



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

February 19, 2019
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. PRESENTATIONS

2. SUBJECT: Woodland Public Library Annual Report FY 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Woodland Public Library Annual Report 2017-2018 presented by the Woodland Public Library Board of Trustees.

G. CONSENT CALENDAR

3. SUBJECT: Designation of March 2, 2019 as Arbor Day

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, designating March 2, 2019 as Arbor Day in the City of Woodland.

4. SUBJECT: Fire Department Annual Status Report for 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Fire Department Annual Status Report for 2018.

5. SUBJECT: Police Department Quarterly Status Report for the period of October 2018 through December 2018

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

6. SUBJECT: Police Officer Recruit Classification

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, adopting the revisions to the Police Officer Recruit / Police Officer Job Description and approve the salary range for the Police Officer Recruit and applicable benefits package.

7. SUBJECT: Approval of Scope Change for Fiscal Year 2017/18 and 2018/19 Community Development Block Grant Funding Allocations Awarded the Yolo Wayfarer Center DBA Fourth & Hope

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving a scope change for Fiscal Year 2017/18 and 2018/19 Community Development Block Grant (CDBG) Funding allocations awarded the Yolo Wayfarer Center DBA Fourth & Hope in order for Fourth & Hope to rehabilitate restrooms, the laundry room and replace equipment, and the office area including the addition of a caretaker's living space.

8. SUBJECT: Ratification of Minor Corrections to Implementing Agreement for Yolo Habitat Conservation Plan/Natural Community Conservation Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council ratify minor corrections to the Implementing Agreement for the Yolo Habitat Conservation Plan/Natural Community Conservation Plan

9. SUBJECT: Second Reading and Adopt Agricultural Mitigation Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Ordinance No. 1642, an Ordinance of the City Council of the City of Woodland adding Chapter 33 to Title 15 of the City of Woodland Municipal Code implementing the General Plan Policy pertaining to Agricultural Mitigation.

10. SUBJECT: Approve Professional Services Agreement Amendment with Ponticello Enterprises for Utility Engineering Staff Augmentation Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. ____ authorizing the City Manager to execute the consultant services amendment with Ponticello Enterprises for Utility Engineering Staff Augmentation Services for an amount up to \$80,000.

11. SUBJECT: Approval of Final Map 5137, Oyang South Phase 2, and the associated Subdivision Improvement Agreement.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____, 1) approving Final Map 5137, Oyang South Phase 2; 2) approving the Subdivision Improvement Agreement for Final Map 5137 Phase 2 and authorizing 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.

H. REPORTS OF THE CITY MANAGER

12. SUBJECT: Fiscal Year 2018/19 Mid-Year Budget Update

RECOMMENDATION FOR ACTION: Information purposes only; no action required.

13. SUBJECT: Fiscal Year 2018/19 Mid-Year Budget Amendments

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____, authorizing the amendments to the Fiscal Year 2018/19 Budget totaling \$7,301,807.

14. SUBJECT: Commercial Cannabis Program Oversight

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approved Resolution No. ____, 1) amending the FY2018/19 budget for the purpose of appropriating anticipated revenues from the City's Commercial Cannabis Program, and 2) authorize the augmentation of 3.5 staff positions to be supported by Commercial Cannabis business permit fees and revenues derived from operating agreements.

15. SUBJECT: City Council Priority Goals: 2019 – 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an informational report updating its Priority Goals for 2019-2020.

I. 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 February 19, 2019 was posted on February 14, 2019 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 'Ana B. Gonzalez', with a stylized flourish at the end.

Ana B. Gonzalez
City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such 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: February 19, 2019
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.

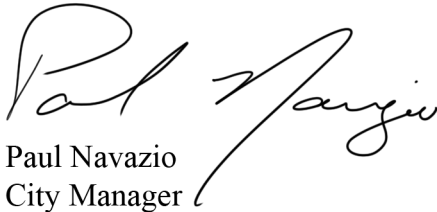
Staff Contact:

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 plan for upcoming Council items.

The attached revised Council meeting calendar reflects direction provided at the January 26th retreat related to cancelling the Regular Meeting of Tuesday, May 7th and replacing it with a Special Meeting on Thursday, May 9th to allow Council members to participate in the annual Cap-2-Cap visit to Washington, D.C..



Paul Navazio
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

MARCH 5TH

REGULAR MEETING

Minutes

City Council Minutes of February 5th and 19th

Consent Calendar

SACOG – “Green Means Go” Program Support Resolution

Approval of FM 4851, Country Oaks, and Associated Subdivision Improvement Agreement

West Main Street Contract Award

Board and Commission – Structure Update

SAFER Grant (Firefighters)

Public Hearing

Epic Bros. Interprises, Inc. - Commercial Cannabis CUP, Manufacturing Facility

Reports of the City Manager

Woodland Research & Technology Park Update

Development Impact Fee Update

MARCH 19TH

REGULAR MEETING

Urban Forest Master Plan

Neighborhood Traffic Calming Program

MARCH 26TH

SPECIAL Meeting / STUDY SESSION

Spring Budget Workshop

APRIL 5TH

REGULAR MEETING

Minutes

City Council Minutes of March 5th and 19th

Future Topics / Study Sessions:

April Tree Preservation Ordinance Recreation / Sports Facilities Update & Funding Sewer Rates (Prop 218 Process)	May Presentation: Proposed Budget General Plan Status Report / Annual Housing Update
June Board and Commission Appointments FY2019/20 Budget Adoption	TBD Non-Conforming Use Zoning Update Sewer Rates



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: F.2.
SUBJECT: Woodland Public Library Annual Report 2017-2018

Recommendation for Action: Staff recommends that the City Council receive the Woodland Public Library Annual Report 2017-2018 presented by the Woodland Public Library Board of Trustees.

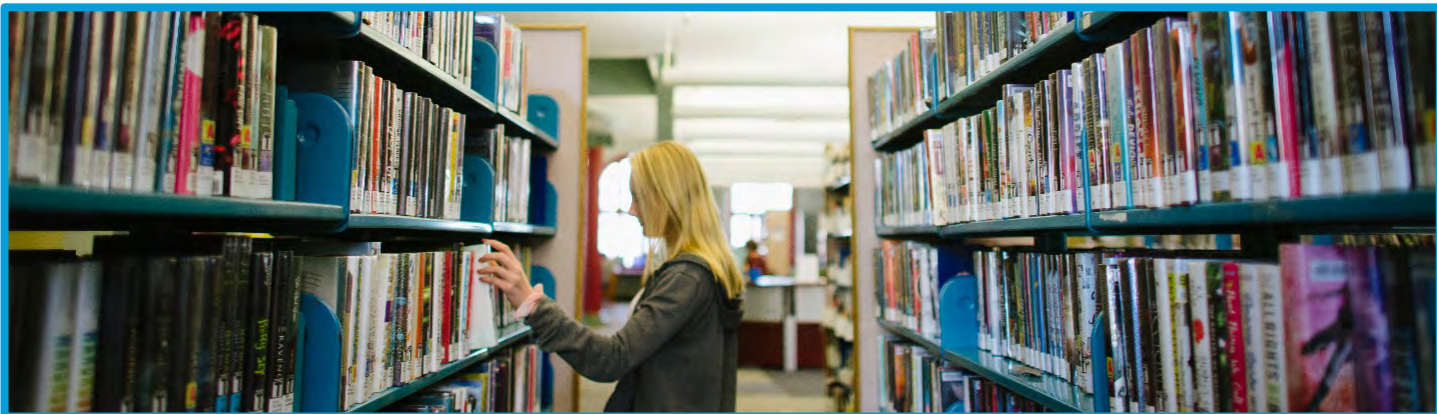
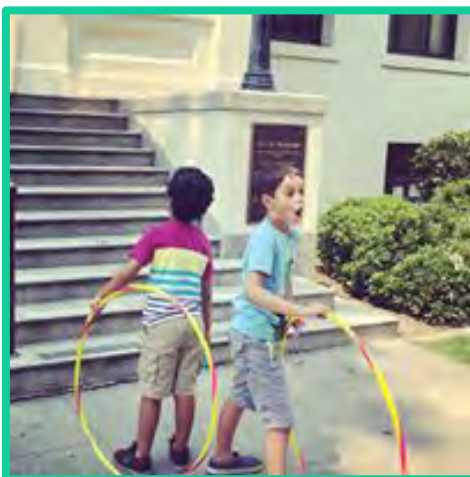
Prepared by: Greta Galinda, Library Services Director



Paul Navazio
City Manager

Attachments:

1. WPL Annual Report FY 17 18 final edits_final



17 WOODLAND 18 PUBLIC LIBRARY ANNUAL REPORT



<i>Table of Contents</i>	
Stats At-A-Glance	3
Achievements	4
Community	8
Reading	12
Teens	15
Experiences	20
Resources	30
Leadership	32

Woodland Public Library Mission Statement

Inform, enhance quality of life, and foster lifelong learning

This fiscal year runs from July 1, 2017 through June 30, 2018.

STATS AT-A-GLANCE

Open 51 hours per week

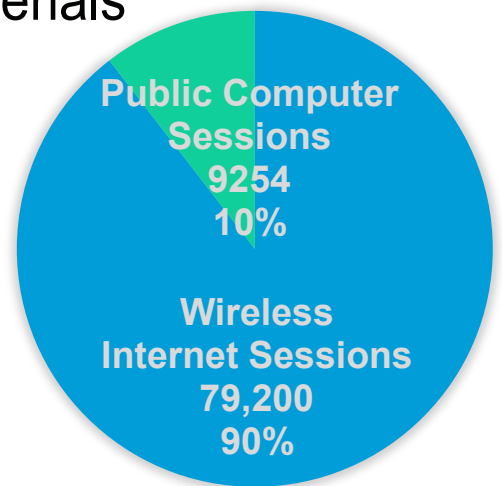
Total circulation of physical library materials

269,733 items

Digital Collection Circulation

(e-books, e-audiobooks, e-magazine, articles, etc)

9,781 items



1,023

classes and events

193,745

visitors

49,781

website visits

FINANCE RECAP

Adopted Budget

\$1,914,935

Per Capita Expenditure

\$32.12

ACHIEVEMENTS

AWARDS AND RECOGNITIONS

Student Success Card

The Woodland Public Library, in partnership with the Woodland Joint Unified School District (WJUSD), launched the Student Success Card Initiative to provide every student access to library resources, both physical and digital, fine free. Teen Advisory Board (TAB) member and sophomore at Woodland High School, Kai Owens, says, "I think the cards will help many students with their studies... the online resources can also be very helpful for those students who can't get to the library easily."

Gallup Strength Certified Coach

Our teen librarian underwent a week-long training to become a Gallup-Certified Strengths Coach. Teens on the Teen Advisory Board (TAB) are able to take the Clifton Strengths Assessment that reveals their individual top five strengths or talents. As a certified coach, our librarian can help mentor TAB members so that teens can utilize their strengths to be successful in reaching their full potential. By using Clifton Strengths assessments, the library can empower, engage, and help teens succeed in and out of school.



ACHIEVEMENTS

AWARDS AND RECOGNITIONS

California State Library Bilingual Books Grant

The Woodland Public Library received a grant to purchase bilingual books through the California State Library-funded California Immigrant Alliance Project that enabled us to purchase 493 new Spanish and English bilingual books for children, bolstering our existing bilingual collection. We purchased board books, easy readers, picture books, children's fiction, and a large selection of non-fiction titles.

Association for Library Service to Children (ALSC) Strengthening Communities Through Libraries Grant

The Woodland Public Library used the grant to purchase 6 sets of Dash and Dot robots from Wonder Workshop as well as 6 iPad minis to control them. The robots are a new addition to our current coding classes for children, and we anticipate they will make children even more excited about learning to code. The classes are taught in collaboration with students from UC Davis, and each class lasts for eight weeks. We offer two coding classes every academic quarter, a total of 8 per school year. We are also partnered with the English Learner Advisory Committee (ELAC) to provide opportunities for Hispanic and Latino kids and families to register for the robot coding programs.



ACHIEVEMENTS

1,000 BOOKS BEFORE KINDERGARTEN

1,000 Books Before Kindergarten is an ongoing reading program for children who have not yet started kindergarten. Parents or caregivers can log books on a paper log or on Beanstack, our online reading challenge software.

With each 100 books children earn an incentive. The big incentives for this program are a free book after 500 books and, after 1000 books, a kindergarten-ready backpack filled with goodies like markers, crayons, pencils, scissors, glue, a notebook, and more!

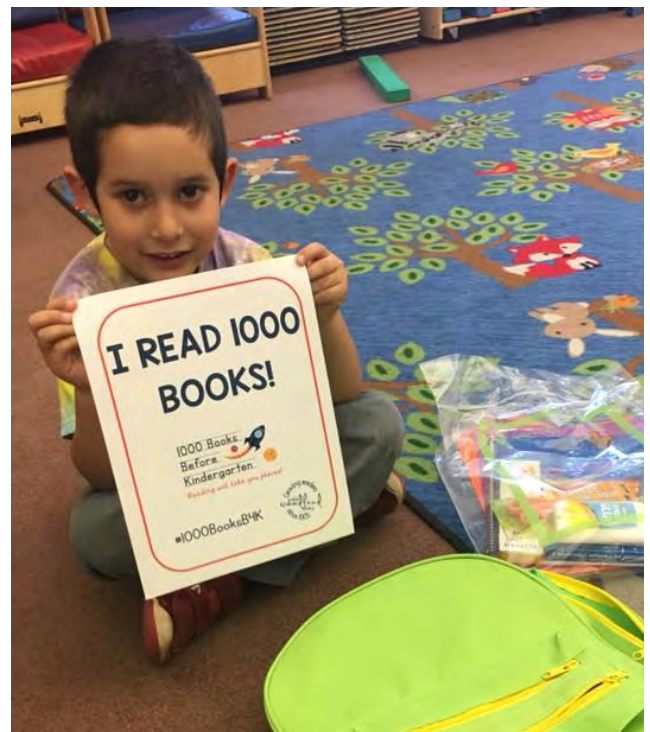


328 children enrolled

43,595 books read



Reading will take you places!



ACHIEVEMENTS

SQUARE ONE

On July 2, 2017, Woodland Public Library opened the doors of Square One to the public. Square One, a nearly 2000 square foot makerspace, is one of the largest library makerspaces in the nation. Funds from Measure E were used to transform an empty cinder block room into a finished space that was furnished with donations, grants, and sponsorships from the California State Library, the Dowling Family, American Industrial Coatings, Luna Vista and Sunrise Rotaries, the Thordsen Family, Woodland United Way, the Woodland Sew and Vacuum Center, the Stallards, Tuckers, and Westalls, Qualitees, and Zest West Bakery. Square One staffing and operations are funded in large part by Measure J.



Before and After



Square One features 6 areas:

prototyping (laser cutter, glass etching, 3-D printers, CNC router),

woodshop (large CNC router, panel saw, drill press, scroll saw, band saw, sander, router, hand tools),

art and textiles (a 53" vinyl cutter, 2 12" dye cutters, sewing machines, a heat press),

electronics (vented soldering stations with tools),

digital arts (desktops with photo and video editing software, photo studio with black and white backdrops and a green screen), and design hub (laptops fully loaded with myriad design software applications, movable tables).



COMMUNITY

COMMUNITY PARTNERSHIPS

Woodland Public Library has developed invaluable partnerships with community organizations to increase reach and effectiveness of our events and services. This year the library has:

- received support from the **Friends of the Woodland Public Library** through their monthly booksales, program support, and their sponsorship of Summer @ the Library programs.
- provided leadership training and college/career readiness training with **Early Academic Outreach Program (EAOP)** at UC Davis for teens.
- worked with **Woodland Joint Unified School District (WJUSD)** schools to bring students the Student Success Card Initiative, My First Library Card program, Summer Lunch at the Library, B.I.K.E.s on campus, and field trips and trainings in Square One.
- partnered with the **Yolo County Assessor Recorder Elections Office** to provide a ballot drop off site at the library and to empower youth through Y.E.S. and our Teen Advisory Board (TAB).
- supported the community in partnership with **Yolo County Food Bank** to waive fines in return for donations to the food bank.
- developed STEM programming in conjunction the **Yolo County Board of Education (YCOE)**.
- served meals at **4th and Hope** with TAB.

Food For Fines



Bring in donations for Yolo Food Bank
Woodland Public Library will forgive one dollar of fines
(not replacement fees) for each unopened item received.

November 24 – December 22



COMMUNITY

OUT AND ABOUT

Books in our Community

Little Free Libraries are installed in parks throughout the community. These Little Free Libraries are maintained and stocked by volunteers through book donations given to the Friends of the Library.

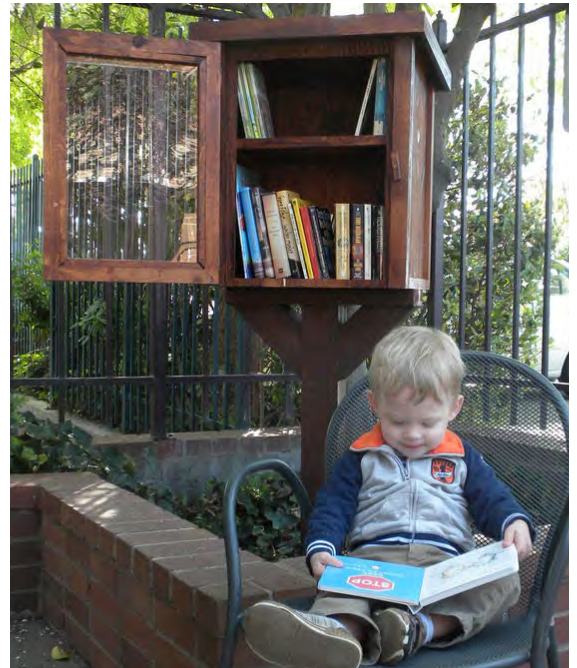
Books to Go

Patrons physically unable to visit the library can still borrow library materials. These patrons include the homebound and those residing in residential care facilities. Library staff takes requests from individuals, selects materials, and delivers the materials every two weeks to the patrons' residences.

Summer Reading with YMCA

The Library partners with the YMCA to give away free books to children participating in their summer programs.

Books Inspiring Kids Everywhere (B.I.K.E.) The B.I.K.E. program distributes free books to middle and high school students on campus during their lunches.



COMMUNITY

MAKING A DIFFERENCE

Career Online High School

In partnership with the California State Library and Gale/Cengage, the library offers **6** scholarships to adults to earn an accredited high school diploma and career certificate on-line through Smart Horizons Career Online Education's Career Online High School (COHS).

Adult Literacy Program

Woodland Public Library Literacy Services was started in 1985 through a grant from the California State Library. Literacy programs statewide provide English language literacy instruction for adults and out-of-school youth. This instruction is provided through volunteers who are trained and managed by professional literacy staff to deliver free one-on-one or small group instruction in reading and writing. Literacy services are provided to **40** adult learners through the library who are paired with **35** tutors. Literacy Services also provides GED tutoring and support at Monroe County Jail, with **144** graduates from the program who have earned their GED.



COMMUNITY

MAKING A DIFFERENCE

The Woodland Public Library continues to provide access to library materials and programs throughout the City of Woodland.

Youth Empowerment Summit Y.E.S.

The Library Teen Advisory Board under the guidance of Teen Services Librarian, Rhea Gardner, works with Y.E.S. partners to plan, develop, implement, and facilitate the Annual Youth Empowerment Summit. Civic engagement is a key component of the development of teens on the Library Teen Advisory Board.



My First Library Card

Libraries and schools share a similar mission -- to promote lifelong learning and contribute to the creation of an informed and educated community. Woodland Public Library is proud to work with Woodland Joint Unified School District in an effort to provide library cards to **all** first graders in our service area. We believe providing parents with a way to keep their children engaged in reading and teaching families how to use their public libraries will help establish a solid foundation for young readers, increase student skills, and enhance education.

Community Event Participation

- Rexpo
- Dia De Los Ninos
- Kinders go to College
- Honey Festival
- Movies on Main
- Food Truck Mania
- Woodland Farmer's Market
- First Friday Art Walk



READING

FOR THE LOVE OF READING

Early Childhood Literacy

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 85 parents or caregivers surveyed 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 including vocabulary, letters, and text direction (Every Child Ready to Read, Literature Review, 2010).



READING

FOR THE LOVE OF READING

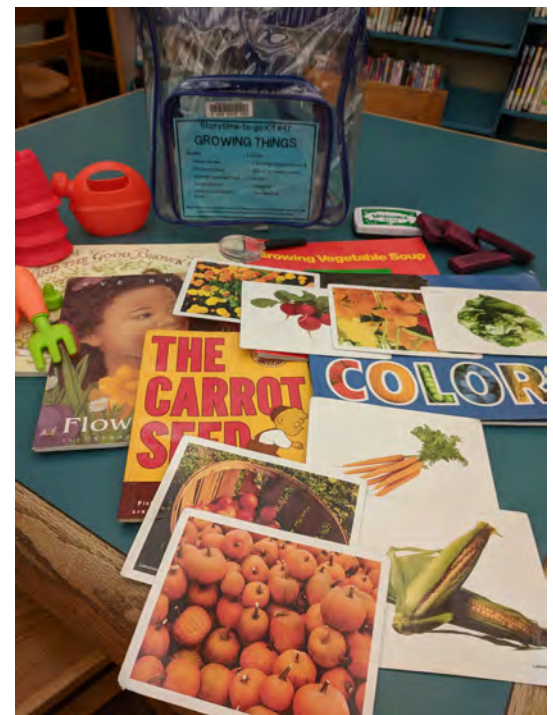
Early Childhood Literacy

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 puts 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 storytimes in English and Spanish, Science, Technology, Engineering, Math (STEM), arts programs, and special events.

"We love storytime. Ms. Esther and Ms. Abigail are wonderful, and we appreciate all they do."



Storytime Kits Take home themed storytime kits with books, games, and toys.

READING

FOR THE LOVE OF READING

Brown Bag Book Club

Meetings are on the first and third Wednesday of each month from 12:00-1:00 in the Leake Center Conference Room at the library. The first Wednesday meeting is an informal discussion about books in general while the third Wednesday meeting is a discussion around a selected book. Patrons share a current favorite or an old treasure with other book lovers or just come and enjoy the conversation. Light refreshments are served.

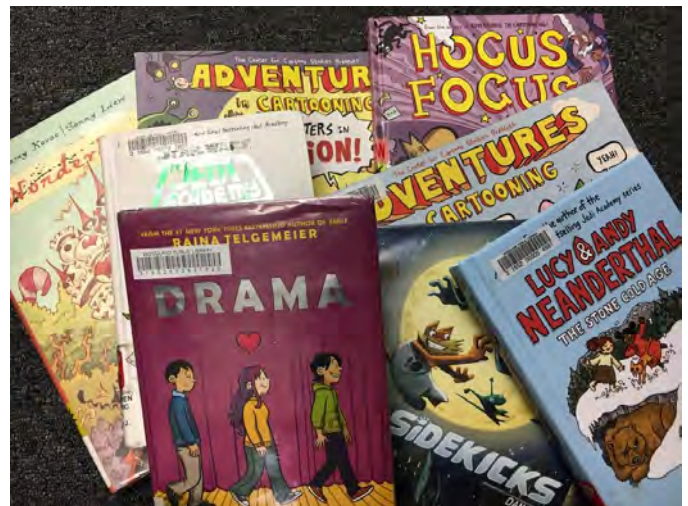
SSTR (Secret Society of Teen Readers)

Teens are invited to read quietly in a secret location in the library. Mondays 4:00-6:00

Graphic Novel Book Club

GRAPHIC NOVEL BOOK CLUB	
Do you enjoy graphic novels and like to talk about the books you read? Come to the first meeting of our Graphic Novel Book Club! We will meet one Monday a month in the Leake Conference Room off the courtyard from 3:30-4:30. We will read a book every month and then meet to talk, share a snack, and do a small project or craft that goes with the book or with graphic novels in general. The club is geared to kids ages 8-12.	
	FIRST MEETING IS JANUARY 29TH BRING A FAVORITE GRAPHIC NOVEL TO SHARE WITH THE GROUP!

"Best library I've EVER been a part of!"



Read to a Dog

Young readers read aloud to a certified therapy dog, allowing children to practice reading in a judgment free zone.



TEENS

CIVIC ENGAGEMENT AND LEADERSHIP

Teen Advisory Board (TAB)

TAB consists of 35 students from throughout Woodland including students from the following schools; Woodland High, Pioneer High, Lee Middle School, Douglass Middle School, Woodland Christian, Davis Senior High, Da Vinci Jr, High, and home school. TAB is a diverse and committed group of students whose mission is to assist the library in creating events and developing resources that fulfill the needs and interest of teens, and to promote the library to teens and the community. TAB meets monthly and actively volunteers year-round during the school year and summer months.

Leadership Training with UC Davis Early Academic Outreach Program (EAOP)

TAB members went through an all-day Saturday leadership training with EAOP. TAB learned about important skills such as, event planning, time management and public speaking. These trainings helped TAB members be better volunteers and library advocates but also better students and leaders.

Gallup Strengths Training

"I liked talking to other people about their strengths and hearing their perspective."

"I liked how I was able to learn more about people and how different people are. How different we all can be and how we can work together."

"I liked that I was able to better understand my own strengths and the talents of other TAB members."

"I liked how we got out of our comfort zones and learned about what's happening in our communities."

"I like that you can meet new people here and there are many events that you can attend."

"I enjoyed getting to know people working together and learning tips on life skills."

"I most enjoyed the event planning and brainstorming different TAB events."



TEENS

VOLUNTEER OPPORTUNITIES

Summer at the Library

TAB members trained new teen volunteers to assist with children's events during the summer. Volunteers set-up craft tables, played sidewalk games with children during free lunch, handed out free popsicles, cleaned up after events and were a big help to the librarians over the summer!

Homework Help

Teens helped elementary school children with their homework twice a week after school, during the school year.

Fourth and Hope Shelter Dinners

Every third Tuesday of the month, teens prepare, cook, and serve over 100 meals at the local homeless shelter, Fourth & Hope.

"I want to get more involved in the community and Homework Help is a good way for me to do that."



"I love volunteering at the homeless shelter dinners. I feel like I've really made a positive impact in someone's life."



TEENS

CULTURAL EXPERIENCES

hosted by the Teen Advisory Board (TAB)

LGBTQ Teen Pride Celebration

Teens celebrated LGBTQ+ Pride Month in the Leake Room and Square One. The Pride Fair featured arts and crafts in Square One, including making Pride buttons and bookmarks. The Leake Room had free food, music, and an open mic session where teens shared their musical talents, poetry, and personal stories in a judgment-free zone where all teens were welcome to talk freely and be themselves in a safe environment.

Hispanic Heritage Month Celebration

TAB hosted a celebration of National Hispanic Heritage Month to recognize the contributions made by and the importance of Hispanic and Latino Americans in the United States. Dancers from Folklórico Latino de Woodland performed, and Judge Sonia Cortés, the first Latinx judge in Yolo County, spoke.

Peace of Art

This annual event is in partnership with Yolo Conflict Resolution Center and focuses on working with teens in peaceful conflict resolution.



TEENS

FOR FUN AND LEARNING

Open Mic Night

TAB members hosted a night where anyone could participate and share their musical, vocal or poetry talents. We had pianists, guitarists, dancers, singers and poets perform. It was a positive night where the audience was supportive of everyone's act and abilities!



Teen Paint Night

Teens enjoyed being creative and painting everything from sunflowers to trees and ocean sunsets. Sometimes they followed along with the teen librarian art instructor, the TAB member art instructor or just free-painted whatever they could imagine.

"I like volunteering for this event because it's fun and you can meet new people."



Teen Halloween Party

This annual event is one of the biggest teen-led events for teens. TAB members plan, promote, decorate and execute the event that draws over 200 teens each year. The library is transformed into a haunted house and teens played laser tag upstairs in the main library, danced to a DJ in the Leake Room, or tried to escape the Escape Room in the literacy office.



"The Halloween Party is the best party for teens ever!"



TEENS

FOR FUN AND LEARNING

SAT Prep Boot Camp

Students received free SAT instruction from Tried & True Tutoring Company. Students learned strategies for success, a full-length diagnostic, and a set of materials to keep. The Boot Camp took place over the course of three Saturdays in March.

Yoga

Teens got to relax, de-stress and practice mindfulness with yoga classes over the summer and school year.

Fireside Career Chats

Teens chatted and learned from professionals and para-professionals from different career fields every Tuesday in May by the library's fireplace. There were five Fireside Chats highlighting the following career fields; arts & education, law, medicine, trades and technology & science. Teens were able to talk with teachers, a local author, lawyers, a judge, police officer, nurse practitioner, dentist, pharmacy technician, electrician, web developer and soil scientist.



"Yoga was the best."



"This was a great way to learn about careers."

EXPERIENCES

FOSTERING CREATIVITY

AFTERSCHOOL PROGRAM

The Library has three afterschool programs a week offering an hour of activities for kids 5-12.

BOARD GAME DAY

Enjoy a variety of board games in the children's room on Tuesdays.

KID & FAMILY ART AND CRAFTS

Come get your hands dirty having fun with art and crafts on Wednesdays in the children's room! A different project is offered each week.

LEGO CLUB

Come enjoy building and creating with Legos on Thursdays. You can even display your work in our Imaginarium case.

SUMMER TEEN HANGOUTS twice a week

Crafts, cooking, art projects, gaming

TOYS IN THE LIBRARY

Our children's library is a creative play environment with puzzles, building toys, and toys designed for early literacy development.



"Love the children's programs! And the after school clubs!"



EXPERIENCES

GROWING EDUCATIONAL OPPORTUNITIES

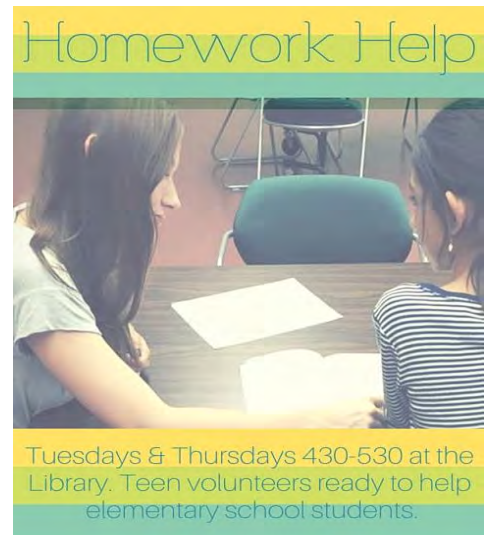


SCRATCH CODING CLASS

Programming classes with MIT's Scratch! In each eight-week class, kids create projects using Scratch drag-and-drop programming. Classes are taught by students from UC Davis' Computer Science Department.

HOMEWORK HELP

On Tuesdays and Thursdays from 4:30-5:30 teen volunteers help children with homework. No registration required. Meet near the Circulation Desk.



MINECRAFT CLUB

Elementary age students develop their computer and teamwork skills through Minecraft ED.

13,377 school age children and their caregivers attended 325 school-age afterschool programs such as coding classes, minecraft club, Lego club, STEM activities, crafts, tutoring, and special events.

"I love the way you schedule the programs (tutoring afterschool, science, games) for the different needs, and all the staff is always so helpful. Thanks to everyone!"

EXPERIENCES

SQUARE ONE

Opened July 2, 2017

664

users

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, trans-media navigation, visual literacy, and computational thinking.

20

hours per week
July 2017

Square One focuses on the development of hands-on learning opportunities through 5 maker areas: Woodshop, Arts and Textiles, Prototyping, Electronics, and Digital Arts.

28

hours per week
February 2018

Square One provides our community with a repertoire of tools 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 5 maker areas.

