, or global). Regulated entities are required to either reduce emissions to required limits or purchase (trade) emission offsets to meet the cap. In 2011, the ARB approved four offset protocols for issuing carbon credits under cap-and-trade, including the Forest Offset Protocol (ARB, 2011). This Protocol recognizes the key role forests play in fighting climate change.

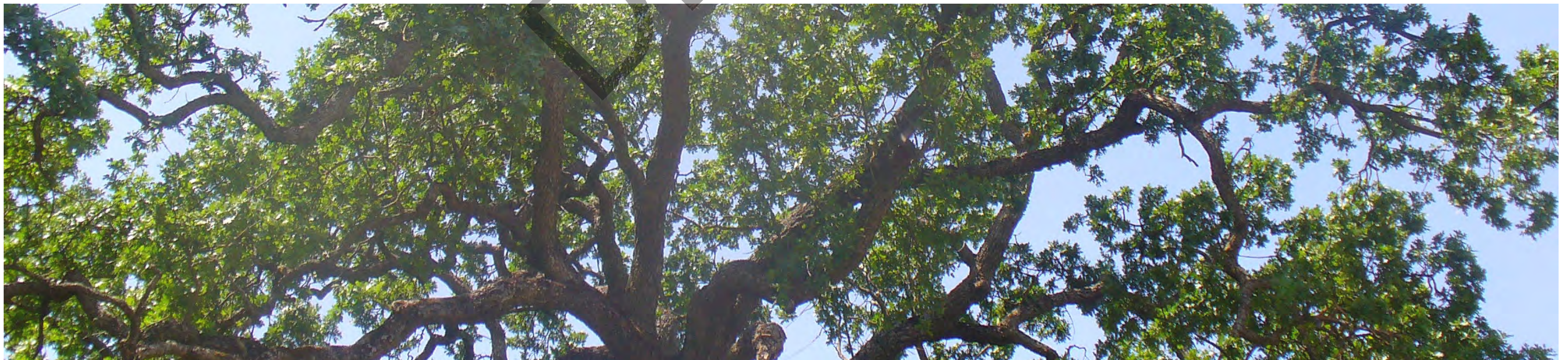
The USDA Forest Service Urban Ecosystems and Social Dynamics Program (EUP) recently led the development of an Urban Forest Project Reporting Protocol. The Protocol, which

incorporates methods of the Kyoto Protocol and Voluntary Carbon Standard (VCS), establishes methods for calculating reductions, provides guidance for accounting and reporting, and guides urban forest managers in developing tree planting and stewardship projects that could be registered for GHG reduction credits (offsets). The Protocol can be applied to urban tree planting projects within municipalities, campuses, and utility service areas anywhere in the United States.

Trees and forests reduce atmospheric carbon dioxide CO₂ in two ways:

- Directly, through growth and carbon sequestration
- Indirectly, by lowering the demand for energy

Trees and forests directly reduce CO₂ in the atmosphere through growth and sequestration of CO₂ in woody and foliar biomass. Indirectly, trees and forests reduce CO₂ by lowering the demand for energy and reducing the CO₂ emissions from the consumption of natural gas and the generation of electric power.



HEALTH BENEFITS

Exposure to nature, including trees, has a healthy impact on humans, such as reduced symptoms of Attention Deficit Hyperactivity Disorder (ADHD), and faster recovery from surgery (Ulrich, 1984). Additional benefits include:

- Fortification of human health
- Reduced illness decreased reliance on medication, and quicker recovery from injury or illness
- Higher test scores
- Increased worker productivity
- Reduced symptoms of ADHD

The importance of green spaces in urban areas and the role they play in reducing crime and aggressive behavior has been recognized by sociologists. Research shows that the greener a building's surroundings are, the fewer total crimes. This is true for both property crimes and violent crimes. Landscape vegetation around buildings can mitigate irritability, inattentiveness, and decreased control over impulses, all of which are well-established psychological precursors to violence. Residents in public housing reported 25.0% fewer domestic crimes when landscapes and trees were planted near their homes (Kuo, 2001).

A study of individuals living in 28 identical high-rise apartment units found residents who live near green spaces had a stronger sense of community, better mental health, coped better with stress and hardship, were less aggressive and violent and managed problems more effectively than those living away from green space (Kuo, 2001). Other research has revealed lower incidence of depressive symptoms in neighborhoods with greater access to green space (Jennings et al., 2016).

In addition to offering children a place to play, natural settings contribute to child development in at least three critical areas. Children who spend time in green settings have improved:

- Creativity
- Imagination and Cognitive function
- Intellect

Children with ADHD experienced reduced symptoms when exposed to green environments and spending time in nature (Faber, 2009).



WILDLIFE

Trees provide important habitats for numerous birds, insects (including bees), and other animal species. Their greatest contributions include:

- Preservation and optimization of wildlife habitat
- Increase in movement corridors for wildlife

Furthermore, trees and forest lands provide critical habitat (for foraging, nesting, spawning, etc.) for mammals, birds, fish, and other aquatic species.

Trees can offer pollinators a valuable source of flowering plants. By including an array of flowering trees that provide pollen and nectar in the urban forest, bees are provided with additional food sources.

To enhance wildlife habitat, numerous communities have developed programs to preserve valuable existing natural areas and to restore the habitat on degraded lands. Restoration of urban riparian corridors and their linkages to surrounding natural areas have facilitated the movement of wildlife and dispersal of flora (Dwyer et al., 1992). Usually habitat creation and enhancement increase biodiversity and complement many other beneficial functions of the urban forest, and these findings indicate an urgent need for conservation and restoration measures to improve landscape connectivity, which will reduce extinction rates and help maintain ecosystem services (Haddad et al., 2015).



AESTHETICS & SOCIOECONOMICS

While perhaps the most difficult to quantify, aesthetic and socio-economic services from trees may be among their greatest contributions, including:

- Beautification, comfort, and aesthetics
- Increase in shade and privacy
- Opportunities for recreation
- Increased community walk-ability
- Reduction in violence
- Creation of a sense of place and history
- Increased property values

Some of these services are captured as a percentage of property values, through higher sales prices where individual trees and forests are located. While some of the services of forests are intangible and/or difficult to quantify (e.g., the impacts on physical and psychological health, crime, and violence), studies provide empirical evidence that these services do exist (Kaplan, 1989; Ulrich, 1986). There is limited knowledge about the physical processes at work, and their interactions make quantification imprecise. In addition, trees and forests have positive economic services for retailers. There is documented evidence that trees promote better business by stimulating more frequent and extended shopping and a willingness to pay more for goods and parking (Wolf, 2007).

CALCULATING TREE BENEFITS

Communities can calculate the benefits of their urban forest by using a complete inventory or sample data in conjunction with the USDA Forest Service i-Tree software tools. This state-of-the-art, peer-reviewed software suite considers regional environmental data and costs to quantify the ecosystem services unique to a given urban forest resource.

Individuals can calculate the benefits of trees to their property by using the National Tree Benefit Calculator (www.treebenefits.com/calculator) or with i-Tree Design (www.itreetools.org/design).





**HISTORY OF URBAN FORESTRY IN
WOODLAND**

Officially named in 1859 with the establishment of the first post office, Woodland was named for its location in a grove of oak trees. Today, some of the original native valley oaks (dating back to the 1800’s) are still standing, including some specimens that are included in the community tree inventory. Woodland has a long-standing connection and appreciation for its trees, further expressed by the valley oak tree that graces the City’s official flag.

1900's

A 1940 ordinance strengthened tree management policies and created a Tree Commission to oversee the care of public trees and manage tree removal requests. Coordinated public tree planting efforts began in the 1950’s when the City collaborated with the Chamber of Commerce to promote community shade and beautification.

2000's

The National Arbor Day Foundation first recognized Woodland as a Tree City USA in 2000. Also established in 2000, the Woodland Tree Foundation is a non-profit, volunteer-driven organization that supports urban forestry programing. To date, the group has planted over 4,500 trees on both public and private property and maintains a strong working relationship with the City.



In 2009, the City contracted with DRG to conduct a complete inventory of city-managed trees. The inventory identified the location (GPS), species, size, and condition of 13,140 trees on streets, in parks, and at City facilities. The data was used to develop a comprehensive analysis of the composition and benefits of the community tree resource and to establish benchmarks for measuring change. In conjunction with the inventory, DRG also completed a canopy assessment, benchmarking 2009 tree canopy cover (public and private trees) at 6.9%.

Also in 2009, the California Climate Action Registry recognized Woodland as a Climate Action Leader for demonstrated recognition of the impact a community can have on the environment at a local, state, and global level.

In 2015 the City adopted a Climate Action Plan (2020 CAP) with a target of increasing the canopy by 6,000 trees by 2020. By 2016 the community had reached over 50% of that goal. In 2017, the City updated the CAP (2035 CAP), identifying the urban forest and open space as one of six focus areas for addressing greenhouse gas emissions and climate change. 2035 CAP objectives include development and adoption of an urban forest master plan (UFMP) and expanding canopy

cover to 25%. The CAP encourages the UFMP to identify sustainable funding and to adopt a policy of no-net-loss for the community tree resource.

In 2016 the U.S. Conference of Mayors honored Woodland with a Climate Protection Award for its "2,400 Trees Campaign". The campaign was a joint effort between the City and the Woodland Tree Foundation, with funding from PG&E and the John & Eunice Davidson Fund, to plant 2,400 trees in a 24-month period (July 2014 through June 2016).

In 2017, the City of Woodland contracted with DRG to develop an UFMP that will guide urban forestry programming over the next 20 years. The development process included an updated resource analysis of community trees and an updated tree canopy assessment (public and private trees).

The City's General Plan 2035 provides an emphasis on historic preservation, agricultural sustainability, and environmental stewardship. True to their vision and stated strategy, the City of Woodland has taken positive steps to ensure the continued vitality, growth, and sustainability of the community and the urban forest.

Recognized by The National Arbor Day Foundation as a Tree City, USA since 2000, ample evidence exists throughout the community that Woodland takes great pride in being the "City of Trees." Woodland has endeavored to develop a healthy tree canopy which is reflected by the first celebration of Arbor Day in 1903.



PLACE HOLDER FOR PHOTO: A HISTORIC PHOTO/MONTAGE

URBAN TREE CANOPY

The development of the UFMP included an urban tree canopy (UTC) assessment to update the previous GIS tree canopy map layer produced in 2010 (Urban Forest Resource Analysis and Community Canopy Study, 2010). Tree canopy is the layer of leaves, branches, and stems of trees and other woody plants that cover the ground when viewed from above. Understanding the location and extent of tree canopy is critical to developing and implementing sound management strategies that will promote the smart growth and resiliency of Woodland’s urban forest and the invaluable services it provides.

The UTC assessment provides a bird’s-eye-view of the entire urban forest and includes consideration of tree canopy along with other primary land cover, including impervious surface, bare soils, and water. This information helps managers better understand tree canopy in relation to other geospatial data, including:

- Distribution of tree canopy within the community
- Geopolitical patterns in canopy distribution
- Identification of potential planting areas

The 2017 UTC assessment updates tree canopy benchmarks and provides a historical perspective for measuring changes that have occurred the urban forest since 2010. The analysis does not distinguish between trees on public and private property since the benefits of trees extend beyond property lines. The information can be used by urban forest managers to explore tree canopy in conjunction with other available metrics, including geography, land use, and community demographics. This information also establishes a baseline for assessing future change.

LAND COVER SUMMARY

The City of Woodland encompasses approximately 15 square miles (9,624 acres), of which approximately 1,394 acres are tree canopy. Excluding impervious surface and other areas that are unsuitable or unlikely to support canopy (e.g., sports fields, cemeteries), and open water (260 acres), Woodland contains approximately 3,469 additional acres which have the potential to support tree canopy. The following characterizes land cover in Woodland:

- 14.5% existing canopy including, trees and woody shrubs.
- 46.8% (4,500 acres) impervious surface, which includes; roads, parking lots, and structures.
- 35.2 acres of canopy in parks, an average of 30.1% canopy cover.
- 73.2% of tree canopy is in fair or better condition.
- 148,194 tons of stored carbon in woody and foliar biomass.
- 50.5% canopy potential (including existing canopy and potential planting acres).
- Since 2009, overall canopy has increased by 727 acres (109%) and the percentage of tree canopy cover has increased from 6.9% to 14.5%.
- Since 2009, canopy in parks has increased by 7.69 acres (27.9%) and the percentage of tree canopy cover in parks has increased from 16.8% to 19.6%.

TREE CANOPY HEALTH

Canopy health can be determined using near-infrared imagery and Normalized Difference Vegetation Index (NDVI) transformation. NDVI values are averaged over time to establish normal growing conditions in a region. Further analysis can then characterize the health of vegetation relative to the established normal condition. This allows identification of where plants are in very good condition and where they are in decline. The results of this analysis provided detailed canopy health information when viewed and analyzed in GIS software (Map 2).

In Woodland, 73.2% of the canopy is comprised of trees in fair or better condition. Healthy trees are vigorous, often producing more leaf surface area each year (Figure 2). 14.8% of Woodland’s canopy is made up of trees in poor condition or dead or dying. The remaining 11.9% from this analysis are considered shadows or unclassified. This important baseline data can contribute to understanding forest health over time. The data can also be used as a comparison should emerging pests or disease become an issue.



Map 2. Woodland Canopy Health

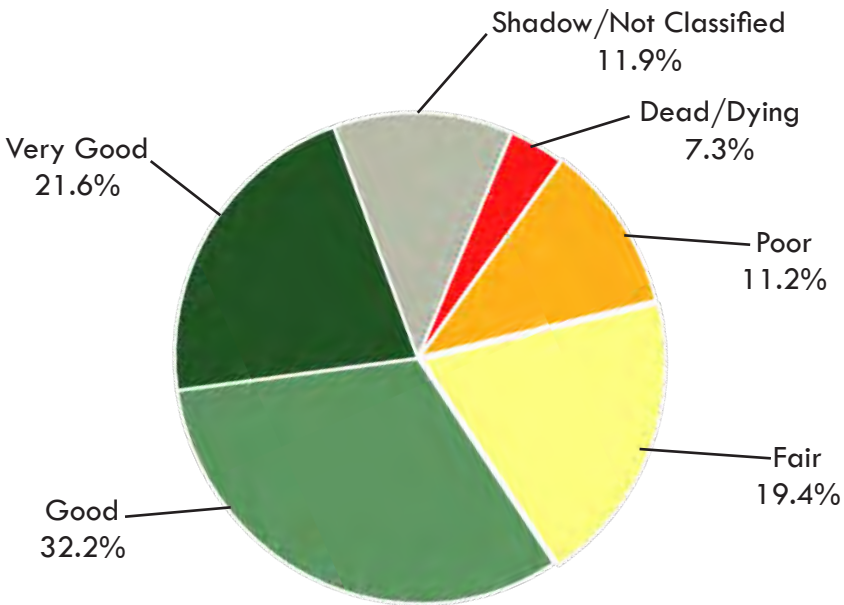
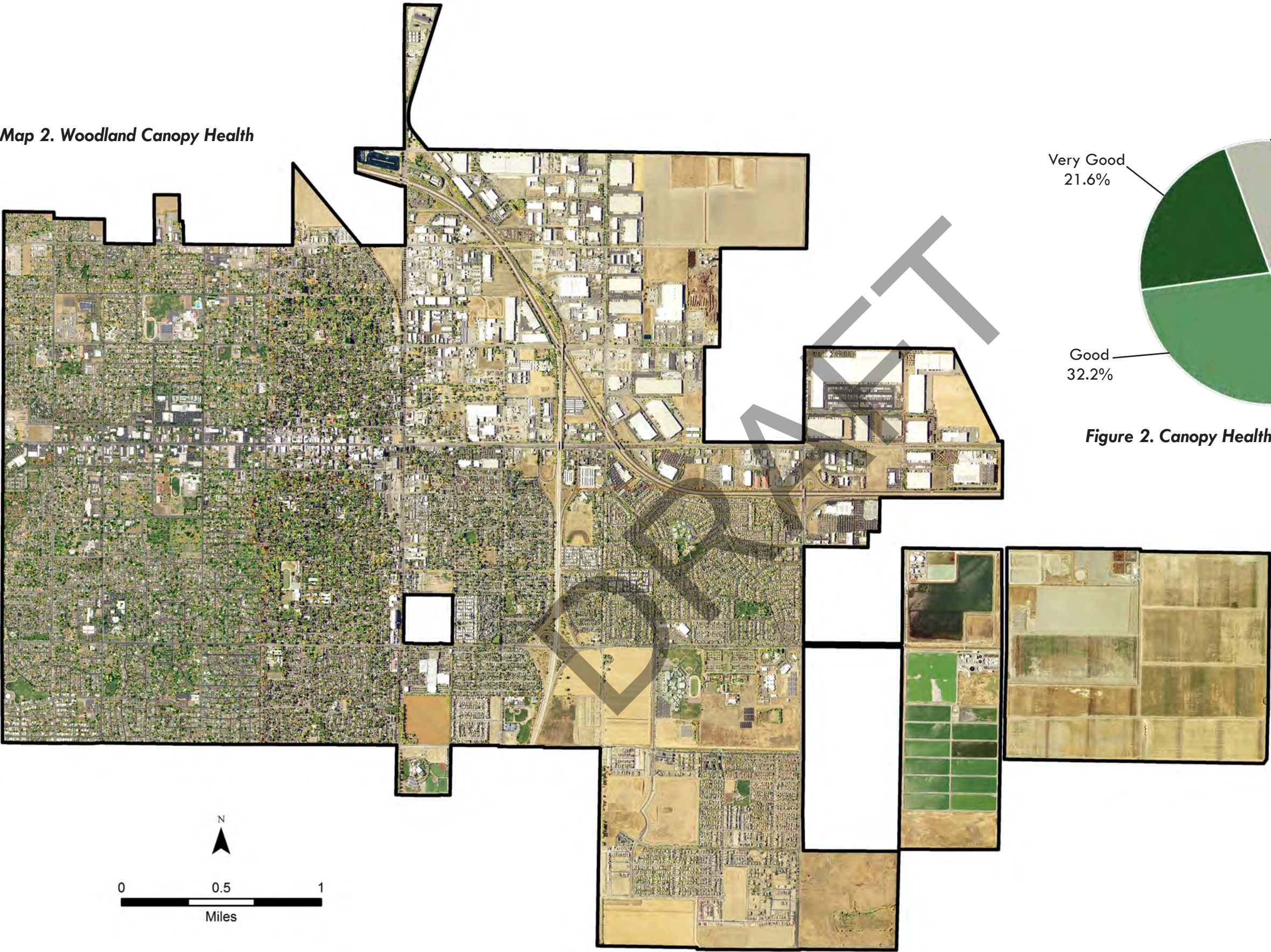


Figure 2. Canopy Health as a Percentage

- Canopy Health**
- City Limits
 - Shadow/Not Classified
 - Dead/Dying
 - Poor
 - Fair
 - Good
 - Very Good

TREE CANOPY BY COUNCIL DISTRICTS

Woodland is divided into five Council Districts (Map 3). Second District has the highest average canopy cover at 32%, followed by Third District (25%) and First District (25%). Each of these are in older and more established areas where most trees have reached maturity and are providing the greatest area of canopy.

Fifth District has the lowest average canopy cover at 6.1%. This District is also the largest in area (3,414 acres). Within this district, there is a great deal of undeveloped open space and younger neighborhoods. These newly developed neighborhoods have a large number of young trees that are still quite small. As they grow to maturity, the average canopy cover within this District will increase. Fourth District, which includes many industrial parcels, has an average canopy cover of 9.8%

LANDSCAPE AND LIGHTING DISTRICTS

There are six neighborhood districts in Woodland where residents pay a fee to support a higher level of tree care along with other amenities (e.g., street lights). These areas are referred to as Landscape and Lighting Districts (LLDs) (Table 1). Spring Lake Maintenance District covers the most area (525 acres) and currently has an average canopy cover of 4.8%. This LLD is within the Fifth Council District. Spring Lake neighborhoods are fairly new (12-14 years) and while there have been a lot of trees planted, tree establishment and mortality has been an issue. Soils in the area are typically heavy clay and include high concentrations of boron. However, a change in the water supply (from well to surface water) is helping to leach out the boron and existing trees are showing

signs of improved health. As soil conditions improve and trees become better established, canopy cover is expected to increase as well.

The smallest LLD, Gateway (0.88 acres) also has issues with heavy clay and boron that have had an impact on tree establishment and mortality. However, this LLD also has a high degree of impervious surface (93%) due to business/industrial parcels. The existing canopy is 1.3% and the maximum canopy potential for this LLD is 6.7%.

Westwood LLD (4.9 acres) is also newly developed with many young trees. Currently, this area has an average canopy cover of 21.7%

Gibson Ranch/SEA LLD (344 acres) is more established (18-20 years), however existing trees have not yet reached full maturity. Currently, average canopy cover is nearly 27% and is expected to increase slightly as existing trees continue to grow.

North Park LLD (23 acres) consists of a park and approximately 30 residential parcels in a well-established neighborhood with large trees.

Streng Pond has the highest average canopy cover at 29.4%. This very small LLD (34 acres) is in an older part of town with well established trees and a large retention pond and drainage area.

COMMUNITY COMPARISON

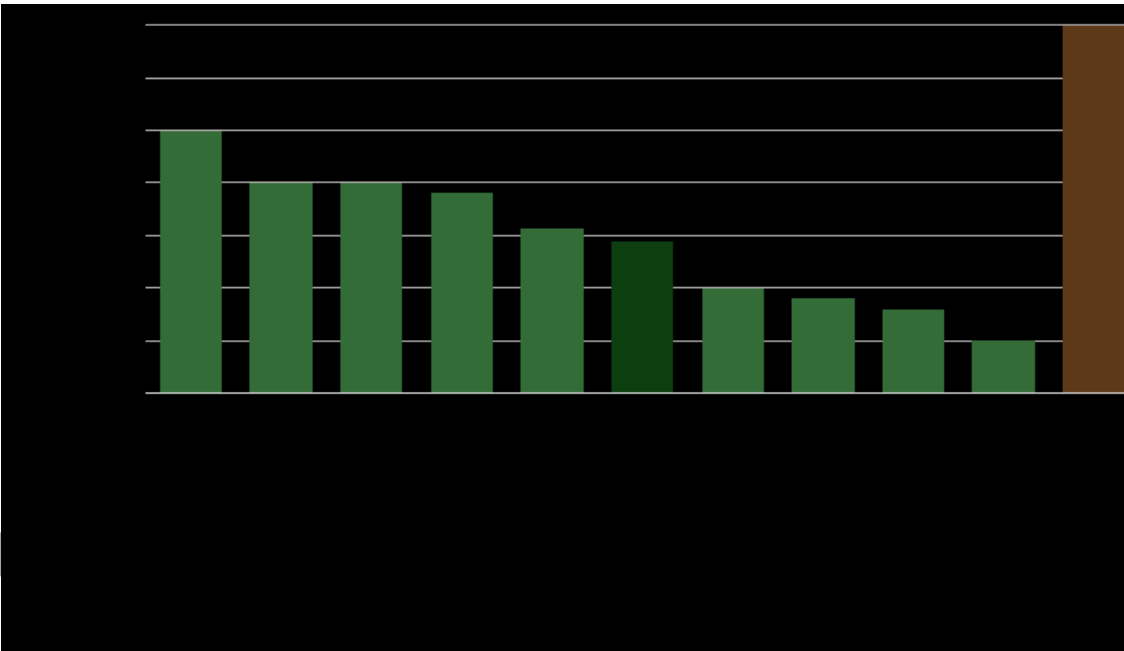
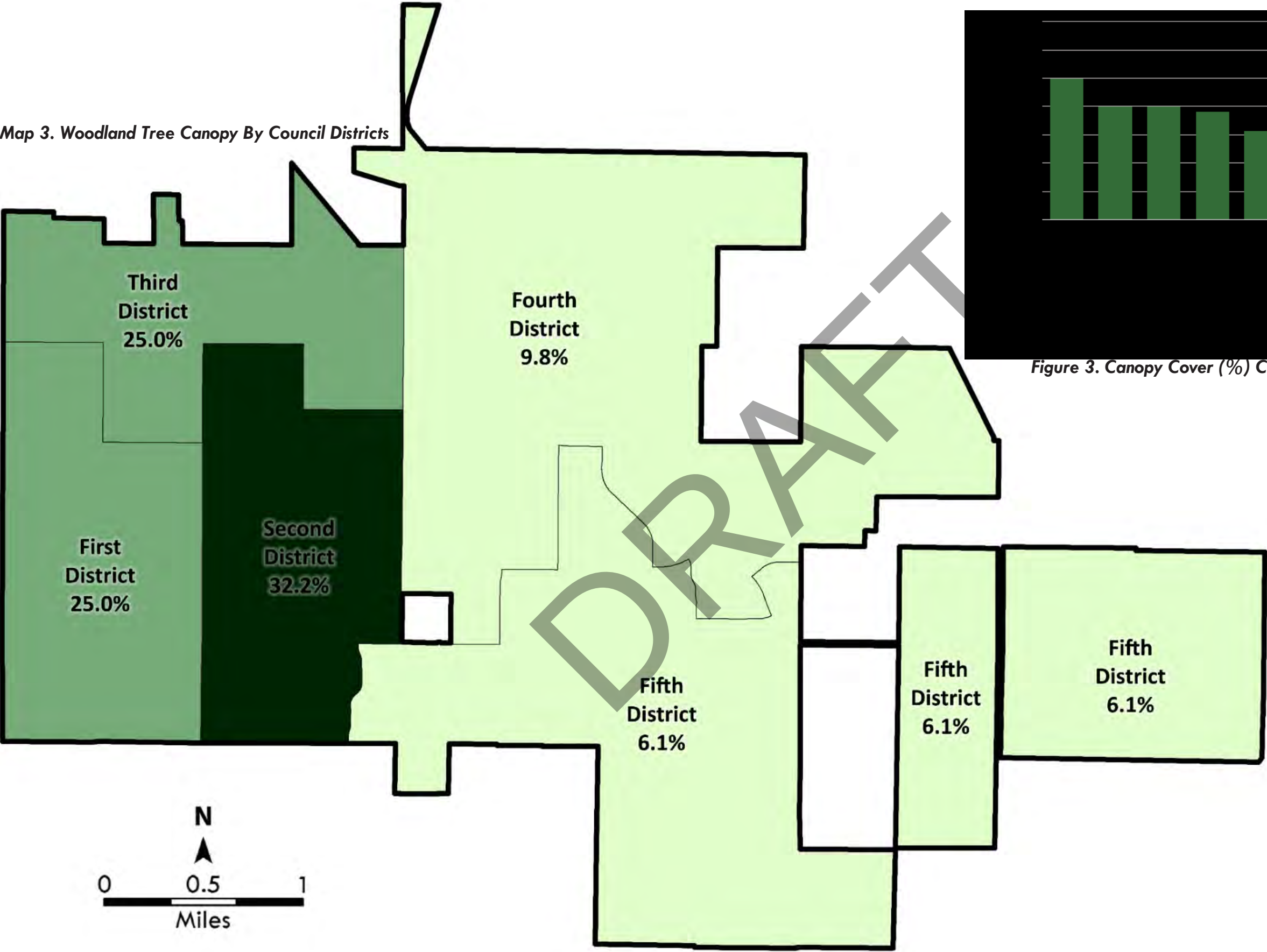
To provide a better regional context for Woodland's urban forest tree canopy, the UFMP provides the tree canopy cover for several comparison communities (Figure 3). Woodland has a 14.5% canopy cover which is approximately equal to Roseville.

It is important to note that different communities may have different canopy cover for many reasons, including land use patterns, climate, soil conditions, natural precipitation, and budgets. Every city needs to develop canopy goals that are appropriate for their own community.

Name	Acres	Canopy Acres	Canopy %	Impervious %	Grass/Low Lying Veg. %	Bare Soil %	Preferred Plantable %	Preferred Plantable Acres	Maximum UTC
Spring Lake Maintenance District	525.43	24.99	4.76	36.88	5.28	53.08	58.36	306.64	63.12
Gibson Ranch/SEA Landscaping and Lighting District	344.18	92.68	26.93	64.70	7.40	0.97	8.37	28.82	35.30
Streng Pond Landscaping and Maintenance District	34.15	10.04	29.39	47.94	16.64	4.69	21.34	7.29	50.73
North Park Landscaping and Lighting District	23.04	6.30	27.34	56.23	10.45	5.98	16.43	3.79	43.77
Westwood Landscaping and Lighting District	4.85	1.05	21.66	67.93	9.11	1.29	10.40	0.50	32.07
Gateway Landscaping and Lighting District	0.88	0.01	1.33	93.25	5.32	0.00	5.32	0.05	6.65

Table 1. Tree Canopy by Landscape and Lighting Districts

Map 3. Woodland Tree Canopy By Council Districts



TREE CANOPY BY PARKS

The City of Woodland has 32 areas designated as parks. The form and use of these areas varies from ball fields to detention ponds to open green spaces. The availability of space to plant trees is limited by these types of parks. For example, ball fields are unsuitable sites for trees. These areas are not included in the later planting priority analysis. However, they are included in this parks land cover analysis.

