City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

September 3, 2019
6:00 PM

CITY COUNCIL

CLOSED SESSION
5:45 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: one (1) potential case

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

C. CALL TO ORDER

D. ROLL CALL

E. PLEDGE OF ALLEGIANCE

F. COMMUNICATIONS - PUBLIC COMMENT

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

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

2. SUBJECT: Long Range Calendar

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

H. MINUTES

3. SUBJECT: City Council Meeting Minutes of August 20, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of August 20, 2019.

I. PRESENTATIONS

4. SUBJECT: Proclamation in Support of Prostate Cancer Awareness Month

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation supporting the American Cancer Society Prostate Cancer Awareness Month, September 2019, and encouraging all male citizens to actively play a part in their health by seeking early detection methods.

J. CONSENT CALENDAR

5. SUBJECT: Quarterly Treasurer's Investment Report for the Quarter Ended June 30,2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended June 30, 2019.

6. SUBJECT: Approval of Management Agent Selection for Leisureville Community Association (LCA)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the selection of TRI Property Management Services as the new management agent for the Leisureville Community Association.

7. SUBJECT: Resolution implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Woodland Professional Firefighters (WPFA) as described herein.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Woodland Professional Firefighters (WPFA) as described herein.

8. SUBJECT: Resolution implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Fire MidMangement Association (FMMA) as described herein.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Fire MidManagement (FMMA) as described herein.

9. SUBJECT: Resolution implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Confidential Employees as described herein.

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Confidential Employees as described herein.

10. SUBJECT: Side Letter Amending Selected provisions of the new MOU with the Woodland City Employees' Associations (WCEA).

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council authorize the City Manager to sign the side letter making an adjustment to the Retirement Health Savings Account and add the new Job Classifications to the Memorandum of Understanding (MOU) with the Woodland City Employees Association (WCEA).

11. SUBJECT: FY20 Office Safety (OTS) STEP Grant Award Acceptance

   RECOMMENDATION FOR ACTION: Staff recommends that the City Council authorize (1) acceptance of the FY20 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant in the amount of $56,000 and (2) appropriation of $56,000 in the OTS STEP Grant program budget in Fund 325.

12. SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP 09-15; Acceleration of funds to the Army Corps of Engineers under the Federal Cost Share Agreement

   RECOMMENDATION FOR ACTION: Staff requests that the City Council receive the report and authorize the City Manager for the Lower Cache Creek Feasibility Study, CIP #09-15.

K. REPORTS OF THE CITY MANAGER

13. SUBJECT: Homeless Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council

1) Receive a status report on efforts to address homelessness, consistent with the city's adopted Homeless Action Plan, and provide feedback and direction, as appropriate, related to current initiatives and next steps.

2) It is further recommended that the City Council:

a. Support the expedited temporary relocation of the existing Fourth and Hope and Extended emergency shelters from downtown to city-owned property located at County Road 102 and East Beamer Way, consistent with the long-term plan for the East Beamer Way campus, and direct staff to return to Council with timeline and funding requirements, and

b. Authorize the City Manager to execute an extension of the MOU with Yolo County and Fourth and Hope for operation of the Extended Shelter (Old County Jail) through January 15, 2020, and approve funding augmentation for that purpose.

14. SUBJECT: Park Improvement Projects

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, 1) authorizing amendments to the Fiscal Year 2019/2020 Measure E budget totaling $500,000, 2) affirming the City Manager's determination that the City's public bidding requirement has been satisfied by another government agency's competitive bid procedure and the City's price is equal to the price negotiated by that government agency for purchasing play structures, and 3) authorizing the City Manager to execute a contract with PlayPower Inc in the amount not to exceed $700,000 through a cooperative purchasing agreement with Sourcewell Contract #030117-LTS.

15. SUBJECT: Council Committee / Liaison Appointments

RECOMMENDATION FOR ACTION: Staff recommends that the Council review 2018-2020 Council appointments to Inter-Jurisdictional Boards, Agencies, Liaison Committees as well as City Council subcommittees as adopted on December 18, 2018.

L. 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 Tuesday, September 3, 2019 was posted on Friday, August 30, 2019 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

Jennifer Robinson
Deputy City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such requests must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.
Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: G.2.
SUBJECT:

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.

Paul Navazio
City Manager

Attachments:
1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

SEPTEMBER 17TH **REGULAR MEETING**

Homeland Security Grant
Discussion of Potential 2020 Ballot Measures
YECA JPA Cost-Sharing Approvals

OCTOBER 1ST **REGULAR MEETING**

City Council Meeting Minutes of September 3, 2019 and September 17, 2019
Woodland Research & Technology Park – Introduction
Evidence Management Assistance Replacement
Fire Prevention Week

OCTOBER 15TH **REGULAR MEETING**

National Friends of the Library Week – October 20-26, 2019
Flood Protection Project – Update
Opera House Agreement

NOVEMBER 5TH **REGULAR MEETING**

City Council Meeting Minutes of October 1, 2019 and October 15, 2019

NOVEMBER 19TH **REGULAR MEETING**

Commercial Cannabis Ordinance Update
Woodland Research & Technology Park – Specific Plan

Future Topics / Study Sessions:

November Commercial Cannabis Ordinance Update Woodland Research & Technology Park – Specific Plan	**December** Rotation: Mayor / Mayor Pro Tempore Council Zoning Workshop – 12/3
January Traffic Calming	**TBD** Mobile Food Vendor Permits Non-Conforming Use Zoning Update Smoke / Vaping Shops

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: H.3.
SUBJECT: City Council Meeting Minutes of August 20, 2019

Recommendation for Action:
Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of August 20, 2019.

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

Paul Navazio
City Manager

Attachments:
1. 08_20_19 DRAFT CC MINS

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

Regular Meeting Minutes

Tuesday, August 20, 2019

6:00 PM

City Council

CITY COUNCIL

CLOSED SESSION
5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. Conference with Labor Negotiators, Pursuant to
   Government Code Section 54957.6
   Agency Designated Representatives: City Manager
   Employee Organization(s): Woodland Professional Firefighters' Association, Fire Mid-Management Employees and Confidential Employees

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

C. CALL TO ORDER

Meeting called to order at 06:00 PM

D. ROLL CALL

Council Members Present: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard
Absent: None

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Mark Aulman.

F. COMMUNICATIONS - PUBLIC COMMENT

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

Michele Clark with Yolo Land Trust spoke regarding an up-coming community event in Knights Landing on September 8, 2019 from 3pm to 6pm.
Billy Lee Long spoke regarding homelessness.

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Mayor Rodriguez asked for a moment of respect for the recent shooting of California Highway Patrol Officer Andre Moye, Jr. in southern California and for the shooting victims of Gilroy, El Paso and Dayton.

Verbal updates provided by Council Members/Staff.

2. SUBJECT: Long Range Calendar

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

H. MINUTES

3. SUBJECT: City Council Meeting Minutes of July 2, 2019 and July 16, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of July 2, 2019 and July 16, 2019.

On a motion by Council Member Stallard, seconded by Mayor Pro Tempore Lansburgh and carried unanimously on a 5-0 vote, Council Members adopted the corrected City Council Meetings Minutes of July 2, 2019 and July 16, 2019.

Ayes: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard
Noes: None

I. PRESENTATIONS

4. SUBJECT: Fire Prevention Bureau Migration to a Community Risk Reduction Model

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the presentation regarding Woodland Fire Department's recently redesigned Community Risk Reduction Division.

Received presentation from Fire Marshal Emily Richter regarding Woodland Fire Department's redesigned Community Risk Reduction Division.

5. SUBJECT: 2019 National Night Out

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the presentation by the Police Department regarding the 2019 National Night Out.

Received presentation from Interim Police Chief Derrek Kaff regarding the 2019 National Night Out.

J. CONSENT CALENDAR

6. SUBJECT: Fire Department Quarterly Status Report for the period of April 2019 - June 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Fire Department Quarterly Status Report for April 2019 through June 2019.

Accepted the Fire Department Quarterly Status Report for April 2019 through June 2019.

7. SUBJECT: Police Department Quarterly Status Report for the period of April 2019 through June 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Police Department quarterly status report for April 2019 through June 2019.

Accepted the Police Department Quarterly Status Report for April 2019 through June 2019.

8. SUBJECT: Second Reading and Adopt Spring Lake Merritt Ranch Development Agreement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct the second reading of Ordinance No. _____, approving the Development Agreement between the City of Woodland and Darkhorse Estates LLC, to use and develop the Merritt Ranch project area located within the Spring Lake Specific Plan Area.

Council Member Fernandez abstained from this item and will appear as absent under votes.

On a motion by Mayor Pro Tempore Lansburgh, seconded by Council Member Stallard and carried on a 4-0 vote, Council Members adopted Ordinance No. 1648, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF WOODLAND AND DARKHORSE ESTATES, LLC TO USE AND DEVELOP THE MERRITT RANCH PROJECT SITE LOCATED WITHIN THE SPRING LAKE SPECIFIC PLAN AREA.

Ayes: Barajas, Lansburgh, Rodriguez and Stallard
Noes: None
Absent: Fernandez

9. SUBJECT: Approve Amendment #8 to Agreement with the Ferguson Group for Federal Representation and Advocacy Services for Flood Mitigation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing Amendment #8 to extend the Ferguson Group agreement for an additional 12 months for an amount not to exceed $40,000.

Adopted RESOLUTION NO. 7326, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CONTRACT AMENDMENT #8 WITH THE FERGUSON GROUP FOR FEDERAL REPRESENTATION AND ADVOCACY SERVICES FOR FLOOD MITIGATION.

10. SUBJECT: Authorize City Manager to execute the Water Pipeline License Agreement with Sierra Northern Railway for the North Regional Pond & Pump Station Project, CIP 17-21

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the Water Pipeline License Agreement (Agreement) with Sierra Northern Railway (SNRR).

This item was pulled from the Consent Calendar by City Manager Paul Navazio. Item requires additional work before it comes back to Council.

11. SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP 09-15; Approve Contract Amendment #8 with Wood Rodgers for Consulting Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute Amendment #8 to the consultant services agreement with Wood Rodgers for the Lower Cache Creek Feasibility Study for an additional amount up to $55,000 for the Lower Cache Creek Feasibility Study, CIP #09-15.

Adopted RESOLUTION NO. 7327, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENT #8 WITH WOOD RODGERS FOR ENGINEERING CONSULTING SERVICES.

12. SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP 09-15; Approve Contract Amendment #1 with Madrone Ecological Consulting for Environmental Consulting Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services amendment with Madrone Ecological Consulting for the Lower Cache Creek Feasibility Study for an amount up to $29,400 for the Lower Cache Creek Feasibility Study, CIP #09-15.

Adopted Resolution No. 7328, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CONTRACT AMENDMENT #1 WITH MADRONE ECOLOGICAL CONSULTING FOR ENVIRONMENTAL CONSULTING SERVICES.

13. SUBJECT: Authorize the Lease Purchase of a Replacement Vehicle for the Fire Department

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the lease purchase of a replacement vehicle through National Cooperative Leasing (NCL) under Sourcewell contract #032615-NCL for a total amount of $143,316 over a 7-year term.

This item was pulled from the Consent Calendar by City Manager Paul Navazio. Item requires additional work before it comes back to Council.

14. SUBJECT: Authorize the purchase of a replacement Storage Area Network (SAN) for Information Technology

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the purchase award of a Storage Area Network (SAN) to DSA in the amount of $87,585.96.

Adopted Resolution No. 7329, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE PURCHASE OF NIMBLE HF40-84T SAN THOUGH A PURCHASE ORDER WITH DSA TECHNOLOGIES, INC.

15. SUBJECT: Final Acceptance and Notice of Completion for WPCF Slide Gate Replacement Project, CIP #19-20

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the WPCF Slide Gate Replacement Project, CIP #19-20, as complete and authorizing the City Clerk to file a Notice of Completion.

Adopted Resolution No. 7330, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION FOR WPCF SLIDE GATE REPLACEMENT PROJECT (CIP #19-20).

16. SUBJECT: Authorize Appropriation of Funds to the Fire Department Weed Abatement Program Budget

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing a General Fund appropriation of $12,000 to the Fire Department Weed Abatement Program Budget for the abatement of weeds as outlined in the City of Woodland Municipal Code, Chapter 9.44.

Adopted Resolution No. 7331, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE APPROPRIATION OF $12,000 TO THE FIRE DEPARTMENT WEED ABATEMENT PROGRAM BUDGET FOR THE ABATEMENT OF WEEDS.

17. SUBJECT: Contract Award – FY2019/20 Tree Pruning and Maintenance Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the FY2019/20 tree pruning and maintenance service contract to West Coast Arborists, Inc. (WCA) in the amount not-to-exceed $250,000.

Adopted Resolution No. 7332, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE THE FY2019/2020 CONTRACT FOR TREE PRUNING AND MAINTENANCE SERVICES WITH WEST COAST ARBORISTS, INC.

18. SUBJECT: Authorize the City Manager to Execute a 5 Year Agreement with AXON Enterprise, Inc. for Products and Services Related to TASERs for the Police Department

RECOMMENDATION FOR ACTIONA: Staff recommends that the City Council approve Resolution No. _____, (1) affirming the City Manager's determination that the City's public bidding requirement has been satisfied by another government agency's competitive bid procedure and the City's price is equal to the price negotiated by that government agency for the TASER 60 Unlimited agreement with AXON Enterprise, Inc., and (2) authorizing the City Manager to execute a five-year contract with AXON Enterprise, Inc., for products and services.

Adopted RESOLUTION NO. 7333, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND (1) AFFIRMING THE CITY MANAGER'S DETERMINATION THAT THE CITY'S PUBLIC BIDDING REQUIREMENT HAS BEEN SATISFIED BY ANOTHER GOVERNMENT AGENCY'S COMPETITIVE BID PROCEDURE AND THE CITY'S PRICE IS EQUAL TO THE PRICE NEGOTIATED BY THAT GOVERNMENT AGENCY FOR THE TASER 60 UNLIMITED AGREEMENT WITH AXON ENTERPRISE, Inc., AND (2) AUTHORIZING THE CITY MANAGER TO EXECUTE A FIVE-YEAR CONTRACT WITH AXON ENTERPRISE, INC FOR PRODUCTS AND SERVICES.

19. SUBJECT: Award Construction Contract for the Dog Gone Alley – Bush Street to College Street Paving Project, CIP #19-16

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to:
1. Award a construction contract in the amount of $207,774 to Lister Construction, Inc. for CIP 19-16, Dog Gone Alley – Bush Street to College Street Paving Project and authorize a contract contingency of up to 20% ($41,555).

Council Member Stallard abstained from this item and will appear as absent under the votes.
On a motion by Mayor Pro Tem Lansburgh, seconded by Council Member Barajas and carried on a 4-0 vote, Council Members adopted Resolution No. 7334, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT WITH LISTER CONSTRUCTION, INC. IN THE AMOUNT OF $207,774 FOR CIP 19-16, DOG GONE ALLEY – BUSH STREET TO COLLEGE STREET PAVING PROJECT.

Ayes: Barajas, Fernandez, Lansburgh and Rodriguez
Noes: None
Absent: Stallard

20. SUBJECT: Final Acceptance and Notice of Completion for Dog Gone Alley – Bush Street to College St Water & Sewer Repair & Replacement Project, CIP 19-16

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, accepting the Dog Gone Alley – Bush Street to College Street Water & Sewer Repair & Replacement Project, CIP #19-16 as complete and authorize the City Clerk to file a Notice of Completion.

Council Member Stallard abstained from this item and will appear as absent under the votes.

On a motion by Mayor Pro Tem Lansburgh, seconded by Council Member Barajas and carried on a 4-0 vote, Council Members adopted Resolution No. 7335, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE DOG GONE ALLEY – BUSH STREET TO COLLEGE STREET WATER & SEWER REPAIR & REPLACEMENT PROJECT, CIP 19-16 CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

Ayes: Barajas, Fernandez, Lansburgh and Rodriguez
Noes: None
Absent: Stallard

21. SUBJECT: Authorize the Purchase of Five Hybrid Vehicles

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the purchase of five replacement hybrid vehicles from Freeway Toyota for a total purchasing price of $154,916.35.

Adopted RESOLUTION NO. 7336, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE PURCHASE OF FIVE REPLACEMENT HYBRID VEHICLES.

22. SUBJECT: Adopt new Job Classifications and Approve changes to Current Job Classifications

RECOMMENDATION FOR ACTION: Staff recommends that the City Council Adopt four (4) Job Classifications: 1) Public Works Operations and Maintenance Infrastructure Administrator, 2) Senior Traffic Signal/Street Lighting Technician, 3) Senior Water Pollution Control Operator, and 4) Senior Water/Wastewater Instrumentation Technician and approve changes to three (3) Job Classifications: Engineering Technician III, 2) Engineering Assistant/Senior Engineering Assistant, and 3) Water Pollution Control Facility Superintendent. And approve the Salary Schedule which includes the new job classifications.

Adopted four (4) Job Classifications: 1) Public Works Operations and Maintenance Infrastructure Administrator, 2) Senior Traffic Signal/Street Lighting Technician, 3) Senior Water Pollution Control Operator, and 4) Senior Water/Wastewater Instrumentation Technician and approve changes to three (3) Job Classifications: Engineering Technician III, 2) Engineering Assistant/Senior Engineering Assistant, and 3) Water Pollution Control Facility Superintendent. And approve the Salary Schedule which includes the new job classifications.

23. SUBJECT: New Job Descriptions - Financial Services Manager and Accounting Technician

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt two new Job Classifications: 1) Financial Services Manager and 2) Accounting Technician.

Adopted two new Job Classifications: 1) Financial Services Manager and 2) Accounting Technician.

24. SUBJECT: Proclamation Honoring Yolo Food Bank

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation honoring the Yolo Food Bank's Grand Opening and Open House scheduled for Saturday, August 24, 2019.

City Manager Paul Navazio requested that Consent Calendar Items No. 10 and 13 be pulled from the Consent Calendar. Both items need additional work before bringing back to Council.

Council Member Fernandez abstained from Consent Calendar Item No. 8 as he has a conflict and will appear as "absent" under the votes.

Council Member Stallard abstained from Consent Calendar Item No. 19 and 20 and will appear as "absent" under the votes.

Separate votes were taken for items 8, 19 and 20.

Adopted proclamation honoring the Yolo Food Bank's Grand Opening and Open House scheduled for Saturday, August 24, 2019.

On a motion by Mayor Pro Tem Lansburgh, seconded by Council Member Barajas and carried unanimously on a 5-0 vote, Council Members adopted Consent Calendar minus items 10 and 13 that were removed and minus items 8, 19 and 20 that had separate votes.

Ayes: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard
Noes: None

K. REPORTS OF THE CITY MANAGER

25. SUBJECT: Comprehensive Zoning Code Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to 1) Appropriate $310,000 of grant funding from the State Planning Grants Program - SB2 Grant to the Comprehensive Zoning Code Update Project (CIP# 07- 07) - Fund 325; 2) Authorize the City Manager to execute an Agreement with the State Department and Community Development for the Planning Grant Program funds; and 3) Authorize the City Manager to execute a Contract with Lisa Wise Consulting, Inc. (LWC) for Planning Services to prepare a Comprehensive Zoning Code Update.

On a motion by Council Member Stallard, seconded by Mayor Pro Tem Lansburgh and carried unanimously on a 5-0 vote, Council Members adopted RESOLUTION NO. 7337, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROPRIATING $310,000 IN FUNDING AND APPROVE THE CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES FOR LISA WISE CONSULTANTS, INC. TO PREPARE A COMPREHENSIVE ZONING CODE UPDATE PROJECT CIP#07-07.

Ayes: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard
Noes: None

26. SUBJECT: Designate Delegate for the Annual League of California Cities Conference

RECOMMENDATION FOR ACTION: Staff recommends that the City Council designate a voting delegate to represent the City at the Annual Conference of the League of California Cities to be held in Long Beach, October 16 - 18, 2019.

On a motion by Council Member Stallard, seconded by Council Member Fernandez and carried unanimously on a 5-0 vote, Council Members appointed Mayor Xochitl Rodriguez as the voting delegate at the Annual Conference of the League of California Cities to be held in Long Beach, October 16-18, 2019.

Ayes: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard
Noes: None

Mayor Rodriguez called for a short recess prior to continuing with Item No. 27.

27. SUBJECT: Study Session - Sustainability: Implementation of the City's 2035 Climate Action Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct a study session focusing on sustainability issues and provide feedback and direction on implementation of the City's 2035 Climate Action Plan.

Conducted a study session focusing on sustainability issues and provided feedback and direction on implementation of the City's 2035 Climate Action Plan.

L. ADJOURN

Meeting adjourned at 9:00PM in memory of Carl Martinez, CHP Officer Andre Moye, Jr. and the shooting victims from Gilroy, El Paso and Dayton.

Respectfully submitted,

Ana B. Gonzalez
City Clerk

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: I.4.
SUBJECT: Proclamation in Support of Prostate Cancer Awareness Month

Recommendation for Action: Staff recommends that the City Council adopt a Proclamation supporting the American Cancer Society Prostate Cancer Awareness Month, September 2019, and encouraging all male citizens to actively play a part in their health by seeking early detection methods.

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

Background:
As has been customary for the last several years, Council has been asked to proclaim their support for September 2019 as the American Cancer Society "Prostate Cancer Awareness Month". Council has shown their support in the past by proclaiming the month of September as the specific month to raise the awareness of this disease affecting men primarily over the age of 40.

Discussion:
The American Cancer Society has actively supported many efforts to eradicate and eliminate the various forms of cancer in our society. The cancer survival rate has steadily increased due to earlier detection and methods. Encouraging citizens to take an active part in their health by providing methods and information to raise the awareness of the need for early detection has been a large part of that survival rate. Some little known facts are attached regarding the disease and statistics regarding this and other forms of cancer.

Prepared By: Ana B. Gonzalez, City Clerk

Paul Navazio
City Manager

Attachments:
1. Proposed Proclamation - 2019

CITY OF WOODLAND
PROCLAMATION

PROSTATE CANCER AWARENESS MONTH – SEPTEMBER 2019

WHEREAS, prostate cancer is the most frequently diagnosed cancer in men and the second leading cause of cancer deaths in men; and

WHEREAS, the American Cancer Society estimates there will be 174,650 new cases of prostate cancer in the USA in 2019, resulting in an estimated 31,620 deaths; and

WHEREAS, it is estimated 24,550 men in California will be diagnosed with prostate cancer this year and it is estimated 4,470 California men will die from this disease; and

WHEREAS, Black men in the USA and Caribbean have the highest documented prostate cancer incidence rates in the world; and

WHEREAS, early prostate cancer usually has no symptoms and studies suggest strong familial predisposition may be responsible for 5% to 10% of the disease cases; and

WHEREAS, late stage prostate cancer commonly spreads to the bones, which can cause pain in the hips, spine, ribs, or other areas in the body; and

WHEREAS, the 5-year survival rate approaches 100% when prostate cancer is diagnosed and treated early, but drops to 30% when it spreads to the other parts of the body; and

WHEREAS, the American Cancer Society recommends that men should have an opportunity to make an informed decision about whether to be tested for prostate cancer based on their personal values and preferences; and

WHEREAS, prostate cancer treatment decisions should be based on clinician recommendations and patient values and preferences; and

WHEREAS, the Woodland City Council joins communities across our nation to increase the awareness about the importance for men to make an informed decision with their health care provider about early detection and testing for prostate cancer.

NOW, THEREFORE, BE IT RESOLVED, that the Woodland City Council proclaim September 2019 as Prostate Cancer Awareness Month.

Dated this 3rd day of September 2019.

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Xóchitl Rodriguez, Mayor

Rich Lansburgh, Mayor Pro Tem | Angel Barajas, Council Member | Enrique Fernandez, Council Member

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: J.5.
SUBJECT: Quarterly Treasurer's Investment Report for the Quarter Ended June 30, 2019

Recommendation for Action: Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended June 30, 2019.

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

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

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

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

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

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

Discussion:
As of June 30, 2019, the City treasury consisted of investments with a total book value of $149,493,302. The yield on the Local Agency Investment Fund (LAIF) balances for the quarter ending June 2019 was 2.43%, the average yield on the City of Woodland's investments as of June 30, 2019 was 2.41%. This results in an overall portfolio yield, combining all investments and LAIF of 2.42%.

The City Investment Policy has established a benchmark equal to the 90-day U.S. Treasury bill, which for the quarter ending June 2019 was 2.12%. The City exceeded its benchmark by 0.30%.

The City's investment strategy is to maintain 40% of the investment portfolio in highly liquid funds, achieve an overall effective duration for investments of twenty-one months, and achieve an investment return of 2.58% based on the parameter of allowable investments. As of June 30, 2019, the City maintained 49.39% of the investment portfolio in highly liquid funds, achieved an overall effective duration for investments of thirteen months, and achieved an investment return of 2.42%. The City missed its target yield by 0.16%.

Over the next quarter the City will continue to implement and evaluate its investment strategy by investing investable liquidity in agency callable bonds, corporate securities, and certificates of deposit. The investments will be made with the goal of increasing the overall effective duration of investments to twenty-one months and increasing the City's return on investment while maintaining compliance with the City's adopted Investment Policy. During this time the City forecasts that there will be $2,000,000 in maturities on its investments.

Staff has also been exploring opportunities to implement a Community Reinvestment component within the overall investment portfolio; Community Reinvestment can be used as an economic development tool when the City funds are deposited with banks that agree to lend money to businesses in the community. The Community Reinvestment program can be achieved through either direct investment with selected banks, or through a newly formed program offered by the California Statewide Communities Development Act (CSCDA), called CalRISE. Staff expects to have begun the community reinvestment process within the next quarter, and further information will be provided to the Council as the program develops.

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

Conclusion:
Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended June 30, 2019.

Prepared By: Adam Devlin, Senior Accountant

Reviewed By: Kimberly McKinney, Finance Officer

Paul Navazio
City Manager

Attachments:
1. Q4 FY 2019 8.20.2019

CITY OF WOODLAND
INVESTMENT REPORT

June-19

SUMMARY OF INVESTMENTS

TYPE OF INVESTMENT		AMOUNT	TOTAL
Local Agency Investment Fund (LAIF)		$65,000,000	43.5%
Certificate of Deposit		$3,750,000	2.5%
Agency		$44,767,866	29.9%
Supranationals		$2,000,000	1.3%
Corporate Securities		$33,975,436	22.7%
	TOTAL	$149,493,302	100.0%

	Maturity Date	Interest	Call Date	PAR Amount	Principal Amount	Current Market Value	Security ID
BMW Bank	6/16/2020	1.85	N/a	$250,000	$250,000	N/a	05580AJK1
Comenity Capital Bank	6/19/2020	1.75	N/a	$250,000	$250,000	N/a	20033AUE4
Merrick Bank	6/19/2020	1.80	N/a	$250,000	$250,000	N/a	59013JYV5
Ally Bank	6/22/2020	1.90	N/a	$250,000	$250,000	N/a	02006L3N1
Wex Bank	8/3/2020	1.85	N/a	$250,000	$250,000	N/a	92937CFV5
Bridgwater Bank	6/16/2021	1.85	N/a	$250,000	$250,000	N/a	108622FR7
Business Bank	6/23/2021	1.80	N/a	$250,000	$250,000	N/a	12325EHU9
First Financial Bank	6/29/2021	1.85	N/a	$250,000	$250,000	N/a	32021MEY1
Summitt Community Bank	6/30/2021	1.85	N/a	$250,000	$250,000	N/a	86604XLZ7
DNB First Bank	6/16/2022	1.95	N/a	$250,000	$250,000	N/a	25590AAF7
Goldman Sachs Bank	6/21/2022	2.35	N/a	$250,000	$250,000	N/a	68148PKX4
Marine Bank	6/29/2022	1.95	N/a	$250,000	$250,000	N/a	56817TAA9
Marlin Business Bank	6/29/2022	1.95	N/a	$250,000	$250,000	N/a	57116APK8
Discover Bank	7/26/2022	2.30	N/a	$250,000	$250,000	N/a	2546726C7
Wells Fargo Bank	7/28/2022	2.30	N/a	$250,000	$250,000	N/a	949763JU1
Total CD Investments				$3,750,000	$3,750,000		
Federal Home Loan Bank	9/17/2019	2.50	N/a	$2,000,000	$2,000,000	$2,001,078	3130AEXR6
Federal National Mortgage Association	10/27/2019	1.00	10/27/2019	$2,000,000	$1,981,300	$1,992,246	3135G0R39
Federal National Mortgage Association	4/27/2020	1.70	4/27/2020	$2,000,000	$2,005,000	$1,994,456	3136G4NJ8
Federal National Mortgage Association	4/28/2020	1.50	4/28/2020	$2,000,000	$2,000,000	$1,988,996	3136G2GR2
Federal National Mortgage Association	8/28/2020	1.25	8/28/2020	$1,000,000	$1,000,000	$992,083	3136G33E3
Federal National Mortgage Association	9/15/2020	1.38	9/15/2020	$2,000,000	$2,000,000	$1,986,838	3136G3PK5
Federal Home Loan Mortgage Corp	10/29/2020	1.50	4/29/2019	$2,000,000	$1,998,500	$1,999,040	3134G7S77
Federal Home Loan Bank	10/29/2020	1.75	4/29/2019	$1,142,857	$1,142,286	$1,142,877	3130A6KG1
Federal Home Loan Mortgage Corp	4/28/2021	1.50	4/28/2021	$2,000,000	$2,000,000	$1,986,646	3134G9AD9
Federal National Mortgage Association	5/28/2021	1.50	5/28/2019	$2,000,000	$1,926,880	$1,984,298	3136G33W3
Federal Home Loan Bank	8/24/2021	2.00	5/24/2019	$2,000,000	$2,000,000	$2,003,504	3130A93A7
Federal Home Loan Bank	9/7/2021	1.50	6/7/2019	$2,000,000	$2,000,000	$1,998,470	3130A94G3
Federal Home Loan Bank	10/28/2021	1.25	10/28/2019	$2,000,000	$1,987,000	$1,988,646	3130A9S85
Federal Home Loan Mortgage Corp	11/4/2021	1.50	5/4/2019	$1,500,000	$1,500,000	$1,498,736	3134GAVP6
Federal Home Loan Mortgage Corp	12/29/2021	1.75	6/29/2019	$2,000,000	$2,000,000	$2,002,122	3134GBTY8
Federal Home Loan Mortgage Corp	1/26/2022	2.13	4/26/2019	$2,000,000	$2,000,000	$2,000,388	3134GAT79
Federal Home Loan Mortgage Corp	4/27/2022	2.63	4/27/2022	$2,000,000	$2,026,400	$2,045,846	3134GBHM7
Federal Home Loan Mortgage Corp	6/29/2022	2.13	6/29/2019	$2,000,000	$2,000,000	$2,001,398	3134GBWY4
Federal Home Loan Bank	9/28/2023	3.15	9/28/2020	$2,000,000	$1,999,000	$2,028,442	3130AEX54
Federal Home Loan Mortgage Corp	3/20/2024	2.80	9/20/2019	$1,800,000	$1,800,000	$1,802,822	3134GS5R2
Federal Home Loan Mortgage Corp	3/27/2024	2.80	3/27/2020	$2,000,000	$2,000,000	$2,009,462	3134GS6X8
Federal Home Loan Mortgage Corp	4/30/2024	2.70	4/30/2020	$2,400,000	$2,400,000	$2,408,892	3134GTCQ4
Federal Home Loan Mortgage Corp	5/24/2024	2.75	2/24/2020	$3,000,000	$3,001,500	$3,009,567	3134GTMS9
Total Agency Investments				$44,842,857	$44,767,866	$44,866,852	
Internation Bank for Reconstruction and Developme	3/15/2020	2.75	9/15/2019	$2,000,000	$2,000,000	$2,004,828	45905UW75
Total Supranationals				$2,000,000	$2,000,000	$2,004,828	

CITY OF WOODLAND
INVESTMENT REPORT

	Maturity Date	Interest	Call Date	PAR Amount	Principal Amount	Current Market Value	Security ID
Oracle	10/8/2019	2.25	N/a	$500,000	$512,440	$500,043	68389XAX3
JP Morgan Chase & Co	10/22/2019	2.20	N/a	$500,000	$506,335	$499,847	48127HAA7
US Bank Cincinnati	10/28/2019	2.13	N/a	$500,000	$502,535	$499,627	90331HML4
General Electric Cap Corp	12/11/2019	2.10	N/a	$500,000	$511,285	$497,880	36962G6P4
Costco	12/15/2019	1.70	N/a	$500,000	$499,510	$498,630	22160KAF2
Cisco	1/15/2020	4.45	N/a	$500,000	$548,733	$505,861	17275RAH5
Exxon	3/6/2020	1.91	N/a	$500,000	$508,480	$499,057	30231GAG7
IBM	5/15/2020	1.63	N/a	$500,000	$490,433	$497,370	459200HM6
Qualcomm Inc	5/20/2020	2.25	N/a	$500,000	$496,870	$499,617	747525AD5
Cisco	6/15/2020	2.45	N/a	$500,000	$511,695	$501,113	17275RAX0
Wal-Mart	7/8/2020	3.63	N/a	$500,000	$545,540	$507,814	931142CU5
Wal-Mart	7/8/2020	3.63	N/a	$500,000	$540,835	$507,814	931142CU5
Intel	7/29/2020	2.45	N/a	$500,000	$508,463	$500,959	458140AQ3
Pfizer	8/12/2020	5.20	N/a	$500,000	$571,167	$515,797	717081DR1
Ralph Lauren Corp	8/18/2020	2.63	N/a	$500,000	$502,865	$501,662	751212AB7
Simon Property Group	9/1/2020	2.50	N/a	$500,000	$509,175	$501,355	828807CU9
Automated Data Processing (ADP)	9/15/2020	2.25	N/a	$500,000	$507,140	$500,275	053015AD5
Coca-Cola Co	10/27/2020	1.88	N/a	$500,000	$497,735	$498,880	191216BT6
UPS	1/15/2021	3.13	N/a	$1,000,000	$1,042,770	$1,014,658	911312AM8
Johnson & Johnson	5/15/2021	3.55	N/a	$500,000	$531,000	$513,935	478160AZ7
Google	5/19/2021	3.63	N/a	$1,000,000	$1,069,370	$1,029,915	02079KAA5
Caterpillar	8/9/2021	1.70	N/a	$500,000	$501,113	$494,581	14912L6U0
Pepsico	10/6/2021	1.70	N/a	$500,000	$488,785	$496,040	713448DL9
GE	10/17/2021	4.65	N/a	$500,000	$553,830	$520,986	36962G5J9
JPMorgan Chase & Co	1/24/2022	4.50	N/a	$500,000	$535,990	$527,093	46625HJD3
Apple (APPL)	2/9/2022	2.50	N/a	$500,000	$509,485	$505,546	037833CM0
Costco	2/15/2022	2.25	N/a	$500,000	$499,745	$502,511	22160KAH8
Chevron	3/3/2022	2.41	N/a	$500,000	$506,350	$504,290	166764AT7
Pepsico	5/2/2022	2.25	N/a	$500,000	$504,250	$501,619	713448DT2
IBM	9/8/2022	2.20	N/a	$500,000	$497,315	$498,656	44932HAC7
JP Morgan Chase	9/23/2022	3.25	N/a	$500,000	$504,580	$513,568	46625HJE1
Visa	12/14/2022	2.80	N/a	$1,000,000	$1,008,090	$1,023,791	92826CAC6
Toyota	1/11/2023	2.70	N/a	$1,000,000	$1,002,790	$1,018,297	89236TEL5
Charles Schwab	1/25/2023	2.65	N/a	$1,000,000	$1,011,190	$1,012,241	808513AT2
John Deere	1/27/2023	2.80	N/a	$1,000,000	$1,015,930	$1,017,000	24422ERT8
Berkshire Hathaway	3/15/2023	2.75	N/a	$500,000	$501,445	$509,910	084670BR8
Chevron	6/24/2023	3.19	N/a	$1,000,000	$1,013,720	$1,037,676	166764H3
Bank of America	7/21/2023	2.82	N/a	$1,000,000	$1,004,840	$1,010,250	06051GGQ6
Oracle	9/15/2023	2.50	N/a	$500,000	$492,750	$502,461	68389XBL8
Toyota	9/20/2023	3.45	N/a	$1,000,000	$1,025,110	$1,047,320	89236TFN0
State Street	11/20/2023	3.70	N/a	$1,000,000	$1,043,780	$1,055,803	857477AM5
Citibank	1/23/2024	3.65	N/a	$1,000,000	$1,036,710	$1,050,624	17325FAS7
Simon Property Group	2/1/2024	3.75	N/a	$500,000	$519,910	$525,007	828807CR6
Charles Schwab	2/1/2024	3.55	N/a	$600,000	$623,478	$634,941	808513AY1
US Bancorp	2/5/2024	3.38	N/a	$1,000,000	$1,026,700	$1,044,334	91159HHV5
Apple	2/9/2024	3.00	N/a	$500,000	$505,235	$516,505	037833CG3
HSBC	2/20/2024	3.00	N/a	$1,000,000	$1,000,000	$1,002,775	40435UGC2
Illinois Tool Works	3/1/2024	3.50	N/a	$1,000,000	$1,050,720	$1,053,721	452308AT6
Apple	5/6/2024	3.45	N/a	$1,000,000	$1,037,300	$1,056,391	037833AS9
Bank of New York Mellon	5/15/2024	3.40	N/a	$1,000,000	$1,039,920	$1,044,781	06406HCV9
Total Corporate Investments				$33,100,000	$33,975,436	$33,820,820	

Total of LAIF Funds & Investments Detail	$149,493,302
Check Total (Should be zero)	-

CASH ACCOUNTS as of 6/30/19

Bank Accounts with U.S. Bank	$15,103,286
Petty Cash	$2,778
Cash with Fiscal Agent	$8,573,265
Funds Held By Section 115 Pension Trust	$6,497,815

	Maturity Date	*Interest*	*Call Date*	*PAR Amount*	*Principal Amount*	Current Market Value	Security ID
INTEREST SUMMARY							
Prior Quarters Interest Earned - Investments			$1,053,004				
Prior Quarters Interest Earned - LAIF			$803,670				
Total Interest Received			$1,856,674				
Interest Received from April 1, 2019 to June 30, 2019			$714,656				
Total Fiscal Year-to-Date Interest Received			$2,571,330				

The interest received does not always represent the interest earned. LAIF records interest on a quarterly basis but does not report it until the 15th of the month following the end of the quarter. The interest received on Treasury Notes is received every six months either on the 15th or the last day of the month. Bond interest is posted every six months to the date of settlement.