383

patrons trained
on equipment

*"I liked how
there were
various
activities to do
and how they
were all new
and hands-
on."*

7

3rd grade
class visits

745.5
SQUARE
ONE
WOODLAND PUBLIC LIBRARY



Data collected via Project Outcome, a statewide initiative to quantify patron response to library services.

EXPERIENCES

SQUARE ONE kids

3rd Grade Class Visits

Square One hosted 7 3rd grade classes to come explore magnetism, carpentry, 3D printing, tapigami, laser cutting, and more. For many students, this was their first experience in creating and exploring their ideas in a hands-on environment.

Intergenerational learning occurs on a regular basis in Square One. Children in the community have learned a lot from adults, and adults from children. We held sewing and electronics workshops with volunteer assistance and led classes with Yolo County Office of Education in soldering and design process. Children and adults often exchanged knowledge of technical and traditional skills.

"I liked how hands-on everything was"

Yolo Youth Rally

This annual event focused on Arts & Maker Crafts to feature the library's new makerspace, Square One. Teens learned how to solder, 3-D print, knit, photograph, paint and sew.



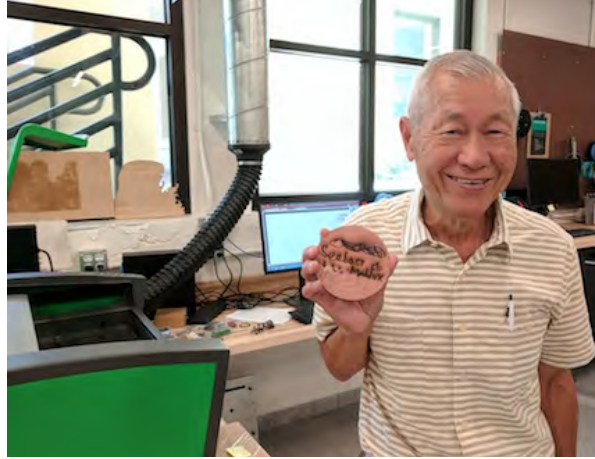
EXPERIENCES

SQUARE ONE for adults



"A hidden treasure at our local library!"

"Love the community atmosphere."

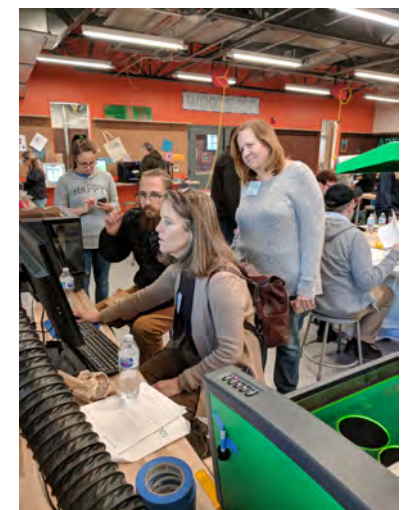


"Square One allows me access to an artistic outlet I had not previously considered pursuing."

"I have a lot of ideas of what I want to make. I now have a way to make them real."

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

- 99% felt they 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



EXPERIENCES

AN ACTIVE LEARNING HUB FOR ADULTS

This year brought even more opportunities for adults to gather in both fun and educational ways.

The **Science & Society Discussion Series** provides opportunities for the public and those engaged in research and policymaking to share ideas and concerns.

Adult Crafternoon takes place on the first Saturday of the month.

Basic Computer Classes are offered on Friday mornings for adults on various topics.

Woodland Library Rose Club holds garden work days in the Rose Garden on the first Saturday of the month. The monthly meetings are the second Saturday of the month in the Leake Room.

All ages are invited to practice, play, and learn chess at the **Woodland Library Chess Club**. Chess sets and instructions are provided.

After Hours Paint Night is held once a month in the library in partnership with the **Friends of the Library**.

Maker Mondays and **Make It, Take It Tuesdays** in **Square One** give adults the opportunity to learn new technology and make crafts every week.

SCIENCE *and* Society
Discussion Series
Woodland Public Library

FEAST ON FACTS

MOVIE SCREENING

Free and open to the public

Wednesday
April 25th
6:00pm



EXPERIENCES

ANNUAL EVENTS

27,726

people of all ages attended library events

Touch a Truck

The Library's 3rd Annual Touch a Truck Event gives curious kids of all ages a safe opportunity to explore big trucks and large equipment. It also gives the operators the chance to share their love and knowledge with fascinated children. Encouraging children to explore their interests is important to raising children who are excited about learning.

"I appreciate the amount of time and energy the staff puts into events and our community. One of the best places in town to be."



"We feel so blessed to have the library we do. We love all the events for kids and visit at least once a week. The staff is fantastic!"

Touch a Truck

The Woodland Public Library has invited trucks from all over town to visit with kids and their adults for the day!

Come visit and touch a tractor, Yolo bus, concrete mixer, bucket truck, garbage truck, and much more! Las Brásas will be selling food!



EXPERIENCES

ANNUAL EVENTS

Hogwarts Winter Term Party

More than 300 children and adults came to be sorted into their Hogwarts Houses at the Hogwarts School of Witchcraft and Wizardry in the Leake Common Room of the Library. With the help of the Davis Science Collective, children experienced the science behind Hogwarts classes. There was even some mail that arrived by owl.



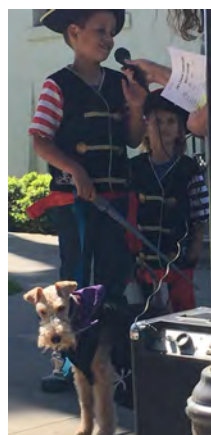
Fun and Learning Events for Families

Peeps Diorama Contest

Pet Show

Halloween Party

Games Day



EXPERIENCES

SUMMER AT THE LIBRARY



Our summer reading program was **Summer at the Library: Read, Make, Explore**. We encouraged everyone to read at least five books over the summer, which can help kids prevent the "summer slide" where students lose ground gained in school over the year. We also invited people to come and take advantage of Square One to make things over the summer with programs for adults, teens, and kids weekly. Lastly, we encouraged everyone to embrace new experiences, adventures, and learning over the summer by exploring the library's offerings, the community, and beyond. There was a program for every age, and we challenged everyone to read five books, make five things, and explore in five ways.

read **5** books
make **5** things
explore **5** ways

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.

82 surveys were collected.

95% learned something new from what they read or experienced

93% enjoy reading more

93% read more often

95% want to use the library more

EXPERIENCES

SUMMER AT THE LIBRARY

BY THE NUMBERS



1,540

people attended 8 special events



21,535

books read



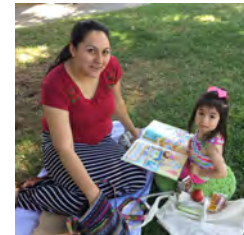
432

participants for
Make and Explore
Thursdays



2,128

lunches served
to children



43,348

minutes read by children



1,101

badges earned



73

teen volunteers



RESOURCES

COLLECTIONS AND DATABASES

Physical Collection

Development and maintenance of a collection of 56,920 items for adults, 4,730 items for teens, 36,902 items for teens. Books, DVDs, Books on CD, and Storytime Kits.

Electronic Collection

Access to over 12,000 e-books and audiobooks through Overdrive.

Lynda.com The popular learning site accessed by millions each year is now available for free to all residents with a library card. Offering over 5,000 courses with more than 190,000 video tutorials, Lynda.com provides participants a chance to learn new skills through its growing library of video courses taught by industry experts. Course categories include business, software, technology, and creative skills topics.

Mango Mango provides on-line self-paced language learning tools to teach more than 70 languages through relevant and topical dialog using the four key components - vocabulary, pronunciation, grammar, and culture - for improving proficiency in another language.

HelpNow online live one-on-one tutoring, skills building, test prep

JobNow online job searching and resume building support

Novelist Reading selection suggestions based on genre, author, subject, topic, or previously enjoyed books.

Zinio - hundreds of magazine titles to read on-line



RESOURCES

Archives Unbound Topically-focused digital collections of historical documents that support the research and study needs of scholars and students at the college and university level. Collections in Archives Unbound cover a broad range of topics from the Middle Ages forward-from Witchcraft to World War II to twentieth-century political history. Collections are chosen for Archives Unbound based on requests from scholars, archivists, and students.

Gale Primary Sources is an integrated research environment that allows users to search across all of their Gale primary source collections. Gale Primary Sources takes users beyond a simple search and retrieve workflow, allowing them to analyze content using frequency and term-relationship tools. Through intuitive subject-indexing users will discover new material even in the most familiar of content sets.



DATABASES for kids

Little Pim Mango and Little Pim offer on-line language learning tools for adults and children. Little Pim offers videos and lessons for 12 languages geared to young children when language acquisition skills are

HelpNow online live one-on-one tutoring, skills building, standardized test preparation, writing assistance

AR Book Finder WJUSD-aligned leveled book recommendations

Reading Counts Scholastic book logger

TumbleBooks A curated library of children's e-books

Zinio An on-line collection of magazines including National Geographic Kids, American Girl, Cricket, Seventeen, Ask, Sports Illustrated Kids, High Five, Highlights, and hundreds more



LEADERSHIP

LIBRARY BOARD

As a municipal library in the State of California, the Woodland Public Library is governed under the State Education Code (Title 1, Division 1, Part 11, Chapter 5, Articles 1 to 4, Sections 18900 to 18965): "The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor... with the consent of the legislative body of the municipality."

According to the Woodland Municipal Code (as adopted from the State Education Code), the Board is responsible for making and enforcing "all rules, regulations and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto." The Board also hires, evaluates, and sets compensation for the Library Services Director. Board members are active in advocating for library support at both the local and state levels.

Board Members

Karen Shepard, President

Diane Adams, Vice- President

Ellen Burriss

Gloria Rodriguez

Director of Library and Literacy Services

Greta Galindo



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: G.3.
SUBJECT: Designation of March 2, 2019 as Arbor Day

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, designating March 2, 2019 as Arbor Day in the City of Woodland.

Staff Contact:

Westley Schroeder, Park Superintendent, (530) 661-5958, westley.schroeder@cityofwoodland.org

Background:

Each year the City of Woodland celebrates Arbor Day in order to recognize the community benefits of trees and the community's heritage as "The City of Trees". Arbor Day is a nationally celebrated observance that encourages tree planting and care. The observance and celebration of Arbor Day is one of the requirements of Woodland's designation as a "Tree City USA".

Founded by J. Sterling Morton in Nebraska in 1872, National Arbor Day is usually celebrated each year on the last Friday in April. However, the date varies depending on the climate of the State in which it is being held. This is due to the planting season and climate for the area that the Arbor Day is being held in.

Discussion:

The observance of Arbor Day in Woodland on March 2, 2019 not only shows the City's commitment to its urban forest but also increases the awareness of the importance of trees in urban areas. It also provides educational opportunities to promote and improve the practice of urban tree planting and care.

As part of the day's activities, the City of Woodland Urban Forestry staff, Woodland Tree Foundation, and other volunteers will gather at 8:30 am at Campbell Park where there will be a quick celebration to commemorate this year's Arbor Day. After the celebration, volunteers will be broken up into groups to assist with planting of approximately 50 trees throughout the City. This tree planting is a part of the City's efforts through the Cal Fire Urban and Community Forestry Program and California Climate Investment grant. Environmental Services will also participate in the event by providing information on water conservation, green waste, composting, and other conservation related topics.

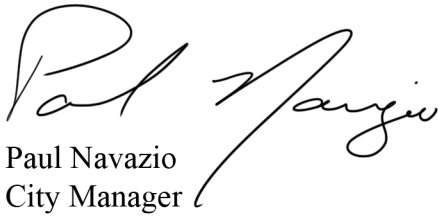
Celebrating Arbor Day illustrates the City's continuing commitment to the urban forest and the quality of life that trees provide to the community.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, designating March 2, 2019 as Arbor Day in the City of Woodland.

Prepared By: Westley Schroeder, Park Superintendent

Reviewed By: Christine Engel, Community Services Director



Paul Navazio
City Manager

Attachments:

1. resolution

RESOLUTION NO.
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
DESIGNATING MARCH 2, 2019 AS ARBOR DAY IN THE CITY OF WOODLAND.**

WHEREAS, in 1872 J. Sterling Morton proposed that a special day be set aside for the planting of trees; and,

WHEREAS, this holiday, Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and,

WHEREAS, 2019 is the 146th anniversary of the holiday, and Arbor Day is now observed throughout the nation and the world; and,

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and,

WHEREAS, trees are a renewable resource giving us paper, wood for building homes, fuel for our fires and beautifying our community; and,

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, the City Council of the City of Woodland does hereby designate Saturday, March 2, 2019 as Arbor Day in the City of Woodland. The City urges all citizens to celebrate and support efforts to protect our trees and woodlands, to plant trees to gladden the heart and promote the well-being of this and future generations.

PASSED AND ADOPTED this 19th day of February 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Xochitl Rodriguez, Mayor

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

ATTEST:

Ana Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: G.4.
SUBJECT: Fire Department Annual Status Report for 2018

Recommendation for Action: Staff recommends that the City Council accept the Fire Department Annual Status Report for 2018.

Staff Contact:

Rebecca Ramirez, Fire Chief, (530) 661-5860, becky.ramirez@cityofwoodland.org

Background:

The Fire Department Annual Status Report includes a summary of all activity within the Department in 2018.

Conclusion:

Staff recommends that the City Council accept the Fire Department Annual Status Report for 2018.

Prepared By: Jeran Ulrich, Management Analyst

Reviewed By: Rebecca Ramirez, Fire Chief


Paul Navazio
City Manager

Attachments:

1. Fire Department 2018 Annual Report



WOODLAND FIRE DEPARTMENT

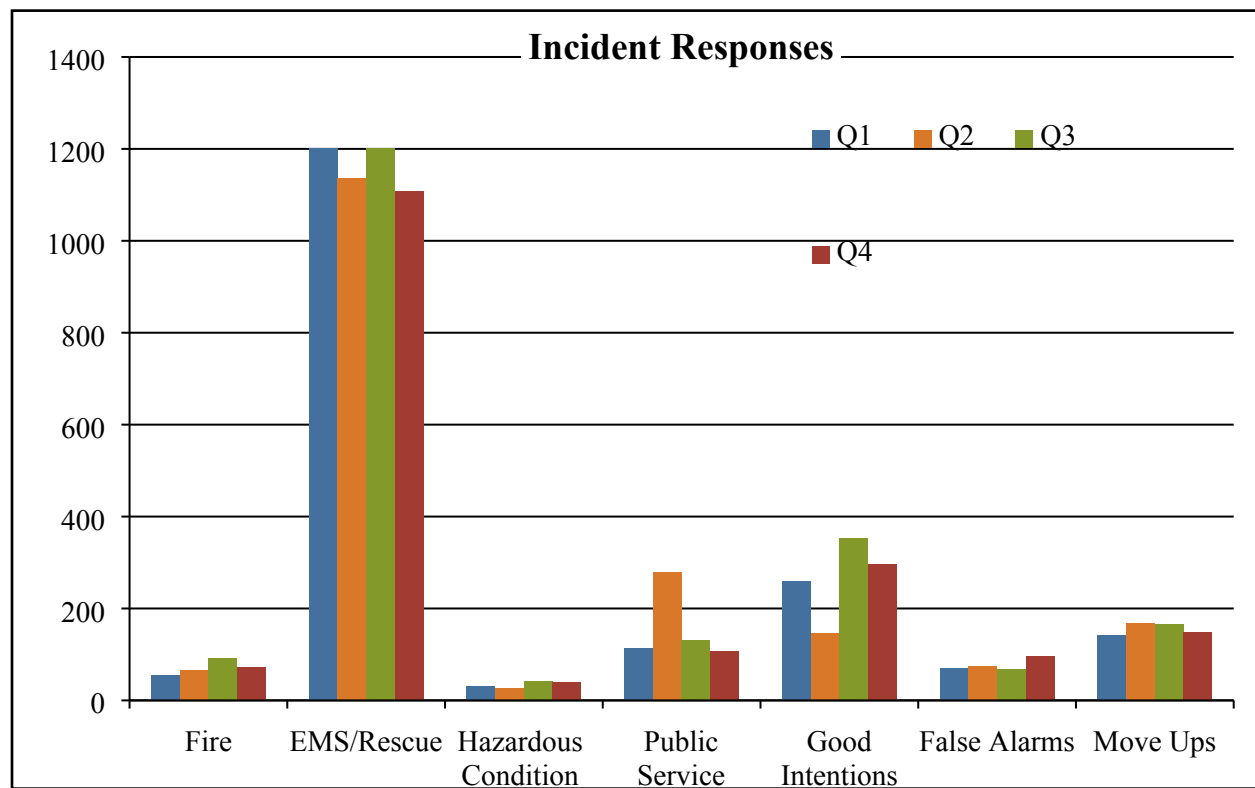
Annual Report

DATE: February 19, 2019

SUBJECT: 2018 ANNUAL REPORT

The Annual Report summarizes a wide variety of information in an effort to better inform the public and the City Council.

Total Incident Responses	Q1	Q2	Q3	Q4	Incident Type Total
Fire	54	67	92	72	285
EMS/Rescue	1202	1137	1202	1108	4649
Hazardous Condition	31	27	41	40	139
Public Service	113	280	131	108	632
Good Intentions	259	146	353	296	1054
False Alarms	70	74	68	97	309
Move Up*	142	169	166	149	626
Other	1	2	1	2	6
QUARTERLY TOTAL	1872	1902	2054	1872	7700

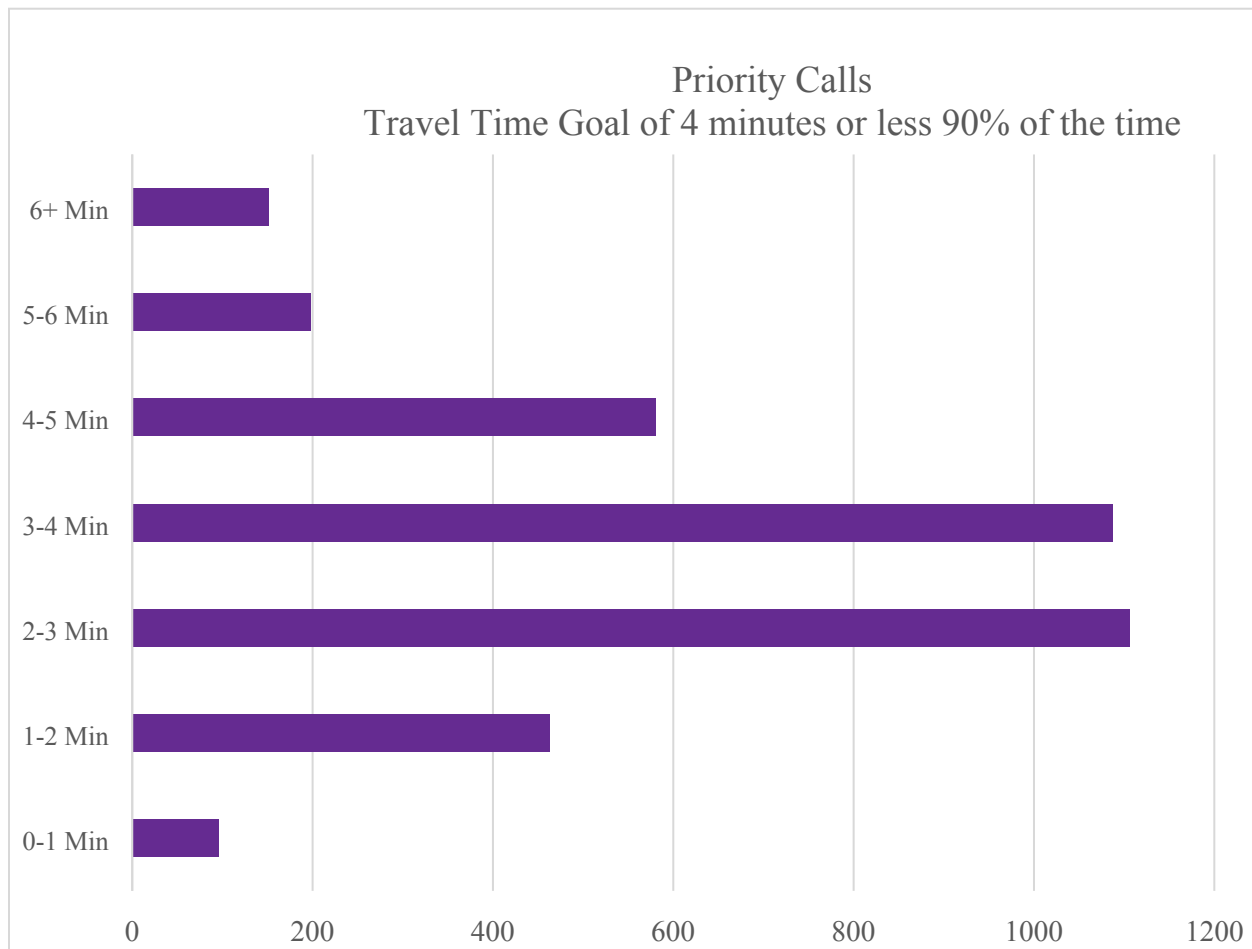


*When two or three (dependent on area) engine/truck companies are committed to calls simultaneously, the remaining engine/truck companies move strategically into the vacated area(s) to ensure adequate coverage based upon the number of available apparatus. This practice is called an “move up”.

2018 Annual Response Times:

Based on the City's general plan, the Woodland Fire Department has adopted the national response time standards set forth in NFPA 1710. These times are calculated using en route time (the time the company leaves the station) and arrival time (the time the company arrives on scene). Below is a breakdown of response time goals and average response times (in minutes) by type of call:

2018 Annual Response Times			
	Travel Time Goal	Actual Performance	Avg. Travel Time
Structure Fire (1 st Unit)	4 minutes 90% of the time	81.40%	3:22
Fire- Other	4 minutes 90% of the time	74.70%	3:32
Full First Alarm Assignment- Woodland Units Only <i>(3 Engines, 1 Truck, 1BC)</i>	8 minutes 90% of the time	94.70%	6:43
Emergency Medical	4 minutes 90% of the time	74.80%	3:19



Automatic or Mutual Aid:

Automatic aid is provided to another agency through formal agreement and occurs automatically on significant events without any special request. Mutual aid occurs when fire departments provide help to one another upon special request when a significant event(s) (large incident or multiple small incidents) take place. Every fire agency in Yolo County is a signatory to this agreement.

Aid Received	159
Aid Given	172
TOTAL	331

Fire Prevention:

Engine Company Inspections	816
Inspections	1550
Plan Reviews	141
Code Enforcement Hours	36.5
Fire Investigation Hours	37.5



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: G.5.
SUBJECT: Police Department Quarterly Status Report for the period of October 2018 through December 2018

Recommendation for Action: Staff recommends that the City Council accept the Police Department Quarterly Status Report for October 2018 through December 2018.

Staff Contact:

Luis Soler, Chief of Police, (530) 661-7865, luis.soler@cityofwoodland.org

Background:

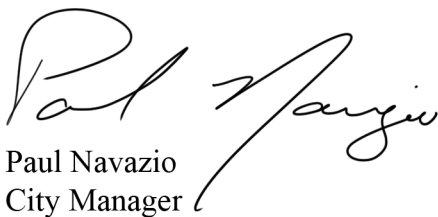
The Police Department Quarterly Status Report includes a summary of all activity within the Department. In lieu of providing comprehensive monthly status reports to the City Council and department heads via e-mail communication, the City Council will now be receiving Status Reports on a quarterly basis via agenda packet.

Conclusion:

Staff recommends that the City Council accept the Police Department Quarterly Status Report for October 2018 through December 2018.

Prepared By: Trista Kennedy, Executive Assistant

Reviewed By: Luis Soler, Chief of Police


Paul Navazio
City Manager

Attachments:

1. Qtrly report - Oct. - Dec. 2018



WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October – December 2018



The Quarterly Status Report includes a wide variety of information in an effort to better inform the public and the City Council.

OFFICE OF THE CHIEF:

Personnel

October - December 2018	Budgeted	Filled
Sworn	67	62
Non-sworn (FTE)	15	15
Non-sworn (PT/Temp.)	7	5
TOTAL	89	82

Volunteers in Policing Program (ViPs):

The Department's ViP program consists of 35 Volunteers and 7 Chaplains. The ViPs and Chaplains contributed 839.93 for the 4th quarter and a total of 3,361.20 hours for 2018. The total hours for this quarter are:

ViP Hours	October	November	December	Total
Chaplains	9.5	21	36.5	67
Volunteers	320.55	210.78	241.6	772.93

The Woodland Police Department Citizen Police Academy (CPA):

The Woodland Police Department Citizen Police Academy is a free interactive course designed to acquaint individuals who are not sworn police officers with the activities of the Police Department. The Citizen Police Academy is open to adults who live or work in the Woodland community.

The mission of the Citizen Police Academy is to strengthen community partnerships by offering citizens the opportunity to interact with our professional staff, increase their understanding of police operations and become ambassadors to the community.

Previous Session: October 11, 2018 – December 20, 2018

Class Topics included: History of Law Enforcement and the Woodland Police Department, Overview of the Bureaus and their functions, Patrol Operations, K-9 Overview and Demonstrations, Traffic Laws and Enforcement, Tactical Driving and Traffic Stops, Use of Force Continuum and non-lethal force options, Investigations, COMPSTAT overview, Crime Scene Investigations, Shoot or Don't Shoot scenarios, Homeless Outreach Street Team overview, Crime Prevention and Community Outreach, Volunteer Program, Community Programs, and much more!

There were 17 participants for the 2018 Citizen Police Academy. The next academy will be in the Fall of 2019.



WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October – December 2018



Woodland Youth Public Safety Academy (YPSA):

The Woodland Youth Public Safety Academy is an eight-week training program, the objective of which is to expose the student cadets to some very rewarding careers in public safety to include law enforcement and fire services. We place strong emphasis on self-respect, respect of others, teamwork and commitment to ones' goals. The academy is perfect for any Junior High School student who would like a challenge and to learn more about public safety. The leadership lessons they learn during the academy will last them a lifetime.

Current Session: February 4, 2019 – May 20, 2019

Class Topics include: Introduction to Fire, Introduction to Police, Police K-9s, Self-Contained Breathing Apparatuses, Investigations/ Court System, Fire Prevention, SWAT and Ladders.

There are 20 7th and 8th grade cadets in this academy session. The cadets attend the following schools: Douglass Middle School, Lee Middle School, Woodland Christian School, Clarksburg Middle School, Esparto Middle School, and Johnson Junior High School.

PATROL BUREAU:

The backbone of any police organization is its Patrol Division. The Woodland Police Department's Patrol Division provides quality law enforcement services to our community 24 hours every day, 365 days per year.

CRIME

Category	October	November	December	Calendar Year 2018	
				2018 YTD	Percent change
Homicide	0	0	0	1	0%
Rape	1	1	4	14	-22%
Robbery	5	7	7	55	45%
Aggravated Assaults	13	18	15	105	-17%
Simple Assaults	50	41	36	218	-56%
Burglary	22	16	21	214	-34%
Larceny/Thefts	95	128	118	923	-29%
Auto Theft	12	10	16	183	-20%
Arson	1	7	3	17	-51%
TOTAL	199	228	220		



WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October – December 2018

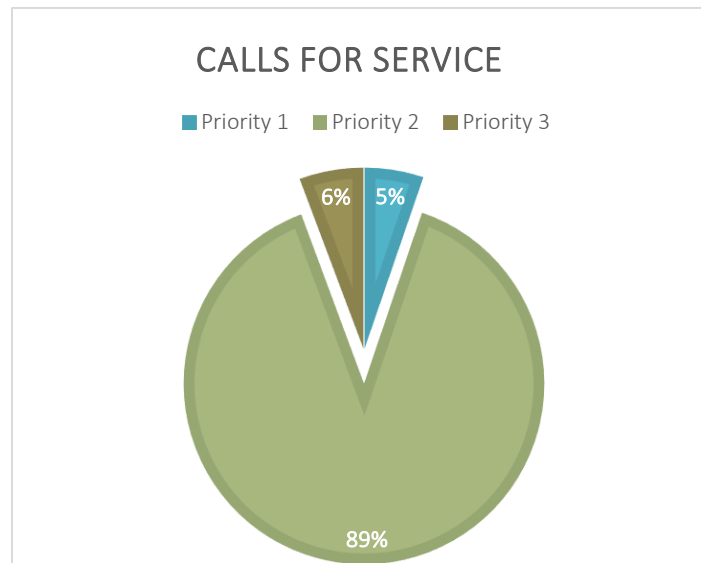


Reports

	October	November	December	4 th Qtr. TOTAL	Previous Qtr. TOTAL	Percent change
Online Reports/Coplogics	71	31	30	132	91	45%
Mail-in Reports (MLRs)	86	130	128	344	250	38%
Other case numbers issued	524	541	523	1,588	1,788	-11%
TOTAL	681	702	681	2,064	2,129	-3%

Response Times

	October	November	December	Previous Qtr. Average
Priority 1	7:40	8:09	7:56	7:46
Priority 2	12:51	14:56	13:12	11:44
Priority 3	22:17	24:25	26:08	29:30



WORKLOAD

Calls for Service	October	November	December	TOTAL	Previous Qtr. Total
Priority 1	119	125	87	331	356
Priority 2	1,908	1,870	1,877	5,655	6,565
Priority 3	134	95	130	359	394
All other calls for service	3,541	2,949	3,231	9,721	10,810
TOTAL	5,702	5,039	5,325	16,066	18,125



WOODLAND POLICE DEPARTMENT

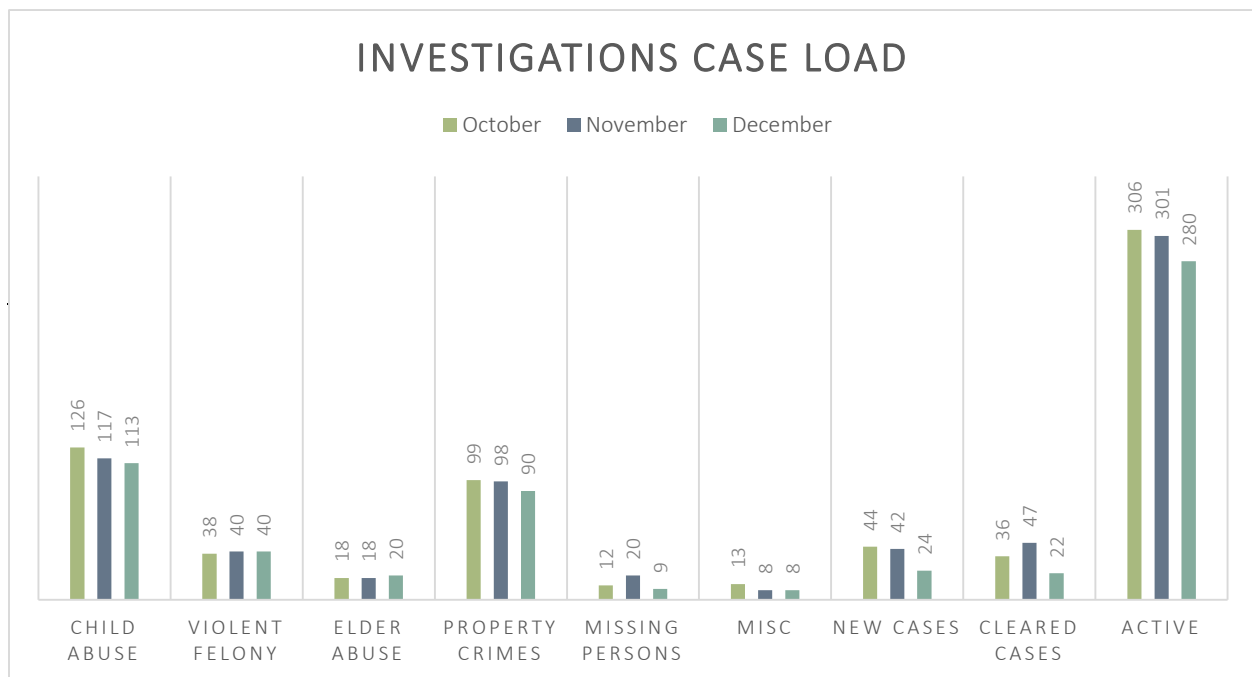
QUARTERLY REPORT

October – December 2018



INVESTIGATIONS BUREAU:

The Investigations Bureau conducts follow-up criminal investigations on all felony and select misdemeanor crimes reported to the Police Department. Typically, a uniformed police officer responds to a call for service and prepares a police report which may require follow-up investigation. A Police Investigator is then assigned to conduct the follow-up, often requiring many hours of investigation before an arrest is made or a case is closed.