Of Woodland’s 32 parks, the top ten largest by acreage are summarized in Table 2. Woodland’s largest park is Woodland Community & Senior Center, which encompasses 43.4 acres

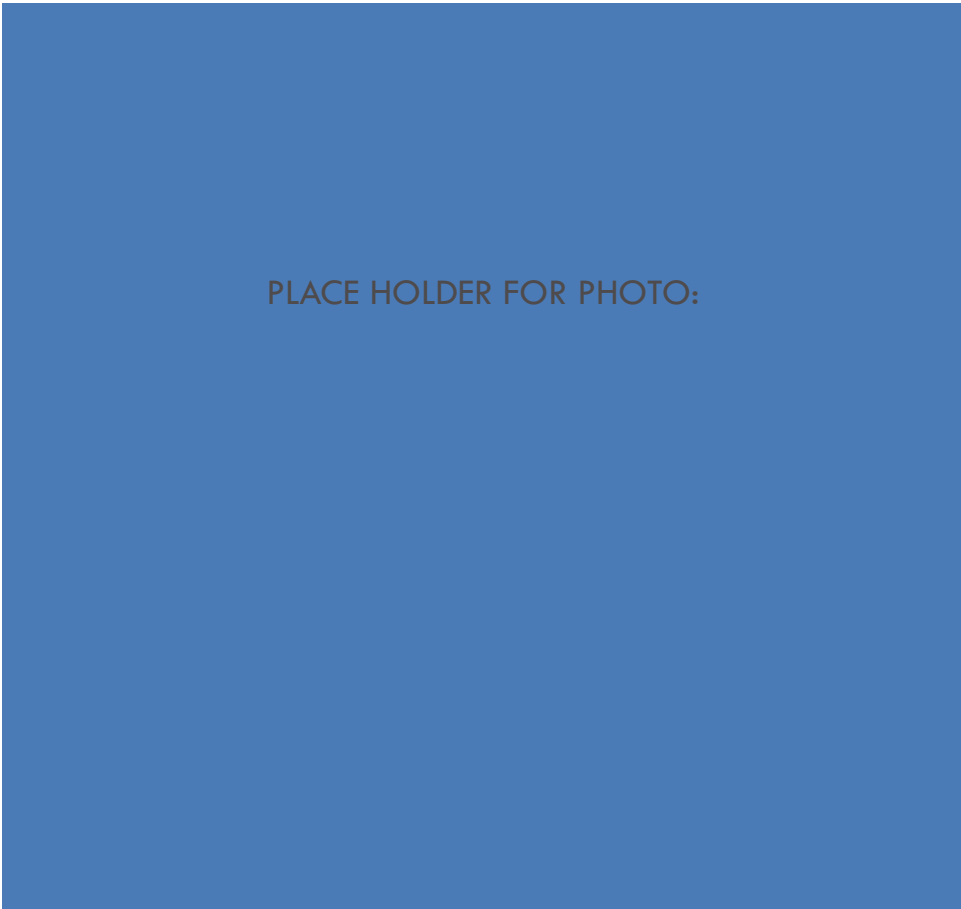
with 1.7 acres of canopy cover, or 4.0%, with a maximum UTC of 58.4%, which suggests that there is a large area suitable for planting trees. Among the top ten largest parks, John Ferns Park has the greatest percent canopy at 41.5%, with a maximum UTC of 83.4%. Other parks have lower maximum UTC percentages, possibly due to impervious surfaces or the presence of fields, which are not suitable sites for planting and were not considered in the preferred plantable acreage.

Park	Acres	Canopy Acres	Canopy %	Impervious Acres	Grass/Low Vegetation Acres	Bare Soil Acres	Water Acres	Preferred Plantable Acres	Maximum UTC
Woodland Community & Senior Center	43.39	1.74	4.02	12.63	11.07	12.51	0.00	23.58	58.37
Dave Douglass Park	12.84	0.73	5.68	2.13	8.09	1.89	0.00	9.98	83.38
Rick Gonzales, Sr. Park	10.14	0.01	0.06	0.13	0.00	10.00	0.00	10.00	98.70
Pioneer Park	10.05	2.65	26.38	1.84	5.56	0.00	0.00	5.56	81.68
John Ferns Park	9.29	3.85	41.48	1.54	3.66	0.23	0.00	3.90	83.43
Crawford Park	8.27	2.01	24.30	2.62	3.40	0.24	0.00	3.64	68.33
Woodside Park	8.21	3.25	39.62	1.24	3.00	0.60	0.12	3.60	83.44
Jack Slaven Park	7.95	0.32	4.05	1.34	5.01	1.28	0.00	6.28	83.14
Spring Lake Park	7.55	0.00	0.00	0.00	1.83	5.72	0.00	7.55	100.00
Dick Klenhard Park	7.24	1.47	20.27	1.58	3.49	0.70	0.00	4.19	78.20
All other parks	54.68	19.20	35.11	9.39	23.70	6.18	0.00	26.10	82.83
All parks total	179.6	35.24	19.62%	34.44	68.81	35.56	0.12	104.37	77.73%

Table 2. Woodland Tree Canopy By Parks

TREE CANOPY BY ZONING

Zoned areas encompass 8,032 acres of the overall area in Woodland (9,624 acres). Open space (1,735 acres) encompasses the greatest area, followed by single family residential (1,714 acres), and industrial (1,696 acres). Single family residential areas have the greatest amount of tree canopy (531 acres), but the highest canopy cover (39.8%) is found in areas with no designation followed by general commercial (37.3%)(Figure 3). The Spring Lake Specific Plan refers to a parcel in south Woodland near the freeway that will be developed into private homes. This area is represented as public space on the map (Map 3), but in the coming years will transition to residential.



Map 3. Woodland Tree Canopy By Zoning

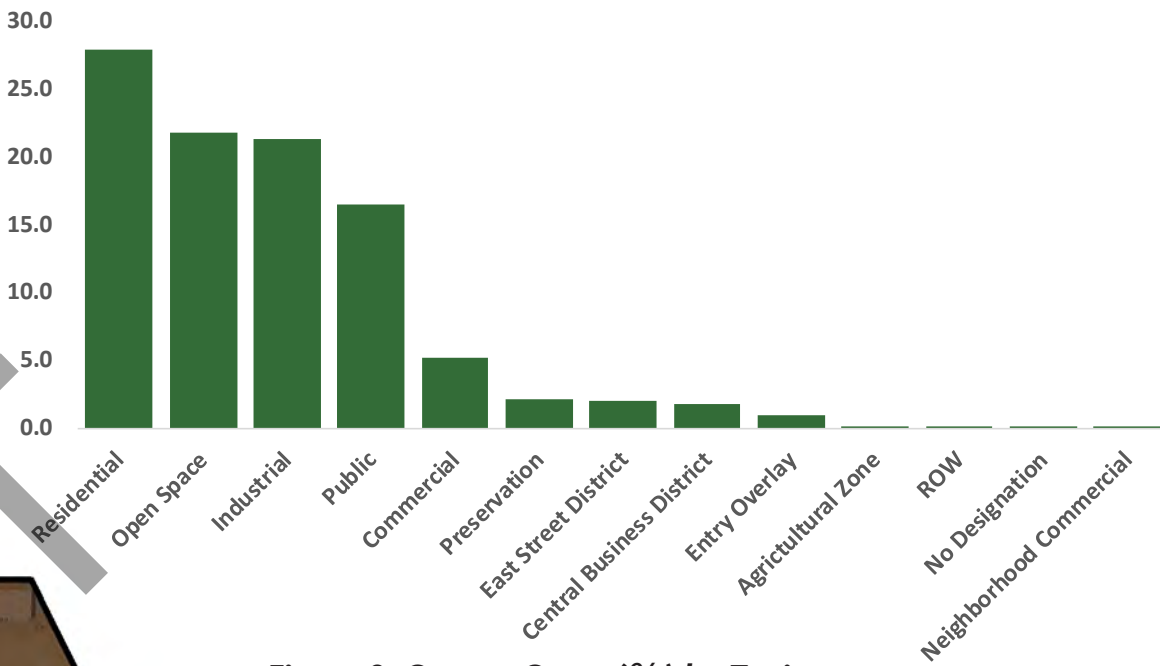
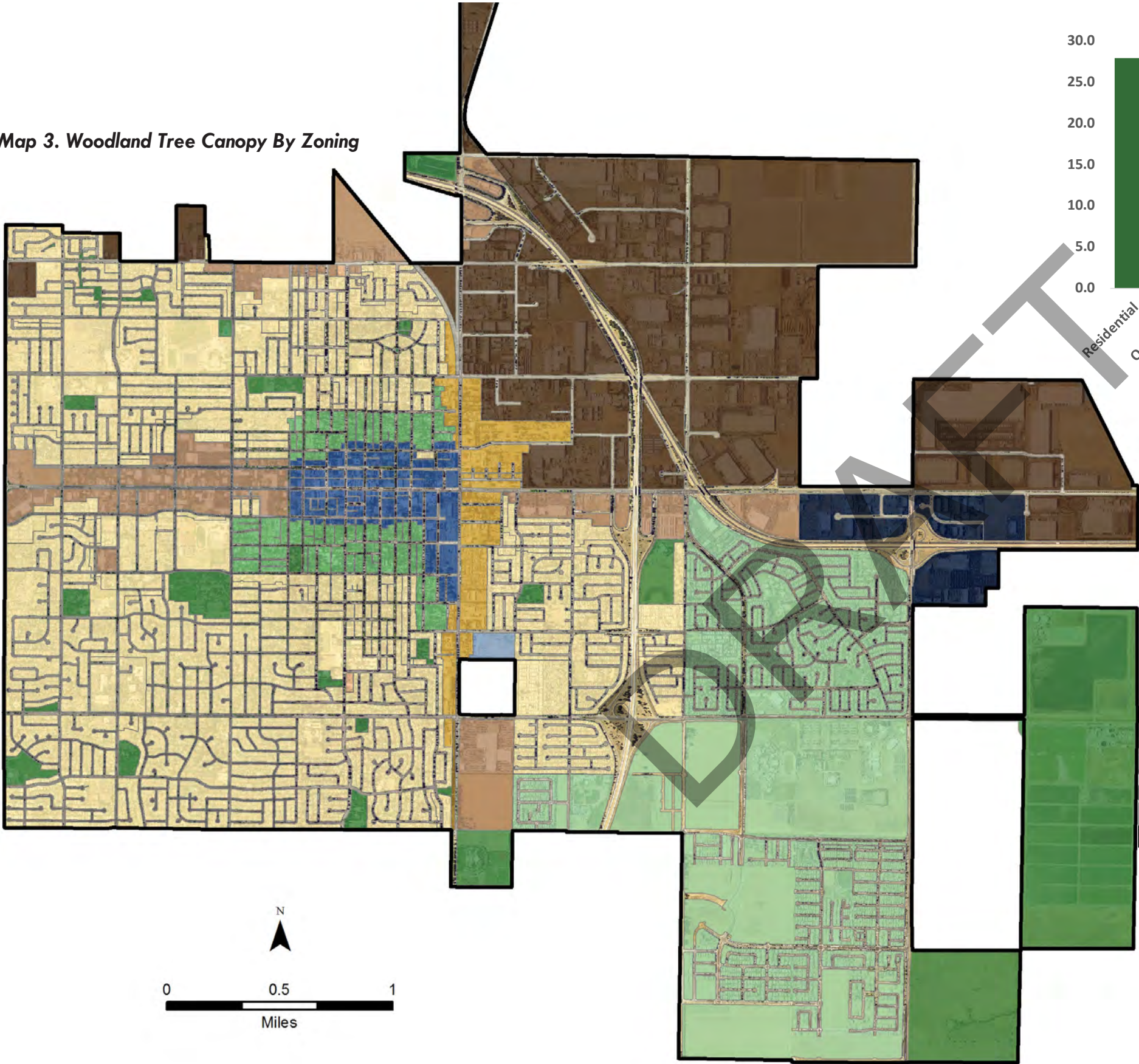
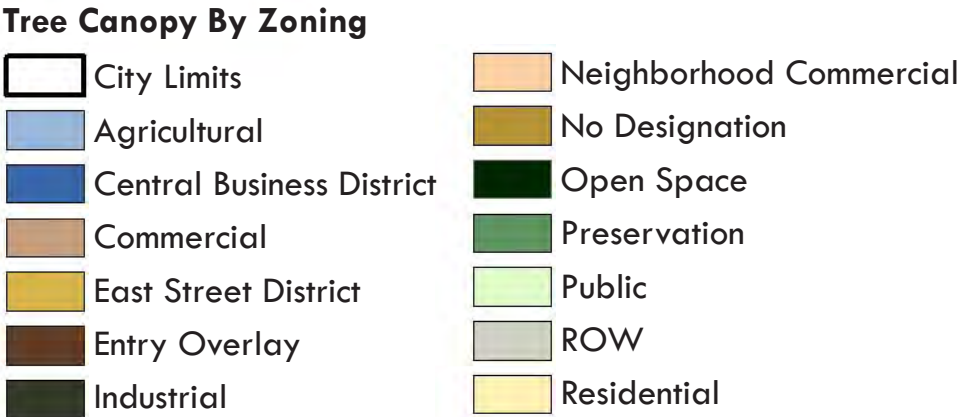


Figure 3. Canopy Cover (%) by Zoning



HISTORIC CHANGE

Canopy data derived from 2009 NAIP imagery was used to determine change over the seven-year period. The 2009 canopy data was summarized for all features in each feature class data layer. Geospatial processing was conducted to get the acreages and percentages. These values were compared to the 2016 NAIP imagery to determine change acres, change percent, and absolute change. The accuracy of change acres and percentages were based on the accuracy of the 2009 tree canopy dataset.

Woodland encompasses 9,624 acres with a tree canopy that currently covers 1,394 acres or approximately 14.5% of the overall land cover. In 2009, tree canopy was covering 667 acres (6.9%). Since 2009, Woodland has added 727 acres of tree canopy, increasing overall tree canopy by 109% and increasing tree canopy as a percentage of all land cover from 6.9% to 14.5% (Table 3, Figure 4). Factors that have effected the increase in tree canopy include:

- 1,026 trees have been added to the community tree resource
- Tree canopy in parks has increased by 7.69 acres
- New developments have included new trees on public and private parcels
- Community members have planted new trees on private property
- Existing (2009) trees and new trees continue to increase in size and leaf surface

	Canopy Acres	Canopy %
Canopy 2009	667	6.93
Current Canopy	1,394	14.49

Table 3: Historic Canopy Cover

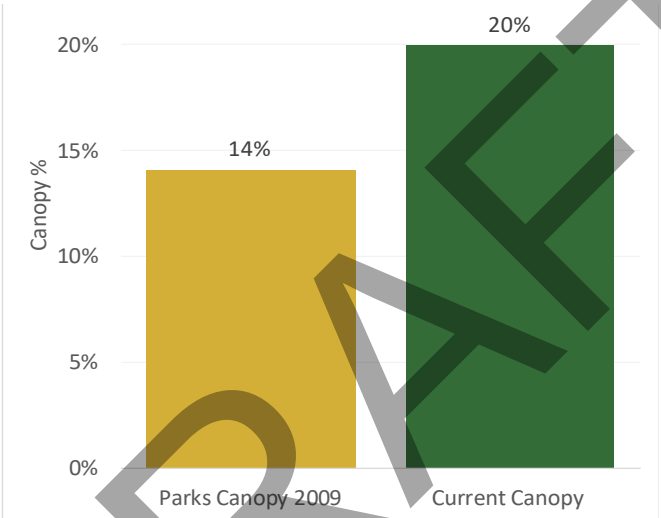


Figure 4: Parks Canopy Change from 2009 to 2018



PRIORITY PLANTING

It could be assumed that all pervious areas, including grass, shrubs, low-lying vegetation, and bare soil (4,864 acres) are potential tree planting locations. Realistically, not all of these areas are suitable planting sites due to intended site uses (e.g., agricultural fields, sports fields, developments) and because some of these areas are not appropriate for tree planting.

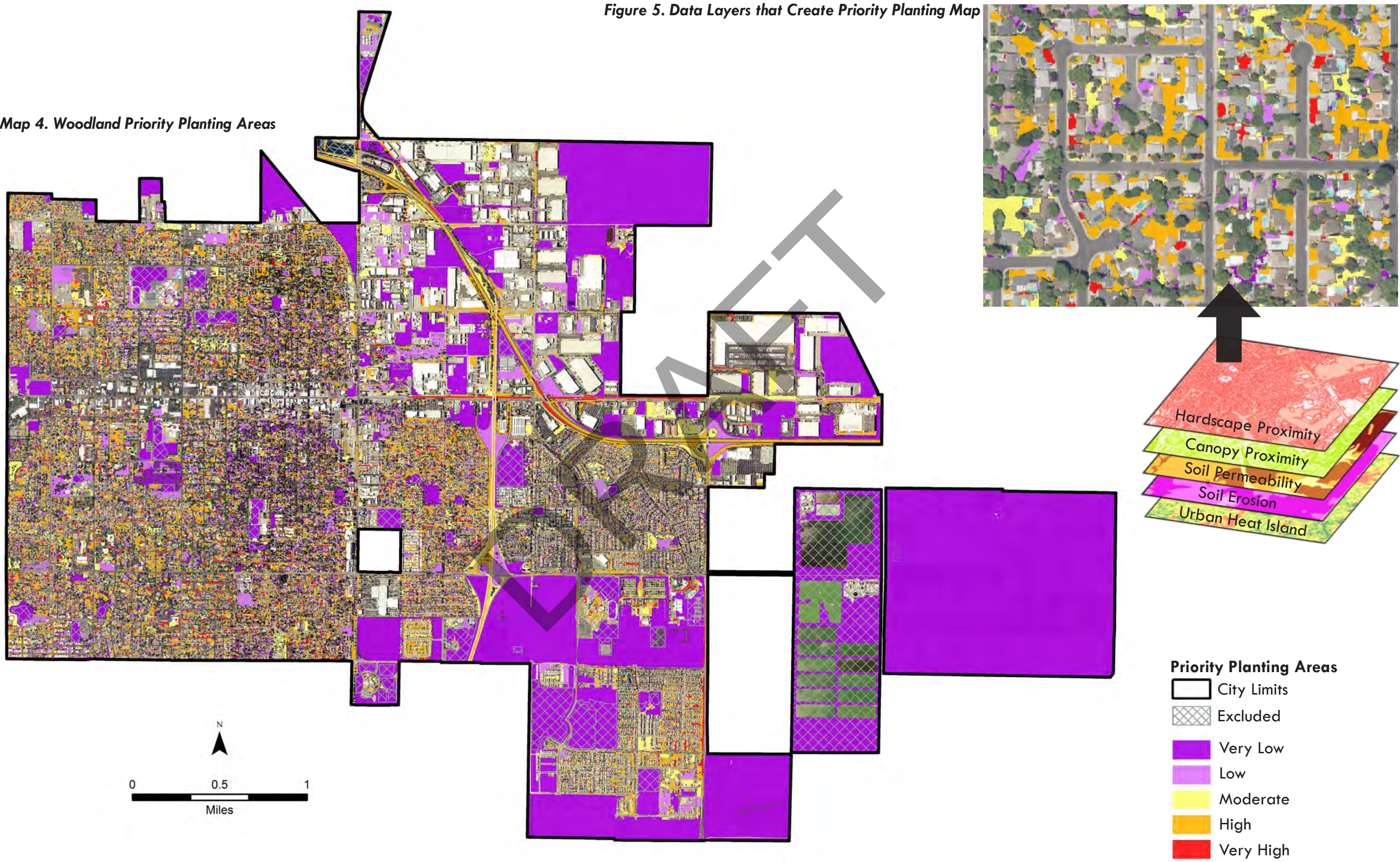
Potential plantable areas can be determined by excluding pervious areas that are unsuitable for planting and including impervious areas where trees could feasibly be added, such as in parking lot islands, along sidewalks, and near road edges.

The Urban Tree Canopy analysis considered site design and environmental factors, including proximity to hardscape, canopy fragmentation, soil permeability, slope, and soil erosion factors to prioritize planting sites on both public and private property for the greatest potential return on investment. The analysis identified 3,469 acres of potential planting areas in Woodland, where 310 of these acres are high or very high priority planting areas (Map 4). This analysis provides a snapshot of current conditions. Some existing young trees may not be fully accounted for.

The UTC analysis prioritized potential planting areas with GIS remote sensing. Site visits are necessary to determine suitability and the actual number and location of planting sites. The potential canopy cover for Woodland is estimated to be 50.5%, which considers potential planting area (3,469 acres) and existing canopy (1,394 acres).

Map 4. Woodland Priority Planting Areas

Figure 5. Data Layers that Create Priority Planting Map



COMMUNITY TREE RESOURCE

Community trees (publicly managed trees along City streets, in City parks, and on City facilities) play a vital role in the City of Woodland. They provide numerous tangible and intangible benefits to residents, visitors, and neighboring communities. Woodland recognizes that community trees are a valued resource, a vital component of the urban infrastructure, and part of the City’s identity.

To support the preservation and management of public trees, the City of Woodland contracted with DRG in 2009 to conduct a complete inventory of City-managed trees. Completed in 2010, the inventory collected data on 13,140 trees on streets, in parks, and at City facilities. Data collection included species, size, condition, maintenance needs, and geographic location.

Since then, the community tree resource has increased in population, individual trees have grown, new trees have been planted, and some older trees have been replaced. A follow-up inventory was completed in 2017.

DRG used this data in conjunction with i-Tree Streets benefit-cost modeling software (itreetools.org) to develop a detailed and quantified analysis of the existing structure, function, and value of the community tree resource.



STRUCTURE

A structural analysis is the first step towards understanding the benefits provided by these trees as well as their management needs. As of 2018, Woodland’s community tree resource includes 14,166 trees and 170 unique species. Considering species composition and diversity, relative age distribution (diameter at breast height, DBH), condition, canopy coverage, and replacement value, DRG determined that the following information characterizes the community tree resource:

- Among all trees, the predominant tree species are London planetree (*Planatus x acerifolia*) (10.3%), Chinese pistache (*Pistacia chinensis*) (10.0%) and crapemyrtle (*Lagerstromia indica*) (7.3%).
- 74.6% of the population has a DBH of 12-inches or less.
- 13.9% of the population has a DBH of 18-inches or greater.
- 80.0% of trees in Woodland are broadleaf deciduous trees, while conifer evergreen trees are the second most common at 10.2%. 1.2% of the population is comprised of palms.
- It is estimated that community trees provide approximately 150 acres of canopy, 10.7% of all canopy cover in Woodland.
- Replacement with trees of similar size, species, and condition would cost nearly \$30.5 million.

SPECIES DIVERSITY

The number of unique species (170) in the community tree resource greatly exceeds the mean of 53 species reported by McPherson and Rowntree (1989) in their nationwide survey of street tree populations in 22 U.S. cities. The three most predominant species represent more than 27.6% of the overall resource (Figure 6). The prevalence of London planetree

(10.3%) and Chinese pistache (10.0%) are on the verge of exceeding the general rule that no single species should represent more than 10% of an urban forest resource (Clark et al. 1997). In light of significant pests and diseases, many cities are now opting to increase diversity to improve resilience. The 10-20-30 rule of thumb is a widely used standard that states that an urban tree population should consist of no more than 10% of any one species, 20% of any one genus, and 30% of any one family. The rule encourages greater genetic diversity, and thus, greater resilience. Only 25 of the 170 species in Woodland's community tree resource represent more than 1% of the overall population.

Maintaining diversity is important. Dominance of any single species or genus can have detrimental consequences in the event of storms, drought, disease, pests, or other stressors that can severely affect a public tree resource and the flow of benefits and costs over time. Catastrophic pathogens, such as Dutch elm disease (*Ophiostoma ulmi*), emerald ash borer (*Agrilus planipennis*), Asian longhorned beetle (*Anoplophora glabripennis*), invasive shot hole borer (*Euwallacea* sp.), and Sudden Oak Death (*Phytophthora ramorum*) are some examples of unexpected, devastating, and costly pests and pathogens that highlight the importance of diversity and the balanced distribution of species and genera.

Future planting should focus on increasing diversity and reducing reliance on overused species. As over-predominant species are removed and replaced, new species should be introduced when possible. New species should be resistant to the known pest issues that currently pose a threat to the region.

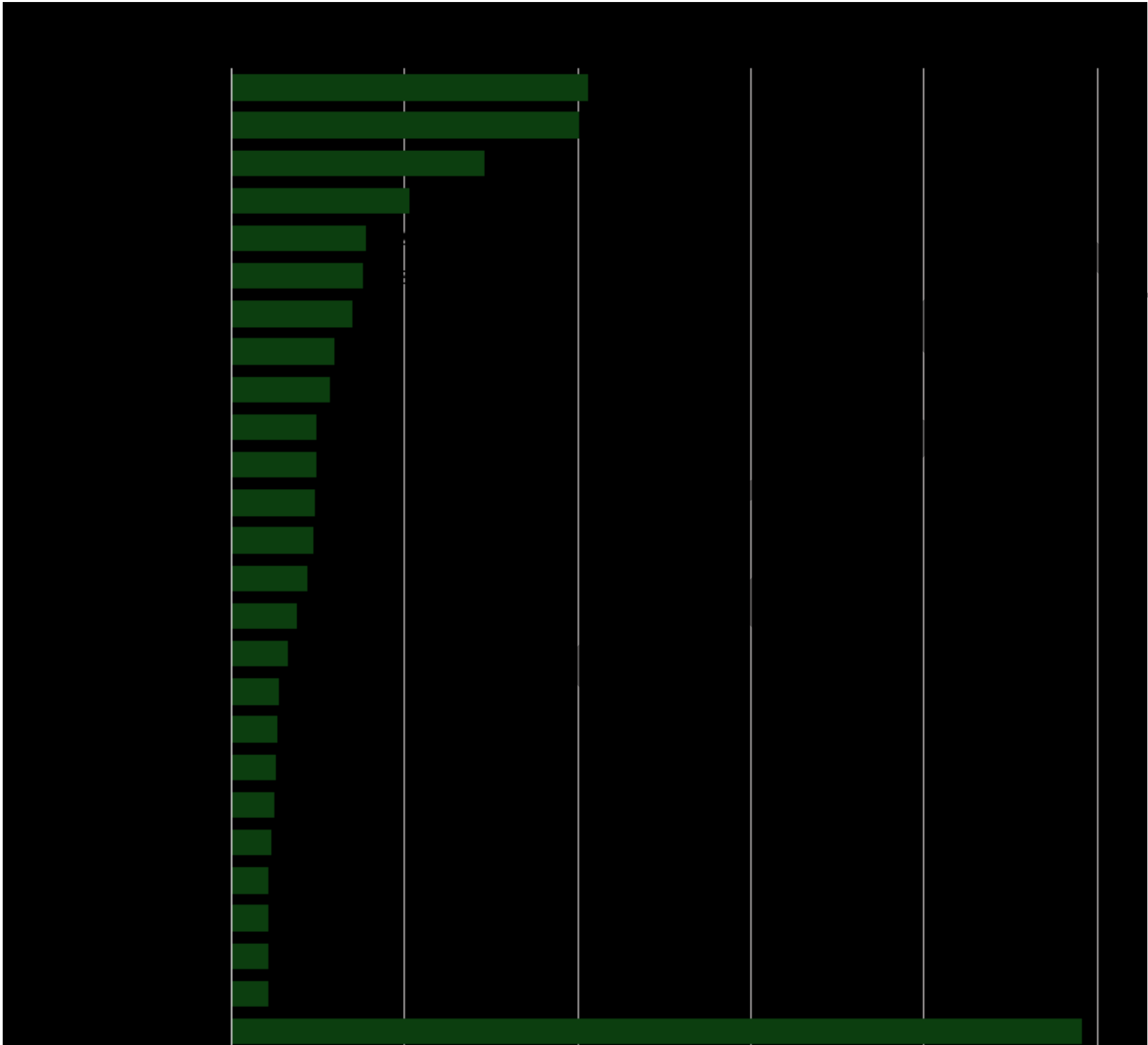


Figure 6: Most Prevalent Species (Representing >1%) in Woodland's Community Tree Inventory



AGE DISTRIBUTION

Age distribution can be approximated by considering the DBH range of the overall inventory and of individual species. Trees with smaller diameters tend to be younger. It is important to note that palms do not increase in DBH over time, so they are not considered in this analysis. In palms, height more accurately correlates to age.

The age distribution of the urban forest is a key indicator and driver of maintenance needs. The age distribution of Woodland’s community tree resource (excluding palms) reveals that 75.4% of trees are 12-inches or less DBH and 6.4% of trees larger than 24-inches DBH (Figure 7). In 2010, approximately 72.7% of the tree population had a DBH of 12-inches or less.

Trees greater than 24-inches DBH require more regular inspections and routine maintenance as they mature. Managers can gain a better understanding of the specific risks that individual mature trees pose with regular inspection and risk assessment.

5,170 trees (35.5%) in the inventory are young (<6-inches DBH) medium and large-stature tree species that still have a lot of growing to do before they reach maturity. Training, defined as the selective pruning of small branches to influence the future shape and structure of a young tree, is critical at this stage to prevent costly structural issues and branch failures as these young trees mature into their final size in the landscape.

2,918 trees (20.6%) in the inventory are of intermediate age with a DBH between 7 and 12 inches. Of these, 2,408 are medium and large-stature species that will benefit from pruning to promote good structure.

3,121 trees (22%) are small-stature tree species that generally don't exceed 25 to 30-feet in height.

A high proportion of young, large, and medium-stature tree species is a positive indicator for future benefits from the urban forest, since large shade trees typically provide more shade, pollutant uptake, carbon sequestration, and rainfall interception than small trees.

898 trees (6.3%) in the inventory are mature, with a DBH exceeding 24-inches. When trees reach mature stature, they provide the greatest benefits. However, mature trees should be regularly assessed for health and risk factors as they approach or reach the end of their natural lifespan. They may have higher maintenance needs or require removal to reduce risk and liability.