CITY OF WOODLAND
ACTIVITY REPORT

DATE	DESCRIPTION	DEBIT	CREDIT	DEBITS
LAIF	**TREASURER**			
04/01/19	Month Beginning Balance			**$64,999,162**
04/15/19	Quarterly Interest	$383,024		**$65,382,186**
04/16/19	Withdrawl from LAIF		$382,186	**$65,000,000**
06/30/19	Month End Balance			**$65,000,000**
Bonds and Other Investments				
4/1/2019	BEGINNING BALANCE			**$70,683,124**
4/15/2019	Purchase Toyota 89236TFN0	$1,002,790		**$71,685,914**
4/15/2019	Purchase Simon Property Group 828807CR6	$519,910		**$72,205,824**
4/15/2019	Purchase Charles Schwab 808513AY1	$623,478		**$72,829,302**
4/15/2019	Purchase US Bancorp 91159HHV5	$1,026,700		**$73,856,002**
4/16/2019	Purchase Oracle 68389XBL8	$492,750		**$74,348,752**
4/30/2019	Purchase FHLMC 3134GTCQ4	$2,400,000		**$76,748,752**
5/10/2019	Purchase Apple 037833AS9	$1,037,300		**$77,786,052**
5/10/2019	Purchase Citibank 17325FAS7	$1,036,710		**$78,822,762**
5/10/2019	Purchase Visa 92826CAC6	$1,008,090		**$79,830,852**
5/10/2019	Purchase State Street 857477AM5	$1,043,780		**$80,874,632**
5/24/2019	Purchase FHLMC 3134GTMS9	$3,001,500		**$83,876,132**
5/30/2019	Matured Disney 25468PDA1		$505,430	**$83,370,702**
5/30/2019	Matured FNMA 3136G3MH5		$2,000,000	**$81,370,702**
6/17/2019	Purchase Illinois Tool Works 452308AT6	$1,050,720		**$82,421,422**
6/17/2019	Purchase Bank of New York Mellon 06406HCV9	$1,039,920		**$83,461,342**
6/17/2019	Purchase John Deere 24422ERT8	$1,015,930		**$84,477,272**
6/17/2019	Purchase Charles Schwab 808513AT2	$1,011,190		**$85,488,462**
6/17/2019	Purchase Bank of America 06051GGQ6	$1,004,840		**$86,493,302**
6/28/2019	Called FHLMC 3134GSQA6		$2,000,000	**$84,493,302**
6/30/2019	Month End Balance			**$84,493,302**
		END OF MONTH TOTAL DEBITS		**$149,493,302**
		Check Total (Should be Zero)		-

Transactions w/LAIF	2
Purchase of New Bonds	16
Bonds Called	1
Purchase of New CD	0
CD Matured	0
Bonds Sold	0
Bonds Matured	2

2014 Wastewater Revenue Bonds				
Revenue fund	$0.02	$0.02	US Bank Mmkt 5 -Ct	$0.00
Interest fund	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Principal Fund	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Redemption fund	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Rebate Fund	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
CFD - Gibson Ranch				
Revenue fund	$1,608.05	$1,608.05	Cash Mgmt-1st Am Treasury	$2.53
Interest fund	$0.00	$0.00	Cash Mgmt-1st Am Treasury	$0.00
Principal Fund	$0.00	$0.00	Cash Mgmt-1st Am Treasury	$0.00
Reserve fund	$227,215.55	$227,215.55	Cash Mgmt-1st Am Treasury	$357.15
Redemption fund	$0.00	$0.00	Cash Mgmt-1st Am Treasury	$0.00
Sinking Fund	$0.00	$0.00	Cash Mgmt-1st Am Treasury	$0.00
Spring Lake 2013				
Special Tax Fund	$19.86	$19.86	Cash Mgmt-1st Am Govt Oblig	$0.03
Interest Fund	$114.93	$114.93	Cash Mgmt-1st Am Govt Oblig	$0.18
Principal Fund	$0.24	$0.24	Cash Mgmt-1st Am Govt Oblig	$0.00
Reserve fund	$2,167,933.07	$2,167,933.07	Cash Mgmt-1st Am Govt Oblig	$3,423.64
Prepayment Fund	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Rebate Fund	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Spring Lake 2016				
Special Tax Fund	$46.84	$46.84	Cash Mgmt-1st Am Govt Oblig	$0.07
Interest Fund	$0.11	$0.11	Cash Mgmt-1st Am Govt Oblig	$0.00
Principal Fund	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Reserve Fund	$1,134,906.12	$1,134,906.12	Cash Mgmt-1st Am Govt Oblig	$1,792.27
Proceeds Fund	$0.19	$0.19	Cash Mgmt-1st Am Govt Oblig	$0.00
Spring Lake 2019				
Special Tax Fund	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Interest Fund	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Principal Fund	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Reserve Fund	$1,517,532.69	$1,517,532.69	Cash Mgmt-1st Am Govt Oblig	$2,396.52
Capitalized Interest Fund	$1,654,365.96	$1,654,365.96	Cash Mgmt-1st Am Govt Oblig	$2,612.61
Proceeds Fund	$0.00	$0.00	Cash Mgmt-1st Am Govt Oblig	$0.00
Water Revenue Bonds 2011				
Revenue Fund	$1,674.66	$1,674.66	US Bank Mmkt 5 -Ct	$0.34
Interest Fund	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Principal Fund	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Reserve Fund	$1,324,562.50	$1,324,562.50	US Bank Mmkt 5 -Ct	$337.49
Redemption Fund	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Surplus Fund	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Safe Drinking Water State Revolving Fund 2014				
Payment Fund	$0.00	$0.00	US Bank Mmkt 5 -Ct	$0.00
Reserve fund	$138,571.75	$138,571.75	US Bank Mmkt 5 -Ct	$35.30
ARRA 2011				
Payment Fund	$840.23	$840.23	Cash Mgmt-1st Am Govt Oblig	$1.33
Reserve fund	$265,468.13	$265,468.13	Cash Mgmt-1st Am Govt Oblig	$419.23
CDBG				
Savings Account	$138,404.20	$138,404.20	Bank of America - Quarterly Bank Statement	
TOTAL	$8,573,265.10			
Check Summary Total (Should be zero)	$0.00			

Investment Glossary

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

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

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

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

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

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

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

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: J.6.
SUBJECT: Approval of Management Agent Selection for Leisureville Community Association (LCA)

Recommendation for Action: Staff recommends that the City Council approve the selection of TRI Property Management Services as the new management agent for the Leisureville Community Association (LCA).

Fiscal Impact:

None.

Background:

The City in 1995 provided a $1,227,381 HOME/CDBG housing loan to assist LCA, a non-profit owner cooperative, with the purchase of the Leisureville development and provided funding for LCA's loan share program which benefits low-income households purchasing spaces at Leisureville.

Discussion:

The Regulatory Agreement recorded for the Leisureville project includes the following provision.

> *The Cooperative shall contract with a management agent approved by the City in its reasonable discretion. The management agent shall follow the management plan approved by the City.*

DBRE Consulting Inc. notified LCA in June that it would end its management services agreement effective July 31, 2019 as DBRE would no longer provide property management services to clients. DBRE served as the management agent for LCA during a three year period. The LCA Board of Directors initiated a process to select a new management agent and selected TRI Property Management Services.

LCA's management agent has a number of responsibilities including but not limited to preparing the annual budget; overseeing maintenance contractors; tracking expenditures and revenues; issuing payments to vendors; enforcing LCA bylaws, policies, and occupancy requirements under the direction of the LCA Board of Directors; and completing compliance reporting to the City and other entities.

TRI was established in 2000 and provides professional real estate services including property management, consulting, construction supervision and brokerage services to owners and investors of manufactured home communities, apartments, and commercial properties in California, Nevada, and Washington. TRI is strictly a fee-management business without competing ownership interest in real estate assets. TRI clients consist of individuals, trusts, investment syndications, commercial owner associations, developers, nonprofit, and institutional owners with diverse objectives and servicing requirements. TRI will serve LCA through its Rocklin office.

Conclusion:

Staff recommends that the City Council approve the selection of TRI Property Management Services as the new management agent for the Leisureville Community Association (LCA).

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Christine Engel
Community Services Director

Paul Navazio
City Manager

Attachments:
1. TRI-LCA Agreement
2. TRI Profile

<u>MANAGEMENT AGREEMENT</u>

BY AND BETWEEN

Leisureville Community Association, Inc.

AS OWNER

AND

TRI PROPERTY MANAGEMENT SERVICES, INC.,
A CALIFORNIA CORPORATION,
AS MANAGER

DATED AS OF

July 3rd, 2019

FOR MANAGEMENT OF LEISUREVILLE COMMUNITY ASSOCIATION,
A COOPERATIVE COMMUNITY FOR SENIORS

LOCATED AT

1313 E. GIBSON ROAD

WOODLAND, CALIFORNIA, 95776

MANAGEMENT AGREEMENT

This **AGREEMENT** ("**Agreement**") is made and entered into this **3rd day of July 2019**, by and between **Leisureville Community Association, Inc.** (the "**Association**") and **TRI Property Management Services, Inc**., a California corporation ("**Manager**").

RECITALS:

A. The Association owns a certain Property defined in Section 1 below and wishes to retain a manager for said Property;

B. Manager is qualified and properly licensed to manage said Property and render the services required by the Association in the management of said Property;

C. The Association and Manager desire to set forth the understandings and agreement between them with respect to the services to be performed by Manager, the compensation to be paid to Manager and other matters relating thereto;

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter set forth and other good and valuable consideration and the compensation to be paid as set forth herein, the parties hereto agree for themselves and their respective successors and assigns as follows:

1. CERTAIN BASIC PROVISIONS.

1.1. The Property. The Property that is the subject of this Agreement is the 150-space cooperative mobile home park commonly known as Leisureville, located at 1313 E. Gibson Road, Woodland, California, 95776.

1.2. Effective Date. The Effective Date of this Agreement is **August 1st, 2019,** being the date upon which obligations, services, and agreements described herein shall commence.

1.3. Ownership of Property Information and Materials. All reports, charts, advertising materials, marketing materials, leasing materials, management materials and other such documents and information produced by Manager in connection with the Property shall be deemed the sole and exclusive property of the Association.

1.4. Confidentiality. Manager will use reasonable efforts to cause its officers, directors, employees, representatives, agents, consultants and advisors to hold in strict confidence, all information furnished to Manager by the Association in connection with this Agreement, as well as all information concerning the Property contained in any analyses, compilations, studies or other documents prepared by or on behalf of Manager.

2. ENGAGEMENT.

2.1. On and subject to the terms, conditions and provisions of this Agreement, the Association hereby contracts and appoints Manager as an independent contractor for the sole purpose of performing management and leasing services described in this Agreement. Manager hereby accepts such appointment and agrees to use commercially reasonable good faith efforts to perform all of the management and operational services necessary or incidental to the management, leasing and operation of the Property as more particularly described in this Agreement.

2.2. Term. The term of this Agreement shall commence on the Effective Date and shall continue until termination as provided in Section 8 below.

3. MANAGER'S DUTIES AND AUTHORITY.

3.1. Management. Manager shall manage, operate and maintain the Property in a commercially reasonable, diligent, careful and professional manner to maximize all potential revenues to the Association and to minimize expenses and losses (as well as liability) to the Association. Manager shall at all times act in good faith and in a fiduciary capacity with respect to the administration of the Association's funds and the proper protection of and accounting for the Association's assets. In this capacity, Manager shall deal at arm's length with all third parties.

3.2. Authority. The Association hereby grants to Manager the authority to undertake the actions required herein including, but not limited to: the authority to enter into service, maintenance and repair contracts on the Association's behalf; and the authority to prosecute unlawful detainer actions and terminations.

3.3. Property Operations.

3.3.1. Collection of Monies. The Association's Office Manager, under the supervision of Manager, shall identify and collect all rents, deposits, fees and other sums payable with respect to the Property in a timely and diligent manner. All monies collected by the Office Manager for the benefit of the Association shall be deposited into the Association's Operating Account (see Paragraph 6.1 below for definition).

3.3.2. Supervision of On-Site Employees. Manager shall direct, supervise, and discharge all personnel and services reasonably required for the operation and maintenance of the Property, provided however that all employees employed at the Property shall be employees of the Association. Costs of park employees' compensation, insurance, and payroll tax withholding shall be paid directly from the Association's Operating Account on a periodic basis.

3.3.3. Compliance with Laws. Manager shall maintain the Property in compliance with all Applicable Laws. Manager shall notify The Association of any violation of any such Applicable Laws as soon as Manager becomes aware of such violation, and shall promptly remedy any violation of any such Applicable Law. Expenses incurred in remedying violations of Applicable Laws may be paid from the Operating Account subject to the terms of this Agreement.

3.3.4. Use of Property. Manager shall not permit the use of the Property for any purpose that might cause the loss of insurance coverage or that may be in violation of any Applicable Laws. Manager shall use its best efforts to cause the resident members of the Property (or portions thereof) to comply with the obligations in their respective resident agreements and/or leases.

3.3.5. Repairs. Subject to the terms of this Agreement, Manager shall cause to be made and supervise all ordinary and extraordinary repairs, decorations and alterations, capital improvements, remodeling and improvements.

3.3.6. Emergency Situations. Manager shall notify the Association immediately of any fire, accident or other casualty or other emergency involving the Property. If Manager, in its reasonable business judgment, concludes that repairs or replacement are immediately necessary for the preservation of any portion of the Property or safety of persons, then (a)

Manager may take immediate action to stem or alleviate said emergency, (b) funds expended by Manager directly in connection with the resolution of said emergency shall be paid from the Operating Account, and (c) the Association shall be informed of any such emergency at Manager's soonest practicable opportunity.

3.3.7. Applicant Processing. Manager shall use reasonable efforts to carefully evaluate and investigate all prospective members, including, without limitation, the creditworthiness of such persons or entities. Manager and the Association agree that there will be no unlawful discrimination against any persons by reason of age, race, color, religion, creed, handicap, sex or national origin.

3.3.8. Enforcement of Rights. With regard to each and every lease or other occupancy or use agreement relating to the Property, Manager shall give prompt written notice of any delinquency or violation thereunder to the delinquent member or party. Manager shall use reasonably commercial efforts to collect such delinquent accounts or cure violations. Manager shall diligently enforce the Association's rights including, without limitation, taking the following actions as may be deemed necessary or appropriate by Manager: (a) terminating tenancies, (b) signing and serving such notices, and (c) instituting and prosecuting unlawful detainer actions and evicting resident members.

3.3.9. Property Taxes. Property Taxes shall be paid directly from the Association Operating Account. Manager shall work with the Association to see that property taxes are paid as required.

4. INSURANCE.

4.1. Public Liability Insurance (the Association). The Association shall carry, at the Association's expense, adequate public liability insurance for the operation of the Property which shall be primary to any coverage that may be held by Property Manager. The Association shall provide certificates of additional insured naming Doug Buzbee and DBRE Consulting Inc as insureds under said policies.

4.2. Comprehensive Crime Insurance/Fidelity Bonds (Manager). Manager shall carry employee dishonesty, public liability, and crime and fidelity insurance/bonds covering the Association against loss, thefts, embezzlements, or other fraudulent acts (including depositor's forgery) on the part of Manager or its employees in connection with the management and operation of the Property in the amount of not less than Five Hundred Thousand Dollars ($500,000). Manager shall provide certificates of additional insured reflecting Leisureville Community Association as an insured under said policy.

4.3. Workers Compensation Insurance (the Association). At its own cost, the Association shall obtain and keep in force workers compensation insurance to cover the Association's employees, as required by California law.

4.4. Workers Compensation Insurance (Manager). At Manager's cost, Manager shall obtain and keep in force workers compensation insurance to cover Manager's employees, as required by California law.

5. REPORTING AND RECORDKEEPING.

5.1. Books and Records. Manager shall maintain a comprehensive system of complete records, books, contracts, files (including complete and current files of all resident agreements for the Property) and accounts for the Property in a form suitable for audit and which shall belong to the Association.

5.2. Monthly Reports. Prior to the fifteenth (15th) day of each month, Manager shall submit to the Association a comprehensive financial report of the Property to include balance sheet, profit and loss statement, rent roll, and operating bank account statement, and other reports as may be requested by the Association.

5.3. Audit. The Association shall have access to Manager's records, books, and accounts and to all other material pertaining to the Property and shall have the right to audit such books and records. Upon the termination of the Agreement and at the Association's request, Manager shall deliver copies of all books and records pertaining to the Property to a location identified by the Association.

5.4. Other Reporting and Monitoring Requirements. Manager shall prepare other reports as may be required by various regulatory, financing, and affordable housing agreements including Items 1, 4, 5, 6 and 7 listed on **Exhibit A, Leisureville Community Association Monitoring Requirements**. Items 2 and 3 on Exhibit A, will be prepared by the Association's CPA or other qualified financial advisor.

6. ACCOUNTS.

6.1. The Association's Operating Account. The Association currently maintains a bank account (the "Association's Operating Account") which shall be used to deposit all rents, income and other funds collected from the Property, pay property expenses including management fees, and withdraw owner's draws from time to time. Manager shall not maintain a separate bank account associated with the Property.

6.2. Security Deposits. In the event the Association enters into any resident agreements or leases for the Property (or portions thereof), Manager shall maintain an accurate accounting of security deposits collected in relation to the Property.

7. MANAGER'S COMPENSATION AND REIMBURSEMENT.

7.1. Management Fee. The Association shall pay Manager as compensation for its management services a monthly management fee equal TWO THOUSAND FIVE HUNDRED DOLLARS ($2,500.00) (the "Management Fee"). The Management Fee for any given month will be payable by the Association before the end of said month upon presentation of an invoice from Manager.

7.2. Reimbursable Expenses. Expenses incurred by Manager in connection with the management or leasing of the Property shall be reimbursed to Manager by the Association on a monthly basis upon presentation of an invoice for reimbursable expenses from Manager, which invoice shall include a full accounting of reimbursable expenses claimed. Reimbursable expenses shall include, but not be limited to AppFolio fees of $1.50 per member space per month and Park Billing fees of $1.00 per member space per month.

8. **TERMINATION.** Either party may terminate this Agreement without cause by delivering the non-terminating party thirty (30) days prior notice in writing.

9. **NOTICES.** All notices, demands, consents and reports provided for in this Agreement shall be in writing and delivered in person, by electronic mail, or by certified or registered mail at the address set forth below or such other address as given in writing by one party to the other:

The Association:
Leisureville Community Association
1313 E. Gibson Road
Woodland, CA, 95776
Attn: Karol Munnell, President
Phone: (530) 218-0872
Munnell@att.net

Manager:
TRI Property Management Services, Inc.
2209 Plaza Drive, Suite 100
Rocklin, CA 95765
Attn: John Gallagher
Phone: (916) 960-5700
jgallagher@tricommercial.com

With a Copy to:
Penny Miceli
LCA Resident Manager
Leisurevilleca@gmail.com
(530) 662-1477

10. INDEMNIFICATION.

10.1. The Association shall indemnify, defend and hold harmless Property Manager for, from and against all claims, demands, causes of action, losses, damages, fines, penalties, liabilities, costs and expenses, including attorney's fees and court costs, sustained or incurred by or asserted against Property Manager by reason of or arising out of Property Manager's duties and obligations pursuant to the terms of this Agreement.

10.2. Manager shall indemnify, defend and hold the Association harmless for, from and against all claims, demands, causes of action, losses, damages, fines, penalties, liabilities, costs and expenses, including attorney's fees and court costs, sustained or incurred by or asserted against the Association by reason of or arising out of Manager's breach of the duties and obligations which it is required to perform by the terms of this Agreement.

11. MISCELLANEOUS.

11.1. **Time of the Essence.** Time is of the essence for each provision of this Agreement.

11.2. **Severability.** Each provision of this Agreement is intended to be severable. If any term or provision of this Agreement shall be determined by a court of competent jurisdiction to be illegal or invalid for any reason whatsoever, that provision shall be severed from this Agreement and shall not affect the validity of the remainder of this Agreement.

11.3. **Governing Law, Jurisdiction and Venue.** This Agreement shall be governed by the laws of the State of California.

11.4. **Authorization.** By executing this Agreement, both parties represent that they are authorized and have the power to enter into this Agreement.

11.5. Counterparts. This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

12. EXECUTION.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date first set forth above.

The Association: **Leisureville Community Association, Inc.**

By: Karol Munnell
Name: Karol Munnell
Title: President

Manager: **TRI Property Management Services, Inc.**

By: John P. Gallagher
Name: John Gallagher
Title: President

TRI PROPERTY MANAGEMENT

CALIFORNIA ◆ NEVADA ◆ WASHINGTON

MANUFACTURED HOUSING GROUP PROPERTY MANAGEMENT

COMPANY PROFILE

2209 Plaza Drive #100, Rocklin, CA 95765 | 916-960-5700 | www.tricommercial.com | DRE# 01049566

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1. CORPORATE SUMMARY & EXPERIENCE

A. Company Information

TRI Property Management Services provides professional real estate services including property management, consulting, construction supervision and brokerage services to owners and investors of Manufactured Housing Communities, Apartments, & Commercial Properties throughout California, Nevada, and Washington. TRI is strictly a fee-management business without competing ownership interests in real estate assets. TRI's clients consist of individuals, trusts, investment syndications, commercial owner associations, developers, non-profit and institutional owners with diverse objectives and servicing requirements.

TRI Property Management was founded in 2000 and is incorporated in the State of California and licensed in the States of California, Nevada, and Washington. TRI manages manufactured housing communities, multi-family apartments, suburban office properties, neighborhood grocery-anchored and strip retail centers, industrial warehouse and distribution facilities, office and commercial business professional owners associations. TRI Commercial maintains office locations in Rocklin & San Francisco, California, and in Reno, Nevada. This network provides TRI with a depth of resources to service our clientele.

B. Qualifications & Experience

TRI's comprehensive, professional property management can make the difference between a marginal real estate investment and a successful one. Our "value added" capabilities extend beyond the traditional functions of property management (staffing, marketing, leasing, collections, maintenance and financial reporting) to include: asset management, construction management, compliance administration, brokerage and real estate advisory services.

Our proactive, hands-on approach to management ensures unsurpassed attention to property performance with a focus on revenue maximization and expense minimization. TRI's management staff meets with owners to establish ownership objectives, address critical issues and provide timely, cost effective measures to overcome any property concern.

TRI is committed to client service and is continually refining its technology to meet the changing needs of today's real property owners. The utilization of industry leading computer software (AppFolio) provides accurate and timely management reporting which is critical to proactive real estate management. TRI's personnel roster contains seasoned real estate professionals including:

- CPM® (Institute of Real Estate Management's Certified Property Manager)
- CCIM® (Certified Commercial Investment Member)
- RPA® (Building Owner's and Manager's Association's Real Property Administrator)
- MHCH® (Manufactured Housing Community Manager)
- ACRE® (Association of Commercial Real Estate)

Please contact our references and browse the excerpts from our letters of recommendation, we're proud of this recognition and believe that our results speak for themselves. Choose experience and integrity. Choose TRI.

2. SCOPE OF SERVICES

- Staffing of on-site employees according to the Owner approved budget
- Property management supervision by a qualified employee of TRI
- Administration of benefits and workers' compensation
- Full accounting of income and expenses under generally accepted accounting principles (GAAP), monthly financial reporting is available in cash basis, accrual basis and modified accrual (income – cash basis, expenses – accrual basis)
- Monthly occupancy and collection reporting
- Monthly financial report
- Annual budget preparation
- Annual employee W2's
- Annual vendor 1099's
- Partnership distributions – as directed
- Marketing coordination and resident retention
  - Webpage design and domain name management
  - Available Space advertising through TRI and park website
  - Resident referral Incentives
  - Dealer and Contractor Incentives
- Construction (renovation) supervision
- On site Electronic Deposit Collection
- Coordination with HCD on all Residency Law issues and home transfers
- Interactive web based Resident communication is available to all residents with computer access
- Full Resident Screening Process
- Rental and competing property survey
- Property inspection and capital needs assessment

Upon execution of a definitive agreement to engage TRI for management services, TRI will forward takeover instructions to the existing Manager/Owner, requesting:

- Monthly financial reports for the current year
- Current year budget
- Year to date general ledger
- Current rent roll illustrating occupied spaces, contract rents, move-in dates, date of last rental increase and security deposits
- Vendor list

- Service contracts
- Outstanding payables (aged)
- Current tax bill
- Mortgage/Loan information
- Insurance certificate and premium information
- List of known maintenance issues or physical defects
- On site personnel and payroll information

In addition, letters will be sent to the residents and vendors of the property notifying each of the changes in management, the point of contact, and termination of any economically unsatisfactory maintenance contracts. TRI will interview and complete hire packets for all retained personnel, transferred TRI employees, and/or new hires. The property will be fully staffed upon takeover.

A TRI Accountant will establish a new operating account in the name of the property or ownership entity for the transfer of security deposits and operating account balances. The monthly operating report format will be identified by the Accountant including the method of accounting desired by the Owner. The Accountants will begin entering outstanding payables and setting up new files for maintaining records.

A new operating budget will be developed by the Property Manager and submitted to the Owner for approval. The budget reflects the financial objective of the Owner and becomes the operating guidelines for the Manager. Once the Owner approves the budget, the budget is established in the general ledger and our income objectives and cost controls are implemented.

TRI obtains the services of non-related third party vendors for all maintenance related services. The bids of three competent vendors are required prior to obtaining a contract. Generally, the three vendors selected are drawn from a list of TRI approved master vendors. These vendors offer clients of TRI the highest service level available and participation in volume discount pricing.

On-site Managers collect rents, record collected funds on the on-site AppFolio computer program and deposit them into the local branch of the designated bank by remote scanner. No cash is accepted on site, only cashier's checks, money orders and personal checks. Record of the collections and deposits are monitored via Internet communication to our host banking relationship from our Rocklin office.

Payment of all invoices and monitoring of each property's cash requirements are handled from the Rocklin office. As soon as invoices are received, the on-site manager reviews the bill, codes the invoice and enters the information into the computer so that payables can be tracked efficiently. The cash requirements and available funds are determined by the Property Manager followed by the selection of invoices for payment. TRI works hand in hand with the property owner to provide cash management to meet immediate needs and prepare for future budgeted improvements.

TRI participates in cost effective purchasing opportunities for a number of expense categories. The purchases made by TRI on behalf of the property are at the lowest rate available for the service being provided. TRI has a national purchasing account with HD Supply to purchase property maintenance supplies. The price level received is at the deepest discount offered by HD Supply.

3. INSURANCE COVERAGES

TRI Property Management has all applicable Insurance coverage including Fidelity Bond, Workers Compensation and General Liability. More detailed insurance information is available upon request.

4. FEE SCHEDULE

TRI's Management Fees are based on Collected Gross Income, which is defined as the collected rents, utility reimbursement, and other income for the period excluding deposit not retained for loss of rent. Our rate is four percent (4.0%) of the Collected Gross Income with a monthly minimum of Two Thousand Dollars ($2,000.00).

Management Fee Summary:

Minimum 4% of Collected Gross Income vs. $2,000 per month.

TRI's Management Agreement carries a one-year term which may be cancelled for any reason by a 60-day written notice.

Administrative Costs:

AppFolio license fee of $1.50 per resident per month is a landlord reimbursed expense for on-site access to administer rent roll and leasing activity, oversee records and track expenses. At landlord's election TRI will create and administer a website at the cost of $100 per month.

TRI utilizes the services of a professional employment organization (PEO). The PEO provides employee screening, safety training, pooled group health benefits and worker's compensation. The PEO also processes payroll administration. PEO costs are reimbursed by the landlord.

Project Consulting and Due Diligence Inspection Report:

TRI also provides project consulting in the form of complete Park analysis including strategic recommendations and due diligence inspection reporting. This analysis and report is focused on both operational and financial issues. Price is dependent on scope of work, however in most cases if TRI is managing the property there is no additional charge for these services.

Construction / Project Management:

TRI's Construction Supervision Fee is four percent (4%) of the total cost of the project including engineering, architectural and permits. This fee only applies to projects exceeding $20,000 in total cost.

5. PERSONNEL

Managing Director

John P. Gallagher, CPM®, CCIM®, Managing Director, CA BRE# 01049566 | NV DRE# B.1001538.LLC
A licensed California Real Estate Broker, John's prior experience includes Vice President and Senior Marketing Associate for Colliers International where he represented investors and owners in acquisition and disposition of income investment properties. John was the 1995 President of the Sacramento Commercial Realtors. John holds two professional designations; he is a CPM® (Certified Property Manager) and CCIM® (Certified Commercial Investment Manager). He holds a B.S. Degree from the University of Montana and an M.B.A. Degree from the University of San Francisco. John is also a principal stockholder in TRI Property Management.

Accounting

Andrew Murbach, Chief Financial Officer
Andrew joined TRI in 2000 as Controller for TRI Property Management. In 2002, he was promoted to CFO of TRI Commercial as well as TRI Property Management. His expertise in systems keeps TRI on the leading edge of accounting reporting, processes and efficiency. Andrew is responsible for all finance and information system activities. Prior to TRI, he lived in Honolulu, Hawaii where he served as Controller for a 12-store retail chain selling resort footwear & specialty coffee. He earned his B.A. Degree in Economics from University of Hawaii.

Lisa L. Amezcua, Senior Property Accountant
Lisa brings nineteen years of commercial property accounting experience to TRI. Prior to TRI, Lisa was the Senior Property Accountant/Property Accountant Supervisor for a Real Estate Investment Trust overseeing the preparation of financial reporting for a sixty plus property portfolio located in California, Nevada and Oregon.

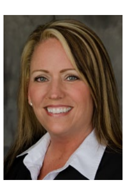
Luis Gutierrez, Property Accountant
Luis joined TRI in 2014 having worked extensively with budgeting, profit planning/projection, operations analysis, A/P & A/R processing, general ledgers maintenance, financial reporting, project management, government compliance, and taxes. With extensive experience with property management accounting, Luis has worked for FPI Management, Inc. and has owned an accounting practice where he advised small start-ups to large businesses.

Christie Ellis, Property Accountant
Christie joined TRI in 2016 with a steeped accounting background across industries. Previous employment includes: Property Accountant at LifeStorage, Cash Operations Manager at Hyatt Vacation Ownership, Finance & HR Manager at Trade Only Design Library, and Accounting Manager at Wasserman Comden Casselman. Christie was also a past volunteer for Bristol Hospice.

Property Management Principals

Jody Booras, Sacramento Regional Commercial Property Manager & Principal, BRE# 01316554
Jody joined TRI in 2000 with over seven years of property management experience. Jody's exceptional organization and tenant relation skills have allowed her rapid ascent in our company being responsible for several large projects and high-profile properties. She is responsible for the management of retail properties. Jody holds a current California Real Estate Sales License and has her RPA® (Real Property Administrator) Designation.

Linda Lamun, **Sacramento Regional Commercial Property Manager & Principal**, BRE# 01388359
Linda joined TRI in 2004 with fifteen years of experience as a Commercial Property Manager. She began her career specializing in Class A high-rise and suburban office properties in Dallas, Texas. Linda has an extensive background in construction management – essentially, all phases of tenant and capital improvements. Her current portfolio consists of retail, office, industrial, multi-family and commercial owners associations. Linda holds a California Real Estate Sales License and is a Real Property Administrator (RPA®) Candidate.



April Simmons, Sacramento Regional Multi-family Property Manager & Principal, BRE# 01729593
April joined TRI in 2003, with nine years of Residential Property Management experience. April's career at TRI began as an onsite Residential Property Manager/Community Director. Her tenacity and natural management abilities propelled her advancement within TRI Property Management. Her portfolio consists of Apartments and Mobile Home Parks throughout Northern California. April holds a California Real Estate Sales License.

Property Managers

Jack Cunningham, Regional Manager
Jack joined TRI in 2018 in the Property Management Home Group. He has worked 12 years as a regional manager in Southern California. Additionally has served various regional and corporate level positions in the food and beverage and hospitality industries. He has worked extensively with rental, resident-owned and resort properties.

Steve Mason, Washington Regional Manufactured Housing Property Manager, DRE# 00977227
Steve joined TRI Commercial as a Property Manager in the fall of 2011. He is a licensed California Real Estate Broker and formerly licensed general contractor and commercial real estate appraiser. Steve has experience in the MHP business from onsite management to running his own Mobile Home Park management company. He managed over 400 spaces in 4 parks located throughout Northern California.

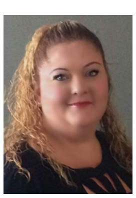
Kim Borra, Sacramento Regional Property Manager, DRE# 01428501
Kim Borra has worked in the commercial real estate industry since 2004. Prior to joining TRI she served as Sr. Property Manager for Cemo Commercial overseeing the property management division with approximately 70 commercial properties, over 200 tenants, an in-house support staff and maintenance department. Earlier in Kim's career she worked at Buzz Oates Management Group managing over 3 million SF (45 properties) consisting of office, retail, medical mid-rise and light industrial. Kim holds a California Real Estate Sales License.

Gloria Wright, **Palladio Property Manager**
Gloria Wright joined TRI's team as General Manager of Palladio at Broadstone and brings with her over 20 years of shopping center experience. Gloria began her career as part of the development team of a national builder of outlet centers, and continued to manage and market open air centers throughout her career. She is also a founding board member of the Sunrise Market Place PBID board of directors and an active member of the International Council of Shopping Centers.

Deborah Fender, Property Manager, DRE#1292722
Debbie joined TRI in 2017 with over 2 decades in Property Management including extensive experience in tenant and investor relations, leasing, project budget preparation, project maintenance, and tenant improvements. Debbie has had previous experience in managing residential communities of up to 600 units, and holds a California Real Estate Sales License.