290 Registrant Activity

	October	November	December
Total registrants	137	133	135
Total transient registrants	17	18	17
290 PC violation warrants issued	0	0	0
Not in compliance with annual update	1	0	1



WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October – December 2018



COMMUNITY RELATIONS BUREAU:

The Community Relations Bureau is also responsible for all community outreach events, training, and media relations.

School Resource Officers (SRO):

There are three School Resource Officers (SROs) assigned to schools within the Woodland Joint Unified School District. They are responsible for all calls and incidents involving students while on school grounds. While responsible for typical calls for service at the campus, the SROs provide a much greater service.

The SROs had the following activity for the 4th quarter of 2018:

Activity	October	November	December
Consensual contacts	1,829	1,054	1,318
Fighting	8	3	3
Alcohol violations	2	0	0
Gang activity	0	0	1
Narcotics	3	2	1
Truancy	9	3	7
Tobacco use	0	0	0
Vandalism	0	0	0
Theft	1	0	0
Weapons	0	0	1
Other misdemeanor crimes	3	3	6
Other felony crimes	0	0	0
Administrative/Home visits	98	83	75
Overall Total:	1,953	1,148	1,412

During the month of October, SRO Gray patrolled WHS and PHS football games, taught G.R.E.A.T. at Lee Middle School and Whitehead Elementary School and taught ALICE at Zamora Elementary, Douglass Elementary, Plainfield Elementary, Holy Rosary, Freeman Elementary and Whitehead Elementary. He also held a conference call with ALICE regarding program implementation at WJUSD and details on hosting an ALICE instructor course. SRO McManus patrolled WHS and PHS football games, taught G.R.E.A.T. at Lee Middle School, assisted SRT with information for a social media warrant, assisted Detectives with a case involving a Cache Creek HS student, participated in National Shakeout earthquake drills and conducted numerous home visit and school campus patrols. SRO Flores patrolled WHS and PHS football games, made a Chicano Studies presentation at WHS, taught G.R.E.A.T. at Lee Middle School and Beamer Elementary School, participated in National Shakeout earthquake drills and conducted numerous home visit and school campus patrols. SRO Flores also



WOODLAND POLICE DEPARTMENT QUARTERLY REPORT

October – December 2018



participated in the Explorers Program, CNT Training, Yolo County Active Shooter Training, Coffee with a Cop and WHS Powder Puff Football.

In November, SRO Gray taught G.R.E.A.T. at Plainfield Elementary School and Lee Middle School and he attended a G.R.E.A.T. graduation at Freeman Elementary School. He also taught ALICE at Pioneer HS, assisted Detectives with a rape case, arrested a subject for trespassing at Prairie Elementary School and patrolled numerous school campuses. SRO Gray also worked the Camp Fire detail in Butte County. SRO McManus attended a Hostage Rescue Tactics training course in Sacramento, made two arrests for battery at Douglass Middle School, taught G.R.E.A.T. at Lee Middle School, attended DA mediation and FBR training and patrolled numerous school campuses. SRO Flores taught G.R.E.A.T. at Lee Middle School and Beamer Elementary School, patrolled numerous school campuses and attended several parent and administrative meetings. SRO Flores assisted Detectives with a rape case, assisted SRT with a robbery case and assisted HOST. He taught at the Youth Academy and participated in the Fill the Trunk toy drive. SRO Flores also worked the Camp Fire detail in Butte County.

In December, SRO Gray taught G.R.E.A.T. at Lee Middle School and Plainfield Elementary School, he also held a G.R.E.A.T. graduation at Plainfield Elementary School. SRO Gray investigated battery reports at Spring Lake Elementary School and Zamora Elementary School. He also taught ALICE at Woodland High School and at WJUSD ASES Program. SRO McManus taught G.R.E.A.T. at Lee Middle School and patrolled numerous school campuses including Pioneer High School. He assisted SRO Flores when they received information on a possible threat of a shooting on campus (PHS). School District officials were advised and were on scene. SRO Flores taught G.R.E.A.T. at Lee Middle School and held a G.R.E.A.T. graduation at Beamer Elementary School. He participated in the Fill the Trunk toy drive, attended SARB hearings and assisted Pioneer High School with a fight on campus (3 students were suspended). SRO Flores received information on a possible threat of a shooting on campus (PHS). School District officials were advised and were also on scene. It was determined the threat originated through a rumor and was not credible.

Youth Gang Reduction, Intervention & Prevention (YGRIP)

Woodland's YGRIP Initiative will support safer communities through an expanded collaborative consisting of professionals and community members committed to reducing youth violence, gang membership, and gang activities through the three pillars of evidence-based strategies: suppression, intervention and prevention.

Over this last quarter, operational team members revamped the YGRIP brochure, resource guide, and referral sheet. The operational team continues to look for mentor programs for referred youths.

YGRIP is proud to report that Bigs with Badges, an offshoot of Big Brothers/Big Sisters using police officers, started up with several Woodland Police Officers and appears to have been an instant success.



WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October – December 2018



Woodland Police Activities League (WPAL)

Woodland PAL's primary activity this quarter was the Fill-the-Trunk event which provided gifts to nearly 500 needy families. Woodland PAL hosted the event for the children while the parents went to Catalyst Church to select gifts. At the WPAL building, children made Christmas cards, decorated cookies, and met Santa.

Funding continues to be the biggest challenge for the program. Several grants were submitted and several fundraising events have been planned, including a formal dinner and a drive-thru dinner.

Construction is complete and the finishing touches to the building are in process.

Gang Resistance Education and Training (G.R.E.A.T.) Program

The first half of the elementary school GREAT instruction wrapped up this December and the first Seventh Grade instruction finished up this quarter as well. This included 14 elementary schools and one Middle School.

The department is looking to add additional instructors for future GREAT instruction, including a possible expansion of the Seventh Grade program. All the programs were well received by students, parents, and school officials.

The Seventh Grade program is an expansion on the Fourth Grade program with a re-visit to the key concepts from Fourth Grade and additional instruction on furthering character development, confidence, and success in school. The dedicated group of instructors work hard to provide the involved kids with the tools necessary to avoid delinquency and find success in their future.

Homeless Outreach Street Team (HOST) Information and Statistics

HOST continues to strive to reach the goal of helping people get off the streets, arresting those "problem" transients, reducing blight, reducing calls for service, and reducing impacts on the business community.

Over this quarter, HOST focused on better coordination of efforts with multiple other agencies, in particular county agencies. This included HHSA and the Yolo County Sheriff's Department. HOST has worked closely with the Yolo County District Attorney's Office and our Social Services Manager to connect members of the homeless population with services.

HOST was largely involved in handling the "tent city" at Fourth Street and Court Street as well as helping with the shelter expansion to the extended shelter and winter shelter.



WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October – December 2018



The following are some approximate general statistics related to HOST activity for the last quarter:

Contacts:	660
Camps:	357
Camps cleaned:	155
Services Offered/Accepted:	12/6
Business Contacts:	26
Arrests:	38
Phone Calls / Emails:	42/18

SUPPORT SERVICES BUREAU:

The Support Services Bureau is comprised of non-sworn staff. The bureau encompasses the Records Division and Property and Evidence. The Records Division serves as one of the most important functions in the Department. The Division is responsible for entering and processing all crime, traffic, warrant, citation, towed vehicles and property information into computerized databases.

Records:

	Oct.-Dec. 2018	Previous Qtr. Total
Reports Processed	2125	1840
Citations Entered	821	270
Traffic Collisions	158	50
Warrants	537	701

Property and Evidence:

	Oct.- Dec. 2018	Previous Qtr. Total
Evidence Processed	1597	1725
Items Purged	1219	721
Property for Safekeeping	190	187
Found Property	91	90
Property Returned to Owner	165	221



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: G.6.
SUBJECT: Police Officer Recruit Classification

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the revisions to the Police Officer Recruit / Police Officer Job Description and approve the salary range for the Police Officer Recruit and applicable benefits package.

Staff Contact:

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

Fiscal Impact:

This action to adopt the revised job description and does not result in any additional budget allocations.

Report in brief:

City Staff has worked with the Police Department, the Police Officers Association and evaluated the position of Police Officer and found a need to include a Police Officer Recruit.

Discussion:

It is recommended that the Police Officer Recruit job classification be re-established to enable the City expand its recruitment efforts for sworn office positions. Currently, Police Officer recruitments require that a candidate has graduated from a certified academy, as either a recent graduate or a lateral from another law enforcement agency. At times, this can limit the pool of candidates eligible to be hired by the Woodland Police Department and requires the Department to compete with other agencies in a very competitive environment. The addition of the Police Officer Recruit allows the City to identify candidates who might not have been eligible to apply as they had not completed a P.O.S.T. certified academy. With the re-establishment of the Police Recruit classification, the City can identify potential candidates that would be then sent to an academy under city "sponsorship." In addition to expanding the potential pool of potential candidates to fill Woodland Police Department openings, there is evidence to suggest that hires who attend academies as sponsored recruits often graduate with increased loyalty and connection to the department that assisted them in achieving a career in law enforcement. This is not a new concept to the City, in fact, this practice was employed successfully several years ago. As a result, the many of the Police Officers that were hired as Recruits, are still active Police Officers.

Human Resources staff worked with the Police Department and Woodland Police Officers' Association (WPOA) on the parameters for the revised Recruit position. The City will provide benefits and salary as a Recruit, a practice that is used by many other cities, thereby ensuring that the City can remain competitive with the other agencies. The Police Officer Recruit will receive benefits which include:

Salary - Step A = \$5,153.76 / month

Vacation (accrued the same as non-sworn employees of POA)

Sick leave (one day per month)

Holiday Pay - the same as those recognized by the City of Woodland

PERS Miscellaneous Retirement: Classic: 2% @ 60 will pay 14% toward PERS retirement, 2% @ 62 will pay 6.25% toward PERS

Health Insurance: Medical reimbursement up to \$2,097.20, Dental and Vision City paid.

Choice of Deferred Compensation Plans that includes a Roth option.

Voluntary Supplemental Life, Cancer, Accident Only and Critical illness insurances and Flexible Spending Accounts.

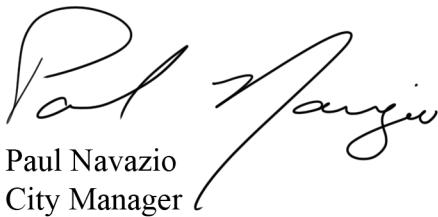
POST Academy expenses, such as: Uniform and tuition

It should be noted that not all Police Officer vacancies will likely be filled via use of the Recruit classification. This approach is perhaps best suited when the Department expects one or more vacancies through planned attrition (i.e. retirement) and a Recruit position can be established with sufficient lead time to fill a future vacancy.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the revisions to the Police Officer Recruit/Police Officer Job Description and approve the salary range for the Police Officer Recruit and applicable benefits package.

Prepared by: Sheila McShane, Human Resources Manager



Paul Navazio
City Manager

Attachments:

1. 01-01-19 new Police Officer Recruit FTE
2. Police Officer Recruit Benefits
3. Reso for Police Officer Recruit
4. Police Recruit Officer draft

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		
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		

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
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		
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		

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
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 Officer Recruit	Recruit		\$5,153.76							
Police Records Manager *	Base	PM	\$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		
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		

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
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		
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,

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
----------------	-----------	------	--------	--------	--------	--------	--------	--------	--------	--------

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

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 January 26, 2019

POLICE OFFICER RECRUIT

Police Officer Recruit receives the following benefits:

- Vacation (accrued the same as non-sworn employees of POA)
- Sick leave (one day per month)
- Holiday Pay – the same as those recognized by the City of Woodland
- PERS Miscellaneous Retirement: Classic: 2%@60 will pay 14% toward PERS retirement, 2%@62, will pay 6.25% towards PERS
- Health Insurance: Medical reimburse up to \$2,097.20, Dental and Vision City Paid.
- Choice of Deferred Compensation Plans that includes a Roth option
- Voluntary Supplemental Life, Cancer, Accident Only and Critical illness insurances and Flexible Spending Accounts.
- POST Academy expenses, such as: Uniform and tuition

The Police Officer Recruit pay is set on the City of Woodland salary schedule at 10% below the Police Officer Step A rate.

Presented to Council on 1/26/19

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING A JOB DESCRIPTION FOR POLICE OFFICER RECRUIT WITHIN
THE POLICE DEPARTMENT**

WHEREAS, Staff reviewed the Police Officer job description and added the ability to hire at the Recruit level; and

WHEREAS, Staff worked with the Department and the Police Officer Association to update the Police Officer / Police Officer Recruit Job Description; and

WHEREAS, there is no adverse budget consequences for the Fiscal year 2018/2019 budget.

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

Section 1. Authorize the job description of a Police Officer / Police Officer Recruit within the Police Department

PASSED AND ADOPTED by the City Council this 19th day of February, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Xóchitl Rodriguez, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney



POLICE OFFICER RECRUIT/ POLICE OFFICER

DEFINITION

To perform law enforcement and crime prevention work and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Police Recruit:

As a Police Officer Recruit, the Recruit will attend a Peace Officer Standards and training (P.O.S.T), a certified basic academy during regular academy hours and any other scheduled departmental and academy exercise activities. Successful completion of the academy is required to continue employment and be promoted to a Police Officer. General Supervisor will be provided from a high level Police Department personnel, both sworn and civilian, and P.O.S.T. Academy staff. No direct supervision of staff is exercised.

Police Officer:

General supervision is provided by higher level police personnel. Assignments may require direct or indirect supervision of sworn and non-sworn personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the Police Officer job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Patrol the City on foot, bicycle, or in a Police vehicle to preserve order, prevent crime, discover criminal acts, and make arrests; enforce traffic laws and law enforcement services in a police vehicle or motorcycle.

Where appropriate, conduct investigations, gather evidence, interview witnesses, take statements, make arrests, write citations and make written reports at crime or accident scenes.

Complete reports of activities performed, including but not limited to arrests made, investigations conducted, and unusual incidents observed.

Develop and preserve good relationships with the general public.

.

Keep updated on laws of arrest, search and seizure and department policies.

Evaluate and control violent situations and subjects.

Appropriate driver's license as required.

Work cooperatively with others.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present.

Search, fingerprint, and transport prisoners.

Drive vehicles under hazardous and emergency conditions.

Administer first-aid/CPR as necessary.

Assist with the service of warrants and subpoenas within the department and with outside agencies; keep up-to-date on laws and procedures required for processing warrants.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.

If assigned to Detectives, coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gaming, and narcotics violations.

If assigned to Detectives, act as Identification Technician; collect, file and oversee the maintenance of certain evidence, photographs, fingerprints; perform limited crime laboratory analysis; provide training and advise other officers in this area.

If assigned to a Corporal position, assist the field or detective sergeant with supervisory duties; perform the duties of an acting sergeant as necessary, and assist in patrol and investigative functions as necessary.

May be eligible for special assignments such as a School Resource Officer, Canine Officer, etc.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern law enforcement principles and practices, and procedures with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.

General orders and directives.

City streets and principle locations.

Self defense tactics; offensive and defensive weapons nomenclature and theory.

Interviewing and interrogation techniques.

Skill to:

Apply selected knowledge (i.e., laws, statutes, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing a variety of information in order to decide on an appropriate and reasonable course of action.

Prepare accurate and grammatically correct written reports.

Express themselves in English in a clear, distinct, and understandable manner when speaking to people of different socio-economic levels, before various public and community groups, and when testifying in court.

Use and care for firearms.

Observe, assimilate, remember, record and recall pertinent facts and details.

Understand and carry out oral and written directions in an independent manner.

Establish and maintain cooperative working relationships with those contacted in the performance of required duties.

Ability to:

Analyze situations and to adopt a quick, effective and a reasonable course of action.

Meet the physical requirements necessary to safely and effectively perform the assigned duties, including climbing barriers, jumping obstacles, and performing strenuous physical activities.

Police Officer Recruit

Education and Experience:

High School diploma or equivalent

Experience: None required

California Driver's license

Special Conditions:

Must be accepted or enrolled in a certified Police Academy. Failure to maintain enrollment in the Police Academy may result in release of employment. Candidate must be at least 21 years of age upon graduation of the Police Academy. And be able to pass the medical/psych and background component of the investigation process.

Must be a citizen of the United States or resident alien and must be free of felony convictions under California Government Code Section 1029

Police Officer

Education and Experience

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by additional coursework in criminal justice, business administration or a related field.

License or Certificate

Possession of an appropriate California driver's license.

Lateral entry applicants must possess or be eligible to possess upon appointment a POST Basic Certificate.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

May be assigned a bicycle patrol, and would require the skills to ride a bike.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers. when performing actual fire cause investigations or other fire prevention activities, will be required to work outdoors in a variety of weather conditions; tolerate very hot and very cold temperatures; move debris and dirt or other material using a shovel or rake; walk over rough, uneven or rocky surfaces; work at heights greater than 10 feet; climb ladders or steps to reach objects; wear a self-contained breathing apparatus; hear alarms and other auditory warning devices; observe or monitor objects, such as fire protection equipment and systems to comply with safety standards;

Council Action: 2/052019



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: G.7.
SUBJECT: Approval of Scope Change for Fiscal Year 2017/18 and 2018/19
Community Development Block Grant Funding Allocations Awarded the
Yolo Wayfarer Center DBA Fourth & Hope

Recommended Action: Staff recommends that the City Council adopt Resolution No. _____, approving a scope change for Fiscal Year 2017/18 and 2018/19 Community Development Block Grant (CDBG) Funding allocations awarded the Yolo Wayfarer Center DBA Fourth & Hope in order for Fourth & Hope to rehabilitate restrooms, the laundry room and replace equipment, and the office area including the addition of a caretaker's living space.

Staff Contact:

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

Fiscal Impact:

No additional funds are being requested as the City awarded CDBG construction funds of \$42,000 (FY 2017/18) and \$70,000 (FY 2018/19) for improvements at Fourth & Hope's emergency shelter. Fourth & Hope at this time has estimated a construction cost of \$90,000 plus an additional 15 percent for permits and architectural/engineering fees to complete the proposed improvements for a total cost of \$103,000.

Background:

Fourth & Hope submitted CDBG construction applications for FY 2017/18 to extend the courtyard shade cover, repair the outdoor restroom, and renovate the interior men's restroom and for FY 2018/19 to enclose an 800-square foot courtyard for client day services use. Most recently, Fourth & Hope has been a project partner with Friends of the Mission, Woodland Opportunity Village, Yolo County, and the City to construct a 61-unit permanent supportive housing (PSH) development on City property located at County Road 102 and East Beamer Street. The PSH site has been sized to accommodate relocation of the emergency shelter as well as Walter's House (residential drug treatment facility).

Discussion:

Fourth & Hope reevaluated the projects that had been approved to receive funding allocations. These projects focused on increasing the capacity for day shelter clients and the services they provide them. Fourth & Hope determined that there are projects with a more immediate need such as: rehabilitating restrooms, rehabilitating the laundry room and replacing the equipment, and rehabilitating the office area which would include the addition of a caretakers living space. A significant portion of the rehabilitation work proposed for the emergency shelter is required whether the emergency shelter continues to operate at its current location or moves to a new location. In particular, the restrooms and the laundry room are in need of near-term rehabilitation as these areas have received intense use by shelter clients since the shelter opened in 2006.

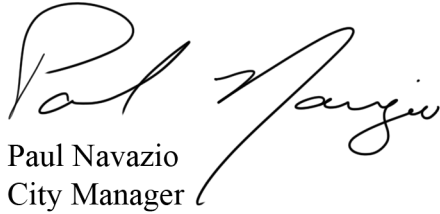
Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving a scope change for Fiscal Year 2017/18 and 2018/19 Community Development Block Grant (CDBG) Funding allocations awarded the Yolo Wayfarer Center DBA Fourth & Hope in order for Fourth & Hope to rehabilitate restrooms, the laundry room

and replace equipment, and the office area including the addition of a caretaker's living space.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Christine Engel, CSD Director



Paul Navazio
City Manager

Attachments:

1. YWC Scope Change CC Reso

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING A SCOPE CHANGE FOR THE FY 2017/18 AND 2018/19 COMMUNITY
DEVELOPMENT BLOCK GRANT CONSTRUCTION FUNDS AWARDED THE YOLO
WAYFARER CENTER DBA FOURTH & HOPE**

WHEREAS, the Yolo Wayfarer Center dba Fourth & Hope was awarded CDBG construction funding allocations in FY 2017/18 and 2018/19 for the emergency shelter to extend a courtyard shade structure, add 800 square feet of conditioned space to serve day service clients, and rehabilitate shelter facilities;

WHEREAS, Fourth & Hope has requested a scope change in order to address near-term needs of the shelter and better position itself when the shelter is repurposed after the relocation of the emergency shelter operation.

NOW THEREFORE, BE IT RESOLVED, as follows:

The City Council does hereby approve a scope change for Fiscal Year 2017/18 and 2018/19 Community Development Block Grant Funding allocations awarded the Yolo Wayfarer Center dba Fourth & Hope in order for Fourth & Hope to rehabilitate restrooms, the laundry room and replace equipment, and the office area including the addition of a caretaker's living space.

PASSED AND ADOPTED this 19th day of February 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Xochitl Rodriguez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: G.8.
SUBJECT: Ratification of Minor Corrections to Implementing Agreement for Yolo Habitat Conservation Plan/Natural Community Conservation Plan

Recommendation for Action: Staff recommends that the City Council ratify minor corrections to the Implementing Agreement for the Yolo Habitat Conservation Plan/Natural Community Conservation Plan

Staff Contact:

Cindy Norris, Principal Planner, (530) 661-5911, cindy.norris@cityofwoodland.org

Fiscal Impact:

There will be no fiscal impact as a result of this action.

Background:

On June 5, 2018, the City Council took a series of actions to approve the Yolo Habitat Conservation Plan/Natural Community Conservation Plan (Yolo HCP/NCCP). The actions included approval of an implementing agreement negotiated between the Yolo Habitat Conservancy, the City, the County, the other three cities in the County, and the federal and state wildlife agencies responsible for Yolo HCP/NCCP approval and oversight. In concluding its review of the implementing agreement in December 2018, the California Department of Fish and Wildlife (CDFW) observed that three cross references included in the 43 page agreement were inaccurate. Those errors and the necessary corrections are as follows:

Section 9.3.2, Conveyance of Lands in Lieu of Yolo HCP/NCCP Fees to Maintain Rough Proportionality

As set forth in Chapter 8 (Section 8.4.4.2) (8.4.5.2), if the Conservancy determines it is at risk of failing to meet the stay-ahead provision for land acquisitions as described in Chapter 7 of the Yolo HCP/NCCP, after consultation with the Wildlife Agencies it may notify the other Permittees that it is necessary to temporarily require project proponents to provide land instead of paying all or a portion of the Yolo HCP/NCCP fee.

Section 13.4, Effect of Funding Shortfalls

If overall HCP/NCCP fee revenues fall short of expectations, such as if fewer Covered Activities are implemented than projected by the Plan and less HCP/NCCP fees are collected, the resulting shortfall in Plan funding could prevent or constrain the Permittees' ability to fully implement the Yolo HCP/NCCP. As set forth in Chapter 8 (Section 8.4.4.3) (Section 8.4.5.3) of the Plan, if fee revenues do not keep pace with reserve system operation and management needs, the Permittees will consider various options in consultation with the Wildlife Agencies. Any shortfall in non-fee revenues, such as local, state or federal agency contributions, will be treated similarly, with the Conservancy first making reasonable adjustments to expenditures to reduce costs while continuing to meet Plan obligations. If such adjustments are inadequate, the Conservancy will consult with the Wildlife Agencies to determine the best course of action. In any circumstance where consultation occurs, the ultimate course of action will vary depending upon a full consideration of relevant factors. Such factors may include, but are not limited to, the rate of acquisition of reserve system lands or whether the amount and rate of Take is less than anticipated in the Plan. If it appears that the level of Authorized Take by

the Permits will not be used during their term, substantially reducing HCP/NCCP fee revenues, the Parties anticipate that the Permittees will apply for an amendment to extend the Permits in accordance with Section 17.3, below, to allow the full use of Authorized Take and full implementation of the Yolo HCP/NCCP. Alternatively, the Permittees may apply for a Permit modification or amendment in accordance with Section 15 of this Agreement to reduce the amount of Authorized Take and related obligations in the Permits. Any such application will be treated as a request for a major amendment and processed in accordance with Chapter 7 of the Plan.

Section 16.3.4, Rough Proportionality

As provided in Section 9.4.2 Section 9.3.1, above, in the event that CDFW has determined that the Permittees have failed to meet the rough proportionality standard provided in Section 9.4.2 Section 9.3.1 of this Agreement, and if the Permittees have failed to cure the default or entered into an agreement to do so within forty-five (45) days of the written notice of such determination, CDFW shall suspend the State Permits in whole or in part in accordance with California Fish and Game Code section 2820.

Discussion:

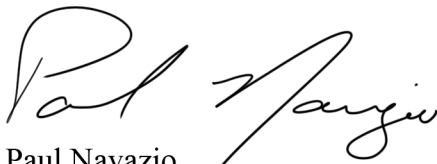
CDFW has asked that each local agency ratify these minor corrections. The City Attorney recommends that the Council ratify these corrections as the authorizing documents approving the agreement did not authorize staff to make minor corrections. The other local agency signatories have taken, or are expected to soon take, similar action to ratify these corrections.

Conclusion:

Staff recommends that the City Council ratify the minor corrections shown above and in the attached Errata to the Implementing Agreement for the Yolo Habitat Conservation Plan/Natural Community Conservation Plan.

Prepared By: Kara Ueda, City Attorney

Reviewed By: Ken Hiatt, Assistant City Manager / Community and Economic Development Director



Paul Navazio
City Manager

Attachments:

1. IA Errata Document

ERRATA TO THE IMPLEMENTING AGREEMENT

for the

YOLO HABITAT CONSERVATION PLAN/NATURAL COMMUNITY CONSERVATION PLAN

The California Department of Fish and Wildlife has prepared this Errata sheet to correct information in the Implementing Agreement for the Yolo Habitat Conservation Plan/Natural Community Conservation Plan by and among the United States Fish and Wildlife Service, the California Department of Fish and Wildlife, the Yolo Habitat Conservancy, the County of Yolo, and the Cities of Davis, West Sacramento, Winters, and Woodland. The information corrected in this Errata sheet is not significant to warrant an amendment to the Implementing Agreement and does not constitute new information.

The following changes do not constitute significant new information nor create significant new impacts. The following changes correct cross references and clarify the parties' intent to sign the same version of the Implementing Agreement in counterparts, despite amendments each party made to their respective signature blocks upon signing.

CHANGES TO THE IMPLEMENTING AGREEMENT

Revisions to the Implementing Agreement are shown below as excerpts from the sections of the Implementing Agreement. Added or modified text is underlined (example), while deleted text will have a strikeout (~~example~~) through the text.

Section 9.3.2, Conveyance of Lands in Lieu of Yolo HCP/NCCP Fees to Maintain Rough Proportionality

The following section is corrected as follows:

As set forth in Chapter 8 (~~Section 8.4.4.2~~) (8.4.5.2), if the Conservancy determines it is at risk of failing to meet the stay-ahead provision for land acquisitions as described in Chapter 7 of the Yolo HCP/NCCP, after consultation with the Wildlife Agencies it may notify the other Permittees that it is necessary to temporarily require project proponents to provide land instead of paying all or a portion of the Yolo HCP/NCCP fee.

Section 13.4, Effect of Funding Shortfalls

The following section is corrected as follows:

If overall HCP/NCCP fee revenues fall short of expectations, such as if fewer Covered Activities are implemented than projected by the Plan and less HCP/NCCP fees are collected, the resulting shortfall in Plan funding could prevent or constrain the Permittees' ability to fully implement the Yolo HCP/NCCP. As set forth in Chapter 8 (~~Section 8.4.4.3~~) (Section 8.4.5.3) of the Plan, if fee revenues do not keep pace with reserve system operation and management needs, the Permittees will consider various options in consultation with the Wildlife Agencies. Any shortfall

in non-fee revenues, such as local, state or federal agency contributions, will be treated similarly, with the Conservancy first making reasonable adjustments to expenditures to reduce costs while continuing to meet Plan obligations. If such adjustments are inadequate, the Conservancy will consult with the Wildlife Agencies to determine the best course of action.

In any circumstance where consultation occurs, the ultimate course of action will vary depending upon a full consideration of relevant factors. Such factors may include, but are not limited to, the rate of acquisition of reserve system lands or whether the amount and rate of Take is less than anticipated in the Plan. If it appears that the level of Authorized Take by the Permits will not be used during their term, substantially reducing HCP/NCCP fee revenues, the Parties anticipate that the Permittees will apply for an amendment to extend the Permits in accordance with Section 17.3, below, to allow the full use of Authorized Take and full implementation of the Yolo HCP/NCCP. Alternatively, the Permittees may apply for a Permit modification or amendment in accordance with Section 15 of this Agreement to reduce the amount of Authorized Take and related obligations in the Permits. Any such application will be treated as a request for a major amendment and processed in accordance with Chapter 7 of the Plan.

Section 16.3.4, Rough Proportionality

As provided in ~~Section 9.4.2~~ Section 9.3.1, above, in the event that CDFW has determined that the Permittees have failed to meet the rough proportionality standard provided in ~~Section 9.4.2~~ Section 9.3.1 of this Agreement, and if the Permittees have failed to cure the default or entered into an agreement to do so within forty-five (45) days of the written notice of such determination, CDFW shall suspend the State Permits in whole or in part in accordance with California Fish and Game Code section 2820.

SIGNATURE BLOCKS

In executing the final version, each signatory reviewed and signed the same version of the Implementing Agreement, but modified their signature blocks to include the identity of the signatory.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: G.9.
SUBJECT: Second Reading and Adopt Agricultural Mitigation Ordinance

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. 1642, an Ordinance of the City Council of the City of Woodland adding Chapter 33 to Title 15 of the City of Woodland Municipal Code implementing the General Plan Policy Pertaining to Agricultural Mitigation.

Staff Contact

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

Background

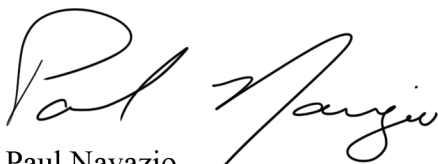
On February 5, 2019, the City Council waived the first reading of an ordinance adding Chapter 33 to Title 15 of the City of Woodland Municipal Code implementing the General Plan Policy Pertaining to Agricultural Mitigation.