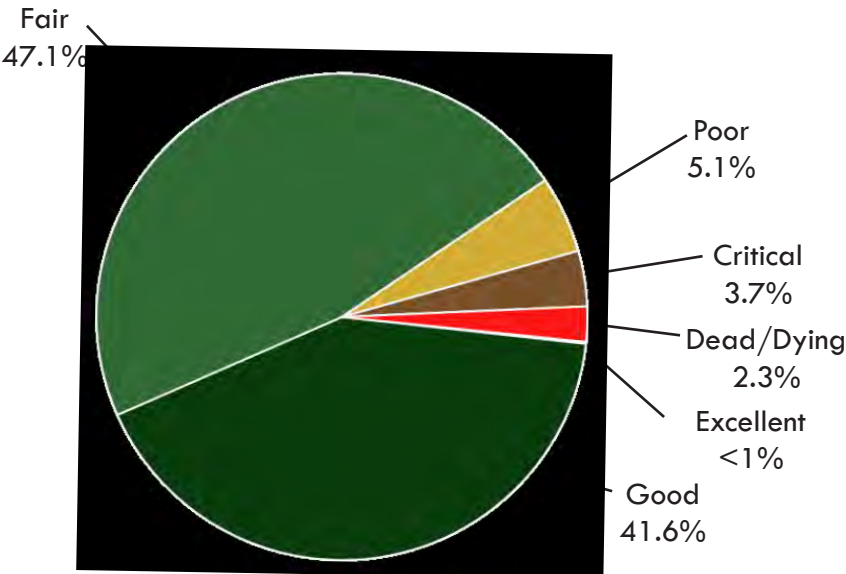


Figure 8. Tree Health as a Percentage

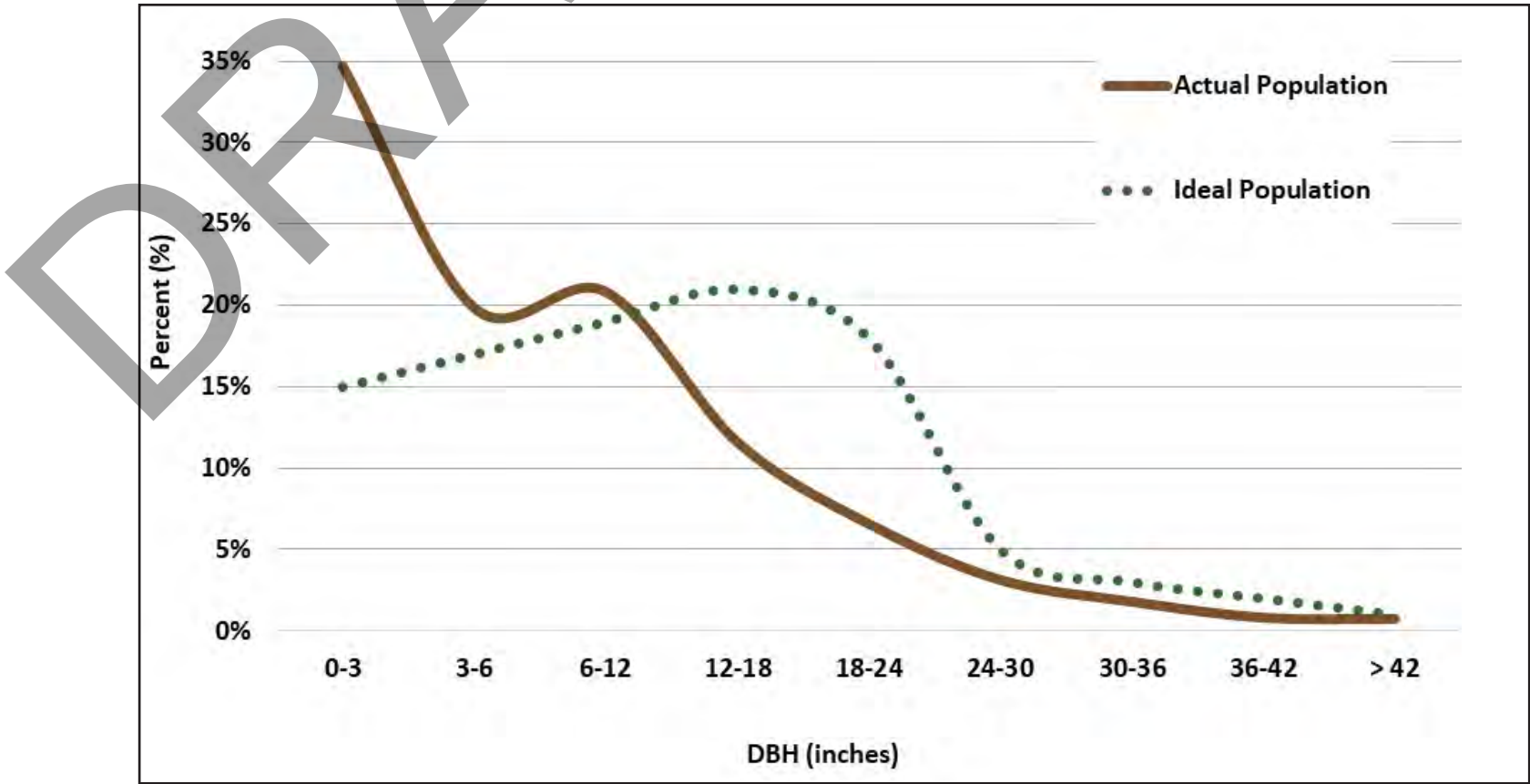


Figure 7: Most Prevalent Species (>1%) in Woodland's Community Tree Inventory

CONDITION

Tree condition is an indication of how well trees are managed and how well they are performing in each site-specific environment (e.g., street, median, parking lot, etc.). Condition ratings can help managers anticipate maintenance and funding needs. In addition, tree condition is an important factor for the calculation of public tree resource benefits. A condition rating of good assumes that a tree has no major structural problems, no significant mechanical damage, and may have only minor aesthetic, insect, disease, or structural problems, and is in good health. When trees are performing at their peak, as those rated as good or better, the benefits they provide are maximized.

The majority of community trees (88.9%) in Woodland are in fair or better condition (Figure 8). 47.1% of trees are in fair condition, 41.6% are in good condition, and 0.1% of trees are in excellent condition. Only 6.0% of trees are in critical or worse condition (Figure 8).

While there are some older, mature trees that require structural maintenance or removal, Woodland is fortunate to have a relatively young and healthy public tree population. Proactive management (especially timely training and structural pruning) is critical to maintain the condition of this valuable forest resource.

STOCKING LEVEL

Woodland's public tree resource currently includes 85 available planting sites, including 29 vacant sites and 56 stumps. Considering the public tree inventory identified a total of 14,251 planting sites with 14,166 existing trees, the current stocking level of public trees is 99.4% (Figure 9).

CANOPY FROM PUBLIC TREES

The amount and distribution of leaf surface area is the driving force behind the public tree resource's ability to produce benefits for the community (Clark et al., 1997). As canopy cover increases, so do the benefits afforded by leaf area. The City of Woodland covers an area of 15.3 square miles. i-Tree estimates that public trees are providing approximately 0.2 square miles (149.7 acres) of canopy cover which accounts for 1.5% of total land area (Figure 10).

"IT JUST FEELS LIKE A MORE STABLE, HAPPY, POSITIVE PLACE TO LIVE WHEN THERE ARE MATURE TREES ALL AROUND."
– SURVEY RESPONDENT, UFMP 2018

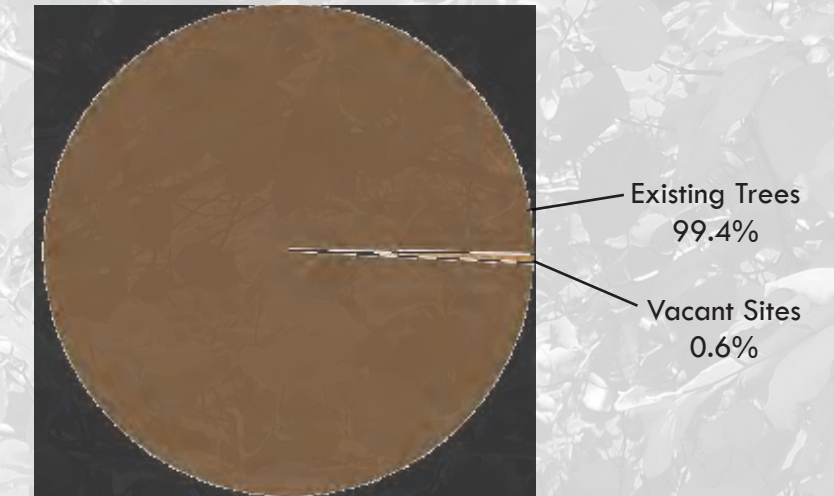


Figure 9. Stocking Level

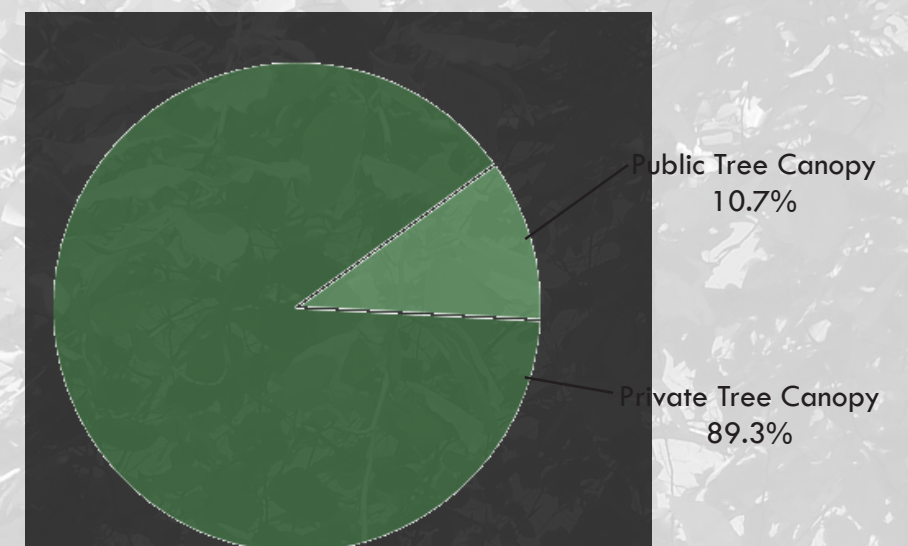


Figure 10. Tree Canopy from Total Land Area



BENEFITS

Trees in Woodland’s community resource provide an estimated 150 acres of canopy, approximately 10.7% of overall canopy cover. To date, trees in the community tree resource have sequestered 9,011 tons of carbon dioxide (CO2), valued at \$135,158.

Annually, public trees provide nearly \$1.7 million in benefits to the community at an average value of \$117 per tree (Figure 11). These benefits include:

- \$264,269 in energy use reduction (electricity and natural gas) through shading and climate effects; an average of \$18.66 per tree.
- \$11,723 in sequestered atmospheric CO2 (782 tons); an average of \$0.83 per tree.
- \$118,626 in air quality improvements; an average of \$8.37 per tree.
- \$56,051 in intercepted stormwater (7.2 million gallons); an average of \$3.96 per tree.
- \$1.2 million in increased property values and other socio-economic benefits; an average of \$85.14 per tree.

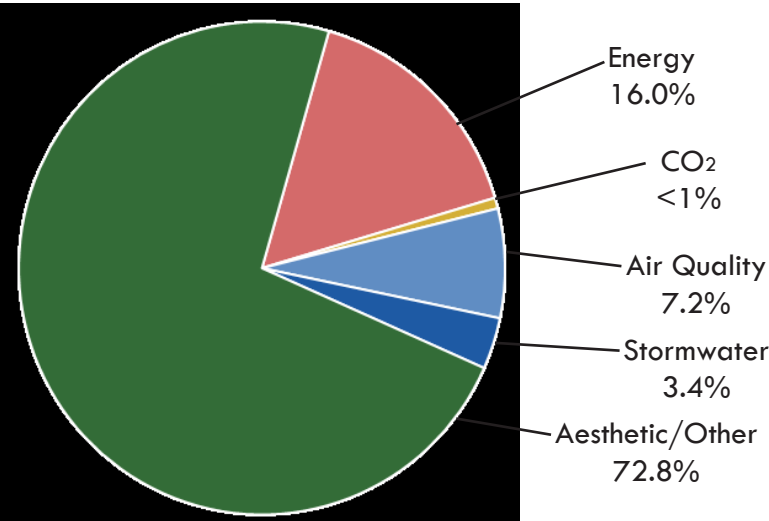


Figure 11. Health Benefits

RETURN ON INVESTMENT

Considering the estimated annual budget of \$661,140 currently invested to manage the community tree resource, the net annual benefit (benefits minus investment) to the community is \$995,595. The average net benefit for an individual tree in Woodland is \$16.70 (Table 4). In other words, for every \$1 invested in community trees, Woodland receives \$2.51 in benefits.

Table 4. Health Benefits for Individual Trees

Benefits	Total (\$)	\$/Tree	\$/Capita
Energy	\$264,296	18.66	4.43
CO ₂	\$11,723	0.83	0.2
Air Quality	\$118,626	8.37	1.99
Stormwater	\$56,051	3.96	0.94
Aesthetic/Other	\$1,206,038	85.14	20.23
Total Benefits	\$1,656,735	\$116.95	\$27.79
Investments	Total (\$)	\$/Tree	\$/Capita
Purchasing Trees & Planting	10,449	0.74	0.18
Contract Pruning	212,872	15.05	3.57
Pest Management	2,572	0.18	0.04
Irrigation	2,443	0.17	0.04
Removal	51,211	3.62	0.86
Administration	346,623	24.51	5.81
Inspection/Service	2,354	0.17	0.04
Litter Clean-up	24,497	1.73	0.41
Liability/Claim	8,119	0.57	0.14
Total Expenditures	\$661,140	\$46.75	\$11.09
Net Benefits	\$995,595	\$70.28	\$16.70
Benefit-Investment Ratio	2.51		

HISTORICAL CHANGE IN THE COMMUNITY TREE RESOURCE

Woodland’s community tree resource is a dynamic resource, changing over time. Since 2010:

- Since 2010, the inventory has grown by 1,026 trees (a 7.8% increase)
- The number of unique species has increased by 30 species (21.4%).
- Canopy cover from community trees has increased by 48.9 acres (11.2%).
- Annual energy benefits increased by \$142,289 (116.6%).
- Tree species exceeding 10% of the total population doubled, to a total of two species (a 100% increase).

Overall, environmental benefits from the community tree resource have increased 57.7% from 2010 to 2017. Annual energy benefits experienced the greatest increase, from \$122,007 to \$264,056. As existing young trees continue to grow, these benefits are expected to increase.

PLACE HOLDER FOR IMAGE OR GRAPHIC





TREE CARE OPERATIONS

Several departments within the City of Woodland have influence over the management of the urban forest, including Community Development, Community Services, and Public Works.

STAFF, TRAINING, AND EQUIPMENT

Urban forestry operations are mainly led by the Park Superintendent of the Community Services department, and the Park Superintendent also serves as the Urban Forester. The Park Superintendent has authority over all City trees and handles the managerial responsibilities of urban forestry practices. One full-time senior tree trimmer supervises field work and pruning. The City provides hands-on training to any staff handling tree maintenance equipment, including chainsaw, chipper, and lift-truck safety. Field work is conducted by 5-6 temporary workers each year.

TREE MANAGEMENT

CYCLICAL TREE MAINTENANCE

It is often beneficial to perform young tree training and specialized tree pruning of high-value and heritage trees in-house, with a greater understanding and control over the desired outcome. However, for routine and large-scale, cyclical pruning operations, it is often more efficient and cost-effective to contract with a professional tree care company. Contracting high-volume, routine tree pruning also reduces the risk and liability to the City, especially on heavily trafficked arterial streets.

The City has a stated policy of providing cyclical maintenance to public trees on a 7-year cycle. In addition to timely maintenance and clearance pruning, a 7-year cycle allows for

a regular assessment of the condition, structure, and overall health of each tree. The current, approximately 10-year cycle is less than ideal and does not provide an opportunity for either identifying or resolving issues before they become critical. Trees in this maintenance cycle are pruned by contractors. The Parks Superintendent monitors and manages the pruning work from an administrative level while the Senior Tree Trimmer supervises contractors in the field.

The primary cause for delays in the maintenance cycle was the result of the economic recession in 2008. During 2008 and 2009 the forestry budget did not receive the annual \$100,000 to conduct contract pruning. Instead, they only received \$36,000 per year. Two years of reduced budget created delays in the pruning cycle. The \$100,000 for contract pruning is now a permanent component of the budget.

While there are no significant cycle buster species, some trees in core areas cost more and take more time to prune. Managing those areas can delay the regular maintenance cycle. For instance, downtown trees could potentially throw off the pruning cycle if they were contracted out, so they are currently maintained in-house every 2-years.

PRUNING PLANS

Written work plans are required for commercial contractors that identify the tree species, location, need for pruning, and the scope of pruning. When multiple reasons for pruning exist, they are prioritized from highest to lowest. A separate plan is needed for each tree. For groups of trees of the same species with similar pruning needs, one plan is sufficient.

For all city departments and agencies, work plans are developed either for individual trees or for groups of trees, such as trees along streets, in parks, or on the grounds of public buildings. Plans must include species, location, need for

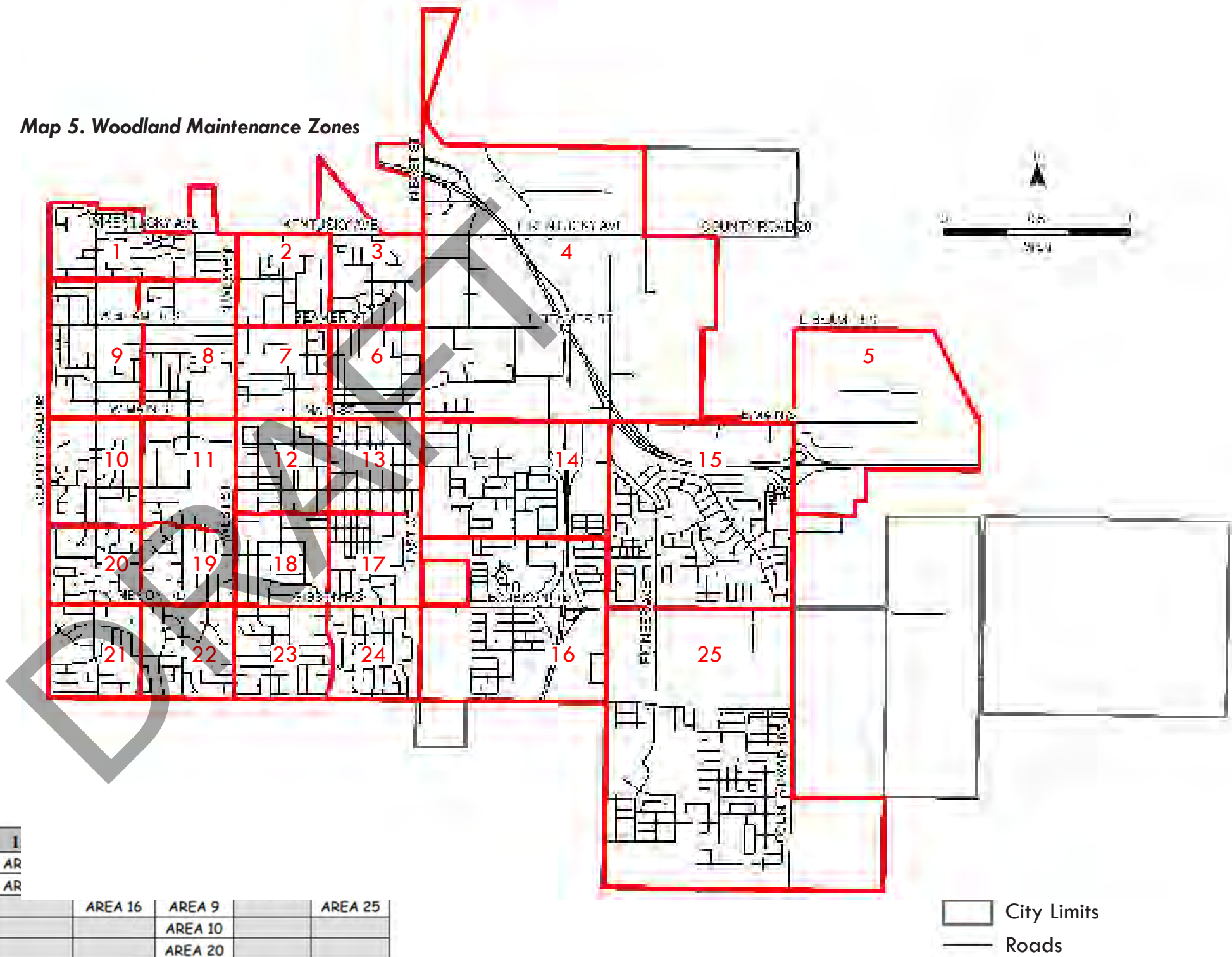
pruning and the scope of pruning. Pruning plans must also specify the species to be pruned. Work plans are required to be available at work sites during pruning operations.

TREE CANOPY BY TREE MAINTENANCE ZONES

To address the maintenance needs of trees in Woodland, the City has developed 25 maintenance zones where pruning and other maintenance are scheduled on a 7-year cycle (Figure 12, Map 5). Maintenance requirements are impacted when different parts of the City have significantly different numbers of public trees. A balanced distribution across maintenance zones distributes the pruning and maintenance needs more equally. This helps the City forecast the budget and manage worker hours.

The City provides a Woodland Tree Pruning Schedule and a Woodland Tree Pruning Service Zone Map from the City website.

Map 5. Woodland Maintenance Zones



Fiscal Year	13/14	14/15	1				
	AREA 6	AREA 13	AR				
			AR				
				AREA 16	AREA 9		AREA 25
					AREA 10		
					AREA 20		
					AREA 21		
	Last Completed 14/15	Last Completed 15/16	Last Completed 17/18	Last Completed 16/17/18	Last Completed 08/09	Last Completed 09/10	Last Completed 12/13
	Status / Date Completed						

Figure 12. Urban Forestry ROW Maintenance Schedule



TREE REMOVALS

The City of Woodland removes approximately 200 trees per year, of which approximately 40 are large trees with a DBH greater than 30 inches. Large trees are generally moved by contractors while smaller trees are removed by in-house crews.

The City typically performs tree removals as part of a regional tree project. As such, annual tree removals generally occur during the same stretch of the year. A few months later the stumps are removed. The projects are ordered this way so that the City can plant new trees in autumn through spring. Stump removals cannot be performed by just one person, so work can be delayed when there are staffing gaps due to employment turnover.

The City also issues a tree pruning/removal permit for homeowners who would like to have a City tree pruned or removed at the homeowner’s expense. Every situation is evaluated by the urban forest group before the permit is issued.

HAZARD RESPONSE REQUESTS AND RISK INSPECTIONS

The City responds to hazardous tree emergency calls during normal operational hours from 7:30 am to 4:00 pm. Residents are urged to contact the Yolo County Communications for afterhours tree emergencies.

The City does not have a formalized Risk Management Plan, but forestry workers aim to conduct a complete risk analysis every 5-years. Priority is given to large oaks in the downtown core, which are older trees that often contain structural bracing. Currently, two staff members are TRAQ certified.

HYBRID LIFT TRUCK IMPROVES EFFICIENCY AND CONSERVATION

In 2018, The City of Woodland replaced their older, worn out lift truck with a new hybrid high-reach bucket truck. The new truck runs on both electric and diesel and promotes greater efficiency, fuel economy, and results in less impacts on the environment.

The Altec High-Reach truck, which includes a chip dump box, replaces three older model and less fuel efficient vehicles, including a bucket truck (no chip box), a chip truck, and a large dump truck.

The new truck is better for the environment and will run up to 2-hours on the battery alone. Because the truck is very quiet, it reduces noise pollution and facilitates better crew communications and a safer work environment. In addition, the new truck has greater articulation in the boom, allowing tree workers better access to the canopy and increased safety around utilities. It allows tree workers to reach limbs that are 75 feet in the air (10 feet higher than the previous lift truck) in a safe and efficient manner.

A platform that is mounted over the cab includes a railing, non-skid surface, and tie off points for fall protection. This provides an ideal working surface and allows tree workers to easily reach and perform maintenance and address clearance issues

for street and right-of-way trees, often without employing the aerial lift.

Since the new truck qualifies for California's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) Program, the City received credits that reduced the overall purchase price by approximately 15%. The HVIP Program is a partnership between CALSTART and the California Air Resources Board, that offsets the higher purchasing price of cleaner trucks, recognizing that "trucks and buses are responsible for 37% of California's greenhouse gas and criteria emissions." (californiahvip.org). The hybrid lift truck also furthers the goals of Woodland's Climate Action Plan (2035 CAP).





TREE PLANTING AND TREE MITIGATION

The City of Woodland partners with the Woodland Tree Foundation to improve Woodland through the planting of trees. There are two types of plantings where the Woodland Tree Foundation and the City collaborate based on whether the site is public or private.

For plantings on private properties, the Woodland Tree Foundation first contacts USA North 811 to get a map of utilities on the site. As part of this process, Woodland Tree Foundation is required to take pictures of every site to document the process. The City delivers trees to the site and provide stakes, then volunteers plant the trees. These planting projects typically plant around 40 trees over a weekend. These projects are typically planting new trees.

For plantings on public properties, the City performs more tasks. First, the City contacts USA North 811 to get a map of utilities on the site. Then the City removes any existing dead trees, pre-digs holes, buys and delivers trees, and prepares the planting sites. The trees are planted by a combination of Woodland Tree Foundation volunteers and City staff. The Woodland Tree Foundation plants trees at public sites including; parks, rights-of-way, government parcels, schools, public and nonprofit housing sites, and fairgrounds (which are owned by the state but managed locally). These projects are typically planting replacement trees.

IRRIGATION PRACTICES

For many years, the City relied on well-water to irrigate newly planted trees. Because of the high mineral content of the well-water, tree establishment was hindered. In recent years, the City has utilized water from the river to irrigate and thus far, managers have observed more success with plantings, as well as, have been able to leach the high concentrations of Boron from the soil in some parts of the City.

**REDUCING CARBON AND IMPROVING SOIL CONDITIONS
= WIN, WIN!**

Woodland is home to one of America’s leading thermochemical biomass technology development facilities. West Biofuels Woodland Development Center conducts research and pilot testing for the advancement of biomass gasification technology and the conversion of organics into higher value fuels and chemicals (westbiofuels.com). One of their processes, a rotary gasification system, converts biomass (wood chips and nut shells from forestry, agricultural, and construction operations) into heat and/or power generation. A byproduct of this process is biochar.

Biochar, a type of charcoal that is highly stable, rich in carbon, and fine grained, is generating a great deal of interest as a valuable soil amendment for urban forestry and agricultural operations. Biochar is produced through a modern pyrolysis process that facilitates thermal decomposition of plant biomass

in an anaerobic environment (absent oxygen) to prevent combustion. Research in biochar is showing many potential benefits for trees and other crops, including:

- Increased soil fertility
- Increased water retention and availability
- Increased agricultural productivity
- Protection against some foliar and soil-borne diseases
- Carbon sequestration and mitigation of climate change

Interestingly, there is evidence that some pre-Columbian Amazon tribes produced biochar by smoldering agricultural wastes and then used the biochar to enhance soil productivity.

The City of Woodland is specifying the incorporation of biochar into the soil for new planting sites. Incorporation of biochar modifies and conditions heavy clay soils, promotes better soil texture, increases holding capacity and availability of water and nutrients, and promotes better tree establishment. Unlike other gasification systems, West Biofuels does not use the biochar to filter the product gas. As a result, the biochar remains free of tars and other undesirable contaminants and the natural filtering ability remains intact.

In addition to increased soil fertility and tree health, incorporating biochar into the soil removes carbon from the atmosphere. Biochar is high in carbon and very stable, when incorporated into the soil, it can sequester (or store) carbon for hundreds of thousands of years (Lehmann/Winsley, 2007). Biochar that is produced and used in Woodland further reduces the carbon footprint by eliminating the need to transport the material long distance. Sequestering the biochar into local soils supports the City’s Climate Action Plan (2035 CAP). In the future, there may be opportunities to direct some of the biomass generated by forestry operations into the local biochar production.

PLACEHOLDER FOR PHOTOS

PLACEHOLDER FOR PHOTOS

PLACEHOLDER FOR PHOTOS

FUNDING

Stable and predictable funding is critical to effective and efficient management of the urban forest. Trees are living organisms, constantly growing and changing over time and in response to their environment. There are several factors that affect tree health and structure, including nutrition, available water, pests, disease, wind, and humidity. While it might seem like most changes to trees take a long time to occur, some specific maintenance is critical at certain stages of life. For instance, young trees benefit greatly from early structural pruning and training. Minor corrections that are simple can be applied with low costs when a tree is young. However, if left unattended they can evolve into very expensive structural issues and increase liability as trees mature. At which point it may be impossible to correct the issue without causing greater harm. Then again, over-mature trees often require more frequent inspection and removal of dead or dying limbs to reduce the risk of unexpected failure. A stable budget allows urban forest managers to program the necessary tree care at the appropriate life stage when it is most beneficial and cost effective.

The 2018 forestry budget (\$661,140) for administration, maintenance, and tree planting is approximately 0.4% of the overall municipal budget (\$158,244,533) (Tables 5 & 6, Figure 7). This is below the national average of 0.5% for municipalities with a population between 50,000 and 99,999 (Hauer and Peterson, 2016).

The level of maintenance for public trees is highly dependent upon location. Trees in the residential areas are either in the Lighting and Landscape Districts or General Fund areas. For Lighting and Landscape Districts (LLDs), their maintenance is funded through Mello-Roos funds and/or a portion of property tax. The availability of funds can vary greatly between

districts and funds from one district cannot legally be used to maintain trees in another. The amount of available funding has an impact on the timing and opportunities for tree care within those districts. Because Woodland has experienced growth, the existing LLDs no longer have an equal population of trees.