Brie Van Loo, Administrative Property Manager
Brie joined TRI in 2013. Her extensive background in Retail Management afforded her the customer service experience and organizational skills to effortlessly transition to Property Management. With her exceptional work ethic and excellent interpersonal skills, she quickly advanced to Administrative Property Manager.

Anthonly Consulo, Administrative Property Manager
Anthony joined TRI in 2011 as an onsite Community Manager and has been a Certified Manufactured Housing Community Manager since 2014. Due to his strong knowledge of mobile home parks coupled with his dedication to TRI and a mindset that nothing is impossible, he was promoted to Administrative Property Manager in 2017. He has worked in the real estate/property management industry for nearly 2 decades for companies such as Fidelity National Title, VGC real estate, and Consulo Properties. Prior to that he was in the Banking industry.



Rachel Lobue, Administrative Property Manager
Rachel joined TRI in 2011 as a community director with 11+ years' experience in multifamily property management. Rachel's success in increasing revenues, occupancy and income through her expertise in building resident relations & her exceptional work ethic has allowed her to excel at TRI to the role of Administrative Property Manager in the Summer of 2017 specializing in Multi Family Properties.

6. REFERENCES

TRI Property Management supplies the following list of owners as references for providing the service of property management.

John Allen - Owner
Cal-Hawaiian Mobile Home Park
Telephone (831) 595-5158

Cory Parish – President & CEO
Conference Claimant Endowment Board
Olympia Commons Mobile Home Park
Camelia Village Mobile Home Park
Sunset Villa Mobile Home Park
Telephone (209) 472-7288

Ernest Reyla – CFO
United Mobile Home Owners Assoc.
Dover Mobile Home Park
Country Club Estates Mobile Home Park
(707) 673-6633

Scott Hamilton – Owner
Davis Creek Mobile Home Park
Telephone (949) 244-9314

"Since hiring TRI to manage Pine Grove MHP back in January 2015, I have seen the property flourish into a vibrant community and a profitable business. The level of professionalism and care your team demonstrated was top notch… I also had the pleasure of working directly with you during the marketing phase and sale of Pine Grove. Your professionalism, confidence and negotiating skills were outstanding.

– Patricia Rolland, Rolland Equities

"We are very pleased with the results of TRI Real Estate Management overall and want to thank and compliment you for your fine work that you have performed for us these past years."

– Lisa S. Klein, Standard Real Estate Investors, LLC

"*You and your employees have always operated my building with the highest standards of professionalism".*

– Mark Welch, G.P., Norman Oaks, LTD.

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	September 3, 2019
ITEM #:	J.7.
SUBJECT:	Resolution implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Woodland Professional Firefighters (WPFA) as described herein.

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Woodland Professional Firefighters (WPFA) as described herein.

Fiscal Impact
The current labor agreement for the WPFA covers salary and benefits for roughly 42 full-time equivalent positions at an annual cost for $7.6 million. The terms of the proposed new four-year contract is expected to result in an average annual increases of approximately 3%, contingent upon triggers covering selected contract terms. The proposed contract will result in an increase of $2.35 million over the four-year term, and $247,000 (averaging $62,000 per year) over the funding level assumed in the development of the FY2019/20 budget forecast. This bargaining group's costs are funded almost entirely through the city's General Fund.

Background
The City began negotiating with the WCEA on a successor labor agreement in April 2019, and reached a tentative agreement in late August. The tentative agreement was presented to, and ratified by, the WPFA membership, and tonight's recommended Council action would formally ratify the terms of the new four (4) year agreement with the WPFA.

Discussion
The proposed agreement provides for increases in salaries and cost of health insurance benefits for covered employees, while maintaining structural changes to the overall benefit package negotiated in prior agreements. The new contract also provides for ongoing protection against future year increase in health insurance and pension costs, by capping the city's overall exposure, while at the same time providing adjustments reflecting anticipated cost of living increases and promoting the retention and recruitment of employees.

The major terms of the new contract are as follows:
COLA's

- Effective July 1, 2019 3.0%
- Effective July 1, 2020 3.0%
- Effective July 1, 2021 **3.0%**

** If the Unfunded Accrued Liability (UAL) for FY2021/22 is LESS THAN $3,700,000 then the COLA shall be increased by 0.5% (to 3.5%).*

- Effective July 1, 2022 3.0%**

*** If the Unfunded Accrued Liability (UAL) for FY2021/22 is LESS THAN $4,000,000 then the COLA shall be increased by 0.5% (to 3.5%).*

Medical Health Insurance

The City will contribute additional **5%** per year toward health insurance premiums, as follows:

	Jan. 1 2020	Jan. 1 2021	Jan. 1 2022*	Jan. 1 2023*
Employee Only	845.66	887.94	932.34	978.96
Employee + One	1,691.30	1,775.87	1,864.66	1,957.89
Family	2,198.70	2,308.64	2,424.07	2,545.27

* If the CalPERS Kaiser Rate for health premiums increase by **more than 20%** from Jan. 2021 to Jan. 2022, then the City Contribution toward health insurance premiums will increase **by 8.0%** from 2021 to 2022. If the If the CalPERS Kaiser Rate for health premiums increase by **more than 25%** from Jan. 2021 to Jan. 2022, then the City Contribution toward health insurance premiums will increase **by 10.0%** from 2021 to 2022.

* If the CalPERS Kaiser Rate for health premiums increase by more than 20% from Jan. 2022 to Jan. 2023, then the City Contribution toward health insurance premiums will increase by 8.0% from 2022 to 2023. If the CalPERS Kaiser Rate for health premiums increase by **more than 25%** from Jan. 2022 to Jan. 2023, then the City Contribution toward health insurance premiums will increase **by 10.0%** from 2022 to 2023.

Notwithstanding any stated provisions, the City's contribution to health benefits, as of January 1, 2023 shall not exceed:

Employee Only	$ 1,035.69
Employee +1	$ 2,071.37
Family	$ 2,968.80

Retiree Medical Benefit -(2nd Tier)

- Effective July 1, 2020, Employees hired after July 1, 2006 will receive a 2% of base salary pretax contribution to one of the City's Deferred Compensation Plan once the employee completes probation.
- RHSP - Increase City contribution to RHSP for employees hired after July 1, 2006 from $50/month to $100/month.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Woodland Professional Firefighters (WPFA) as described herein.

Paul Navazio
City Manager

Attachments:

1. FIRE MOU FINAL
2. FINAL 08-01-19 with all COLAS 2019

MEMORANDUM OF UNDERSTANDING
CONCERNING
FIRE EMPLOYEES OF THE CITY OF WOODLAND

The City of Woodland and the Woodland Professional Firefighters' Association (IAFF Local 4029, AFL-CIO), representing employees of the City of Woodland in the classifications of Firefighter Recruit, Firefighter, Fire Engineer, Fire Prevention Specialist, and Fire Captain by and through their authorized representatives, hereby ratify as and for a memorandum of understanding the attached Resolution entitled "A Resolution of the City Council of the City of Woodland Approving Certain Terms and Conditions for Fire Employees" and the exhibits appended hereto, and recommend that the same be adopted by the City Council of the City of Woodland. Provisions outlined in this Resolution shall be incorporated into the City's adopted Personnel Rules and thereafter the attached Resolution shall be used for the purpose of interpreting the specific rules and regulations addressed. In resolving questions of interpretation, the Resolution shall in all cases be the primary source.

DATED: ________________,

________________________	________________________
Woodland Professional Firefighters' Association	The City of Woodland by direction of the City Council
Ss: Shawn Allen, President	Ss: Paul Navazio, City Manager

RESOLUTION NO. _______

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WOODLAND APPROVING
CERTAIN TERMS AND CONDITIONS FOR FIRE EMPLOYEES

This will be updated at the end
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ARTICLE I

GENERAL PROVISIONS

1.1 Application

1.1.1 This Resolution applies to the employees employed by the City of Woodland in the classifications of Firefighter Recruit, Firefighter, Fire Engineer, Fire Prevention Specialist I, Fire Prevention Specialist II and Fire Captain all of whom are represented by the Woodland Professional Firefighters' Association (IAFF Local 4029, AFL-CIO).

1.2 Term

Except where the context otherwise determines or otherwise provides, the provisions of this Resolution shall apply from July 1, 2019 to June 30, 2023, and for such reasonable time thereafter as may be required to ratify, revise and supersede such provisions by action taken by the Woodland City Council after good faith negotiations pursuant to the Meyers-Milias Brown (MMB) Act.

1.2.2 The City and Association agree to begin negotiations for the period beginning January 1, 2023, no later than April 1, 2023.During the month of April 2023, the City and Association shall meet for the purpose of facilitating the finding of facts regarding wages and benefits to be included in a salary survey. For purposes of salary comparison, the information listed in Attachment 1 shall be used. When conducting the salary survey, the position of Firefighter shall be used for comparison. Total compensation for comparable agencies shall be based upon an existing contract or MOU and shall account for any adjustments in the total compensation effective on or before July 1, 2023.

1.3 Purpose

The purpose of this Resolution is to provide certainty in payment of employee compensation over a four period and to provide clarification of employee working conditions.

1.4 Severability

In the event that any provision of this Resolution shall at any time be declared invalid by a court of competent jurisdiction or by governmental regulations or decrees, such decision shall not invalidate the entire Resolution. It is the expressed intention of both the Association and the City that all other provisions not declared invalid shall remain in full force and effect.

1.5 Peaceful Performance

1.5.1 The Association agrees that during the term of this Memorandum of Understanding neither it nor the employees it represents will engage in, encourage, sanction, support, any: strikes; mass resignations; mass absenteeism; picketing which would involve suspension of or interference with normal work of this department; or any other similar actions which would involve suspension of or interference with emergency work of this department. This clause will specifically expire on June 30, 2023.

ARTICLE II

COMPENSATION

2.1 Salary

2.1.1 During the term of this agreement, represented employees shall receive the following increases:

- Effective July 1, 2019 3.0%
- Effective July 1, 2020 3.0%
- Effective July 1, 2021 **3.0%***
  * If the CalPERS Safety contribution amount for the unfunded liability (UAL) for FY2021/22 is LESS THAN $3,700,000 then the COLA shall be increased by 0.5% (to 3.5%).
- Effective July 1, 2022 **3.0%****
  ** If the CalPERS Safety contribution amount for the unfunded liability (UAL) for FY2022/23 is LESS THAN $4,000,000 then the COLA shall be increased by 0.5% (to 3.5%).

***In the event that the City elects to make a lump-sum payment toward CalPERS Unfunded Liability, the parties agree to meet and confer to adjust the trigger for purposes of determining how the additional COLA's MAY be implemented.

2.2 Deferred Compensation

2.2.1 The City will make available a Deferred Compensation Plan to all employees.

2.1.1.1 Effective July 1, 2020, for employees hired after July 1, 2006, the City will provide a two percent (2%) of base salary, pretax contribution to a Deferred Compensation plan of the employee's choice.

2.1.2 To receive the contribution, employee must have completed their initial probationary period.

2.1.3 Employee must enroll in one of the Deferred Compensation plans offer by the City.

2.1.4 There is no vesting requirement. The contribution is immediately vested into the employee's account.

2.3 Recruit Firefighter Salary

2.3.1 For all newly employed Firefighters, the City shall make all reasonable attempts to coordinate the hire date of recruit Firefighters with a date on or about the beginning date of a basic Firefighter~~s~~ academy. While attending the academy, recruit Firefighters shall be compensated at a rate of ten percent (10%) less than Firefighter step A.A newly employed Firefighter shall be compensated at this rate for the period from the initial date of hire through the academy (if one is attended).Thereafter, the Firefighter shall be compensated at Firefighter step A.

2.4 Educational Incentive Program

2.4.1 Employees shall be eligible for incentive pay upon completion of courses required for the following certifications awarded by the Office of the State Fire Marshal or a diploma awarded by an accredited College/University for fire service and shall receive additional compensation as set forth below:

Chief Fire Officer 2% (pre 2015) or Chief Fire Officer 1% (post 2015)
Executive Chief Fire (2015) 1%
Fire Officer or Company Officer 2%
Fire Apparatus Driver Operator 1A 1 B or Driver Operator Pump 1A, 1B (2015) 1%
Post 2019 Remainder of Driver Operator series (Fire Apparatus Driver Operator Aerial, Tiller, Wildland, Water Tender (post 2019) 1%
HAZMAT Tech 2.5%
Fire Investigator I 1% (pre 2017) Fire Investigator II 1 (Pre 2017) or Fire Investigator (post 2017) 1%
Firefighter II 1%
Fire Protection Specialist 1%
Fire Marshal 1.0%
Inspector I and II 1%
Community Risk series (2019) 1%
Fire Science Certificate 1%
Associates Degree 2%
Bachelor’s Degree 1%

Amounts payable in this program are cumulative but may not exceed a total of 5%.

Note: Upon completion of all courses required (not including the task books) for the certification the employee will be eligible for Incentive pay. Retroactive pay will be limited to 120 days.

2.5 Uniform Allowance

2.5.1 Each represented employee shall receive a monthly uniform allowance of $100.00.Employees are responsible for purchasing uniforms as per the uniform policy including safety footwear.

2.5.2 All newly hired employees will receive an annual advance of their uniform allowance ($1,200.00) and will not receive the $100.00 monthly allowance until completion of 12 months of employment.

2.5.2.1 Employees who leave during probation, may, at the City’s option, be required to return purchased uniform items.

2.6 Extra Duty

2.6.1 Overtime is all extra duty required by the Department of off duty personnel, including but not limited to call back for emergencies, extra shifts of duty, continuation of shift, training and meetings, special assignments, and all overtime not otherwise provided herein.

2.6.2 Employees authorized or ordered by the Fire Chief, or his representative, to work on call back to duty or extra shifts or duty, whether emergency or non-emergency, shall be compensated for such work at one and one half times (1.5) their individual rate of pay (IRP).Employees who are not continuing a shift or who are not due to commence a shift eminently shall be compensated for a minimum of two hours of overtime. Exception: employees shall be compensated for a minimum of four (4) hours of overtime for emergency callbacks.

2.6.3 Employees authorized or ordered by the Fire Chief, or his representative, to work on continuation of shift, training, meetings, special assignments, and all overtime not otherwise provided herein, shall be compensated for such work on an hour for hour basis at the rate of one and one half times (1.5) their individual rate of pay (IRP).Continuation of shift shall not exceed one hour per occurrence.

2.6.4 A rotation list shall be established by the Fire Chief, or his representative, to assure impartiality in extra duty assignments.

2.6.5 Gear Movement. Employees will be compensated 0.5 hour at the applicable overtime rate for moving their equipment from one station to another.

2.6.6 Hold Over. If an employee is held over on their shift, employee will be compensated for a minimum of 1 hour of pay at the applicable overtime rate. This hour does not include the 0.5 hour of applicable overtime for Gear Movement.

2.6.7 Court Time. All represented employees called back to duty or required to appear in court for hours not contiguous to their shift shall be compensated at one and one-half (1.5) times their regular hourly rate of pay for four (4) hours or the number of hours actually spent on duty or in court, whichever is greater.

2.6.8 Employees who are served a subpoena for a criminal matter will call their individual voice mail box to determine if the appearance has been canceled or continued to another date and time. The call must be made before the scheduled appearance. For the morning calendar, the employee must call by 1700 the prior day for a 9:00 a.m. appearance. For hearings scheduled in the afternoon, the employee must call at 12:00 noon. Afternoon cancellations and continuances will be made by 12:00 noon.

If canceled or continued to another day or another time, the Court Liaison, the District Attorney, or Department representative will leave a message to that effect on your individual voice mailbox. If the employee is not canceled, the employee is required to make the appearance as directed on the subpoena.

The Court Liaison Unit is required to maintain accurate records of all subpoenas issued. These records include subpoenas canceled and continued. These records are presumed to be accurate based on the track record of the Court Liaison Unit. These records will be used to verify claims for compensation for all court appearances. Employees who dispute Court Liaison records may rebut the presumption with proper proof to the Battalion Chief. The Battalion Chief's findings are final.

If an employee makes an appearance for a case which has been canceled or continued and the message was delivered by the Court Liaison, the District Attorney or the Department representative to the employee's primary contact number in the time frames described above, there is no compensation for that appearance.

2.7 Compensating Time Off

2.7.1 The Fire Chief shall maintain a compensating time-off program for represented employees. The program shall enable Fire Operations Shift employees to accumulate a bank of up to ninety-six (96) hours of overtime hours which the employee does not wish to receive in the form of pay. CTO shall be accrued at the same rate, whether hour for hour or one and one half-hours for one hour, as the employee would have earned had the employee been compensated by pay. Employees on Fire Staff Shift (40-hour per week shifts) shall be able to accumulate up to eighty (80) hours in their compensating time-off bank. Once the maximum amount of compensatory time off is accrued, all additional overtime must be requested for payment. Nothing in this section shall prevent a represented employee from choosing to take pay for overtime or to have overtime hours placed in his/her compensating time off bank unless the maximum accumulation is reached. Upon request by the employee, the employee shall have the option of converting up to 288 hours (two hundred eighty-eight) hours per fiscal year to cash.

2.7.2 For reimbursable deployment or training wherein reimbursing entity requires compensation in the form of pay be received by the employee, the employee must be paid overtime and may not elect to bank CTO hours earned.

2.8 Longevity Pay

2.8.1 The City shall pay longevity pay according to the following schedule, payable monthly once the employee has reached the appropriate years of service. Payment begins the month after obtaining the years of service.

10 years	$225 per year
15 years	$275 per year
20 years	$325 per year

2.9 Acting Pay

2.9.1 Employees assigned by their supervisor to perform substantially all duties in the next higher level classification shall receive an additional five (5%) percent of their individual rate of pay (IRP) as Acting Pay compensation. For example, a Fire Engineer acting as a Fire Captain.

2.9.2 Employees assigned by their supervisor to perform substantially all the duties in a classification above the next higher classification (e.g., two classifications higher), shall receive an additional seven and a half (7.5%) percent of their individual rate of pay (IRP) as Acting Pay compensation. For example, a Firefighter acting as a Fire Captain.

2.10 Bilingual Pay

2.10.1 Bilingual employees, as designated in the City's bilingual policy, shall receive additional compensation above their regular salary at the rate of two hundred dollars ($200) per month.

2.11 New Technology

2.11.1 The City agrees to meet and confer with the Association upon the proposed introduction of new technology into the work performed by represented members and to negotiate the affect such technology may have on the members if it significantly impacts matters within the scope of representation.

2.12 Hazardous Materials

2.12.1 For the term of this agreement, the employees agree to participate in Hazardous Materials Operations. These operations include Level One incidents and the primary responsibility of management and participation in the Decontamination corridor, as part of Yolo County Hazardous Materials Response Team. These operations involve those people in the Woodland Fire Department trained to the Operational Decon level. For those trained to the Technician Level additional duties may be required at the overall Hazmat Scene. It is understood the University of California - Davis Fire Department has the primary responsibility of Entry into the hazardous materials scene in level two and above incidents, that require the activation of the Yolo County HMRT.

2.13 Comparison Agencies

2.13.1 The City and Association agree to use the following agencies for compensation comparison purposes: Davis, Lincoln, Lodi, Manteca, Rocklin, West Sacramento and Yuba City.

ARTICLE III

EDUCATIONAL INCENTIVE

3.1 Educational Reimbursement

3.1.1 It is the policy of the City to encourage the educational accomplishment of represented employees.

3.1.2 City/Department Required Courses. The City shall incur all costs of any education, including conference fees, tuition, travel, meals and lodging, for such education that the City requires a represented employee to attend. For such Department mandated training, the City's "Travel and Travel Reimbursement Policy" shall apply. Normally, career advancement education courses are NOT mandated courses.

3.1.3 Education Reimbursement. Represented employees may request up to $625 reimbursement per fiscal year for job related course work, or course work toward a job related certificate, or course work toward an AA, BA or advanced degree related to the fire service. General education courses, required to receive such a degree shall be eligible for reimbursement. Reimbursement shall be made in accordance with the City's education reimbursement policy.

3.1.4 Generally, attendance of courses certified by the California State Fire Marshal's Office (CSFMO), California Specialized Training Institute (CSTI), and the National Wildland Coordinating Group (NWCG) fall under the provisions of the City's education reimbursement policy (see 3.1.3 above). Other courses may be approved by the program director (i.e., Training Chief for Operations, Fire Marshal for Prevention) and the Fire Chief, or his representative, if the course improves current job skills and abilities or prepares the employee for career advancement. It is understood and agreed that many of these courses come available in short notice, and require payment in advance, therefore the City agrees to provide an exception for represented employees accepted for these courses. The City will permit advance payment of the $625 education reimbursement benefit for represented employees approved by the program director and the Fire Chief. No more than $625 per fiscal year shall be paid or reimbursed to any employee under these provisions. Any advance payments received that are not used, shall be returned to the City. Likewise, failure to successfully complete the course or failure to attend the course will require the employee to pay the City back for any advanced payments received.

3.1.5 Travel, Meal and Lodging Reimbursements. In addition to tuition, books and fees associated with education reimbursement provided for in paragraphs 3.1.3 and 3.1.4 above, travel meal and lodging costs may be reimbursed. Amounts of reimbursements shall be governed by the City's travel policy. Amounts of all reimbursements per fiscal year shall not exceed $625.

3.1.6 Professional Growth Incentive Program. Employees covered by this Resolution are eligible to participate in the Professional Growth Incentive Program. Employees may receive a reimbursement for professional memberships, subscriptions, professional training (including travel, lodging and parking fees), attainment of academic degrees, and equipment limited to desktop computers or components (memory, hard drives, video cards, power supplies, mother boards), keyboards, monitors, computer mouse(s)/pointing devices, laptop/notebook/tablet computers, printers, City standard suite of office productivity software (currently Microsoft Office Suite), and personal digital assistants (PDA) and accessories, unless considered used mostly for personal entertainment. All such requests require advance approval by the City. Maximum reimbursement per fiscal year per employee shall be $625.00.

3.1.7 The $625 maximum applies to both Professional Growth and Education Reimbursement. In no instance will an employee be reimbursed more than a total $625 per fiscal year for Professional Growth Incentive Program or Education Reimbursement.

Education Leave of up to 96 hours per year shall be granted for all approved courses/classes. Education leave will be administered as concurrent schedule leave in Section 6.5.1

3.2 Certification Board

3.2.1 A Certification Board shall be maintained as a standing committee within the Department. The Board shall recommend training and educational requirements required for promotion to the rank of Engineer and Captain. The Board shall further recommend training and educational requirements for all Firefighters, Engineers, and Captains necessary to maintain certification and proficiency at the employee's present rank. It shall further be the duty of the Board to monitor the training and performance of probationary employees and to provide advice and recommendations to the Chief regarding appointment to or rejection of appointment to permanent status of probationary employees.

3.2.2 The Certification Board shall be comprised of two Firefighters, two Engineers, and two Captains appointed by the Association and the Fire Battalion Chiefs.

ARTICLE IV

MEDICAL AND RELATED BENEFITS

4.1 Medical Insurance

4.1.1 The City shall make available to all unit employees, the medical insurance program. Employees shall have the option of enrolling in any of the medical plans provided by the City.

4.1.2 For Employees **hired *before* July 1, 2006**, the City provides a two tier medical benefits program:

- Tier One: Employee Only and Employee plus One
- Tier Two: Employee plus Family

4.1.2.1 Employees hired on or before July 1, 2006 who provide proof of dual coverage under any other group medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of $405 per month.

4.1.3 Employees hired on or before July 1, 2006, who have opted out of City provided medical coverage as of November 1, 2019 would continue to receive $565 per month. Should the employee elect coverage later, and then again decline coverage, the $405 monthly payment would be applicable.

4.1.3.1 Employees hired on or before July 1, 2006 who are enrolled in medical insurance programs shall be entitled to receive payment of the difference between the cost of the medical plan and the monthly amount listed below based on the tier in which the employee is enrolled; however, in no case shall the differences paid exceed the amounts provided below:

- Tier One: Employee Only and Employee Plus One $810
- Tier Two: Employee plus Family $1060

The City will pay a flat amount for medical coverage based on the chart below:

Effective	Employee Only	Employee Plus One	Family
January 1, 2020	$1,691.30	$1,691.30	$2,198.70
January 1, 2021	$1,775.87	$1,775.87	$2,308.64
January 1, 2022*	$1,864.66	$1,864.66	$2,424.07
January 1, 2023**	$1,957.89	$1,957.89	$2,545.27

* If the CalPERS Kaiser Rate for health premiums increases by **more than 20%** from January 2021 to January 2022, then the City Contribution toward health insurance premiums will increase **by 8.0%** from 2021 to 2022.If the CalPERS Kaiser Rate for health premiums increases by **more than 25%** from January 2021 to January 2022, then the City Contribution toward health insurance premiums will increase **by 10.0%** from 2021 to 2022.

If the CalPERS Kaiser Rate for health premiums increases by more than 20% from January 2022 to January 2023, then the City Contribution toward health insurance premiums will increase by 8.0% from 2022 to 2023.If the CalPERS Kaiser Rate for health premiums increases by **more than 25% from January 2022 to January 2023, then the City Contribution toward health insurance premiums will increase **by 10.0%** from 2022 to 2023.

Notwithstanding any stated provisions, the City's contribution to health benefits, as of January 1, 2023 shall not exceed:

Employee Only	$ 1,035.69
Employee +1	$ 2,071.37
Family	$ 2,968.80

4.1.4 For Employees <u>**hired *on or after* July 1, 2006**</u>, the City provides a <u>three tier</u> medical benefits program:

- Tier One: Employee Only
- Tier Two: Employee plus One
- Tier Three: Employee plus Family

4.1.4.1 Employees hired on or after July 1, 2006 who provide proof of dual coverage under any other group medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of $405 per month.

4.1.4.2 Employees hired on or after July 1, 2006 who are enrolled in medical insurance programs shall be entitled to receive payment of the difference between the cost of the medical plan and the monthly amount listed below based on the tier in which the employee is enrolled; however, in no case shall the differences paid exceed the amounts provided below:

- Tier One: Employee Only $405
- Tier Two: Employee plus One $810
- Tier Three: Employee plus Family $1060

The City will pay a flat amount for medical coverage based on the chart below:

Effective	Employee Only	Employee Plus One	Family
January 1, 2020	$845.66	$1,691.30	$2,198.70
January 1, 2021	$887.94	$1,775.87	$2,308.64
January 1, 2022*	$932.34	$1,864.66	$2,424.07
January 1, 2023**	$978.96	$1,957.89	$2,545.27

*If the CalPERS Kaiser Rate for health premiums increases by **more than 20%** from January 2021 to January 2022, then the City Contribution toward health insurance premiums will increase **by 8.0%** from 2021 to 2022.If the If the CalPERS Kaiser Rate for health premiums increases by **more than 25%** from January 2021 to January 2022, then the City Contribution toward health insurance premiums will increase **by 10.0%** from 2021 to 2022.

If the CalPERS Kaiser Rate for health premiums increases by more than 20% from January 2022 to January 2023, then the City Contribution toward health insurance premiums will increase by 8.0% from 2022 to 2023.If the CalPERS Kaiser Rate for health premiums increases by **more than 25% from January 2022 to January 2023, then the City Contribution toward health insurance premiums will increase **by 10.0%** from 2022 to 2023.

Notwithstanding any stated provisions, the City's contribution to health benefits, as of January 1, 2023 shall not exceed:

Employee Only $ 1,035.69
Employee +1 $ 2,071.37
Family $ 2,968.80

4.1.5 The City shall contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Effective **July 1, 2019 through December 31, 2019**, the City shall contribute the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	$136.00	Note 3	$805.39
Employee plus one	$136.00	Note 3	$1,610.76
Employee plus family	$136.00	Note 3	$2,094.00

Note 1: Per paragraph 4.1.2 above, employees hired before July 1, 2006 w805ho qualify for the "Employee Only" tier shall receive medical insurance coverage and cafeteria plan benefit equal to the "Employee plus One" tier.

Note 2: The Medical Benefit will be equal to the minimum established by the CalPERS Board (currently $136.00 from the January 2019 table). It is anticipated that this amount will be adjusted annually based on changes to the medical component of the CPI.

Note 3: Cafeteria Plan benefit will be equal to the difference between the Medical Benefit and the Total Benefit.

4.1.4.5 Employees enrolled in medical insurance programs shall be entitled to receive payment of the difference between the cost of a medical plan and the monthly allowances provided in paragraph 4.1.4 above for the respective tier in which they are enrolled. However, in no case shall the differences paid exceed the amounts provided in paragraph 4.1.4.1 above.

4.2 Long Term Disability Insurance

4.2.1 The Association shall provide a long-term disability (LTF) program for Unit members. Amounts designated as LTD premiums by the Association shall be paid to the Association by the City through payroll deduction. The City's sole responsibility in the operation of the long-term disability insurance program shall be to deduct the amounts specified by the Association. The Association shall hold harmless and indemnify the City for any liability as a result of implementation of this long term disability insurance program.

Should the Association's LTD plan become unavailable, the City and Association agree to reopen negotiations on this section.

4.3 Dental Insurance

4.3.1 The City shall continue in effect its self-insurance group dental plan for all represented employees. The maximum annual reimbursement shall be two thousand ($2,000) per covered person.

4.3.2 City shall continue to provide employees identified in Section 1.1 of this Resolution and any eligible dependents, coverage in the City's dental insurance plan provided to other employees. The benefit shall be paid by the City except where the plan requires the employee to pay a deductible or co-payment.

4.4 Vision/Optical Insurance

4.4.1 The City agrees to maintain in effect the vision insurance program for all unit employees. The plan shall be Medical Eye Services, Fifteen ($15) Dollar deductible.

4.5 Life Insurance

4.5.1 The City shall maintain in effect life insurance for all unit employees at fifty thousand ($50,000) dollars.

4.6 Medical Insurance Upon Retirement

4.6.1 Employees who retire from the City may be eligible for Medical Insurance in accordance with the CalPERS Medical Plan (or designated Plan). Dental, Vision and Long Term Disability Insurance is not provided to retirees.

4.6.2 For employees who were **hired *before* July 1, 2006**, with ten (10) or more years of service who either retire and are eligible to receive benefits under the City's PERS plan or retire for disability under PERS shall be eligible for continued health and life insurance coverage subject to the following terms and conditions:

4.6.2.1 Employees 50 years old or older who separate from City service but postpone application to receive PERS retirement benefits must pay the premiums for any continued insurance coverage until the application for benefits is approved;

4.6.2.2 Insurance benefits levels to retirees will be equal to the schedule reflected in paragraph 4.1.4 above. Retirees who were hired on or before July 1, 2006, will receive a benefit equal to the “Total Benefit” reflected in 4.1.4 above; however, provisions of paragraphs 4.1.B.1 and 4.1.3.2 do not apply to retired employees.

4.6.2.2.1 Retirees who were hired prior to July 1, 2006 have a vested right to receive full medical insurance benefits in retirement equal to the total medical benefit provided to active employees. In the immediate case, such retirees shall receive the combined value of the medical benefit and the cafeteria plan benefit to equal the total benefit. In future cases, should the City again restructure its health care benefits, such retirees shall continue to receive the full value provided to active employees for health benefits irrespective of how they may subsequently be structured.

4.6.2.3 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan;

4.6.2.4 Health Insurance coverage will be coordinated with Medicare when retirees become eligible; and

4.6.2.5 Dental, Vision and Long Term Disability Benefits will not be offered or provided to retirees.

4.6.3 Employees who were **hired *on or after* July 1, 2006**, will receive medical insurance benefits in retirement as follows:

4.6.3.1 Insurance benefits levels to retirees who were hired after July 1, 2006, will receive a benefit equal only to the "Medical Benefit" reflected in 4.1.4 above; however, provisions of paragraphs 4.1.2.1 and 4.1.2.2 do not apply to retired employees.

4.6.3.2 Retirement Health Savings Plan. The City of Woodland has established a program in which employees participate to save, on a tax deferred basis, money to help pay the cost of healthcare once an individual retires. The Retirement Health Savings Plan (RHSP) may be used for medical, dental and vision care as well as other healthcare expenses.

4.6.3.2.1 For employees hired on or after July 1, 2006, participation in the City's RHSP is mandatory.

4.6.3.2.2 Contributions: The City shall contribute $50 per month to the employee's RHSP account; the employee shall contribute $50 per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period. However, upon successful completion of probation, the City shall contribute a lump sum of $50 per month for each month served in the employee's initial probation.

As soon as administratively possible after ratification of this contract, the City will increase its monthly contribution to the RHSP to $100.Employee contributions will remain at $50 per month.

4.6.3.2.3 Initial Probationary Period. During an employee's initial probationary period with the City, neither the employee nor the City shall contribute to the employee's RHSP account. The initial probationary period is that probationary period when an employee is first hired. A probationary period is also in effect when an individual changes classification or is promoted to a higher classification; City and employee contributions to RHSP accounts will continue during such promotional probationary periods.

4.6.3.2.4 Conversion of Sick Leave. Once an employee has accrued 500 hours of sick leave, the City shall convert 50% of additional sick leave earned to a cash contribution to an employee's RHSP account. This results in all sick leave earned above 500 hours being changed to 6 hours per month (versus 12 hours) with the value of 6 hours of salary being contributed to the employee's RHSP account.

4.6.3.2.5 The parties agree to meet and explore the city contribution to Medicare eligible retirees over the age of 65 to 80% of the Medicare eligible premium, with a 5% increase per year (consistent with active employees).

4.6.3.2.6 Between February 1, 2021 and April 1, 2021, the parties agree to reopen the MOU for purposes of further discussion of the benefits for medical insurance upon retirement for employees hired after July 1, 2006.

4.7 Tobacco Products

4.7.1 Employees hired after October 2005 shall refrain from the use of all tobacco products during the term of their employment with the City. This section also applies to smokeless tobacco products.

ARTICLE V

HOLIDAYS

5.1 Holidays

5.1.1 Represented employees who are scheduled to the 56-hour work-week (Fire Operations Shift) shall be paid for 134.4 hours per year in lieu of holidays payable at the rate of eleven and two tenths (11.2) hours per month. Holiday-In-Lieu payment shall be made at the employees' individual rate of pay (IRP).

5.1.2 Represented employees who are scheduled to work a regular 40-hour week shall observe the following holidays:

January 1st
Third Monday in January (Martin Luther King's Birthday)
Third Monday in February (Presidents Day)
Fourth Monday in May (Memorial Day)
July 4th
First Monday in September (Labor Day)
November 11th (Veteran's Day)
Thanksgiving Day
The Day after Thanksgiving Day
Christmas Eve – ½ day (observed last work day before Christmas)
December 25th (Christmas Day)

5.1.2.1 In addition, each represented employee who is scheduled to work a regular 40-hour week shall have 16 hours added to his/her vacation leave total as of July 1 each year.

ARTICLE VI

VACATION

6.1 Vacation Leave

6.1.1 Each represented employee assigned to the Fire Operations Shift shall accumulate vacation leave according to the following table:

Months of Service	Leave Earned Per Month
1-36	11 hours
37-60	13 hours
61-120	15 hours
121-180	18 hours
over 180	21 hours

6.1.2 Each represented employee assigned to the Fire Staff Shift (40-hour work week) shall accumulate vacation leave according to the table below:

Years of Service	Vacation Earned Per Month
0 to 3 years	7.7 hours
4 to 5 years	9.7 hours
6 to 10 years	11 hours
11 to 15 years	13 hours
16 years and over	15 hours

6.2 Maximum Accumulation - Vacation Buy-Back

6.2.1 Fire Operations Shift employees shall be allowed a maximum accumulation of vacation leave of 624 hours past January 1 of each year. Should an employee request vacation leave within sixty (60) days of reaching the maximum accumulation allowed, and due to staffing needs, the department is unable to grant the vacation time off, the employee shall be granted a sixty (60) day extension within which to take the vacation leave. Fire Staff who are non-operational employees and work an administrative shift may carry an unused balance of vacation leave of no more than 56 days (448 hours) past January 1 of each year. Provided an employee has submitted a timely vacation request pursuant to this MOU, no employee shall lose accumulated vacation time because of lack of departmental staffing.