As mentioned previously, the City of Woodland does not currently have an ordinance pertaining to the requirement for mitigation of agricultural land as a result of urban development. However, the City has required previous projects such as Spring Lake to mitigate for agricultural impacts as a mitigation measure under CEQA. The Local Agency Formation Commission (LAFCo) has a policy requirement that all annexations resulting in the loss of prime agricultural land mitigate at a ratio of 1:1.

The recently adopted City of Woodland 2035 General Plan incorporated a guiding principal and several policies pertaining to the preservation of agricultural land as well as mitigation of its loss due to planned future urban growth.

The adoption of the Agricultural Mitigation Ordinance will implement and further define the City's General Plan requirements pertaining to the impacts to agricultural land within the Urban Limit Line. Input on the ordinance was solicited from staff and representatives from a variety of stakeholders including; the Yolo Land Trust, Natural Resources Conservation Service, Yolo Habitat Conservancy, Yolo County, Local Agency Formation Commission, the Chamber of Commerce, and the development community. Comments received contributed significantly to the drafting of the proposed Ordinance.

Prepared by: Ana B. Gonzalez, City Clerk


Paul Navazio
City Manager

Attachments:

1. Ord_1642 Agricultural Mitigation Ordinanc

ORDINANCE NO. 1642

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADDING CHAPTER 33 TO TITLE 15 OF THE CITY OF WOODLAND MUNICIPAL CODE IMPLEMENTING THE GENERAL PLAN POLICY PERTAINING TO AGRICULTURAL MITIGATION

WHEREAS, on May 16, 2017, the City Council of the City of Woodland adopted the 2035 General Plan and the 2035 Climate Action Plan; and

WHEREAS, the City of Woodland conducted numerous public workshops and community sessions seeking comments and participation on the 2035 General Plan update, including review of goals, policies, and implementation programs; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), on May 16, 2017, the City Council certified the Final Environmental Impact Report (FEIR) for the 2035 General Plan and 2035 Climate Action Plan; and

WHEREAS, the 2035 General Plan Land Use Policy 2.A.3 - Agricultural Mitigation reads, "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."; and

WHEREAS, Implementation Program 2.26 of the 2035 General Plan calls for the development and adoption of an Agricultural Mitigation Ordinance that evaluates appropriate mitigation ratios and easement locations; and

WHEREAS, the City reviewed the proposed Agricultural Mitigation Ordinance with staff and representatives from the Yolo Habitat Conservancy, Local Agency Formation Commission, Yolo Land Trust, Natural Resources Conservation Service, and Chamber of Commerce and comments received contributed to drafting of the Ordinance.

NOW, THEREFORE, the City Council of the City of Woodland does hereby ordain as follows:

Section 1. Authority. The City Council enacts this Ordinance under the authority granted to cities by Article XI, Section 7 of the California Constitution.

Section 2. Chapter 33 of Title 15 is hereby added to the City of Woodland Municipal Code to read as follows:

CHAPTER 15.33 AGRICULTURAL MITIGATION

15.33.010	Purpose
15.33.020	Definitions
15.33.030	Mitigation Requirements
15.33.040	Agricultural Mitigation Implementation
15.33.050	Compliance

15.33.010 Purpose

(a) The purpose of this Chapter is to implement the agricultural land conservation policies contained in the City of Woodland 2035 General Plan with a program designed to permanently protect agricultural land located in Yolo County.

(b) The City Council of the City of Woodland finds that this chapter is necessary for the following reasons: California is losing farmland at a rapid rate; Yolo County farmland is of exceptional productive quality; loss of agricultural land is consistently a significant impact under CEQA in development projects; the Woodland 2035 General Plan has policies to preserve farmland; the city is surrounded by farmland; the continuation of agricultural operations preserves the landscape and environmental resources; loss of farmland to development is irreparable, and agriculture is an important component of the city's economy; and losing agricultural land will have a cumulatively negative effect on the economy of the city.

15.33.020 Definitions

For purposes of this chapter, the following definitions shall apply:

(a) **Agricultural land or farmland.** Those land areas of the city and/or unincorporated Yolo County, regardless of current General Plan and Zoning Designation, that are either currently used for agricultural purposes or that are substantially undeveloped and capable of agricultural production. Land that is determined to be incapable of supporting the production of agricultural commodities that would yield a reasonable economic return is excluded from this definition and does not require agricultural mitigation under this section. Any such determination shall be made by the City Council on a permit (or other) application upon review of evidence at the time of permit (or other) application.

(b) **Agricultural mitigation land.** Agricultural land encumbered by a farmland deed restriction, a farmland conservation easement, or such other farmland conservation mechanism acceptable to the city.

(c) **Agricultural use.** Use of land for the purpose of producing food, fiber, or livestock for commercial purposes.

(d) **Farmland conservation easement.** The granting of an easement over agricultural land for the purpose of restricting its use to agricultural uses. The interest granted pursuant to a farmland conservation easement is an interest in land that is less than fee simple.

(e) **Prime farmland.** Prime farmland shall generally mean farmland that meets the criteria applied by the Farmland Mapping and Monitoring Program of the California Department of Conservation, Division of Land Resource Protection. Farmland shall also be considered prime farmland for purposes of this section if it meets the definition of "prime agricultural land" in Government Code Section 51201. Additionally, land that is not currently in production shall also be considered prime farmland under this section if, in the reasonable judgment of the City Council, it would be considered prime farmland under either of the foregoing definitions if it was in active production.

(f) **Qualifying entity.** A nonprofit public benefit 501(c)(3) corporation or other entity eligible to hold a conservation easement for mitigation purposes under California law, including but not limited to Civil Code Section 815, operating in Yolo County for the purpose of conserving and protecting land in its natural, rural, or agricultural condition. The City will consider the following criteria when considering a proposed agricultural conservation entity for these purposes, and when monitoring the performance of qualifying entities over time:

(1) Whether the proposed entity is a non-profit organization or other entity eligible to hold a conservation easement for mitigation purposes under Civil Code Section 815.3 that is either based locally, is statewide, or is a regional branch of a national non-profit organization whose principal purpose is holding and administering agricultural conservation easements for the purposes of conserving and maintaining lands in agricultural production;

(2) Whether the entity has a long-term proven and established record for holding and administering easements for the purposes of conserving and maintaining lands in agricultural production;

(3) Whether the entity has a history of holding and administering easements in Yolo County for the foregoing purposes, including annual compliance monitoring;

(4) Whether the entity has adopted the Land Trust Alliance's "Standards and Practices" and is operating in compliance with those Standards and Practices; and

(5) Any other information that the City finds relevant under the circumstances. A local public agency may be an easement co-holder if that agency was the lead agency during the environmental review process or if otherwise authorized by the Board of Supervisors to co-hold a conservation easement. The City also favors that applicants transfer easement rights directly or indirectly (i.e., through a transaction involving a third party) to the qualifying entity in accordance with that entity's procedures. The City retains the discretion to determine whether the proposed agricultural conservation entity identified by the applicant has met the criteria delineated above.

(g) **Urban Development.** Development consisting of residential, industrial, commercial, and/or institutional uses.

15.33.030 Mitigation requirements

(a) Mitigation for the loss of agricultural land shall be required whenever the City Council approves a General Plan Amendment and/or rezone for urban development on agricultural land or farmland as defined herein. For every acre converted to urban development, one (1) acre of mitigation shall be required (1:1 ratio), except as otherwise required herein.

(b) Agricultural mitigation land shall be of same quality of land or higher than the land being converted. Determination of quality shall be based on the most current classification from the Farmland Mapping and Monitoring Program of the California Department of Conservation, Division of Land Resource Protection and take into consideration any utilization of the property that may have changed the farmland quality. The City may require assessment such as Revised Storie Index Rating or Use of Land Evaluation and Site Assessment (LESA) be conducted to determine the quality of converted and/or agricultural mitigation land to ensure equivalent quality of the agricultural mitigation land.

(c) The following uses and activities shall be exempt from the requirements of this Ordinance:

(i) Affordable housing projects, where all of the units are affordable to extremely low, very low, or low income households, as defined in Chapter 15.16 of the City of Woodland Municipal Code (Affordable Housing); and

(ii) Public facilities such as parks, greenbelts, schools, cultural institutions, and other public agency facilities and infrastructure that do not generate revenue. The applicability of this exemption to public facilities and infrastructure that do not generate revenue shall be evaluated by the City Council on a case-by-case basis. The City Council may partly or entirely deny the exemption if it determines the additional cost of complying with this program does not jeopardize project feasibility and no other circumstances warrant application of the exemption.

15.33.040 Agricultural Mitigation Implementation

Agricultural mitigation required by this section shall be implemented as follows:

(a) **Location, Generally.** Agricultural mitigation lands shall be located wholly within Yolo County.

(b) **Adjustment Factors.** The following adjustment factors shall be applied, where relevant, to modify the base ratio:

(i) Mitigation of agricultural land or farmland occurring on lands beyond four (4) miles from the Urban Limit Line of the City of Woodland shall be mitigated at a ratio of 2 acres of conservation for every acre converted (2:1 ratio).

(ii) Mitigation of agricultural land or farmland consisting of an agricultural easement on land that is determined to be of lesser quality than the land being converted, but not lower than level of Statewide Importance, shall require a mitigation ratio of two (2) acres of conservation for every acre converted (2:1 ratio).

(iii) Mitigation of agricultural land or farmland that meets both factors above shall require a mitigation of three (3) acres of conservation for every acre converted (3:1 ratio).

(iv) For projects that are required under CEQA to mitigate for habitat loss associated with conversion of agricultural land and that mitigate for such impact by providing a habitat conservation easement on agricultural land in a priority habitat conservation area and in a manner consistent with the Yolo Habitat Conservation Plan, shall receive one (1) acre of agricultural mitigation credit for every one (1) acre of habitat conservation easement that meets this criteria. To receive the credit, the habitat conservation easement lands must first be approved by the Yolo Habitat Conservancy Board. The City shall then make a determination whether the easement property meets the definition of agricultural land as defined in Section 15.33.020 of this Chapter.

15.33.050 Compliance

(a) If the area to be converted is twenty (20) acres or more in size, subject to the exception in (c), below, compliance with this Ordinance shall consist of granting, in perpetuity by evidence of recording into the public record, a farmland conservation easement to a qualifying entity with the City of Woodland as a third party beneficiary, for the quantity and quality of land required herein, together with the provision of funds sufficient to compensate for all administrative costs incurred by the qualifying entity and the City as well as funds needed to establish an endowment to provide for monitoring, enforcement, and all other services necessary to ensure that the conservation purposes of the easement are maintained in perpetuity.

(b) If the area to be converted is less than twenty (20) acres in size, compliance with this Ordinance shall consist of payment of an in-lieu fee established by the City to purchase a farmland conservation easement consistent with the provisions of this section; and the payment of fees in an amount established by the City to compensate for all administrative costs incurred by the City inclusive of endowment funds for the purposes set forth in subsection (a), above. The in-lieu fee, paid to the City, shall be used for agricultural mitigation purposes only (i.e. purchases of conservation easements and related transaction and administrative costs).

(c) If the City or a qualifying entity establishes a local farmland mitigation bank and sufficient credits are available at a total cost not exceeding the in lieu fee (and all related transactional and similar costs), projects of 20 acres or less shall satisfy their farmland mitigation requirement by purchasing credits from the mitigation bank in a quantity sufficient to discharge the mitigation obligations of the project under this section. Projects converting more than twenty (20) acres of farmland may also purchase credits to discharge their farmland mitigation requirement, in lieu of providing an easement. A farmland mitigation bank must be approved by the City Council for local (i.e., within Yolo County) mitigation needs based

upon a determination that it satisfies all of the farmland mitigation requirements of this section. Landowners and project applicants that conserve more farmland than necessary to satisfy their mitigation obligations may seek approval of a farmland mitigation bank through an application process to be developed by the City.

(d) Agricultural mitigation shall be completed as a condition of approval prior to the acceptance of a final parcel or subdivision map, or prior to the issuance of any building permit for development projects that do not involve a map.

Section 3. Severability. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. This City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.

Section 4. CEQA. The proposed adoption of an Agricultural Mitigation Ordinance is exempt from review under the California Environmental Quality Act (CEQA) under Section 15183, “Projects Consistent with a Community Plan or Zoning,” as it was directed by the Woodland General Plan 2035 through Policy 2.A.3 which was supported by the Woodland General Plan 2035 Environmental Impact Report. The requirement of agricultural mitigation is a protective measure, and seeks to aid in the preservation of farmland within the City’s Urban Limit Line.

Section 5. Effective Date and Publication. The City Clerk shall certify to the adoption of this Ordinance, and the City Clerk shall cause this Ordinance to be posted or published as prescribed by law. This Ordinance shall take effect thirty (30) days following its adoption.

PASSED AND ADOPTED by the City Council this 19th day of February, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Xóchitl Rodriguez, 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: February 19, 2019
ITEM #: G.10.
SUBJECT: Approve Professional Services Agreement Amendment with Ponticello Enterprises for Utility Engineering Staff Augmentation Services

Recommendation for Action: Staff recommends that the City Council approve Resolution No. ____ authorizing the City Manager to execute consultant services amendment # 2 with Ponticello Enterprises for Utility Engineering Staff Augmentation Services for an amount up to \$80,000.

Staff Contact:

Tim Busch, Principal Utilities Civil Engineer, 530-661-5963, tim.busch@cityofwoodland.org

Fiscal Impact:

The Water and Sewer Enterprise Funds budget for ongoing planning, design, and construction of rehabilitation of both water and sewer pipelines throughout the City to maintain water and sewer service and meet regulatory requirements. Some of this work involves small projects and is normally conducted by staff. Due to an increase in workload in Utilities and Transportation Engineering, the assistance of a consultant is necessary to accomplish necessary work in year 2019. The funding for staff augmentation for this amendment is provided at a 50% each cost split from both sewer and water, funded through \$40,000 from CIP #08-21, Annual Sewer and Replacement and \$40,000 from CIP #09-23, Water System Maintenance & Repairs.

The original Staff Augmentation Agreement was approved by Council on December 5, 2017 in the amount of \$190,000 for year 2018. Amendment # 1 was processed in August 2018 for an extension of time. This contract amendment is for an additional \$80,000 for year 2019, for a total contract amount of \$270,000.

There is no impact to the General Fund

Background:

The water system staff identified several locations in the City that have the greatest occurrence of water main and lateral breaks and leaks, and prioritized the areas for repair and replacement. A project to replace approximately 10,000 lineal feet of streets with 2" diameter cast iron pipe that were installed prior to 1962 is scheduled for 2019. Additionally, the staff augmentation person provides Construction Management services for the West Street Water Transmission Main Project.

The sewer collection system maintains a Sewer System Management Plan (SSMP), which details regulatory compliance requirements and determines maintenance activities, including rehabilitation of aging and failing sewer mains and laterals. Small project work in sewer included projects to fix breaks in sewer mains and projects to replace or line sewer laterals to address root intrusion. In FY 18, utilities engineering accomplished less than 50% of planned work. The SSMP is regulated through the Regional Water Quality Control Board (RWQCB). SSMP is on a 2-year cycle and the intent is to catch upon rehabilitation work in year 2019.

The Staff Augmentation person is currently designing the rehabilitation of the East Main Pump Station storm pipe work to address a failing large diameter pipeline. The construction of the project is scheduled for summer 2019 and the construction is planned to be managed through this contract.

Staff are also engaged in ongoing work at the WPCF, Lower Cache Creek Flood Control Study, and a large storm water project, North Regional Ponds Project, beginning in 2019, among several other ongoing activities. The consultant may also assist with these projects as well as assist with prioritizing and planning projects to maintain the sewer and water utilities, including prioritizing future work.

The City has an obligation to remain in compliance with all SWRCB and RWQCB requirements for the water and sewer utilities. The need for a consultant to assist in providing these services for calendar year 2018 has arisen due to a staff reassignment and an increase in workload.

Discussion:

On February 5, council approved a 2-year temporary position. The 2-year position is expected to be filled and working by June of this year. This staff augmentation contract is necessary to maintain a basic level of water and sewer utility service and meet regulatory requirements until the temporary position is filled.

Ponticello Enterprises was selected through a quality based selection process in October 2017 for staff augmentation engineering services and was placed on a list of qualified consultants to work on a range of utility engineering issues. Ponticello Enterprises has provided engineering services for the City on several projects over the years. They are best suited to assist the City and have providing an appropriate individual for staff augmentation.

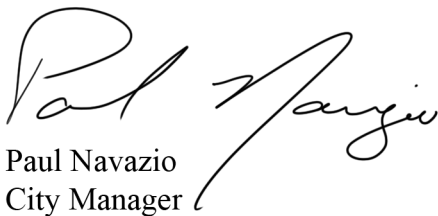
Conclusion:

Staff recommends that the City Council approve Resolution No. ____ authorizing the City Manager to execute the consultant services amendment with Ponticello Enterprises for Utility Engineering Staff Augmentation Services for an amount up to \$80,000.

Prepared By: Tim Busch, Principal Utilities Civil Engineer

Reviewed By: Brent Meyer, City Engineer

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



Paul Navazio
City Manager

Attachments:

1. Resolution
2. 2nd Amendment

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE PROFESSIONAL SERVICES AGREEMENT AMENDMENT WITH
PONTICELLO ENTERPRISES FOR UTILITY ENGINEERING STAFF
AUGMENTATION SERVICES**

WHEREAS, Ponticello Enterprises was selected to provide staff augmentation services to the City through a quality based selection process in October 2017; and

WHEREAS, the budget for funding the Staff Augmentation Services Amendment # 2 is provided at a 50% each cost split from both sewer and water, funded through \$40,000 from CIP #08-21, Annual Sewer and Replacement and \$40,000 from CIP #09-23, Water System Maintenance & Repairs; and

WHEREAS, the original contract amount is \$190,000 and was approved December 5, 2017 and amended by Amendment # 1 to extend time only.

WHEREAS, the City Council wishes to approve Contract Amendment # 2 with Ponticello Enterprises for an amount up to \$80,000 for a total contract amount of \$270,000; and

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

Section 1. The City Council hereby approve Amendment # 2 for Utility Engineering Staff Augmentation Services with Ponticello Enterprises for an amount up to \$80,000 for a total contract amount of \$270,000.

PASSED AND ADOPTED this 19th day of February 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Xochitl Rodriguez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

**Second Amendment To Professional Services Agreement Between The City Of Woodland
And Ponticello Enterprises**

ARTICLE 1. PARTIES AND DATE

This Second Amendment to the Professional Services Agreement (“Second Amendment”) dated as of the _____ day of _____, 2019 is entered into by and between the City of Woodland (“City”) and Ponticello Enterprises, a CA Corporation (“Consultant”).

ARTICLE 2. RECITALS

2.1 City and Consultant entered into that certain Professional Services Agreement dated December 8, 2017 (“Agreement”), and subsequently amended with First Amendment dated August 16, 2018, whereby Consultant agreed to provide staff augmentation to the Utility Engineering Division.

2.2 City and Consultant now desire to amend the Agreement to revise the Term. The term of this Agreement shall be extended to June 30, 2019.

2.3 City and Consultant now desire to amend the Agreement to revise the Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth of \$120 per hour. The total compensation shall not exceed Two-Hundred-Seventy-Thousand dollars (\$270,000) without the written approval of the City Manager.

ARTICLE 3. TERMS

3.1 Continuing Effect of Agreement. Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

3.2 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

3.3 Counterparts. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

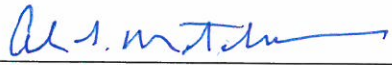
[SIGNATURES ON FOLLOWING PAGE]

**Second Amendment To Professional Services Agreement Between The City Of Woodland
And Ponticello Enterprises**

City Of Woodland

Ponticello Enterprises

By: _____
Paul Navazio
City Manager

By: 
Alan Mitchell
President 2/11/19

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: G.11.
SUBJECT: Approval of Final Map 5137, Oyang South Phase 2, and the associated Subdivision Improvement Agreement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, 1) approving Final Map 5137, Oyang South Phase 2; 2) approving the Subdivision Improvement Agreement for Final Map 5137 Phase 2 and authorizing 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.

Staff Contact:

Bruce D. Pollard, (530) 661-5820, bruce.pollard@cityofwoodland.org

Fiscal Impact:

This project's processing costs were covered by funds advanced to the City by the Developer. In addition, at build-out, the 130 lots are estimated to generate approximately \$3.9 million in development impact fees. There is no impact to the General Fund.

Background:

City Council approved the Oyang South tentative map No. 5092 and development agreement on December 6, 2016 for 77.3 +/- acres with 250 single family lots.

The first map, no. 5092, with 120 lots was approved by City council on August 21, 2018. The Developer, Lennar Homes of California, Inc., has now satisfied all conditions required for approval of the second final map (130 lots), and is requesting that the City approve Final Subdivision Map No. 5137, Oyang South Phase 2, and the associated Subdivision Improvement Agreement.

Discussion:

The map, improvement plans, and related documents have been reviewed by staff and found to be technically correct and consistent with the tentative map, project development agreement, and conditions of approval.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, 1) approving Final Map 5137, Oyang South Phase 2; 2) approving the Subdivision Improvement Agreement for Final Map 5137 Phase 2 and authorizing 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.

Prepared By: Bruce D. Pollard, Senior Civil Engineer

Reviewed By: Brent Meyer, City Engineer



Ken Hiatt

Assistant City Manager / Comm. & Econ. Development Director

Attachments:

1. Resolution
2. Location Map
3. Subdivision Improvement Agreement

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING FINAL MAP 5137, AND A SUBDIVISION IMPROVEMENT
AGREEMENT FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS WITH
LENNAR HOMES OF CALIFORNIA INC., A CALIFORNIA CORPORATION**

WHEREAS, on December 6, 2016 the City of Woodland approved Tentative Map No. 5092, Oyang South with map conditions of approval and a Development Agreement; and

WHEREAS, the Final Subdivision Map 5092, Oyang South Phase 1, was approved by Council on August 21, 2018; and

WHEREAS, Lennar Homes of California Inc., a California Corporation has completed the conditions of approval and has filed a second phase final map, map No. 5137, for 130 lots; and

WHEREAS, the City of Woodland has reviewed the map and determined that it is technically correct and that the conditions of approval have been met; and

WHEREAS, the owner, Lennar Homes, has met conditions and completed requirements for Final Subdivision Map 5137, Oyang South Phase 2; and

WHEREAS, the owner, Lennar Homes, completed, posted security and entered into to a Subdivision Improvement Agreement for the Sub division; and

WHEREAS, the City Council wishes to approve Final Map 5137, Oyang South Phase 2, a portion of tentative map 5092, and the associated Sub Division Improvement Agreement through the adoption of this Resolution.

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

Section 1. The City Council hereby approves Final Map 5137, Oyang South Phase 2, and directs the City Clerk to sign the map and for the City Engineer to forward the map to the County Assessor.

Section 2. The City Council hereby approves the Subdivision Improvement Agreement and authorizes the City Manager to execute the Agreement on behalf of the City, and also authorizes the City Manager to amend the agreement to grant extensions of time to the agreement if necessary.

Section 3. A copy of the Subdivision Improvement Agreement is attached and made a part of this Resolution.

PASSED AND ADOPTED this 19th day of February 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Xochitl Rodriguez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

Main Street

East Main Street

College Street

East Street

Gibson Road

Bourne Drive

East Gibson Road

Farmers Central Road

Heritage Parkway

Road 102

Harry Lorenzo Ave

HWY 113
To Davis

25A

Page 94

City of Woodland

COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION



Oyang South Phase 2
Subdivision 5137

RECORDED AT THE REQUEST OF
AND WHEN RECORDED RETURN TO:

CITY OF WOODLAND
300 First Street
Woodland, California 956957

ATTN: City Clerk

(Exempt from Filing Fees – Government Code § 6103)

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SUBDIVISION IMPROVEMENT AGREEMENT
FOR COMPLETION OF PUBLIC IMPROVEMENTS
SUBDIVISION MAP NO. 5137

between

THE CITY OF WOODLAND
a California municipal corporation

and

LENNAR HOMES OF CALIFORNIA, INC
A CALIFORNIA CORPORATION

SUBDIVISION IMPROVEMENT AGREEMENT
FOR COMPLETION OF PUBLIC IMPROVEMENTS

SUBDIVISION MAP NO. 5137

I. PARTIES AND DATE

This Subdivision Improvement Agreement for the Completion of Public Improvements (“Agreement”) is entered into as of this ____ day of _____, 20__, by and between the City of Woodland, a California municipal corporation (“City”) and Lennar Homes of California, Inc. a California Corporation, with its principal office located at 1420 Rocky Ridge, Suite # 320 Roseville, CA 95661 (“Developer”). City and Developer are sometimes hereinafter individually referred to as “Party” and hereinafter collectively referred to as the “Parties.”

II. RECITALS

A. Developer’s tentative subdivision map for real property located within City, a legal description of which is attached hereto as Exhibit “A” (“Property”), was conditionally approved by the Woodland City Council on December 6, 2016. The tentative subdivision map is identified in City records as Tentative Subdivision Map No. 5092, Oyang South. (“Map”).

B. Developer is the owner of Property, and Developer proposes to do and perform certain work of improvement thereon as set forth in this Agreement.

C. Developer has submitted and requests approval of Final Map No. 5137, which relates, in whole or in part, to the subdivision proposed by Developer’s Map for the Property.

D. Developer has not completed all of the work or made all of the public improvements required by Chapter 21 of the Woodland Municipal Code, the Subdivision Map Act (California Government Code Section 66410, et seq.) (“Map Act”), the conditions of approval for the Map, or other ordinances, resolutions, or policies of City requiring construction of improvements in conjunction with the subdivision of land.

E. Pursuant to Chapter 21 of the Woodland Municipal Code and the applicable provisions of the Map Act, Developer and City enter into this Agreement for the timely construction and completion of the public improvements and the furnishing of the security therefor, acceptable to the City Engineer and City Attorney, for the Map.

F. Developer’s execution of this Agreement and the provision of the security are made in consideration of City’s approval of the final map for the Property.

G. The development of the Property is also subject to the terms and conditions of a development agreement, approved by the Woodland City Council on December 6, 2016.

III. TERMS

1.0 Effectiveness. This Agreement shall not be effective unless and until all four of the following conditions are satisfied: (a) Developer provides City with security of the type and in the amounts required by this Agreement; (b) Developer executes and records this Agreement in the Recorder's Office of the County of Yolo; (c) the City Council of the City of Woodland ("City Council") approves the final map for the Property; and (d) Developer records the final map for the Property in the Recorder's Office of the County of Yolo. If any of the above described conditions are not satisfied, this Agreement shall automatically terminate without need of further action by either City or Developer, and Developer may not thereafter record the final map for the Property.

1.1 Definitions. For purposes of enforcing this Agreement, the term "City" shall include, but shall not be limited to, City Council, Public Works Director, City Engineer, Community Development Director, Building Official, or any of their authorized representatives. City shall have the sole and absolute discretion to determine which public body, public official, or public employee may act on behalf of City for any particular purpose.

2.0 Public Improvements. Developer shall construct or have constructed at its own cost, expense, and liability all improvements required by City as part of the approval of the Map, including, but not limited to, all grading, roads, paving, curbs and gutters, pathways, storm drains, sanitary sewers, utilities, drainage facilities, traffic controls, landscaping, street lights, and all other required facilities as shown in detail on the plans, profiles, and specifications which have been prepared by or on behalf of Developer for the Map ("Public Improvements"). The Public Improvements are more specifically described in Exhibit "B," which is attached hereto and incorporated herein by this reference. Construction of the Public Improvements shall include any transitions and/or other incidental work deemed necessary for drainage or public safety. Developer shall be responsible for the replacement, relocation, or removal of any component of any utility system or public improvement in conflict with the construction or installation of the Public Improvements. Such replacement, relocation, or removal shall be performed to the complete satisfaction of the City Engineer and the owner of such utility system or public improvement. Developer further promises and agrees to provide all equipment, tools, materials, labor, tests, design work, and engineering services necessary or required by City to fully and adequately complete the Public Improvements.

2.1 Prior Partial Construction of Public Improvements. Subject to Section 2.3, herein, where construction of any Public Improvements has been partially completed prior to the execution of this Agreement, Developer agrees to complete such Public Improvements or ensure their completion in accordance with this Agreement.

2.2 Permits; Notices; Utility Statements. Prior to commencing any work, Developer shall, at its sole cost, expense, and liability, obtain all necessary permits and licenses and give all necessary and incidental notices required for the lawful construction of the Public Improvements and performance of Developer's obligations under this Agreement. Developer shall conduct the work in full compliance with the regulations, rules, and other requirements contained in any permit or license issued to Developer. Prior to commencing any work, Developer shall file a written statement with the City Clerk and the City Engineer, signed by Developer and each utility that will provide utility service to the Property, attesting that Developer has made all deposits legally required by the utility for the extension and provision of utility service to the Property.

2.3 Pre-approval of Plans and Specifications. Developer is prohibited from commencing work on any Public Improvement until all plans, specifications, estimates, and bonds for such Public Improvement have been submitted to and approved by the City Engineer, or his/her authorized designee. Approval by the City Engineer shall not relieve Developer from ensuring that all Public Improvements conform to all other requirements and standards set forth in this Agreement.

2.4 Quality of Work; Compliance With Laws and Codes. The construction plans and specifications for the Public Improvements shall be prepared in accordance with all applicable federal, state, and local laws, ordinances, regulations, codes, standards, and other requirements. The Public Improvements shall be completed in accordance with all approved maps, conditions, plans, specifications, standard drawings, and special amendments thereto on file with City, as well as all applicable federal, state, and local laws, ordinances, regulations, codes, standards, and other requirements applicable at the time work is actually commenced.

2.5 Standard of Performance. Developer and its contractors, if any, shall perform all work required to construct the Public Improvements under this Agreement in a skillful and workmanlike manner, and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Developer represents and maintains that it or its contractors shall be skilled in the professional calling necessary to perform the work. Developer warrants that all of its employees and contractors shall have sufficient skill and experience to perform the work assigned to them, and that they shall have all licenses, permits, qualifications, and approvals of whatever nature that are legally required to perform the work, and that such licenses, permits, qualifications, and approvals shall be maintained throughout the term of this Agreement.

2.6 Alterations to Improvements. The Public Improvements in Exhibit "B" are understood to be only a general designation of the work and improvements to be done, and not a binding description thereof. All work shall be done and improvements made and completed as shown on approved plans and specifications, and any subsequent alterations thereto. If during the course of construction and installation of the Public Improvements it is determined that the public interest requires alterations in the Public Improvements, Developer shall undertake such design and construction changes as may be reasonably required by City. Any and all alterations

in the plans and specifications and the Public Improvements to be completed may be accomplished without giving prior notice thereof to Developer's surety for this Agreement.

2.7 Superintendence by Developer. Developer shall require each contractor and subcontractor to have a competent foreperson on the job at all times when that contractor or subcontractor, or any employee or agent thereof, is performing work on the Public Improvements. Before starting work on the Public Improvements, each contractor and subcontractor shall submit in writing the name of the proposed foreperson, who shall be subject to the review and approval of City. Following approval by City, each foreperson shall be present at the work site at all times that any work is in progress and at any time that any employee of the contractor or subcontractor is present at the work site. Should a contractor or subcontractor desire to change its foreperson, it shall provide the information specified above and obtain City's prior written approval. City, in its sole and absolute discretion, may require any contractor or subcontractor to replace its foreperson provided that City gives the contractor or subcontractor at least forty-eight hours written notices.