Administrative Services	\$1,638,259
Community Development	\$6,505,972
Community Services	\$9,866,203
Police	\$19,276,379
Fire	\$10,443,728
Library	\$1,958,178
Public Works	\$26,198,473
Capital Improvements	\$27,624,716
Non-Departmental	\$39,988,295
City Total	\$158,244,533

Urban Forestry Investments	\$661,140
All Other City Departments	\$157,583,393
City Total	\$158,244,533

Table 5. Annual Budgets of other Departments and Services

Annual Tree Budget	
Annual Tree Planting Budget	\$10,449
Annual Pruning Cost	\$212,872
Annual Tree and Stump Removal Costs	\$51,211
Annual Pest and Disease Control	\$2,572
Annual Storm and Litter Cleanup	\$24,497
Annual Litigation and Settlements of Tree Related	\$8,119
Annual Establishment	\$2,443
Annual Administration Cost	\$346,623
Total Annual Budget	\$658,785

Table 6. Annual Tree Budget

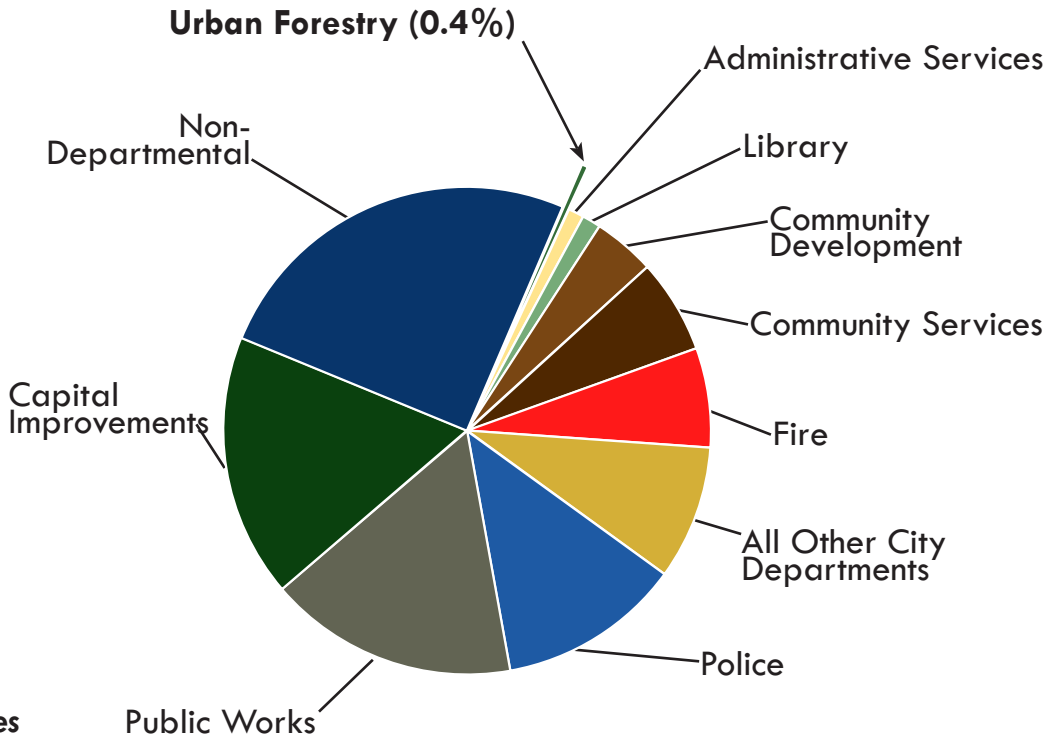


Figure 13. Urban Forestry Annual Budget compared to the Annual Budget of other Departments and Services

POLICIES AND REGULATIONS

STATE LAW

Section 4799.06-4799.12 of the California Public Resources Code defines a chapter known as the California Urban Forestry Act. The act defines trees as a “vital resource in the urban environment and as an important psychological link with nature for the urban dweller” The act also enumerates the many environmental, energy, economic, and health benefits that urban forests provide to communities.

The purpose of the act is to promote urban forest resources and minimize the decline of urban forests in the state of California. To this end, the act facilitates the creation of permanent jobs related to urban forestry, encourages the coordination of state and local agencies, reduce or eliminate tree loss, and prevent the introduction and spread of pests. The grants the authority to create agencies and mandates that urban forestry departments shall provide technical assistance to urban areas across many disciplines. The act also authorizes and recommends numerous funding tools to achieve these goals.

In addition to the protections provided by the California Urban Forestry Act, the Public Park Preservation Act of 1971 ensures that any public parkland converted to non-recreational uses is replaced to serve the same community.

Tree root systems in urban settings can interact with utilities. General Order 112 is the State of California Rules Governing Design, Construction, Testing, Operation, and Maintenance of Gas Gathering, Transmission, and Distribution Piping Systems. The purpose of General Order 112 is to establish minimum requirements for the design, construction, and operation of facilities used in the acquisition and distribution of gas and liquid natural gas, to create a safer community. This requires that utility providers record the location of their infrastructure.

This is relevant to urban forestry because it facilitates the safe trenching of earth to plant trees without the danger of stumbling across a gas line.

CITY ORDINANCE

Although City ordinance states that jurisdiction for public trees falls under Public Works, these responsibilities and powers are now the jurisdiction of Community Services.

CHAPTER 20A

References City ordinances related to trees, including: tree related definitions, role of the Director of Public Works, composition and procedural rules of the Parks and Recreation Commission, activities requiring tree permits, exempted tree activities, tree permits, appeals process for permits, tree plans for development projects, tree replacement programs, liability/responsibility, public nuisance, emergency response, stop work orders, stop work orders appeal process, and violation penalties.

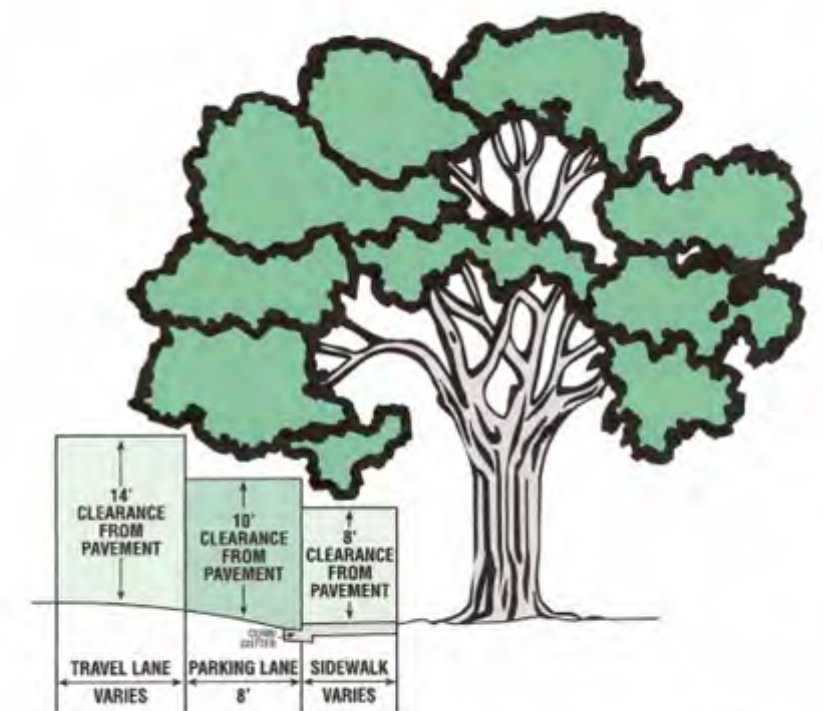
The amended Chapter 20A was adopted on October 6, 2009 from Ord. No. 1510. The former Ch. 20A pertained to the same subject matter and derived from Ord. No. 1230; Ord. No. 1300; and Ord. No. 1412. The amendment updated Chapter 20A in its entirety. As such, all sections in this chapter were also updated on October 6, 2009.

SEC. 20A-1-090

States that an application for a development project shall be accompanied by a tree plan which includes a contour map, identification of protected trees, a program to preserve protected trees, a program to replace trees, and any proposed changes to existing trees.

SECTION 20-3-1

Defines the required improvements in connection with new buildings or land uses. No building or use permit for the construction or improvement of any structure or the use of any land for which a permit or occupancy certificate is required shall be issued unless the permittee constructs, repairs or



Shrubs and groundcover shall not grow beyond the edge of the sidewalk or street, which may cause an obstruction to the public Right-of-Way. 5223 - Publications & Periodical Fund Balances

provides the following improvements in accordance with the City Standard Specifications and Details or as otherwise required by the Director of Public Works. The section also defines requirements for tree plantings on lots and tree planting easements. The section was adopted from Ord. No. 1201, on November 15, 2010.

SECTION 2-7-28

Defines the authority of the Parks and Recreation Commission to also act as the tree commission. 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. The section was adopted from Ord. No. 935; Ord. No. 1281, Ord. No. 1412; and Ord. No. 1467, on November 18, 2013.

SECTION 25-22-10

General provisions of landscaping require trees to be planted and existing trees to be protected. These regulations apply to all new construction except dwelling structures of three units or less on one parcel of land. Existing trees shall be protected by planters with a minimum radius of the drip line of the tree or 50-percent of drip line plus modifications to paved area allowing for aeration and water penetration. Alternative treatments will be considered. One tree must be planted at least every 35-feet along a public right-of-way. The maximum spacing between trees shall be equal to the mature spread of the trees selected. Special consideration may be given to variety and spacing of trees as they relate to proposed signing of the property. Adopted from Ord. No. 1577, on March 5, 2015.

GENERAL PLAN 2035

The 2035 General Plan is a policy document for the long-range development of the City of Woodland. It provides the direction for the future growth of the City and articulates a vision of what Woodland aspires to be. The Plan draws its aspirations and goals from the community at large: residents, business owners, and elected officials, and translates these

ideas into a set of policies and actions for present and future generations. The document outlines a vision for Woodland’s long-term physical and economic development and community enhancement. Several components directly relate to the management of trees:

Land Use, Community Design, and Historic Preservation Element. Describes the land use patterns and landscape ideals of specific zoning areas. All the urban form designations include large canopy trees to provide shade, environmental benefits, and beautification.

Policy 2.C.4 Resource Efficiency. Encourage and incentivize buildings to be constructed so that they consume less energy, water, and other resources; allow natural ventilation; use daylight effectively; reduce stormwater runoff; and facilitate the use of clean energy whenever possible. Use trees for cooling, energy conservation, and to improve air quality.

Policy 2.E.5 View Corridors. Create attractive view corridors that frame the streets with distinctive buildings, trees, and other landscaping complemented by well-designed and integrated signage. At community entry points, provide a clear, physical sense of arrival into the community.

Policy 2.G.4 Public Realm. Enhance the safety and character of existing neighborhoods by implementing public realm improvements, such as street lighting and utility undergrounding where needed, and encouraging upkeep and investment by private property owners.

Policy 2.I.3 Green Streets. Provide continuous shade trees along Woodland’s key corridors, integrate low-impact development (LID) drainage facilities to manage stormwater runoff within the public right-of-way, and include Class I or Class II bike facilities where possible.

Policy 3.A.11 New Development. Require all new development to provide convenient bicycle and pedestrian environments and access through building orientation, site layout, traffic management, and connections to transit service and local commercial and community facilities. Development must provide appropriate pedestrian amenities such as street lighting, benches, arcades, canopies, shade trees, art, and seating areas.

Policy 3.B.1 Complete Street Requirements and Green Streets. To the extent feasible, all new street construction and reconstruction shall be designed to achieve complete streets. Designs should accommodate mobility for all users, including bicyclists, pedestrians, transit vehicles, and motorists, appropriate to the function and context of the facility. The needs of all roadway users including vulnerable populations such as young children, seniors, and people with disabilities, should be considered when determining roadway widths and other barriers to travel, especially near schools, parks, senior centers, community centers, and other activity hubs. Require street design to incorporate adequate landscaping, including street trees and landscaped medians and/or parkway strips, in order to increase shade, minimize runoff, and create a comfortable and visually attractive environment.

Policy 3.H.3 Parking Lot Design. Require that parking lots be designed to minimize heat island effects, have significant tree canopies with ample landscape areas designed to pre-treat stormwater runoff where feasible, and ensure pedestrian access.

Policy 5.C.12 Park Design. Ensure that the City’s parks, open space, and recreational resources and facilities include a variety of amenities and features to meet the needs of the diverse Woodland community. Consider the following factors in the design of new and renovated parks and recreation facilities:

- Safety
- Security
- Maintenance
- Water conservation / use of recycled water
- Urban forest canopy
- Accessibility
- Travel distance of users
- Passive vs. active use areas
- Restroom facilities
- Drinking fountains
- Bike access and accommodations
- Citizen input
- Adequacy of off-street parking
- Flexibility for programming activities
- Lighting
- Small community gardens, as appropriate

Policy 5.I.4 Low Impact Development. Require new development and redevelopment projects to incorporate site design and low impact development runoff requirements, in accordance with the Municipal Code to reduce runoff rates, filter out pollutants, and facilitate groundwater infiltration. Such features include canopy trees or shrubs to absorb rainwater.

Policy 5.K.3 Undergrounding of Utilities. Require undergrounding of utility lines in new development and as areas are redeveloped.

7.4, CO 7-24 Soil Resources. Most of the soils in Woodland can be characterized as fine, poorly drained, with a high percentage of organic matter. For Development purposes,

there should be considerations for changes in moisture and erosion.

Policy 7.B.8 Native and Compatible Non-Native Plant Species. Require developers to use native and compatible non-native species, especially drought-resistant species, to the extent possible in order to preserve the visual integrity of the landscape, provide benefits for native wildlife, and ensure that a variety of plants suited to the region are maintained. (EIR Mitigation Measure 4.4-2a).

Policy 7.B.9 Tree Canopy. Manage, enhance, and improve the City's tree canopy as a valuable ecological resource.

Policy 7.B.10 Urban Forest Management Plan. Establish an Urban Forest Management Plan, overseen by a licensed arborist, to guide the protection and enhancement of the urban forest. Work with agencies such as the Woodland Tree Foundation in this effort.

Policy 7.B.11 Sensitive Site Planning. Site new development to maximize the protection of native tree species and special-status plant and wildlife habitats.

Policy 7.F.4 Landscaping to Improve Air Quality. Promote the increase of community-wide tree canopy and the use of plants and trees that are efficient pollutant absorbers.

CLIMATE ACTION PLAN (CAP)

The City of Woodland 2035 Climate Action Plan is a planning document that provides community-generated strategies to guide the City, its residents, and local businesses in reducing greenhouse gas (GHG) emissions consistent with State goals for addressing California's contributions to climate change. The 2035 CAP was adopted in May 2017 and is an expanded version of the Preliminary 2020 CAP, which was adopted in July 2014.

Urban Forest and Open Space is one of six focus areas of the City's 2035 Climate Action Plan (CAP). Developing and adopting a UFMP aimed at expanding canopy cover to 25% by 2035 with objectives that include green-house gas reduction, air quality improvement, energy conservation, stormwater runoff management, and noninterference with utility lines is the first strategy (Strategy UF-1) under Objective I (Increase Community Tree Canopy) of the Urban Forest and Open Space section of the CAP.

The CAP encourages the UFMP to include consideration of planting mediums, planting techniques, and soil amendments that can provide multiple benefits, such as the use of biochar as a soil amendment with potential carbon sequestration capability and planting systems that intercept and store or absorb runoff. Further, the CAP encourages a sustainable funding strategy to be developed as part of the UFMP.

The CAP calls for increasing Woodland's urban forest with a net increase of 10,500 trees planted along streets, in parking lots, and in open space areas and 6,000 building shade trees by 2035. The CAP also recommends the City to adopt and implement a policy of no net loss of City-maintained trees: Every City tree removed or lost due to disease or other cause must be replaced within 1-year, either on the basis of trunk diameter or based on offsetting the canopy area of any tree removed with the aggregate canopy area of the replacement tree(s), estimated at 2-years following planting.

Additional strategies included in the Urban Forest and Open Space section include increased tree planting, maintenance of existing trees, public education, and open space preservation.

**ENVIRONMENTAL IMPACT STATEMENT/
ENVIRONMENTAL IMPACT REPORT (EIS/
EIR)**

The Environmental Impact Statement/Environmental Impact Report (EIS/EIR) examines the potential environmental impacts on native species, soils, and natural areas by the Yolo Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP or Plan), which is a comprehensive, county-wide plan to provide for the conservation of 12 sensitive species and the natural communities and agricultural land in Woodland and other surrounding communities.

Special considerations are identified in terms of developing rural and urban land, which can result in the removal of trees, which can result in changes in aesthetics and stormwater.

SPRING LAKE SPECIFIC PLAN

Spring Lake is a community that comprises the Southeast portion of Woodland. Spring Lake comprises 1,097 acres of land located primarily south of Gibson Road between State Route 113 and County Road 102. When completely built out, the Spring Lake Specific Plan (SLSP) area will include more than 4,000 housing units, neighborhood-serving commercial uses, schools, parks, and a full array of municipal services.

The SLSP combined elements of the General Plan and Zoning Ordinance into a single document tailored to the SLSP area. The document provides applicable policy, land use regulations, and design standards, as well as identify infrastructure, phasing, and financing. The SLSP guides and controls orderly and systematic development of the area to create a desirable extension of Woodland's existing character and traditional neighborhoods. Upon adoption of the SLSP,

all individual development projects (including the issuance of any discretionary land use entitlement) within the project area is subject to the requirements of the SLSP. Most relevant to the UFMP, the SLSP provides a user-friendly document which details goals, plans, and requirements related to the urban forest. Spring Lake represents an opportunity to enhance canopy cover across Woodland because the development is over 1,000 acres. The SLSP mandates that all reasonable attempts be made to preserve and protect existing trees within the area as build-out occurs and provides options for tree mitigation through project development review.

REGIONAL GREENPRINT

Founded by the Sacramento Tree Foundation, the Greenprint Initiative is a vision to enhance the quality of life in the greater Sacramento region by expanding the urban forest and maximizing the benefits of trees. The Greenprint Program provides a roadmap for mobilizing and empowering community partners and volunteers to plant 5 million trees in the Sacramento region. The program partners with elected officials, service and faith groups, businesses, youth, and individual volunteers.

Local jurisdictions invest in the Greenprint by becoming Greenprint Members and in return receive services aimed at developing partnerships with community members and local businesses. Greenprint Members commit to developing local urban forest initiatives that are specific to and appropriate for their community.

Greenprint has set a regional canopy cover goal of 35%. Currently, Woodland has a canopy cover of 14.5%. Woodland joined Sacramento Tree Foundation's Greenprint Initiative in 2001 and membership continues to the current day.

**OUTDOOR CONSERVATION DROUGHT
MANAGEMENT**

Woodland has a tip-line to help catch and stop water waste. When residents see a water use violation, they can contact the City's Water Conservation staff in the Environmental Services Division. The Water Conservation team also provides information for the community emphasizing the importance of trees.

Woodland promotes "water-wise" landscapes that rely on native and drought tolerant plants while ensuring adequate water for existing and new trees. Water-wise landscapes draw much less water during peak water-use months, reduce the potential for discharge of pollutants into the stormwater system, and provide welcome habitat for beneficial insects and birds. The City hosts a free water-wise residential landscape tour each year that promotes creative alternatives to turf. In addition, the City's website provides planting plans for water-wise mow strips that provide guidance on plant (and tree) selection and placement.



2,400 TREES CAMPAIGN

The 2,400 Trees Campaign was a community-wide effort coordinated jointly by the City of Woodland and the Woodland Tree Foundation with funding assistance from PG&E and the John & Eunice Davidson Fund. The campaign goal of planting 2,400 trees in 24-months (July 2014 to June 2016) was achieved in March 2016 with the planting of trees in the Legacy Tree Grove on Arbor Day.

FREE TREES FOR SHADE AND ENERGY CONSERVATION

The Woodland Tree Foundation offers free shade trees to residents of Woodland. The goal of the shade tree program is to conserve energy through the shade of 200 new trees annually. Up to two medium or large size shade trees are offered per residential property. Volunteers plant the trees for private property owners. The program is currently funded through a grant from CAL FIRE. In previous years, both the Woodland Tree Foundation and the City have paid for the shade trees.

LEGACY GROVE MEMORIAL PROGRAM

Located at the Woodland Community and Senior Center, Woodland's Legacy Grove provides an opportunity for the public to honor a person, family, or group. With support from the City Council, the City of Woodland, and volunteers from the Woodland Tree Foundation worked together to plant the Legacy Grove, following a plan by design professional Jerry Stacionis.

Woodland's Legacy Grove offers supporters three ways to honor a person, family, or group:

- Dedicate a Tree
- Dedicate a Bench
- Become a Legacy Grove Founder

STORMWATER MANAGEMENT

Stormwater in Woodland is not treated, unlike the wastewater that flows through the sanitary sewer system to Woodland's Water Pollution Control Facility. Stormwater is released directly to local waterways. The stormwater is conveyed from west to east through canals and pipes to a pump station where it is pumped into a canal that flows from the Yolo Bypass to the Tule Canal. The canal in turn, feeds into the Sacramento River.

The urban forest directly benefits stormwater management because trees act as miniature reservoirs during rainfall. This slows and reduces the amount of stormwater flushed into the drainage system. To minimize water pollution from tree care operations, Woodland recommends that individuals use pesticides and fertilizers sparingly and do not over-water lawns. Pouring or washing any materials that are potentially harmful to the environment into gutters and drain inlets is considered an illegal discharge.

The City follows the California Stormwater Quality Association's (CASQA) Stormwater Best Management Practices for Construction.



TREE PROTECTION

The City protects valley oak trees with a DBH greater than 30-inches in new developments. Projects must include a tree plan that includes the preservation of street trees, heritage, specimen, landmark trees and trees with aesthetic value.

Heritage trees are healthy valley oak trees with a DBH of 33-inches or more. Landmark trees are trees which have been designated by the City Council as having historical or public significance. Trees with aesthetic value are healthy trees with a DBH of 9-inches or more. Street trees are public trees located within the right-of-way.

EMERGENCY RESPONSE

Private property owners can act to reduce danger from a tree in the event of an emergency that would otherwise constitute a violation of municipal regulations. When an emergency action is taken, the owner must notify the director of Community Services (or designated representative) by the next working day.

TECHNICAL TREE PLANTING GUIDELINES

Tree Planting Guidelines are established by the Municipal Engineering Standards Chapter 13.04. This section of the Engineering Standards defines minimum spacing of streetscape elements from trees. Section 13.04 also defines traffic sight distance restrictions.

INTEGRATED PEST MANAGEMENT

Insects, diseases, and invasive weeds threaten California's natural environments as well as homes, gardens, and agriculture. Woodland adheres to California's Statewide Pest Management Program. The program is based on sound scientific methods from collaborative research developed through the University of California's Department of Agriculture and Natural Resources.

BIOMASS DISPOSAL AND UTILIZATION

Residents can participate in backyard composting and vermicomposting and receive \$100 in rebates from the citywide collection and composting.

TREE REBATE PROGRAM

City of Woodland's Tree Rebate Program, through the City, reimburses property owners the purchase price of residential street tree(s) up to \$75 per address. Trees must be on the Master Street Tree List to qualify for the rebate.



URBAN FORESTRY PARTNERS

The urban forest has an impact on every resident, visitor, property owner, and business in Woodland. The benefits of the community's trees extend beyond city limits and the responsibility for their care and protection is shared by many individuals, volunteers, nonprofit organizations, city departments, and tree care professionals. The engagement and contribution of urban forest stakeholders was integral to the development of the Urban Forest Master Plan.

COMMUNITY SERVICES DEPARTMENT

Woodland Community Services Department creates and enhances the quality of life for Woodland residents and visitors by providing a diverse array of programs, services, and recreational facilities. The department consists of four divisions including the Parks and Urban Forestry division. As of the publication of the Plan, the Parks Superintendent also serves as the City Forester

PARKS AND RECREATION COMMISSION (URBAN FOREST COMMITTEE)

The Parks and Recreation Commission provides leadership in management, evaluation, and outreach efforts for the Community Services Department. The commission largely serves in an advisory role. The commission conducts hearings and acts upon matters within the tree commission's jurisdiction. The commission also provides recommendations to the City Council regarding the planting and maintaining of trees. Within the commission, the Urban Forest Committee meets quarterly with Parks staff and/or the Urban Forester and reports to the Commission and City Council.

PUBLIC WORKS

Among other duties, the Public Works Department is responsible for maintaining the City's infrastructure. Proper species selection and adequate planting space can significantly reduce conflicts between trees and other infrastructure, which is of primary concern to the Department.

ENVIRONMENTAL SERVICES

Environmental Services is a division of the public works department. Environmental Services supports community stewardship of natural resources and the City's compliance with federal, state, and local environmental laws and regulations. Environmental Services educates the public about environmental regulatory compliance and promotes conservation. Environmental Services tackles issues including:

- Energy conservation
- Reductions in greenhouse gas emissions
- Air quality
- Stormwater quality
- Water conservation

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for administering the City's General Plan, zoning ordinance, and California Environmental Quality Act Guidelines, as well as planning, designing, and reviewing plans for the City's infrastructure. In addition, the department manages the City's Building Code including the issuance of building permits and conducting inspections. This includes ensuring compliance with City codes.

YOLO COUNTY PUBLIC AGENCY RISK MANAGEMENT INSURANCE AUTHORITY

YCPARMIA is a special district agency formed through an exercise of joint powers by their participating members which includes counties, special districts, municipalities, libraries and agencies. YCPARMIA provides non-profit risk management, insurance, and safety services to our members within Yolo County. YCPARMIA collaborates with Woodland to develop strategies for managing community trees and mitigating municipal risk.



WOODLAND TREE FOUNDATION

The Woodland Tree Foundation (WTF) is a non-profit organization run by volunteers dedicated to improving Woodland through the planting of trees. Their motto is Building Community Through Canopy. In June 2000, a group of Woodland leaders came together to achieve a clear set of goals:

- To educate residents, local government, schools, local businesses and others in the community about the health, economic, and environmental benefits of a healthy tree canopy in Woodland.
- To plant and care for trees to beautify and cool Woodland streets and public spaces.
- To partner with the City, community groups, schools, businesses and individuals to stretch dollars and other resources on behalf of trees.

Since their formation in 2000, the WTF has worked cooperatively with the City to plant 4,761 trees in Woodland. Currently, the City purchases the trees for public spaces and WTF volunteers plant them. The City also generally pre-digs/augers holes for trees, provides tree stakes and other planting tools, and general support on the day of planting. The skill level of volunteers includes master gardeners on the board who are expert tree pruners. In addition, the WTF was instrumental in securing grant funds from CAL FIRE's California Climate Investment Grant, which made the development of the UFMP and 1,200 tree plantings possible.

SACRAMENTO TREE FOUNDATION

Since 1982, the Sacramento Tree Foundation has been building partnerships and empowering communities to envision the best places to live and invest in their urban forest. The Sacramento Tree Foundation does this by educating, advocating and lending support for tree plantings. The Sacramento Tree Foundation's mission is to grow healthy, livable communities in the Sacramento region by empowering people to plant, protect, and learn about trees. They are leading the effort to plant 5 million trees in our region.

The Sacramento Tree Foundation relies on private-public partnerships to enable its success. Their core staff work hand-in-hand with a committed Board of Directors, an unmatched Technical Advisory Committee, and many business and civic partners.



CAL FIRE

Under the authority of the Urban Forestry Act (PRC 4799.06 - 4799.12), the California Department of Forestry and Fire Protection's (CAL FIRE) Urban & Community Forestry Program (CAL FIRE) works to expand and improve the management of trees and related vegetation in communities throughout California. The mission of CAL FIRE's Urban Forestry Program is to lead the effort to advance the development of sustainable urban and community forests in California. In support of this mission, the program administers grants, under Propositions 40 and 84, for projects, including tree planting, municipal tree inventories, management plans, urban forest educational efforts, and other innovative urban forestry projects that advance the urban forestry efforts of California communities.

CALIFORNIA ReLEAF

California ReLeaf works statewide to promote alliances among community-based groups, individuals, industry, and government agencies, encouraging each to contribute to the livability of our cities and the protection of our environment by planting and caring for trees. California ReLeaf provides a wide range of programs including education, legislative advocacy, workshops, and grant management.



TREE DAVIS

The mission of Tree Davis is to enhance and expand the urban forest in the Davis area by teaching the community to plant and care for trees. Tree Davis partnered with WTF on the implementation of the CAL FIRE grant.



UTILITIES

Tree and utility conflicts are a common source of concern for electric providers. Trees that grow into power lines can cause electrical outages and fires. They can even conduct an electric shock to someone who touches a tree that is in contact with, or in close proximity to, a high-voltage line.

As the primary natural gas and electricity provider for Woodland, Pacific Gas & Electric (PG&E) is an important partner and stakeholder in the urban forestry program.

In California, all utility providers are subject to General Order 95; Rule 35 Vegetation Management (California Public Utilities Commission, revised 2012) and FAC-003-2 Transmission Vegetation Management (NERC), which outline requirements for vegetation management in utility easements. These requirements include clearance tolerances for trees and other vegetation growing in proximity to overhead utilities.

Since 1995, PG&E has been recognized by the Arbor Day Foundation as a Tree Line USA. This program recognizes utilities that use best management practices to demonstrate that trees and utilities can co-exist. All PG&E line clearance and right-of-way tree care operations conform to American National Standards Institute (ANSI) A300 Integrated Vegetation Management – Part 7 and International Society of Arboriculture Best Management Practices for Utility Pruning of Trees and Integrated Vegetation Management. Because of the danger of electric shock, trees located under utility lines should be directionally pruned to provide clearance and/or reduce height only by trained, authorized line clearance personnel. Selecting small-stature tree species that are utility friendly for planting sites in utility rights-of-way can minimize the need for these maintenance activities.

City forestry staff coordinate with PG&E to facilitate vegetation management in utility corridors.

Valley Clean Energy (VCE) also provides electricity to Woodland. VCE is a joint powers authority that serves electricity to Woodland, Davis, and unincorporated areas of Yolo County. VCE purchases power with high renewable and low greenhouse gas (GHG) content. The majority of VCE energy is generated from hydro, solar, and wind.

In addition to electrical utilities, there is a potential for urban trees to conflict with water, sewer, stormwater, and natural gas lines. To avoid these potential conflicts, the City works with utility providers and managers to ensure that trees planted in proximity to utility easements are located properly to avoid conflicts and provide access for utility maintenance activities.



MAJOR AND EMERGING DISEASES AND PESTS

Staying abreast of existing and emerging pests and diseases is an important consideration for urban forest management. When outbreaks occur, treating individual trees is generally cost prohibitive and management is better focused upon the overall population of effected species. A diverse and balanced species population is the best defense to avoiding catastrophic results and increasing resilience in the urban forest. Phasing out species that are subject to chronic outbreaks is recommended. With few notable exceptions, including fireblight and aphids, there are currently no pests or diseases of concern in Woodland's urban forest. However, nationally and statewide there are some key concerns that all urban foresters should be aware of, including:

Asian Long-Horned Beetle (ALB), is an invasive insect that feeds on a wide variety of trees in the United States, eventually killing them. The beetle is native to China and the Korean Peninsula. Signs of ALB start to show about 3 to 4-years after infestation, with tree death occurring in 10 to 15-years depending on the tree's overall health and site conditions. Infested trees do not recover, nor do they regenerate.