6.2.2 Fire Operations Shift employees may buy back a maximum of ninety-six (96) hours of vacation per fiscal year provided that the employee has taken/scheduled at least seventy-two (72) hours of vacation during that fiscal year. Fire Staff Shift employees may buy back forty (40) hours per fiscal year provided they have taken/scheduled at least an equal number of vacation hours during the fiscal year.

6.3 Minimum and Maximum Vacation Periods

6.3.1 Fire Operations Shift employees shall be limited to fifteen (15) separate vacation periods per year with four (4) hours being the minimum vacation period allowed. A multiple shift vacation will be counted as a single vacation. Note: Education Leave will not count towards the fifteen (15) occurrences.

6.4 Annual Vacation Selection Procedure

6.4.1 Annual vacation shall be opened for bid starting on November 1 and closing on December 31 of each year for vacation requests for the following calendar year.

6.4.2 Departmental seniority governs where more than one employee on the same shift bids the same vacation.

6.4.3 Annual vacation bids shall be certified as approved in Telestaff by the City no later than December 31 of each year.

6.4.4 Annual vacation applied for on or after January 1 of each year shall be granted on first-come basis and shall be confirmed in Telestaff.

6.4.5 All vacations shall be subject to the minimum staffing. The Fire Chief must approve all vacations in Telestaff.

6.5 Concurrent Scheduled Leaves

6.5.1 Concurrent Scheduled Leaves for Fire Operations Shift. Two (2) employees on the same shift may take concurrent scheduled leave. Scheduled leave consists of all employee-initiated absences including: vacation, compensatory time, education leave, FMLA, scheduled sick leave, etc. Any City-initiated absences will not be counted against the two-person scheduled leave provision; City-initiated absences include: workers' compensation, 4850 time, vacant positions, etc. A third (3) employee shall be allowed to take concurrent leave so long as no overtime costs accrue with the exception of Comp time. When Comp time is used as Third Person leave, the Comp time must be used in a minimum of 12 hour increments and will not be allowed to create a force hire.

ARTICLE VII

LEAVE

7.1 Sick Leave

7.1.1 Sick leave may be used only for non-service connected illness or injury or until entering disability retirement after receipt of Labor Code Section 4850 benefits to the extent of Legal entitlement, as provided in sub-section 8.1.5 of this agreement, titled "Disability Retirement."

7.2 Accumulation and Deduction

7.2.1 Each represented employee working the Fire Operations Shift shall accumulate sick leave at the rate of 12 hours per month. Each represented employee assigned to the Fire Staff Shift shall accumulate at the rate of 8 hours per month.

7.2.2 Time on sick leave shall be deducted from accumulated sick leave in hourly increments as used.

7.2.3 There shall be no limitation on the amount of sick leave which may be accumulated.

7.2.4 No lump sum payment shall be made for sick leave upon retirement, resignation, or discharge from employment with the City. Upon service retirement, however, accumulated sick leave shall be added to the length of time served for purposes of determining retirement benefits and shall include sick leave which accumulates during leave for non-service connected illness or injury.

7.3 Bereavement Leave

7.3.1 Bereavement leave is to be utilized under the provisions for sick leave.

7.4 Family Medical Leave Act (FMLA)

7.4.1 Maternity Leave. The City is exploring the addition of Maternity Leave to the FMLA Policy. Currently, based on verification from a Physician an employee receives protected Leave for up to 12 weeks, under FMLA, once the employee has completed one (1) year of service. During that time, employee may utilize any leave available to them based on the Physician certification. Pregnant employees, based on a Physician certification are entitled to up to 12 weeks of Pregnancy Disability Leave (PDL), which is protected Leave and runs concurrently with FMLA but not with California Family Rights Act. Additionally, employees may be entitled to Protected Leave under the California Family Rights Act (CFRA) for Baby Bonding up to 12 weeks, this Leave runs concurrently with FMLA but not PDL.

7.4.2 Paternity Leave. The City is exploring the addition of Paternity Leave to the FMLA Policy. Currently Employees may take up to 40 hours of sick leave for Baby Bonding, and are entitled to up to 12 weeks of FMLA protected Leave.

7.4.3 Prior to the City changing the FMLA policy, the City agrees to meet and discuss with the Association on any changes.

ARTICLE VIII

PERS RETIREMENT

8.1 Retirement

8.1.1 3% @ 50 CalPERS Retirement Formula (Tier 1) for City of Woodland Employees hired on or before December 31, 2012 or are Legacy/Classic members as defined by CalPERS. The formula in effect for eligible represented employees hired on or before December 31, 2012 or are new hires to the City of Woodland who are "Legacy/Classic" members as determined by CalPERS is the 3% @ 50 formula with one-year final compensation (i.e. highest one-year average pensionable "compensation earnable").

2.7% @ 57Retirement CalPERS Retirement Formula (PEPRA) for City of Woodland Employees hired on or after January 1, 2013.As mandated by CalPERS, the formula in effect for represented employees hired to the City of Woodland on or after January 1, 2013, and are considered new members as defined by CalPERS is 2.7% @ 57 with average three-year compensation.

8.2 Employee Contribution towards Employee Share

8.2.1 Employee Contribution for employees on the 3 % @ 50 CalPERS Retirement Formula (Tier 1) for City of Woodland Employees hired on or before December 31, 2012 or are Legacy/Classic members as defined by CalPERS.

- Effective July 1, 2013, employees under this formula shall pay 5% of the employee's PERSable compensation effective July 1, 2014 towards the employee share of CalPERS pension.

- Effective July 1, 2014, employees under this formula shall pay an additional 2% of the employee's salary for a total of 7% towards the employee share of CalPERS pension.

- Effective July 1, 2015 employees under this formula shall pay an additional 2% of the employee's salary towards the employee share of CalPERS pension for a total of 9%.

The City will report the amount the City pays towards the employees' contribution to PERS as special compensation (EPMC) if any.

8.2.2 Employee Contribution for employees under the 2.7% @ 57 Retirement CalPERS Retirement Formula (PEPRA) for City of Woodland Employees hired on or after January 1, 2013. Employees under this formula shall pay 50% of the normal cost towards CalPERS Pension as required by CalPERS.

8.2.3 Additional Employee Contribution towards Employer share per PERS Section 20516 contract amendment by all employees under the 3% @50 Retirement Formula. All employees under the 3% @ 50 retirement formula (Tier 1) shall contribute 4% of PERSable salary towards the employer share of PERS retirement pursuant to PERS Code Section 20516 contract amendment.

8.2.4 Employee contributions will be paid on a pre-tax basis as allowed by IRS Code Section 414(h)(2).

8.2.5 <u>Disability Retirement.</u> After receipt of Labor Code Section 4850 benefits to the extent of legal entitlement, an employee eligible for disability retirement under the Public Employees Retirement System (PERS) rules shall retire on the date set forth in the City's written request to the Public Employees' Retirement System without further use of accumulated sick leave. An employee eligible for both service and disability retirement may choose one or the other.

8.2.6 Optional Benefits. The City shall continue its contract with PERS to compute employee's retirement on the highest one (1) years' salary, for Legacy/Classic members. For all members, the City shall continue its contract with PERS to provide for the Fourth Level 1959 Survivors Benefit (Section 21382.5) and the Pre-Retirement Optional Settlement 2 Death Benefit.

ARTICLE IX

WORKING CONDITIONS

9.1 Substitution of Shift

9.1.1 Each represented employee assigned to the Fire Operations Shift shall be granted a substitution of shift with pay for any hour(s) or days(s) on which he/she is able to secure another employee to work in his/her place subject to the following provisions:

Substituting of shift(s) must be made in writing and signed by both parties involved in the exchange and their company officers. Requests for exchange of time are subject to the approval of the company officer for Firefighters and Engineers and the Shift Battalion Chief for Captains. Acting status shall not apply for the purposes of this section.

9.1.2 The payment of cash or other compensation by one employee to another in exchange for time worked is prohibited.

9.1.3 Neither the City nor the superior officer is held responsible for enforcing any agreement made between employees. It is understood that the employee's first responsibility is to his/her position with the City.

9.1.4 An Employee will not exceed seventy-two (72) hours of consecutive duty. However, by mutual consent, (the employee and the Fire Chief) employees may work up to one hundred ninety-two (192) hours of consecutive duty. Any out of the County assignment, either as part of a strike team or single resource, falls outside of the maximum hours of consecutive duty worked provision in this section.

9.1.5 The person signing the request as the substitute shall assume the responsibility for the requested time. Any failure on the part of the substitute to fulfill his/her obligations shall result in forfeiture of any cost incurred by the City to fill that position. An exception shall be granted for persons scheduled to work a shift trade whose absence due to illness causes a vacancy requiring overtime replacement. Employees shall not be responsible for costs to the City for this replacement; provided, however, unit members may not cancel shift exchanges in favor of sick leave payment.

9.2 Probationary Period

9.2.1 To enable the City to exercise sound discretion in filling positions within the Fire Department, no appointment to a position in the Fire Department shall be deemed final and permanent until after the expiration of a period of one year's service post academy if one is attended. At the discretion of the City Manager, on the recommendation of the Fire Chief, or representative, said one-year period may be shortened.

9.2.2 During the probationary period the employee may be rejected at any time by the City Manager, on the recommendation of the Fire Chief, or representative without cause and without right of appeal. Notification of rejection in writing shall be served on the probationary employee and a copy filed in the Human Resources Office.

9.2.3 Any employee promoted during the probationary period after an original appointment, is not eligible for consideration of his/her first merit salary step increase until he/she has completed his/her probationary period. Employees serving a probationary period as a result of a promotional appointment are eligible for the consideration of their first merit salary step increase six (6) months after the promotional appointment is made.

9.3 Shift Changes and Hours

9.3.1 Each represented employee assigned to the Fire Operations Shift, shall work a fifty-six (56) hour week, on a 48/96 work schedule with shift changes to be made at 7:00 a.m.

9.3.1.1 The City of Woodland has adopted an FLSA 7k work cycle of 27 days, creating an FLSA overtime threshold of 204 hours each 27 days.

9.3.2 The normal work hours for represented employees working the Fire Operations Shift shall be from 7:30 a.m.to 12:00 noon and 1:00 p.m.to 4:30 p.m. during each shift with the exception of City holidays.

9.3.2.1 Other Shifts for Fire Staff Shifts.

9.3.2.2 Alternate Work Week - A biweekly work schedule consisting of eighty (80) hours of work (over a 14-day period) in no fewer than eight (8) work days, and with no more than ten (10) hours scheduled on any work day.

9.3.2.3 Flex Time Schedule - A weekly work schedule consisting of forty (40) work hours during a seven-day work period at other than traditionally scheduled hours for the assigned shift.

9.3.2.5 Other schedules approved by the Fire Chief or designee.

9.3.2.6 Alternative work schedules may be discontinued by the Fire Chief or designee at any time if it is determined that such schedules inhibit the efficiency or maintenance of City operations and/or services. At the request of affected employees, or the Association the Fire Chief or their designee shall meet and discuss the discontinuance of an alternative work schedule prior to terminating the schedule. The City may eliminate the schedule with advance notice. However, upon mutual agreement; the advance notice can be waived.

9.3.3 City Holidays are: January 1 (New Year's Day); Third Monday in January (Martin Luther King's Birthday); Third Monday in February (Washington's Birthday); Fourth Monday in May (Memorial Day); July 4 (Independence Day); First Monday in September (Labor Day);

November 11 (Veteran's Day); Thanksgiving Day, the day after Thanksgiving; and December 25 (Christmas Day).

9.3.4 An emergency situation or pre-scheduled activities may require additional activities outside the normal work day.

9.3.5 Fire Staff Shift employees shall work a forty (40) hour work week. Normal work hours shall be 8:00 a.m. to 5:00 p.m.

9.4 Filling Vacant Shift Positions

9.4.1 When temporarily filling vacancies on a shift, the call-in procedure in the Department's Operations and Procedures Manual shall be used. However, in situations where there are more Fire Operations Shift Staff on duty than minimum staffing requires, and an acting assignment is necessary, that assignment will be made from the current certification list. If no certified employees are available on that shift, the Fire Chief or their designee will resolve the situation.

9.4.2 Represented employees shall not be required to perform duties in a lower job classification unless such a requirement is necessary during firefighting or medical aid situations or by mutual agreement.

9.4.3 The City will continue its practice of allowing bidding for permanent shift vacancies occurring outside of the normal bid cycle.

9.5 Modified Duty for Work Related Injuries

Subject to the requirements of the physician’s release and the discretionary modified duty assigned by and the Fire Chief or designee, modified duty may be accommodated. Employees assigned to a 24-hour shift schedule who are placed on modified duty which is expected to last equal to or less than ten (10) of the employee’s consecutive shifts will be offered a 24-hour operational shift for the first ten (10) shifts from date of release to modified duty pending that the physician’s release supports a 24-hour shift work assignment consistent with workers’ compensation rules and regulations. For work related modified duty assignments expected to extend beyond ten (10) shifts, reasonable efforts shall be made between the employee and the Fire Chief or designee to reach a mutually agreed upon modified duty assignment.at the discretion of the Fire Chief, or designee, including a 24-hour shift work schedule (based on 48/96 shift schedule), or a 40-hour work week (i.e. Monday-Friday) or alternative schedule. In the event that an agreement cannot be reached, between the employee and the Fire Chief or designee, the final decision will be made by the Fire Chief or designee.

9.6 Safety and Sanitation

The City shall continue to provide for the safety of employees during the hours of their employment. In this regard, the City agrees that it will receive and consider written recommendations with respect to unsafe working conditions or other safety ideas in the area of working conditions from any employee or the Association; and the employees and the Association agree that they will direct their safety recommendations and ideas to the City. To facilitate this process, a Safety Advisory Committee consisting of representatives of the Fire Chief and the Association, said Association representatives to be employees of the City of Woodland Fire Department, shall meet every three months to consult on such safety matters. Up to one Association representative may attend such meetings without loss of pay or benefits.

9.7 Repair or Replacement of Damaged Personal Property

9.7.1 Personal property which is destroyed or damaged in the course of employment shall be repaired or replaced.

9.7.1.1 Personal property are those items necessary during job-related activities. Items include uniforms, eyeglasses, false teeth and watches.

9.7.1.2 Personal property shall not include those items not required for job related activities. Items not included are necklaces or chains; earrings, bracelets, and other jewelry.

9.7.1.3 The total payable claims for eyeglasses shall be $175 per occurrence. The total payable claims for watches shall be $50 per occurrence.

9.7.1.4 The procedure for the repair or replacement of damaged personal property shall be the same for City property as described in the Department's Operations and Procedures Manual.

9.8 Special Services

9.8.1 A washing machine and clothes dryer will be provided at all the station locations.

9.8.2 Represented employees agree to be responsible for cleaning sheets, pillowcases, bedspreads, towels and all protective clothing. The City shall supply all necessary soap and detergent, furniture, major appliances, cooking and eating utensils at the reasonable discretion of the Fire Chief or representative. The City shall also supply and replace, as necessary, such items as televisions sets, exercise equipment, or other equipment normally associated with leisure time activities; subject to budgeted amounts and the reasonable discretion of the Fire Chief or representative.

9.9 Accident Reports

9.9.1 The City shall require any employee who is involved in an accident during the course and scope of their employment, or who witnesses an accident while on duty, to submit an accident report. An employee shall not be required to prepare an accident report on their own time, and they shall be given a copy of any such report prepared by them.

9.10 Seniority

9.10.1 The City shall establish a seniority list of permanent employees of the Fire Department, which shall be brought up to date by the City on November 1 of each year. This seniority list shall be immediately posted in each station for a period of not less than ninety (90) days and a copy of same shall be mailed to the Secretary of the Association. Unless an objection to the seniority list as posted is made to the City by an employee within ninety (90) days from the date such list is posted, the list will be final.

9.11 Department Personnel Records

9.11.1 Employee personnel records shall be subject to inspection only to the employee concerned or his/her designated representative in the employee's presence and the City's presence. A log shall be maintained in the front of each individual departmental personnel file and shall indicate each person, including the employee, the date and purpose of all additions, deletions, entries, reviews, inquiries or other examinations of the personnel file. A copy of all information relating to commendations or discipline placed in an employee's personnel file shall be given to the employee.

At the employee’s request, after one year from the date of discipline, any disciplinary actions or letter will be purged from the employee’s personnel file.

9.11.2 Whenever the City receives a complimentary letter, report, or other written communication concerning a particular employee, it shall send a copy thereof to the concerned employee and place the original in the personnel file of that employee.

9. 12 Employee Mail Boxes

9.12.1 The City shall provide to the Association materials to construct mailboxes for employees at each station. Mailboxes shall be available to each person assigned to a station for purposes of receiving intra-City and Association mail.

9.13 Residency Requirement

9.13.1 The City of Woodland prefers that represented employees reside within one (1) hour normal driving time of Station 1.Represented employees are not obligated to do so. Employees residing beyond the one (1) hour normal driving time limit shall be subject to the following conditions:

1. Employees may not be eligible for certain types of overtime call-back as determined by the Department (for example, sick leave relief, emergency call-back, strike team activities, etc.)

2. No unusual modifications to employees work schedule will be allowed. For example, excessive shift trades, missed training, extended periods of time without working (not caused by vacation, sick leave, etc.) will not be allowed.

9.14 Catastrophic Illness or Injury

9.14.1 Represented employees may donate portions of their vacation or CTO accumulations to other employees who have suffered catastrophic illness or injury. Employees receiving donation of time from other employee must first exhaust all available vacation, compensatory time and sick leave.

9.15 Flexible Spending Account

9.15.1 The City agrees to maintain in effect provisions allowed by Section 125 of the Internal Revenue Code. Such account shall provide for pre-tax treatment of employee obligations for medical and dependent care costs.

9.16 Shift Bidding

9.16.1 Represented employees may bid for Station Assignments within their shifts during the fourth quarter of each calendar year. This process shall be completed prior to November 30th of each year. The bidding process shall be done by seniority and by rank on a rotating basis beginning year 2001.Employees wishing to transfer to a different shift may do so providing they:1. Find a member of equal rank on another shift that agrees to the transfer.2. Obtain concurrence by their immediate supervisors and approval from the Operations Division. Administrative Staff reserves the right to place employees in specific billets, which will enhance the mission of the department.

9.17 Firefighters Bill of Rights

This section applies to all members of this Association. The City agrees to apply the rights and protections described in the Firefighters' Bill of Rights to those employees covered by the Firefighters' Bill of Rights during events and circumstances involving the performance of his or her official or duties and/or during events not involving the performance of his or her official duties excluding those rights set forth in Government Code Section 3253(e). The rights in said excluded section shall only apply in investigations involving investigations into acts and/or omissions occurring in the performance of official duties in accordance with the Act.

In addition to the confidentiality provided to union representatives by Government Code Section 3253 (i), union representatives shall not be required to disclose, nor be subject to any punitive action for refusing to disclose, in any administrative context, any information received from members under investigation for any noncriminal matters regardless of whether the nature of the allegations cover events and circumstances involving the performance of a firefighters' official duties.

Nothing in this agreement is intended to limit and/or reduce those rights afforded by the Firefighters' Bill of Rights. This agreement is intended to establish rights which at a minimum comply with the Act or provide rights in addition to the Act. Rights provided by that Act shall take precedence in the event that anything in this agreement provides lesser protection than the rights guaranteed by the Act."

ARTICLE X

GRIEVANCE/ARBITRATION PROCEDURE

10.1 Grievance and Arbitration Procedure

10.1.1 Grievance and arbitration shall be conducted pursuant to City Council Resolution 4278, Rule 15, except that upon request of the City employee and/or Association, the California Conciliation Service shall be utilized instead of the provisions stated in Step Five. Under such circumstances both the City and the employee shall be bound by said services' opinion.

ARTICLE XI

RULES AND REGULATIONS MANUAL

11.1 Rules and Regulations

11.1.1 The Association and the City shall meet and confer from time to time in reference to the rules and regulations and operations manuals on all matters affecting wages, hours and other terms and conditions of employment. Copies of Memorandums of Understanding resulting therefrom and/or rules and regulations or operations manual shall be available in all City fire stations. In addition, two copies shall be given to the Association representative.

11.1.2 Promotional Exam Notice.

Promotional Exam Notice. All employees will receive a minimum of 30-days advance notice along with the study reference list for all department recruitments.

ARTICLE XII

ASSOCIATION RIGHTS

12.1 Association Dues

12.1.1 The Association agrees to create and maintain an Association membership list and executed written authorizations of its members for Association-related payroll deductions. Association further agrees to submit its written membership list and deduction information to the City at least one time annually, as well as within five (5) business days of the City’s request for an updated list. The Association agrees to notify the City of changes to its member list or deduction information will be provided to the City within five (5) business days of the effective date of the change. The City shall on a monthly basis, deduct Association dues and insurance premiums from the earned wages of each employee on the Association-provided list and to remit promptly such deducted amounts to the Association treasurer. The City further agrees to direct any employee wishing to alter the employee's Association membership status or Association-related deductions to the Association for the completion of any applicable paperwork, and the City will not change such employee's Association-related payroll deductions until directed to do so by the Association in writing. The Association agrees to defend, indemnify and hold the City harmless against any and all claims, suits, orders, or judgments brought or issued against the City as a result of any action taken by the City under the provisions of this Article.

12.2 Association Business Leave

12.2.1 Members designated by the Association, shall be granted leave of absence from duty with full benefits accruing not to exceed a cumulative total among all Association members of five (5) calendar days (72 shift hours or 40 staff hours) per year within the terms of this Resolution, for the purpose of participating in Association business, including but not limited to labor conventions and educational conferences, provided that such leave is approved by the Fire Chief.

12.3 Association Release Time Bank

12.3.1 Association members may donate vacation time, holiday time, and compensatory time off to an Association "time bank" under the following guidelines:

12.3.1.1 Only Association officers or bargaining team members may draw from the bank.

12.3.1.2 Requests to use time from the bank must be made reasonably in advance of the use and approval is subject to the operational necessity of the department. Further, the City is not required to grant time bank usage if to do so would result in overtime.

12.3.1.3 Time may be used for:

a. Bargaining preparation.
b. Association meetings.
c. Association training/conferences
d. Releasing an employee representative to assist a member at the formal steps of the disciplinary and grievance procedures.

12.3.1.4 Except for disciplinary and grievance appeal meeting, the maximum hours of time bank use shall be five (5) calendar days (72 shift hours or 40 staff hours) per calendar year, per individual.

ARTICLE XIII

MANAGEMENT RIGHTS

13.1 Management Rights

13.1.1 The City reserves all rights with respect to matters of general legislative and managerial policy including, among others, the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of election for employment; direct its employees; take disciplinary action; relieve its employees of duties because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations are to be conducted; require overtime, take all necessary actions to carry out its mission in emergencies; and exercise reasonable control and discretion over its organization and the technology of performing its work. These rights shall be limited only as specified in this Agreement.

ARTICLE XIV

OTHER ITEMS AND CONDITIONS

14.1 Other Compensable Items Not Set Forth Herein

14.1.1 Other items not set forth herein which are compensable as terms or conditions of employment of the employees covered by this Resolution shall continue to be compensated by the City of Woodland at the rate applicable on June 30, 2023, unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

14.2 Other Working Conditions Not Set Forth Herein

14.2.1 Other working conditions not set forth herein for employees covered by this Resolution shall continue as applicable on June 30, 2023 unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

14.2.2 Confined Space Rescue, Trench Rescue, and Rescue Task Force
Parties agree to immediately incorporate into the job descriptions of the classifications of Firefighter, Fire Engineer and Fire Captain the full duties connected to confined space rescue, trench rescue, and task force. Appropriate personal protective equipment and training shall be provided to the employee.

Passed this date: ______________________, 2019

AYES: COUNCIL MEMBERS:

NOES:COUNCIL MEMBERS:

ABSENT:COUNCIL MEMBERS:

____
Mayor

STATE OF CALIFORNIA

COUNTY OF YOLO

I, Ana Gonzalez, City Clerk of the City of Woodland in Yolo County, California, hereby certify this Resolution to be a full, true and correct copy of the record of the action taken by the City Council of the City of Woodland, by the vote of the members present, as the same appears in the official minutes of said Council at its meeting.

DATED:____________________, 2016

Ss: Ana Gonzalez, Woodland City Clerk

ATTACHMENT I

For purposes of salary comparisons, as provided by this Agreement, the parties looked at total compensation in a variety of jurisdictions. Prior Agreements have listed Districts and jurisdictions, however, because of some consolidations and changes, some of these Districts ceased to exist during the term of the Agreement. Therefore, the parties reserve the right to examine the jurisdictions that were utilized, in the negotiations, for this Agreement and to change them as necessary because of consolidations or modifications of Departments in various jurisdictions.

Total compensation as used in this Agreement is defined as amounts paid by the City to or on behalf of a present employee for base salary (Firefighter E Step) PERS contribution, medical insurance, dental insurance, optical insurance, other insurance's such as long term disability and life, uniform allowance, special pay (re: EMT), tuition/education reimbursement, and other certification pays (i.e., Hazmat Tech).

Exhibit A

CITY OF WOODLAND
WOODLAND PROFESSIONAL FIREFIGHTERS' ASSOCIATION

SALARY RANGE

Effective July 1, 2019 3 %

Fire Engineer	$6,299.25	$6,614.21	$6,944.93	$7,292.18	$7,656.77
Fire Prevention Specialist I	$4,578.76	$4,807.91	$5,048.29	$5,300.71	$5,565.73
Fire Prevention Specialist II	$4,923.67	$5,169.87	$5,428.36	$5,699.78	$5,984.78
Firefighter	$5,550.44	$5,827.96	$6,119.35	$6,425.33	$6,746.58
Firefighter Recruit	$4,995.40				
Fire Captain	$7,258.11	$7,621.01	$8,002.06	$8,402.17	$8,822.27

Effective July 1, 2020 3%

Fire Engineer	$6,488.22	$6,812.64	$7,153.28	$7,510.94	$7,886.48
Fire Prevention Specialist I	$4,716.13	$4,952.15	$5,199.74	$5,459.73	$5,732.70
Fire Prevention Specialist II	$5,071.38	$5,324.97	$5,591.21	$5,870.77	$6,164.32
Firefighter	$5,716.96	$6,002.79	$6,302.93	$6,618.09	$6,948.98
Firefighter Recruit	$5,145.26				
Fire Captain	$7,475.86	$7,849.64	$8,242.12	$8,654.24	$9,086.94

Effective July 1, 2021 3%*

*If the UAL for FY2021/22 is LESS THAN $3,700,000 then the COLA shall be increased by 0.5% (to 3.5%).

Effective July 1, 2022 3%**

** If the UAL for FY2021/22 is LESS THAN $4,000,000 then the COLA shall be increased by 0.5% (to 3.5%).

*** In the event that the City elects to make a lump-sum payment toward CalPERS Unfunded Liability, the parties agree to meet and confer to adjust the trigger adjust the percentage change trigger for purposes of determining how the additional COLA’s <u>MAY</u> be implemented.

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 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	$5,903.68		
Accountant II *	120	MM	$5,230.44	$5,491.96	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Accounting Technician	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Administrative Clerk I	28	GS	$2,710.40	$2,845.92	$2,988.22	$3,137.64	$3,294.51	$3,459.24		
Administrative Clerk II	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Administrative Clerk III	36	GS	$3,302.37	$3,467.49	$3,640.87	$3,822.92	$4,014.07	$4,214.77		
Administrative Secretary	42	GS	$3,829.73	$4,021.23	$4,222.28	$4,433.40	$4,655.06	$4,887.82		
Administrative Supervisor	47	GS	$4,333.00	$4,549.64	$4,777.13	$5,015.98	$5,266.79	$5,530.12		
Aquatics Coordinator	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Aquatics Supervisor	48	GS	$4,441.31	$4,663.38	$4,896.55	$5,141.38	$5,398.45	$5,668.37		
Assistant Engineer *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Assistant Planner *	118	MM	$4,978.39	$5,227.32	$5,488.68	$5,763.12	$6,051.27	$6,202.55		
Associate Civil Engineer *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Associate Engineer *	127	MM	$6,217.34	$6,528.21	$6,854.61	$7,197.35	$7,557.22	$7,746.15		
Associate Planner *	124	MM	$5,773.42	$6,062.09	$6,365.19	$6,683.45	$7,017.63	$7,193.07		
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	$8,764.05		
Building Inspector I	49	GS	$4,552.35	$4,779.97	$5,018.96	$5,269.92	$5,533.41	$5,810.08		
Building Inspector II	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Chief Building Official *	140	MM	$8,570.67	$8,999.20	$9,449.16	$9,921.62	$10,417.70	$10,678.14		
Chief Collection Systems Operator *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Chief Plant Operator *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Chief Project Engineer *	145	MM	$9,696.93	$10,181.76	$10,690.87	$11,225.41	$11,786.67	$12,081.33		
Chief Water Systems Operator *	132	MM	$7,034.34	$7,386.07	$7,755.36	$8,143.13	$8,550.29	$8,764.05		
Children's Librarian II *	118	MM	$4,978.39	$5,227.31	$5,488.68	$5,763.13	$6,051.27	$6,202.56		
City Clerk *	Contract		$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	$12,081.34		
City Manager *	Contract						$21,000.00			
Code Compliance Officer I	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Code Compliance Officer II	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Community Development Clerk I	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Community Development Clerk II	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Community Development Director *	Contract		$9,529.20				$13,810.44			
Community Development Technician I	42	GS	$3,829.73	$4,021.23	$4,222.28	$4,433.40	$4,655.06	$4,887.82		
Community Development Technician II	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Community Services Director	Contract		$9,449.55				$12,095.70			
Community Services Officer *	Base	P	$3,920.06	$4,116.06	$4,321.86	$4,537.96	$4,764.86	$5,003.11		
Community Services Program Manager *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Conservation Coordinator	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Construction Project Manager *	129	MM	$6,532.09	$6,858.69	$7,201.62	$7,561.71	$7,939.80	$8,138.29		
Crime Prevention Specialist *	Base	P	$3,920.06	$4,116.06	$4,321.86	$4,537.96	$4,764.86	$5,003.11		
Deputy Director of Community Development *	Contract		$9,927.40				$12,727.43			
Deputy Fire Chief	Flat	FM	$10,363.73	$10,881.92	$11,426.02	$11,997.31	$12,699.69			
Economic Development Manager *	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Electrical / Signs & Markings Supervisor	67	GS	$7,100.12	$7,455.12	$7,827.87	$8,219.27	$8,630.24	$9,061.75		
Electrician's Assistant	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Engineering Aide I	33	GS	$3,066.58	$3,219.90	$3,380.91	$3,549.94	$3,727.44	$3,913.81		
Engineering Aide II	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Engineering Assistant	56	GS	$5,411.32	$5,681.88	$5,965.98	$6,264.27	$6,577.49	$6,906.36		

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Engineering Technician I	44	GS	$4,023.62	$4,224.80	$4,436.04	$4,657.84	$4,890.73	$5,135.27		
Engineering Technician II	48	GS	$4,441.31	$4,663.38	$4,896.55	$5,141.38	$5,398.45	$5,668.37		
Engineering Technician III	52	GS	$4,902.39	$5,147.50	$5,404.88	$5,675.13	$5,958.88	$6,256.82		
Environmental Compliance Inspector I	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Environmental Compliance Inspector II	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Environmental Compliance Specialist	49	GS	$4,552.35	$4,779.97	$5,018.96	$5,269.92	$5,533.41	$5,810.08		
Environmental Resources Analyst *	127	MM	$6,217.34	$6,528.21	$6,854.61	$7,197.35	$7,557.21	$7,746.14		
Environmental Sustainability Manger *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Equipment Service Clerk	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Equipment Service Worker	34	GS	$3,143.25	$3,300.40	$3,465.42	$3,638.69	$3,820.63	$4,011.67		
Executive Assistant - Confidential		C	$4,254.49	$4,467.22	$4,690.58	$4,925.11	$5,171.36	$5,429.93		
Facility Maintenance Worker I	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Facility Maintenance Worker II	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Facility Maintenance Worker III	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Finance Clerk I	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Finance Clerk II	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Finance Clerk III	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Finance Director *	Contract		$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	$10,945.10		
Finance Specialist	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Finance Supervisor	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Financial Services Manager	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Fire Battalion Chief	Flat	FM	$9,085.29	$9,539.54	$10,016.52	$10,517.35	$11,043.21			
Fire Captain	Base	F	$7,258.11	$7,621.01	$8,002.06	$8,402.17	$8,822.27			
Fire Chief **	Contract		$11,305.55				$14,682.50			
Fire Engineer	Base	F	$6,299.25	$6,614.21	$6,944.93	$7,292.18	$7,656.77			
Fire Marshal	Flat	FM	$9,085.29	$9,539.54	$10,016.52	$10,517.35	$11,043.21			
Fire Prevention Specialist I	Base	F	$4,578.76	$4,807.91	$5,048.29	$5,300.71	$5,565.73			
Fire Prevention Specialist II	Base	F	$4,923.67	$5,169.87	$5,428.36	$5,699.78	$5,984.78			
Firefighter	Base	F	$5,550.44	$5,827.96	$6,119.35	$6,425.33	$6,746.58			
Firefighter Recruit	Base	F	$4,995.40							
Fleet & Facilities Manager *	131	MM	$6,862.77	$7,205.92	$7,566.21	$7,944.52	$8,341.76	$8,550.30		
GIS Analyst	62	GS	$6,275.47	$6,589.24	$6,918.70	$7,264.64	$7,627.87	$8,009.26		
GIS Technician I	49	GS	$4,552.35	$4,779.97	$5,018.96	$5,269.92	$5,533.41	$5,810.08		
GIS Technician II	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Heavy Equipment Mechanic	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Human Resources Analyst I		C	$5,176.64	$5,435.47	$5,707.24	$5,992.60	$6,292.23	$6,292.23		
Human Resources Analyst II		C	$5,856.89	$6,149.73	$6,457.22	$6,780.08	$7,119.09	$7,119.09		
Human Resources Clerk		C	$3,268.09	$3,431.50	$3,603.08	$3,783.23	$3,972.39	$4,171.01		
Human Resources Manager		C	$8,270.71	$8,684.25	$9,118.45	$9,574.38	$10,053.10	$10,053.10		
Human Resources Technician I		C	$3,884.72	$4,078.96	$4,282.90	$4,497.05	$4,721.90	$4,957.99		
Human Resources Technician II		C	$4,331.41	$4,547.98	$4,775.37	$5,014.14	$5,264.85	$5,528.09		
Industrial Electrical/Electronics Technician	58	GS	$5,685.27	$5,969.53	$6,268.00	$6,581.41	$6,910.47	$7,256.00		
Information Technology Analyst	60	GS	$5,973.08	$6,271.74	$6,585.32	$6,914.59	$7,260.32	$7,623.34		
Information Technology Manager *	138	MM	$8,157.68	$8,565.56	$8,993.85	$9,443.53	$9,915.72	$10,163.61		
Information Technology Technician I	48	GS	$4,441.31	$4,663.38	$4,896.55	$5,141.38	$5,398.45	$5,668.37		
Information Technology Technician II	52	GS	$4,902.39	$5,147.50	$5,404.88	$5,675.13	$5,958.88	$6,256.82		
Infrastructure O & M Superintendent *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Junior Engineer *	121	MM	$5,361.19	$5,629.25	$5,910.71	$6,206.24	$6,516.57	$6,679.48		
Junior Planner *	113	MM	$4,400.18	$4,620.18	$4,851.19	$5,093.75	$5,348.45	$5,482.16		
Laboratory & Environmental Compliance Mgr *	129	MM	$6,532.09	$6,858.69	$7,201.62	$7,561.71	$7,939.80	$8,138.29		