Developer shall also provide a competent construction manager who is responsible for the entire work. Each contractor or subcontractor shall contractually report to the construction manager, either directly or through a subcontract. At a minimum, the construction manager shall be onsite 2-3 times/week and will be available to attend weekly jobsite meetings with the City. The construction manager shall be immediately available by phone during hours when construction is in progress and shall be available in person within two hours when requested by the City. The construction manager shall coordinate the work such that construction and the associated inspection happen in an efficient manner.

Developer shall, at all times, enforce strict discipline and good order among its employees and those of its subcontractors and shall not employ any unfit person or anyone not skilled in the assigned task. If any person employed by a contractor or subcontractor fails or refuses to carry out the directions of the City or appears to the City, in its sole and absolute discretion, to be incompetent or to act in a disorderly or improper manner, such person shall be removed from the project immediately upon request by the City, and such person shall not again be employed on the work. Such removal shall not be the basis for any claim of compensation or damages against the City.

In addition, Developer shall maintain an office with a telephone, and Developer or a person authorized to make decisions and to act on Developer's behalf in Developer's absence shall be available to be on the job within three (3) hours of being called at such office by the City, during the hours of 9:00 a.m. through 5:00 p.m., Monday through Friday, or any other day or time when work is being performed on the Public Improvements. Developer shall also provide City with a telephone number, at which Developer, or its representative, shall be available twenty-four (24) hours a day in the event of an emergency.

3.0 Maintenance of Public Improvements and Landscaping Prior to Acceptance by City. City shall not be responsible or liable for the maintenance or care of the Public

Improvements until City approves and accepts them. City shall exercise no control over the Public Improvements until accepted. Any use by any person of the Public Improvements, or any portion thereof, shall be at the sole and exclusive risk of Developer at all times prior to City's acceptance of the Public Improvements. Developer shall maintain all the Public Improvements in a state of good repair until they are completed by Developer and approved and accepted by City, and until the security for the performance of this Agreement is released.

Maintenance shall include, but shall not be limited to: repair of pavement, curbs, gutters, sidewalks, signals, parkways, water mains, and sewers; maintaining all landscaping in a vigorous and thriving condition reasonably acceptable to City; removal of debris from sewers and storm drains; and sweeping, repairing, and maintaining in good and safe condition all streets and street improvements. Developer shall cause the sweeping of streets to occur weekly at a minimum. Developer shall perform additional street sweeping work as necessary depending on construction activities or as required by, and at the direction of, the City Engineer. It shall be Developer's responsibility to initiate all maintenance work, but if it shall fail to do so, it shall promptly perform such maintenance work when notified to do so by City. If Developer fails to properly prosecute its maintenance obligation under this Section, City may do all work necessary for such maintenance and the cost thereof shall be the responsibility of Developer and its surety under this Agreement. City shall not be responsible or liable for any damages or injury of any nature in any way related to or caused by the Public Improvements or their condition prior to acceptance. Developer shall maintain City construction fence defining limits of City water transmission pipeline project. Developer shall maintain fence in good repair and working order so that it prevents construction traffic from crossing over or in the vicinity of the water transmission pipeline project. Developer and developer's contractors and subcontractors shall not allow any traffic to cross the pipeline without prior to City approval.

4.0 Construction Schedule. Unless extended pursuant to this Section of this Agreement, Developer shall fully and adequately complete or have completed the Public Improvements by _____, 2019 or before any certificates of occupancy are issued for any lots within the Property, whichever is earlier. At least fifteen (15) days prior to the commencement of such work, Developer shall notify the City Engineer in writing of the date fixed by Developer for commencement of the work.

4.1 Extensions. Time is of the essence with regard to this Agreement. The City Council may, in its sole and absolute discretion, provide Developer with additional time within which to complete the Public Improvements. Requests for extension of time shall be in writing and shall be delivered to City in the manner hereinafter specified for service of notices. An extension of time, if any, shall be granted only in writing, and an oral extension shall not be valid or binding on City.

It is understood that by providing the security required by this Agreement, Developer and its surety consent in advance to any extension of time as may be given by City to Developer and waive any and all right to notice of such extension(s). Developer's acceptance of an extension of time granted by City shall constitute a waiver by Developer and its surety of all

defenses of laches, estoppel, statutes of limitations, and other limitations of action in any action or proceeding filed by City following the date on which the Public Improvements were to have been completed hereunder.

In addition, as consideration for granting such extension to Developer, City reserves the right to review the provisions of this Agreement, including, but not limited to, the construction standards, the cost estimates approved by City, and the sufficiency of the improvement security provided by Developer, and to require adjustments thereto when warranted according to City's reasonable discretion.

4.2 Accrual of Limitations Period. Any limitations period provided by law related to breach of this Agreement or the terms thereof shall not accrue until Developer has provided the City Engineer with written notice of Developer's intent to abandon or otherwise not complete required or agreed upon Public Improvements.

5.0 Grading. Developer agrees that any and all grading done or to be done in conjunction with construction of the Public Improvements or development of the Property shall conform to all federal, state, and local laws, ordinances, regulations, and other requirements including, without limitation, City's grading regulations, the National Pollutant Discharge Elimination Systems (NPDES), and stormwater regulations thereunder as administered by the State Water Resources Control Board and Regional Water Quality Control Boards. In order to prevent damage to the Public Improvements by improper drainage or other hazards, the grading shall be completed in accordance with the time schedule for completion of the Public Improvements established by this Agreement, and prior to City's approval and acceptance of the Public Improvements and release of the Security as set forth in this Agreement. Developer further agrees that the indemnification as set forth in this Agreement shall extend to and include any and all grading contemplated by this Agreement, including but not limited to, any partial or rough grading work.

6.0 Utilities. Developer shall assume all costs for and shall provide utility services, including water, power, gas, and telephone service to serve each parcel, lot, or unit of land within the Property in accordance with all applicable federal, state, and local laws, rules, and regulations, including, but not limited to, the regulations, schedules, and fees of the utilities or agencies providing such services. Except for commercial or industrial properties, Developer shall also provide cable television facilities to serve each parcel, lot, or unit of land in accordance with all applicable federal, state, and local laws, rules, and regulations, including, but not limited to, the requirements of the cable company possessing a valid franchise with City to provide such service within City's jurisdictional limits. All utilities shall be installed underground, unless otherwise approved by the City Council or the Planning Commission of the City of Woodland, or by any other state or federal laws or regulations.

7.0 Fees and Charges. Developer shall, at its sole cost, expense, and liability, pay all fees, charges, and taxes arising out of construction of the Public Improvements, including, but not limited to fees for the checking, filing, and processing of improvement plans and

specifications and for inspecting the construction of the Public Improvements. These fees must be paid in full prior to approval of the final map and improvement plans. The fees referred to above are not necessarily the only City fees, charges, or other costs that have been or will be imposed on the subdivision and its development, and this Agreement shall in no way exonerate or relieve Developer from paying such other applicable fees, charges, and/or costs.

8.0 City Inspection of Public Improvements. Developer shall, at its sole cost, expense, and liability, and at all times during construction of the Public Improvements, maintain reasonable and safe facilities and provide safe access for inspection by City of the Public Improvements and areas where construction of the Public Improvements is occurring or will occur.

9.0 Default; Notice; Remedies.

9.1 Notice. If Developer neglects, refuses, or fails to fulfill or timely complete any obligation, term, or condition of this Agreement, or if City determines there is a violation of any federal, state, or local law, ordinance, regulation, code, standard, or other requirement, City may at any time thereafter declare Developer to be in default or violation of this Agreement and make written demand upon Developer or its surety, or both, to immediately remedy the default or violation (“Notice”). Developer shall substantially commence the work required to remedy the default or violation within ten (10) days of the Notice. If the default or violation constitutes an immediate threat to the public health, safety, or welfare, City may provide the Notice verbally, and Developer shall substantially commence the required work within twenty-four (24) hours thereof. Immediately upon City's issuance of the Notice, Developer and its surety shall be liable to City for all costs of construction and installation of the Public Improvements and all other administrative costs and expenses.

9.2 Failure to Remedy; City Action. If the work required to remedy the noticed default or violation is not diligently prosecuted to a completion acceptable to City within the time frame contained in the Notice, City may complete all remaining work, arrange for the completion of all remaining work, and/or conduct such remedial activity as in its sole and absolute discretion it believes is required to remedy the default or violation. All such work or remedial activity shall be at the sole and absolute cost, expense, and liability of Developer and its surety, without the necessity of giving any further notice to Developer or surety. City's right to take such actions shall in no way be limited by the fact that Developer or its surety may have constructed any, or none, of the required or agreed upon Public Improvements at the time of City's demand for performance. In the event City elects to complete or arrange for completion of the remaining work and improvements, City may require all work by Developer or its surety to cease in order to allow adequate coordination by City. Notwithstanding the foregoing, if conditions precedent for reversion to acreage can be met and if the interests of City will not be prejudiced thereby, City may also process a reversion to acreage and thereafter recover from Developer or its surety the full cost and expense incurred.

9.3 Other Remedies. No action by City pursuant to this Section of this Agreement shall prohibit City from exercising any other right or pursuing any other legal or equitable remedy available under this Agreement or any federal, state, or local law. City may exercise its rights and remedies independently or cumulatively, and City may pursue inconsistent remedies. City may institute an action for damages, injunctive relief, or specific performance.

9.4 Administrative Costs. If Developer fails to construct and install all or any part of the Public Improvements within the time required by this Agreement, or if Developer fails to comply with any other obligation contained herein, Developer and its surety shall be jointly and severally liable to City for all administrative expenses, fees, and costs, including reasonable attorney's fees and costs, incurred in obtaining compliance with this Agreement or in processing any legal action or for any other remedies permitted by law.

10.0 Acceptance of Improvements; As-Built or Record Drawings. If the Public Improvements are properly completed by Developer and approved by the City Engineer, and if they comply with all applicable federal, state and local laws, ordinances, regulations, codes, standards, and other requirements, the City Council shall be authorized to accept the Public Improvements. The City Council may, in its sole and absolute discretion, accept fully completed portions of the Public Improvements prior to such time as all of the Public Improvements are complete, which shall not release or modify Developer's obligation to complete the remainder of the Public Improvements within the time required by this Agreement. Upon the total or partial acceptance of the Public Improvements by City, the City Clerk shall file with the Recorder's Office of the County of Yolo, a notice of completion for the accepted Public Improvements in accordance with California Civil Code Section 9204, at which time the accepted Public Improvements shall become the sole and exclusive property of City without payment therefor.

Title to and ownership of the Public Improvements constructed under this Agreement shall vest absolutely in City upon completion and acceptance in writing of such Public Improvements by City.

Issuance by City of occupancy permits for any buildings or structures located on the Property shall not be construed in any manner to constitute City's acceptance or approval of any Public Improvements. Notwithstanding the foregoing, City may not accept any Public Improvements unless and until Developer provides one (1) set of "as-built" or record drawings or plans to the City Engineer for all such Public Improvements. The drawings shall be certified and shall reflect the condition of the Public Improvements as constructed, with all changes incorporated therein.

11.0 Security; Surety Bonds. Prior to execution of this Agreement, Developer shall provide City with surety bonds in the amounts and under the terms set forth below ("Security"). Nothing in this Section is intended to prevent City, in its sole discretion, from requiring Developer to submit, or prevent Developer from submitting, security in a form other than bonds that may be allowed under California Government Code Section 66499, et seq. and Chapter 21 of the Woodland Municipal Code, and acceptable to City. The amount of the Security shall be

based on the City Engineer's approximation of the actual cost to construct the Public Improvements, including the replacement cost for all public landscaping ("Estimated Costs"). If City determines, in its sole and absolute discretion, that the Estimated Costs have changed, Developer shall adjust the Security in the amount requested by City. Developer's compliance with this Section shall in no way limit or modify Developer's indemnification obligation under this Agreement.

11.1 Faithful Performance Bond. To guarantee the faithful performance of the Public Improvements and all the provisions of this Agreement, to protect City if Developer is in default as set forth in Section 9.0, *et seq.*, of this Agreement, and to secure Developer's one-year guarantee and warranty of the Public Improvements, including the maintenance of all landscaping in a vigorous and thriving condition, Developer shall provide City a faithful performance bond in the amount of Eight Million Two Hundred Twenty-Six Thousand Nine Hundred Fifty-Four Dollars & 00 Cents (\$8,226,954.00), which sum shall be not less than one hundred percent (100%) of the Estimated Costs. The City may, in its sole and absolute discretion, partially release a portion or portions of the security provided under this section as the Public Improvements are accepted by City, as provided under Section 13.0 herein, provided that Developer is not in default on any provision of this Agreement or condition of approval for the Map, and the total remaining security is not less than twenty-five percent (25%) of the Estimated Costs. All security provided under this section shall be released at the end of the Warranty period (as defined below), or any extension thereof as provided in Section 13.3 of this Agreement, provided that Developer is not in default on any provision of this Agreement or condition of approval for the Map.

11.2 Labor and Material Bond. To secure payment to the contractors, subcontractors, laborers, material men and other persons furnishing labor, materials, or equipment for performance of the Public Improvements and this Agreement, Developer shall provide City a labor and materials bond in the amount of Four Million One Hundred Thirteen Thousand, Four Hundred Seventy-Seven Dollars & 00 Cents (\$4,113,477.00), which sum shall not be less than fifty percent (50%) of the Estimated Costs. The security provided under this subsection may be released by written authorization of the City Engineer after one (1) year or within the time limits established in California Government Code section 66499.7 from the date City accepts the final Public Improvements at the discretion of City. The amount of such security shall be reduced by the total of all stop notice or mechanic's lien claims of which City is aware, plus an amount equal to twenty percent (20%) of such claims for reimbursement of City's anticipated administrative and legal expenses arising out of such claims.

11.3 Guarantee and Warranty Bond. Developer hereby guarantees and warrants all Public Improvements against any defective work or labor done, or defective materials furnished in the performance of this Agreement, including the maintenance of all public landscaping within the Property in a vigorous and thriving condition reasonably acceptable to City, for a period of one (1) year following completion of the work and acceptance by City ("Warranty"). During the Warranty, Developer shall repair, replace, or reconstruct any defective or otherwise unsatisfactory portion of the Public Improvements, in accordance with the

current ordinances, resolutions, regulations, codes, standards, or other requirements of City, and to the approval of the City Engineer but shall not be responsible for routine maintenance after acceptance by City. All repairs, replacements, or reconstruction during the Warranty shall be at the sole cost, expense, and liability of Developer and its surety. As to any Public Improvements that have been repaired, replaced, or reconstructed during the Warranty, Developer and its surety hereby agree to extend the Warranty for an additional one (1) year period following City's acceptance of the repaired, replaced, or reconstructed Public Improvements. Nothing herein shall relieve Developer from any other liability it may have under federal, state, or local law to repair, replace, or reconstruct any Public Improvement following expiration of the Warranty or any extension thereof. Developer's warranty obligation under this Section shall survive the expiration or termination of this Agreement.

Prior to execution of this Agreement, Developer shall provide City with an irrevocable guarantee and warranty bond in the amount of ten percent (10%) of the Original Estimated Costs of the Work to guarantee and warrant the Work, for a period of one year following its completion and acceptance, against any defective work or labor done, or defective materials furnished, as required by California Government Code Section 66499.3(d). Any unused portion of the guarantee and warranty security shall be released one year after acceptance of the required improvements by the City Council.

11.4 Additional Requirements. The surety for any surety bonds provided as Security shall have a current A.M. Best's rating of no less than A:VIII, shall be authorized to do business in the State of California, and shall be satisfactory to City. As part of the obligation secured by the Security and in addition to the face amount of the Security, Developer or its surety shall secure the costs and reasonable expenses and fees, including reasonable attorneys' fees and costs, incurred by City in enforcing the obligations of this Agreement. Developer and its surety stipulate and agree that no change, extension of time, alteration, or addition to the terms of this Agreement, the Public Improvements, or the plans and specifications for the Public Improvements shall in any way affect its obligation on the Security.

11.5 Evidence and Incorporation of Security. Evidence of the Security shall be provided on the forms set forth in Exhibit "C," unless other forms are deemed acceptable by the City Engineer and the City Attorney, and when such forms are completed to the satisfaction of City, the forms and evidence of the Security shall be attached hereto as Exhibit "C" and incorporated herein by this reference.

12.0 Lien. To secure the timely performance of Developer's obligations under this Agreement, including those obligations for which security has been provided pursuant to this Agreement, Developer hereby creates in favor of City a lien against all portions of the Property not dedicated to City or some other governmental agency for a public purpose. As to Developer's default on those obligations for which security has been provided pursuant to this Agreement, City shall first attempt to collect against such security prior to exercising its rights as a contract lienholder under this Section.

13.0 Indemnification. Developer shall defend (with counsel reasonably satisfactory to the City Attorney), indemnify, and hold harmless City, its elected officials, officers, employees, agents, and volunteers from any and all actual or alleged claims, demands, causes of action, liability, loss, damage, or injury, to property or persons, including wrongful death, whether imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of or incident to any acts, omissions, negligence, or willful misconduct of Developer, its personnel, employees, agents, or contractors in connection with or arising out of construction or maintenance of the Public Improvements, or performance of this Agreement. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement of City, its elected officials, officers, employees, and/or agents for all legal expenses and costs incurred by each of them. This indemnification excludes only such portion of any claim, demand, cause of action, liability, loss, damage, penalty, fine, or injury, to property or persons, including wrongful death, which is caused solely and exclusively by the negligence or willful misconduct of City as determined by a court or administrative body of competent jurisdiction. Developer's obligation to indemnify shall survive the expiration or termination of this Agreement and shall not be restricted to insurance proceeds, if any, received by Agency, its elected officials, officers, employees, agents, or volunteers.

14.0 Insurance.

14.1 Types; Amounts. Developer shall procure and maintain, and shall require its contractors and subcontractors to procure and maintain, during construction of any Public Improvement pursuant to this Agreement, insurance of the types and in the amounts described below ("Required Insurance") and without limiting the indemnity provisions of this Agreement. If any of the Required Insurance contains a general aggregate limit, such insurance shall apply separately to this Agreement or be no less than three times the specified occurrence limit. For purposes of this Section 14.0, et seq., the "indemnified parties" shall mean City, its elected officials, officers, employees, agents, and volunteers, as described in this Agreement. The Required Insurance shall contain standard separation of insureds provisions, and shall contain no special limitations on the scope of its protection to City, its elected officials, officers, employees, agents, and volunteers.

14.1.1 Commercial General Liability. Developer, its contractors and subcontractors shall procure and maintain Commercial General Liability Insurance that affords coverage at least as broad as the latest version of Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least One Million Dollars (\$1,000,000.00) per occurrence, and if written with an aggregate, the aggregate shall be double the per occurrence limit. 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; (4) cross liability exclusion for claims or suits by one insured against another; or (5) explosion, collapse, or underground hazard (XCU).

14.1.2 Automobile Liability. Developer and its contractors and subcontractors shall procure and maintain automobile liability insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) and minimum limits of One Million Dollars (\$1,000,000.000) each accident. Such insurance shall include coverage for the ownership, operation, maintenance, use, loading, or unloading of any vehicle owned, leased, hired, or borrowed by the insured or for which the insured is responsible. If Developer does not own any company vehicles and if requested by City, this requirement may be satisfied by providing a non-owned auto endorsement to the Commercial General Liability policy.

14.1.3 Workers' Compensation. Developer, its contractors and subcontractors shall procure and maintain workers' compensation insurance with limits as required by the Labor Code of the State of California and Employers' Liability Insurance of not less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and disease.

14.1.4 Professional Liability. If applicable to this Agreement and required by City, for any consultant or other professional who will engineer or design the Public Improvements, professional liability insurance for errors and omissions with limits not less than One Million Dollars (\$1,000,000.00) per occurrence, shall be procured and maintained for a period of three (3) years following completion of the Public Improvements and 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 of this Agreement.

14.2 Deductibles. Any deductibles or self-insured retentions must be approved by City in writing 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.

14.3 Certificates; Verification. Developer and its contractors and subcontractors shall furnish City with original certificates of insurance and endorsements effecting coverage for the Required Insurance. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by City prior to the execution of this Agreement and before work pursuant to this Agreement can begin. City reserves the right to require complete, certified copies of all required insurance policies at any time.

14.4 Insurer Rating. Unless approved in writing by City, the insurers for all Required Insurance shall have a current A.M. Best rating of at least A:VIII, shall be authorized to do business in the State of California, and shall be satisfactory to City.

14.5 Endorsements.

14.5.1 The Commercial General Liability, Automobile Liability, and Contractors Pollution Liability policies, if the latter is required by City, shall be endorsed as follows:

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 this Agreement. The “Additional Insured Endorsement” shall be on a form similar to Insurance Services Office’s Endorsement form CG 2010 and contain no other modifications to the policy.

Primary 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.

Severability: In the event 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 the claim is made 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.

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 City, except ten (10) days prior written notice shall be allowed for non-payment of premium.

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

Applicability: That the coverage provided therein shall apply to the obligations assumed by Developer, its contractors or subcontractors under the indemnity provisions of this Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

14.5.2 The Workers’ Compensation policy or policies required by this Agreement shall be endorsed as follows:

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

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 City, except ten (10) days prior written notice shall be allowed for non-payment of premium.

14.5.3 The Professional Liability policy or policies required by this Agreement, if required by City, shall be endorsed as follows:

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 City, except ten (10) days prior written notice shall be allowed for non-payment of premium.

15.0 Signs and Advertising. Developer understands and agrees to City's ordinances, regulations, and requirements governing signs and advertising structures. Developer hereby agrees with and consents to the removal by City of all signs or other advertising structures erected, placed, or situated in violation of any City ordinance, regulation, or other requirement. Removal shall be at the expense of Developer. Developer shall indemnify and hold City free and harmless from any claim or demand arising out of or incident to signs, advertising structures, or their removal.

16.0 Relationship Between the Parties. The Parties hereby mutually agree that neither this Agreement, any map related to the Property, nor any other related entitlement, permit, or approval issued by City for the Property shall operate to create the relationship of partnership, joint venture, or agency between City and Developer. Developer's contractors and subcontractors are exclusively and solely under the control and dominion of Developer. Nothing herein shall be deemed to make Developer, its contractors, or its subcontractors an agent, contractor, or subcontractor of City.

17.0 General Provisions.

17.1 Authority to Enter 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.

17.2 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.

17.3 Construction; References; Captions. It being agreed the Parties or their agents have participated 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 Developer include all personnel, employees, agents, and subcontractors of Developer, 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.

17.4 Notices. All notices, demands, invoices, and written communications shall be in writing and delivered to the following addresses or such other addresses as the Parties may designate by written notice:

CITY:

City of Woodland
300 First Street
Woodland, CA 95695
Attn: City Engineer

DEVELOPER:

Lennar Homes
1420 Rocky Ridge, Suite # 320
Roseville, CA 95661
Attn: Division President

Depending upon the method of transmittal, notice shall be deemed received as follows: by facsimile, as of the date and time sent; by messenger, as of the date delivered; and by U.S. Mail first class postage prepaid, as of seventy-two (72) hours after deposit in the U.S. Mail.

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

17.6 Waiver. City's failure to insist upon strict compliance with any provision of this Agreement or to exercise any right or privilege provided herein, or City's waiver of any breach of this Agreement, shall not relieve Developer of any of its obligations under this Agreement, whether of the same or similar type. The foregoing shall be true whether City's actions are intentional or unintentional. Developer agrees to waive, as a defense, counterclaim or set off, any and all defects, irregularities or deficiencies in the authorization, execution or performance of the Public Improvements or this Agreement, as well as the laws, rules, regulations, ordinances or resolutions of City with regards to the authorization, execution, or performance of the Public Improvements or this Agreement.

17.7 Assignment or Transfer of Agreement. Developer shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without prior written consent of City. Any attempt to do so shall be null and void, and any assignee, hypothecatee, or transferee shall acquire no right or interest by reason of such

attempted assignment, hypothecation, or transfer. Unless specifically stated to the contrary in City's written consent, any assignment, hypothecation, or transfer shall not release or discharge Developer from any duty or responsibility under this Agreement. In the event that City consents in writing to such an assignment, any assignee, hypothecatee, or transferee shall expressly assume Developer's obligations hereunder by a written agreement in a form, and containing such security, as is reasonably acceptable to City.

The agreement, hypothecation, or transfer shall be to the satisfaction of the City Attorney and shall include provisions requiring the assignee to post bonds or submit another form of financial security, satisfactory to City and approved by the City Attorney, to guarantee construction of the Public Improvements. The agreement shall survive the recordation of the Final Map and shall be recorded against each of the proposed lots to inform successors and assigns of the required Public Improvements to be constructed and their time frame for construction.

Following any permitted assignment, hypothecation, or transfer of the Public Improvements as set forth in this Section, City shall release Developer from its obligations so assigned and shall release to Developer any bonds or other security posted to secure the Public Improvements so assigned; provided, however, that City shall not release any security or undertakings given to secure the performance of any of the Public Improvements not assigned, hypothecated, or transferred.

17.8 Binding Effect. Each and all of the covenants and conditions shall be binding on and shall inure to the benefit of the Parties, and their successors, heirs, personal representatives, or assigns. This Section shall not be construed as an authorization for any Party to assign any right or obligation.

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

17.10 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.

17.11 Consent to Jurisdiction and Venue. This Agreement shall be construed in accordance with and governed by the laws of the State of California. Any legal action or proceeding brought to interpret or enforce this Agreement, or which in any way arises out of the Parties' activities undertaken pursuant to this Agreement, shall be filed and prosecuted in the appropriate California State Court in the County of Yolo, California. Each Party waives the benefit of any provision of state or federal law providing for a change of venue to any other court or jurisdiction including, without limitation, a change of venue based on the fact that a governmental entity is a party to the action or proceeding, or that a federal right or question is involved or alleged to be involved in the action or proceeding. Without limiting the generality of

the foregoing waiver, Developer expressly waives any right to have venue transferred pursuant to California Code of Civil Procedure Section 394.

17.12 Attorneys' Fees and Costs. If any arbitration, lawsuit, or other legal action or proceeding is brought by one Party against the other Party in connection with this Agreement or the Property, the prevailing party, whether by final judgment or arbitration award, shall be entitled to and recover from the other party all costs and expenses incurred by the prevailing party, including actual attorneys' fees ("Costs"). Any judgment, order, or award entered in such legal action or proceeding shall contain a specific provision providing for the recovery of Costs. This Section shall survive the termination or expiration of this Agreement.

17.13 Acquisition and Dedication of Easements or Rights-of-Way. If any of the Public Improvements required by this Agreement are to be constructed on land not within the subdivision or an already-existing public right-of-way, no construction or installation shall be commenced before:

17.13.1 The irrevocable offer of dedication or conveyance to City of appropriate rights-of-way, easements, or other interests in real property, and appropriate authorization from the property owner to allow construction or installation of the Public Improvements or work; or

17.13.2 The issuance of an order of possession by a court of competent jurisdiction pursuant to California's Eminent Domain Law. Developer shall comply in all respects with any such order of possession.

Nothing in this paragraph 17.13 shall be construed as authorizing or granting an extension of time to Developer for completion of the Public Improvements.

17.14 Prevailing Wages. Developer has been alerted to 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. If the work to be performed under this Agreement by Developer is being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, Developer agrees to fully comply with such Prevailing Wage Laws. Developer 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 Developer and its contractors 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 Section 1776), hours of labor (Labor Code Sections 1813 and 1815), public works contractor registration (Labor Code Sections 1725.5 and 1771.1) and debarment of contractors and subcontractors (Labor Code Sections 1777.1). It shall be the sole responsibility of Developer to determine whether to comply with Prevailing Wage Laws for any or all work required by this

Agreement. As a material part of this Agreement, Developer agrees to assume all risk of liability arising from any decision not to comply with Prevailing Wage Laws for work required by this Agreement.

17.15 Counterparts. This Agreement may be executed in counterpart originals, which taken together, shall constitute one and the same instrument.

CITY OF WOODLAND

LENNAR HOMES

By: _____
Paul Navazio, City Manager

By: _____
Signature

Print Name

Title

ATTEST:

(Seal)

By: _____
Ana Gonzalez, City Clerk

By: _____
Signature

Print Name

Title

APPROVED AS TO FORM:

By: _____
Kara Ueda, City Attorney
Best Best & Krieger LLP

ACKNOWLEDGMENT

STATE OF CALIFORNIA)
)
COUNTY OF) **ss.**
)

On _____, before me, _____, the undersigned notary public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY PUBLIC

ACKNOWLEDGMENT

STATE OF CALIFORNIA)
) **ss.**
COUNTY OF)

On _____, before me, _____, the undersigned notary public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY PUBLIC

EXHIBIT “A”

LEGAL DESCRIPTION OF PROPERTY

**SUBDIVISION NO. 5137 OYANG SOUTH PHASE 1
A SUBDIVISION OF
REAL PROPERTY IN THE CITY OF WOODLAND, COUNTY OF YOLO, STATE OF
CALIFORNIA, DESCRIBED AS FOLLOWS:**

APN: 042-030-034

A-1

EXHIBIT “B”

LIST OF PUBLIC IMPROVEMENTS

TRACT NO. 5137

Developer shall perform all work and furnish all materials necessary, in the opinion of the City Engineer and on his/her order, to complete the following Public Improvements in accordance with the plans and specifications on file with City or with any changes required or ordered by the City Engineer which, in his/her opinion, are necessary or required to complete this work.

Developer is required to perform the following Public Improvements under this Agreement:

Streets, Utilities, Lights, Signing, and appurtenances as shown on the Plans entitled:

Oyang South Phase 2 Subdivision No. 5137

EXHIBIT “C”

SURETY BONDS AND OTHER SECURITY

PARCEL/TRACT NO. 5137

As evidence of understanding the provisions contained in this Agreement, and of Developer’s intent to comply with same, Developer has submitted the below described security in the amounts required by this Agreement, and has affixed the appropriate signatures thereto:

FAITHFUL PERFORMANCE BOND: \$8,226,954.00

Surety: xxxx

Attorney-in-fact: xxxx

Address: xxxx

PAYMENT BOND: \$4,113,477.00

Surety: xxxxx

Attorney-in-fact: xxxxxx

Address: xxxxx

GUARANTEE AND WARRANTY SECURITY BOND: \$822,695.00

Surety: xxxxx

Attorney-in-fact: xxxxxx

Address: xxxx



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: H.12.
SUBJECT: Fiscal Year 2018/19 Mid-Year Budget Update

Recommendation for Action: Information purposes only; no action required.

Staff Contact:

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

Fiscal Impact:

This informational item represents the Citywide revenue and expenditure results through the first six (6) months of fiscal year 2018/19, as well as updated General Fund projections through the end of the fiscal year.

Discussion:

The following represents selected highlights from the attached mid-year budget report. More detailed discussion of year-to-date activity and projected results are included in the attachments.

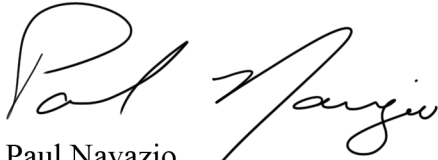
- All Funds revenues through the second quarter of fiscal year 2018/19 are \$61.5 million, or 40% of the amended budget.
- Through the second quarter of FY2018/19, All Funds expenditures totaled \$65.2 million, or 30% of the amended budget.
- General Fund year-to-date actuals show \$12.98 million of \$50.3 million in revenues received; however, staff is projecting that revenues will exceed the amended budget by \$3.4 million by fiscal year end.
- General Fund expenditures totaled \$21.8 million, or 41% of the amended budget. The projected budget, including recommended adjustments to Council, will be in line with projected fiscal year-end expenditures.
- General Fund expenditures by Department for the first six months of operations are \$21.8 million, or 41% of the amended budget. Although year-to-date actuals show all departments are spending in line with their General Fund budgets through the first six months of operations, FY2018/19 end-of-year projections indicate expenditure savings in department budgets, offset partially by overages in the Non-Departmental category.
- Based on information presented herein, the General Fund reserve balance is projected to be \$12.8 million or 26.6% of revenue. This compares favorably with City Council's reserve policy of 20% and exceeds the the reserve target by over \$3.18 million by end of the fiscal year. The FY2018/19 adopted budget assumed excess fund balance to be \$1.9 million.
- Staff anticipates a detailed discussion of the budget, forecast and fund balance at the March budget workshop.