The Polyphagous Shot Hole Borer (PSHB) is a new pest in Southern California. This boring beetle, from the group of beetles known as ambrosia beetles, drills into trees and brings with it a pathogenic fungus (*Fusarium euwallacea*), as well as other fungal species that may to help establish the colonies. The PSHB attacks many species of trees, but some trees are resistant to the fungus it carries. The beetle drills into the tree, fungus infects the tree, and the beetle produces offspring in

the tree. Tree species that are considered a true host of PSHB include box elder, coast live oak, and avocado (University of California, 2018).

Emerald Ash Borer (EAB) has killed hundreds of millions of ash trees in North America. The EAB is a destructive, non-native, wood-boring pest that exclusively kills both stressed and healthy ash trees 2 to 3-years after infestation (NASPF, 2005). EAB is a jewel beetle native to Northeastern Asia. EAB larvae feed on the vascular tissue of trees and populations grow exponentially. This pest has been identified as moving slowly into the Western U.S. and is considered a catastrophic pest for Ash tree populations.

Dutch Elm Disease (DED) has devastated American elm populations, one of the most important street trees in the twentieth century. Since first reported in the 1930s, it has killed over 50 percent of the native elm population in the United States (NASPF, 2005), although some elm species have shown varying degrees of resistance. While the vector for DED, elm bark beetles, do exist in Woodland, DED is not a concern and beetle populations are managed through integrated pest management (IPM) practices.

Sudden Oak Death (Placeholder for discussion)

Further information on the pests and diseases that threaten the forest ecosystems in California can be found on the USDA's Forest Service website (<https://www.fs.usda.gov/main/r5/forest-grasslandhealth/insects-diseases>).

PLACE HOLDER FOR PHOTO

CONCLUSIONS

With an existing canopy cover of 14.5%, a relatively young community tree resource in good condition, and a Community Services Department dedicated to its stewardship, Woodland is poised to realize its vision for the urban forest:

- 25% average canopy cover
- A sustainable and resilient resource
- Providing benefits to and connection with the natural environment and a buffer against climate fluctuations
- Contributing to community aesthetics and a sustainable quality of life for existing and future generations

Through proactive management and an ongoing commitment to stewardship, Woodland's urban forest will continue to grow, remain in good condition, become more resilient, and increase in value over time.

CHALLENGES AND OPPORTUNITIES

An urban forest is a living and dynamic system, changing over time and in constant response to its environment. The health and stability of the urban forest is influenced by many factors, including pruning, irrigation, weather and climate fluctuations, pests and disease, development pressure, and ongoing tree planting. Refined over decades of practice, the tree care industry has identified best management practices (BMPs) for the maintenance of trees and urban forest systems. Furthermore, Woodland's urban forest stakeholders and managers have a long history and a vested appreciation for the community's trees. With consideration of existing conditions, BMPs, and community goals, stakeholders identified key challenges and opportunities for Woodland's urban forest that will require attention over the next 20 years:

Cyclical maintenance

Because trees are always growing and responding to their environment, they require consistent maintenance to address structural issues. Unlike natural forests, urban forests require regular care and maintenance to ensure strong branch structure, provide clearance for visibility and travel, promote safety, and reduce the risks of tree and branch failure. Ideally, urban trees should be inspected and maintained on a 5 to 7-year cycle. Over the previous decade, as a result of reductions in funding and staff along with an expanding resource, the maintenance cycle for community trees has increased to around 10 years. Getting back on a 7-year cycle will better ensure that the community's tree resource is proactively maintained for health, safety, and a sustainable benefit stream.

Structural pruning for young trees

Training young trees, especially trees that will mature to a large-stature, provides an opportunity to address structural issues when trees are small. Removing undesirable branches when they are small is better for the tree and also more cost-efficient. Smaller cuts heal more quickly, require less time and safety considerations for tree crews, and reduce the need for debris disposal. With a significant number of young, medium and large-stature trees, an investment and commitment to structural pruning will provide considerable benefits.

Tree replacement

Preservation and expansion of existing canopy cover requires proactive and adequate replacement of new trees when trees are removed due to failing health or structure or as a result of development.

Tree Planting

To meet long-term canopy goals, ongoing planting efforts should continue to focus on ensuring that available sites in the

public rights-of-way are planted with the right tree in the right place. Additional investment, support for education (e.g., tree care, species selection), and incentives for trees on private property will be integral to overall canopy growth. All tree planting should emphasize greater species diversity, the use of native and adapted species, and planting large-canopy trees where space allows.

Sustainable funding

Timely and proactive care will help control and reduce the overall cost of maintaining an urban forest, improve the longevity of individual trees, and preserve the existing benefits that come from mature trees. The City currently has very limited resources when it comes urban forest programming. To ensure adequate care and maintenance cycles, the City will need to optimize funding from existing sources, explore opportunities to increase dedicated funding, and research and apply for grants and other short-term options.

Stakeholder engagement

Ultimately, protecting and growing the urban forest requires a commitment from the entire community. Resident engagement combined with volunteer collaboration are integral to the success of the UFMP and the urban forestry program. Increasing outreach and public education will help generate support and enthusiasm for growing tree canopy and maintaining the community tree resource for maximum benefits and sustainability. It will be important to strengthen relationships with volunteer groups, including the Woodland Tree Foundation and neighborhood groups, to augment city resources and coordinate outreach efforts.

Altogether, Woodland is poised to enjoy ongoing environmental and socioeconomic benefits its urban forest. The UFMP will help to preserve and grow these benefits and ensure that Woodland remain a vibrant, healthy, and attractive community.

WHAT DO WE WANT?

STAKEHOLDER INPUT

In the spring of 2018, Davey Resource Group met with several municipal and regional urban forest stakeholders. These stakeholder interviews occurred over 2-days and included urban planners, utility experts, Public Works staff, representatives from the Woodland Tree Foundation, Parks & Recreation Commissioners, a City Council Member, and City staff leadership. Their valuable contributions guided the framework of the UFMP.

PUBLIC OUTREACH

To facilitate community participation, engagement, and input, the plan development process included an online survey and a community open house. These activities were developed to better understand community values about trees and tree canopy and to provide an opportunity for respondents to voice their concerns and ideas about the future the urban forest and City stewardship of the public tree resource. The survey and open house were promoted through a press release.

COMMUNITY OPEN HOUSE

A community open house was held with the Department of Community Services on May 23rd, 2018 at the Woodland Community and Senior Center. A total of eight people participated in this event.

The open house included a presentation summarizing the key findings from the urban tree canopy assessment and the community tree resource analysis. Attendees had the opportunity to ask questions and engage in discussion with Community Services staff and DRG. Following the presentation and discussion attendees were invited to provide input on six broad topics:

- Canopy goals
- Level of care for public trees
- Where would you like to see more trees
- What outreach works best
- Funding
- Heritage Tree protection

The small turnout for the open house limited the ability to develop conclusions on overall community values. However, the intimate setting allowed for deeper discussion and sharing that provided valuable insight and perspective.

ONLINE SURVEY

An online survey, accessible on the City's homepage, was available from May 19 through June 17, 2018. A total of 76 people responded to the online survey, which explored:

- Views about the benefits of trees
- Awareness of the urban forest program
- Expectations for public tree maintenance
- Views on tree planting
- Preferred topics and methods for education and outreach
- Support for a special assessment district

As a result of the low response rate, the survey cannot be considered to be statistically valid. However, comments and opinions received from respondents were provided consideration in the development of the UFMP.

PLAN GOALS AND ACTIONS

Based upon review of the current urban forestry program and resources (What Do We Have?) and input from the community and other stakeholders, the UFMP identifies 15 goals and 5 existing policies that are organized under four areas of focus. These goals and policies represent the Community's vision for the urban forest. The goals and actions are intended to adequately manage the City's urban forest in a timely, cost-effective, and efficient manner. This includes the proactive identification of risk and mitigation strategies to promote public safety and reduce liability. In addition, the UFMP considers goals for growing the current resource through tree planting and replacement programs that will ensure the future stability of the resource and the maximization of environmental, social, and economic benefits from trees and tree canopy. Finally, the UFMP recognizes that community engagement is integral to successfully achieving the goals, actions, and sub-actions for the future of Woodland's urban forest. Consequently, the UFMP includes well-developed goals, actions, and sub-actions for public engagement, outreach, and education.

FOCUS: TREE CANOPY

The amount and distribution of tree canopy and leaf surface have a direct correlation on the level of environmental and socioeconomic services generated by the urban forest. Preserving and increasing tree canopy, in addition to promoting species diversity and proactive maintenance practices, contributes to the health, welfare and aesthetics of Woodland's community and provides a critical buffer to better withstand impacts from weather and a changing climate.

EXISTING POLICY 1: 2035 CLIMATE ACTION PLAN

Reduce greenhouse gas emissions consistent with state goals for addressing climate change.

EXISTING POLICY 2: CALIFORNIA MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO)

Executive Order EO B-29-15 (April 1, 2015) directed California's Department of Water Resources to update the State's Model Water Efficient Landscape Ordinance through expedited regulation. About half of the urban water is used for landscape irrigation in California. Large water savings can be gained by proper landscape design, installation, and maintenance. New development and retrofitted landscape water efficiency standards are governed by MWELO. Local agencies (cities and counties) had to adopt MWELO or adopt their own ordinances which must be at least as effective in conserving water as the State's Ordinance.

EXISTING POLICY 3: ORDINANCES AND STANDARDS

Engineering Standards, Section 13: Tree Planting Requirements. Defines the approved tree list for public use, permitting requirements, and planting guidelines. Engineering Standards, Part 2: Landscape and Irrigation. Includes blueprints and specifications for physical installations, which includes tree related items.

Tree Ordinances are mainly located in Chapter 20A. This includes tree replacement requirements, tree activities, permits, emergency response, and more. Chapter 2 defines the authority of the Parks and Recreation Commission to also act as the Tree Commission. Chapter 25 defines general provisions of landscaping require trees to be planted and existing trees to be protected.

GOAL 1: PRESERVE AND ENHANCE CANOPY COVER

This goal and supporting actions will ensure that active steps are taken to preserve and enhance citywide canopy cover.

GOAL 2: PLANT TREES

This goal and supporting actions is important to maintaining and growing tree canopy cover. Ongoing tree planting supports canopy growth and ensures that over-mature and failing trees and trees removed through development are replaced.

GOAL 3: PERIODICALLY REVIEW TREE ORDINANCES AND ENGINEERING STANDARDS

This goal and supporting actions will help the City to adapt to evolving circumstances by ensuring City codes and standards are updated to meet current needs.

FOCUS: COMMUNITY TREE RESOURCE

The community tree resource is a publicly-owned asset that provides critical benefits to health, economic, social, aesthetic, and quality of life for residents and visitors. The replacement value of the existing resource is nearly \$30.5 million. Annually, the community tree resource provides nearly \$1.7 million in benefits to Woodland. Proactive and considered management of this resource will ensure sustainability, safety, and a stable flow of benefits now and for future generations.

EXISTING POLICY 4: APPROVED TREE LIST (PUBLIC TREES)

City Engineering Standards contain an Approved Tree List of acceptable species for planting on public property and rights-of-way.

GOAL 4: MAINTAIN PUBLIC TREE INVENTORY DATA

This goal and supporting action focuses maintaining the public tree resource inventory and database.

GOAL 5: MAINTAIN PUBLIC TREES ON A 7-YEAR MAINTENANCE CYCLE

This goal and supporting actions ensures that public trees are maintained proactively to promote good structure, health, longevity, and safety.

GOAL 6: MANAGE THE PUBLIC TREE POPULATION FOR SPECIES DIVERSITY

This goal and supporting actions focuses on increasing and maintaining species diversity to ensure that the urban forest is more resilient to pests, disease, and climate fluctuation.

GOAL 7: APPROVED TREE LIST (PUBLIC TREES)

This goal and supporting actions support the concept of the Right Tree in the Right Place.

GOAL 8: PERIODICALLY CALCULATE AND REVIEW ECOSYSTEM BENEFITS

This goal and supporting actions measures and monitors change in environmental and socioeconomic benefits provided by the community tree resource, and is an indicator of the long-term success of the UFMP.

FOCUS: URBAN FORESTRY PROGRAMMING

As stewards of community trees, Woodland's urban forest managers recognize the importance of maximizing the value of available resources through efficient operations and proactive programming to provide the greatest return on the community's investment.

EXISTING POLICY 5: BEST MANAGEMENT PRACTICES

The City follows industry and state best management practices related to tree care, safety, and stormwater management.

GOAL 9: OPTIMIZED URBAN FORESTRY PROGRAMMING

This goal and supporting actions promotes effective and efficient use of available resources.

GOAL 10: ENSURE PLANNING DOCUMENTS REFERENCE THE URBAN FOREST MASTER PLAN

This goal and supporting actions ensure that the vision for the community tree resource is aligned with existing plans, community values, and other long-range policy documents.

GOAL 11: ANNUALLY REVIEW URBAN FOREST MASTER PLAN

This goal and supporting actions ensures that the UFMP remains relevant and that goals and actions are considered in annual work planning.

GOAL 12: SUSTAINABLE URBAN FORESTRY FUNDING

This goal and supporting actions focuses on sustainable funding for forestry operations. Trees are dynamic and long-living species that provide greater benefits over time. Urban trees face unique challenges that require proactive and consistent management to retain value and benefits.

FOCUS: PARTNERS

It takes a community to steward an urban forest. Engagement and collaboration with the community, nonprofit and volunteer groups, partner agencies, and advocates is vital. Establishing and nurturing these relationships promotes greater appreciation and a shared vision for trees and the urban forest and facilitates collaborative partnerships.

GOAL 13: COMMUNITY OUTREACH AND ENGAGEMENT

This goal and supporting actions promotes education and awareness of the value and benefits of trees and encourages community engagement in the ongoing care and vision for the urban forest and community tree resource.

GOAL 14: COLLABORATE WITH PARTNERS

This goal and supporting actions encourages collaboration with volunteers, nonprofits, and other stakeholders to maximize the value of efforts and resources.

GOAL 15: STATE OF THE URBAN FOREST REPORT

This goal provides an opportunity to engage with the community and update stakeholders on the condition and value of urban forest resources and the progress of the UFMP, including successes and challenges towards meeting plan goals.



How Do We Get There?

The goals and actions proposed by the Urban Forest Master Plan are organized by area of focus:

- Tree Canopy
- Community Tree Resource
- Urban Forestry Programming
- Partners

Each area of focus is supported by measurable goals and specific actions that are intended to guide Woodland's urban forest programming over the next 20 years, providing the foundation for annual work plans and budget forecasts. Many goals and actions support more than one focus area.

For each action, the UFMP identifies a priority, a suggested timeframe for accomplishing the action, an estimated cost range, and potential partners. Priority is identified as:

- High - An action that is critical to protecting existing community assets, reducing/managing risk, or requires minimal resources to accomplish
- Medium - An action that further aligns programming and resource improvements that have been identified as desirable by the community, partners, and/or urban forest managers, but that may require additional investment and financial resources over and above existing levels
- Low - An action that is visionary, represents an increase in current service levels, or requires significant investment

The estimated cost is categorized in the following ranges:

- \$ = Less than \$25,000
- \$\$ = \$25,000 - \$50,000
- \$\$\$ = \$50,000 - \$100,000
- \$\$\$\$ = Greater than \$100,000

The UFMP is intended to be a dynamic tool that can and should be adjusted in response to accomplishments, new information and changes in community expectations, and available resources. In addition to serving as a day-to-day guide for planning and policy making, the UFMP should be reviewed regularly for progress and to ensure that the actions and sub-actions are integrated into the annual work plan.

Focus	Tree Canopy	Community Tree Resource	Urban Forestry Programming	Partners
Policy	• 2035 Climate Action Plan • California Model Water Efficient Landscape Ordinance (MWEL0) • Ordinances and Standards	• Approved Tree List (public trees)	• Best Management Practices (BMPs)	
Goals	• Preserve and enhance canopy cover • Plant trees • Periodically review Tree Ordinance and Engineering Standards	• Maintain public tree inventory data • Maintain public trees on a 7-year cycle • Manage the public tree inventory for species diversity • Approved Tree List (public trees) • Periodically calculate/review ecosystem benefits	• Optimized urban forestry programming • Ensure planning documents reference the Urban Forest Master Plan • Annually review the Urban Forest Master Plan • Sustainable Urban Forestry Funding	• Community outreach and engagement • Collaborate with Partners • State of the Urban Forest Report
Actions	• Increase canopy cover to 25% by 2035 • Continue to plant trees per 2035 CAP • Remain compliant with MWEL0 • Adopt policy, ordinances, standards, and practices to meet new standards imposed by California Bill no. 606 and no. 1668 • Continue to ensure tree installations and practices are compliant with standards and ordinances • Review standards and ordinances every 5-years • Conduct urban tree canopy assessment every 10 years • Review and implement tree preservation requirements in city ordinance • Evaluate incentives for tree planting on residential and private property • Monitor and ensure trees are successful in the first 3-years of planting • Evaluate feasibility of a tree planting and replacement plan as a supplement to the UFMP • For new developments, implement a replacement ratio consistent with ordinance • Continue to collaborate with nonprofit and neighborhood groups for tree planting • Ensure trees planted in developments follow best management practices • Consider that large projects may qualify for meeting CEQA requirements • Review/revise tree ordinances every 5-years • Explore community support for heritage and significant tree protection on private property • Review design and construction standards for trees and planting sites • Ensure that underground utilities are placed to avoid contact with trees (Plan review)	• Maintain Approved Tree List • Ensure City trees comply with Approved Tree List • Continue to develop the public tree inventory • Standardize and create a policy guide for tree inspection protocol • Integrate inventory data into accessible software • Maintain all public trees on a 7-year pruning and maintenance cycle (dependent upon funding/resources) • Develop an annual work plan • Collect tree species information when performing tree work • Plan for ideal species diversity • Review Approved Tree List at minimum every 5 years • Complete a resource analysis every 10 years • Review changes to benefits, composition, and benefit versus investment ratio	• Continue to follow best management practices • Develop a Policy and Procedures Manual for urban forestry • Develop annual work plans and goals to guide routine operations • Define quality assurance protocols for urban forestry operations • Develop a Risk Management Plan and policy for urban forestry operations • Qualify and apply for TCIA Accreditation • As existing planning documents are revised, ensure they reference the UFMP • Review and revise the UFMP every 5 to 10 years • Explore community support for a Park District overlay that would provide dedicated funding to parks and urban forestry • Reorganize tree maintenance zones to have a more balanced distribution of trees • Identify opportunities for additional sources of revenue	• Continue to develop the urban forest web page • Coordinate a citywide outreach strategy • Engage the community in the analysis, alternatives, and recommendations for further urban forestry related planning processes and potential code changes • Continue to promote outreach materials that communicate information about trees and the urban forest • Continue to collaborate with City departments, nonprofits, and neighborhood groups • Maintain Tree City USA status • Qualify and apply for Society of Municipal Arborists Accreditation • Explore partnerships that can identify and support opportunities for grants and financial assistance for low-income residents • Develop and deliver State of the Urban Forest Report every 5-years

Note: This table is provided as an example (and proposed style) for the organization of focus areas, goals, and actions. Each focus area will be illustrated by the color scheme identified in the summary table. The final formatting of this section into tables will be completed once goals and actions are finalized.

Focus: Tree Canopy

The amount and distribution of tree canopy and leaf surface have a direct correlation on the level and value of environmental and socioeconomic services generated by the urban forest. Preserving and increasing tree canopy, in addition to promoting species diversity and proactive maintenance practices, contributes to the health, welfare, and aesthetics of Woodland's community and provides a critical buffer to better withstand impacts from weather and a changing climate.

Existing Policy 1: 2035 Climate Action Plan	Cost	Priority	Partners	Timeframe
Reduce greenhouse gas emissions consistent with state goals for addressing climate change.				
Actions: 1. Continue to increase average canopy cover, to 25.0% by 2035 a. Develop annual planting plans to achieve desired canopy cover by 2035 i. Emphasize plantings on public property due to existing canopy cover of 14.9% b. Utilize planting priority GIS layer to target areas of higher need c. Preserve healthy mature and large-stature trees 2. Continue to plant trees per the Climate Action Plan a. Plant a net 10,500 more trees along streets, in parking lots, and in open space areas by 2035 b. Plant a net 6,000 more trees near buildings by 2035 i. Inventory new trees as they are planted	\$\$\$\$	Medium	Nonprofits, volunteers	Ongoing
Existing Policy 2: California's Model Water Efficient Landscape Ordinance				
Executive Order EO B-29-15 (April 1, 2015) directed California's Department of Water Resources to update the State's Model Water Efficient Landscape Ordinance (Ordinance) through expedited regulation. About half of the urban water is used for landscape irrigation in California. Large water savings can be gained by proper landscape design, installation, and maintenance. New development and retrofitted landscape water efficiency standards are governed by the Model Water Efficient Landscape Ordinance (MWELO). Local agencies (cities and counties) had to adopt MWELO or adopt their own ordinances which must be at least as effective in conserving water as the State's Ordinance.				
Actions: 1. Continue to ensure policies, ordinances, standards, and practices are compliant with the California Model Water Efficient Landscape Ordinance 2. Adapt policy, ordinances, standards, and practices to meet new standards imposed by California Bill no. 606 and no. 1668	\$	High		Ongoing
	\$	High		Ongoing

AREAS OF FOCUS, GOALS, AND
ACTION PLAN

TREE CANOPY

The amount and distribution of tree canopy and leaf surface have a direct correlation on the level of environmental and socioeconomic services generated by the urban forest. Preserving and increasing tree canopy, in addition to promoting species diversity and proactive maintenance practices, contributes to the health, welfare and aesthetics of Woodland's community and provides a critical buffer to better withstand impacts from weather and a changing climate.

EXISTING POLICY 1: 2035 CLIMATE ACTION PLAN

Reduce GHG emissions consistent with State goals for addressing climate change.

Actions:

1. Continue to increase average canopy cover, to 25.0% by 2035
 - a. Develop annual planting plans to achieve desired canopy cover by 2035
 - i. Emphasize plantings on public property due to existing canopy cover of 14.9%
 - b. Use GIS layer "Priority Planting Map" to target areas of higher need
 - c. Preserve healthy mature and large-stature trees
2. Continue to plant trees per the Climate Action Plan
 - a. Plant a net 10,500 more trees along streets, in parking lots, and in open space areas by 2035
 - b. Plant a net 6,000 more trees near buildings by 2035
 - i. Inventory new trees as they are planted

EXISTING POLICY 2: CALIFORNIA MODEL WATER
EFFICIENT LANDSCAPE ORDINANCE (MWELO)

Executive Order EO B-29-15 (April 1, 2015) directed California's Department of Water Resources to update the State's Model Water Efficient Landscape Ordinance through expedited regulation. About half of the urban water is used for landscape irrigation in California. Large water savings can be gained by proper landscape design, installation, and maintenance. New development and retrofitted landscape water efficiency standards are governed by MWELO. Local agencies (cities and counties) had to adopt MWELO or adopt their own ordinances which must be at least as effective in conserving water as the State's Ordinance.

Actions:

1. Continue to ensure policies, ordinances, standards, and practices are compliant with the California Model Water Efficient Landscape Ordinance
2. Adapt policy, ordinances, standards, and practices to meet new standards imposed by California Bill no. 606 and no. 1668

EXISTING POLICY 3: ORDINANCES AND STANDARDS

Engineering Standards, Section 13: Tree Planting Requirements. Defines the approved tree list for public use, permitting requirements, and planting guidelines. Engineering Standards, Part 2: Landscape and Irrigation. Includes blueprints and specifications for physical installations, which includes tree related items.

Tree Ordinances are mainly located in Chapter 20A. This includes tree replacement requirements, tree activities, permits, emergency response, and more. Chapter 2 defines the authority of the Parks and Recreation Commission to also act as the Tree Commission. Chapter 25 defines general provisions of landscaping require trees to be planted and existing trees to be protected.

Actions:

1. Continue to ensure tree installations and practices are compliant with standards and ordinances
2. Review standards and ordinances every 5-years and update when appropriate

GOAL1: PRESERVE AND ENHANCE CANOPY COVER

Performance Measure: Tree Canopy Cover (% of land covered by tree canopy within city limits).

- 2035 CAP identifies action to increase Woodland's tree canopy to 25% by 2035
- The Greenprint Initiative sets an average 35% canopy goal for the region

Rationale: The current canopy is 14.5% (1,394 Acres) while the 2035 Climate Action Plan canopy goal is 25.0%.

Risk: Diminished canopy cover can increase the risk of flooding, urban heat island effects, and energy use. Canopy loss also negatively impacts wildlife travel corridors and decreases habitat. Diminished canopy cover can also reduce the urban forest benefits related to air quality, water quality, and asphalt longevity. Historic urban canopy assessments reveal the City has increased canopy by an average of ~0.9% annually between 2009 and 2016. Assuming the current pattern of canopy growth continues, the City is estimated to have 32.4% canopy cover by 2035.

Benefit: Greater canopy cover can increase the environmental and socioeconomic services provided by the urban forest.

Actions:

1. Conduct urban tree canopy (UTC) assessment every 10-years
 - a. Track changes and progress towards community canopy goals
2. Review and implement tree preservation requirements in city ordinance
3. Evaluate feasibility of adding more incentives to increase tree planting on residential and other private property

- a. Track participation in incentive programs to estimate new tree plantings
 - b. Increase outreach in the community about tree planting incentives
4. Monitor and ensure trees are successful in the first 3-years of planting

GOAL 2: PLANT TREES

Performance Measure: Number of Trees Planted Per Year.

Rationale: The City plants trees annually. These are replacements for trees that have been removed or are trees planted in new locations.

Risk: The number of trees in the City will decline without active planting.

Benefit: Planting trees can increase canopy cover and the ecosystem benefits provided by the urban forest.

Actions:

1. Evaluate the feasibility of a tree planting and replacement plan as a supplement to the UFMP
 - a. Use GIS mapping data to identify and prioritize planting sites and to ensure coordination with planned improvements and construction
 - b. Define the classification traits for planting sites and prioritize sites based on those traits. Possible traits include:
 - i. Space and minimum planting setbacks
 - ii. Soil characteristics
 - iii. Irrigation infrastructure
 - iv. Landscape goals and tree density
 - v. Site constraints and existing infrastructure, including hardscape, utilities (overhead and underground), bridges, and culverts
 - vi. Invasive vegetation and lack of native plants

- c. Continue to practice planting the “Right Tree in the Right Place” by matching the tree species to the conditions of the planting site. Considerations include:
 - i. Hardscape and utilities
 - ii. Soil and water conditions
 - iii. Planter size and intended use
 - iv. Line of sight for traffic corridors and signage
 - v. Mature canopy spread
 - d. Identify locations where tree planting will enhance overall canopy cover
 - i. Use GIS layer "Priority Planting Map" to identify locations where new trees will provide the greatest environmental benefits
 - ii. Identify underserved neighborhoods, with lower than average tree canopy, where increasing canopy can provide greater benefits to the health, social, and economic environment of residents
 - iii. Parking Lots
 - iv. Other areas
 - e. Optimize shade and environmental benefits by planting large stature trees where feasible
2. For new developments, implement a replacement ratio for planting trees that is consistent with the City tree ordinance
3. Continue to collaborate with nonprofit and neighborhood groups for tree planting
4. Ensure trees planted in developments follow these best management practices:
 - a. Plant trees in the correct location, according to site plans
 - b. Plant trees correctly and if stakes are needed, plan for stake removal or adjustment within 1-year of tree planting

- c. Provide a final inspection for tree plantings in developments to review location/species and record/approve any changes from the plan
 - d. Reference tree planting standards for construction and development projects
 - e. Update tree inventory as trees are planted
5. Consider that larger planting projects may qualify as mitigation strategies for meeting CEQA requirements

GOAL 3: PERIODICALLY REVIEW TREE ORDINANCES AND ENGINEERING STANDARDS

Performance Measure: Date of last review of Ordinances and Standards.

Rationale: For the City to adapt to evolving circumstances, periodic reviews and amendments to the City codes and standards are required.

Risk: Ordinances and standards must stay up to date or risk falling behind best management practices and community vision.

Benefit: Ordinances and standards are aligned with best practices and community values.

Actions:

1. Review and revise tree ordinances at least every 5-years and revise as appropriate
 - a. Confer with the stakeholders for potential code changes
 - i. Evaluate commercial parking lot shade requirements
2. Explore community support for heritage and significant tree protection on private property
3. Review design and construction standards for trees and planting sites

- a. Ensure trees have sufficient soil volume to support healthy root growth and structure (Appendix A, Soil Volume & Tree Stature)
 - i. Maintain Approved Tree List
 - 1. Review every 5-years
 - 2. See Goals 7 and 8
 - b. Evaluate planter design standards with options for increasing soil volume, where above ground area is restricted by impervious surfaces (Appendix, Alternative Planter Designs)
 - i. Increase effective soil volume for street trees to allow greater canopy along rights-of-way
 - c. Evaluate planter and pavement design options to reduce conflicts between trees and infrastructure (Appendix, Alternative Planter Designs). Contact manufacturers to acquire specifications and best implementation practices for these technologies
 - d. Evaluate planter design standards with additional options for implementing urban trees into stormwater management (Appendix, Alternative Planter Designs)
 - i. Stormwater tree pits and drainage plans
 - ii. Interconnected tree pits
 - e. Update standards as necessary
4. Ensure, as part of development plan review, that underground utilities are placed to avoid conflict with trees

COMMUNITY TREE RESOURCE

The community tree resource is a publicly-owned asset that provides critical benefits to health, economic, social, aesthetic, and quality of life for residents and visitors. The replacement value of the existing resource is nearly \$30.5 million. Annually, the community tree resource provides nearly \$1.7 million in benefits to Woodland. Proactive and considered management of this resource will ensure sustainability, safety, and a stable flow of benefits now and for future generations.

EXISTING POLICY 4: APPROVED TREE LIST (PUBLIC TREES)

The City Engineering Standards contain an approved tree list of acceptable species for planting on public property and rights-of-way.

Actions:

- 1. Maintain Approved Tree List
- 2. Ensure City trees comply with Approved Tree List

GOAL 4: MAINTAIN PUBLIC TREE INVENTORY DATA

Performance Measure: Frequency and veracity of public tree inventory updates.

Rationale: The City has conducted public tree inventories to identify the structure, benefits, and management needs of the community tree resource. The City also conducts tree inspections to quantify tree assets, risks, or liabilities associated with its trees.