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Laboratory Supervisor *	127	MM	$6,217.34	$6,528.20	$6,854.61	$7,197.35	$7,557.21	$7,746.14		
Laboratory Technician I	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Laboratory Technician II	47	GS	$4,333.00	$4,549.64	$4,777.13	$5,015.98	$5,266.79	$5,530.12		
Librarian I *	114	MM	$4,510.19	$4,735.70	$4,972.48	$5,221.10	$5,482.15	$5,619.20		
Librarian II *	118	MM	$4,978.39	$5,227.31	$5,488.68	$5,763.13	$6,051.27	$6,202.56		
Librarian III *	122	MM	$5,495.22	$5,769.97	$6,058.49	$6,361.40	$6,679.48	$6,846.47		
Library Services Director *	Contract		$7,277.97				$9,343.03			
Library Technical Assistant I	29	GS	$2,778.16	$2,917.08	$3,062.93	$3,216.08	$3,376.88	$3,545.73		
Library Technical Assistant II	33	GS	$3,066.58	$3,219.90	$3,380.91	$3,549.94	$3,727.44	$3,913.81		
Library Technical Assistant III	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Light Equipment Mechanic	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Literacy Coordinator	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Maintenance Supervisor	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Maintenance Worker I	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Maintenance Worker II	40	GS	$3,645.20	$3,827.46	$4,018.82	$4,219.77	$4,430.76	$4,652.30		
Maintenance Worker III	44	GS	$4,023.62	$4,224.80	$4,436.04	$4,657.84	$4,890.73	$5,135.27		
Management Analyst I *	120	MM	$5,230.43	$5,491.95	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Management Analyst II *	125	MM	$5,917.74	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.88		
Marketing and Business Relations Specialist *	120	MM	$5,230.43	$5,491.95	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Meter Services Technician	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Office Manager *	115	MM	$4,622.94	$4,854.08	$5,096.79	$5,351.62	$5,619.21	$5,759.69		
Operations and Maintenance Superintendent *	137	MM	$7,958.73	$8,356.66	$8,774.50	$9,213.22	$9,673.88	$9,915.73		
Park Maintenance Technician	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Park Maintenance Worker I	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Park Maintenance Worker II	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Park Maintenance Worker III	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Park Planner *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Park Superintendent *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Park Supervisor	51	GS	$4,782.82	$5,021.96	$5,273.06	$5,536.71	$5,813.54	$6,104.22		
Planning Manager *	140	MM	$8,570.67	$8,999.20	$9,449.16	$9,921.62	$10,417.70	$10,678.14		
Police Captain **	Base	PM	$10,894.49	$11,439.23	$12,011.18	$12,611.75	$13,242.33	$13,904.45	$14,599.68	$15,329.67
Police Chief **	Contract		$13,358.70				$17,427.09			
Police Crime and Intelligence Analsyt *	Base	PS	$5,227.54	$5,488.93	$5,763.37	$6,051.54	$6,354.11			
Police Lieutenant **	Base	PM	$9,912.24	$10,407.85	$10,928.25	$11,474.67	$12,048.41	$12,650.83	$13,283.37	$13,947.54
Police Officer **	Base	P	$5,955.46	$6,253.23	$6,565.89	$6,894.19	$7,238.90	$7,600.84	$7,980.89	
Police Officer Recruit (Non-Safety)	Base		$5,359.91							
Police Records Manager *	120	MM	$5,230.43	$5,491.95	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Police Records Specialist *	Base	P	$3,479.41	$3,653.35	$3,836.03	$4,027.83	$4,229.23			
Police Records Supervisor	Base	PS	$4,903.78	$5,148.95	$5,406.41	$5,676.76	$5,960.60			
Police Sergeant **	Base	PS	$7,166.07	$7,524.38	$7,900.60	$8,295.63	$8,710.42	$9,145.94	$9,603.24	$10,083.40
Pool Facility Technician	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Principal Civil Engineer *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Principal Planner *	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Principal Utilities Civil Engineer *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Public Works Director *	Contract		$10,740.71				$13,982.76			
Public Works O&M Infrastructure Admin	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Purchasing Manager *	123	MM	$5,632.60	$5,914.23	$6,209.94	$6,520.44	$6,846.46	$7,017.62		
Recreation Coordinator	36	GS	$3,302.37	$3,467.49	$3,640.87	$3,822.92	$4,014.07	$4,214.77		
Recreation Superintendent *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Recreation Supervisor	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Redevelopment & Housing Analyst I *	120	MM	$5,230.44	$5,491.96	$5,766.54	$6,054.87	$6,357.62	$6,516.56		

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Redevelopment & Housing Analyst II *	124	MM	$5,773.42	$6,062.09	$6,365.19	$6,683.45	$7,017.63	$7,193.07		
Redevelopment Manager *	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Secretary to City Manager		C	$4,363.58	$4,581.76	$4,810.85	$5,051.39	$5,303.96	$5,569.16		
Senior Accountant *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Senior Application Analyst *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Senior Associate Civil Engineer *	134	MM	$7,390.47	$7,759.99	$8,147.99	$8,555.38	$8,983.16	$9,207.74		
Senior Building Inspector	57	GS	$5,546.60	$5,823.93	$6,115.13	$6,420.88	$6,741.92	$7,079.02		
Senior Building Plans Examiner	58	GS	$5,685.27	$5,969.53	$6,268.00	$6,581.41	$6,910.47	$7,256.00		
Senior Center Manager *	120	MM	$5,230.44	$5,491.96	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Senior Civil Engineer *	138	MM	$8,157.68	$8,565.56	$8,993.85	$9,443.53	$9,915.72	$10,163.61		
Senior Construction Project Manager *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Senior Engineering Assistant	58	GS	$5,685.27	$5,969.53	$6,268.00	$6,581.41	$6,910.47	$7,256.00		
Senior Equipment Mechanic	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Senior Human Resources Analyst		C	$6,735.42	$7,072.19	$7,425.80	$7,797.09	$8,186.95	$8,186.95		
Senior Maintenance Worker	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Senior Management Analyst *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Senior Planner *	132	MM	$7,034.34	$7,386.07	$7,755.35	$8,143.13	$8,550.29	$8,764.05		
Senior Police Records Specialist *	Base	P	$3,827.34	$4,018.70	$4,219.64	$4,430.64	$4,652.18			
Senior Signs and Markings Technician	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Senior Systems Analyst *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Senior Traffic Signal/Street Lighting Tech	60	GS	$5,973.08	$6,271.74	$6,585.32	$6,914.59	$7,260.32	$7,623.34		
Senior Tree Trimmer	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Senior Utilities Maintenance Worker (Sewer)	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Senior Utilities Maintenance Worker (Water)	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Senior Water Pollution Control Operator	67	GS	$7,100.12	$7,455.12	$7,827.87	$8,219.27	$8,630.24	$9,061.75		
Senior Water System Operator	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Senior Water/Wastewater Instramentation Tech	66	GS	$6,926.94	$7,273.28	$7,636.94	$8,018.79	$8,419.73	$8,840.71		
Signs and Markings Tech I	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Signs and Markings Tech II	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Social Services Manager *	132	MM	$7,034.34	$7,386.07	$7,755.35	$8,143.13	$8,550.29	$8,764.05		
Sports Manager *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Stock Clerk	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Storekeeper	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Traffic Signal / Street Lighting Technician	56	GS	$5,411.32	$5,681.88	$5,965.98	$6,264.27	$6,577.49	$6,906.36		
Transportation Engineer *	134	MM	$7,390.47	$7,759.99	$8,147.99	$8,555.38	$8,983.16	$9,207.74		
Treatment Plant Mechanic	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Tree Trimmer I	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Tree Trimmer II	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Underground Utility Service Locator	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Utilities Maintenance Supervisor	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Utilities Maintenance Worker I	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Utilities Maintenance Worker II	42	GS	$3,829.73	$4,021.23	$4,222.28	$4,433.40	$4,655.06	$4,887.82		
Utilities Maintenance Worker III (Sewer)	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Utilities Maintenance Worker III (Water)	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Utilities Maintenance Worker IV (Sewer)	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Utilities Maintenance Worker IV (Water)	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Wastewater Systems Administrator *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Water / Wastewater Instrumental Technician	62	GS	$6,275.47	$6,589.24	$6,918.70	$7,264.64	$7,627.87	$8,009.26		
Water Pollution Control Facility Superintendent *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Water Pollution Control O-I-T	40	GS	$3,645.20	$3,827.46	$4,018.82	$4,219.77	$4,430.76	$4,652.30		
Water Pollution Control Operator I	51	GS	$4,782.82	$5,021.96	$5,273.06	$5,536.71	$5,813.54	$6,104.22		

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Water Pollution Control Operator II	55	GS	$5,279.33	$5,543.30	$5,820.46	$6,111.48	$6,417.05	$6,737.91		
Water Pollution Control Operator III	59	GS	$5,827.40	$6,118.76	$6,424.70	$6,745.93	$7,083.24	$7,437.40		
Water Pollution Control Operator IV	63	GS	$6,432.35	$6,753.97	$7,091.66	$7,446.24	$7,818.55	$8,209.48		
Water Systems Administrator *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Water Systems Operator I	40	GS	$3,645.20	$3,827.46	$4,018.82	$4,219.77	$4,430.76	$4,652.30		
Water Systems Operator II	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		

* Employee pays PERS Misc. Member Contribution of 8%
** Employee pays PERS Safety Member Contribution of 9%
Note: If Temporary Employee is hired into a regular classified position paying the PERS Member Share,
that Employee's salary is 8% less for Misc. or 9% less for Safety.
Effective July 1, 2019 for MMPA classifications, Step F will be 2.5% above 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			
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: Sept 3 2019

TO:	THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA:	City Council Regular Meeting
DATE:	September 3, 2019
ITEM #:	J.8.
SUBJECT:	Resolution implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Fire MidMangement Association (FMMA) as described herein.

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Fire Mid Management Association (FMMA) as described herein.

Fiscal Impact

The current labor agreement for the FMMA covers salary and benefits for roughly 4 full-time equivalent positions at an annual cost for $900,000. The terms of the proposed new four-year contract is expected to result in an average annual increases of approximately 3%, contingent upon triggers covering selected contract terms. The proposed contract will result in an increase of $305,835 over the four-year term, and is within the funding level assumed in the development of the FY2019/20 budget forecast. This bargaining group's costs are funded primarily through the city's General Fund.

Background

The City began negotiating with the FMMA on a successor labor agreement in April 2019, and reached a tentative agreement in late August. The tentative agreement was presented to, and ratified by, the FMMA membership, and tonight's recommended Council action would formally ratify the terms of the new four (4) year agreement with the FMMA.

Discussion

The proposed agreement provides for increases in salaries and cost of health insurance benefits for covered employees, while maintaining structural changes to the overall benefit package negotiated in prior agreements. The new contract also provides for ongoing protection against future year increase in health insurance and pension costs, by capping the city's overall exposure, while at the same time providing adjustments reflecting anticipated cost of living increases and promoting the retention and recruitment of employees.

The major terms of the new contract are as follows:

COLA's

- Effective July 1, 2019 4.0%
- Effective July 1, 2020 4.0%
- Effective July 1, 2021 2.0%*

  * If the Unfunded Accrued Liability (UAL) for FY2021/22 is LESS THAN $3,700,000 then the COLA shall be increased by 0.5% (to 2.5%).

- Effective July 1, 2022 2.0%**

  ** If the Unfunded Accrued Liability (UAL) for FY2021/22 is LESS THAN $4,000,000 then the COLA shall be increased by 0.5% (to 2.5%).

*** In the event that the City elects to make a lump-sum payment toward CalPERS Unfunded Liability, the parties agree to meet and confer to adjust the trigger adjust the percentage change trigger for purposes of determining how the additional COLA's MAY be implemented.

Medical Health Insurance

The City will contribute additional **5%** per year toward health insurance premiums, as follows:

	Jan. 1 2020	Jan. 1 2021	Jan. 1 2022*	Jan. 1 2023*
Employee Only	845.66	887.94	932.34	978.96
Employee + One	1,691.30	1,775.87	1,864.66	1,957.89
Family	2,198.70	2,308.64	2,424.07	2,545.27

* If the CalPERS Kaiser Rate for health premiums increase by more than 20% from Jan. 2021 to Jan. 2022, then the City Contribution toward health insurance premiums will increase by 8.0% from 2021 to 2022. If the If the CalPERS Kaiser Rate for health premiums increase by more than 25% from Jan. 2021 to Jan. 2022, then the City Contribution toward health insurance premiums will increase by 10.0% from 2021 to 2022.

* If the CalPERS Kaiser Rate for health premiums increase by more than 20% from Jan. 2022 to Jan. 2023, then the City Contribution toward health insurance premiums will increase by 8.0% from 2022 to 2023. If the CalPERS Kaiser Rate for health premiums increase by more than 25% from Jan. 2022 to Jan. 2023, then the City Contribution toward health insurance premiums will increase **by 10.0%** from 2022 to 2023.

Notwithstanding any stated provisions, the City's contribution to health benefits, as of January 1, 2023 shall not exceed:

Employee Only $ 1,035.69
Employee +1 $ 2,071.37
Family $ 2,968.80

Retiree Medical Benefit - (2nd Tier)

- Effective July 1, 2020, Employees hired after July 1, 2006 will receive a 2% of base salary pretax contribution to one of the City's Deferred Compensation Plan once the employee completes probation. .

- RHSP Contribution – Increase City Contribution to RHSP for employees hired after July 1, 2006 from $50/month to $100/month, effective upon ratification.
- Uniform Allowance is increased to $1200 a year (previously $900).

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Fire Mid Management Association (FMMA) as described herein.

Paul Navazio
City Manager

Attachments:
1. Final Fire Mid Mgmt MOU
2. FINAL 08-01-19 with all COLAS 2019

MEMORANDUM OF UNDERSTANDING
CONCERNING
FIRE MID-MANAGEMEMENT UNIT EMPLOYEES
OF THE CITY OF WOODLAND

The City of Woodland and the Woodland Fire Mid-Management Unit Employees, comprising employees of the City of Woodland in the classifications of Deputy Fire Chief, Fire Battalion Chief, and Fire Marshal, hereby ratify as and for a memorandum of understanding the attached Resolution entitled "A Resolution of the City Council of the City of Woodland Approving Certain Terms and Conditions for Fire Mid-Management Unit Employees" and the exhibits appended hereto, and recommend that the same be adopted by the City Council of the City of Woodland. Provisions outlined in this Resolution shall be incorporated into the City's adopted Personnel Rules and thereafter the attached Resolution shall be used for the purpose of interpreting the specific rules and regulations addressed. In resolving questions of interpretation, the Resolution shall in all cases be the primary source.

DATED: ____________________

Woodland Fire Mid-Management	The City of Woodland
______________________________	______________________________

The foregoing Resolution and exhibits appended thereto hereby are approved by the City Council of the City of Woodland on this date, ______________________.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CERTAIN TERMS AND CONDITIONS FOR FIRE MID-MANAGEMENT EMPLOYEES

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WOODLAND FIRE MID-MANAGEMENT MEMORANDUM OF UNDERSTANDING

ARTICLE I GENERAL PROVISIONS

1.1 Application

1.1.1 This Resolution applies to employees employed by the City of Woodland in the classifications of Deputy Fire Chief, Fire Battalion Chief, and Fire Marshal.

1.2 Term

Except where the context otherwise determines or otherwise provides, the provisions of this resolution shall apply from July 1, 2019 to June 30 2023 and for such reasonable time thereafter as may be required to ratify, revise and supersede such provision by action taken by the Woodland City Council after good faith negotiations pursuant to the Meyers-Milias Brown (MMB) Act.

1.2.1 During the contract year, the City and Association have agreed to reopen negotiations on any provisions contained within this Memorandum of Understanding. The primary purpose of this provision to reopen negotiations would stem from the conclusion of negotiations with the Woodland Professional Firefighters Association.

1.3 Shift Designations

1.3.1 Fire Operations Shift. Employees assigned to work the Fire Operations Shift shall work a 56-hour workweek, consistent with the schedule and rotation of fire employees assigned to Fire Operations. Typically, shifts will be worked in a two-on/four-off schedule. Individuals on this shift will receive different holiday, sick leave, and vacation accrual benefits versus those on the Fire Staff Shift.

1.3.2 Fire Staff Shift. Employees assigned to work the Fire Staff Shift shall work a 40-hour workweek, consistent with the administrative and managerial schedule of the Department. Individuals on this shift will receive different holiday, sick leave and vacation accrual benefits versus those on the Fire Operations Shift.

1.3.3 Transition to/from Fire Operations Shift and Fire Staff Shift. Because of the differences in the accumulation of sick leave, vacation, administrative leave and holiday hours depending on which an individual is assigned, adjustments must be made at the time an individual changes from the Fire Operations Shift to the Fire Staff Shift (and vice versa). When an employee covered by this Resolution transitions from one to the other, accrued vacation, administrative leave, sick leave and use of holiday time will be adjusted according to the provisions of Attachment A, “Fire Department Conversion of Sick Leave and Vacation.”

1.3.4 Fire Operations Employees who are on Workers Comp, light duty, training assignment, or a special assignment that is greater than one Fire Operations shift (48 hours) but less than a four week period shall be placed in a Fire Staff Shift (a regular 40 hour work week). In these instances, the need to convert sick leave and vacation accruals is not necessary. Assignments longer than four weeks will require conversion of sick leave and vacation accruals as defined in Attachment A.

1.3.4.1 Other Shifts for Fire Staff Shifts.

1.3.4.2 Alternate Work Week - A biweekly work schedule consisting of eighty (80) hours of work (over a 14 day period) in no fewer than eight (8) work days, and with no more than ten (10) hours scheduled on any work day.

1.3.4.3 Flex Time Schedule - A weekly work schedule consisting of forty (40) work hours during a seven day work period at other than traditionally scheduled hours for the assigned shift.

1.3.4.4 Other schedules approved by the Fire Chief or designee.

ARTICLE II
COMPENSATION

2.1 Salary

2.1.1

At the end of the agreement, a 20% salary separation shall be maintained across the salary range between Battalion Chief and Fire Captain and a salary separation of 15% between Deputy Fire Chief and Battalion Chief across the range.

COLAs

- Effective July 1, 2019, base salaries will be increased by 4%
- Effective July 1, 2020, base salaries will be increased by 4%
- Effective July 1, 2021, base salaries will be increased by 2*%
  - * If the unfunded liability payment for the CalPERS Safety Plan for FY2021/22 is LESS THAN $3,700,000 then the COLA shall be increased by 0.5% (to 2.5%).
- Effective July 1, 2022 base salaries will be increased by 2**%
  - ** If the unfunded liability payment for the CalPERS Safety Plan for FY2021/22 is LESS THAN $4,000,000 then the COLA shall be increased by 0.5% (to 2.5%).

In the event that the City elects to make a lump-sum payment toward CalPERS Unfunded Liability, the parties agree to meet and confer to adjust the trigger for purposes of determining how the additional COLA's <u>MAY</u> be implemented.

2.1.2 Initial salary placement for employees promoted into the bargaining unit shall provide for a salary increase of at least 5% over the employee's previous salary including pay differential incentives.

2.2 Deferred Compensation

2.2.1 The City will make available a Deferred Compensation Plan to all employees.
2.2.2 Effective July 1, 2020. Employees hired after July 1, 2006, the City will provide a pretax contribution of two percent (2%) of base salary to a Deferred Compensation plan of the employee's choice of those provided by the City of Woodland.
2.2.3 To receive the contribution, employee must have completed their initial probationary period.
2.2.4 Employee must enroll in one (1) of the Deferred Compensation plans offered by the City.
2.2.5 There is no vesting requirement. The contribution is immediately vested into the employee's account.

2.3 Uniform Allowance

2.3.1 Each represented employee shall receive a monthly uniform allowance of $100. Employees are responsible for purchasing uniforms as per the uniform policy including safety footwear.

2.3.2 This uniform allowance is paid monthly. Each month eligible employees will receive $100 per month (annual total of $1200).

2.4 Longevity Pay

2.4.1 Employees in all positions identified in Section 1.1 of this Resolution shall receive City longevity pay according as follows:

Years of Service	Monthly Amount	Annual Amount
10 years	$83.33	$1,000.00 per year

The longevity is paid monthly.

2.5 Bilingual Pay

2.5.1 Bilingual employees, as designated by the City's bilingual pay policy, shall receive additional compensation above their regular salary at the rate of two hundred dollars ($200.00) per month as set by the City of Woodland's Bilingual policy.

2.6 Extra Time Pay

2.6.1 Classifications covered by this Bargaining group are required to work hours which are in addition to their normal work schedule for the purposes of emergency response coverage, such as shift vacancies as well as emergency response callbacks, shall be compensated for extra time at time-and-a half of the operations shift rate with a four (4) hour minimum. Employees who are required to come in where the time of occurrence is contiguous with the beginning or ending of the employee's shift, the four (4) minimum will not apply. Contiguous means connected to the employee's regular duty schedule, if the meeting or duty were continued, it would have been contiguous to the employee's regular duty schedule.

(a) The necessity to cover scheduled shifts: Available open shifts will first be offered to on duty "certified acting Battalion Chief" employees outside of this bargaining unit. If no "certified" member of this classification is on duty, or if this move causes overtime, this opening will be offered to the "Battalion Chiefs". If the Battalion Chiefs do not accept the offered extra time it shall then be offered to "certified" members outside this bargaining unit as dictated by the order on the overtime list. If no Battalion Chief or Acting Battalion Chief is available, the overtime may be offered to the Deputy Chief at a rate of pay of 1.5 times regular 56 hour work week rate of pay.

(b) For Acting Battalion Chiefs to qualify for time they must have successfully completed the department's Battalion Chief Certification or as approved by the Fire Chief.

2.6.2 Employees assigned duties outside their normal work schedule, as determined by and with advance approval of the Fire Chief, or designee shall be compensated at the operations shift straight-time rate.

2.7 Out of Class Work

2.7.1 Assignment to perform work of a higher level classification: Employees assigned by their supervisors to perform the essential duties of a higher level classification shall receive an additional five percent (5%) of base pay as out of class compensation. Payment shall continue for the term of the assignment to the higher level classification duties. Assignments shall be limited to six (6) months, which may be extended on approval of the City Manager.

2.7.2 Assignment as Acting Department Head: In the case of assignment as an acting department head, the compensation shall be an additional ten percent (10%) of the base pay. Payment shall continue for the term of the assignment to the higher level classification duties. Acting assignments shall be limited to six (6) months, which may be extended on approval of the City Manager.

2.7.3 Assignment of duties beyond the scope of employee's classification: Employees assigned to perform significant and additional duties outside the scope of their job description shall receive an additional five percent (5%) of base pay as special assignment pay.

2.8 Educational Incentive Program

Employees shall be eligible for incentive pay within the identified rank, upon completion and granting of the following:

Battalion Chief
Chief Officer Certificate (OSFM) 2% pre 2015, 1% from 2015 forward
Executive Chief Fire Officer (OSFM) 1% (excluded for those who have Chief Officer pre 2015)
The Chief Officer and Executive Chief Officer series are to be non-cumulative and shall not exceed 2% in total.
Executive Fire Officer FEMA 2%
Bachelor's Degree 2%
Master's Degree 2%

Fire Marshal
Fire Marshal (OSFM) 2%
Bachelors 2%
Masters 2%

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Deputy Chief
Executive Fire Officer (FEMA) 2%
Bachelor's Degree 2%
Master's Degree 2%

Amounts in this section are cumulative and may not exceed a total of 2%.

Effective July 1, 2021, the cumulative Incentive pay may not exceed a total of 4%.

Note: Upon completion of all courses required (not including the task books) for the certification the employee will be eligible for Incentive pay. Retroactive pay will be limited to 120 days.

ARTICLE III
RETIREMENT

3.1 Retirement

Classis/Legacy employees
3% @ 50 CalPERS Retirement Formula for City of Woodland Employees hired on or before December 31, 2012 or are Legacy/Classic members as defined by CalPERS. The formula in effect for eligible represented employees hired on or before December 31, 2012 or are new hires to the City of Woodland who are

"Legacy/Classic" members as determined by CalPERS is the 3% @ 50 formula with one year final compensation (i.e. highest one-year average pensionable "compensation earnable").

Public Employee Pension Reform Act (PEPRA) employees.

2.7% @ 57 Retirement CalPERS Retirement Formula for City of Woodland Employees hired on or after January 1, 2013. As mandated by CalPERS, the formula in effect for represented employees hired to the City of Woodland on or after January 1, 2013, and are considered new members as defined by CalPERS is 2.7% @ 57 with average three year compensation.

Employees will pay 50% of the normal cost, as determined by CalPERS each year.

3.1.2 Employee/Employer Contribution

3.1.2.1 Employee Contribution for employees on the 3 % @ 50 CalPERS Retirement Formula for City of Woodland Employees hired on or before December 31, 2012 or are Legacy/Classic members as defined by CalPERS.

- Employees will pay a total of 9% of the employee's salary towards the employee share of CalPERS pension.

2.7% @ 57 Retirement CalPERS Retirement Formula for City of Woodland Employees hired on or after January 1, 2013. As mandated by CalPERS, the formula in effect for represented employees hired to the City of Woodland on or after January 1, 2013, and are considered new members as defined by CalPERS is 2.7% @ 57 with average three year compensation.

Additional Employee Contribution towards Employer share per PERS Section 20516 contract amendment by all employees under the 3% @ 50 Retirement Formula. All employees under the 3% @ 50 retirement formula shall contribute 4% of PERSable salary towards the employer share of PERS retirement pursuant to PERS Code Section 20516 contract amendment.

3.1.3. Employer Paid Member Contribution (EPMC)

3.1.3.1 The City will report the amount the City pays towards the employees' contribution to PERS as special compensation (EPMC) if any.

Employee contributions will be paid on a pre-tax basis as allowed by IRS Code Section 414(h) (2).

3.1.4 Disability Retirement

3.1.4.1 After receipt of Labor Code Section 4850 benefits to the extent of legal entitlement, an employee eligible for disability retirement under the Public Employees Retirement System (PERS) rules shall retire on the date set forth in the City's written request to the Public Employees' Retirement System without further use of accumulated sick leave. An employee eligible for both service and disability retirement may choose one or the other.

3.1.5 Survivor's Benefits

3.1.5.1 The City provides the 1959 Survivor's Security Benefit as specified in the Government Code, Section 21380 et. seq.

3.1.6 Sick Leave Conversion

3.1.6.1 The City provides the sick leave conversion benefit as specified in the Government Code, Section 20862.8.

3.1.7 Final Compensation Salary Computation

3.1.7.1 The City shall continue its contract with PERS to compute employee's retirement on the highest one (1) year's salary, for Legacy/Classic members.

For PEPRA members the City's contract with PERS is the final three year average.

3.1.8 PERS Pre-Retirement Optional Settlement 2 Death Benefit

3.1.8.1 The City has contracted for the PERS Pre-Retirement Optional Settlement 2 Death Benefit option (Section 21548). The PERS Pre-Retirement Optional Settlement 2 Death Benefit option provides a monthly benefit allowance to an eligible spouse of a deceased employee equal to the amount the employee would have received if they had retired on the date of the death.

ARTICLE IV
BENEFITS

4.1 Medical Insurance

4.1.1 The City shall make available to all unit employees, the medical insurance program. Employees shall have the option of enrolling in any of the medical plans provided by the City.

4.1.2 For Employees **hired *before* July 1, 2006**, the City provides a two-tier medical benefits program:

- Tier One: Employee Only and Employee plus One
- Tier Two: Employee plus Family

4.1.2.1 Employees hired on or before July 1, 2006 who provide proof of dual coverage under any other group medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of $405 per month.

4.1.2.2 Employees hired on or before July 1, 2006 who are enrolled in medical insurance programs shall be entitled to receive payment of the difference between the cost of the medical plan and the monthly amount listed below based on the tier in which the employee is enrolled; however, in no case shall the differences paid exceed the amounts provided below:

- Tier One: Employee Only and Employee plus One $810
- Tier Two: Employee plus Family $1060

The City will pay a flat amount for medical coverage based on the chart below:

Effective	Employee Only	Employee Plus One	Family
January 1, 2020	$1,691.30	$1,691.30	$2,198.70
January 1, 2021	$1,775.87	$1,775.87	$2,308.64
January 1, 2022*	$1,864.66	$1,864.66	$2,424.07
January 1, 2023**	$1,957.89	$1,957.89	$2,545.27

City to contribute additional **5%** per year toward health insurance premiums,

* If the CalPERS Kaiser Rate for health premiums increase by **more than 20%** from Jan. 2021 to Jan. 2022, then the City Contribution toward health insurance premiums will increase **by 8.0%** from 2021 to 2022.

If the CalPERS Kaiser Rate for health premiums increase by **more than 25%** from Jan. 2021 to Jan. 2022, then the City Contribution toward health insurance premiums will increase **by 10.0%** from 2021 to 2022.

** If the CalPERS Kaiser Rate for health premiums increase by more than 20% from Jan. 2022 to Jan. 2023, then the City Contribution toward health insurance premiums will increase by 8.0% from 2022 to 2023. If the CalPERS Kaiser Rate for health premiums increase by **more than 25%** from Jan. 2022 to Jan. 2023, then the City Contribution toward health insurance premiums will increase **by 10.0%** from 2022 to 2023.

Notwithstanding any stated provisions, the City's contribution to health benefits, as of January 1, 2023 shall not exceed:

Employee Only	$ 1,035.69
Employee plus1One	$ 2,071.37
Family	$ 2,968.80

4.1.3 Employees **hired *on or after* July 1, 2006**, the City provides a three-tier medical benefits program:

- Tier One: Employee Only
- Tier Two: Employee plus One
- Tier Three: Employee plus Family

4.1.3.1 Employees hired on or after July 1, 2006 who provide proof of dual coverage under any other group medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of $405 per month.

4.1.3.2 Employees hired on or after July 1, 2006 who are enrolled in medical insurance programs shall be entitled to receive payment of the difference between the cost of the medical plan and the monthly amount listed below based on the tier in which the employee is enrolled; however, in no case shall the differences paid exceed the amounts provided below:

- Tier One: Employee Only $405
- Tier Two: Employee plus One $810
- Tier Three: Employee plus Family $1060

The City will pay a flat amount for medical coverage based on the chart below:

Effective	Employee Only	Employee Plus One	Family
January 1, 2020	$845.66	$1,691.30	$2,198.70
January 1, 2021	$887.94	$1,775.87	$2,308.64

January 1, 2022	$932.34	$1,864.66	$2,424.07
January 1, 2023	$978.96	$1,957.89	$2,545.27

City to contribute additional **5%** per year toward health insurance premiums,

* If the CalPERS Kaiser Rate for health premiums increase by **more than 20%** from Jan. 2021 to Jan. 2022, then the City Contribution toward health insurance premiums will increase **by 8.0%** from 2021 to 2022.

*If the CalPERS Kaiser Rate for health premiums increase by **more than 25%** from Jan. 2021 to Jan. 2022, then the City Contribution toward health insurance premiums will increase **by 10.0%** from 2021 to 2022.

** If the CalPERS Kaiser Rate for health premiums increase by more than 20% from Jan. 2022 to Jan. 2023, then the City Contribution toward health insurance premiums will increase by 8.0% from 2022 to 2023. If the CalPERS Kaiser Rate for health premiums increase by **more than 25%** from Jan. 2022 to Jan. 2023, then the City Contribution toward health insurance premiums will increase **by 10.0%** from 2022 to 2023.

Notwithstanding any stated provisions, the City's contribution to health benefits, as of January 1, 2023 shall not exceed:

Employee Only	$ 1,035.69
Employee plus One	$ 2,071.37
Family	$ 2,968.80

4.1.4 The City shall contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Effective **January 1, 2020, through December 31, 2020**, the City shall contribute the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	$139.00	Note 3	$845.66
Employee plus one	$139.00	Note 3	$1,691.30
Employee plus family	$139.00	Note 3	$2,198.70

Note 1: Per paragraph 4.1.2 above, employees hired before July 1, 2006 who qualify for the "Employee Only" tier shall receive medical insurance

coverage and cafeteria plan benefit equal to the "Employee plus One" tier.

Note 2: The Medical Benefit will be equal to the minimum established by the CalPERS Board (currently $139.00 from the January 2020 table). It is anticipated that this amount will be adjusted annually based on changes to the medical component of the CPI.

Note 3: Cafeteria Plan benefit will be equal to the difference between the Medical Benefit and the Total Benefit.

4.1.4.5 Employees enrolled in medical insurance programs shall be entitled to receive payment of the difference between the cost of a medical plan and the monthly allowances provided in paragraph 4.1.4 above for the respective tier in which they are enrolled. However, in no case shall the differences paid exceed the amounts provided in paragraph 4.1.4.1 above.

4.2 Long Term Disability Insurance

4.2.1 The City Shall continue to provide Long Term Disability Insurance paid directly to CAPF or to an equivalent plan chosen by the Association. As long as costs of the new plan do not exceed the premium of current CAPF Plan.

Should the Association's LTD plan become unavailable, the City and Association agree to reopen negotiations on this section.

4.3 Dental Insurance

4.3.1 The City shall continue in effect its self-insurance group dental plan for all represented employees. The maximum annual reimbursement shall be two thousand ($2000) per covered person.

4.3.2 City shall continue to provide employees identified in Section 1.1 of this Resolution and any eligible dependents, coverage in the City's dental insurance plan provided to other employees. The benefit shall be paid by the City except where the plan requires the employee to pay a deductible or co-payment.

4.4 Medical Insurance Upon Retirement

4.4.1 Employees who retire from the City may be eligible for Medical Insurance in accordance with the CalPERS Medical Plan. Dental, Vision and Long Term Disability Insurance is not provided to retirees.

4.4.2 For employees who were ***hired before* July 1, 2006**, with ten (10) or more years of service who either retire and are eligible to receive benefits under the City's

PERS plan or retire for disability under PERS shall be eligible for continued health and life insurance coverage subject to the following terms and conditions:

4.4.2.1 Employees 50 years old or older who separate from City service but postpone application to receive PERS retirement benefits must pay the premiums for any continued insurance coverage until the application for benefits is approved.

4.4.2.1Insurance benefit levels to retirees will be equal to the schedule reflected in paragraph 4.1.4 above. Retirees who were hired before July 1, 2006, will receive a benefit equal to the "Total Benefit" reflected in 4.1.4 above; however, provisions of paragraphs 4.1.2.1 and 4.1.2.2 do not apply to retired employees.

4.4.3.1 Retirees who were hired prior to July 1, 2006 have a vested right to receive full medical insurance benefits in retirement equal to the total medical benefit provided to active employees. In the immediate case, such retirees shall receive the combined value of the medical benefit and the cafeteria plan benefit to equal the total benefit. In future cases, should the City again restructure its health care benefits, such retirees shall continue to receive the full value provided to active employees for health benefits irrespective of how they may subsequently be structured.

4.4.4 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan.

4.4.5Health Insurance coverage will be coordinated with Medicare when retirees become eligible; and

4.4.6 Dental, Vision and Long Term Disability Benefits will not be offered or provided to retirees.

4.4.7. Employees who were **hired *on or after* July 1, 2006**, will receive medical insurance benefits in retirement as follows:

4.4.8.1 Insurance benefits levels to retirees who were hired after July 1, 2006, will receive a benefit equal only to the "Medical Benefit" reflected in 4.1.4 above; however, provisions of paragraphs 4.1.2.1 and 4.1.2.2 do not apply to retired employees.

4.4.8.1Retirement Health Savings Plan. The City of Woodland has established a program in which employees participate to save, on a tax deferred basis, money to help pay the cost of healthcare once an individual retires. The Retirement Health Savings Plan (RHSP) may be used for medical, dental and vision care as well as other healthcare expenses.

4.4.8.2 For employees hired on or after July 1, 2006, participation in the City's RHSP is mandatory.

4.4.8.3 Contributions: The City shall contribute $100 per month to the employee’s RHSP account; likewise, the employee shall contribute $50 per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period.

4.4.8.4Initial Probationary Period. During an employee’s initial probationary period with the City, neither the employee nor the City shall contribute to the employee’s RHSP account. The initial probationary period is that probationary period when an employee is first hired. A probationary period is also in effect when an individual changes classification or is promoted to a higher classification; City and employee contributions to RHSP accounts will continue during such promotional probationary periods.

4.4.7.8.5Conversion of Sick Leave. Once an employee has accrued 500 hours of sick leave, the City shall convert 50% of additional sick leave earned to a cash contribution to an employee’s RHSP account. This results in all sick leave earned above 500 hours being changed to 4 hours per month (versus 8 hours) with the value of 4 hours of salary being contributed to the employee’s RHSP account.