Conclusion:

Information purposes only; no action required.

Prepared By: Evis Morales, Senior Management Analyst

Reviewed By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

1. Mid-year Budget FY19 Attachment A-B

ATTACHMENT A

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Revenues by Fund

FY2018/19 Revenues					
	Original Budget		Amended Budget		Year-to Date
				Actuals	%
General Fund	\$	50,384,235	\$	50,385,235	\$ 12,981,813 26%
Special Revenue	\$	12,902,960	\$	13,857,133	\$ 5,425,575 39%
Debt Service	\$	1,542,900	\$	1,542,900	\$ - 0%
Development/Capital	\$	16,886,056	\$	16,886,056	\$ 11,517,100 68%
Enterprise Funds	\$	48,037,841	\$	48,037,841	\$ 24,128,987 50%
Internal Service	\$	16,430,035	\$	16,430,035	\$ 7,268,465 44%
Successor Agency	\$	900,000	\$	900,000	\$ 121,355 13%
Agency	\$	4,635,060	\$	4,635,060	\$ 25,822 1%
Total All Funds	\$	151,719,087	\$	152,674,260	\$ 61,469,116 40%

- All Funds revenues through the second quarter of fiscal year 2018/19 are \$61.5 million, or 40% of the amended budget. General Fund revenues total \$12.98 million or 26% of the amended budget, with many of the City's major tax revenues yet to be collected.
- Special Revenue fund revenues include many special assessment districts (i.e. lighting and landscaping districts) that receive revenue disbursements with the property taxes received by the City in January and May each year.
- Debt Service funds revenues are comprised of transfers from other City funds; these transfers generally happen at the end of the fiscal year.
- Revenues for Development/Capital funds are \$11.5 million or 68% of amended budget.
 - Development Funds: Revenue received to date shows higher than expected residential development in Spring Lake. Revenue budgets also include internal transfers to cover deficits; these transfers will occur toward the end of the fiscal year, as actual results are known.
 - Measure E/Measure F funds: Sales tax revenues from Measure E/F are first received in the General Fund and then transferred to these capital funds; only a portion of revenues have been received and no transfers have been made to date.
- Enterprise Fund revenues are tracking as projected and consistent with respective fee studies.
- Successor Agency revenues are \$121,355 or 13% of amended budget with the largest distribution of revenues to occur in January.

- Agency funds are primarily pass-through special assessment funds with revenues received with property taxes in January and May. The revenue collected year-to-date is related to interest income earned on bond reserve funds.

Table 2 – All Funds Expenditures by Fund

	FY2018/19 Expenditures			
	Original Budget	Amended Budget	Year-to Date	%
Internal Service	\$16,865,041	\$17,641,051	\$7,038,927	40%
General Fund	\$50,751,376	\$52,861,197	\$21,816,862	41%
Enterprise Funds	\$51,087,012	\$74,917,041	\$18,682,491	25%
Special Revenue	\$12,648,871	\$29,373,733	\$9,047,888	31%
Development/Capital	\$14,296,414	\$21,306,588	\$3,520,344	17%
Successor Agency	\$1,065,782	\$1,065,782	\$203,955	19%
Springlake	\$3,305,337	\$15,663,099	\$674,713	4%
Debt Service	\$1,542,875	\$1,542,875	\$768,939	50%
Agency	\$4,690,025	\$4,690,025	\$3,419,539	73%
Total All Funds	\$156,252,733	\$219,061,391	\$65,173,657	30%

- Through the second quarter of FY2018/19, All Funds expenditures totaled \$65.2 million, or 30% of the amended budget. General Fund expenditures totaled \$21.8 million, or 41% of the amended budget.
- Enterprise funds totaled \$18.7 million, or 25% of the amended budget. Ongoing operating budgets are trending to be in-line with budget, but other large expenditures in debt service and capital projects are dependent upon timing and contribute to the low percentage of budget spent to date. Examples of large budgets with low year-to-date expenditures include the following:
 - Capital Projects: ASR Well Projects with \$5.5 million remaining, \$4.5 million remaining in the Water System Maintenance Repairs project, 2018 Water Main Replacement project with \$2.2 million remaining, W. Main Street Bicycle/Pedestrian Mobility & Safety project with \$2.2 million remaining, Annual Sewer Repair and Replacement with \$2.1 million remaining, and West Main Street Water Main Upgrade with \$1.6 million remaining.
 - Debt Service: \$6.1 million budget for the Surface Water SRF Loan (payments in January and July) show no expenditures to date due to timing.
 - Surface Water O&M: payments to the Woodland Davis Clean Water Agency (WDCWA) for annual O&M are made quarterly. \$3.6 million remains in the budget to pay for the balance of the year. Savings are likely in this area for FY2018/19; WDCWA completed an analysis of previous years' budgetary savings and reduced current year payments to account for the excess funds.

- Special Revenue funds totaled \$9.0 million, or 31% of the amended budget due to number of programs and projects incurring little to no expenses. A major Capital Improvement Project that is largely contributing to the funds showing underspent is the W. Main Street Bicycle/Pedestrian Mobility & Safety project. This project alone is funded at \$5.7 million (grant funds) in FY2018/19, however it has not incurred any expenses through December 31, 2018. Other projects contributing to the lower than expected year-to-date actuals include: I-5/County Rd 102 Interchange Landscaping project with \$2.3 million remaining, Kentucky Avenue Widening and Reconstruction with \$2.2 million remaining, East Main Street Improvement project with \$1.6 million remaining, and the 2020 Road Rehabilitation project with \$1.3 million remaining.
- Development/Capital funds include the majority of the funding for the City's Capital Improvement Projects. Through the second quarter of FY2018/19, expenditures totaled \$3.5 million, or 17% of the amended budget. Contributing to the low expenditures through the second quarter is a \$1.91 million as a transfer from the Sewer Development fund to the Wastewater fund for bond debt service, and a \$1.0 million transfer from Measure E to the Park Development fund to assist with debt service for the Community Center/Sports Park facility. These transfers have yet to be made and will likely occur towards the end of the fiscal year. Other major projects that are underspent this fiscal year include North Gibson Detention Ponds with \$1.3 million remaining, Sports Park Turf Replacement with \$1.3 million remaining, West Main Bicycle/Pedestrian Mobility and Safety project with \$1.0 million remaining.
- Successor Agency fund expenditure totaled \$203,955, or 19% of amended budget with major debt service expenditures to occur later in the fiscal year.
- Spring Lake funds totaled \$674,713 million, or 4% of the amended budget. Major projects that are underspent this fiscal year include North Regional Pond & Pump Station with \$7.3 million remaining, North Gibson Retention Ponds with \$2.7 million remaining, and Spring Lake Specific Plan Neighborhood Park projects with \$3.1 million remaining.
- Debt Service expenditures occur in large payments at various times throughout the year, with the bulk of the payments occurring in September and March. Through the second quarter of FY2018/19 Debt Service funds totaled \$768,939 or 50% of amended budget.

Table 3 – All Funds Expenditures by Department

	FY2018/19 Expenditures		Year-to Date		
	Original Budget	Amended Budget	Actuals	%	
Administrative Services	\$ 16,857,494	\$ 16,966,832	\$ 7,652,447	45%	
Community Development	\$ 6,979,908	\$ 7,041,603	\$ 3,293,697	47%	
Community Services	\$ 10,925,795	\$ 12,252,636	\$ 4,995,758	41%	
Police	\$ 20,843,048	\$ 21,069,663	\$ 9,740,488	46%	
Fire	\$ 10,948,727	\$ 11,162,292	\$ 5,975,655	54%	
Library	\$ 2,067,351	\$ 2,067,351	\$ 900,179	44%	
Public Works	\$ 27,261,439	\$ 27,954,682	\$ 8,966,079	32%	
Capital Improvements	\$ 21,217,568	\$ 81,304,931	\$ 12,665,428	16%	
Non-Departmental	\$ 39,151,403	\$ 39,241,403	\$ 10,983,925	28%	
Total All Departments	\$ 156,252,733	\$ 219,061,391	\$ 65,173,657	30%	

- At the end of the second quarter of fiscal year 2018/19, the majority of the departments appear to be tracking closely to budget.
- Fire Department appears to be slightly overspent in the first six month of activity largely due to overtime incurred by fire personnel that assist with statewide Strike Teams. Strike Team Operations are fully reimbursable and staff will be seeking approval to adjust the budget accordingly for this annual activity.
- Public Works appears to underspent based on the first six months of activity primarily because of depreciation. Depreciation for Public Works programs is budgeted at \$5.6 million; however, depreciation is recorded only at the end of the fiscal year, which contributes to the low expenditures.
- The timing of expenditures for capital projects can vary significantly throughout the year, and many of the projects are built during the spring/summer months. As a result, Capital Improvements totaled \$12.6 million, or 16% of the amended budget. See explanation under Table 2 for further discussion of projects.
- Non-Departmental expenditures are mostly debt service expenditures and transfers to other funds. Debt service expenditures occur in large payments scheduled periodically throughout the year, and operating transfers are generally recorded at the end of the fiscal year when final year-end results are known. The largest debt service budgets without current year payments to date are \$6.1 million for the Surface Water loan and a \$1.8 million for Wastewater Revenue Bonds. Transfers not yet recorded include a General Fund transfer of \$5.2 million to the Measure E/F funds, OPEB pre-funding at \$1.0 million, \$442,000 to Storm Drain and Cemetery funds, and \$150,000 to the Facilities fund, \$1.9 million from Sewer Development to the Sewer enterprise fund, and \$1.1 million in assistance from Measure E to the Park Development fund.

ATTACHMENT B

GENERAL FUND REVENUES AND EXPENDITURES

Table 1 – General Fund Revenues

FY2018/19 General Fund Revenues						Difference
	Original Budget	Amended Budget	Year-to Date Actuals	FY2018/19 Projection		Favorable (Unfavorable)
Property Tax	\$ 11,975,708	\$ 11,975,708	\$ -	\$ 12,211,810	\$ 236,102	
Sales Tax	\$ 20,165,816	\$ 20,165,816	\$ 6,099,252	\$ 22,531,716	\$ 2,365,900	
Other Taxes	\$ 1,722,487	\$ 1,722,487	\$ 777,620	\$ 1,772,982	\$ 50,495	
Franchise Fees	\$ 2,512,062	\$ 2,512,062	\$ 749,461	\$ 2,481,774	\$ (30,288)	
Licenses/Permits	\$ 2,564,206	\$ 2,564,206	\$ 1,429,098	\$ 2,704,102	\$ 139,896	
Fines/Forfeitures	\$ 280,572	\$ 280,572	\$ 70,978	\$ 287,261	\$ 6,689	
Service Charges	\$ 729,478	\$ 729,478	\$ 289,103	\$ 709,297	\$ (20,181)	
Motor Vehicle In Lieu	\$ 5,148,637	\$ 5,148,637	\$ -	\$ 5,185,536	\$ 36,899	
Intergovernmental	\$ 253,981	\$ 253,981	\$ 12,218	\$ 249,280	\$ (4,701)	
Lease/Interest Income	\$ 388,328	\$ 388,328	\$ 1,230,184	\$ 443,936	\$ 55,608	
Miscellaneous	\$ 4,556,800	\$ 4,557,800	\$ 2,321,898	\$ 5,194,620	\$ 636,820	
Transfers	\$ 86,160	\$ 86,160	\$ 2,000	\$ 86,160	\$ -	
Total General Fund	\$ 50,384,235	\$ 50,385,235	\$ 12,981,813	\$ 53,858,474	\$ 3,473,239	

- General Fund year-to-date actuals show \$12.98 million of \$50.3 million in revenues received; however, staff is projecting that revenues will exceed the amended budget by \$3.4 million by fiscal year end.
- The City receives its first installment of property taxes in January 2019, which is projected to have a 5.26% increase from the prior year (includes secured and unsecured); the FY2018/19 adopted budget assumed a 4.88% increase. This better than anticipated growth in property taxes also has a positive impact on Motor Vehicle In Lieu revenues.
- Included in the projected Sales Tax revenues for FY2018/19 is a positive variance of \$1.8 million in Bradley Burns (1% local portion of uniform statewide rate), a favorable variance of \$173,317 in Measure J funds that will not be appropriated at this time, and a favorable variance of \$386,121 in Measure E/F funds. Measure E/F fund revenues do not remain in the General Fund, but are transferred out to a separate fund (funds 506/507) throughout the year.
- Other Taxes are projected to end the year with \$50,495 over amended budget. This is due to \$102,679 better than expected in Hotel Transit Occupancy Tax (TOT) and an unfavorable (\$52,183) in Document Transfer Tax. This Document Transfer tax is collected by the County on behalf of the City every time real property exchanges hands or is sold through public records; a fee based on a percentage of sales price.

- Franchise Fees are tracking \$30,288 unfavorably compared to the amended budget.
- The favorable variance of \$139,896 in projected revenues from License/Permit fees is largely due Cannabis permits issued.
- The favorable variance of \$55,608 in projected revenues from Lease/Interest Income is largely due expected interest earned on investments.
- The positive variance in Miscellaneous revenues is primarily a result Federal/State reimbursement for Strike Team operations costs, approximately \$561,130 over amended budget.

Table 2 – General Fund Expenditures by Category

	FY2018/19 General Fund Expenditures				FY2018/19		Variance
	Original Budget	Amended Budget	Year-to Date Actuals	%	Projected Budget	Expenditure Projections	Favorable/ (Unfavorable)
Personnel	\$ 29,247,683	\$ 29,297,626	\$15,146,770	52%	\$ 29,822,396	\$ 29,982,304	\$ (159,908)
Supplies & Services	\$ 7,508,431	\$ 8,030,919	\$ 3,170,011	39%	\$ 8,453,584	\$ 8,453,584	\$ -
Education & Training	\$ 279,826	\$ 283,319	\$ 88,549	31%	\$ 283,319	\$ 283,319	\$ -
Capital Expenditures	\$ 90,000	\$ 38,569	\$ 343	0%	\$ 38,569	\$ 38,569	\$ -
Non-Discretionary	\$ 6,565,942	\$ 6,685,003	\$ 3,272,238	49%	\$ 6,702,108	\$ 6,542,200	\$ 159,908
Operating Transfers	\$ 7,059,494	\$ 8,525,762	\$ 138,950	2%	\$ 8,961,882	\$ 8,961,882	\$ -
Total All Categories	\$ 50,751,376	\$ 52,861,197	\$21,816,862	41%	\$ 54,261,858	\$ 54,261,858	\$ -

- Through the second quarter of FY2018/19, General Fund expenditures total \$21.8 million, or 41% of the amended budget. The projected budget, including recommended adjustments to Council, will be in line with projected fiscal year-end expenditures.
- Personnel costs are trending slightly over budget, with 52% of the budget spent through the second quarter. The unfavorable projection through the end of the fiscal year in this category is a result of salary savings that the City planned for when preparing the personnel budget that will not be achieved.
- With the planned mid-year adjustments to the Supplies & Services budget, costs are projected to be in line with the Projected Budget.
- Education and Training costs are projected to be in line with the Projected Budget.
- Capital Expenditure costs are projected to be in line with the Projected Budget.
- Non-discretionary expenses are currently at 49% of amended budget or \$3.2 million. Examples of items included in this category are utilities, contributions for vehicle replacement and maintenance costs, technology services support, and indirect costs (City overhead). This expense category is projected to have savings of approximately \$159,908 by end of fiscal year primarily due to Utility expenses trending lower than budgeted.
- Operating Transfers consist primarily of the transfer of Measures E/F sales tax received to the capital projects fund, as well as the subsidy for the Storm Drain and Cemetery

operations. Because only a small portion of Measures E/F revenues have been received in the first six months of this fiscal year, the transfers have not yet been recorded. Other fund subsidies are typically recorded toward the end of the fiscal year, when more accurate information is available regarding the subsidies actually required. With the planned mid-year adjustments to the Operating Transfers budget, costs are projected to be in line with the Projected Budget.

Table 3 – General Fund Expenditures by Department

	FY2018/19 General Fund Expenditures					FY2018/19		Variance
	Original Budget	Amended Budget	Year-to Date Actuals	%		Projected Budget	Expenditure Projections	Favorable/ (Unfavorable)
Administrative Services	\$ 3,121,445	\$ 3,168,291	\$ 1,517,373	48%		\$ 3,242,418	\$ 3,204,442	\$ 37,976
Community Development	\$ 2,900,202	\$ 2,961,897	\$ 1,496,082	51%		\$ 3,199,897	\$ 3,051,504	\$ 148,393
Community Services	\$ 6,376,600	\$ 6,971,280	\$ 2,824,434	41%		\$ 7,098,921	\$ 6,825,482	\$ 273,439
Police	\$ 19,257,679	\$ 19,393,321	\$ 9,165,790	47%		\$ 19,393,321	\$ 19,165,227	\$ 228,094
Fire	\$ 10,252,025	\$ 10,291,388	\$ 5,484,404	53%		\$ 10,852,519	\$ 10,870,339	\$ (17,820)
Library	\$ 1,934,347	\$ 1,934,347	\$ 852,092	44%		\$ 1,934,347	\$ 1,830,081	\$ 104,266
Public Works	\$ 640,047	\$ 656,127	\$ 292,577	45%		\$ 669,106	\$ 623,963	\$ 45,143
Capital Improvements	\$ -	\$ 1,125,514	\$ 138,197	12%		\$ 1,125,514	\$ 1,125,514	\$ -
Non-Departmental	\$ 6,269,031	\$ 6,359,031	\$ 45,913	1%		\$ 6,745,815	\$ 7,565,306	\$ (819,491)
Total All Departments	\$ 50,751,376	\$ 52,861,197	\$ 21,816,862	41%		\$ 54,261,858	\$ 54,261,858	\$ -

- General Fund expenditures by Department for the first six months of operations are \$21.8 million, or 41% of the amended budget. Although year-to-date actuals show all departments are spending in line with their General Fund budgets through the first six months of operations, FY2018/19 end-of-year projections indicate expenditure savings in department budgets, offset partially by overages in the Non-Departmental category:
 - With the planned mid-year adjustments, Administrative Services is expected to achieve savings of approximately \$37,976 over the projected budget due to various personnel related items.
 - With the planned mid-year adjustments, Community Development is expected to achieve savings of approximately \$148,393 over the projected budget due various personnel related items.
 - With the planned mid-year adjustments, Community Services is expected to achieve savings of approximately \$273,440 over the projected budget due to \$207,214 in personnel cost savings and \$66,226 in Utility cost savings.
 - Police is expected to be under budget by \$228,094 mostly due to \$177,500 in personnel cost savings and \$50,595 in Utility cost savings.
 - With the planned mid-year adjustments, Fire is expected to exceed the projected budget by \$17,819 (\$25,643 in Personnel that is offset by \$7,824 in expected Utility cost saving).

- Library is expected to be under budget by \$104,266 mostly due to \$89,672 in personnel cost savings and \$14,594 in Utility cost savings.
- With the planned mid-year adjustments, Public Works is expected to be under budget by \$45,144 mostly due to \$24,474 in Personnel cost savings, \$19,106 in Utility cost savings, and \$1,563 in Vehicle Chargeback savings.
- During development of the budget, staff assumed overall fund savings will occur in the Personnel category as a result of vacancies throughout the year. Additionally, due to the lump sum payment to CalPERS in FY2017/18, overall savings were realized for retirement. These savings were reflected as negative budgets in the Non-Departmental category. Because there is no actual expenditure to offset these budgeted savings, year-end results appear to be over budget. However, the savings are realized within each department category, as illustrated by savings in the personnel category for most departments.

Table 4- Fund Balance

General Fund	Unaudited Actuals	Adopted	Amended	Projected	Difference
	FY2017/18	FY2018/19	FY2018/19	FY2018/19	
Beginning Balances	\$ 15,837,855	\$ 10,972,148	\$ 12,854,039	\$ 12,854,039	\$ -
Revenues	\$ 51,343,199	\$ 50,384,235	\$ 50,385,235	\$ 53,858,474	\$ 3,473,239
Expenditures (Includes Measure J)	\$ 48,793,835	\$ 50,087,039	\$ 51,271,197	\$ 52,671,858	\$ 1,400,661
Annual Surplus/Deficit	2,549,364	297,197	(885,962)	1,186,616	2,072,578
General Fund One-Time Expenses	(1,445,649)	(490,000)	(490,000)	(490,000)	0
One-time Funding (CALPERS Extra Payment)	(3,046,402)				
Measure J Unspent Fund Balance	(488,200)				
Fire Station/Pool Land			(1,100,000)	(1,100,000)	0
General Fund Loan Repayments					
Unreserved Fund Balance	\$ 13,406,968	\$ 10,779,344	\$ 10,378,077	\$ 12,450,656	\$ 2,072,578
FY18 Encumbered/Uncumbered Carry-Over to FY19	\$ (552,928)		\$ 552,928	\$ 552,928	\$ -
Measure J Uappropriated Revenue				\$ (173,317)	
Ending Unreserved Fund Balance	\$ 12,854,039	\$ 10,779,344	\$ 10,931,005	\$ 12,830,267	\$ 1,899,261
Percentage (E.U.F.B./Revenues)	27.8%	23.9%	24.2%	26.6%	
Reserve Policy \$	\$ 9,243,957	\$ 9,028,794	\$ 9,028,994	\$ 9,646,417	\$ 617,424
Reserve Policy %	20.00%	20.00%	20.00%	20.00%	
"Excess" Fund Balance (over Reserve Target)	\$ 3,610,082	\$ 1,750,551	\$ 1,902,012	\$ 3,183,849	\$ 1,281,838

During development of the FY2018/19 adopted budget, and currently reflected in the amended budget, revenues were assumed to be \$50.3 million; staff is projecting that actual results will come in over that target by \$3.4 million. This variance is due primarily to better than anticipated property taxes, sales tax, motor vehicle in-lieu, and miscellaneous revenues.

Currently reflected in the FY2018/19 amended budget, expenditures are assumed to be \$52.8 million (ongoing operating budget of \$51.2 million plus \$1.59 million in one-time expenses). Staff is projecting that year-end expenditures of \$54.2 million (\$52.6 million ongoing operating expenses plus \$1.59 million in one-time expenses).

Total ending Unreserved Fund Balance in the General Fund is projected to be \$12.8 million or 26.6% of revenue for FY2018/19 after factoring in Council approved FY2018/19 budget amendments and prior year budget carry-over. During development of the FY2018/19 budget, unreserved fund balance was expected to be \$10.7 million, or 23.9% of revenues.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: H.13.
SUBJECT: Fiscal Year 2018/19 Mid-Year Budget Amendments

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing amendments to the Fiscal Year 2018/19 Budget totaling \$7,301,807.

Staff Contact:

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

Fiscal Impact:

The proposed action will authorize recommended supplemental budget appropriations of \$7,301,807 to support operational expenditures across a variety of city funds including the Vehicle Maintenance Fund - (\$632,353), Facilities Replacement Fund - \$1,755, Vehicle Replacement Fund - \$744,564, Technology Services Fund - \$2,866, General Fund - \$1,253,231, Water Enterprise Fund - \$3,122,777, Sewer Enterprise - \$974,852, Storm Drain Fund - (\$26,593), Offsite Affordable Housing - \$300,000, Housing Assistance Fund - \$10,938, Gas Tax - \$10,557, Gibson Ranch L&L - \$3,258, Spring Lake L&L - \$4,501, Measure E - \$230,000, Successor Agency - \$338,870, and Spring Lake Debt Service Fund - \$962,985.

Background:

On June 19, 2018, the City Council adopted a budget totaling \$156,252,733 in appropriations in support of citywide operations, Capital Improvement Projects, and expenses related to Woodland Finance Authority and the Successor Agency of the former Redevelopment Agency. During the first six months of the fiscal year, the City Council also approved \$62,808,658 in budget amendments which also include prior fiscal year carryovers (operations and capital projects), Capital Improvement project additional appropriations, and other staff requested budget augmentations and corrections. Included as a separate item on the agenda, the City Council is receiving the FY2018/19 Mid-Year Report representing revenue and expenditure results through the first six months of the fiscal year, along with updated projections for the remainder of the fiscal year. In conjunction with the Mid-Year update, staff is requesting that the City Council authorize, by resolution, amendments to the FY2018/19 budget across various funds, including amendments to conform to previously approved City Council actions.

Discussion:

Staff is requesting formal Council action for supplemental FY2018/19 budget appropriations totaling \$7,301,807 summarized by fund, as follows:

Vehicle Maintenance Fund:

1. Vehicle Fixed Rate Correction: Increases budget by \$7,802 for vehicle #694. Vehicle #694 was previously a short-term rental but has since been returned to regular fleet and now needs to start collecting a fixed annual rate towards its future replacement.
2. Depreciation: Depreciation is an expense that occurs in funds that build and/or purchase assets that have

long term value; depreciation allocates the cost of those assets over their useful lives. This fund previously included vehicle/equipment assets that were purchased by the City and subsequently depreciated. The vehicles have since moved to a separate Vehicle Replacement fund, and the related appropriations for depreciation need to be transferred as well; thus a decrease of \$640,155 is required. An increase in depreciation appropriations will be requested in the Vehicle Replacement fund related to this correction.

Facilities Replacement Fund: Corrects depreciation budget within the fund. The FY2019 budget will reflect FY2018 actual results and thus an increase of \$1,755 is required.

Vehicle Replacement Fund: As noted above, the City previously accounted for both the replacement and maintenance of vehicles and equipment in the same fund. To allow for better tracking, vehicle replacement was separated into its own fund. Appropriations related to annual depreciation remained in the Vehicle Maintenance Fund; those appropriations need to be correctly reflected in the new fund, including increases from the purchase of new vehicles each year. The FY2019 budget will reflect FY2018 actual results and thus an increase of \$744,564 is required.

Technology Services Fund: Corrects depreciation budget within the fund. The FY2019 budget will reflect FY2018 actual results and thus an increase of \$2,866 is required.

General Fund:

1. Building Inspection/Plan Check/ Temporary Staffing: Due to the high volume of building permit activity in FY2018/19, staff in the Community Development Department require the assistance of contract services and temporary staff to complete the necessary plan check and inspection services. A budget augmentation of \$200,000 is recommended.
2. Chemicals for Charles Brooks Swim Center: The Model Aquatic Health Code (MAHC), a national health policy followed by the State of California, recently changed certain safety standards that require an steep increase in the amount of cyanuric acid that needs to be added at the pool. Staff estimates an additional \$8,000 is required to cover chemical costs for the remainder of this fiscal year.
3. Elm Removal: A study of city-owned elms was completed in August 2018, which identified elms that were high risk and must be removed, as well as elms that require pruning to remain safe and in good health. The \$15,000 requested reflect bids received by the City's tree maintenance contractor to complete this work.
4. Strike Team Operations: Fire Operations is expected to be over budget by \$561,131 due to unplanned strike team deployments. All costs incurred are offset by reimbursement from Federal/State agencies; there is no net impact to the General Fund, but appropriations are necessary to cover unanticipated costs.
5. Vehicle Fixed Rate Correction: Increases budget by \$11,165 for vehicle #859. Vehicle #659 is currently not collecting a fixed rate and needs to start collecting a fixed annual rate towards its future replacement.
6. Vehicle Lease Correction: Increases budget by \$1,814 to match debt service per lease agreements for Vehicle #856 and Vehicle #581.
7. Measures E/F Transfer: Measure E and Measure F funds are received as revenue into the General Fund and subsequently transferred out (as an expense) to separate funds for use on approved items. Because Measure E and Measure F revenues will be better than expected by \$386,121, the corresponding transfer out will also be

higher and requires additional appropriations.

8. Personnel Board Hearings: Due to unanticipated Personnel Hearings, the city expects to spend \$50,000 in attorney fees that were not planned in the budget.

9. City Code Update: Update to the City Code required much more City Attorney review and refinement than originally planned. The additional cost for this work is expected to be \$20,000.

Water Enterprise Fund:

1. Vehicle Lease Correction: Increases budget by \$2,346 to match debt service per lease agreements for Vehicle #856 and Vehicle #581.

2. Depreciation: Depreciation is an expense that occurs in funds that build and/or purchase assets that have long term value; depreciation allocates the cost of those assets over their useful lives. The water fund has constructed several very large projects in recent years; when these projects are complete, depreciation expense begins to be recorded. Previous budgets did not account for the increased depreciation related to the ASR wells, pipelines, and was understated related to the Surface Water project. Depreciation is calculated at year end, and actual results for FY17/18 exceeded budget due to the addition of these large assets; FY18/19 recommended budget correction will adjust the budget to the level of FY17/18 actuals. An increase of \$3,120,431 is required.

Sewer Enterprise Fund:

1. Utility Cost Increase: Electricity cost associated with operating the Water Pollution Control Facility (WPCF) have increased in the past few years, primarily as a result of the different treatment process required when the City began receiving water from the Surface Water project, as well as the addition of ditches through the aeration retrofit projects. The recommended increase of \$115,000 will align budget with expected costs.

2. Vehicle Lease Correction: Increases budget by \$1,173 to match debt service per lease agreements for Vehicle #856 and Vehicle #581.

3. Depreciation: Depreciation is an expense that occurs in funds that build and/or purchase assets that have long term value; depreciation allocates the cost of those assets over their useful lives. The sewer fund has constructed several very large projects in recent years; when these projects are complete, depreciation expense begins to be recorded. Previous budgets did not account for the increased depreciation related to the aeration retrofit project at the Water Pollution Control Facility. Depreciation is calculated at year end, and actual results for FY17/18 exceeded budget due to the addition of these large assets; FY18/19 recommended budget correction will adjust the budget to the level of FY17/18 actuals. An increase of \$858,679 is required

Storm Drain Fund:

1. Vehicle Lease Corrections: Increases budget by \$3,050 to match debt service per lease agreements for Vehicle #856 and Vehicle #581.

2. Depreciation: Corrects depreciation budget within the fund. The FY2019 budget will reflect FY2018 actual expenditures, which results in a decrease of \$29,643 in appropriations.

Offsite Affordable Housing Fund: Council previously approved a \$1.5 million loan to Sacramento Mutual

Housing to assist in the construction of a 39-unit low and very low income farmworker housing project. \$1.2 million was disbursed in a previous fiscal year, and appropriations are needed to cover the final disbursement of \$300,000, expected to be paid in the spring.

Housing Assistance Fund: This \$10,938 adjustment represents a repayment for a 1991 State-issued housing loan after City released loan deed of trust in error.

Gas Tax Fund: Increases budget by \$10,557 to match debt service per lease agreements for Vehicle #856 and Vehicle #581.

Gibson Ranch L&L Fund: Increases budget by \$3,258 to match debt service per lease agreements for Vehicle #856 and Vehicle #581.

Spring Lake L&L Fund: Increases budget by \$4,501 to match debt service per lease agreements for Vehicle #856 and Vehicle #581.