Risk: Without data on all publicly-owned trees, planning and prioritization of urban forestry activities are based on conjecture and anecdotal evidence.

Benefit: The City can plan proactive and efficient tree management.

Actions:

- 1. Continue to develop the public tree inventory

- a. Record site, species, type, DBH, height, maintenance recommendations, and condition
 - b. Develop a policy requiring the updating of inventory any time a tree has maintenance performed or every 2-years, whichever comes sooner
 - i. Establish workflows for City staff that allow for access to inventory data by supervisory staff and other departments
 - ii. Include tree inventory data collection into tree work contracts
2. Standardize and create a policy guide for tree inspection protocol
- a. Identify appropriate inspection cycles for all public trees
 - i. Identify and prioritize plant health care needs/requirements
 - ii. Identify signs or symptoms of disease, pests, and abiotic disorders, including environmental stress (e.g., water management, soil conditions, and nutrient availability) and prioritize management needs
 - iii. Identify obvious signs of decline and/or failing structure
 - iv. Identify and assess potential risks
 - v. Identify risk factors and mitigation strategies for mature and declining trees
 - b. 5-year minimum inspection cycle (level 1) for heritage oaks and other large trees (>24" DBH) that pose a potential risk to a defined target
 - c. Identify thresholds for implementing Level 2 and Level 3 inspections
 - d. Identify thresholds for tree removal
3. Integrate inventory data into accessible software or data management systems
- a. Evaluate potential applications for smartphones/ tablets

GOAL 5: MAINTAIN PUBLIC TREES ON A 7-YEAR CYCLE

Performance Measure: Percent of all public trees maintained within a 7-year cycle.

Rationale: Tree health improves when given timely maintenance and clearance pruning. A 7-year cycle also allows for a regular inspection of a tree's condition, structure, and overall health. Regular maintenance and clearance pruning provide an opportunity for identifying or resolving issues before they become critical.

Risk: Inexpensive and minor tree issues can develop into expensive and high risk issues without proper and regular maintenance.

Benefit: A healthier, longer living community tree resource and increased benefits provided by the community tree resource. Decreased municipal legal liability by adhering to the 7-year pruning cycle.

Actions:

1. Maintain all public trees are on a regular 7-year pruning and maintenance cycle (dependent upon funding/resources)
 - a. Ensure pruning cycle includes:
 - i. Scheduled maintenance and inspection at reasonable intervals
 - ii. Adequate records kept of the inspection and activity
 - iii. Timely response to discovered defects (e.g., disease, rot, or decay)
 - iv. Timely response to citizen complaints and concerns
 - v. An informal inspection process where City staff would report signs of sick or dying trees/limbs
 - vi. An appeal process that rapidly address trees of concern
 - vii. Secure a sustainable funding source

2. Develop an annual work plan
 - a. Identify 12-month goals and resources necessary for completion
 - i. Review UFMP goals, actions, and timeline
 - b. Develop annual budget and justification

GOAL 6: MANAGE THE PUBLIC TREE INVENTORY FOR SPECIES DIVERSITY

Performance Measure: Species distribution of public trees (%).

Rationale: Best management practices recommend that no species should represent more than 10% of the community tree resource, no genus should represent more than 20%, and no family should represent more than 30%.

Risk: Predominance of a few species can lead to substantial impacts from pests or diseases that tend to be species-specific, and storms that may predominantly damage certain species.

Benefit: A more resilient urban forest.

Actions:

1. Collect tree species information when performing tree work
 - a. Interpret data to understand and identify unsuitable tree species
 - i. Cease planting species that perform poorly
 - ii. Create removal plans for the poor-performing trees
2. Plan for ideal species diversity:
 - a. No single species represents >10% of the resource
 - b. No single genus represents >20% of the resource
 - c. No single family represents >30% of the resource

GOAL 7: APPROVED TREE LIST (PUBLIC TREES)

Performance Measure: Number of high-performing species on the Approved Tree List.

Rationale: Species diversity in an urban forest is an indicator of the overall health and stability of the resource. Greater diversity promotes greater resistance to pests, disease, and environmental stresses. The Approved Tree List found in the City's engineering standards defines the tree species which may be planted on city properties, parks, and rights-of-way.

Risk: Predominance of a few species can lead to substantial impacts from pests or diseases that tend to be species-specific, and storms that may predominantly damage certain species.

Benefit: A more resilient urban forest.

Actions:

1. Review Approved Tree List at minimum every 5-years and update as necessary, taking into account availability of species at nurseries.
 - a. Select a broad palette of regionally compatible species
 - i. Species that can thrive in newer subdivisions:
 1. Species that tolerate heavy clay soils
 2. Species that tolerate elevated levels of boron
 3. Species that tolerate Irrigation challenges
 - ii. Native and well-adapted tree species that have the potential to become "legacy" tree
 1. Species that mitigate flooding issues
 2. Species with minimal leaf drop and litter creation
 3. Species and varieties that are pest and disease resistant

- iii. Define sites the trees are most suitable for:
 - 1. Rights-of-way
 - 2. Parks
 - 3. Near/Under Utilities
 - 4. Parking Lots
 - 5. Flood Zones

GOAL 8: PERIODICALLY CALCULATE AND REVIEW ECOSYSTEM BENEFITS

Performance Measure: Number and Value of Ecosystem Benefits Tracked by the City,

Rationale: Aligning with the City’s General Plan elements, the City would be favorably positioned to understand and optimize the ecosystem benefits provided from trees by documenting and tracking the ecological function of publicly-owned trees.

Risk: If benefits are not tracked, the value of the asset is unknown, and preservation and maintenance are more difficult to rationalize.

Benefit: Urban forestry projects are easier to identify, finance, and secure when cost-benefit relationships can be established, and the information is shared with the public.

Actions:

- 1. Complete a resource analysis (using i-Tree or another model) every 10- years
 - a. Use i-Tree (or another model) to evaluate the current composition, benefits, and benefit versus investment ratio of the community tree resource
- 2. Review changes to benefits, composition, and benefit versus investment ratio
 - a. Consider results as they relate to UFMP goals, policies, and actions
 - b. Report changes and progress in the State of the Urban Forest Report

URBAN FORESTRY PROGRAMMING

As stewards of community trees, Woodland's urban forest managers recognize the importance of maximizing the value of available resources through efficient operations and proactive programming to provide the greatest return on the community's investment.

EXISTING POLICY 5: BEST MANAGEMENT PRACTICES

The City follows industry and state best management practices related to tree care, safety, and stormwater management.

Actions:

- 1. Continue to follow best management practices:
 - a. American National Standards Institute (ANSI) A300 Series, for Tree Care Operations
 - b. ANSI Z133.1 Safety Requirements for Arboricultural Operations
 - c. International Society of Arboriculture (ISA) Best Management Practices for Tree Pruning, Cabling, Fertilization, Tree Planting, and Integrated Pest Management
 - d. California Occupational Safety and Health Administration (OSHA)
 - e. California Stormwater Quality Association (CASQA) Stormwater Best Management Practices

GOAL 9: OPTIMIZED URBAN FORESTRY PROGRAMMING

Performance Measure: Development and implementation of plans and policies for public trees.

Rationale: The success of the Urban Forest Master Plan requires the support of the community and strong leadership within the City. Developing an organizational structure that enhances tree care operations provides the framework for actualizing the community’s vision.

Risk: Reactionary programming can lead to cost-inefficient practices and ineffective tree care.

Benefit: Tree management is more efficient and effective. Organization structure provides continuity when staff transitions occur.

1. Develop a Policy and Procedures Manual for Urban Forestry

- a. Outline operations, official policies, and official procedures that guide day-to-day urban forestry operations
 - i. Define the structure and organization of the urban forestry group to provide easy onboarding for new staff
 - ii. Define staff responsibilities, including administrative tasks
 - iii. Record existing Best Management Practices (BMPs) and policies for tree care operations
 - iv. Coordinate with utility providers to resolve rights-of-way conflicts
 - v. Ensure that urban forest policies and procedures are consistent with other City standards and master plans

2. Develop annual work plans and goals to guide routine operations:

- a. Pruning schedules for maintenance contract(s)
- b. Tree planting and replacement plans
- c. Prioritize risk mitigation actions and tree removals
- d. Identify and prioritize trees for inspection/risk assessment

3. Define Quality Assurance protocols for urban forestry operations:

- a. Tree maintenance
- b. Coordinate and monitor contracted work

- c. Staff training
 - d. Risk assessment/Risk management
 - e. Tree Risk Assessment Report
 - f. Tree inventory data collection input/update
 - g. Tree removal
 - h. Sidewalk repair inspections and recommendations for Public Works/Engineering
 - i. Issuing service requests and work orders
 - j. Volunteer coordination/Public outreach
4. Develop a Risk Management Plan and policy for urban forestry operations
- a. Collaborate with YCPARMIA to identify policies and actions for tree risk management
 - b. Coordinate risk management goals with a tree inspection program
 - c. Prioritize risk mitigation measures and coordinate with work plans
 - d. Coordinate with GIS staff for geographic analysis of specific risk factors (e.g., disease/pest factors, others) and to identify areas of high/low risk
5. Qualify and apply for Tree Care Industry Association (TCIA) Accreditation (managers/field supervisors). Requires one of the following conditions be met:
- a. Three years of technical field experience in tree care with at least one year of assumed responsibility for safety
 - b. Six months technical field experience in arboriculture and one year in a professional safety position

- c. Two or four-year degree in Arboriculture, forestry, ornamental/environmental horticulture, natural resource, industrial hygiene, occupational safety, or other related field with an internship that provided technical experience

GOAL 10: ENSURE PLANNING DOCUMENTS REFERENCE THE URBAN FOREST MASTER PLAN

Performance Measure: Number of planning documents that refer to the UFMP.

Rationale: A city is a complex system of utilities, open spaces, businesses, roads, and other infrastructure. Harmony between planning documents is essential to avoid mutually exclusive directions or regulations.

Risk: Failure to integrate UFMP goals with the goals of other planning documents may limit opportunities to accomplish several municipal goals simultaneously.

Benefit: Increased clarity for municipal leadership and opportunities to accomplish multiple municipal goals at the same time.

Actions:

1. As existing planning documents are revised, ensure they reference the UFMP
 - a. As revisions occur, recognize the value of the UFMP and the role of trees and tree canopy as implementation measures for goals identified the 2035 General Plan
 - b. Insure that all specific plans include consideration for the establishment of public trees, including the construction of planting sites that support tree maturity

GOAL 11: ANNUALLY REVIEW URBAN FOREST MASTER PLAN

Performance Measure: Master Plan Age and Frequency of Revisions.

Rationale: For the Plan to adapt to evolving circumstances and maintain relevance to the community and City Staff, periodic reviews, and amendments are required. This high-level alignment with the community will ensure public support for urban forestry project funding.

Risk: The plan may become unused and obsolete.

Benefit: This will create pathways to stable and predictable funding.

Actions:

1. Review and revise the UFMP every 5 to 10-years
 - a. Adjust targets as necessary
 - b. Continue to incorporate City goals, policies, and actions into the annual work plan
 - c. Periodically review the UFMP for alignment with community values and expectations for the urban forest
 - d. Determine community satisfaction for realizing the Plan's goals, policies, and actions
 - i. Measure through surveys and by public input at City meetings

GOAL 12: SUSTAINABLE URBAN FORESTRY FUNDING

Performance Measure: Dollars (\$) in Fund.

Rationale: The amount of funding impacts the timing and opportunities for tree care. Tree maintenance at most city facilities, including parks, is funded by the general fund and lighting and landscape districts.

Risk: Inadequate funding can, and has, led to inadequate care, which will compromise the health of the urban forest and possibly increase City risk liability.

Benefit: Sustainable tree funding mechanisms provide stability in economic downturns and provide the urban forest with regular care.

Actions:

- 1. Explore community support for Park District overlay that would provide dedicated funding to parks and urban forestry
 - a. Conduct outreach campaigns to gauge constituent support for the establishment of a Park District and the necessary Special Assessment
- 2. Reorganize tree maintenance zones to have a more balanced distribution of trees
 - a. Evaluate the costs and benefits of a city-wide Lighting and Landscape District
- 3. Identify opportunities for additional sources of revenue
 - a. Collaborate with City leadership to evaluate:
 - i. Appraisal fees for trees damaged in vehicular accidents
 - ii. Larger fines for malicious damage to public trees
 - iii. Charitable contributions and “in-memoriam” options
 - b. Identify the funding mechanism when new public trees are added through development
 - c. Research the ability to use urban forest planting and/or preservation projects to earn carbon credits and create an additional funding source
 - d. Coordinate pest management of elms with the Woodland School District to share the cost of annual treatment

PARTNERS

It takes a community to steward an urban forest. Engagement and collaboration with the community, nonprofit and volunteer groups, partner agencies, and advocates is vital. Establishing and nurturing these relationships promotes greater appreciation and a shared vision for trees and the urban forest and facilitates collaborative partnerships.

GOAL 13: COMMUNITY OUTREACH AND ENGAGEMENT

Performance Measure: Number of attendees at forestry events.

Rationale: The communication of programs, activities, and materials that increase community awareness and appreciation for the urban forest are necessary to actualize community participation. Providing quick and accurate tree-related information to the community also allows individuals to make educated decisions regarding their trees.

Risk: Without community outreach, participation in programs will not reach their full potential. Improper tree practices may continue and lead to unnecessary tree health deterioration.

Benefit: Increased community participation in forestry events and an even more educated community will lead to better tree care citywide.

Actions:

- 1. Continue to develop the Urban Forest webpage (http://www.cityofwoodland.org/gov/depts/communityserv/tree_maintenance/default.asp). Possible additions include:
 - a. State of the urban forest, community tree resource, and urban tree canopy
 - b. Volunteer and donation opportunities
 - c. Links to nonprofits and regional, state, and national tree interests:
 - i. Woodland Tree Foundation
 - ii. California Urban Forests Council
 - iii. Arbor Day Foundation

iv. CAL FIRE

- d. The City’s tree protection regulations, requirements, policies, and necessary forms
- e. Engaging articles for residents and property managers, including:
 - i. How to plant a tree
 - ii. How to prune a tree
 - iii. How to fertilize and mulch
 - iv. How to irrigate
 - v. How to hire an arborist or tree care company
 - vi. Recommended tree species for private property
- f. Frequently asked questions
- g. Links to electric and natural gas utility websites that explain safety and “Right Tree, Right Place” concepts
- 2. Coordinate a citywide outreach strategy rather than a departmental effort
- 3. Engage the community in the analysis, alternatives, and recommendations for further urban forestry related planning processes and potential code changes
 - a. Convene a group of stakeholders to review benchmarks and develop options and recommendations
 - b. Hold community listening sessions to gauge public support for input on updates to City codes and policies
 - c. Provide multiple opportunities for feedback; require a clear and transparent process with the community
- 4. Continue to promote outreach materials that communicate information about trees and the urban forest
 - a. Communicate basics of tree care, including planting, pruning, and irrigation

- i. Communicate water-wise information
- ii. Proper watering on private and commercial property
- iii. Proper watering for trees and plants and watering trees during drought
- iv. Recommendations for tree species for private property
- b. Research and develop different outreach media for different audiences.
 - i. Audiences and partners:
 - 1. Elected officials
 - 2. Schools/Youth
 - 3. Development/Real estate organizations
 - 4. Homeowners/Community
 - 5. Volunteers/Service groups
 - ii. Types:
 - 1. Social media
 - 2. Digital content
 - 3. In-Person:
 - a. Community tree planting
 - b. Workshops
 - c. Arbor Day celebration
 - d. Educational programs with schools
 - e. Booths at events and grocery stores
 - 3. Rebate programs
 - 4. Print
 - a. Coordinate with GIS staff to develop visual aids (maps) to promote urban forest activities and benefits
 - b. Pamphlets in parks/open spaces

GOAL 14: COLLABORATE WITH PARTNERS

Performance Measure: Number of partnerships with regional and national organizations, and number of volunteer hours.

Rationale: Coordination with organizations and volunteers provides valuable resources for the urban forest. Partnerships create pathways for communication of urban forestry goals, policies, and actions to the public and foster volunteerism in the community.

Risk: Failure to engage with partners and volunteers can decrease volunteer turnout and resources.

Benefit: Regional partnerships can create pathways to stable and predictable funding. Combined with volunteers, this lowers the costs associated with urban forest management.

Actions:

- 1. Continue to collaborate with City departments (Public Works and Community Development), nonprofits, and neighborhood groups
 - a. Seek partnerships and collaboration with other organizations to benefit from economies of scale
 - b. Continue to collaborate with nonprofit and neighborhood groups for tree planting
- 2. Maintain Tree City USA status
- 3. Qualify and apply for Society of Municipal Arborists (SMA) Accreditation, which requires:
 - a. At least one ISA Certified Arborist on staff
 - i. ISA Certified Municipal Specialist preferred
 - b. An Urban Forest Master Plan
 - c. Tree City USA status
 - d. A Tree City USA Growth Award within the past 5-years

- e. Demonstrated preference to TCIA Accredited tree care companies when private arborists are contracted
- f. Adherence to ANSI Z133.1 safety standards, and ANSI A300 tree care performance standards
- g. A pledge of adherence to the SMA Code of Ethics and to promote SMA objectives

4. Explore partnerships that can identify and support opportunities for grants and financial assistance for low-income residents and non-profits to facilitate tree removal and planting or help defray costs.

- a. Provide cost-sharing, free replacement trees, or incentives for tree plantings for low-income residents
- b. Explore options for grants and financial assistance or a payback program for low income residents or non-profits to facilitate tree removal costs
- c. Develop strategies to remove barriers to participation for all community members
- d. Ensure tree planting programs are championed by an NGO or community leader to provide an alternative and effective voice in communicating the critical nature of the current situation

GOAL 15: STATE OF THE URBAN FOREST REPORT

Performance Measure: Delivery of report every 5-years.

Rationale: Public support is critical to a successful and sustainable urban forest program. Keeping stakeholders well informed is the best way to generate support and engagement. A State of the Urban Forest Report is the perfect way to communicate progress and accomplishments toward UFMP policies and actions.

Risk: Community enthusiasm may wane if they don't see the City commitment to urban forestry.

Benefit: Increased community participation and ability to garner community support to address challenges or issues that may be holding up the Plan.

Actions:

1. Develop and deliver State of the Urban Forest Report every 5-years
 - a. Provide citizens with information on the overall condition of the community tree resource
 - b. Highlight services (e.g., number of trees pruned/replaced, service calls responded to, etc.)
 - c. Inform the community on progress towards canopy goals and trees planted (public and private)
 - d. Inform the community on accomplishment of UFMP policies and actions

DRAFT



With appropriate care and planning, the urban forest is an asset that has the potential to increase in value over time. As young trees mature, and their leaf surface and canopy grow, so too will the overall benefits and value from the community’s urban forest. The goals, policies, and actions of the UFMP are intended to support this process in an appropriate manner that encourages the sustainable stewardship of community trees with consideration for, safety, cost efficiency, and community values. The UFMP includes actions for measuring the success of the Plan over time.

MONITORING AND MEASURING RESULTS

Through talking with community partners and those within the urban forestry program, a set of goals were created to meet the strong demand for protecting and enhancing the urban forest, as stated in the community vision. The success of these goals is largely dependent on creating policies and actions to meet the goals outlined in the UFMP, but also monitoring

the progress of these actions. Equally important to monitoring progress is finding ways to measure progress, so that success is clearly defined.

ANNUAL PLAN REVIEW

The UFMP is an active tool that will guide management and planning decisions over the next 20-years. The goals and actions will be reviewed annually for progress and integration into an internal work plan. The UFMP presents a long-range vision and target dates are intended to be flexible in response to emerging opportunities, available resources, and changes in community expectations. Therefore, each year specific areas of focus should be identified. This can inform budget and time requirements for Urban Forest Managers.

STATE OF THE URBAN FOREST REPORT

The UFMP calls for the City’s Parks Superintendent to deliver a State of the Urban Forest Report every 5-years . This report, which includes updates on canopy change, numbers of trees planted and removed, and changes to the overall community urban forest (e.g., structure, benefits, and value) will serve as a performance report to stakeholders and an

opportunity for engagement. The report is also an opportunity to highlight the successful attainment of UFMP goals, policies, and actions as well as to inform stakeholders about any issues or stumbling blocks.

COMMUNITY SATISFACTION

Plan results will be measurable through increased benefits and value in the community tree resource and the preservation and eventual increase in canopy cover over time. Attainment of the goals, policies, and actions will support better tree health, greater longevity, and a reduction in tree failures. However, perhaps the greatest measurement of success for the UFMP will be its level of success in meeting community expectations for the care and preservation of the community tree resource. Community satisfactions can be measured through surveys and evidenced by public support for realizing the goals, policies, and actions of the Plan. Community satisfaction can also be gaged by the level of engagement and support for forestry programs.

MASTER TREE LIST

Woodland’s Engineering Design Standards Section 13: defines Tree Planting Requirements. Woodland has defined an approved list of trees for use in the City of Woodland rights-of-way, City property, and parks. The City Approved Tree List provides the name (botanical and common) for the tree species, whether that species emits a low amount of Biogenic Volatile Organic Compounds (BVOC), the minimum required parking strip width, and the appropriate locations for planting that species (street trees, suggested trees for the Spring Lake Development, and park trees). Woodland has also created an abridged list which includes only approved street trees.

RESOURCE ANALYSIS

With up-to-date tree inventory data (TreeKeeper®7.7, Maximo, and Arbor Access), Woodland can quickly and easily complete an updated resource analysis. Woodland has a baseline against which future progress and improvements to health (condition), species diversity, annual benefits, and overall resource value can be measured. A strategy of the UFMP is to complete this analysis every 10-years to illustrate progress and success towards Plan goals. A 10-year Resource Analysis review is a viable way to monitor progress on efforts to increasing diversity through the creation of a diversified list of tree species appropriate for a variety of different spaces and landscapes.

CANOPY ASSESSMENT

With the recent UTC, Woodland has a baseline tree canopy for the entire urban forest, which allows for continued monitoring of trends in the canopy cover on private property, as well as, Woodland’s goal of setting and pursuing sustainable and cost-

effective canopy cover percent goals. A policy of the UFMP is to complete this assessment every 10-years to illustrate progress and success towards UFMP goals.





APPENDICES

APPENDIX A: BIBLIOGRAPHY

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APPENDIX B: DEFINITIONS

Arboriculture

The science, art, technology, and business of tree care.

Community Urban Forest

The collection of publicly owned trees within an urban area, including street trees and trees in parks and other public facilities.

Drip Line Area

The area measured from the trunk of the tree outward to a point at the perimeter of the outermost branch structure of the tree.

Heritage Tree

Any valley oak tree with a trunk diameter of 33-inches or more at breast height (54-inches) which is of good quality in terms of health, vigor, growth and conformity to generally accepted horticultural standards of shape for its species.

Inventoried Trees

Includes all public trees collected in the inventory as well as trees that have since been collected by city staff.

Landmark Tree

A tree or stand of trees, which is of historical or public significance as designated by the City Council upon the recommendation of both the tree commission and the historical preservation commission.

Major Maintenance

Includes major trimming or pruning or cabling, and any other similar act, which promotes the life, growth, health or beauty of trees, excepting watering and minor pruning.

Major Trimming and Pruning

The removal of branches of 3-inches in diameter or greater.

Natural Area

A defined area where native trees and vegetation are allowed to grow and reproduce naturally with little or

no management except for control of undesirable and invasive species.

Private Tree

Any tree located on private property, including residential and commercial parcels.

Public Tree

Any tree located in the public ROW, city park, and/or city facility.

Right Tree Right Place

The practice of installing the optimal species for a particular planting site. Considerations include existing and planned utilities and other infrastructure, planter size, soil characteristics, water needs as well as the intended role and characteristics of the species.

Specimen Tree

Any tree of interest because of size or unusual species, other than a heritage tree, which is of good quality in terms of health, vigor or growth and conformity to generally accepted horticultural standards of shape for its species, as designated by the City Council upon the recommendation of the tree commission.

Street Tree

Any tree growing within the tree maintenance strip whether or not planted by the City.

Structural and Training Pruning

Pruning to develop a sound and desirable scaffold branch structure in a tree and to reduce the likelihood of branch failure.

TRAQ- Tree Risk Assessment Qualification

To be defined

Tree

Any live woody plant having one or more well-defined perennial stems with a diameter at maturity of 6-inches or more measured at 54-inches above ground level (breast height).

Tree Canopy

The layer of leaves, branches, and stems of trees that cover the ground when viewed from above.

Tree in Proximity to Trails/Facilities

A tree that, as the result of size and location, has the potential to impact or interfere with the use, safety, and/or condition of a defined trail, structure, or facility (e.g., picnic table, bench, parking area, etc.)

Urban Forest

The collection of privately owned and publicly owned trees and woody shrubs that grow within an urban area.

Urban Canyon

A urban canyon (also known as a street canyon) is a place where the street is flanked by buildings on both sides creating a canyon-like environment. Classic examples of these human-built canyons are made when streets separate dense blocks of structures, especially skyscrapers.

Urban Forestry

The cultivation and management of native or introduced trees and related vegetation in urban areas for their present and potential contribution to the economic, physiological, sociological, and ecological well-being of urban society.

APPENDIX C: BEST MANAGEMENT PRACTICES

The Tree Care Industry Association (TCIA) and the International Society of Arboriculture (ISA) team with government agencies, tree care companies, and green industry organizations to develop and maintain comprehensive standards approved by the American National Standards Institute (ANSI). The ANSI A300 Series applies to tree care operations and ANSI Z133 safety requirements apply to employers and employees engaged in arboricultural operations. The ISA Best Management Practices Series compliments these standards.

The City currently applies these standards, which are based on current science, to ensure the highest level of tree care and thereby promoting health and longevity, reducing the risk of tree failure and minimizing liability.