4.5 Professional Growth Incentive

4.5.1 Employees covered by this Resolution are eligible to participate in the Professional Growth Incentive Program. Employees may receive a reimbursement for professional memberships, subscriptions, professional training (including travel, lodging and parking fees), attainment of academic degrees, and equipment limited to desktop computers or components (memory, hard drives, video cards, power supplies, mother boards), keyboards, monitors, computer mouse(s)/pointing devices, laptop/notebook/tablet computers, printers, City standard suite of office productivity software (currently Microsoft Office Suite), and personal digital assistants (PDA) and accessories, unless considered used mostly for personal entertainment. All such requests require advance approval by the City. Maximum reimbursement per fiscal year per employee shall be $625.00.

Education Leave of up to 96 hours per year shall be granted for all approved courses/classes by the Chief or designee and it does not create a “force hire”.

4.6 Life Insurance

4.6.1 Employees. The City shall continue to provide life insurance coverage in the amount of $50,000 to each employee in each position identified in Section 1.1 of this Resolution.

4.6.2 Retired Employees. Retirees shall be eligible for continued life insurance coverage subject to the following terms and conditions:

4.6.2.1.1 Employees. 50 years old or older who "retire" from City service but postpone application to receive PERS retirement benefits must pay the premiums for any continued life insurance coverage until the application for benefits is approved.

4.6.2.1.2 The City shall pay the premiums for eligible retired employees who have maintained the applicable life insurance coverage and whose application for PERS retirement benefits has been approved.

4.6.2.1.3 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan.

4.7 Dental Insurance

4.7.1 City shall continue to provide employees identified in Section 1.1 of this Resolution and, at the employee's request, any eligible dependents; coverage in the City's dental insurance plan provided to other employees. The benefit shall be paid by the City except where the plan requires the employee to pay a deductible or co-payment. Dental Insurance eligibility ends on the last day of the month of active employment.

4.8 Vision/Optical

4.8.1 The City agrees to maintain in effect the vision insurance program for represented employees. Vision Insurance eligibility ends on the last day of the month of active employment.

4.9 Flexible Spending Account

4.9.1 The City agrees to establish a provision allowed by Section 125 of the Internal Revenue Code. Such account shall provide for pre-tax treatment of employee obligations for medical and dependent care costs.

ARTICLE V
LEAVES

5.1 Vacation Leave

5.1.1 Each employee covered by this Resolution and who is assigned to the Fire Operations Shift shall accumulate vacation leave according to the following table:

Months of Service	Leave Earned Per Month
1 to 36 months	11 hours
37 to 60 months	13 hours
61 to 120 months	15 hours
121to180 months	18 hours
over 180 months	21 hours

5.1.2 Each employee covered by this Resolution and who is assigned to the Fire Staff Shift (40 hours work week) shall accumulate vacation leave according to the table below:

Years of Service	Vacation Earned Per Month
0 to 3 years	7.7 hours
4 to 5 years	9.7 hours
6 to 10 years	11 hours
11 to 15 years	13 hours
16 years and over	15 hours

5.2 Maximum Accumulation - Vacation Buy

5.2.1 Fire Operations Shift Employees

5.2.1.1 Fire Operations Shift employees shall be allowed a maximum accumulation of vacation leave of 624 hours past January 1 of each year. Should an employee request vacation leave within sixty (60) days of reaching the maximum accumulation allowed, and due to staffing needs, the department is unable to grant the vacation time off, the employee shall be granted a sixty (60) day extension within which to take the vacation leave. Provided an employee has submitted a timely vacation request pursuant to this MOU, no employee shall lose accumulated vacation time because of lack of departmental staffing.

5.2.1.2 Fire Operations Shift employees may buy back a maximum of ninety-six (96) hours of vacation per fiscal year provided that the employee has taken/scheduled at least seventy-two (72) hours of vacation during that fiscal year.

5.2.1.3 **Fire Staff Shift Employees**

5.2.1.4 Fire Staff Shift Employees may carry an unused balance of vacation leave of no more than 56 days (448 hours) past January 1st of each year.

5.2.1.5 Fire Staff Shift Employees who have sufficient accrued vacation shall have the option of receiving pay in lieu of time off for eighty (80) hours of accrued time, provided that the employee is taking at least one (1) consecutive week vacation time off within the fiscal year. Payment will be made at the hourly rate in effect at the time of the request. No employee may buy-out more than eighty (80) hours of vacation per fiscal year.

5.3 Sick Leave

5.3.1 Sick leave may be used only for non-service connected illness or injury or until entering disability retirement after receipt of Labor Code Section 4850 benefits to the extent of Legal entitlement, as provided in sub-section 3.1.2 of this agreement, titled "Disability Retirement."

5.3.2 Accumulation and Deduction

5.3.2.1 Each represented employee working the Fire Operations Shift shall accumulate sick leave at the rate of 12 hours per month. Each represented employee assigned to the Fire Staff Shift shall accumulate at the rate of 8 hours per month.

5.3.2.2 Time on sick leave shall be deducted from accumulated sick leave in daily increments as used.

5.3.2.3 There shall be no limitation on the amount of sick leave which may be accumulated.

5.3.2.4 No lump sum payment shall be made for sick leave upon retirement, resignation, or discharge from employment with the City. Upon service retirement, however, accumulated sick leave shall be added to the length of time served for purposes of determining retirement benefits and shall include sick leave which accumulates during leave for non-service connected illness or injury.

5.4 Holidays

5.4.1 Fire Operations Shift. Employees covered by this Resolution who are scheduled to the Fire Operations Shift (56 hour workweek) shall be paid for 134.4 hours per year in lieu of holidays payable at the rate of eleven and two tenths (11.2) hours per month. Holiday-In-Lieu payment shall be made based on the employees' monthly salary.

5.4.2 Fire Staff Shift. Employees covered by this Resolution who are scheduled to work the Fire Staff Shift (a regular 40-hour workweek) shall observe the following holidays:

January 1st
Third Monday in January (Martin Luther King's Birthday)
Third Monday in February (Presidents Day)
Fourth Monday in May (Memorial Day)
July 4th
First Monday in September (Labor Day)
November 11th (Veteran's Day)
Thanksgiving Day
The Day after Thanksgiving Day
Christmas Eve – ½ day (observed last work day before Christmas)
December 25th (Christmas Day)

5.4.2.1 In addition, each represented employee who is scheduled to work the Fire Staff Shift (a regular 40-hour workweek) shall have 16 hours added to his/her vacation leave total as of July 1 each year.

5.5 Administrative Leave Compensation

5.5.1 All employees identified in SEC. 1-1 of this Resolution, shall receive administrative leave. Each represented Non operational Fire Shift employee shall receive an annual bank of ninety-six (96) hours administrative leave on July 1 of each year. Operational Shift employees will receive 134.4 hours per year, on July 1. This administrative leave shall be in addition to accrued vacation leave and other leaves provided by the City.

Employees terminating prior to January 1 of any fiscal year shall be responsible for repaying a prorated share of Administrative Leave credited to them on July 1.

For example, an employee working 25% of the year would owe the City 60 hours of Administrative Leave. If more than 20 hours of Administrative Leave had already been taken in time off or cash, at the time of termination, the employee would be responsible for payment of the balance of the hours due in either vacation leave or in cash. Cash payment would be made at the current rate of pay.

5.5.2 Each employee may, upon request, have accrued unused hours of administrative leave paid directly to him/her at their hourly rate of pay in effect at the time of the request. On a fiscal year basis, the maximum amount will be 80 hours for Fire Staff Shift personnel and 112 hours for Fire Operations Shift personnel. Subject to the maximum payout amounts, unused administrative leave will be paid on June 30 of each year.

5.5.3 Represented members who were appointed to the rank of Battalion Chief, Deputy Fire Chief or Fire Marshal after July 1, 2006, shall also receive and be able to be paid for leave as specified in paragraphs 5.5.1 and 5.5.2 above, however, no such employee may carry over any administrative leave balances past June 30 of each year.

5.5.4 It is recognized that in some instances unit employees may be required to work extraordinarily long hours on special projects or unique circumstances. Should such an extraordinary occasion arise, the Department Director may recommend to the City Manager that the employee be granted additional Administrative Leave in addition to the 96 hours for fire staff shift personnel (134.4 hours for fire operations shift personnel) already provided subject to the following provisions:

5.5.4.1 Additional Administrative Leave hours granted cannot exceed 24 hours in any Fiscal Year.

5.5.4.2 Additional Administrative Leave hours must be approved by the Personnel Officer and specifically authorized by the City Manager.

5.5.4.3 Additional Administrative Leave shall not be construed to constitute overtime compensation nor be applied on an hour for hour basis.

5.6 Catastrophic Illness or Injury

5.6.1 Represented employees may donate portions of their vacation or administrative leave accumulations to other employees who have suffered catastrophic illness or injury. Employees receiving donation of time from other employees must first exhaust all available vacation, compensatory time, administrative leave and sick leave.

5.7 Personnel Records

At the employee’s request, after one year from the date of discipline, any disciplinary actions or letter will be purged from the employee’s personnel file.

ARTICLE VI
WORKING CONDITIONS

6.1 Work Hours

6.1.1 Notwithstanding the establishment of the Fire Operations Shift and the Fire Staff Shift, work hours for each employee shall be those agreed to between the employee and the Fire Chief based on the shift the employee has been assigned by the Fire Chief.

6.2 Strike Team Participation

6.2.1 Unit employees participating in Strike Team or State OES Mutual Aid activities shall be compensated at time and one half for hours spent outside of regular duty hours when the City is being reimbursed at the time and one half rate.

6.3 Promotional Examinations

6.3.1 Promotional Exam Notice. All employees will receive a minimum of 30 days advance notice along with the study reference list for all department recruitments.

ARTICLE VII
OTHER COMPENSABLE ITEMS

7.1 Other Compensable Items Not Set Forth Herein (MODIFIED)

7.1.1 Other items not set forth herein which are compensable as terms and conditions of employment of the employees covered by this Resolution shall continue to be compensated by the City of Woodland at the rate applicable on June 30, 2010 unless determined otherwise by the Woodland City Council in accordance with law required otherwise by law.

7.2 Vehicle Policy

7.2. For unit employees who are expected to regularly report and respond back to the City during off-duty hours and/or whose duties include regular and reoccurring attendance of meetings a vehicle may be assigned in alignment with the City Vehicle Policy.

Deputy Chief, Fire Marshal and other unit employees as determined by assignment and at the Fire Chief’s discretion may be assigned a vehicle in alignment with the City Policy.

PASSED AND ADOPTED this ___ day of

AYES: COUNCIL MEMBER:

NOES: COUNCIL MEMBER:

ABSENT: COUNCIL MEMBER:

STATE OF CALIFORNIA)
)
COUNTY OF YOLO)

I, Ana Gonzalez, City Clerk of the City of Woodland in Yolo County, California, hereby certify this Resolution to be a full, true and correct copy of the record of the action taken by the City Council of the City of Woodland, by vote of the members present, as the same appears in the official minutes of said Council at its meeting.

DATED:______________________

____
Ana Gonzalez, Woodland City Clerk

Exhibit A
City of Woodland
Fire Mid-Management Employees
Effective July 1, 2019 (4% COLA)

Deputy Fire Chief	$10,363.73	$10,881.92	$11,426.02	$11,997.31	$12,699.69
Fire Battalion Chief	$9,085.29	$9,539.54	$10,016.52	$10,517.35	$11,043.21
Fire Marshal	$9,085.29	$9,539.54	$10,016.52	$10,517.35	$11,043.21

Effective July 1, 2020 (4% COLA)

Deputy Fire Chief	$10,778.28	$11,317.20	$11,883.06	$12,477.21	$13,207.68
Fire Battalion Chief	$9,448.70	$9,921.12	$10,417.18	$10,938.04	$11,484.94
Fire Marshal	$9,448.70	$9,921.12	$10,417.18	$10,938.04	$11,484.94

Effective July 1, 2021 Contingent either 2% or 2.5%

Effective July 1, 2022 Contingent either 2% or 2.5%

Attachment A
Fire Department Conversion of Sick Leave and Vacation

Conversion for sick leave and vacation when personnel are transferred from Fire Operations Shift to Fire Staff Shift or from Fire Staff Shift to Fire Operations Shift will be done with a factor of 1.4 (56 ÷ 40 = 1.4).

Example #1

Firefighter has 500 hours of accrued sick leave. Firefighter then transfers from Fire Operations Shift to Fire Staff Shift. The 500 hours of sick leave would become 357.14 hours, as the firefighter would be using it at a different rate than earned.

Accrued hours are divided by 1.4 (500 ÷ 1.4 = 357.14)

Example #2

Firefighter has 500 hours accrued vacation. Firefighter then transfers from Fire Staff Shift to Fire Operations Shift. The 500 hours would become 700 hours, as the firefighter would be using it at a different rate than earned.

Accrued hours are multiplied by 1.4 (500 × 1.4 = 700)

In accordance with section 20862.8 of the Public Employees' Retirement Law, an employee shall be credited at his retirement with 0.004 years of service credit for each unused day of sick leave.

All hours accrued on a shift basis shall be converted to days for calculations of service credit and reported to PERS.

Example #3

A firefighter has 3719 hours accrued from shift work. The hours are converted by dividing by 1.4 conversion factor. The total number of hours is divided by 8 and the total days are multiplied by .004.

3719 ÷ 1.4 = 2656.4 hours
2656.4 ÷ 8 = 352 days
352 × .004 = 1.41 years

Sick leave and vacation will be converted in the same manner on any transfer, temporary or permanent.

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 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	$5,903.68		
Accountant II *	120	MM	$5,230.44	$5,491.96	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Accounting Technician	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Administrative Clerk I	28	GS	$2,710.40	$2,845.92	$2,988.22	$3,137.64	$3,294.51	$3,459.24		
Administrative Clerk II	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Administrative Clerk III	36	GS	$3,302.37	$3,467.49	$3,640.87	$3,822.92	$4,014.07	$4,214.77		
Administrative Secretary	42	GS	$3,829.73	$4,021.23	$4,222.28	$4,433.40	$4,655.06	$4,887.82		
Administrative Supervisor	47	GS	$4,333.00	$4,549.64	$4,777.13	$5,015.98	$5,266.79	$5,530.12		
Aquatics Coordinator	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Aquatics Supervisor	48	GS	$4,441.31	$4,663.38	$4,896.55	$5,141.38	$5,398.45	$5,668.37		
Assistant Engineer *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Assistant Planner *	118	MM	$4,978.39	$5,227.32	$5,488.68	$5,763.12	$6,051.27	$6,202.55		
Associate Civil Engineer *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Associate Engineer *	127	MM	$6,217.34	$6,528.21	$6,854.61	$7,197.35	$7,557.22	$7,746.15		
Associate Planner *	124	MM	$5,773.42	$6,062.09	$6,365.19	$6,683.45	$7,017.63	$7,193.07		
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	$8,764.05		
Building Inspector I	49	GS	$4,552.35	$4,779.97	$5,018.96	$5,269.92	$5,533.41	$5,810.08		
Building Inspector II	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Chief Building Official *	140	MM	$8,570.67	$8,999.20	$9,449.16	$9,921.62	$10,417.70	$10,678.14		
Chief Collection Systems Operator *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Chief Plant Operator *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Chief Project Engineer *	145	MM	$9,696.93	$10,181.76	$10,690.87	$11,225.41	$11,786.67	$12,081.33		
Chief Water Systems Operator *	132	MM	$7,034.34	$7,386.07	$7,755.36	$8,143.13	$8,550.29	$8,764.05		
Children's Librarian II *	118	MM	$4,978.39	$5,227.31	$5,488.68	$5,763.13	$6,051.27	$6,202.56		
City Clerk *	Contract		$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	$12,081.34		
City Manager *	Contract						$21,000.00			
Code Compliance Officer I	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Code Compliance Officer II	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Community Development Clerk I	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Community Development Clerk II	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Community Development Director *	Contract		$9,529.20				$13,810.44			
Community Development Technician I	42	GS	$3,829.73	$4,021.23	$4,222.28	$4,433.40	$4,655.06	$4,887.82		
Community Development Technician II	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Community Services Director	Contract		$9,449.55				$12,095.70			
Community Services Officer *	Base	P	$3,920.06	$4,116.06	$4,321.86	$4,537.96	$4,764.86	$5,003.11		
Community Services Program Manager *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Conservation Coordinator	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Construction Project Manager *	129	MM	$6,532.09	$6,858.69	$7,201.62	$7,561.71	$7,939.80	$8,138.29		
Crime Prevention Specialist *	Base	P	$3,920.06	$4,116.06	$4,321.86	$4,537.96	$4,764.86	$5,003.11		
Deputy Director of Community Development *	Contract		$9,927.40				$12,727.43			
Deputy Fire Chief	Flat	FM	$10,363.73	$10,881.92	$11,426.02	$11,997.31	$12,699.69			
Economic Development Manager *	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Electrical / Signs & Markings Supervisor	67	GS	$7,100.12	$7,455.12	$7,827.87	$8,219.27	$8,630.24	$9,061.75		
Electrician's Assistant	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Engineering Aide I	33	GS	$3,066.58	$3,219.90	$3,380.91	$3,549.94	$3,727.44	$3,913.81		
Engineering Aide II	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Engineering Assistant	56	GS	$5,411.32	$5,681.88	$5,965.98	$6,264.27	$6,577.49	$6,906.36		

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Engineering Technician I	44	GS	$4,023.62	$4,224.80	$4,436.04	$4,657.84	$4,890.73	$5,135.27		
Engineering Technician II	48	GS	$4,441.31	$4,663.38	$4,896.55	$5,141.38	$5,398.45	$5,668.37		
Engineering Technician III	52	GS	$4,902.39	$5,147.50	$5,404.88	$5,675.13	$5,958.88	$6,256.82		
Environmental Compliance Inspector I	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Environmental Compliance Inspector II	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Environmental Compliance Specialist	49	GS	$4,552.35	$4,779.97	$5,018.96	$5,269.92	$5,533.41	$5,810.08		
Environmental Resources Analyst *	127	MM	$6,217.34	$6,528.21	$6,854.61	$7,197.35	$7,557.21	$7,746.14		
Environmental Sustainability Manger *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Equipment Service Clerk	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Equipment Service Worker	34	GS	$3,143.25	$3,300.40	$3,465.42	$3,638.69	$3,820.63	$4,011.67		
Executive Assistant - Confidential		C	$4,254.49	$4,467.22	$4,690.58	$4,925.11	$5,171.36	$5,429.93		
Facility Maintenance Worker I	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Facility Maintenance Worker II	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Facility Maintenance Worker III	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Finance Clerk I	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Finance Clerk II	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Finance Clerk III	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Finance Director *	Contract		$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	$10,945.10		
Finance Specialist	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Finance Supervisor	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Financial Services Manager	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Fire Battalion Chief	Flat	FM	$9,085.29	$9,539.54	$10,016.52	$10,517.35	$11,043.21			
Fire Captain	Base	F	$7,258.11	$7,621.01	$8,002.06	$8,402.17	$8,822.27			
Fire Chief **	Contract		$11,305.55				$14,682.50			
Fire Engineer	Base	F	$6,299.25	$6,614.21	$6,944.93	$7,292.18	$7,656.77			
Fire Marshal	Flat	FM	$9,085.29	$9,539.54	$10,016.52	$10,517.35	$11,043.21			
Fire Prevention Specialist I	Base	F	$4,578.76	$4,807.91	$5,048.29	$5,300.71	$5,565.73			
Fire Prevention Specialist II	Base	F	$4,923.67	$5,169.87	$5,428.36	$5,699.78	$5,984.78			
Firefighter	Base	F	$5,550.44	$5,827.96	$6,119.35	$6,425.33	$6,746.58			
Firefighter Recruit	Base	F	$4,995.40							
Fleet & Facilities Manager *	131	MM	$6,862.77	$7,205.92	$7,566.21	$7,944.52	$8,341.76	$8,550.30		
GIS Analyst	62	GS	$6,275.47	$6,589.24	$6,918.70	$7,264.64	$7,627.87	$8,009.26		
GIS Technician I	49	GS	$4,552.35	$4,779.97	$5,018.96	$5,269.92	$5,533.41	$5,810.08		
GIS Technician II	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Heavy Equipment Mechanic	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Human Resources Analyst I		C	$5,176.64	$5,435.47	$5,707.24	$5,992.60	$6,292.23	$6,292.23		
Human Resources Analyst II		C	$5,856.89	$6,149.73	$6,457.22	$6,780.08	$7,119.09	$7,119.09		
Human Resources Clerk		C	$3,268.09	$3,431.50	$3,603.08	$3,783.23	$3,972.39	$4,171.01		
Human Resources Manager		C	$8,270.71	$8,684.25	$9,118.45	$9,574.38	$10,053.10	$10,053.10		
Human Resources Technician I		C	$3,884.72	$4,078.96	$4,282.90	$4,497.05	$4,721.90	$4,957.99		
Human Resources Technician II		C	$4,331.41	$4,547.98	$4,775.37	$5,014.14	$5,264.85	$5,528.09		
Industrial Electrical/Electronics Technician	58	GS	$5,685.27	$5,969.53	$6,268.00	$6,581.41	$6,910.47	$7,256.00		
Information Technology Analyst	60	GS	$5,973.08	$6,271.74	$6,585.32	$6,914.59	$7,260.32	$7,623.34		
Information Technology Manager *	138	MM	$8,157.68	$8,565.56	$8,993.85	$9,443.53	$9,915.72	$10,163.61		
Information Technology Technician I	48	GS	$4,441.31	$4,663.38	$4,896.55	$5,141.38	$5,398.45	$5,668.37		
Information Technology Technician II	52	GS	$4,902.39	$5,147.50	$5,404.88	$5,675.13	$5,958.88	$6,256.82		
Infrastructure O & M Superintendent *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Junior Engineer *	121	MM	$5,361.19	$5,629.25	$5,910.71	$6,206.24	$6,516.57	$6,679.48		
Junior Planner *	113	MM	$4,400.18	$4,620.18	$4,851.19	$5,093.75	$5,348.45	$5,482.16		
Laboratory & Environmental Compliance Mgr *	129	MM	$6,532.09	$6,858.69	$7,201.62	$7,561.71	$7,939.80	$8,138.29		

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Laboratory Supervisor *	127	MM	$6,217.34	$6,528.20	$6,854.61	$7,197.35	$7,557.21	$7,746.14		
Laboratory Technician I	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Laboratory Technician II	47	GS	$4,333.00	$4,549.64	$4,777.13	$5,015.98	$5,266.79	$5,530.12		
Librarian I *	114	MM	$4,510.19	$4,735.70	$4,972.48	$5,221.10	$5,482.15	$5,619.20		
Librarian II *	118	MM	$4,978.39	$5,227.31	$5,488.68	$5,763.13	$6,051.27	$6,202.56		
Librarian III *	122	MM	$5,495.22	$5,769.97	$6,058.49	$6,361.40	$6,679.48	$6,846.47		
Library Services Director *	Contract		$7,277.97				$9,343.03			
Library Technical Assistant I	29	GS	$2,778.16	$2,917.08	$3,062.93	$3,216.08	$3,376.88	$3,545.73		
Library Technical Assistant II	33	GS	$3,066.58	$3,219.90	$3,380.91	$3,549.94	$3,727.44	$3,913.81		
Library Technical Assistant III	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Light Equipment Mechanic	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Literacy Coordinator	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Maintenance Supervisor	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Maintenance Worker I	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Maintenance Worker II	40	GS	$3,645.20	$3,827.46	$4,018.82	$4,219.77	$4,430.76	$4,652.30		
Maintenance Worker III	44	GS	$4,023.62	$4,224.80	$4,436.04	$4,657.84	$4,890.73	$5,135.27		
Management Analyst I *	120	MM	$5,230.43	$5,491.95	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Management Analyst II *	125	MM	$5,917.74	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.88		
Marketing and Business Relations Specialist *	120	MM	$5,230.43	$5,491.95	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Meter Services Technician	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Office Manager *	115	MM	$4,622.94	$4,854.08	$5,096.79	$5,351.62	$5,619.21	$5,759.69		
Operations and Maintenance Superintendent *	137	MM	$7,958.73	$8,356.66	$8,774.50	$9,213.22	$9,673.88	$9,915.73		
Park Maintenance Technician	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Park Maintenance Worker I	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Park Maintenance Worker II	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Park Maintenance Worker III	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Park Planner *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Park Superintendent *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Park Supervisor	51	GS	$4,782.82	$5,021.96	$5,273.06	$5,536.71	$5,813.54	$6,104.22		
Planning Manager *	140	MM	$8,570.67	$8,999.20	$9,449.16	$9,921.62	$10,417.70	$10,678.14		
Police Captain **	Base	PM	$10,894.49	$11,439.23	$12,011.18	$12,611.75	$13,242.33	$13,904.45	$14,599.68	$15,329.67
Police Chief **	Contract		$13,358.70				$17,427.09			
Police Crime and Intelligence Analsyt *	Base	PS	$5,227.54	$5,488.93	$5,763.37	$6,051.54	$6,354.11			
Police Lieutenant **	Base	PM	$9,912.24	$10,407.85	$10,928.25	$11,474.67	$12,048.41	$12,650.83	$13,283.37	$13,947.54
Police Officer **	Base	P	$5,955.46	$6,253.23	$6,565.89	$6,894.19	$7,238.90	$7,600.84	$7,980.89	
Police Officer Recruit (Non-Safety)	Base		$5,359.91							
Police Records Manager *	120	MM	$5,230.43	$5,491.95	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Police Records Specialist *	Base	P	$3,479.41	$3,653.35	$3,836.03	$4,027.83	$4,229.23			
Police Records Supervisor	Base	PS	$4,903.78	$5,148.95	$5,406.41	$5,676.76	$5,960.60			
Police Sergeant **	Base	PS	$7,166.07	$7,524.38	$7,900.60	$8,295.63	$8,710.42	$9,145.94	$9,603.24	$10,083.40
Pool Facility Technician	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Principal Civil Engineer *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Principal Planner *	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Principal Utilities Civil Engineer *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Public Works Director *	Contract		$10,740.71				$13,982.76			
Public Works O&M Infrastructure Admin	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Purchasing Manager *	123	MM	$5,632.60	$5,914.23	$6,209.94	$6,520.44	$6,846.46	$7,017.62		
Recreation Coordinator	36	GS	$3,302.37	$3,467.49	$3,640.87	$3,822.92	$4,014.07	$4,214.77		
Recreation Superintendent *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Recreation Supervisor	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Redevelopment & Housing Analyst I *	120	MM	$5,230.44	$5,491.96	$5,766.54	$6,054.87	$6,357.62	$6,516.56		

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Redevelopment & Housing Analyst II *	124	MM	$5,773.42	$6,062.09	$6,365.19	$6,683.45	$7,017.63	$7,193.07		
Redevelopment Manager *	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Secretary to City Manager		C	$4,363.58	$4,581.76	$4,810.85	$5,051.39	$5,303.96	$5,569.16		
Senior Accountant *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Senior Application Analyst *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Senior Associate Civil Engineer *	134	MM	$7,390.47	$7,759.99	$8,147.99	$8,555.38	$8,983.16	$9,207.74		
Senior Building Inspector	57	GS	$5,546.60	$5,823.93	$6,115.13	$6,420.88	$6,741.92	$7,079.02		
Senior Building Plans Examiner	58	GS	$5,685.27	$5,969.53	$6,268.00	$6,581.41	$6,910.47	$7,256.00		
Senior Center Manager *	120	MM	$5,230.44	$5,491.96	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Senior Civil Engineer *	138	MM	$8,157.68	$8,565.56	$8,993.85	$9,443.53	$9,915.72	$10,163.61		
Senior Construction Project Manager *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Senior Engineering Assistant	58	GS	$5,685.27	$5,969.53	$6,268.00	$6,581.41	$6,910.47	$7,256.00		
Senior Equipment Mechanic	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Senior Human Resources Analyst		C	$6,735.42	$7,072.19	$7,425.80	$7,797.09	$8,186.95	$8,186.95		
Senior Maintenance Worker	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Senior Management Analyst *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Senior Planner *	132	MM	$7,034.34	$7,386.07	$7,755.35	$8,143.13	$8,550.29	$8,764.05		
Senior Police Records Specialist *	Base	P	$3,827.34	$4,018.70	$4,219.64	$4,430.64	$4,652.18			
Senior Signs and Markings Technician	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Senior Systems Analyst *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Senior Traffic Signal/Street Lighting Tech	60	GS	$5,973.08	$6,271.74	$6,585.32	$6,914.59	$7,260.32	$7,623.34		
Senior Tree Trimmer	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Senior Utilities Maintenance Worker (Sewer)	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Senior Utilities Maintenance Worker (Water)	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Senior Water Pollution Control Operator	67	GS	$7,100.12	$7,455.12	$7,827.87	$8,219.27	$8,630.24	$9,061.75		
Senior Water System Operator	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Senior Water/Wastewater Instramentation Tech	66	GS	$6,926.94	$7,273.28	$7,636.94	$8,018.79	$8,419.73	$8,840.71		
Signs and Markings Tech I	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Signs and Markings Tech II	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Social Services Manager *	132	MM	$7,034.34	$7,386.07	$7,755.35	$8,143.13	$8,550.29	$8,764.05		
Sports Manager *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Stock Clerk	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Storekeeper	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Traffic Signal / Street Lighting Technician	56	GS	$5,411.32	$5,681.88	$5,965.98	$6,264.27	$6,577.49	$6,906.36		
Transportation Engineer *	134	MM	$7,390.47	$7,759.99	$8,147.99	$8,555.38	$8,983.16	$9,207.74		
Treatment Plant Mechanic	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Tree Trimmer I	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Tree Trimmer II	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Underground Utility Service Locator	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Utilities Maintenance Supervisor	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Utilities Maintenance Worker I	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Utilities Maintenance Worker II	42	GS	$3,829.73	$4,021.23	$4,222.28	$4,433.40	$4,655.06	$4,887.82		
Utilities Maintenance Worker III (Sewer)	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Utilities Maintenance Worker III (Water)	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Utilities Maintenance Worker IV (Sewer)	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Utilities Maintenance Worker IV (Water)	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Wastewater Systems Administrator *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Water / Wastewater Instrumental Technician	62	GS	$6,275.47	$6,589.24	$6,918.70	$7,264.64	$7,627.87	$8,009.26		
Water Pollution Control Facility Superintendent *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Water Pollution Control O-I-T	40	GS	$3,645.20	$3,827.46	$4,018.82	$4,219.77	$4,430.76	$4,652.30		
Water Pollution Control Operator I	51	GS	$4,782.82	$5,021.96	$5,273.06	$5,536.71	$5,813.54	$6,104.22		

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Water Pollution Control Operator II	55	GS	$5,279.33	$5,543.30	$5,820.46	$6,111.48	$6,417.05	$6,737.91		
Water Pollution Control Operator III	59	GS	$5,827.40	$6,118.76	$6,424.70	$6,745.93	$7,083.24	$7,437.40		
Water Pollution Control Operator IV	63	GS	$6,432.35	$6,753.97	$7,091.66	$7,446.24	$7,818.55	$8,209.48		
Water Systems Administrator *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Water Systems Operator I	40	GS	$3,645.20	$3,827.46	$4,018.82	$4,219.77	$4,430.76	$4,652.30		
Water Systems Operator II	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		

* Employee pays PERS Misc. Member Contribution of 8%
** Employee pays PERS Safety Member Contribution of 9%
Note: If Temporary Employee is hired into a regular classified position paying the PERS Member Share,
that Employee's salary is 8% less for Misc. or 9% less for Safety.
Effective July 1, 2019 for MMPA classifications, Step F will be 2.5% above 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			
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: Sept 3 2019

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: J.9.
SUBJECT: Resolution implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Confidential Employees as described herein.

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Confidential Employees as described herein.

Fiscal Impact
The current labor agreement for the Confidential Unit covers salary and benefits for roughly 5 full-time equivalent positions at an annual cost for $676,000. The terms of the proposed new four-year contract is expected to result in an average annual increases of approximately 3.5% contingent upon triggers covering selected contract terms. The proposed contract will result in an increase of $174,000 over the four-year term, and $154,000 (averaging $38,000 per year) over the funding level assumed in the development of the FY2019/20 budget forecast. This bargaining group's costs are funded through the city's General Fund.

Background
The City began negotiating with the Confidential Unit on a successor labor agreement in June 2019, and reached a tentative agreement in late August. The tentative agreement was presented to, and ratified by, the Confidential Unit membership, and tonight's recommended Council action would formally ratify the terms of the new four (4) year agreement with the Confidential Unit.

Discussion
The proposed agreement provides for increases in salaries and cost of health insurance benefits for covered employees, while maintaining structural changes to the overall benefit package negotiated in prior agreements. The new contract also provides for ongoing protection against future year increase in health insurance and pension costs, by capping the city's overall exposure, while at the same time providing adjustments reflecting anticipated cost of living increases and promoting the retention and recruitment of employees.

The major terms of the new contract are as follows:
COLA's

- Effective July 1, 2019 1%
- Effective January 1, 2020 1%
- Effective July 1, 2020 1%
- Effective January 1, 2021 2%
- Effective July 1, 2021 2%
- Effective July 1,2022 3%
- Step F implementation for Analyst Series and Manager Series.
- Effective July 1, 2019 Step F equals Step E for the Human Resources Analyst Series and Human Resources Manager

- Effective January 1, 2020 Step F is 2.5% above Step E
- Effective January 1, 2021 Step F is 5% above Step E

Medical Health Insurance

Effective	Employee Only	Employee Plus One	Family
January 1, 2020	$818.65	$1,637.30	$2,128.49
January 1, 2021	$859.59	$1,719.16	$2,234.91
January 1, 2022*	$902.57	$1,805.12	$2,346.66
January 1, 2023**	$947.69	$1,895.38	$2,463.99

* If the CalPERS Kaiser rate for health premiums increases by more than 20% from January 2021 to January 2022, the City's contribution will increase by 8% from 2021 to 2022.

**If the CalPERS Kaiser rate for health premiums increases by more than 20% from January 2022 to January 2023, the City's contribution will increase by 8% from 2022 to 2023.

Retiree Medical Benefit - (2nd Tier)

- Effective July 1, 2020, Employees hired after July 1, 2006 will receive a 2% of base salary pretax contribution to one of the City's Deferred Compensation Plan once the employee completes probation.
- **RHSP Contribution** – Increase City Contribution to RHSP for employees hired after July 1, 2006 from $50/month to $100/month, effective upon ratification.
-

  Longevity Pay
  Increase the amount as follows:

- 10 years $600 Annually
- 15 years $700Annually
- 20 years $800 Annually

This benefit will be paid monthly. Once the employee has hit the milestone, payments will be made effective the first of the month following the milestone month.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, implementing a four (4) year agreement (July 1, 2019 to June 30, 2023) with the Confidential Unit as described herein.