Measure E Fund: The Measure E spending plan includes an allocation each year to assist with debt service payments on bonds issued to build the Community Senior Center. To the extent that impact fee revenues collected from new development exceed expectations, any amounts not needed from Measure E to cover debt service are available for reallocation. As discussed during the spending plan adoption, money earmarked for debt service but not needed would be redirected to provide funding for maintenance and improvements at existing park and recreation facilities throughout the City. In FY2017/18 \$230,000 was programmed in Measure E for debt service that was not used, and therefor is available for allocation in FY2018/19.

Community Services staff maintains a list of facilities needing improvement that are categorized based on the type of improvement (general, health/safety, maintenance, ADA, etc.), project type (lighting, parking, etc.) and priority. Staff reviewed the list with the Facilities Subcommittee of the Parks & Recreation Commission and made a recommendation of five (5) projects to advance for completion. The Parks & Recreation commission approved this recommendation in January. The following projects, totaling \$230,000, are recommended for funding in the FY2018/19 budget:

Lighting Improvements - Installation of light poles at Crawford Park and another park to be determined (\$28,000)

Charles Brooks ADA Restroom project - Retrofit of existing restrooms to provide wheelchair access and meet ADA requirements (\$50,000)

Beamer Park Tennis Courts - Resurface the tennis courts in Beamer Park to fix trip hazards on the playing surface (\$20,000)

Charles Brooks Pool Bleacher project - design for a bleacher replacement project that would be constructed in future year funding, as available (\$30,000)

Jack Slaven Park Water Feature - modifications and improvements to the water feature to repair deficiencies and reduce downtime.

Remaining funds of \$27,000 are not currently recommended for allocation to a specific project, but will be used available for contingency funds for the listed projects. To the extent it is not needed as contingency, it will be available for other park projects.

Successor Agency Fund:

1. Tax Allocation Bonds: The RDA Tax Allocation bonds were refunded in July 2018 to achieve annual debt

service savings. The costs associated with the issuance are \$113,230 and were not included in the budget.

2. CalHFA for Fair Plaza East Loan - The former RDA has a loan with CalHFA that was passed through to a developer to construct the Fair Plaza East apartment project. The loan was due and payable in May 2017, but the Successor Agency does not receive sufficient funds in the annual allocation to pay the entire amount. Staff has been working with CalHFA and the California Department of Finance to modify the payments terms. However, in the revenue allocated to the Successor Agency in FY2018/19, money was made available for a partial contribution to the outstanding balance. An additional appropriation of \$225,640 will align the budget with funds received by the Successor Agency.

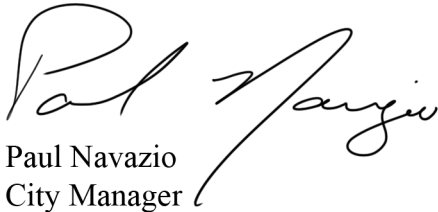
Spring Lake Bond Fund: A new series of Mello Roos bonds were issued for Spring Lake in January 2019. Appropriations are necessary for the related interest payments due this fiscal year, as well as for the costs associated with the issuance of those bonds. Recommended appropriations are for \$607,585 for interest payments for the bonds, and \$355,000 for the cost of issuance.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing amendments to the Fiscal Year 2018/19 Budget totaling \$7,301,807.

Prepared By: Evis Morales, Senior Management Analyst

Reviewed By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

1. FY19 Mid-Year Adjustments Listing-Exhibit A
2. FY19 Total Appropriations by Fund-Exhibit B
3. FY19 Mid-Year Amendments Budget Resolution

CITYWIDE FY19 MID-YEAR ADJUSTMENTS

Department	Fund	Description	Justification	Amount Requested	Offsetting Revenue	Net Impact
Administrative Services	Genral Fund	Personnel board	Attorney fees for Personnel Board hearings	\$ 50,000		\$ 50,000
Administrative Services	Genral Fund	City Code Update	Attorney fees associated with update of the City Code	\$ 20,000		\$ 20,000
CDD	Genral Fund	Building Contract Services/Temp Hours	Funds needed to continue contract inspection services, plan check, and temporary staffing as a result of higher than expected building permits expected to be issued in FY2019.	\$ 200,000	\$ -	\$ 200,000
CSD	Genral Fund	Chemicals for Charles Brooks Swim Center	Per a recent unforeseen change in national health policy, the Model Aquatic Health Code (MAHC) which the State of California follows, a steep increase in the amount of cyanuric acid that needs to be added at the pool to meet standards. This is an estimate of the increased chemical costs for the rest of this fiscal year.	\$ 8,000	\$ -	\$ 8,000
CSD	Genral Fund	Elm Removal	A study of city-owned elms was completed in August 2018 and identified elms that were high risk and must be removed. It also identified elms that need to be pruned to remain safe and in good health. The amounts requests reflect bids received by the City's tree maintenance contractor.	\$ 15,000	\$ -	\$ 15,000
CSD	Offsite Affordable Housing	Mutual Housing Phase 2 Loan	Final disbursement on a \$1,500,000 loan for Mutual's 39-unit low and very low income farmworker housing project.	\$ 300,000	\$ -	\$ 300,000
CSD	Housing Assistance	California Housing Rehabilitation Program	Repayment for 1991 State-issued housing loan after City released loan deed of trust in error.	\$ 10,938		\$ 10,938
CSD	Measure E	Measure E Funded Parks Projects	Park projects funded by Measure E remaining debt service funds not needed in FY18.	\$ 230,000	\$ -	\$ 230,000
PW	Vehicle Maintenance	#694 Fixed Rate Correction	Increase by \$7,802 for #694 Fixed Rate - was Short-Term Rental vehicle but has been moved back to regular Fleet vehicle and will be replaced	\$ 7,802	\$ -	\$ 7,802
PW	Genral Fund	#859 Fixed Rate Correction	#859 is paying \$0 fixed in FY 19 - should be contributing towards it replacement	\$ 11,165	\$ -	\$ 11,165
PW	Genral Fund	#856/#581 Lease Corrections	Per payment schedules/agreements, corrections for annual lease payments for vehicles #856 and #581	\$ 1,814	\$ -	\$ 1,814
PW	Water Enterprise	#856/#581 Lease Corrections	Per payment schedules/agreements, corrections for annual lease payments for vehicles #856 and #581	\$ 2,346	\$ -	\$ 2,346
PW	Sewer Enterprise	Utility Cost Increase	Cost correction to meet projected and past expenditure levels	\$ 115,000	\$ -	\$ 115,000
PW	Sewer Enterprise	#856/#581 Lease Corrections	Per payment schedules/agreements, corrections for annual lease payments for vehicles #856 and #581	\$ 1,173	\$ -	\$ 1,173
PW	Storm Drain	#856/#581 Lease Corrections	Per payment schedules/agreements, corrections for annual lease payments for vehicles #856 and #581	\$ 3,050	\$ -	\$ 3,050
PW	Gas Tax	#856/#581 Lease Corrections	Per payment schedules/agreements, corrections for annual lease payments for vehicles #856 and #581	\$ 5,865	\$ -	\$ 5,865
PW	Gas Tax	#856/#581 Lease Corrections	Per payment schedules/agreements, corrections for annual lease payments for vehicles #856 and #581	\$ 4,692	\$ -	\$ 4,692
PW	Gibson Ranch L&L	#856/#581 Lease Corrections	Per payment schedules/agreements, corrections for annual lease payments for vehicles #856 and #581	\$ 3,258	\$ -	\$ 3,258
PW	Spring Lake L&L	#856/#581 Lease Corrections	Per payment schedules/agreements, corrections for annual lease payments for vehicles #856 and #581	\$ 4,501	\$ -	\$ 4,501
Fire	General Fund	Strike Team Overtime	Personnel Reimbursement- Strike Team OT reimbursement	\$ 452,607	\$ 452,607	\$ -
Fire	General Fund	Strike Team Temp Hours	Personnel Admin Rate - Used to fund temporary staffing	\$ 8,500	\$ 8,500	\$ -
Fire	General Fund	Stike Team Equipment Reimbursement	Equipment Reimbursement and Equipment Admin Rate - used for projected wildland equipment related expenses	\$ 100,024	\$ 100,024	\$ -

Non -Dept	Vehicle Maintenance	Depreciation	FY19 was based on FY17 results; Correction will base it on FY18 results	\$ (640,155)	\$ -	\$ (640,155)
Non -Dept	Facilities Replacement	Depreciation	FY19 was based on FY17 results; Correction will base it on FY18 results	\$ 1,755	\$ -	\$ 1,755
Non -Dept	Vehicle Replacement	Depreciation	FY19 was based on FY17 results; Correction will base it on FY18 results	\$ 744,564	\$ -	\$ 744,564
Non -Dept	Technology Services	Depreciation	FY19 was based on FY17 results; Correction will base it on FY18 results	\$ 2,866	\$ -	\$ 2,866
Non -Dept	General Fund	Meausure E/F Transfer	Measure E/F Revenues are projected to come in over budget. Transfer to other funds	\$ 386,121	\$ 386,121	\$ -
Non -Dept	Water Enterprise	Depreciation	FY19 was based on FY17 results; Correction will base it on FY18 results	\$ 3,120,431	\$ -	\$ 3,120,431
Non -Dept	Sewer Enterprise	Depreciation	FY19 was based on FY17 results; Correction will base it on FY18 results	\$ 858,679	\$ -	\$ 858,679
Non -Dept	Storm Drain	Depreciation	FY19 was based on FY17 results; Correction will base it on FY18 results	\$ (29,643)	\$ -	\$ (29,643)
Non -Dept	Successor Agency	2018 Tax Allocation Bond cost of issuance	Costs associated with approved refunding of the RDA Bonds	\$ 113,230		\$ 113,230
Non -Dept	Successor Agency	Fair Plaza East Loan payment	Loan payment to CalHFA for Fair Plaza East Loan. Amount received in annual ROPS distribution.	\$ 225,640	\$ 225,640	\$ -
Non -Dept	Spring Lake Debt Service	Spring Lake 2019 Bond Interest	Interest payment for FY19 on recent bonds for Spring Lake	\$ 607,585	\$ -	\$ 607,585
Non -Dept	Spring Lake Debt Service	2019 Spring Lake CFD Cost of Issuance	Costs associated with issuance of Spring Lake CFD Bonds	\$ 355,000		\$ 355,000
Totals				\$ 7,301,807	\$ 1,172,892	\$ 6,128,915

**FISCAL YEAR 2018/19 MID-YEAR ADJUSTMENTS
TOTAL EXPENDITURES BY FUND**

Fund	Title	Year-to-Date Amended Budget	Proposed Additions	Total Appropriations
010	EQUIP SERVICES	3,106,443	(632,353)	2,474,090
011	FACILITIES REPLACEMENT	344,681	1,755	346,436
012	EQUIPMENT REPLACEMENT	1,175,283	744,564	1,919,847
013	BENEFITS FUND	9,027,296		9,027,296
015	INFORMATION SYSTEMS FUND	2,112,701	2,866	2,115,567
091	SELF INSURANCE	1,874,647		1,874,647
101	GENERAL FUND	52,791,501	1,253,231	54,044,732
103	INVESTMENT FUND	174,337		174,337
210	WATER ENTERPRISE FUND	48,240,714	3,122,777	51,363,491
220	SEWER ENTERPRISE FUND	22,225,230	974,852	23,200,082
221	STRM DR ENTERPRISE FUND	1,447,510	(26,593)	1,420,917
222	WASTEWATER PRE-TREATMENT	587,536		587,536
240	CEMETERY	492,432		492,432
250	RECYCLING	321,500		321,500
252	CONST/DEMO DEBRIS RECYCLE	71,613		71,613
253	RECREATION ENTERPRISE	402,821		402,821
260	FIRE GRANTS	40,584		40,584
280	TRANSIT SYSTEM	1,687,102		1,687,102
301	LITERACY GRANT	95,210		95,210
320	COMMUNITY DEV. BLOCK GRNT	925,636		925,636
321	OFF-SITE AFFORD HOUSING	0	300,000	300,000
322	SUPPORT HOUSING PROGR	298,698		298,698
323	HOME GRANT	185,250		185,250
325	WORFORCE HOUSING GRANT	131,218		131,218
326	HOUSING ASSISTANCE	25,975	10,938	36,913
330	OTHER FEDERAL GRANTS	317,109		317,109
340	POLICE GRANTS	440,892		440,892
351	TRANSPORTATION GRANT	17,996,246		17,996,246
352	SLESF	147,931		147,931
353	PROPISTION 172	498,335		498,335
354	TRANS DVLP (SB325)	1,346,589		1,346,589
355	GAS TAX-2106 (SELECT)	1,868,111	10,557	1,878,668
357	ASSET FORFEITURE FUND	25,000		25,000
358	HOUSING MONITORING FUND	87		87
359	FIRE SUPPRESSION DISTRICT	3,500		3,500
361	ROAD MAINT AND REHAB ACCOUNT	1,312,815		1,312,815
365	ENVIRONMENTAL COMPLIANCE	265,665		265,665
381	GIBSON RANCH L&L	884,564	3,258	887,822
383	N PARK L&L DISTRICT	38,477		38,477
384	SP ASSESS STRENG PD LAND	37,194		37,194
386	USED OIL RECYCLING GRANT	116,000		116,000
387	WOODLAND WEST L&L	26,062		26,062
389	SPRINGLAKE L&L	1,844,600	4,501	1,849,101
391	SPORTS PARK O&M CFD	499,978		499,978
392	GATEWAY L&L	166,705		166,705
501	CAPITAL PROJECTS	417,774		417,774
506	MEASURE E	8,058,533	230,000	8,288,533
507	MEASURE F	3,801,260		3,801,260
510	GENERAL CITY DEVELOPMENT	184,112		184,112
522	RECOGNIZED OBLIGATION RETIREMENT FUND	1,065,782	338,870	1,404,652

Fund	Title	Year-to-Date Amended Budget	Proposed Additions	Total Appropriations
540	PARK & RECREATION DVLP	1,465,315		1,465,315
550	POLICE DEVELOPMENT FUND	70,364		70,364
560	FIRE DEVELOPMENT	191,964		191,964
570	LIBRARY DEVELOPMENT FUND	87,587		87,587
580	SURFACE WATER DEVELOPMENT	250,000		250,000
581	STORM DRAIN DEVELOPMENT	1,652,406		1,652,406
582	ROAD DEVELOPMENT	1,525,351		1,525,351
583	TREE RESERVE	841		841
584	WATER DEVELOPMENT FUND	69,799		69,799
585	SEWER DEVELOPMENT FUND	1,983,823		1,983,823
593	GIBSON RANCH INFRA-STRUC	692,356		692,356
594	SPRING LAKE CAPITAL	139,854		139,854
601	SPRINGLAKE ADMINISTRATION	179,337		179,337
640	SLIF PARKS & RECREATION	3,561,294		3,561,294
681	SLIF STORM DRAIN FUND	10,521,468		10,521,468
682	SLIF STREET IMPROVEMENT	1,401,000		1,401,000
830	SOUTHEAST AREA DEBT SERV	1,234,656		1,234,656
841	BEAMER/KENTUCKY ASSESS-R	122,002		122,002
870	CFD#2 SPRINGLAKE DEBT SRV	3,333,367	962,585	4,295,952
883	2014 REFUNDING LEASE REV BONDS	1,542,875		1,542,875
917	LIBRARY TRUST FUND	37,794		37,794
		\$219,212,691	\$7,301,807	\$226,514,498

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AMENDMENTS TO THE FISCAL YEAR 2018-2019 ANNUAL BUDGET**

WHEREAS, a balanced annual budget for the City of Woodland was prepared for fiscal year 2018-2019 and adopted by the City Council on June 19, 2018; and

WHEREAS, the adopted budget also included the fiscal year 2018-2019 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

WHEREAS, the budget for Capital Improvement Plan for fiscal year 2018-2019 was also prepared; and

WHEREAS, a revised annual budget has been prepared for fiscal year 2018-2019; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2018-2019 and any remaining amounts shall be credited against their respective fund balances, except for:

- a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
- b. Any appropriations for incomplete capital projects at the end of fiscal year 2018-2019; and

WHEREAS, for these exceptions, such carry-overs may be made without further City Council action,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND HEREBY RESOLVES:

Section 1. The 2018-2019 Annual Revised Budget is hereby amended to include supplemental appropriations totaling \$7,301,807 shown in Exhibit B.

Section 2. Appropriations are hereby made at the individual fund level. The City Manager and Finance Officer are authorized to make budgetary transfers within an individual fund, so long as total appropriations for such fund remain unchanged. Interfund loans and/or transfers necessary to support fund level appropriations are hereby approved and authorized. Any changes to total fund level appropriations require further Council action.

Section 4. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2018-2019 Revised Budget, together with any non-substantive corrections to the preliminary budget adopted by this Council.

RESOLUTION NO: _____

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2019.

STATE OF CALIFORNIA
COUNTY OF YOLO
CITY OF WOODLAND

ss.

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2019, by the following vote:

AYES: Council members: _____

NOES: Council members: _____

ABSENT: Council members: _____

ABSTAIN: Council members: _____

Mayor, Xochitl Rodriguez

Attest:

City Clerk, Ana B. Gonzalez



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: H.14.
SUBJECT: Commercial Cannabis Program Oversight

Recommendation for Action: Staff recommends that the City Council approved Resolution No. _____, 1) amending the FY2018/19 budget for the purpose of appropriating anticipated revenues from the City's Commercial Cannabis Program, and 2) authorize the augmentation of 3 full-time staff positions to be supported by Commercial Cannabis business permit fees and revenues derived from operating agreements.

Fiscal Impact:

In establishing the City's Commercial Cannabis Program, the City Council adopted an annual business permit fee required of businesses seeking license to operate within the City, as well as a requirement that each cannabis business enter into an operating agreement that includes payments to the City equal to a percentage of gross receipts. While it is too early to estimate the amount of revenues ultimately to be collected, several businesses have paid their year-one business permit fee and executed operating agreements that will provide the City with 5% of gross receipts once each business is operational later this fiscal year.

Staff has also identified an initial level of staff effort that is required to oversee and administer the city's Commercial Cannabis Program, whose related fees were specifically established to cover program costs, while revenues from cannabis operating agreements are expected to help cover costs associated with increased enforcement of illegal cannabis activities. The latter cannot be funded through business license fees.

So far this fiscal year, the City has collected a total of \$138,840 in business permit fees from three businesses who have been issued Conditional Use Permits, with a fourth business scheduled to be considered by the City Council for an amended CUP on March 5th. Each of the businesses have executed operating agreements that would provide the City with 5% of gross receipts. For the purpose of the recommendation included with this staff report, it is estimated that a minimum of \$416,000 will be collected this fiscal year, which equates to an estimated \$840,000 in fiscal year 2019/20.

The cost associated with the staffing positions and outside contracts for administration and oversight of the City's Commercial Cannabis Program is estimated to be \$278,750 through the remainder of this fiscal year and \$679,000 for fiscal year 2019/20, resulting in 100% of anticipated expenditures being fully-covered by Commercial Cannabis Program revenues.

Staff expects to provide an updated estimate of potential revenues from cannabis-related businesses as part of the upcoming budget process.

Background:

On November 8, 2016 California voters approved Proposition 64, known as the Control, Regulate, and Tax Adult Use of Marijuana Act (AUMA). AUMA legalized non-medical cannabis use, possession and cultivation by persons 21 years of age and older. With the majority vote passage, the provisions related to personal use, possession and cultivation of non-medical cannabis went into effect on November 9, 2016. Commercial non-medical cannabis activities also became legal on November 9, 2016, although commercial activities require

state licenses. The state began issuing licenses for commercial activities on January 1, 2018.

In response to the legalization of cannabis in the State of California, the City of Woodland has passed several Ordinances to update the Municipal Code to address both personal and commercial cannabis uses.

On December 5, 2017 the City Council approved Ordinance 1629 to add Article 21.6 of Chapter 25 to the Municipal Code relating to the zoning of Commercial Cannabis uses. The Council also approved Ordinance 1630 to add Chapter 13A to the Municipal Code related to commercial cannabis business permits and operating regulations.

Ordinance 1629 allows consideration for up to six (6) conditional use permits for cannabis uses, which may be located in the Industrial or Industrial with Light Industrial Flex Overlay zones. The Ordinance allows the consideration of multiple cannabis license type in one location to be considered under one Conditional Use Permit. However, each business entity will be required to obtain separate Cannabis Business Permits (CBP). An operating agreement, to be approved by the Community Development Director, consistent with council approved conditions, is required with each CBP.

To date, the City has approved three Cannabis CUP applications. One CUP includes approval for a manufacturing business and separate distribution business, while a second approved CUP provides for a stand-alone manufacturing business. The third CUP approved by the Council was for a second distribution business, however this business is in the process of amending its CUP to allow for a manufacturing business with the amended CUP scheduled for a hearing before the City Council on March 5th.

So far this fiscal year, the City has collected \$138,840 in annual cannabis business permit fee revenues and expects fee revenues to amount to \$185,120, contingent on the approval of the amended CUP later this year. Each of the approved businesses are in various stages of plan review and issuance of permits for tenant improvements, with plans to be operational within several weeks or months. Once operational, each business has executed operating agreements with the City that provides for payment of 5% of gross receipts as supplemental, discretionary program revenues.

Once fully-operational, it is anticipated that the combined Commercial Cannabis Program revenues derived from the four businesses covered by existing CUP's will be in the range of \$2 - \$3 million per year. At this time, however, it is premature to count on this level of revenue until we have a track record of actual receipts. Staff is nonetheless recommending appropriating funds based on fee revenues already paid as well as a conservative estimate of revenues likely to be collected this fiscal year, and into next fiscal year, to support the resources needed to effectively administer the City's Commercial Cannabis Program and to provide oversight to commercial cannabis business soon to be operational.

Discussion:

As consistently discussed in presentations to Council, the effort required to effectively administer and provide oversight for the City's nascent Commercial Cannabis Program is expected to far exceed the capacity of existing staff. Moreover, in establishing the City's Commercial Cannabis Program, which provides for up to six Conditional Use Permits for allowable uses ranging from manufacturing/processing, distribution, testing and (limited) transport, an associated fee program was approved that is designed to generate revenues sufficient to cover direct costs of program administration. In addition, as has been the experience of state's and jurisdictions who have previously legalized and permitted commercial cannabis operations, additional resources are expected to be required to address potential increases in illegal cannabis activities that have

emerged in the era of otherwise legalized cannabis use.

In anticipation of the city businesses who are preparing to soon be operational in the manufacturing, processing and distribution of cannabis-related products, staff has developed an extensive list of tasks that will need to be undertaken by staff. These tasks are consistent with ensuring compliance with not only State laws, but also with the City's Commercial Cannabis Ordinance and the strict terms of each of the operating agreements that govern operations of cannabis businesses in the City of Woodland.

Staff from several city departments have been, and will continue to be, significantly involved in the oversight and administration of regulations pertaining to the cannabis industry. This includes the City Manager's Office, City Attorney, Community Development, Police and Finance. Among the tasks and activities required of staff include:

Administration and Oversight of Cannabis Program
(1.0 FTE - Community Development Department):

A full-time entry-level planning position (Junior or Assistant Planner) is proposed to be funded from cannabis program revenues to minimize impacts to Community Development Department and City Council work priorities. Estimated annual cost would range from \$115,000-140,000. This position will allow the Department the ability to properly manage its responsibilities in the cannabis regulatory framework without compromising the ever-increasing and dynamic work load needs across a variety of divisions in the department including Code Enforcement, Planning, Permit Processing, Economic Development, Managing Homelessness and Public Information. Sample activities include (but are not limited to):

- Processing Cannabis Business Permits / Operating Agreements including application circulation and final review
- Reviewing building and site permit plans as part of the plan check review (Building, Planning, Engineering) and coordinating review/comments from other departments (Fire, PW, PD)
- Performing inspections of initial improvements and conducting inspections as needed to ensure no additional modifications are made without appropriate permits
- Monitoring and coordinating review of conditional use permit conditions/cannabis business permit requirements/operating agreement conditions
- Monitor for sewer and storm water contamination
- Tracking and coordinating annual reviews of Cannabis Business Permits as these require approval by the CDD Director
- Processing and monitoring delivery business permits
- Research, assessment and updating of Cannabis-related Federal, State, and other regulations and guidelines, and industry-related information.
- Updating the Cannabis Ordinance as needs arise
- Responding to public as well as prospective company inquiries regarding City's Cannabis Ordinance and where commercial cannabis uses are permitted
- Creating and updating of all necessary forms, documents, and permits
- Coordination with the Police and Finance Departments in understanding track and trace, security, and accounting management concerns; disseminating public information including ongoing updates to the social media platform
- Coordinating outreach and on-going communication with various internal departments and local agencies, such as Yolo County and nearby cities, and the District Attorney's office.

- Continued education and training for staff

Cannabis Regulatory Unit

(2.5 FTE - Police Department)

A Cannabis Regulatory Unit is proposed to be established within the Woodland Police Department, consisting of a Sergeant, a Detective and a part-time Community Services Officer (CSO). The Unit will be responsible for reviewing all marijuana facility and employee permit applications, investigations into alleged criminal activity at such facilities, report filings with the District Attorney for any violations of law, as well as all training of law enforcement officers on the proper techniques while investigating marijuana related crimes.

This unit will include performing cannabis-related Code Enforcement functions, and response to police calls for service. In addition, based on meetings with jurisdictions who have experience with legalized cannabis in other states as well as other California jurisdictions with up-and-running legal cannabis businesses, there is a need to prepare for the potential for increased illegal activity, as the market transitions to a regulated environment. Specifically, there is a need for increased enforcement of rules related to inventory control, marketing/advertising, access by minors, and proper labeling of products. With these tasks comes the need for increased record-keeping, code enforcement inspections alongside peace officer staff, auditing of track and trace records, issuing and maintaining identification cards for cannabis business employees.

Cash-Handling, Accounting and Financial Reporting

(Contract Services)

As the Commercial Cannabis Business Program begins to take shape in Woodland, there is a need to establish and maintain formal cash-handling, revenue collection, accounting and financial reporting procedures. These are required not only of our local Cannabis Ordinance and spelled out in our Operating Agreements, but there is also the need to ensure that reports and audits for each commercial cannabis business are consistent with activity reports and tax receipts collected by the State. Staff anticipates absorbing the day-to-day impacts of cannabis operations largely with existing staff resources, however, additional funding is proposed to support contracting for audit services to ensure industry compliance with local and state revenue collections and reporting, similar to how audits of sales tax and business license taxes are handled for existing businesses.

Potential Revenues

As described earlier in this report, the City receives revenues from its Commercial Cannabis Program through a combination of annual business license fees paid by businesses licensed to do cannabis-related business in the city, and monthly collection of revenues pursuant to terms of individual operating agreements with cannabis-related businesses, based on a percentage of gross receipts.

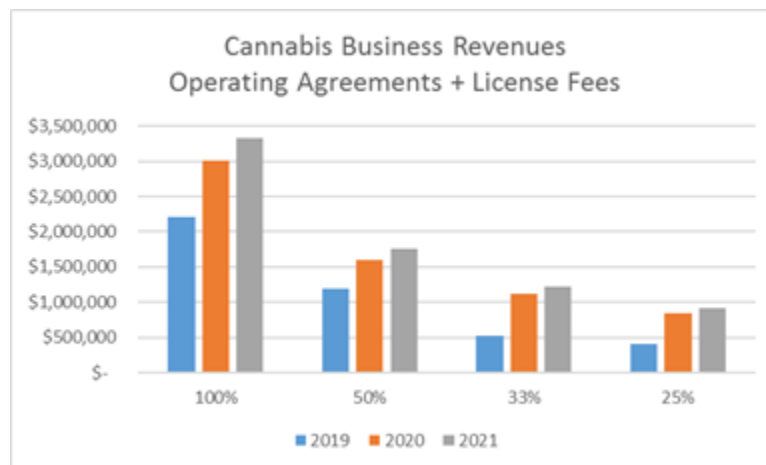
While it is difficult to estimate the ultimate average annual revenues that will be collected by the City, the businesses that have already been approved for licenses could generate between \$2 million and \$3million per year in revenues to the city. This estimate could increase as more Conditional Use Permits are issued, or could decrease as the cannabis market stabilizes and becomes more competitive over time.

It is also difficult to determine, in advance, revenues to be collected in the first year of operations or the pace at which business will grow to projected capacity of operations. More than likely, first year revenues will be

largely as a result of fixed license fees for permits issued, which revenues in year two and beyond will be primarily derived from operating agreements, as a percentage of gross receipts from licensed businesses.

For the purpose of authorizing initial appropriations expected from cannabis-related businesses, staff recommends taking an exceedingly conservative estimate of anticipated revenues. At the same time, the initial level of increased expenditures should be tied to activities that need time to ramp-up so that appropriately trained staff is on board and properly equipped when cannabis businesses open their doors.

Estimates of Business License Fee and Operating Agreement Revenues				
	2019	2020	2021	
100%	\$ 2,214,188	\$ 3,015,068	\$ 3,328,645	
50%	\$ 1,199,654	\$ 1,600,094	\$ 1,756,882	
33%	\$ 519,916	\$ 1,119,003	\$ 1,222,483	
25%	\$ 416,220	\$ 840,607	\$ 912,068	



Expenditure Plan for Cannabis Business Program

Based on the resource plan outlined in this report, staff is recommending that the Council approve a supplemental appropriation of \$270,000 from anticipated cannabis business revenues for the current fiscal year (FY18/19). This level of staffing and contract services are projected to result in annualized ongoing costs of \$604,000 (FY19/20), or roughly 20% of the total revenues projected under current assumptions.

		FY 18/19	FY19/20
CDD - Planner Position (1.0 FTE)		30,000	120,000
WPD - Sworn Positions (2.0 FTE)		83,750	335,000
Community Services Officer (0.5 FTE)		6,000	24,000
Accounting / Audit Services		59,000	85,000
Training		10,000	10,000
Equipment & Supplies		15,000	30,000
<i>Sub-Total Recurring Costs</i>		<i>\$ 203,750</i>	<i>\$ 604,000</i>
One-Time Equip / Vehicles		75,000	75,000
Total Funding Appropriations		\$ 278,750	\$ 679,000

Conclusion

Staff recommends that the City Council approved Resolution No. _____, 1) amending the FY2018/19 budget for the purpose of appropriating anticipated revenues from the City's Commercial Cannabis Program, and 2) authorize the augmentation of 3 full-time staff positions to be supported by Commercial Cannabis business permit fees and revenues derived from operating agreements

Attachments:

1. Commercial Cannabis Budget Adjustment Resolution

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING ADDITIONAL APPROPRIATIONS AND FULL-TIME POSITIONS
RELATED TO THE COMMERCIAL CANNABIS PROGRAM**

WHEREAS, the City of Woodland has established a Commercial Cannabis program; and

WHEREAS, the City Council adopted an annual business permit fee required of businesses seeking license to operate within the City, as well as a requirement that each cannabis business enter into an operating agreement that includes payments to the City equal to a percentage of gross receipts; and

WHEREAS, in anticipation of the city businesses who are preparing to soon be operational in the manufacturing, processing and distribution of cannabis-related products, staff has developed an extensive list of tasks that will need to be undertaken by staff; and

WHEREAS, staff has identified various citywide expenditures that will be required to effectively administer and monitor a successful Commercial Cannabis program; and

WHEREAS, staff has identified services that will be required in the form of additional personnel, contract services, temporary staff, training, and equipment from Finance, Police, and Community Development departments; and

WHEREAS, staff recommends that City Council tie initial expenditures to conservatively estimated annual Cannabis revenues;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND
HEREBY RESOLVES:**

Section 1. That the City Council hereby authorizes the appropriation of \$278,750 to the General Fund for three (3) full-time Cannabis related positions, consultant services, temporary staff, training, and equipment in FY2018/19.