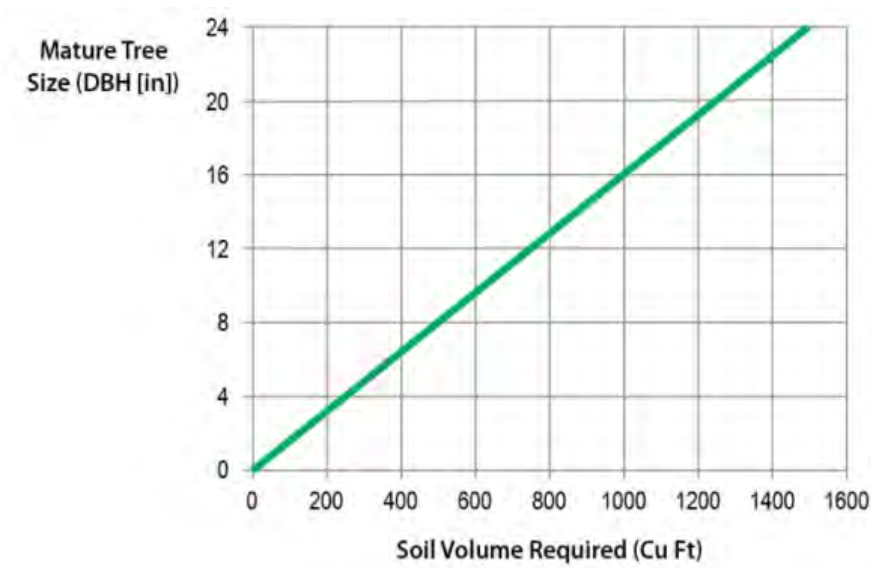
All work must conform to the current industry standards and BMPs. The Community Services Department shall maintain a copy of these standards on file. These standards include:

- American National Standards Institute (ANSI) A300 Series, for Tree Care Operation - Standard Practices for Tree Pruning, Soil Management, Support Systems, Lightning Protection, Management of Trees on Construction Sites, Planting and Transplanting, Integrated Vegetation Management, Root Management Standard, Tree Risk Assessment, and Integrated Pest Management
- ANSI Z133.1 Safety Requirements for Arboricultural Operations
- International Society of Arboriculture (ISA) Best Management Practices for Tree Pruning, Cabling, Fertilization, Tree Planting, Integrated Pest Management

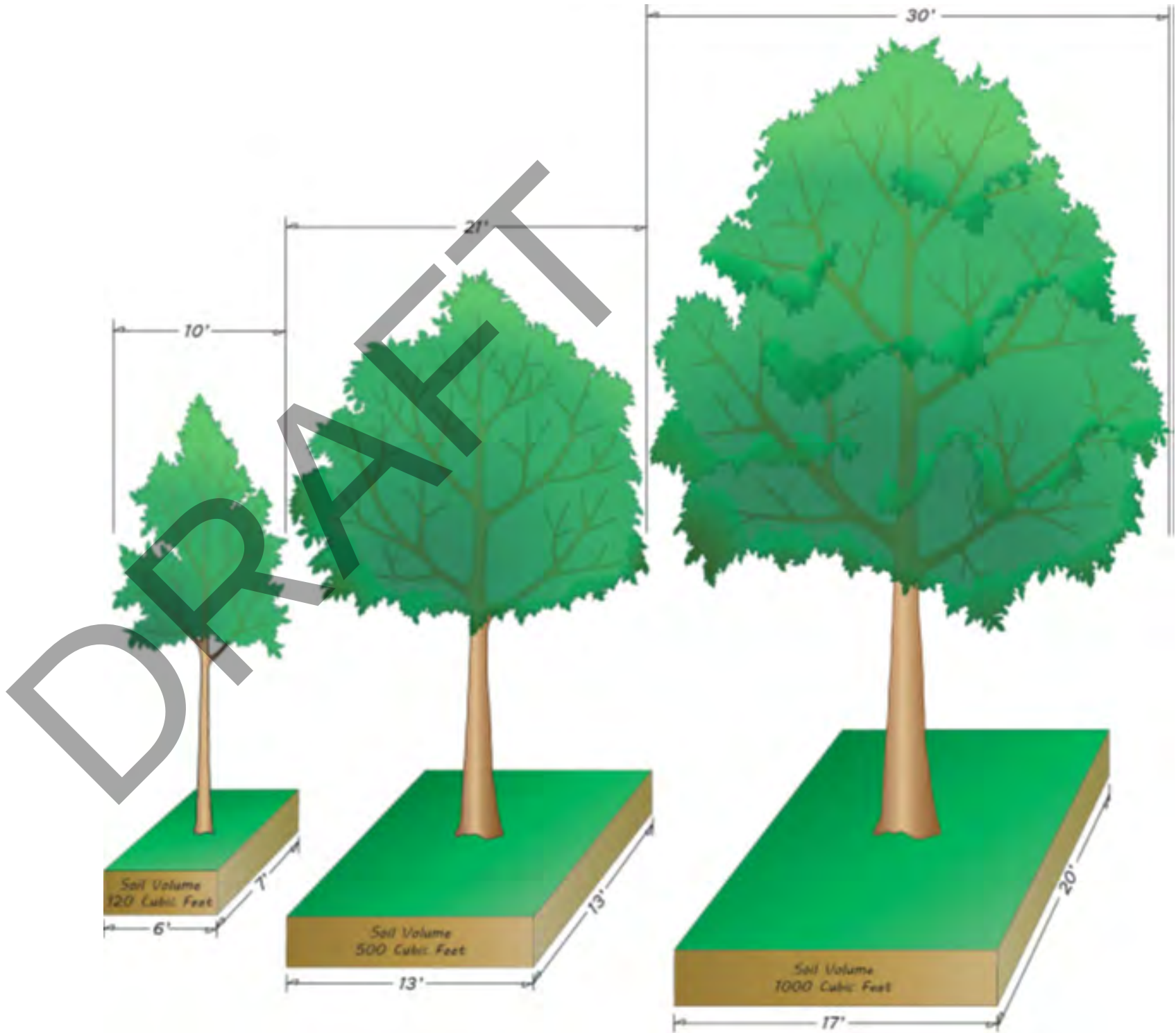
- California Occupational Safety and Health Administration (OSHA)
- California Stormwater Quality Association (CASQA) Stormwater Best Management Practices

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APPENDIX D: SOIL VOLUME AND
TREE STATURE

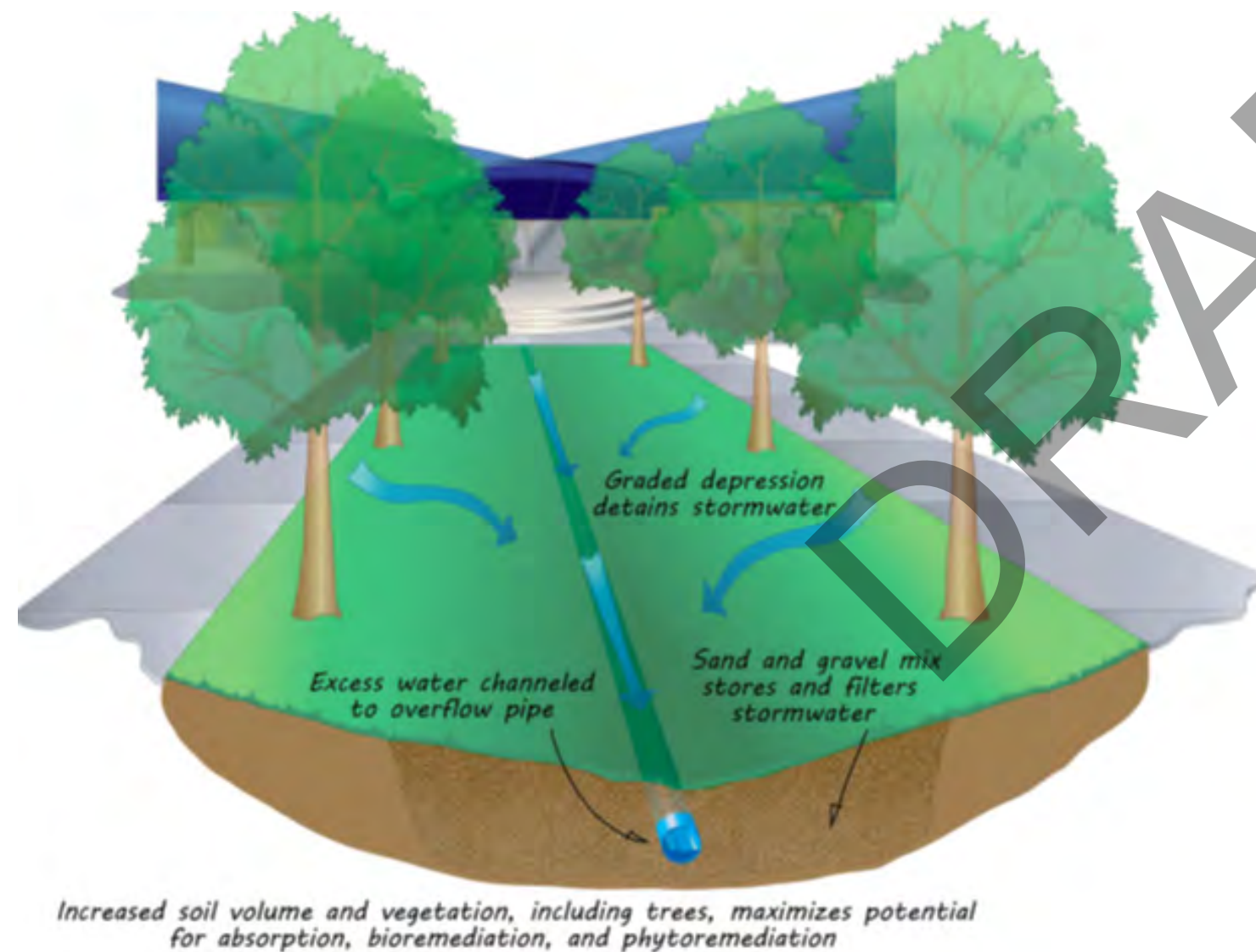


Above: General relationship between soil volume requirements and mature tree size (James Urban, various sources, 1992).

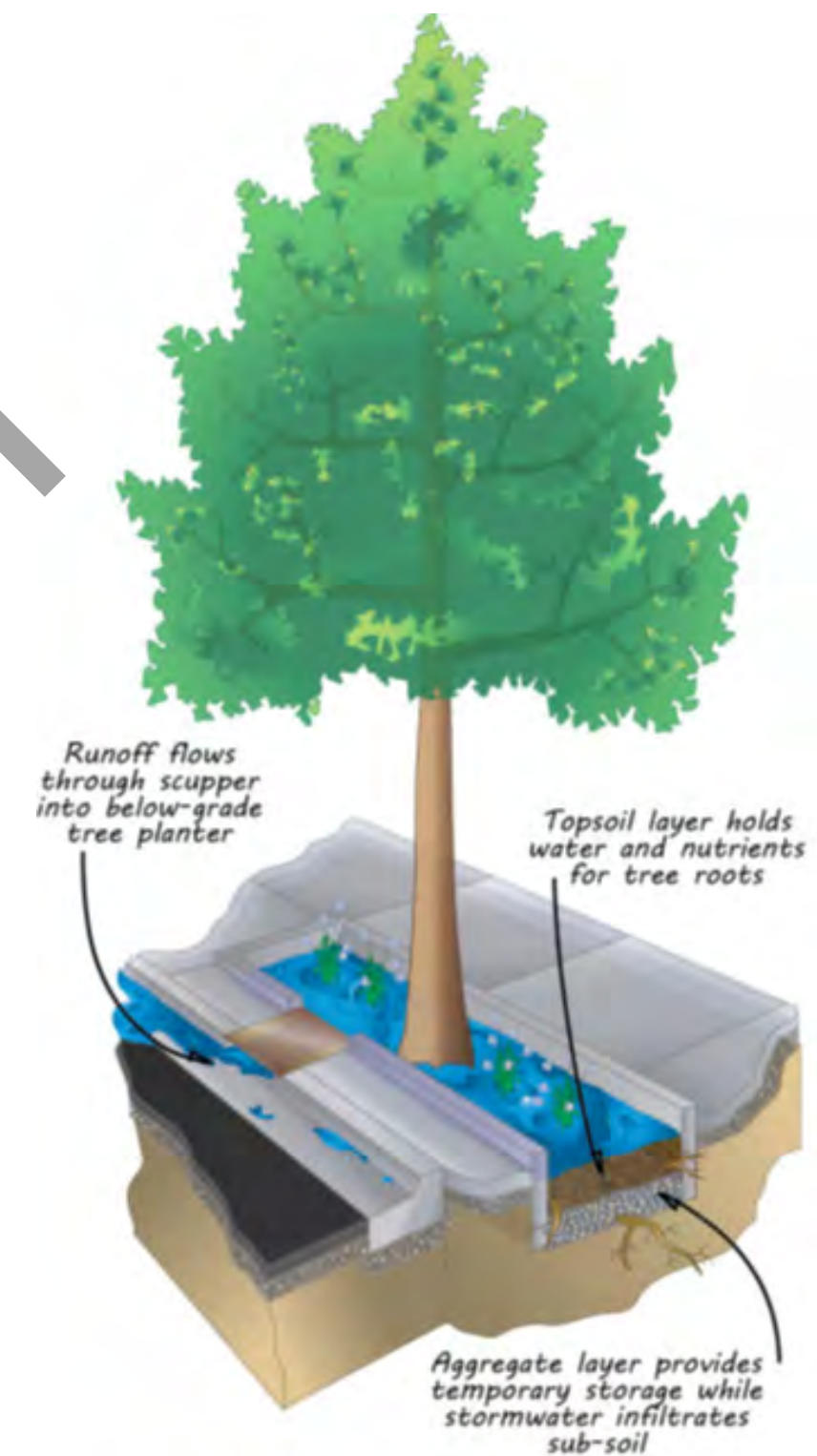


Above: Tree growth is limited by soil volume. Larger stature trees require larger volumes of uncompacted soil to reach mature size and canopy spread (Casey Trees, 2008).

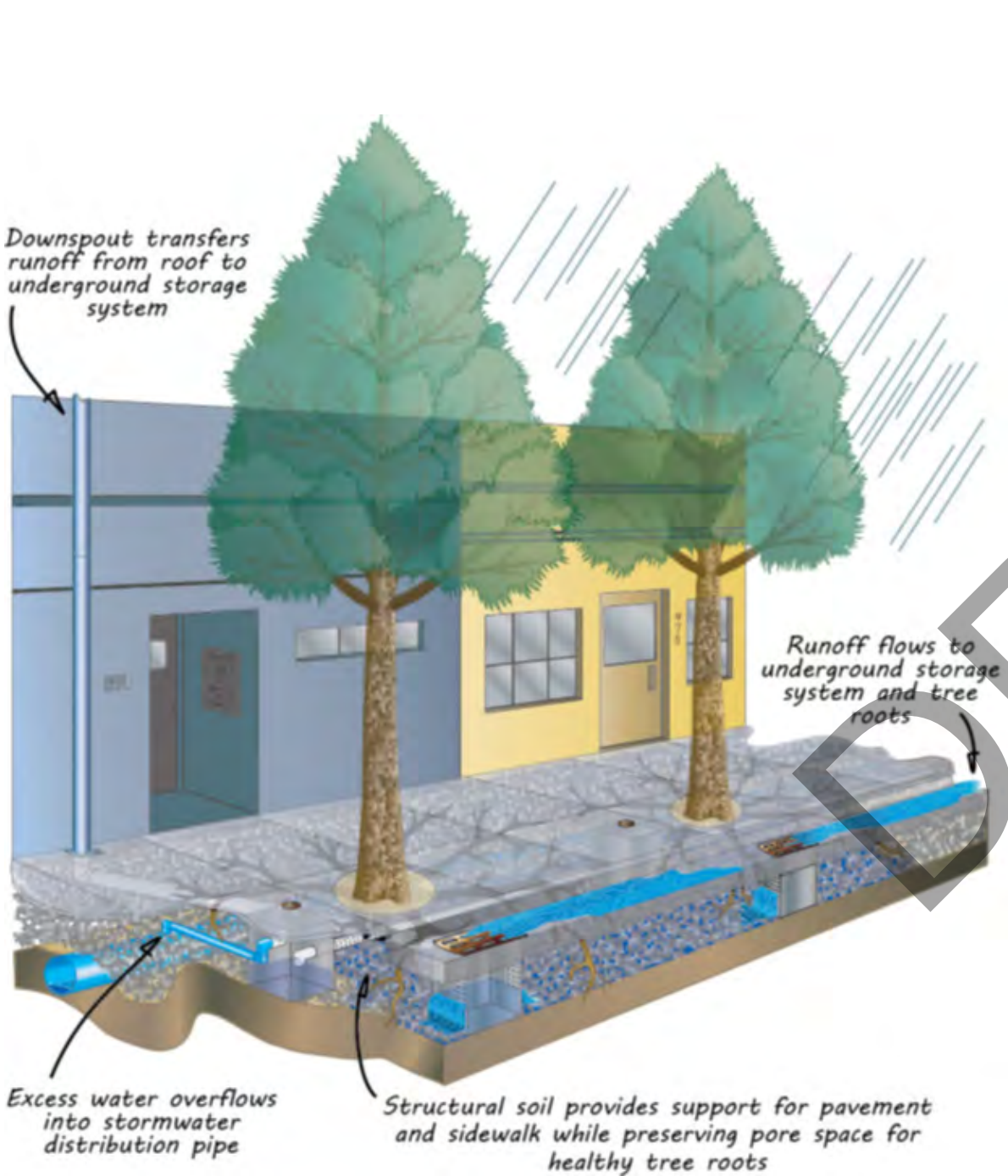
APPENDIX E: ALTERNATIVE PLANTER DESIGNS



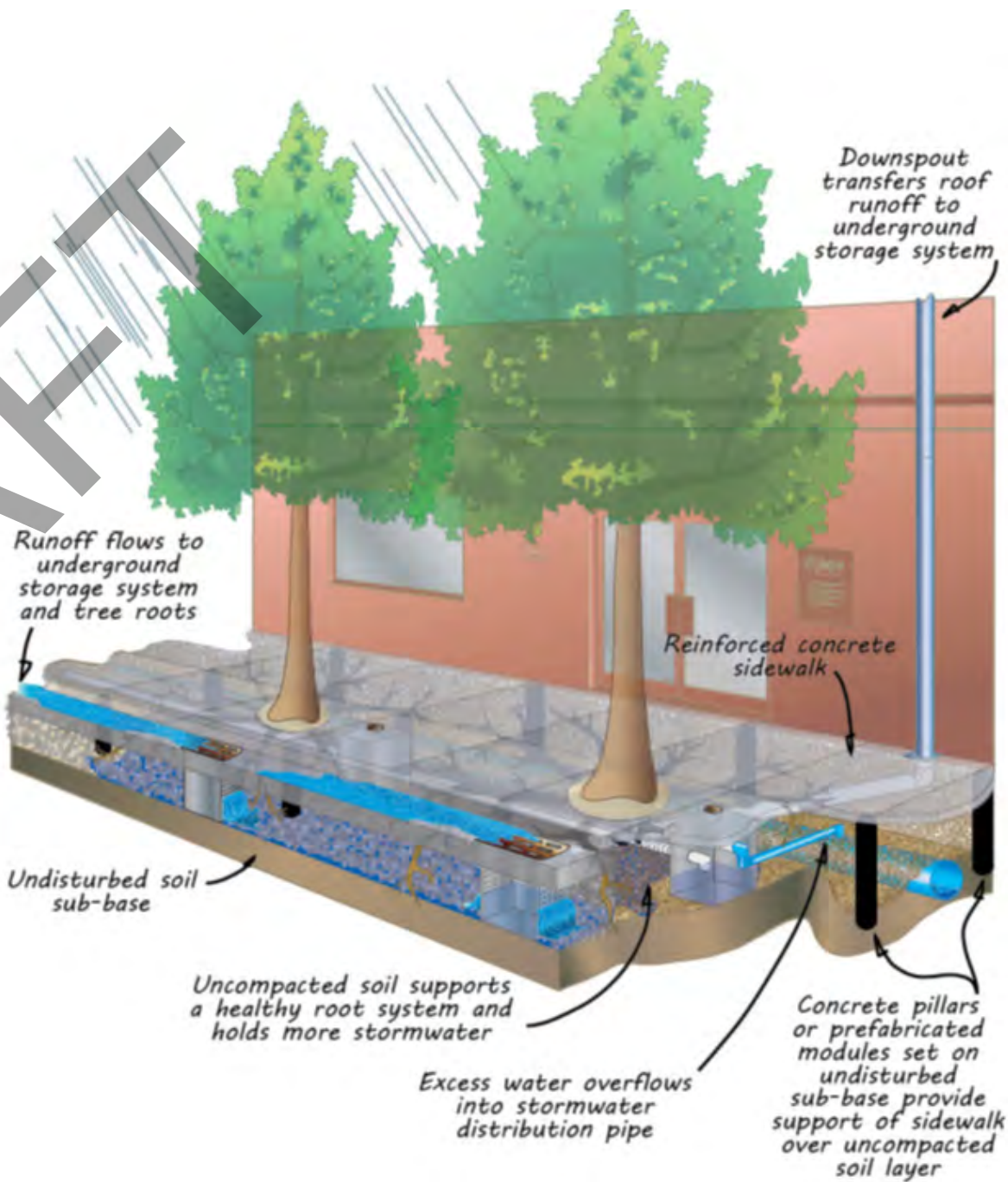
Above: Bioswales are landscaped drainage areas with gently sloped sides designed to provide temporary storage while runoff infiltrates the soil. They reduce off-site runoff and trap pollutants and silt.



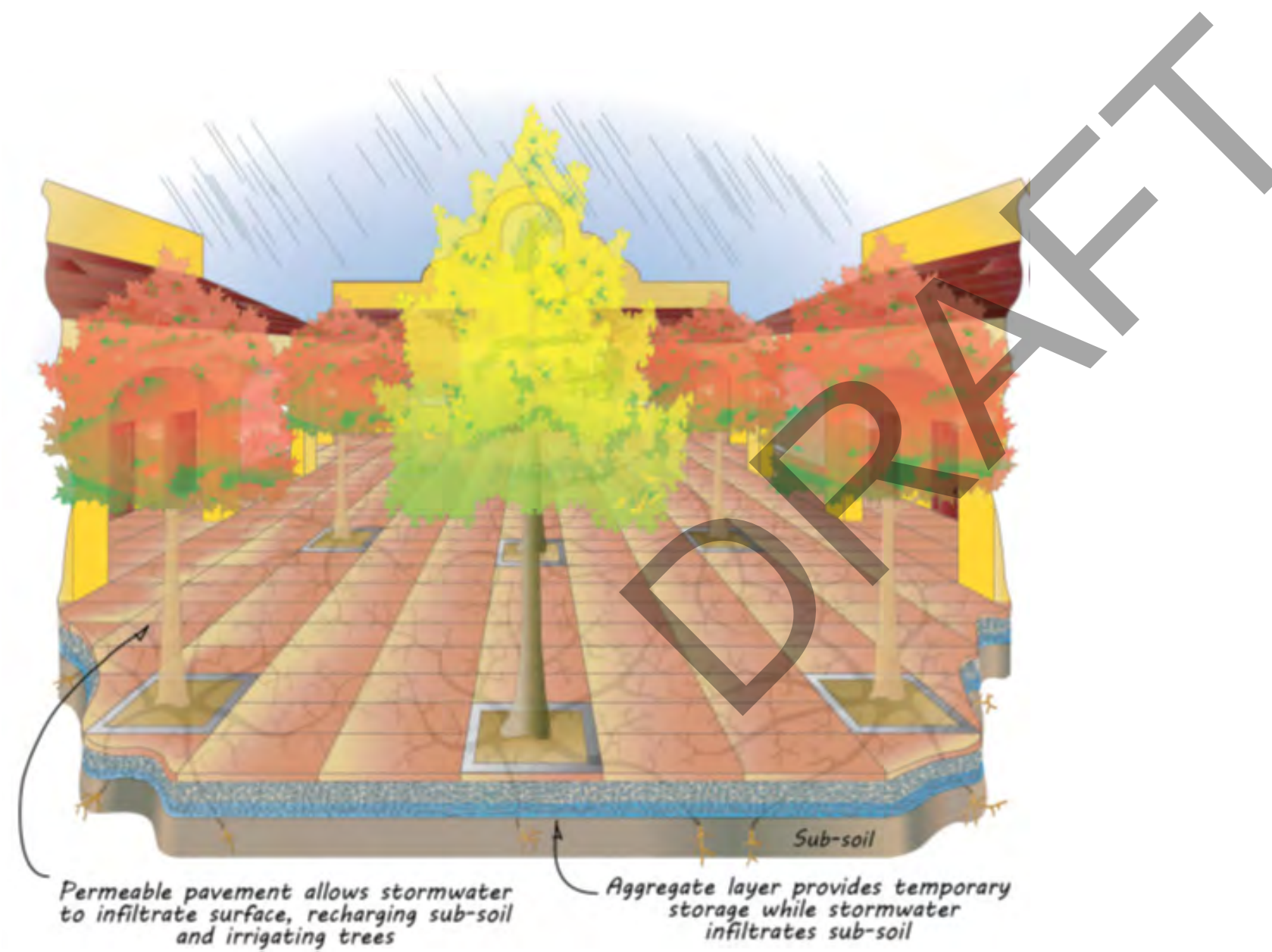
Above: Stormwater tree pits are designed to collect runoff from streets, parking lots, and other impervious areas. Stormwater is directed into scuppers that flow into below-grade planters that then allow stormwater to infiltrate soils to supplement irrigation.



Above: Structural soil is a highly porous, engineered aggregate mix, designed for use under asphalt and concrete as a load-bearing and leveling layer. The created spaces allow for water infiltration and storage, in addition to root growth



Above: Suspended sidewalks use pillars or structured cell systems to support reinforced concrete, increasing the volume of uncompacted soil in subsurface planting areas and enhancing both root growth and stormwater storage.



Above: Permeable pavements allow stormwater and oxygen to infiltrate the surface, promoting tree health and groundwater recharge.

APPENDIX F: GUIDELINES FOR TREE PRESERVATION

CONSTRUCTION SITE MANAGEMENT

Preservation of existing mature trees before, during, and after new construction and redevelopment is beneficial for a number of reasons, including:

- To sustain both the function and value of existing trees and tree canopy.
- To promote public safety and reduce liability by carefully maintaining the health of preserved tree.
- To contain costs associated with site restoration.
- To reduce or avoid soil compaction and degradation and preserve soil volume.
- To avoid physical injury to existing trees.
- To avoid root injury to trees.
- To protect soils and the hydraulic integrity of the entire site.
- To protect existing irrigation, utilities and underground drainage.
- To prevent sediment-laden and/or polluted runoff from entering drainage systems and water bodies (streams, wetlands, lakes, bays).

BEST MANAGEMENT PRACTICES (BMPs)

PRE-CONSTRUCTION

- The Project Manager shall know and understand the development and building regulations concerning trees and vegetation in the area.

- The Project Manager shall ensure that irrigation and drainage systems are operable and adequate.
- The Project Manager shall ensure all temporary erosion sediment control measures are in place prior to groundbreaking.
- The Project Arborist will be responsible for decisions related to vegetation on site before, during, and after construction.
- The Project Arborist shall perform a site inventory of all existing trees in order to record the variety, location, size, and health of each tree. Site inventory includes determining size, species, numbers, and numbers of trees/plants on site.
- Trees that require removal or pruning to accommodate future structures and construction equipment should also be identified.
- The Project Arborist shall submit a Tree Protection Plan (TPP) that identifies all significant trees that will remain on the project site.
- The TPP will indicate the Tree Protection Zone (TPZ) for each tree as (at a minimum) the greater of: 6-feet, or by multiplying each tree's diameter at 4.5-feet above existing grade (DBH) by a factor of one to determine the diameter, in feet, of the area above and below ground to be protected.
- The TPZ may exceed the Critical Root Zone (CRZ), which is not less than half the distance between the trunk and the outer edge of the tree's canopy, or drip line, but the TPZ may not be smaller than the CRZ.
- The TPP will contain the expected tree protection techniques that will be used on the project.
- The TPP will also list a timetable for project meetings with the Project Team including a pre-construction meeting and the schedule for the Project Arborist monitoring.

- Prior to approval of the TPP, the City shall collect an assurance device in the form of a deposit equal to the tree appraisal value of all protected trees as determined under the methods established by the Council of Trees & Landscape Appraisers Guide for Plant Appraisal (9th Edition or most current).

CONSTRUCTION SITE PREPARATION

- Staging areas for equipment shall be established far enough from existing trees to ensure adequate protection of the root zone.
- Entry and exit routes shall be established and fenced off with chain link or construction fencing. When planning routes, avoid utility access corridors.
- Irrigation and drainage systems shall be protected from damage unless plans call for renovation of such systems.
- Prior to beginning construction activities, the Project Arborist will supervise and verify the following tree protection measures are in place and comply with the approved TPP:
 1. A 6-inch layer of coarse mulch or wood chips is to be installed within the TPZ of protected trees. Mulch shall be kept 12-inches away from the trunk.
 2. Trunks of trees shall be protected with a single wrap of Geocomposite. Geocomposite shall be double sided, Geonet core with non-woven covering (such as Tenax Tendrain 770/2), or equivalent. Tree trunks will be protected with wrap.
 3. Trees that have been identified in the site inventory as posing a health or safety risk may be removed or pruned by no more than one-third, subject to approval of the required permit by the Planning Division. Pruning of existing limbs and roots shall only occur under the direction of the Project Arborist

4. A protective barrier shall be installed around the Tree Protection Zone (TPZ). The Fence shall be construction of 6-foot high chain link. Posts shall be 2-inches in diameter, driven 2-feet into the ground. The distance between posts shall be not more than 10-feet. The enclosed area is the TPZ and shall have a warning sign displayed prominently at 20-foot (maximum) intervals along the fence. The warning sign shall be a minimum 8.5-inches x 11-inches and clearly state the following: "WARNING - Tree Protection Zone". Fencing may be moved within the TPZ if authorized by the Project Arborist and City Staff but not closer than the drip line from the trunk of any tree.
5. Movable barriers of chain link fencing secured to cement blocks may be substituted for "fixed" fencing if the Project Arborist and City Staff agree that the fencing will need to be moved to accommodate certain phases of construction. Moving TPZ fencing shall be prohibited without authorization from the Project Arborist and City Staff.
6. Should temporary access into the TPZ be approved, an additional layer of approved tree matting shall be placed over the Critical Root Zone (CRZ).
7. Tree Growth Regulators may be used as approved by the Project Arborist and City Staff. Paclobutrazol soil applied tree growth regulator (Cambistat® or equivalent) shall be applied to indicated trees by a qualified applicator. Applications shall follow manufacturer's label and applicable laws. TGR reduces canopy growth and increases fibrous root system growth over 2 to 3-years. This can increase tolerance to drought, stress and improve absorption of nutrients and moisture during the stress recovery period.

DURING CONSTRUCTION

During the Construction phase, the Project Arborist should inspect the site on a regular basis to ensure the TPP is being adhered and report any conflicts or deviations to the City Planner or City Representative. The Project Arborist also needs to be available at the site to monitor construction activities that require encroachment within the TPZ, such as grading or trenching. It may also be necessary to have other key project team members available to monitor these activities.

The Project Arborist shall specify to construction personnel that the following conditions shall be avoided:

- Allowing run off or spillage of damaging materials into the area below any tree canopy.
- Storing construction materials or portable toilets, stockpiling of soil, or parking or driving vehicles within the TPZ.
- Cutting, breaking, skinning, or bruising roots, branches, or trunks without first obtaining authorization from the Project Arborist.
- Allowing fires under and adjacent to trees.
- Discharging exhaust into foliage.
- Securing cable, chain, or rope to trees or shrubs.
- Trenching, digging, or otherwise excavating within the CRZ or TPZ of the tree(s) without first obtaining authorization from the Project Arborist.
- Applying soil sterilizers under pavement near existing trees.

The Project Arborist shall provide periodic inspections during construction. 4-week intervals should be sufficient to access and monitor the effectiveness of the TPP and to provide

recommendations for any additional care or treatment. Inspections that are more frequent may also be required based on the approved TPP.

The following activities should be observed and inspected by the Project Arborist during the construction phase to ensure compliance with the approved TPP:

- Only excavation by hand or compressed air shall be allowed within the TPZ of trees. Machine trenching shall not be allowed.
- In order to avoid injury to tree roots, when a trenching machine is being used outside of the TPZ of trees, and roots are encountered smaller than 2-inches, the wall of the trench adjacent to the trees shall be hand-trimmed, making clear, clean cuts through the roots. All damaged, torn, and cut roots shall be given a clean cut to remove ragged edges, which promote decay. Trenches shall be filled within 24-hours; where this is not possible, the side of the trench adjacent to the trees shall be kept shaded with four layers of dampened, untreated burlap, wetted as frequently as necessary to keep the burlap wet. Roots 2-inches or larger, when encountered, shall be reported immediately to the Project Arborist, who will decide whether the Contractor may cut the root as mentioned above or shall excavate by hand or with compressed air under the root. All exposed roots are to be protected with dampened burlap.
- Where possible, route pipes outside of the TPZ of a protected tree to avoid conflict with roots.
- Where it is not possible to reroute pipes or trenches, the contractor shall bore or tunnel beneath the TPZ of the tree. The boring shall take place not less than 3-feet below the surface of the soil in order to avoid encountering "feeder" roots. All boring equipment must be staged outside of the TPZ.
- All grade changes adjacent to the TPZ of a significant tree shall be supervised by the Project Arborist. Cuts or fills of soil adjacent to the TPZ will have a retaining

wall system installed as approved by the Project Arborist and City Staff.

- Any damage due to construction activities shall be reported to the Project Arborist and City Staff within 6-hours so that remedial action can be taken.
- The Project Arborist shall be responsible for the preservation of the designated trees. Should the builder fail to follow the tree protection specifications, it shall be the responsibility of the Project Arborist to report the matter to City Staff as an issue of non-compliance.

Additionally, it is the responsibility of the Project Manager to ensure compliance with the following activities:

- Construction shall be monitored regularly to ensure compliance with specifications. Work shall be stopped if construction site management BMPs are not being followed by the contractor.
- Cement washout pits and chemical holding areas shall be located away from tree protection areas, streams, and wetlands.
- Contractor parking and material storage shall be limited to already impacted areas away from tree roots.
- Site offices and equipment shall not encroach into tree protection areas.
- Refueling and maintenance areas shall be kept away from trees, native soils, water bodies and drainage systems. Fuel spills will not be tolerated on construction sites.
- To the extent possible, construction equipment shall be kept away from all on-site vegetation, especially those within designated protection areas.