Paul Navazio
City Manager

Attachments:

1. FINAL 08-01-19 with all COLAS 2019
2. Final MOU Confidential

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 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	$5,903.68		
Accountant II *	120	MM	$5,230.44	$5,491.96	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Accounting Technician	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Administrative Clerk I	28	GS	$2,710.40	$2,845.92	$2,988.22	$3,137.64	$3,294.51	$3,459.24		
Administrative Clerk II	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Administrative Clerk III	36	GS	$3,302.37	$3,467.49	$3,640.87	$3,822.92	$4,014.07	$4,214.77		
Administrative Secretary	42	GS	$3,829.73	$4,021.23	$4,222.28	$4,433.40	$4,655.06	$4,887.82		
Administrative Supervisor	47	GS	$4,333.00	$4,549.64	$4,777.13	$5,015.98	$5,266.79	$5,530.12		
Aquatics Coordinator	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Aquatics Supervisor	48	GS	$4,441.31	$4,663.38	$4,896.55	$5,141.38	$5,398.45	$5,668.37		
Assistant Engineer *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Assistant Planner *	118	MM	$4,978.39	$5,227.32	$5,488.68	$5,763.12	$6,051.27	$6,202.55		
Associate Civil Engineer *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Associate Engineer *	127	MM	$6,217.34	$6,528.21	$6,854.61	$7,197.35	$7,557.22	$7,746.15		
Associate Planner *	124	MM	$5,773.42	$6,062.09	$6,365.19	$6,683.45	$7,017.63	$7,193.07		
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	$8,764.05		
Building Inspector I	49	GS	$4,552.35	$4,779.97	$5,018.96	$5,269.92	$5,533.41	$5,810.08		
Building Inspector II	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Chief Building Official *	140	MM	$8,570.67	$8,999.20	$9,449.16	$9,921.62	$10,417.70	$10,678.14		
Chief Collection Systems Operator *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Chief Plant Operator *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Chief Project Engineer *	145	MM	$9,696.93	$10,181.76	$10,690.87	$11,225.41	$11,786.67	$12,081.33		
Chief Water Systems Operator *	132	MM	$7,034.34	$7,386.07	$7,755.36	$8,143.13	$8,550.29	$8,764.05		
Children's Librarian II *	118	MM	$4,978.39	$5,227.31	$5,488.68	$5,763.13	$6,051.27	$6,202.56		
City Clerk *	Contract		$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	$12,081.34		
City Manager *	Contract						$21,000.00			
Code Compliance Officer I	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Code Compliance Officer II	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Community Development Clerk I	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Community Development Clerk II	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Community Development Director *	Contract		$9,529.20				$13,810.44			
Community Development Technician I	42	GS	$3,829.73	$4,021.23	$4,222.28	$4,433.40	$4,655.06	$4,887.82		
Community Development Technician II	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Community Services Director	Contract		$9,449.55				$12,095.70			
Community Services Officer *	Base	P	$3,920.06	$4,116.06	$4,321.86	$4,537.96	$4,764.86	$5,003.11		
Community Services Program Manager *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Conservation Coordinator	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Construction Project Manager *	129	MM	$6,532.09	$6,858.69	$7,201.62	$7,561.71	$7,939.80	$8,138.29		
Crime Prevention Specialist *	Base	P	$3,920.06	$4,116.06	$4,321.86	$4,537.96	$4,764.86	$5,003.11		
Deputy Director of Community Development *	Contract		$9,927.40				$12,727.43			
Deputy Fire Chief	Flat	FM	$10,363.73	$10,881.92	$11,426.02	$11,997.31	$12,699.69			
Economic Development Manager *	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Electrical / Signs & Markings Supervisor	67	GS	$7,100.12	$7,455.12	$7,827.87	$8,219.27	$8,630.24	$9,061.75		
Electrician's Assistant	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Engineering Aide I	33	GS	$3,066.58	$3,219.90	$3,380.91	$3,549.94	$3,727.44	$3,913.81		
Engineering Aide II	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Engineering Assistant	56	GS	$5,411.32	$5,681.88	$5,965.98	$6,264.27	$6,577.49	$6,906.36		

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Engineering Technician I	44	GS	$4,023.62	$4,224.80	$4,436.04	$4,657.84	$4,890.73	$5,135.27		
Engineering Technician II	48	GS	$4,441.31	$4,663.38	$4,896.55	$5,141.38	$5,398.45	$5,668.37		
Engineering Technician III	52	GS	$4,902.39	$5,147.50	$5,404.88	$5,675.13	$5,958.88	$6,256.82		
Environmental Compliance Inspector I	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Environmental Compliance Inspector II	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Environmental Compliance Specialist	49	GS	$4,552.35	$4,779.97	$5,018.96	$5,269.92	$5,533.41	$5,810.08		
Environmental Resources Analyst *	127	MM	$6,217.34	$6,528.21	$6,854.61	$7,197.35	$7,557.21	$7,746.14		
Environmental Sustainability Manger *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Equipment Service Clerk	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Equipment Service Worker	34	GS	$3,143.25	$3,300.40	$3,465.42	$3,638.69	$3,820.63	$4,011.67		
Executive Assistant - Confidential		C	$4,254.49	$4,467.22	$4,690.58	$4,925.11	$5,171.36	$5,429.93		
Facility Maintenance Worker I	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Facility Maintenance Worker II	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Facility Maintenance Worker III	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Finance Clerk I	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Finance Clerk II	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Finance Clerk III	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Finance Director *	Contract		$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	$10,945.10		
Finance Specialist	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Finance Supervisor	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Financial Services Manager	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Fire Battalion Chief	Flat	FM	$9,085.29	$9,539.54	$10,016.52	$10,517.35	$11,043.21			
Fire Captain	Base	F	$7,258.11	$7,621.01	$8,002.06	$8,402.17	$8,822.27			
Fire Chief **	Contract		$11,305.55				$14,682.50			
Fire Engineer	Base	F	$6,299.25	$6,614.21	$6,944.93	$7,292.18	$7,656.77			
Fire Marshal	Flat	FM	$9,085.29	$9,539.54	$10,016.52	$10,517.35	$11,043.21			
Fire Prevention Specialist I	Base	F	$4,578.76	$4,807.91	$5,048.29	$5,300.71	$5,565.73			
Fire Prevention Specialist II	Base	F	$4,923.67	$5,169.87	$5,428.36	$5,699.78	$5,984.78			
Firefighter	Base	F	$5,550.44	$5,827.96	$6,119.35	$6,425.33	$6,746.58			
Firefighter Recruit	Base	F	$4,995.40							
Fleet & Facilities Manager *	131	MM	$6,862.77	$7,205.92	$7,566.21	$7,944.52	$8,341.76	$8,550.30		
GIS Analyst	62	GS	$6,275.47	$6,589.24	$6,918.70	$7,264.64	$7,627.87	$8,009.26		
GIS Technician I	49	GS	$4,552.35	$4,779.97	$5,018.96	$5,269.92	$5,533.41	$5,810.08		
GIS Technician II	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Heavy Equipment Mechanic	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Human Resources Analyst I		C	$5,176.64	$5,435.47	$5,707.24	$5,992.60	$6,292.23	$6,292.23		
Human Resources Analyst II		C	$5,856.89	$6,149.73	$6,457.22	$6,780.08	$7,119.09	$7,119.09		
Human Resources Clerk		C	$3,268.09	$3,431.50	$3,603.08	$3,783.23	$3,972.39	$4,171.01		
Human Resources Manager		C	$8,270.71	$8,684.25	$9,118.45	$9,574.38	$10,053.10	$10,053.10		
Human Resources Technician I		C	$3,884.72	$4,078.96	$4,282.90	$4,497.05	$4,721.90	$4,957.99		
Human Resources Technician II		C	$4,331.41	$4,547.98	$4,775.37	$5,014.14	$5,264.85	$5,528.09		
Industrial Electrical/Electronics Technician	58	GS	$5,685.27	$5,969.53	$6,268.00	$6,581.41	$6,910.47	$7,256.00		
Information Technology Analyst	60	GS	$5,973.08	$6,271.74	$6,585.32	$6,914.59	$7,260.32	$7,623.34		
Information Technology Manager *	138	MM	$8,157.68	$8,565.56	$8,993.85	$9,443.53	$9,915.72	$10,163.61		
Information Technology Technician I	48	GS	$4,441.31	$4,663.38	$4,896.55	$5,141.38	$5,398.45	$5,668.37		
Information Technology Technician II	52	GS	$4,902.39	$5,147.50	$5,404.88	$5,675.13	$5,958.88	$6,256.82		
Infrastructure O & M Superintendent *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Junior Engineer *	121	MM	$5,361.19	$5,629.25	$5,910.71	$6,206.24	$6,516.57	$6,679.48		
Junior Planner *	113	MM	$4,400.18	$4,620.18	$4,851.19	$5,093.75	$5,348.45	$5,482.16		
Laboratory & Environmental Compliance Mgr *	129	MM	$6,532.09	$6,858.69	$7,201.62	$7,561.71	$7,939.80	$8,138.29		

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Laboratory Supervisor *	127	MM	$6,217.34	$6,528.20	$6,854.61	$7,197.35	$7,557.21	$7,746.14		
Laboratory Technician I	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Laboratory Technician II	47	GS	$4,333.00	$4,549.64	$4,777.13	$5,015.98	$5,266.79	$5,530.12		
Librarian I *	114	MM	$4,510.19	$4,735.70	$4,972.48	$5,221.10	$5,482.15	$5,619.20		
Librarian II *	118	MM	$4,978.39	$5,227.31	$5,488.68	$5,763.13	$6,051.27	$6,202.56		
Librarian III *	122	MM	$5,495.22	$5,769.97	$6,058.49	$6,361.40	$6,679.48	$6,846.47		
Library Services Director *	Contract		$7,277.97				$9,343.03			
Library Technical Assistant I	29	GS	$2,778.16	$2,917.08	$3,062.93	$3,216.08	$3,376.88	$3,545.73		
Library Technical Assistant II	33	GS	$3,066.58	$3,219.90	$3,380.91	$3,549.94	$3,727.44	$3,913.81		
Library Technical Assistant III	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Light Equipment Mechanic	41	GS	$3,736.32	$3,923.14	$4,119.30	$4,325.26	$4,541.53	$4,768.60		
Literacy Coordinator	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Maintenance Supervisor	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Maintenance Worker I	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Maintenance Worker II	40	GS	$3,645.20	$3,827.46	$4,018.82	$4,219.77	$4,430.76	$4,652.30		
Maintenance Worker III	44	GS	$4,023.62	$4,224.80	$4,436.04	$4,657.84	$4,890.73	$5,135.27		
Management Analyst I *	120	MM	$5,230.43	$5,491.95	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Management Analyst II *	125	MM	$5,917.74	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.88		
Marketing and Business Relations Specialist *	120	MM	$5,230.43	$5,491.95	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Meter Services Technician	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Office Manager *	115	MM	$4,622.94	$4,854.08	$5,096.79	$5,351.62	$5,619.21	$5,759.69		
Operations and Maintenance Superintendent *	137	MM	$7,958.73	$8,356.66	$8,774.50	$9,213.22	$9,673.88	$9,915.73		
Park Maintenance Technician	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Park Maintenance Worker I	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Park Maintenance Worker II	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Park Maintenance Worker III	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Park Planner *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Park Superintendent *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Park Supervisor	51	GS	$4,782.82	$5,021.96	$5,273.06	$5,536.71	$5,813.54	$6,104.22		
Planning Manager *	140	MM	$8,570.67	$8,999.20	$9,449.16	$9,921.62	$10,417.70	$10,678.14		
Police Captain **	Base	PM	$10,894.49	$11,439.23	$12,011.18	$12,611.75	$13,242.33	$13,904.45	$14,599.68	$15,329.67
Police Chief **	Contract		$13,358.70				$17,427.09			
Police Crime and Intelligence Analsyt *	Base	PS	$5,227.54	$5,488.93	$5,763.37	$6,051.54	$6,354.11			
Police Lieutenant **	Base	PM	$9,912.24	$10,407.85	$10,928.25	$11,474.67	$12,048.41	$12,650.83	$13,283.37	$13,947.54
Police Officer **	Base	P	$5,955.46	$6,253.23	$6,565.89	$6,894.19	$7,238.90	$7,600.84	$7,980.89	
Police Officer Recruit (Non-Safety)	Base		$5,359.91							
Police Records Manager *	120	MM	$5,230.43	$5,491.95	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Police Records Specialist *	Base	P	$3,479.41	$3,653.35	$3,836.03	$4,027.83	$4,229.23			
Police Records Supervisor	Base	PS	$4,903.78	$5,148.95	$5,406.41	$5,676.76	$5,960.60			
Police Sergeant **	Base	PS	$7,166.07	$7,524.38	$7,900.60	$8,295.63	$8,710.42	$9,145.94	$9,603.24	$10,083.40
Pool Facility Technician	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Principal Civil Engineer *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Principal Planner *	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Principal Utilities Civil Engineer *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Public Works Director *	Contract		$10,740.71				$13,982.76			
Public Works O&M Infrastructure Admin	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Purchasing Manager *	123	MM	$5,632.60	$5,914.23	$6,209.94	$6,520.44	$6,846.46	$7,017.62		
Recreation Coordinator	36	GS	$3,302.37	$3,467.49	$3,640.87	$3,822.92	$4,014.07	$4,214.77		
Recreation Superintendent *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Recreation Supervisor	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Redevelopment & Housing Analyst I *	120	MM	$5,230.44	$5,491.96	$5,766.54	$6,054.87	$6,357.62	$6,516.56		

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Redevelopment & Housing Analyst II *	124	MM	$5,773.42	$6,062.09	$6,365.19	$6,683.45	$7,017.63	$7,193.07		
Redevelopment Manager *	136	MM	$7,764.60	$8,152.83	$8,560.48	$8,988.50	$9,437.92	$9,673.87		
Secretary to City Manager		C	$4,363.58	$4,581.76	$4,810.85	$5,051.39	$5,303.96	$5,569.16		
Senior Accountant *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Senior Application Analyst *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Senior Associate Civil Engineer *	134	MM	$7,390.47	$7,759.99	$8,147.99	$8,555.38	$8,983.16	$9,207.74		
Senior Building Inspector	57	GS	$5,546.60	$5,823.93	$6,115.13	$6,420.88	$6,741.92	$7,079.02		
Senior Building Plans Examiner	58	GS	$5,685.27	$5,969.53	$6,268.00	$6,581.41	$6,910.47	$7,256.00		
Senior Center Manager *	120	MM	$5,230.44	$5,491.96	$5,766.54	$6,054.87	$6,357.62	$6,516.56		
Senior Civil Engineer *	138	MM	$8,157.68	$8,565.56	$8,993.85	$9,443.53	$9,915.72	$10,163.61		
Senior Construction Project Manager *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Senior Engineering Assistant	58	GS	$5,685.27	$5,969.53	$6,268.00	$6,581.41	$6,910.47	$7,256.00		
Senior Equipment Mechanic	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Senior Human Resources Analyst		C	$6,735.42	$7,072.19	$7,425.80	$7,797.09	$8,186.95	$8,186.95		
Senior Maintenance Worker	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Senior Management Analyst *	131	MM	$6,862.77	$7,205.91	$7,566.21	$7,944.52	$8,341.75	$8,550.30		
Senior Planner *	132	MM	$7,034.34	$7,386.07	$7,755.35	$8,143.13	$8,550.29	$8,764.05		
Senior Police Records Specialist *	Base	P	$3,827.34	$4,018.70	$4,219.64	$4,430.64	$4,652.18			
Senior Signs and Markings Technician	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Senior Systems Analyst *	132	MM	$7,034.34	$7,386.06	$7,755.36	$8,143.13	$8,550.30	$8,764.05		
Senior Traffic Signal/Street Lighting Tech	60	GS	$5,973.08	$6,271.74	$6,585.32	$6,914.59	$7,260.32	$7,623.34		
Senior Tree Trimmer	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		
Senior Utilities Maintenance Worker (Sewer)	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Senior Utilities Maintenance Worker (Water)	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Senior Water Pollution Control Operator	67	GS	$7,100.12	$7,455.12	$7,827.87	$8,219.27	$8,630.24	$9,061.75		
Senior Water System Operator	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Senior Water/Wastewater Instramentation Tech	66	GS	$6,926.94	$7,273.28	$7,636.94	$8,018.79	$8,419.73	$8,840.71		
Signs and Markings Tech I	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Signs and Markings Tech II	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Social Services Manager *	132	MM	$7,034.34	$7,386.07	$7,755.35	$8,143.13	$8,550.29	$8,764.05		
Sports Manager *	125	MM	$5,917.75	$6,213.64	$6,524.32	$6,850.54	$7,193.06	$7,372.89		
Stock Clerk	32	GS	$2,991.78	$3,141.37	$3,298.44	$3,463.36	$3,636.53	$3,818.35		
Storekeeper	35	GS	$3,221.82	$3,382.92	$3,552.06	$3,729.66	$3,916.15	$4,111.96		
Traffic Signal / Street Lighting Technician	56	GS	$5,411.32	$5,681.88	$5,965.98	$6,264.27	$6,577.49	$6,906.36		
Transportation Engineer *	134	MM	$7,390.47	$7,759.99	$8,147.99	$8,555.38	$8,983.16	$9,207.74		
Treatment Plant Mechanic	54	GS	$5,150.56	$5,408.10	$5,678.50	$5,962.43	$6,260.55	$6,573.57		
Tree Trimmer I	39	GS	$3,556.28	$3,734.10	$3,920.81	$4,116.85	$4,322.69	$4,538.83		
Tree Trimmer II	43	GS	$3,925.47	$4,121.75	$4,327.84	$4,544.24	$4,771.45	$5,010.02		
Underground Utility Service Locator	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Utilities Maintenance Supervisor	53	GS	$5,024.94	$5,276.19	$5,540.00	$5,817.00	$6,107.85	$6,413.24		
Utilities Maintenance Worker I	37	GS	$3,384.93	$3,554.18	$3,731.89	$3,918.48	$4,114.40	$4,320.12		
Utilities Maintenance Worker II	42	GS	$3,829.73	$4,021.23	$4,222.28	$4,433.40	$4,655.06	$4,887.82		
Utilities Maintenance Worker III (Sewer)	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Utilities Maintenance Worker III (Water)	46	GS	$4,227.31	$4,438.68	$4,660.61	$4,893.64	$5,138.32	$5,395.24		
Utilities Maintenance Worker IV (Sewer)	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Utilities Maintenance Worker IV (Water)	50	GS	$4,666.16	$4,899.47	$5,144.44	$5,401.66	$5,671.74	$5,955.33		
Wastewater Systems Administrator *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Water / Wastewater Instrumental Technician	62	GS	$6,275.47	$6,589.24	$6,918.70	$7,264.64	$7,627.87	$8,009.26		
Water Pollution Control Facility Superintendent *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Water Pollution Control O-I-T	40	GS	$3,645.20	$3,827.46	$4,018.82	$4,219.77	$4,430.76	$4,652.30		
Water Pollution Control Operator I	51	GS	$4,782.82	$5,021.96	$5,273.06	$5,536.71	$5,813.54	$6,104.22		

CITY OF WOODLAND - SALARY SCHEDULE
Effective August 1, 2019

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Water Pollution Control Operator II	55	GS	$5,279.33	$5,543.30	$5,820.46	$6,111.48	$6,417.05	$6,737.91		
Water Pollution Control Operator III	59	GS	$5,827.40	$6,118.76	$6,424.70	$6,745.93	$7,083.24	$7,437.40		
Water Pollution Control Operator IV	63	GS	$6,432.35	$6,753.97	$7,091.66	$7,446.24	$7,818.55	$8,209.48		
Water Systems Administrator *	141	MM	$8,784.94	$9,224.17	$9,685.39	$10,169.66	$10,678.15	$10,945.10		
Water Systems Operator I	40	GS	$3,645.20	$3,827.46	$4,018.82	$4,219.77	$4,430.76	$4,652.30		
Water Systems Operator II	45	GS	$4,124.21	$4,330.42	$4,546.93	$4,774.29	$5,013.00	$5,263.65		

* Employee pays PERS Misc. Member Contribution of 8%
** Employee pays PERS Safety Member Contribution of 9%
Note: If Temporary Employee is hired into a regular classified position paying the PERS Member Share,
that Employee's salary is 8% less for Misc. or 9% less for Safety.
Effective July 1, 2019 for MMPA classifications, Step F will be 2.5% above 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			
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: Sept 3 2019

RESOLUTION NO. _______

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WOODLAND
APPROVING CERTAIN TERMS AND CONDITIONS FOR
CONFIDENTIAL EMPLOYEES

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ARTICLE I

1 GENERAL PROVISIONS

1.1 Application

1.1.1 This Resolution applies to confidential employees in the following classifications:

HUMAN RESOURCES CLERK
HUMAN RESOURCES TECHNICIAN I/II
HUMAN RESOURCES ANALYST I/II/SENIOR
HUMAN RESOURCES MANAGER
SECRETARY TO THE CITY MANAGER
EXECUTIVE ASSISTANT - CONFIDENTIAL

1.2 Term

1.2.1 Except where the context otherwise determines or otherwise provides, the provisions of this Resolution shall apply for a period of four (4) years from July 1, 2019 to June 30, 2023.

1.2.2 During the term of this Resolution, upon mutual agreement of the City and employees covered by this Resolution, any provisions contained in this Resolution may be reopened to discussions. The primary purpose to reopen discussions would stem from the conclusion of negotiations with the Woodland Mid-Management Association and the Woodland City Employees Association.

ARTICLE II

2 COMPENSATION

2.1 Salary

2.1.1 During the term of this agreement, represented unit employees shall receive the following increase:

- Effective July 1, 2019, 1% increase (Exhibit A)
- Effective January 1, 2020, 1% increase (Exhibit A)
- Effective July 1, 2020, 1% increase (Exhibit A)
- Effective January 1, 2021; 2% increase (Exhibit A)
- Effective July 1, 2021; 2% increase (Exhibit A)
- Effective July 1, 2022; 3% increase (Exhibit A)

2.1.2 Implementation of Step F:

Employees in the classifications of Human Resources Analyst I/II/Senior and Human Resources Manager who have been at Step E for at least one (1) year will be eligible for a Step increase on their anniversary/evaluation date, moving the employee to Step F.

- Effective July 1, 2019; Establish Step F equal to Step E for the Human Resources Analyst series and Human Resources Manager.
- Effective January 1, 2020; Step F increase to 2.5% above Step E.
- Effective January 1, 2021; Step F increase to 5% above Step E.

2.2 Longevity Pay

2.2.1 The City shall pay longevity pay according to the following schedule. This benefit will be paid monthly. Once the employee has met the milestone length of service, payments will be made effective the first of the month following the milestone month.

Length of Service	**Total Amount**	**Monthly Payment**
10 years	$600 annually	$50.00 per month
15 years	$700 annually	$58.33 per month
20 years	$800 annually	$66.67 per month

2.2.2 If at any time during the term of this Resolution the Mid-Management Association receives a change to the terms of Longevity Pay that is favorable to the employees, the City agrees that this Resolution may be re-opened to discuss a similar change for the employees included within the Confidential Unit.

2.3 Administrative Leave

2.3.1 The Human Resources Manager, Human Resources Analyst I/II/Senior, Executive Assistant – Confidential, and the Secretary to the City Manager shall receive an annual bank of ninety-six (96) hours administrative leave on July 1st each year. This administrative leave shall be in addition to accrued vacation leave and other leaves provided by the City. Administrative leave shall be subject to the same rules for usage and accounting as vacation leave with the following exceptions:

Each employee may, at his/her request, have up to forty (40) unused hours of the bank paid directly to him/her at their regular hourly rate of pay at the time of the request.

No employee may carry over any administrative leave bank balance past June 30 each year.

Employees terminating prior to January 1st of any fiscal year shall be responsible for repaying a prorated share of administrative leave. For example, an employee working 25% of the year would be responsible for repaying the City 75% of their administrative leave upon termination.

2.4 Overtime

2.4.1 The Human Resources Technician I/II and Human Resources Clerk shall receive overtime compensation at the rate of time and one-half for all hours worked in excess of forty (40) hours per work week. Paid time off shall be counted as time worked for overtime calculation purposes. Employees handling City business at home on the telephone shall be eligible for overtime compensation in accordance with the Fair Labor Standards Act (time paid to the nearest 12-minute increment).

2.4.2 These employees shall have the option of choosing either paid overtime or compensatory time off. Paid time shall be calculated using the FLSA rate of pay. Compensatory time off may be accrued to a maximum of sixty (60) hours of any one time. Compensatory time off maximums may be waived for employees working alternative work schedules by mutual consent. Upon termination, employees shall be paid for any accrued compensatory time. Compensatory time accrued after sixty (60) hours will be paid in accordance with Section 2.4.1.

2.5 Bilingual Pay

2.5.1 Bilingual employees designated by the City Manager to perform such services on a regular basis shall receive additional compensation above their regular salary at a rate consistent with the City's Bilingual Policy. The current rate is $200 per month.

2.6 Deferred Compensation

2.6.1 Effective July 1, 2001, the City of Woodland will match an individual's deferred compensation contribution up to two percent (2%) of the individual's base salary as reflected in Exhibit A. Only plans approved by the City in its deferred compensation program will be eligible for City contribution. At the time of this contract ratification, the City offers three deferred compensation providers from which employees may select. Individual employees will be responsible to ensure their contribution and the City's matching contribution meet Internal Revenue Code Section 457 deferred compensation program requirements. In addition, as their salary is adjusted, individual employees will be responsible to make periodic changes to the amounts of compensation deferred.

2.6.2 If at any time during the term of this Resolution the Mid-Management Association receives an increase in the Deferred Compensation match by the City, the City agrees that the employees within the Confidential Unit will be entitled to the same increase.

2.7 Out of Class Work

2.7.1 Assignment to perform work of a higher level classification: Employees assigned by their supervisors to perform the essential duties of a higher level classification shall receive an additional five percent (5%) of base pay as out of class compensation. The minimum period of time to be eligible for acting pay must be twenty-four (24) consecutive work hours (3 days). Payment shall continue for the term of the assignment to the higher level classification duties. Assignments shall be limited to six (6) months, which may be extended on approval of the City Manager.

2.7.2 Assignment as Acting Department Head: In the case of assignment as an acting department head, the minimum period of time to be eligible for acting pay must be twenty-four (24) consecutive work hours (3 days). The compensation shall be an additional ten percent (10%) of the base pay. Payment shall continue for the term of the assignment to the higher level classification duties. Acting assignments shall be limited to six (6) months, which may be extended on approval of the City Manager.

2.7.3 Assignment of duties beyond the scope of employee's classification: Employees assigned, upon approval by the Department Director, to perform significant and additional duties outside the scope of their job description shall receive an additional five percent (5%) of base pay as special assignment pay. Acting assignments shall be limited to six (6) months, which may be extended on approval of the City Manager.

2.7.4 It is recognized that in some instances unit employees may be required to work extraordinarily long hours on special projects or unique circumstances. Should such an extraordinary occasion arise, the Human Resources

Manager may recommend to the City Manager that the employee be granted additional Administrative Leave in addition to the 96 hours already provided subject to the following provisions:

Additional Administrative Leave hours granted cannot exceed 24 hours in any Fiscal Year.

Additional Administrative Leave hours must be approved by the Personnel Officer and specifically authorized by the City Manager.

Additional Administrative Leave shall not be construed to constitute overtime compensation nor be applied on an hour for hour basis.

ARTICLE III

3 PROFESSIONAL GROWTH INCENTIVE

3.1 Professional Growth Incentive

3.1.1 Employees covered by this Resolution are eligible to participate in the Professional Growth Incentive Program. Employees may receive a reimbursement for professional memberships (including licenses, applications and renewal fees), subscriptions, professional training (including Rosetta Stone or similar language software), attainment of academic degrees, and equipment limited to desktop computers or components (memory, hard drives, video cards, power supplies, mother boards), keyboards, monitors, computer mouse(s)/pointing devices, laptop/notebook/tablet computers, printers/printer ink, City standard suite of office productivity software (currently Microsoft Office Suite), Security Software programs and personal digital assistants (PDA), smart watches, cell phones and accessories (including but not limited to ear phones, phone cases, screen protectors, chargers, etc.), unless used mostly for personal entertainment. All such requests require advance approval by the City.

3.1.2 Additionally, with prior approval, employees may be reimbursed for applicable technology that is directly related to the employee’s job and/or professional growth.

3.1.3 Maximum reimbursement per fiscal year per employee shall be $625.00.

3.1.4 Employees terminating prior to January 1 of any fiscal year shall be responsible for repaying a prorated share of Professional Reimbursement they have spent. For example, an employee working 25% of the year would be entitled to a Professional Reimbursement not to exceed, $156.25. If employee received a reimbursement of greater than $156.25, at the time of termination, the employee would be responsible for payment of the difference. This will be taken out of the employee's final check. If there are not enough funds to cover this amount, the City will invoice the employee for the difference.

ARTICLE IV

4 MEDICAL AND RELATED BENEFITS

4.1 Medical Insurance

4.1.1 The City shall make available to all unit employees, the CalPERS medical insurance program. Employees shall have the option of enrolling in any of the plans provided by CalPERS.

4.1.2 For Employees **hired *before* July 1, 2006**, the City provides a two-tier medical benefits program:

- Tier One: Employee Only and Employee plus One
- Tier Two: Employee plus Family

4.1.3 Employees hired before July 1, 2006 who provide proof of dual coverage under PERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of $405 per month.

4.1.4 Effective January 1, 2020, the City's maximum contribution shall be based on a flat dollar amount instead of a formula amount. Effective January 1, 2021 the City's maximum contribution towards the cost of medical insurance shall increase by an additional five percent (5%).

City's contribution for 2020 through 2023 are as follows:

Benefit Year	**EE Only AND EE Plus One**	**Family**
January 1, 2020	$1,637.30	$2,128.49
January 1, 2021	$1,719.16	$2,234.91
January 1, 2022	$1,805.12	$2,346.66
January 1, 2023	$1,895.38	$2,463.99

4.1.5 For Employees hired on or after July 1, 2006, the City provides a three-tier medical benefits program:

- Tier One: Employee Only
- Tier Two: Employee plus One
- Tier Three: Employee plus Family

4.1.6 Employees hired after July 1, 2006 who provide proof of dual coverage under PERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of $405 per month.

4.1.7 Effective January 1, 2020, the City's maximum contribution shall be based on a flat dollar amount instead of a formula amount. Effective January 1, 2021 the City's maximum contribution towards the cost of medical insurance shall increase by an additional five percent (5%).

City's contribution for 2020 through 2023 are as follows:

Benefit Year	**EE Only**	**EE Plus One**	**Family**
January 1, 2020	$818.65	$1,637.30	$2,128.49
January 1, 2021	$859.59	$1,719.16	$2,234.91
January 1, 2022	$902.57	$1,805.12	$2,346.66
January 1, 2023	$947.69	$1,895.38	$2,463.99

4.1.8 The City shall contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Effective January 1, 2020, the City shall contribute the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Tier	**Medical Benefit**	**Cafeteria Plan Benefit**	**Total Benefit**
Employee only	$139.00	Note 3	$818.65
Employee plus one	$139.00	Note 3	$1,637.30
Employee plus family	$139.00	Note 3	$2,128.49

Note 1: Per paragraph 4.1.2 above, employees hired before July 1, 2006 who qualify for the "Employee only" tier shall receive medical insurance coverage and cafeteria plan benefit equal to the "Employee plus one" tier.

Note 2: The Medical Benefit will be equal to the minimum established by the CalPERS Board ($139.00 from the January 2020 table). It is anticipated that this amount will be adjusted annually based on changes to the medical component of the CPI.

Note 3: Cafeteria Plan benefit will be equal to the difference between the Medical Benefit and the Total Benefit.

4.2 Medical Insurance Upon Retirement

4.2.1 Employees who retire from the City may be eligible for Medical Insurance in accordance with the CalPERS Medical Plan. Dental, Vision and Long Term Disability Insurance is not provided to retirees.

4.2.2 The parties agree to meet and confer to impass and imposition on restructuring the retiree medical program.

4.2.3 For employees who were **hired *before* July 1, 2006**, with ten (10) or more years of service who either retire and are eligible to receive benefits under the City's PERS plan or retire for disability under PERS shall be eligible for continued health and life insurance coverage subject to the following terms and conditions:

Employees 50 years old or older who separate from City service but postpone application to receive PERS retirement benefits must pay the premiums for any continued insurance coverage until the application for benefits is approved;

Insurance benefits levels to retirees will be equal to the schedule reflected in paragraph 4.1.3 above. Retirees who were hired before July 1, 2006, will receive a benefit equal to the “Total Benefit” reflected in 4.1.3 above.

Retirees who were hired prior to July 1, 2006 have a vested right to receive full medical insurance benefits in retirement equal to the total medical benefit provided to active employees. In the immediate case, such retirees shall receive the combined value of the medical benefit and the cafeteria plan benefit to equal the total benefit. In future cases, should the City again restructure its health care benefits, such retirees shall continue to receive the full value provided to active employees for health benefits irrespective of how they may subsequently be structured.

4.2.4 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan;

4.2.5 Health Insurance coverage will be coordinated with Medicare when retirees become eligible.

4.2.6 Dental, Vision and Long Term Disability Benefits will not be offered or provided to retirees.

4.2.7 Employees who were **hired *on or after* July 1, 2006**, will receive medical insurance benefits in retirement as follows:

Insurance benefits levels to retirees who were hired after July 1, 2006, will receive a benefit equal only to the "Medical Benefit" reflected in 4.1.3 above.

Retirement Health Savings Plan: The City of Woodland has established a program in which employees participate to save, on a tax deferred basis, money to help pay the cost of healthcare once an individual retires. The Retirement Health Savings Plan (RHSP) may be used for medical, dental and vision care as well as other healthcare expenses.

For employees hired on or after July 1, 2006, participation in the City's RHSP is mandatory.

Contributions: The City shall contribute $100 per month to the employee's RHSP account; (as soon as administratively possible) likewise, the employee shall contribute $50 per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period.

Initial Probationary Period: During an employee's initial probationary period with the City, neither the employee nor the City shall contribute to the employee's RHSP account. The initial probationary period is that probationary period when an employee is first hired. A probationary period is also in effect when an individual changes classification or is promoted to a higher classification; City and employee contributions to RHSP accounts will continue during such promotional probationary periods.

Conversion of Sick Leave: Once an employee has accrued 500 hours of sick leave, the City shall convert 50% of additional sick leave earned to a cash contribution to an employee's RHSP account. This results in all sick leave earned above 500 hours being changed to 4 hours per month (versus 8 hours) with the value of 4 hours of salary being contributed to the employee's RHSP account.

4.3 Dental Insurance

4.3.1 For all employees covered by this Resolution, the City shall provide coverage in the City's dental insurance program for the employee and any eligible dependents. The benefit shall be paid by the City except when the plan requires the employee to pay a deductible or co-pay.

4.4 Long Term Disability Insurance

4.4.1 The City shall provide to all active employees covered by this Resolution coverage in the long term and short term disability insurance plans.

4.5 Vision Insurance

4.5.1 The City shall provide to all employees covered by this Resolution vision insurance.

4.6 Life Insurance

4.6.1 The City shall maintain in effect a $50,000 life insurance policy for all employees covered by this Resolution.

4.7 Flexible Spending Account

4.7.1 The City shall establish a provision allowed by Section 125 of the Internal Revenue Code. Such account shall provide for pre-tax treatment of employee obligations for medical and dependent care costs.

ARTICLE V

5 LEAVES

5.1 Holidays

5.1.1 City holidays to be observed by employees covered under this Resolution shall be:

January 1st
Third Monday in January (Martin Luther King's Birthday)
Third Monday in February (Presidents Day)
Fourth Monday in May (Memorial Day)
July 4th
First Monday in September (Labor Day)
November 11th (Veteran's Day)
Thanksgiving Day
The Day after Thanksgiving Day
Christmas Eve – ½ day (observed last work day before Christmas)
December 25th (Christmas Day)

In addition, each employee covered by this Resolution shall have 16 hours added to his/her vacation total as of July 1 of each year.

Employees in permanent part-time positions shall receive pay for City holidays on a pro-rata basis regardless of whether they are scheduled to work holiday or not. The pro-rata holiday benefit to be received shall be equal to the employee's average daily work hours, regardless of the time they would have otherwise been scheduled to work.

5.2 Vacation Leave

5.2.1 Each employee covered by this Resolution shall earn vacation leave at the rate noted below based on the employee's years of service with the City of Woodland:

Years of Service	Vacation Leave Earned Per Month
0 to 3 years	7.0 hours
4 to 5 years	9.0 hours
6 to 10 years	11.3 hours
11 to 15 years	13.3 hours
16 to 20 years	15.3 hours
Over 20 years	16.6 hours

5.2.2 Employees with less than ten (10) years of service with the City may carry an unused vacation leave balance of no more than thirty-four (34) days (272 hours) past January 1st of each year. Employees with ten (10) years of service or more may carry an unused vacation leave balance of no more than forty-four (44) days (352 hours) past January 1st of each year.