Section 2. . That the City Council hereby authorizes the addition the following positions: Junior/Assistant Planner, Police Sergeant, and a Police Officer.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2019.

AYES: Council members: _____

NOES: Council members: _____

RESOLUTION NO: _____

ABSENT: Council members: _____

ABSTAIN: Council members: _____

Mayor, Xochitl Rodriguez

ATTEST:

APPROVED AS FORM:

City Clerk, Ana B. Gonzalez

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 19, 2019
ITEM #: H.15.
SUBJECT: City Council Priority Goals: 2019 - 2020

Recommendation for Action: Staff recommends that the City Council receive an informational report updating its Priority Goals for 2019-2020.

Fiscal Impact:

As an informational report, there is no direct fiscal impact associated with this staff report. However, going forward, progress toward and implementation of the Council's priority goals will directly impact priorities for the upcoming FY 19/20 budget process as well as funding priorities over the next several years. To the extent that identified priority projects and initiatives require resources beyond those currently appropriated, staff will return to Council for subsequent action related to funding allocations, as appropriate.

Background:

On January 26, 2019, the City Council held its goal-setting retreat to review and update its priority goals and objectives for the 2019-2020 Council session. The scheduling of this study session followed the constitution of the new City Council and officers, formally sworn-in on December 4, 2018.

Establishing explicit City Council goals and priorities for the next year (and beyond) is important in several respects. First, the goals set by the Council will continue to form the basis for assessing progress made in addressing the most important issues facing the City and community. In addition, clearly articulated Council priorities will assist in ensuring that the City's limited resources are focused on those initiatives and programs that contribute most directly to the outcomes envisioned in advancing city priorities.

When these goals are effectively integrated into the City's overall work plan, consistent with available resources, they then form the basis for expectations and accountability for the City's staff, management team and, most appropriately, evaluation of the City Manager.

Discussion:

At the January 26th Council retreat, Council members provided comment and feedback on priority goals and objectives across each of the primary policy areas that make up the Council's goals framework. Based on Council's feedback, the draft 2019-2020 Council Goals document has been updated for formal adoption. The established 2019-2020 goals will serve as the foundation for focusing financial and staff resources for the next two years. At the same time, the formal City Council goals are subject to periodic review and updating to account for emerging issues and opportunities as they present themselves.

The following summarizes staff's recommendations for specific edits to the City Council's 2019-2020 Priority Goals:

Goal Area: Quality of Life

Strategies

- Work collaboratively with WJUSD and WCC to embrace our youth and support enhanced educational

opportunities and academic achievement goals

Pending Initiatives

- Explore collaboration with WJUSD on community-wide Youth Master Plan
- Assess feasibility of an on-demand micro-transit pilot project, as an alternative to fixed-route transit.

Goal Area: Sustainability

Initiatives in Progress

- Formalize and expand role of Sustainability Committee to assist with implementation of City's Climate Action Plan

Goal Area: Economic Development

Initiatives in Progress

- Seek to leverage Federally-designated Opportunity Zones for redevelopment in targeted commercial corridors, including East Street Corridor
- Develop incentive program to support expansion and/or relocation of auto dealerships

Goal Area: Infrastructure

Strategies

- Enhance coordination with private utilities to support safe and reliable utility infrastructure
- Promote community engagement and public information related to priority infrastructure projects

Goal Area: Fiscal Responsibility

Pending Initiatives

- Establish groundwork for renewal of ¼-cent Sales Tax (Measure J) via November 2020 ballot

Goal Area: Governance / Organizational Effectiveness

Pending Initiatives

- Implement transition to annual Board and Commission recruitment and appointment process

In addition to the largely consensus Council feedback on items that appropriately warrant revisions to the adopted list of City Council Priority Goals, a number of other issues and topics were discussed at the Council retreat that warrant highlighting. While these may not initially result in formal adoption of strategies and initiatives in the attached document, staff acknowledge these as additional – and often equally important – points of emphasis for the Council. Highlights include:

Quality of Life:

- Concern over the impact of blight associated with boarded up businesses, abandoned properties and homelessness as it reflects on our community.
- Interest in exploring a state-of-the-art performing arts venue as an important community amenity and a driver for economic development.

Sustainability

- Desire to include a section of Council staff reports that highlights environmental sustainability impacts of Council actions re land use, projects and procurement.
- Consider opportunities to collaborate with the UC Davis' Center for Lighting Innovation on lighting projects for sports fields, parking lots, parks, pathways and city facilities.

Downtown / Economic Development

- Ensure that strategies and initiatives being pursued also include key commercial corridors such as East Street; expand focus on Downtown, Industrial Area and new sites to ensure support of existing commercial centers.

Public Safety:

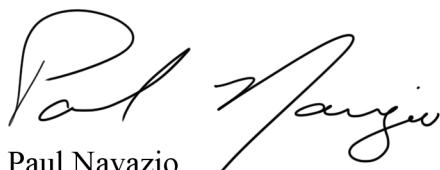
- Need to focus law enforcement in Downtown Core in response to property and business owner complaints over crime occurring during graveyard shift.
- Recognize that success of Police Department is largely tied to officers having "uncommitted" time to proactively work with the community on crime prevention, versus spending almost all of their time responding to 911 calls and running from call to call.

Governance / Organizational Effectiveness

- Continue to improve public outreach, information and opportunities to engage with residents.
- Consider possible future ballot measure to update Council compensation.

Conclusion:

Progress in advancing Council goals is best achieved when there is consensus around community priorities, alignment of resources and shared focus across the Council, staff and our boards and commissions. Staff applauds the Council's continued interest in updating its goals and priorities, and to its support for building the organizational capacity critical to our efforts.

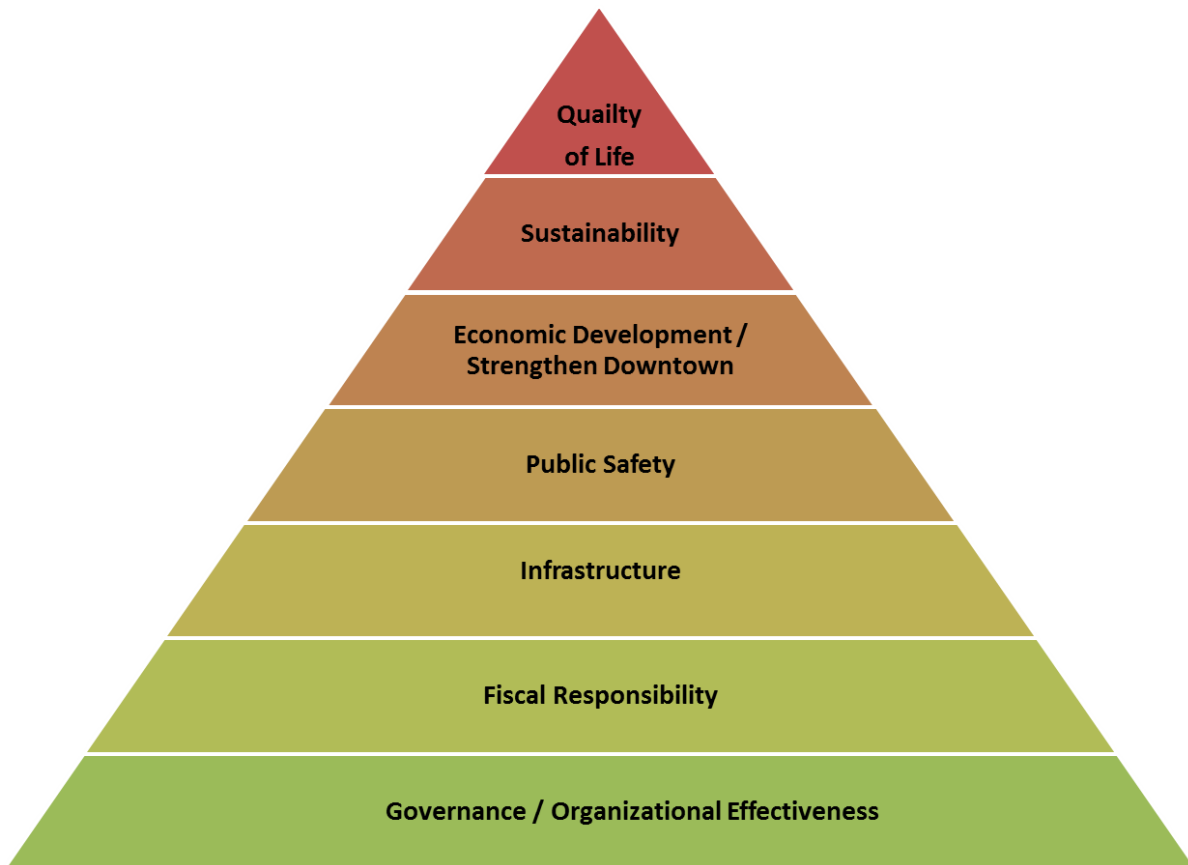


Paul Navazio
City Manager

Attachments:

1. Council Goals 2019-2020 EDITS

**CITY COUNCIL
PRIORITY GOALS
2019-2020**



City Council Priority Goals

QUALITY OF LIFE
<i>Maintain and enhance Woodland's quality of life by promoting a wide range of parks and recreational facilities and activities, and provision of exceptional public services, consistent with community expectations.</i>
SUSTAINABILITY
<i>Foster a sustainable community for the next generation and protect and improve the quality of the natural environment and human well-being through stewardship of land, water, air and energy resources and by providing all residents with opportunities to live active and healthy lifestyles.</i>
STRENGTHEN DOWNTOWN
<i>Revitalize the Downtown district as the Heart of the City, and center of civic activity, by enhancing a mix of residential and commercial activity, while preserving its historic and cultural resources and small-town character.</i>
ECONOMIC DEVELOPMENT / JOB CREATION
<i>Provide for a diversified economic base with a range of employment opportunities by supporting growth of existing businesses, and providing expanded opportunities for new businesses through targeted infrastructure investments and leveraging existing community and regional assets.</i>
PUBLIC SAFETY
<i>Maintain and enhance Woodland's quality of life by ensuring the highest level of public safety.</i>
INFRASTRUCTURE
<i>Ensure that the City's physical infrastructure is planned, funded and maintained to provide for current and future community needs, in support of commercial, recreational and environmental requirements and standards, while managing the overall cost consistent with available resources.</i>
FISCAL RESPONSIBILITY
<i>Maintain structurally-balanced budget where current services can be sustained with ongoing, recurring revenues, while maintaining prudent reserves, adequately funding infrastructure maintenance and replacement needs, and addressing long-term unfunded liabilities and debt obligations.</i>
GOVERNANCE / ORGANIZATIONAL EFFECTIVENESS
<i>Promote a local government and city organization that is committed to meeting the needs of the community, encourages collaboration, civic participation, and promotes accountability and transparency in the effective delivery of services.</i>

CITY COUNCIL PRIORITY GOALS

Strategic Actions

QUALITY OF LIFE

Strategies

- Identify funding opportunities to further expand recreation programs and library services, to include focus on facility needs
- Ensure adequate funding to maintain parks, streetscapes, and other community amenities
- Update Bike Master Plan and implement projects to enhance bicycle and pedestrian friendly infrastructure and promote safe routes to school
- Implement traffic calming strategies to improve neighborhood livability
- Work collaboratively with WJUSD and WCC to **embrace our youth** and support enhanced educational opportunities and academic achievement goals
- Assess park utilization and work to promote expanded programming and community events in neighborhood parks
- Promote new development and re-investment that continues to enhance Woodland's unique sense of place as a desirable place to live, learn, work and recreate
- Improve public outreach to all segments of the community related to city programming and services
- Implement programs and strategies to engage community around healthy active lifestyles
- Continue to implement programming consistent with the Measure J Spending Plan to expand recreational opportunities and increase Library hours of operation

SUSTAINABILITY

Strategies

- Implement the City's 2035 Climate Action Plan by supporting projects and programs that:
 - Reduce non-renewable energy demand and increase renewable energy supply
 - Reduce private motor vehicle dependency
 - Maintain, enhance, and improve the City's tree canopy
 - Reduce, reuse, and recycle solid waste
- Protect and enhance the natural quantity and qualities of surface water and groundwater resources, and expanded use of recycled water
- Support projects and programs that protect and enhance sensitive natural habitats
- Implement and support programs that promote the well-being of Woodland residents

STRENGTHEN DOWNTOWN

Strategies

- Update Downtown Specific Plan and project review procedures to streamline development consistent with General Plan Goals and Policies
- Improve Live/Work Balance in the Downtown district
- Seek to leverage remaining financing tools and tax credit programs to encourage reinvestment

- Continue efforts to enhance flexibility with regard to Code interpretations and fee structures for renovations of older downtown structures
- Continue to promote Special Events and Community Activities throughout the downtown
- Expand Arts & Entertainment Activities/Venues in Downtown
- Continue to make investments to enhance walkability and “Sense of Place”
- Effectively manage and allocate parking resources to maximize utilization of existing space

ECONOMIC DEVELOPMENT / JOB CREATION

Strategies

- Implement General Plan Policies that support diversification of economy
- Complete the Comprehensive Review of City Codes and Regulations to encourage new uses that increase jobs and fiscal benefits to the community
- Ensure the City has ample supply of “shovel ready” sites to attract new industry and retail services
- Develop Plan to Mitigate Flood Issues in City's Industrial Area
- Continue to Improve Business-Friendly Culture and Practices make City processes and procedures more “user friendly”
- Partner with existing food and agriculture Industry via the Food Front initiative to continue to reinforce Woodland’s reputation as the region’s epicenter of food and agriculture
- Support efforts to develop effective workforce readiness program(s) that provide the necessary skills and training to support the growth and evolution of our economy
- Market and promote targeted business opportunities in collaboration with local and regional agencies/organizations
- Ensure Woodland’s development fees and processes are regionally competitive

PUBLIC SAFETY

Strategies

- Ensure appropriate staffing and resource support of public safety departments to meet the current and future needs of our developing and growing community
- Expand Crime Prevention and Neighborhood Watch
- Implement Prevention and Intervention program for at-risk youth
- Review and update Fire Department Master Plan
- Explore opportunities for shared services and resources with neighboring agencies
- Enhance public education and outreach to all populations in support of public safety objectives
- Increase planning, preparedness, and technology to reduce community safety risks
- Increase transparency and trust by educating the community through the use of social media and special programs
- Improve traffic safety citywide

INFRASTRUCTURE

Strategies

- Sustainably manage City’s overall water supply to ensure long-term reliability, resilient to changes to climate and environmental regulations
- Manage existing infrastructure to reduce long-term cost of maintenance and replacement

- needs
- Seek support for securing Federal/State, regional and local funding for major infrastructure projects
- Actively manage continuous process improvements at Wastewater Treatment Facility to facilitate expanded use of recycled water
- Explore regional opportunities for sharing of infrastructure facilities, reduce environmental impacts and costs
- Complete Lower Cache Creek Flood Control Plan
- Update Facilities Mater Plan to include energy efficiency

FISCAL RESPONSIBILITY

Strategies

- Ensure ongoing expenditures are supported by ongoing revenues; one-time sources applied to one-time needs
- Maintain prudent reserves across all major operating funds
- Explore opportunities to expand and diversify citywide revenue sources
- Achieve agreement on fair and sustainable labor contracts
- Implement measures to address long-term unfunded liabilities
- Reduce burden of existing debt obligations

GOVERNANCE / ORGANIZATIONAL EFFECTIVENESS

Strategies

- Expand and strengthen collaborations with Yolo County and its cities
- Actively engage in advocacy at State/Federal level to support City interests
- Partner with community-based organizations to leverage community assets towards common objectives
- Empower city employees and work groups
- Enable appropriate alternative service-delivery models
- Increase transparency and public trust through effective community outreach, public information and constituent services
- Expand opportunities for increased community engagement and public participation in civic affairs

QUALITY OF LIFE

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Maintain and enhance Woodland's quality of life by promoting a wide range of parks and recreational facilities and activities, provision of exceptional public services, consistent with community expectations.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Identify funding opportunities to further expand recreation programs and library services, to include focus on facility needs
- B. Ensure adequate funding to maintain parks, streetscapes, and other community amenities
- C. Update Bike Master Plan and implement projects to enhance bicycle and pedestrian friendly infrastructure and promote safe routes to school
- D. Implement traffic calming strategies to improve neighborhood livability
- E. Work collaboratively with WJUSD and WCC to **embrace our youth** and support enhanced educational opportunities and academic achievement goals
- F. Assess park utilization and work to promote expanded programming and community events in neighborhood parks
- G. Promote new development and re-investment that continues to enhance Woodland's unique sense of place as a desirable place to live, learn, work and recreate
- H. Improve public outreach to all segments of the community related to city programming and services
- I. Implement programs and strategies to engage community around healthy active lifestyles
- J. Continue to implement programming consistent with the Measure J Spending Plan to expand recreational opportunities and increase Library hours of operation

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Pursue No Place Like Home Program funding to advance City's Housing First Model addressing homelessness and expand collaboration with local and regional partners to expand housing options
- Develop funding options for a second community aquatics complex at Pioneer High School
- Complete improvements at the Woodland Regional Park to provide access to outdoor environmental resources as well as passive and active recreational opportunities
- Continue to work with user groups and the Woodland Recreation Foundation to advance new recreation facilities at the Sports Park
- Develop funding plan for continued work on short-term priority projects identified through the Library Master Plan
- Monitor impacts of legalized cannabis and review/update city and county's regulatory provisions for commercial cannabis uses
- Update criteria for neighborhood traffic calming program and implement traffic calming strategies to improve neighborhood livability
- Expand citywide Volunteer Program in support of community projects, events and programs

PENDING INITIATIVES

- Update Joint Use Agreement between the City and the WJUSD
- Identify means to increase funding for maintenance of parks and urban forest
- Establish Summer Internship Program matching students with local businesses
- Explore collaboration with WJUSD on community-wide Youth Master Plan
- Assess feasibility of an on-demand micro-transit pilot project, as an alternative to fixed-route transit.

SUSTAINABILITY

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Foster a sustainable community for the next generation and protect and improve the quality of the natural environment and human well-being through stewardship of land, water, air, and energy resources and by providing all residents with opportunities to live active and healthy lifestyles.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Implement the City's 2035 Climate Action Plan by supporting projects and programs that:
 - Reduce non-renewable energy demand and increase renewable energy supply
 - Reduce private motor vehicle dependency
 - Maintain, enhance, and improve the city's tree canopy
 - Reduce, reuse, and recycle solid waste
- B. Protect and enhance the natural quantity and qualities of surface water and groundwater resources, and expanded use of recycled water
- C. Support projects and programs that protect and enhance sensitive natural habitats
- D. Implement and support programs that promote improving the well-being of Woodland residents

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Update City's Agricultural Mitigation Ordinance consistent with General Plan policy objectives
- Update of Urban Forest Master Plan
- Revise Tree Ordinance related to development projects as well as add new requirements related to protecting certain trees on residential property
- Expand the City's use of recycled water (Phase II/III)
- Update the City's Bike Master Plan / Active Transportation Plan
- Continue to maintain and improve the city's pedestrian and bikeway network
- Complete a habitat conservation easement on the Woodland Regional Park (WRP) site
- Secure grant funding and construct 20 acres permanent and seasonal wetland at the WRP
- Partner with Tuleyome and Yolo Explorit on planning, design and grant-funding to develop Environmental Education Center at the WRP
- Review and update Municipal Code sections related to sustainability
- Expand communitywide health and wellness programs for youth, adults, and seniors
- Continue to implement youth and adult sport programs to promote physical fitness and improved well-being
- Improve energy efficiency of municipal facilities, vehicles and processes through integration of hybrid and electric vehicles
- Increase electric vehicle charging opportunities for City vehicles and the public
- Formalize and expand role of Sustainability Committee to assist with implementation of City's Climate Action Plan

STRENGTHEN DOWNTOWN

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Revitalize the Downtown district as the Heart of the City and center of civic activity, by enhancing mix of residential, commercial & entertainment activity, while preserving its historic and cultural resources and small-town character.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Update Downtown Specific Plan and project review procedures to streamline development consistent with General Plan goals and policies
- B. Improve Live/Work Balance in the Downtown district
- C. Seek to leverage available financing tools and tax credit programs to encourage reinvestment
- D. Continue efforts to enhance flexibility with regard to Code interpretations and fee structures for renovations of older downtown structures
- E. Continue to promote Special Events and Community Activities throughout the downtown
- F. Expand Art & Entertainment Activities/Venues in Downtown
- G. Continue to make investments to enhance the walkability and “Sense of Place”
- H. Effectively manage and allocate parking resources to maximize utilization of existing space

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Update Downtown Specific Plan
- Complete Downtown Hotel Project
- Complete Wayfinding and Signage Upgrade
- Complete comprehensive downtown parking and access plan
- Develop strategies for advancing infill housing development on opportunity sites
- Establish development impact fees that encourage construction of new development downtown
- Identify deficiencies and develop plan to upgrade infrastructure in support of downtown revitalization and infill development.
- Evaluate establishment of Mills Act Program to provide tax incentives for renovation of historic structures
- Continue to make improvements to lighting, landscaping, and outdoor dining

PENDING INITIATIVES

- Targeted improvements/upgrades to alleys for circulation and activity
- Relocate and expand homeless services provided at Fourth and Hope to new facility
- Improve broadband service throughout downtown (1GB Service Goal)

- Complete the Tree House Music Venue
- Support establishment of a Property Based Business Improvement District
- Improve Heritage Plaza to support community events and function as community's central civic space

ECONOMIC DEVELOPMENT/JOBS

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Provide for a diversified economic base with a range of employment opportunities by supporting growth of existing businesses, and providing expanded opportunities for new business through targeted infrastructure investments and leveraging existing community and regional assets.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Implement General Plan Policies that support diversification of economy
- B. Complete the Comprehensive Review of City Codes and Regulations to encourage new uses that increase jobs and fiscal benefits to the community
- C. Ensure the City has ample supply of “shovel ready” sites to attract new industry and retail services
- D. Develop Plan to Mitigate Flood Issues in City's Industrial Area
- E. Continue to Improve Business-Friendly Culture and Practices make City processes and procedures more “user friendly”
- F. Partner with existing food and agriculture Industry via the Food Front initiative to continue to reinforce Woodland’s reputation as the regional epicenter of food and agriculture
- G. Support efforts to develop effective workforce readiness program(s) that provide the necessary skills and training to support the growth and evolution of our economy
- H. Market and promote targeted business opportunities in collaboration with local and regional agencies/organizations
- I. Ensure Woodland’s development fees and processes are regionally competitive

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Complete Entitlement Process and annex Woodland Research and Technology Park and Woodland Commerce Center
- Continue collaboration with hoteliers and YCVB to develop new strategies to promote Woodland as a destination
- Establish a robust local workforce development program that aligns educational/training programs with evolving industry needs
- Partner with local and regional workforce development organizations to develop coordinated and dynamic strategic plan to train workforce
- Complete Lower-Cache Creek Flood Study and Implementation Plan
- Develop economic development strategies to leverage Woodland’s proximity to UCD
- Support growth of AgStart as the region’s premier Ag Technology incubator/accelerator.
- Evaluate Development Impact Fee Program (MPFP) and set fees/establish programs to encourage job-generating development and expansion of existing companies
- Seek to leverage Federally-designated Opportunity Zones for redevelopment in targeted commercial corridors, including East Street Corridor
- Develop incentive program to support expansion and/or relocation of auto dealerships

PENDING INITIATIVES

- Improve Infrastructure / Industrial Area
 - Industrial Area Capital Infrastructure and Financing Plan
 - Broadband Service
 - Aesthetics / Brand of Industrial District(s)

PUBLIC SAFETY

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Maintain and enhance Woodland's quality of life by ensuring the highest level of public safety.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Ensure appropriate staffing and resource support of public safety departments, programs and initiatives
- B. Expand Crime Prevention and Neighborhood Watch
- C. Implement prevention and intervention programs for at-risk youth
- D. Review and Update Fire Department Master Plan
- E. Explore opportunities for shared services with neighboring agencies
- F. Enhance public education and outreach to all populations in support of public safety objectives
- G. Increase planning, preparedness, and technology to reduce community safety risks
- H. Increase transparency and trust by educating the community through the use of social media and special programs
- I. Improve traffic safety citywide

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Complete Standard of Cover (SOC) and staffing review to assess the Fire Department capacity and needs in relation to community risks and service levels
- Staffing Plan:
 - Review, update, and support Police and Fire management succession plans
 - Seek means to enhance staffing resources in priority public safety areas
 - Expand and enhance cultural diversity in hiring and practices
- Finalize plans for new fire station to serve Southeast Area (Spring Lake) and identify funding sources for relocation of Fire Station 3 on acquired site
- Initiate youth and public outreach to include Juvenile Fire Setters Program, Fire Internship Program, and Community CPR programs
- Continue to strengthen and support the Police Volunteer Program Integrated technology to reduce staff workload to include Fire Tele-staff upgrade
- Initiate Lexipol for development of Fire Department standard operating procedures.
- Continue to advance cooperative Rescue Task Force and iMCI training and programs with Fire, Police and regional partners
- Continue to support and expand YGRIP Program;
 - Implement next phase of GREAT program
 - Consider restoring Youth Diversion Program
 - Support and integrate Police Activities League (PAL)
 - Continue to implement at-risk youth mentoring programs

NEW INITIATIVES

- Evaluate expanding pilot Joint Fire Academy with partner fire agencies
- Prepare for and complete Insurance Services Office (ISO) review
- Migrate Fire Prevention program to Community Risk Reduction model
- Evaluate development of Community Emergency Response Team (CERT) program
- Explore increased communication capabilities and interoperability to include broadening YECA partnerships and 800mgh migration for P25 compliancy

INFRASTRUCTURE

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Ensure that the City's physical infrastructure is planned to be efficient and sustainable, funded and maintained to provide for current and future community needs, in support of commercial, recreational and environmental requirements and standards, while managing the overall cost consistent with available resources.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Sustainably manage City's overall water supply to ensure long-term reliability, resilient to changes to climate and environmental regulations
- B. Manage existing infrastructure to reduce long-term cost of maintenance and replacement needs
- C. Seek support for securing Federal/State, regional and local funding for major infrastructure projects
- D. Actively manage continuous process improvements at Wastewater Treatment Facility to facilitate expanded use of recycled water
- E. Explore regional opportunities for sharing of infrastructure facilities, reduce environmental impacts and costs
- F. Complete Lower Cache Creek Flood Control Plan
- G. Update Facilities Mater Plan to include energy efficiency
- H. Enhance coordination with private utilities to support safe and reliable utility infrastructure
- I. Promote community engagement and public information related to priority infrastructure projects

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

Flood Control / Storm water Management

- Complete LCC Feasibility Study to advance comprehensive flood solution(s) and funding plan to address flood risk from Lower Cache Creek and West Levee of the Yolo Bypass to protect the Industrial Area
- Develop a funding source that will sufficiently fund the requirements of current and future NPDES MS4 Storm Drain Permit requirements.
- Construct the south urban growth area drainage project including the North Gibson Pond detention basin and East Main Street pump station
- Revise the north area storm drainage master plan in order to facilitate development in the industrial area
- Perform preliminary design for the Outfall Channel Outlet Structure Project

Facilities

- Develop listing of facilities assets with lifecycle maintenance and replacement costs as a basis for prioritizing and funding building repairs and accruing an adequate reserve fund

Transportation

- Ensure regional transportation plans prioritize I-5/113 Interchange Project
- Complete Kentucky Avenue (East to West Streets) reconstruction project
- Complete/Advance major road projects:
 - West Woodland Safe Routes to School (2018 construction season)
 - West Main Street Road Rehabilitation (2019 construction season)
 - I-5/CR 102 landscaping project (2019 construction season)
 - East Main Street (2020 construction season)
 - Gibson Road Complete Streets Improvements (2021 construction season)
 - Matmor Road/Gum Avenue Road Rehabilitation
- Complete environmental document, right of way acquisition and pre-design and finalize funding plan for the Sports Park Drive Pedestrian Overcrossing Project
- Develop plan for downtown Transit Center and evaluate use of micro-transit services(s)
- Update the City's Bike Master Plan / Active Transportation Plan
- Pursue grant funding for complete street improvements and roadway maintenance
- Continue to evaluate opportunities for Rail Relocation project
- Adequately maintain the City's existing infrastructure to extend service life maximizing return on investment and ensure no reduction in service level which would require replacement
- Investigate new technologies for improved infrastructure performance and longevity including new marking methods, wheel rolled concrete pothole repair and other potential advances.

Parks

- Identify means to increase funding for maintenance of parks and urban forest
- Update Park/Facilities Joint Use Agreement with WJUSD

Utilities

- Continue annual projects to replace undersized 2" back of walk water mains, Orangeburg Sewer laterals and other infrastructure that is either undersized or beyond its useful life
- Develop ways of improving out-treatment processes for storm water and sewer discharges to keep abreast of ever more stringent requirements
- Further integrate ASR wells into the City's infrastructure and adapt the distribution system to larger point source supplies from diffuse neighborhood wells
- Develop and educate staff to operate increasingly complex processes and equipment to meet state and national objectives
- Continue to expand our recycled water program capabilities by installing purple pipe in all of our new developments
- Explore new technologies to increase efficiency and longevity of the City's infrastructure investment

FISCAL RESPONSIBILITY

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Maintain structurally-balanced budget where current services can be sustained with ongoing, recurring revenues, while maintaining prudent reserves, adequately funding infrastructure maintenance and replacement needs, and addressing long-term unfunded liabilities and debt obligations.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Ensure ongoing expenditures are supported by ongoing revenues; one-time sources applied to one-time needs
- B. Maintain prudent reserves across all major operating funds
- C. Achieve agreement on fair and sustainable labor contracts
- D. Implement measures to address long-term unfunded liabilities
- E. Reduce burden of existing debt obligations
- F. Explore opportunities to expand and diversify citywide revenue sources

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Implement a multi-year budget model to improve financial planning, enhance organizational stability, and align with Council two-year goals and initiatives
- Develop plan to manage impact of increasing CalPERS pension costs
- Continue to work with labor groups to address ongoing burden of unfunded liabilities while ensuring adequate benefits for active employees and retirees
- Review and update City User Fees to ensure that they are commensurate with actual costs of providing services
- Continue to pursue opportunities for restructuring existing debt obligations to minimize overall burden on existing community
- Review Development Impact Fee Program (MPFP) to ensure that current fees are consistent with long-term infrastructure requirements and development projections

PENDING INITIATIVES

- Establish groundwork for renewal of ¼-cent Sales Tax (Measure J) via November 2020 ballot
- Review and update comprehensive budget and fiscal management policies

GOVERNANCE/ORGANIZATIONAL EFFECTIVENESS

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Promote local government and city organization that is committed to meeting the needs of the community: encourages collaboration, civic participation, and promotes accountability and transparency in the effective delivery of services.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Expand and strengthen collaborations with Yolo County and its cities
- B. Actively engage in advocacy at State/Federal level to support City interests
- C. Partner with community-based organizations to leverage community assets towards common objectives
- D. Empower city employees and work groups
- E. Enable appropriate alternative service models
- F. Increase transparency and public trust through effective community outreach, public information and constituent services
- G. Expand opportunities for increased community engagement and public participation in civic affairs

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Improve and enhance access to public information and constituent services
- Evaluate city's recruitment and retention of essential staff across all city departments
- Review and updates to city's electronic information and social media platforms
- Improve collaboration with partner agencies and community organizations to leverage resources toward evidenced-based programs
- Continue to engage and collaboration with employee bargaining groups
- Expand volunteer programs

PENDING INITIATIVES

- Transition City's Document Management System to digital format
- Implement transition to annual Board and Commission recruitment and appointment process