Post-Construction

The post-construction phase does not end when the equipment leaves and the new tenants move in. Important follow-up

monitoring of the protected trees will help ensure their survival and identify signs of early stress.

- The applicant shall arrange with the Project Arborist for the long-term care and monitoring of preserved trees by complying with the following conditions:
- Complete post-construction tree maintenance, including pruning, mulching, fertilization, irrigation, and soil aeration where necessary.
- Remove, by hand, all soil and root protection material such as wood chips, gravel, and plywood.
- Provide for remediation of compacted soil by methods such as aeration or vertical mulching.
- In the absence of adequate rainfall, apply at least 1-inch of water per week in the CRZ by deep watering.
- Fertilize trees with slow released phosphorus, potassium, calcium, magnesium, and other macro- and micro-nutrients as indicated by a soil test, but wait at least 1-year to apply any nitrogen.
- Fertilize lightly with slow release nitrogen after 1-year, and then make annual light nitrogen applications for the next 3 to 5-years.
- Inspect trees annually for at least 3 to 5-years after construction to look for changes in condition and signs of insects or disease and to determine maintenance needs.
- Remove trees that are badly damaged or are in irreversible decline as determined by the Project Arborist and City Staff.
- Continue to protect not only the large, established trees on the site but also those newly planted in the landscape.
- Maintain TPP during the installation of new landscaping.
- Provide annual inspection reports to the City.

- Review TPP prior to the installation of landscaping and walkways/sidewalks.

Mitigating Tree and Infrastructure Conflicts

Conflicts may occur when tree roots grow adjacent to paving, foundations, sidewalks, or curbs (hardscape). Improper or careless extraction of these elements can cause severe injury to the roots and instability or even death of the trees. The following alternatives must first be considered before root pruning within the TPZ of a tree.

Removal of Pavement or Sidewalk

Removal of existing pavement over tree roots shall include the following precautions: break hardscape into manageable pieces with a jackhammer or pick and hand-load the pieces onto a loader. The loader must remain outside the TPZ on undisturbed pavement or off exposed roots. Do not remove base rock that has been exploited by established absorbing roots. Apply untreated wood chips over the exposed area within 1-hour, then wet the chips and base rock and keep moist until overlay surface is applied.

Replacement of Pavement or Sidewalk

An alternative to the severance of roots greater than 2-inches in diameter should be considered before cutting roots. If an alternative is not feasible, remove the sidewalk, as stated above, cut roots with a sharp, clean saw, as approved by the Project Manager or Project Arborist and replace sidewalk using #3 dowels at the expansion joint if within 10-feet of a protected tree. Use wire mesh reinforcement if within 10-feet of the trunk of a tree.

Alternative Methods to Prevent Root Cutting

- Grinding a raised sidewalk edge.

- Ramping the walking surface over the roots or lifted slab with pliable paving.
- Routing the sidewalk around the tree roots.
- Install boardwalk, flexible paving, or rubberized sections.

New sidewalk or driveway design should consider alternatives to conventional pavement and sidewalk materials. Substitute permeable materials for typical asphalt or concrete overlay, sub-base or footings to consider are permeable paving materials (such as ECO-Stone or RIMA pavers), interlocking pavers, flexible paving, wooden walkways, and brick or flagstone walkways on sand foundations.

Avoid tree and infrastructure conflicts and associated costs by the following planting practices:

- Plant deep rooting trees that are proven to be non- or minimally-invasive.
- Over soil that shrinks and swells, install a sidewalk with higher strength that has wire mesh and/or expansion slip joint dowel reinforcement.
- Fracture soil with an air spade and backfill with sand prior to planting to promote deep rooting and improved drainage.
- Install root barrier only along the hardscape area of the tree and allow roots to use open lawn or planter strip areas.
- Dedicate at least 10-feet of planting space for the growth of each new tree.
- Provide a dedicated irrigation system or zone for the tree so the trees do not have to compete and are not dependent on the turf and shrub irrigation.
- Avoid planting trees over underground drainage systems where root intrusion will impede function of the system.

Alternative Base Course Materials: When designing hardscape areas near trees, the project architect or engineer should consider the use of recommended base course material such as an engineered structural soil mix. An approved structural soil mix will allow a long-term, cost-effective tree and infrastructure compatibility that is particularly suited for the following types of development projects:

- Repair or replacement of sidewalk greater than 40-feet in length;
- Planting areas that are designed over structures or parking garages;
- Confined parking lot medians and islands or other specialized conditions as warranted.

TRAINING

- The Project Arborist should provide training to all construction personnel to ensure they understand all construction site BMPs.
- The Construction Supervisor and Architect should have current training and education dealing with construction site management. This training should include topics regarding protecting trees and erosion control on construction sites.

APPENDIX G: METHODOLOGY

CALCULATING UTC BENEFITS

AIR QUALITY

The i-Tree Canopy v6.1 Model was used to quantify the value of ecosystem services for air quality. i-Tree Canopy was designed to give users the ability to estimate tree canopy and other land cover types within any selected geography. The model uses the estimated canopy percentage and reports air pollutant removal rates and monetary values for carbon monoxide (CO), nitrogen dioxide (NO2), ozone (O3), sulfur dioxide (SO2), and particulate matter (PM) (Hirabayashi 2014).

Within the i-Tree Canopy application, the U.S. EPA's BenMAP Model estimates the incidence of adverse health effects and monetary values resulting from changes in air pollutants (Hirabayashi 2014; US EPA 2012). Different pollutant removal values were used for urban and rural areas. In i-Tree Canopy, the air pollutant amount annually removed by trees and the associated monetary value can be calculated with tree cover in areas of interest using BenMAP multipliers for each county in the United States.

To calculate ecosystem services for the study area, canopy percentage metrics from UTC land cover data performed during the assessment were transferred to i-Tree Canopy. Those canopy percentages were matched by placing random points within the i-Tree Canopy application. Benefit values were reported for each of the five listed air pollutants.

CARBON STORAGE AND SEQUESTRATION

The i-Tree Canopy v6.1 Model was used to quantify the value of ecosystem services for carbon storage and sequestration. i-Tree Canopy was designed to give users the ability to estimate tree canopy and other land cover types within any selected geography. The model uses the estimated canopy percentage and reports carbon storage and sequestration rates and monetary values. Methods on deriving storage and sequestration can be found in (Nowak et al, 2013).

To calculate ecosystem services for the study area, canopy percentage metrics from UTC land cover data performed during the assessment were transferred to i-Tree Canopy. Those canopy percentages were matched by placing random points within the i-Tree Canopy application. Benefit values were reported for carbon storage and sequestration.

STORMWATER

The i-Tree Hydro v5.0 Model was used to quantify the value of ecosystem services for stormwater runoff. i-Tree Hydro was designed for users interested in analysis of vegetation and impervious cover effects on urban hydrology. This most recent version (v5.0) allows users to report hydrologic data on the city level rather than just a watershed scale giving users more flexibility. For more information about the model, please consult the i-Tree Hydro v5.0 manual (<http://www.itreetools.org>).

To calculate ecosystem services for the study area, land cover percentages derived for the project area and all municipalities that were included in the project area were used as inputs into the model. Precipitation data from 2005-2012 was modeled within the i-Tree Hydro to best represent the average conditions over an 8-year time period. Model simulations were run under a Base Case as well as an Alternate Case. The Alternative Case set tree canopy equal to 0% and assumed

that impervious and vegetation cover would increase based on the removal of tree canopy. Impervious surface was increased 0.7% based on a percentage of the amount of impervious surface under tree canopy and the rest was added to the vegetation cover class. This process was completed to assess the runoff reduction volume associated with tree canopy since i-Tree Hydro does not directly report the volume of runoff reduced by tree canopy. The volume (in cubic meters) was converted to gallons to retrieve the overall volume of runoff avoided by having the current tree canopy.

Through model simulation, it was determined that tree canopy decreases the runoff volume in the project area by nearly 15.3 million gallons per year using precipitation data from 2005-2012. This equates to approximately 10,940 gallons per acre of tree canopy (15.3 million gals/1,394.38 acres).

To place a monetary value on storm water reduction, the cost to treat a gallon of storm/waste water was taken from (McPherson et al, 1999). This value was \$0.008 per gallon. Tree canopy was estimated to contribute roughly \$122,038 to avoided runoff annually to the project area.

PRIORITY PLANTING ANALYSIS

The planting location polygons were created by taking all grass/open space and bare ground areas and combining them into one dataset. Non-feasible planting areas such as agricultural fields, recreational fields, major utility corridors, airports, etc. were removed from consideration. The remaining planting space was consolidated into a single feature and, then, exploded back out to multi-part features creating separate, distinct polygons for each location. Using zonal statistics, the priority grid raster was used to calculate an average value for each planting location polygon. The averages were binned into five classes with the higher numbers indicating higher priority for planting. These classes ranged from very low to very high.

RESOURCE ANALYSIS METHODOLOGY

In 2017, the City of Woodland provided public tree inventory data to Davey Resource Group. This inventory included details about each tree, including species, size, and condition. DRG formatted the data for use in i-Tree Streets, a STRATUM Analysis Tool (Streets v 5.1.5; i-Tree v 6.1.15). i-Tree Streets assesses tree population structure and the function of those trees, such as their role in energy use, air pollution removal, stormwater interception, carbon dioxide removal, and property value increases. To analyze the economic benefits of Woodland's public trees, i-Tree Streets calculates the dollar value of annual resource functionality. This analysis combines the results of the tree inventory with benefit modeling data to produce information regarding resource structure, function, and value for use in determining management recommendations. i-Tree Streets regionalizes the calculations of its output by incorporating detailed reference city project information for 17 climate zones across the United States. Woodland is in the Inland Valleys Climate Zone. The reference city is Modesto, California.

An annual resource unit was determined on a per tree basis for each of the modeled benefits. Resource units are measured as MWh of electricity saved per tree; MBtu of natural gas conserved per tree; pounds of atmospheric CO₂ reduced per tree; pounds of NO₂, SO₂, O₃, PM₁₀, and VOCs reduced per tree; cubic feet of stormwater runoff reduced per tree; and square feet of leaf area added per tree to increase property values. Price values assigned to each resource unit (tree) were generated based on economic indicators of society's willingness to pay for the environmental benefits trees provide. The City of Woodland provided the estimated investment costs.

Estimates of benefits are initial approximations as some benefits are difficult to quantify (e.g. impacts on psychological health, crime, and violence). In addition, limited knowledge

about the physical processes at work and their interactions makes estimates imprecise (e.g., fate of air pollutants trapped by trees and then washed to the ground by rainfall). Therefore, this method of quantification provides first-order approximations based on current research. It is intended to be a general accounting of the benefits produced by urban trees.

i-Tree Streets default values from the South Climate Zone were used for all benefit prices except for the median home value, and electrical and natural gas rates. Using these rates, the magnitude of the benefits provided by the community tree resource was calculated using i-Tree Streets. Electrical and gas rates, and program investment costs were supplied by community tree resource managers for Woodland.

APPENDIX H: GANTT CHART

*TO BE ADDED WHEN GOALS AND ACTIONS
ARE FINALIZED*

DRAFT

DRAFT

Woodland Municipal Code

[Up](#)[Previous](#)[Next](#)[Main](#)[Collapse](#)[Search](#)[Print](#)[No Frames](#)**CHAPTER 20A. TREES****Note**

- * **Editor's note**—Ord. No. 1510, adopted Oct. 6, 2009, amended Ch. 20A in its entirety to read as herein set out. Former Ch. 20A pertained to the same subject matter and derived from Ord. No. 1230; Ord. No. 1300; and Ord. No. 1412.

Sec. 20A-1-010. Findings/purpose.

It is now recognized that the planting and preservation of trees enhance the natural scenic beauty of the city, increase life-giving oxygen, promote ecological balance, provide natural ventilation, air filtration, temper the effect of extreme temperatures, increase property values, improve the lifestyle of residents, and enhance the identity of the city.

For these reasons the city council finds that in order to promote the public health, safety and general welfare of the city, while at the same time recognizing individual rights to develop private property in a manner which will not be prejudicial to the public interest, nor prohibit development of private property, it is necessary to enact regulations governing the planting, removal and preservation of street trees, heritage trees, specimen trees and landmark trees on public property and specified private property within the city. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-020. Definitions.

As used in this chapter the following words and terms shall have the meaning hereinafter set forth:

“Development project” shall be as defined at Government Code Section 65928.

“Director of public works” means the director of public works or designated representative.

“Drip line area” means the area measured from the trunk of the tree outward to a point at the perimeter of the outermost branch structure of the tree.

“Fronting property” means real property parallel to a public street or sidewalk and adjacent thereto.

“Heritage tree” means any valley oak tree with a trunk diameter of thirty-three inches or more at breast height (fifty-four inches) which is of good quality in term of health, vigor, growth and conformity to generally accepted horticultural standards of shape for its species.

“Landmark tree” means a tree or stand of trees which is of historical or public significance as designated by the city council upon the recommendation of all of the following groups and/or commissions:

- (1) The parks and recreation commission;
- (2) The historical preservation commission; and
- (3) The urban forestry group.

“Major maintenance” means and includes major trimming or pruning or cabling, and any other similar act which promotes the life, growth, health or beauty of trees, excepting watering and minor pruning. Major trimming and pruning shall mean the removal of branches of three inches in diameter or greater.

“Owner” means the legal owner of real property fronting upon any street as shown on the last equalized assessment roll.

“Public nuisance” means:

- (1) Any dead or dying tree, whether located on city-owned property or on private property;
- (2) Any otherwise healthy tree, whether located on city-owned property or on private property which harbors insects or diseases which reasonably may be expected to injure or harm any tree, shrub or other plant;
- (3) Any tree, or portion thereof whether located on city-owned property or on private property which by reason of location or condition constitutes an imminent danger to the health, safety or welfare of the general public;
- (4) Any tree, or portion thereof whether located on city-owned property or on private property which obstructs the free passage of pedestrian or vehicular traffic or which obstructs a street light;
- (5) Any tree, or portion thereof whether located on city-owned property or on private property which dangerously obstructs the view in the visibility triangle as such may be determined by the director of public works pursuant to ordinance.

"Public street" means any improved street, road or avenue located within the city and dedicated to the public, but excepting alleys adjacent to residential back yards.

"Specimen tree" means any tree of interest because of size or unusual species, other than a heritage tree, which is of good quality in terms of health, vigor or growth and conformity to generally accepted horticultural standards of shape for its species, as designated by the city council upon the recommendation of both the parks and recreation commission and the urban forestry group.

"Street tree" means any tree growing within the tree maintenance strip, whether or not planted by the city.

"Top" means the severe cutting back of tree limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

"Tree" means any live woody plant having one or more well-defined perennial stems with a diameter at maturity of six inches or more measured at fifty-four inches above ground level (breast height).

"Tree maintenance strip" means a strip of land parallel to a public street and adjacent thereto, extending from the back of the curb of the street, or the edge of the paved portion of the street if the street does not have a curb at that location, to the edge of the sidewalk furthest from the street.

"Tree permit" means written authorization by the director of public works to perform an activity which requires a permit under this chapter.

"Urban forestry group" means a group of city employees, headed by an International Society of Arboriculture (ISA) certified arborist, charged with preserving and maintaining trees within the city. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-030. Director of public works duties.

The director of public works shall perform the following duties:

- (1) Determine suitable and desirable species of street trees and the areas in which, and the conditions under which, such street trees shall be planted. The director of public works may consult with the tree commission and others familiar with the subject of such plantings;
- (2) Supervise, direct and control the planting, location, placement, major maintenance, removal, relocation and replacement of street trees;
- (3) Perform other duties as set forth in this chapter;
- (4) Provide periodic reports to the city council on activities that take place as a result of enforcement of this chapter. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-040. Composition and procedural rules of the parks and recreation commission.

The parks and recreation commission shall act as the tree commission. The composition and procedural rules of the parks and recreation commission are set forth in Section 2-7-24 et seq., of this code. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-050. Street trees—Activities requiring a tree permit.

Except as hereinafter provided, it shall be unlawful for any person (other than a city worker working within his/her assigned duties) to do any of the following acts, with respect to street trees, without a tree permit issued by the director of public works:

- (1) Plant any tree within a tree maintenance strip;
- (2) Move, remove, top, cut down, poison, set fire to or permit fire to burn in proximity to, or perform any act which results in the unnatural death or destruction of a street tree;
- (3) Perform any activity that will interfere with or retard the natural growth of any street tree;
- (4) Perform any work or permit any work to be performed within the drip line area of a street tree which would endanger the tree;
- (5) Perform major maintenance on a street tree. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-060. Street trees—Activities exempted.

(a) Nothing contained in Section 20A-1-50 shall be construed to prohibit a fronting property owner from performing maintenance work on a street tree, other than major maintenance as defined in this chapter.

(b) Nothing contained in Section 20A-1-50 shall be construed to prohibit a public utility from performing such acts with respect to street trees as may be necessary to make repairs, comply with applicable safety regulations, or avoid the interruption of services. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-070. Tree permit.

(a) The director of public works shall issue tree permits to a fronting property owner seeking to perform any activity for which a tree permit is required by this chapter only if the following conditions are met:

- (1) The owner has established, to the director's satisfaction, that there is a need for the proposed work on the street tree but that the city is unable to do the work within the time frame desired by the owner; and
- (2) The owner has established, to the director's satisfaction, that the persons who are to perform the work are qualified to do so; and
- (3) The director, in his sole discretion, has determined that any potential detriment to the tree population entailed by the proposed work, is justified in the individual case. In making this determination, the director shall consider factors such as the probability that the proposed work will destroy or seriously injure the street tree, the street tree's health, the desirability of that species as a street tree, whether the street tree's condition and the size threaten serious damage to property, the condition and number of other street trees in the vicinity, whether there are other less onerous means to accomplish the applicant's goals, and other related criteria.

(b) All work performed on street trees pursuant to a tree permit issued by the director under this section shall be completed within a sixty-day period from the issuance of the tree permit, or within such longer period as the director shall specify.

(c) The director may condition any tree permit granted pursuant to this section for the removal of a tree, on the permittee removing and, where the director determines it to be appropriate, replacing the street tree. In such cases, the full cost of removal and replacement shall be borne by the owner and such service shall not be provided by the city.

(d) The director may condition any tree permit granted pursuant to this section on other conditions as the director determines to be necessary.

(e) The provisions of Section 20A-1-70 shall apply whenever an owner seeks a tree permit to remove or trim a street tree to facilitate moving any building or other structure. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-080. Appeals.

(a) Any application for a tree permit which has been denied by the director of public works may be appealed to the parks and recreation commission for review and action.

(b) Any such appeal and all accompanying documents will be placed on the agenda of the next regular parks and recreation commission meeting. Written notice of the date, time and place of such meeting shall be mailed to the applicant not less than ten days prior to the date of the meeting.

(c) The parks and recreation commission may approve the application unconditionally, conditionally or partially, or may deny the application.

(d) The parks and recreation commission shall consider the provisions of Section 20A-1-70 when reviewing a tree permit application which has been denied by the director of public works.

(e) A written statement of the action of the parks and recreation commission on the application shall be mailed to the applicant within ten calendar days following the parks and recreation commission meeting.

(f) Any interested person wishing to appeal a decision of the parks and recreation commission must file a written appeal with the city clerk. Such written appeal must be placed in the U.S. mail, properly addressed with postage prepaid within ten calendar days of the date the written decision of the parks and recreation commission is mailed to the applicant. Any such appeal shall be accompanied by fees as prescribed in the current schedule of fees as adopted by the city council.

(g) The appeal shall set forth the action or decision complained of, the reason(s) alleging that the action or decision should be altered or overruled and shall be signed by the applicant or his authorized agent.

(h) The city clerk shall set the appeal for hearing before the city council within forty-five days after the appeal is filed. Upon hearing the matter, the city council may grant, conditionally grant, or deny the appeal. The decision on the appeal shall be announced at the close of the hearing and shall become final at that time. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-090. Development projects—Tree plan.

An application for a development project shall be accompanied by a tree plan containing the following information:

(1) Contour map showing the location, size, species and condition of all existing trees which are located upon the property proposed for development;

(2) Identification of those trees which the applicant proposes to preserve and those which are proposed to be removed and the reason for such removal;

(3) A program for the preservation of street trees, heritage, specimen, landmark trees and trees with aesthetic value (trees with a nine-inch diameter or larger, measured fifty-four inches above the ground, in healthy condition) during and after completion of the development project, as required in the city standard specifications, engineering design standards, Section 8, grading and erosion control;

(4) A program for the replacement of any trees proposed to be removed, as required by Section 20A-1-100;

(5) Any change in the trees to be saved and/or removed as designated on the approved development plan shall only be permitted upon the written approval of the director. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-100. Tree replacement program.

A person owning or controlling a development project shall be required to replace street trees other than heritage, specimen or landmark trees, approved for removal as part of the approval of the project in accordance with subsection (1). Each heritage, specimen and/or landmark tree approved for removal shall be replaced in accordance with subsection (2).

(1) For each six inches or fraction thereof of the diameter of a tree which was approved for removal, two trees of an approved species, each of a minimum fifteen-gallon container size shall be planted on the project side. However, an increased number of smaller size trees may be planted if approved by the director, or a fewer number of such trees of a larger size if approved by the director.

(2) For each six inches or fraction thereof of the diameter of a tree which was approved for removal, four trees of an approved species, each of a minimum fifteen-gallon container size, shall be planted on the project site. However, an increased number of smaller size trees may be planted if approved by the director, or a fewer number of such trees of a larger size if approved by the director.

(3) If the development site is inadequate in size to accommodate the replacement trees, the trees may be planted on public property with the approval of the director. Upon the request of the developer and the approval of the director, the city may accept an in-lieu payment of the current retail price per fifteen-gallon replacement tree on condition that all such payments shall be used for tree-related educational projects and/or planting programs of the city.

(4) All trees planted under the provisions of this section shall be guaranteed for a period of one year from the date of final acceptance of the development project by the city. Any tree which does not survive for one year from that date shall be replaced by the developer and the replacement tree shall be guaranteed for one year. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-110. Liability/responsibility.

This chapter shall not be construed to impose any liability upon the city, its officers or employees for the performance of any act or the failure to perform any act under this chapter, and shall not relieve the owner from the duty to keep any tree upon owner's property in such condition as to prevent it from causing damage or constituting a nuisance. By enactment of this chapter the city is not assuming responsibility for the maintenance or major maintenance of street trees. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-120. Public nuisance.

The director of public works is authorized to cause the abatement of any public nuisance as defined under this chapter in accordance with the provisions of Chapter 14A of the Woodland Municipal Code. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-130. Emergency response.

An owner is not precluded by this chapter from taking action, in the event of an emergency, which would otherwise violate the terms of this chapter if such action is necessary to minimize danger. In the event such emergency action is taken, the owner shall notify the director of public works or designated representative by the next working day. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-140. Stop work order.

Whenever the director of public works determines that an action being taken is in conflict with this chapter, he shall cause to be issued a stop work order which shall prohibit such action. The stop work order shall set forth the alleged violations and may list remedies to be taken to correct the violations. The person receiving the stop work order shall report in writing to the director of public works within forty-eight hours regarding the steps to be taken to correct the violations or to appeal the posting of the stop work order. The stop work order shall remain in effect until a finding is made that the circumstances giving rise to its order no longer exist. Any party receiving a stop work order may appeal through the process outlined in Section 20A-1-150. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-150. Stop work order—Appeal.

Any person dissatisfied with the decision of the director of public works to issue a stop work order made under Section 20A-1-140 may appeal such decision to the city council. Such appeal shall be in writing, stating the reasons therefor, and, except as otherwise provided herein, shall be filed with the city clerk not later than ten days after the date of the director's decision. The city clerk shall set the appeal for hearing before the city council within forty-five days after the appeal is filed. Notice of the time and place of the hearing shall be given to the appellant at least ten days in advance thereof by mail, postage prepaid. The decision of the city council shall be final. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

Sec. 20A-1-160. Violation—penalty.

(a) Any person violating any provision of this chapter or failing to comply with any of its mandatory provisions shall be guilty of an infraction, punishable as set forth in Section 1-3-7 of the Woodland Municipal Code.

(b) Each person shall be guilty of a separate offense for each tree affected and for each day or portion thereof that a violation of this chapter is committed, continued or permitted to occur or continue.

(c) If, as a result of a violation of this chapter, the injury, mutilation or death of a street tree, heritage tree, specimen tree, or landmark tree occurs, the cost of repair or replacement of such tree, including enforcement costs, shall be borne by the person in violation of the chapter. The replacement value of tree(s) shall be determined by a certified arborist in accordance with the latest revision of A Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs, and Evergreens, as published by the International Society of Arboriculture (ISA). Cost levied and paid pursuant to this subsection shall be in addition to, and not in lieu of, any fine imposed pursuant to subsection (a).

(d) In addition to the general penalty set forth above, any condition caused or permitted to exist in violation of this chapter shall be deemed a public nuisance and may be summarily abated by the city or director of public works in accordance with Chapter 14A of the Woodland Municipal Code and other applicable provisions of law. Each day such condition exists shall be regarded as a new and separate offense.

(e) Nothing contained in this section shall limit the right of the city council to authorize the city attorney or district attorney to seek or obtain any other form of judicial relief, legal or equitable, to which the city would be otherwise entitled. (Ord. No. 1510, § 3(Exh. A), 10-6-09)

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TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: I.21.
SUBJECT: Council Committee / Liaison Appointments

Recommendation for Action:

Staff recommends that the Council provide direction relative to 2019-2020 Council appointments to Inter-Jurisdictional Boards, Agencies, Liaison Committees as well as City Council subcommittees.

Staff Contact: Ana Gonzalez, City Clerk - (530) 661-5806, ana.gonzalez@cityofwoodland.org

Background:

There are many regional and inter-jurisdictional governing boards and commissions where the City of Woodland is represented through formal appointment of one or more council members. In addition, the City Council is represented on several liaison committees that meet with counterparts from other public agencies. The City Council has also established a number of Council sub-committees assigned to focus on specific policy areas, engage with staff and community members and assist in the development of program and policy recommendations to be considered by the full Council. Service on these boards and committees is considered part of the duties and responsibilities of members of the City Council and may often involve extensive time commitments in addition to attendance at regular City Council meetings.

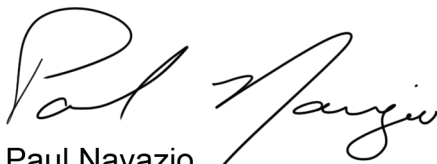
Discussion:

Following the municipal elections every even-numbered year, the Council is reconstituted and appointments are updated for Council membership and participation on various boards and commissions. In addition, the Council has established a series of inter-jurisdictional joint meetings and sub-committees for which up to two Council members are designated as City Council representatives. Several of these appointments provide for both primary and "alternate" designees in order to ensure City of Woodland representation and/or a quorum of the board or commission.

Formal appointment of Council members to selected boards and commissions would be appropriate in order to address vacancies that have been created by the Council transition following the November 2018 election, as well as in consideration of interests, preferences and availability of the current Council members.

Conclusion:

Staff recommends that the Council provide direction relative to 2019-2020 Council appointments to Inter-Jurisdictional Boards, Agencies, Liaison Committees as well as City Council sub-committees.


Paul Navazio
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 18, 2018
ITEM #: I.22.
SUBJECT: City Council Meeting Schedule for 2019

Recommendation for Action: Staff recommends that the City Council approve its meeting schedule for 2019.

Staff Contact:

Ana B. Gonzalez, City Clerk (530) 661-5806, ana.gonzalez@cityofwoodland.org

Fiscal Impact:

There is no fiscal impact resulting from this recommendation.

Background:

The City's Municipal Code provides that the City Council shall hold its regular meetings on the 1st and 3rd Tuesdays of each month. However, over the course of the calendar year these dates occasionally conflict with holidays, winter and summer recess, and other dates such as elections and out-of-town meetings or conferences.

By adopting an annual meeting calendar, we avoid the need to adjust dates as conflicts arise, and allows for the City Council and staff to plan in advance for workflow, vacations, conferences and other activities so as to minimize conflicts with the City Council meeting schedule.

In addition, the meeting calendar provides the ability for the Council to schedule one or more Special Meetings or Study Sessions, as needed. Special Meetings, which are generally restricted to a single subject, are useful when urgent Council action is needed prior to the next scheduled Regular Meeting. Study sessions are intended to provide the City Council with the opportunity to focus time and attention on a specific topic (or related topics), in a manner and setting that is impractical in the course of a Regular City Council meeting agenda.

Discussion:

Once again, as established by the city's municipal code, the Council's regular meetings are to be held on the 1st and 3rd Tuesday of every month. For 2019, the proposed calendar would retain this schedule, with the following possible modifications:

New Year's Holiday

- Cancel meeting of January 1, 2019

Cap-to-Cap Trip (Washington, D.C.) - May 4-7, 2019

Options are:

- 1) Hold Regular Meeting of Tuesday, May 7 or
- 2) Cancel Meeting of May 7, or
- 3) Replace Tuesday May 7 with a Special Meeting on Thursday, May 9th, (or TBD).

Summer Recess 2019 - from July 17 through August 19, 2019

- Cancel August 6 meeting
- Hold Council Meeting on August 20

Winter Recess 2019 - from December 18 through January 1, 2020

- Retains 1st and 3rd Tuesday meetings in December

Study Session(s)

- Council Retreat - Council Goals - Saturday, January 26th (tent.)
- Additional Study Sessions to be schedule as needed

Conclusion:

Staff recommends that the City Council approve its meeting schedule for 2019



Paul Navazio
City Manager

Attachments:

1. 2019 Council Meeting Calendar

City Council Calendar

2019

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	13	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

City Council Meeting (Regular)
City Council Meeting (Special)
Council Study Session
Holiday

Cap to Cap (May 4 - 8)
Summer Recess (July 17 - Aug 19)
League of CA Cities Conference (Oct 16-18)
Winter Recess (Dec 18 - Jan 1)

* NOTE: Jan 1st HOLIDAY / May 7th - CAP to CAP/Council Meeting