5.2.3 Employees may cash out accrued vacation leave once they have three or more years of service, based on the chart below. Eligible employees, may request to have up to eighty (80) accrued hours of vacation paid directly to him/her at their regular hourly rate of pay at the time of the request in lieu of time off providing the employee has previously taken at least one (1) week (40 hours) of vacation time off in the same year and has worked the required years of service.

Years of Service	Annual Maximum Vacation Leave Cash out
0 to 3 years	0 hours
3 to 5 years	40 hours
5 + years	80 hours

5.3 Sick Leave

5.3.1 Each employee covered by this Resolution shall accrue sick leave at the rate of one (1) day (8 hours) per month.

5.4 Catastrophic Illness or Injury

5.4.1 Each employee covered by this Resolution may donate portions of their accrued but unused vacation or administrative leave balances to other City employees who have suffered catastrophic illness or injury. Employees receiving donations of time from other employees must first exhaust all available vacation, compensatory, administrative and sick leave.

ARTICLE VI

6 RETIREMENT

6.1 Retirement

6.1.1 The City will continue its participation in the Public Employee's Retirement System during the term of this agreement.

6.1.2 Permanent Employees of the City of Woodland fall under one of the three CalPERS Pension formulas as follows:

Tier 1: Employees hired by the City of Woodland on or before December 4, 2012 for the 2.7%@55 CalPERS retirement pension program calculated at the single highest year pensionable compensation formula.

Tier 2: Employees hired by the City of Woodland on or after December 5, 2012 and before January 1, 2013 or who are new hires to the City of Woodland but are legacy/classic members determined by CalPERS are eligible for the 2%@60 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula.

Tier 3: Public Employees' Pension Reform Act (PEPRA) Employees hired on or after January 1, 2013 and who are not CalPERS legacy/classic members are eligible for the 2%@62 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula.

6.1.3 PERS Employee Contribution towards Employee's Share of Retirement cost.

Tier 1 employees: Effective the first full pay period upon ratification, shall pay the 5% of pensionable salary of the employee share towards the 2.7%@55 CalPERS retirement pension program.

Effective July 1, 2015, the employee will pay an additional 3% of pensionable salary of the employee share towards the 2.7%@55 CalPERS retirement pension program for a total of 8%.

Tier 2 employees: Effective the first full pay period upon ratification shall continue to pay 5% of pensionable salary of the employee share towards the 2%@60 CalPERS retirement pension program.

Effective July 1, 2015 the employee will pay an additional 2% of pensionable salary of the employee share towards the 2%@60 CalPERS retirement pension program for a total of 7%.

Tier 3 (PEPRA): Employees shall pay 50% of the normal cost as determined by CalPERS towards the 2%@62 CalPERS retirement pension program.

6.1.4 Pursuant to Section 20023 (c)(4) of the Public Employees Retirement Law, this retirement contribution shall then be considered compensation for retirement purposes.

6.1.5 The City provides the 1959 Survivor's Security Benefit as specified in the Government Code, Section 20862.8.

6.1.6 The City provides the sick leave conversion benefit as specified in the Government Code, Section 20862.8

ARTICLE VII

7 OTHER COMPENSABLE ITEMS NOT SET FORTH HEREIN

7.1 Other Compensable Items Not Set Forth Herein

7.1.1 Other items not set forth herein which are compensable as terms and conditions of employment of the employees covered by this Resolution shall continue to be compensated by the City of Woodland at the rate applicable on June 30, 2019, unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

PASSED this _______ day of ___September___________2019, by the following votes:

AYES:

NOES:

ABSENT:

____
Xochitl Rodriguez, Mayor

ATTEST:

____
Ana Gonzalez, City Clerk

Exhibit A
City of Woodland
CONFIDENTIAL EMPLOYEES

Salary Schedule (	Salary Effective June 30, 2019					
Executive Assistant - Confidential	$4,212.36	$4,422.99	$4,644.14	$4,876.34	$5,120.16	$5,376.17
Human Resources Analyst I	$5,125.38	$5,381.65	$5,650.73	$5,933.27	$6,229.94	
Human Resources Analyst II	$5,798.90	$6,088.85	$6,393.29	$6,712.95	$7,048.60	
Human Resources Clerk	$3,235.73	$3,397.52	$3,567.40	$3,745.77	$3,933.06	$4,129.71
Human Resources Manager	$8,188.82	$8,598.27	$9,028.17	$9,479.58	$9,953.57	
Human Resources Technician I	$3,846.26	$4,038.57	$4,240.49	$4,452.52	$4,675.14	$4,908.90
Human Resources Technician II	$4,288.52	$4,502.95	$4,728.09	$4,964.50	$5,212.72	$5,473.36
Secretary to City Manager	$4,320.37	$4,536.40	$4,763.22	$5,001.38	$5,251.45	$5,514.02
Senior Human Resources Analyst	$6,668.74	$7,002.17	$7,352.28	$7,719.89	$8,105.89	
	Effective July 1, 2019 (1% increase) and Step F per MOU Sec 2.1					
Executive Assistant - Confidential	$4,254.49	$4,467.22	$4,690.58	$4,925.11	$5,171.36	$5,429.93
Human Resources Analyst I	$5,176.64	$5,435.47	$5,707.24	$5,992.60	$6,292.23	$6,292.23
Human Resources Analyst II	$5,856.89	$6,149.73	$6,457.22	$6,780.08	$7,119.09	$7,119.09
Human Resources Clerk	$3,268.09	$3,431.50	$3,603.08	$3,783.23	$3,972.39	$4,171.01
Human Resources Manager	$8,270.71	$8,684.25	$9,118.45	$9,574.38	$10,053.10	$10,053.10
Human Resources Technician I	$3,884.72	$4,078.96	$4,282.90	$4,497.05	$4,721.90	$4,957.99
Human Resources Technician II	$4,331.41	$4,547.98	$4,775.37	$5,014.14	$5,264.85	$5,528.09
Secretary to City Manager	$4,363.58	$4,581.76	$4,810.85	$5,051.39	$5,303.96	$5,569.16
Senior Human Resources Analyst	$6,735.42	$7,072.19	$7,425.80	$7,797.09	$8,186.95	$8,186.95
	Effective January 1, 2020 Implementation of Step F per MOU Section 2.1					
Executive Assistant - Confidential	$4,254.49	$4,467.22	$4,690.58	$4,925.11	$5,171.36	$5,429.93
Human Resources Analyst I	$5,176.64	$5,435.47	$5,707.24	$5,992.60	$6,292.23	$6,449.54
Human Resources Analyst II	$5,856.89	$6,149.73	$6,457.22	$6,780.08	$7,119.09	$7,297.06
Human Resources Clerk	$3,268.09	$3,431.50	$3,603.08	$3,783.23	$3,972.39	$4,171.01
Human Resources Manager	$8,270.71	$8,684.25	$9,118.45	$9,574.38	$10,053.10	$10,304.43
Human Resources Technician I	$3,884.72	$4,078.96	$4,282.90	$4,497.05	$4,721.90	$4,957.99
Human Resources Technician II	$4,331.41	$4,547.98	$4,775.37	$5,014.14	$5,264.85	$5,528.09
Secretary to City Manager	$4,363.58	$4,581.76	$4,810.85	$5,051.39	$5,303.96	$5,569.16
Senior Human Resources Analyst	$6,735.42	$7,072.19	$7,425.80	$7,797.09	$8,186.95	$8,391.62
	Effective January 1, 2020 (1% increase)					
Executive Assistant - Confidential	$4,297.03	$4,511.89	$4,737.49	$4,974.36	$5,223.08	$5,484.23
Human Resources Analyst I	$5,228.40	$5,489.82	$5,764.31	$6,052.53	$6,355.16	$6,514.04
Human Resources Analyst II	$5,915.46	$6,211.23	$6,521.79	$6,847.88	$7,190.28	$7,370.03
Human Resources Clerk	$3,300.77	$3,465.81	$3,639.11	$3,821.06	$4,012.12	$4,212.72
Human Resources Manager	$8,353.41	$8,771.09	$9,209.64	$9,670.12	$10,153.63	$10,407.48
Human Resources Technician I	$3,923.57	$4,119.75	$4,325.73	$4,542.02	$4,769.12	$5,007.57
Human Resources Technician II	$4,374.72	$4,593.46	$4,823.13	$5,064.28	$5,317.50	$5,583.37

Secretary to City Manager	$4,407.21	$4,627.58	$4,858.96	$5,101.91	$5,357.00	$5,624.85
Senior Human Resources Analyst	$6,802.78	$7,142.92	$7,500.06	$7,875.06	$8,268.82	$8,475.54
	Effective July 1, 2020 (1% increase)					
Executive Assistant - Confidential	$4,340.00	$4,557.01	$4,784.86	$5,024.10	$5,275.31	$5,539.07
Human Resources Analyst I	$5,280.69	$5,544.72	$5,821.96	$6,113.06	$6,418.71	$6,579.18
Human Resources Analyst II	$5,974.61	$6,273.34	$6,587.01	$6,916.36	$7,262.18	$7,443.73
Human Resources Clerk	$3,333.78	$3,500.47	$3,675.50	$3,859.27	$4,052.24	$4,254.85
Human Resources Manager	$8,436.95	$8,858.80	$9,301.73	$9,766.82	$10,255.17	$10,511.55
Human Resources Technician I	$3,962.81	$4,160.95	$4,368.98	$4,587.44	$4,816.81	$5,057.65
Human Resources Technician II	$4,418.47	$4,639.39	$4,871.36	$5,114.92	$5,370.67	$5,639.20
Secretary to City Manager	$4,451.28	$4,673.85	$4,907.55	$5,152.92	$5,410.57	$5,681.10
Senior Human Resources Analyst	$6,870.80	$7,214.34	$7,575.06	$7,953.81	$8,351.51	$8,560.29
	Effective January 1, 2021 Implementation of Step F per MOU Section 2.1					
Executive Assistant - Confidential	$4,340.00	$4,557.01	$4,784.86	$5,024.10	$5,275.31	$5,539.07
Human Resources Analyst I	$5,280.69	$5,544.72	$5,821.96	$6,113.06	$6,418.71	$6,739.64
Human Resources Analyst II	$5,974.61	$6,273.34	$6,587.01	$6,916.36	$7,262.18	$7,625.29
Human Resources Clerk	$3,333.78	$3,500.47	$3,675.50	$3,859.27	$4,052.24	$4,254.85
Human Resources Manager	$8,436.95	$8,858.80	$9,301.73	$9,766.82	$10,255.17	$10,767.93
Human Resources Technician I	$3,962.81	$4,160.95	$4,368.98	$4,587.44	$4,816.81	$5,057.65
Human Resources Technician II	$4,418.47	$4,639.39	$4,871.36	$5,114.92	$5,370.67	$5,639.20
Secretary to City Manager	$4,451.28	$4,673.85	$4,907.55	$5,152.92	$5,410.57	$5,681.10
Senior Human Resources Analyst	$6,870.80	$7,214.34	$7,575.06	$7,953.81	$8,351.51	$8,769.08
	Effective January 1, 2021 (2 % increase)					
Executive Assistant - Confidential	$4,426.80	$4,648.15	$4,880.56	$5,124.58	$5,380.81	$5,649.86
Human Resources Analyst I	$5,386.30	$5,655.62	$5,938.40	$6,235.32	$6,547.08	$6,874.44
Human Resources Analyst II	$6,094.10	$6,398.81	$6,718.75	$7,054.69	$7,407.42	$7,777.79
Human Resources Clerk	$3,400.45	$3,570.48	$3,749.01	$3,936.45	$4,133.28	$4,339.95
Human Resources Manager	$8,605.69	$9,035.98	$9,487.77	$9,962.16	$10,460.27	$10,983.29
Human Resources Technician I	$4,042.06	$4,244.17	$4,456.36	$4,679.19	$4,913.14	$5,158.80
Human Resources Technician II	$4,506.84	$4,732.18	$4,968.79	$5,217.22	$5,478.08	$5,751.99
Secretary to City Manager	$4,540.31	$4,767.33	$5,005.70	$5,255.98	$5,518.78	$5,794.72
Senior Human Resources Analyst	$7,008.22	$7,358.63	$7,726.56	$8,112.89	$8,518.54	$8,944.46
	Effective July 1, 2021 (2% increase)					
Executive Assistant - Confidential	$4,515.34	$4,741.11	$4,978.17	$5,227.08	$5,488.43	$5,762.85
Human Resources Analyst I	$5,494.03	$5,768.73	$6,057.16	$6,360.02	$6,678.02	$7,011.93
Human Resources Analyst II	$6,215.99	$6,526.79	$6,853.13	$7,195.78	$7,555.57	$7,933.35
Human Resources Clerk	$3,468.46	$3,641.89	$3,823.99	$4,015.18	$4,215.95	$4,426.74
Human Resources Manager	$8,777.80	$9,216.70	$9,677.52	$10,161.40	$10,669.48	$11,202.95
Human Resources Technician I	$4,122.90	$4,329.05	$4,545.49	$4,772.77	$5,011.41	$5,261.98
Human Resources Technician II	$4,596.97	$4,826.82	$5,068.16	$5,321.57	$5,587.65	$5,867.03

Secretary to City Manager	$4,631.11	$4,862.68	$5,105.81	$5,361.10	$5,629.16	$5,910.62
Senior Human Resources Analyst	$7,148.38	$7,505.80	$7,881.09	$8,275.15	$8,688.91	$9,123.35
	Effective July 1, 2022 (3% increase)					
Executive Assistant - Confidential	$4,650.80	$4,883.34	$5,127.51	$5,383.89	$5,653.08	$5,935.74
Human Resources Analyst I	$5,658.85	$5,941.79	$6,238.88	$6,550.82	$6,878.36	$7,222.28
Human Resources Analyst II	$6,402.47	$6,722.59	$7,058.72	$7,411.66	$7,782.24	$8,171.35
Human Resources Clerk	$3,572.51	$3,751.15	$3,938.71	$4,135.64	$4,342.43	$4,559.55
Human Resources Manager	$9,041.14	$9,493.20	$9,967.85	$10,466.25	$10,989.56	$11,539.04
Human Resources Technician I	$4,246.59	$4,458.92	$4,681.86	$4,915.95	$5,161.75	$5,419.83
Human Resources Technician II	$4,734.88	$4,971.63	$5,220.21	$5,481.21	$5,755.28	$6,043.04
Secretary to City Manager	$4,770.05	$5,008.56	$5,258.99	$5,521.94	$5,798.03	$6,087.94
Senior Human Resources Analyst	$7,362.84	$7,730.98	$8,117.53	$8,523.40	$8,949.57	$9,397.05

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: J.10.
SUBJECT: Side Letter Amending Selected provisions of the new MOU with the Woodland City Employees' Associations (WCEA).

Recommendation for Action: Staff recommends that the City Council authorize the City Manager to execute the Side Letter amending specified terms of the recently-ratified Memorandum of Understanding (MOU) with the Woodland City Employees Association (WCEA).

Fiscal Impact

The estimated cost of the proposed adjustment to the Retiree Health Savings Plan contribution is $25,000 per year and can be absorbed across all funds via appropriations already included in the current year budget.

Background

The new four-year MOU negotiated between the WCEA and the City, ratified in July 2019, includes a new provision that provides, starting 7/1/2020, a 2% City contribution to a Deferred Compensation plan for employees hired after 7/1/2006.

This provision, as provided for in the new WCEA contract, supplements the existing Retiree Health Savings Plan (RHSP) benefit whereby the City contributes $50 / month to a retiree health savings plan, which is combined with a similar $50 / month contribution by employees.

Discussion

The City recently completed negotiations with three other bargaining groups whose contracts also expired on June 30, 2019. These contracts appear on tonight's Council agenda for final ratification.

The 2% Deferred Comp contribution provided for in the WCEA contract is also being included in the three other contracts (WFFA, FMMA and Confidential Unit), similar to the terms agreed to in the WCEA contract. However, the WFFA, FMMA and Confidential Unit contracts also include a provision where, for employees hired after July 1, 2006, the City's RHSP contribution will be increased from $50/month to $100/month.

The purpose of the proposed Side Letter with WCEA is to amend their contract so as to provide for the same RHSP contribution, for employees hired after July 1, 2016, as has been negotiated with the other three bargaining groups who have negotiated new multi-year MOU's.

In addition, the Side Letter will provide that new job classifications within the WCEA Bargaining Unit that have been recently approved by the City Council, will be added to the MOU. These classifications include:
Accounting Technician
Community Development Clerk I/II
Senior Traffic Signal Street Light Technician
Senior Water Pollution Control Operator
Senior Water/Wastewater Instrumentation Technician

Conclusion

Staff recommends that the City Council approve authorization for the City Manager to execute the Side Letter amending specified terns if the recently-ratified Memorandum of Understanding (MOU) with the Woodland City Employees Association (WCEA).

Prepared by: Sheila McShane, Human Resources Manager

Paul Navazio
City Manager

Attachments:

1. Gen Svcs Side Letter Sept 2019

City of Woodland

MEMORANDUM

DATE: September 3, 2019

TO: Anthony Gedatus, Woodland City Employees' Association President

FROM: Paul Navazio, City Manager

SUBJECT: MOU Side Letter of Agreement –
Addition of Approved Job Classification to the Memorandum of Understanding (MOU)
Change the City Contribution to the Retirement Health Savings Account

This memorandum serves to memorialize the following:

The City Council approved the following new Job Classifications which presented to the City Council on August 20, 2019, are added to the Memorandum of Understanding between the City of Woodland and the Woodland City Employees' Association:

- Accounting Technician (Range 46)
- Community Development Clerk I/II (Range 32/Range 37)
- Senior Traffic Signal Street Light Technician (Range 60)
- Senior Water Pollution Control Operator (Range 67)
- Senior Water/Wastewater Instrumentation Technician (Range 66)

Retirement Health Savings Plan (RHSP)

4.2.4.2.1 Contributions: The City shall contribute $50 per month to the employee's RHSP account; likewise, the employee shall contribute $50 per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period. However, upon successful completion of probation, the City shall contribute a lump sum of $50 per month for each month served in the employee's initial probation

The City is changing the amount of the City contribution to $100 per month, with a $100 contribution per month during the initial probationary period.

The wording is as follows:

REVISED 4.2.4.2.1 Contributions: The City shall contribute **$100** per month to the employee's RHSP account; ~~**likewise**~~, the employee shall contribute $50 per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period. However, upon successful completion of probation, the City shall contribute a lump sum of **$100** per month for each month served in the employee's initial probation

AGREED TO THIS DATE: ______________

FOR THE CITY OF WOODLAND

FOR THE WOODLAND
CITY EMPLOYEES ASSOCIATION

Paul Navazio, City Manager

Anthony Gedatus, Woodland City Employees' Association President

David Swim

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: J.11.
SUBJECT: Office of Traffic Safety FY20 OTS STEP Grant Award Acceptance

Recommendation for Action: Staff recommends that the City Council authorize (1) acceptance of the FY20 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant in the amount of $56,000 and (2) appropriation of $56,000 in the OTS STEP Grant program budget in Fund 325.

Staff Contact

Lt. Anthony Cucchi, 530-661-7816

Fiscal Impact

The OTS STEP grant will reimburse personnel costs (total estimated at $28,617) associated with the identified traffic enforcement operations and the purchase of the Electronic Citation Data Collection System for $26,000 and other direct costs estimated at $1,383. There is no funding match required from the City.

Background

The goal of the Selective Traffic Enforcement Program (STEP) through the California Office of Traffic Safety is to reduce the number of persons killed and injured in crashes involving alcohol and other primary collision factors. To attain this goal, "best practice" strategies will be conducted. The funded strategies may include: DUI checkpoints, DUI saturation patrols, warrant service operations, stakeout operations, a "HOT Sheet" program, educational presentations, and personnel training. The program may also concentrate on speed, distracted driving, seat belt enforcement, operations at intersections with disproportionate numbers of traffic crashes, and special enforcement operation encouraging bicycle safety. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

Discussion

There continues to be a rise in traffic related issues, including serious moving violations, driving under the influence incidents, and bicycle/pedestrian accidents. This grant provides a 100% reimbursement on the costs associated with the purchase of Electronic Citation Data Collection System software and electronic printers. This will allow every officer to use their department issued cell phone to issue and track citations.

To complement the enforcement efforts associated with the STEP grant, the Police Department and Engineering staff continue to work together on citywide, and neighborhood speed management. Included is an identification of opportunities to improve coordination between workgroups to efficiently share information on complaints received by the two departments. We have coordinated on the utilization of volunteers to monitor and show presence in neighborhoods where speed complaints are common, and have been performing concentrated enforcement in areas identified as priorities between the two work groups.

Further, staff is in the final stages of preparing for implementation of the first passive traffic calming project.

Bid specs will be completed by the end of August, with signage and striping improvements to be performed September/October on various street segments identified for our pilot projects. Post implementation studies of speeds on the calmed streets will be performed to gauge effectiveness.

These studies and input from residents who apply for traffic calming, will inform the traffic calming program, warrants and “toolbox” measures which will be presented in an update to Council in January.

Conclusion

Staff recommends that the City Council (1) authorize the Police Chief to accept the FY20 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant in the amount of $56,000 and (2) authorize the City Manager to appropriate $56,000 in the OTS STEP Grant program budget in Fund 325.

Prepared by: Tom Davis, Traffic Sergeant
Elle Murphy, Senior Management Analyst
Katie Wurzel, Principal City Engineer

Reviewed by: Lt. Anthony Cucchi, Community Relations

Approved by: Derrek Kaff, Interim Police Chief

Paul Navazio
City Manager

Attachments:
1. Resolution - FY20 OTS STEP Grant 2019-09-03

RESOLUTION NO. _______
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND (1) AUTHORIZING THE POLICE CHIEF TO ACCEPT THE FY20 OFFICE OF TRAFIC SAFETY (OTS) SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) IN THE AMOUNT OF $56,000, AND (2) AUTHORIZING THE CITY MANAGER TO APPROPRIATE $56,000 IN THE OTS STEP PROGRAM BUDGET IN FUND 325

WHEREAS, the 2019 Selective Traffic Enforcement Program (STEP) grant through the California Office of Traffic Safety is designed to advance traffic safety by addressing the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide.; and

WHEREAS, the STEP grant will provide 100 percent reimbursement of the personnel and equipment costs for the grant period; and

WHEREAS, the Police Department was successfully awarded $56,000 in total reimbursement for personnel and equipment costs as requested in the grant application; and

WHEREAS, the Police Department will complete all programs, operations, and trainings over the grant period.

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

SECTION 1. That the City Council hereby authorizes the Police Chief to accept the FY19 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant in the amount of $56,000 and

SECTION 2. That the City Council hereby authorizes the City Manager to appropriate $56,000 in the OTS STEP Grant program budget in Fund 325.

PASSED AND ADOPTED by the City Council this 3rd day of September 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Xóchitl Rodriguez, Mayor

ATTEST:

____
Ana B. Gonzales, City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: J.12.
SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP 09-15; Acceleration of funds to the Army Corps of Engineers under the Federal Cost Share Agreement

Recommendation for Action: Staff recommends that the City Council authorize the City Manager to accelerate payment of the City's Cost-Share for the Lower Cache Creek Feasibility Study, CIP #09-15.

Staff Contact

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

Fiscal Impact

The Federal Cost Sharing Agreement (FCSA) between the Army Corps of Engineers, State of California-Department of Water Resources (DWR) and the City of Woodland was dated May 23, 2011 and amended on March 29, 2013. The FCSA sets forth the cost sharing criteria for the Lower Cache Creek Feasibility Study and allows for accelerations of funds from the non-federal sponsors. The Corps funds 50% of the study cost and the City and DWR as the non-federal sponsors each fund 25% of the study cost.

As a result of Federal funding constraints, the study will expend the current budget to complete the release of the Draft Report Milestone in September 2019. The acceleration of funds remains within the City's 25% cost share. The amount requested for acceleration is $192,428.50 from both the City and DWR.

Funding to cover the City's cost share is already provided in the current year budget. There is no impact to the General Fund.

Background

The Army Corps of Engineers led Lower Cache Creek Feasibility Study is working toward the Agency Decision Milestone (ADM). The majority of the work between completion of the Tentatively Selected Plan (TSP) Milestone and the ADM is refinement of engineering work and advancement of the environmental documentation under both the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

The ongoing work continues with Alternative 2A as the Tentatively Selected Plan with local modifications. Alternative 2A collects floodwater that leaves Cache Creek, intercepts the water prior to entering Woodland, and directs the flood water to the Yolo Bypass. Alternative 2A conveys the flood water into the Cache Creek Settling Basin (CCSB) and partially into the City's storm drainage system. The study has shown that with certain modifications to the Corps Alternative 2A there is no increase in flooding depth to the majority of structures north of the City and a reduction in the duration of flooding compared with the existing condition. Additionally, local modifications are necessary to enhance the Corps Alternative 2A to provide a 200-year level of flood protection as required by California SB-5.

Discussion

The acceleration of funds to the Corps is consistent with the FCSA and the City's contribution to the flood study remains within the 25% cost share. The flood study has good momentum towards the ADM and a financial pause to the project would be detrimental to completion of the study. To keep the study moving without a financial pause, the Corps of Engineers is requesting that the non-federal sponsors accelerate funding for the project to facilitate completion of the Agency Decision Milestone in the first quarter of 2020 while working on reprogramming of Federal funds for the Corps cost share. DWR has approved the acceleration of funds.

The Corps is processing a Waiver Exemption at the Army Corps of Engineers Headquarters to approve the revised estimated total study cost of $4,863,494. Headquarters did provide concurrence on the Waiver Exemption on May 9, 2019 and Corps staff are working on finalizing the signed Waiver. There is a slight risk in accelerating funding ahead of obtaining the signed Waiver. However, the risk to completion of the study resulting from stopping work and reallocating the team could likely result in termination of the study. Both Corps District and Division offices have signed off on the Waiver and with earlier Headquarters concurrence of the Waiver, the risk of the Waiver not being formally approved is expected to be a low risk.

Conclusion

Staff recommends that the City Council receive authorize the City Manager to accelerate payment of the City's Cost-Share for the Lower Cache Creek Feasibility Study, CIP #09-15.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

Reviewed by: Brent Meyer, City Engineer
Ken Hiatt, Community Development Director

Paul Navazio
City Manager

Attachments:

1. accelerated funds request 073019

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, SACRAMENTO DISTRICT
1325 J STREET
SACRAMENTO CA 95814-2922

JUL 2 6 2019

Programs and Project Management Division

Ms. Leslie M. Gallagher, Executive Officer
State of California
Central Valley Flood Protection Board
3310 El Camino Avenue, Suite 170
Sacramento, CA 95821

Mr. Paul Navazio, City Manager
City of Woodland
300 First Street, 2nd Floor
Woodland, CA 95695

Dear Ms. Gallagher and Mr. Navazio:

As set forth in the Feasibility Cost Sharing Agreement (FCSA) between the Department of the Army, the State of California and the City of Woodland (collectively are referred to as the "non-Federal Sponsors"), for the Lower Cache Creek, Yolo County, Woodland Area, California, Feasibility (Study) dated May 23, 2011 and amended on March 29, 2013, we are providing our current estimate of your required cash and In-Kind Contributions (IKC). The estimated total study cost is $5,432,000 and is a 50/50 cost shared project. To date, the project has received a total of $1,847,037 in Federal funds and $1,128,568 in non-Federal funds. The amended estimated IKC is $868,000 of which $668,176 has been approved. This leaves a cash balance due from the non-Federal sponsor payment of $669,432.

On May 9, 2019, the District received concurrence on a Waiver Exemption from the U.S. Army Corps of Engineers Headquarters and is currently awaiting written approval for the revised estimated total study cost of $4,863,494. This leaves a new cash balance due from the non-Federal sponsor payment of $384,857 (see enclosure: Financial Overview).

The Study is currently in cost share balance, however, as a result of Federal funding constraints, the Study will expend all current in-house funding to complete the Release of the Draft Report Milestone in September 2019. To keep the Study moving forward without financial pause, per Amendment 1 of the FCSA dated March 29, 2013, the non-Federal sponsor(s) have the option to accelerate their balance due to facilitate completion of the Agency Decision Milestone in first quarter of FY20. The non-Federal sponsors' must offer, in writing prior to transmitting any funds, to accelerate their provisions of funds to the Government in an amount not to exceed the current estimate of the non-Federal sponsors' required contribution for the Study, less any funds previously contributed, for the immediate use by the Government for the Study.

A quarterly update and a current financial overview are attached providing total study cost, cash received, cash spent, and status of IKC. If you need more details regarding financial analysis or cash contribution computation for this request, please contact the budget analyst listed below.

Electronic Funds Transfer (EFT) has been set up for this project. Please cite on your EFT the following information:

State of California: EROC L2/W54Q83/CS516/AdvAcct500/6896
City of Woodland: EROC L2/W7NGQ4/CS516/AdvAcct515/6897

We encourage using EFT or wire transfer as an alternative to sending a check. Electronic transfer significantly reduces our payment processing time, allowing us to meet contractual obligations in a timely manner and better maintain project schedules. Please ensure that the Budget Analyst, Danielle Daniels, is notified of the EFT transaction number, the amount being transferred, and the date of the transfer in order to expedite processing. The email address is: Danielle.E.Daniels@usace.army.mil.

Checks should be made payable to: Finance and Accounting Officer, USAED, Sacramento. Mail the check to: Sacramento District, Corps of Engineers, 1325 J Street, ATTN: Ms. Pacita Q. Felisilda, Sacramento, CA 95814-2922. To facilitate processing of funds, please annotate on your check: 96X8862 - FWI LGF36K - Cost share 516 – Lower Cache Creek, CA

If you have any questions, please contact Mr. Charles Austin, Project Manager, at (916) 557-7550 or Ms. Danielle Daniels, Budget Analyst, at (916) 557-6978.

Sincerely,

Raven L. Austin

Raven L. Austin
Chief, Programs and Project Support Branch
PPMD, USAED Sacramento

Enclosure(s)

Copies Furnished:

Mr. Jeremy Arrich, Chief
Flood Project Office Division of,
Flood Management Department of Water Resources
3464 El Camino Avenue, Room 200
Sacramento, CA 95821

Mr. Curtis Lee
Division of Flood Management
Department of Water Resources
3464 El Camino Avenue, Room 200
Sacramento, CA 95821

Mr. Tim Busch, Civil Engineer
City of Woodland
300 First Street
Woodland, CA 95695

Mr. Ric Reinhardt
MBK Engineers
455 University Ave, Suite 100
Sacramento, CA 95825

Financial Overview Part A

Lower Cache Creek

Study: Feasibility

TOTAL PROJECT DATA:

DESCRIPTION	SPONSOR Amount	SPONSOR %	CORPS Amount	CORPS %	TOTAL Amount	TOTAL %
Cultural Resources			-		-	
Independent External Peer Review (IEPR)			100,000		100,000	
Other Federal Responsibility			-		-	
Approved Credit Amount	-				-	
Current LERRD Estimate	-				-	
Current In-Kind Contribution Estimate	868,000				868,000	
Current Project Coordination Team (PCT) Estimate	-				-	
Cash	1,513,747	38.86%	2,381,747	61.14%	3,895,494	100.0%
TOTAL	***2,381,747***	48.97%	***2,481,747***	51.03%	***4,863,494***	100.0%
Note: 5% Minimum Cash Required	-				-	
Note: Total Cash Required	*1,513,747*		*2,481,747*		*3,995,494*	
Note: Total non-Cash Required	*868,000*				*868,000*	

FINANCIAL STATUS AS OF: 17 JULY 2019

DESCRIPTION	SPONSOR Amount	SPONSOR %	CORPS Amount	CORPS %	TOTAL Amount	TOTAL %
Actual Cash Received to Date	1,128,568	37.93%	1,847,036	62.07%	2,975,604	100.0%
Actual Cash "Spent" to Date [1]	1,089,046	37.47%	1,817,268	62.53%	2,906,314	100.0%

	Original Estimate	Submitted	Approved	Unsubmitted
[2] LERRDS Status:	-	-	-	-

	Original Estimate	Submitted	Approved	Unsubmitted
In-Kind Contribution Status:	868,000	671,018	668,176	199,824
Project Coordination Team Status:	-	-	-	-

IKC/PCT PACKAGE SUBMISSION IS BEHIND SCHEDULE. This is impacting the proportionate cost share of the project. Non-submission by next quarter will increase your cash required to avoid project shutdown

TOTAL FUNDS REQUESTED: $ 384,857

Proportional Cash Previously Requested, Not Yet Received [3] -

Cash Required to Achieve Proportional Cash Balance [4] 384,857 This Amount is Required ASAP to Avoid Shutdown!

Cash Required to Maintain Schedule / Complete Planned Tasks Below by Quarter:

-
-
-
-

Notes: [1] The amount 'spent' includes commitments [2] The amount submitted per package could exceed original estimate [3] The Past Due amount does not always result in proportionate cost balance issues [4] This does not enable work to continue, just brings the project into porportionate cost share balance in compliance with law. Additional funding and/or approved IKC/PCT documentation is required to enable work to continue.

Danielle Daniels - (916)557-6978
Charles Austin - (916)557-7550

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, SACRAMENTO
CORPS OF ENGINEERS
1325 J STREET
SACRAMENTO, CALIFORNIA 95814-2922

June 25, 2019

Programs & Project Management Division

Subject: Project Management Quarterly Update, Fiscal Year FY19 for Quarter 4

Corps PM:	Charles Austin
P2 #:	105216
Project Name:	Lower Cache Creek, Feasibility Study Date: June 24, 2019

Work Planned in Prior Quarter:
3rd Quarter: Independent External Peer Review (IEPR) contract award; prepare for and complete Internal Peer Review (IPR) for the Schedule and Cost Exemption Waiver; submit Congressional reprogramming request to Division and continue efforts towards the Release of the Draft Report Milestone in September.

Work Completed in Prior Quarter:
3rd Quarter: Awarded IEPR; completed IPR for the Schedule and Cost Exemption Waiver and received a verbal endorsement from Headquarters for the waiver package request. Also, submitted the Congressional reprogramming request to Division for review prior to forwarding to Headquarters.

Work Planned/Completed during the Current Quarter:
4th Quarter: Start the IEPR process; Division submits Congressional reprogramming request to Headquarters and the District completes the Release of the Draft Report Milestone in September and initiates work efforts towards the Agency Decision Milestone.

Work Planned in Future Quarter:
1st Quarter: Complete the Agency Decision Milestone and initiate work towards the Final Report.

Issues:
No issues at this time.

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: K.13.
SUBJECT: Homeless Update

Recommendation for Action:
Staff recommends that the City Council:

1) Receive a status report on efforts to address homelessness, consistent with the city's adopted Homeless Action Plan, and provide feedback and direction, as appropriate, related to current initiatives and next steps.

2) It is further recommended that the City Council,
a. Support the expedited temporary relocation of the existing Fourth and Hope and Extended emergency shelters from downtown to city-owned property located at County Road 102 and East Beamer Way, consistent with the long-term plan for the East Beamer Way campus, and direct staff to return to Council with timeline and funding requirements, and
b. Authorize the City Manager to execute an extension of the MOU with Yolo County and Fourth and Hope for operation of the Extended Shelter (Old County Jail) through January 15, 2020, and approve funding augmentation for that purpose.

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

Fiscal Impact:

This is largely an informational report and, as such, there is no direct fiscal impact resulting from the information contained in the report.

The recommendation to authorize an extension of the MOU with Yolo County and Fourth and Hope for operation of the Extended Shelter at the Old County Jail for an additional 3 months is estimated to cost $40,000 with funding available through a combination of appropriations provided in the current budget as well as funds available for carry-over from last year's homeless program budget.

The proposed temporary relocation of the existing emergency shelters is currently estimated to cost in the range of $800,000 to $1.5 million. Additional costs are anticipated for provision of services and case management of the shelter facility depending on the extent to which shelter capacity is expanded, as well as the desire to provide day services. Staff anticipates that one-time funding for the relocation of facilities will be provided through contributions from the City of Woodland and Yolo County, while any desired expansion of services will be contingent upon available grant funding as well as contributions from other agencies whose clients are served at the facility.

The long-term project to construct 61 permanent supportive housing units at East Beamer Way is estimated to cost $10.4 million. Funding in the amount of $4.85 million has been secured through the State's No Place Like

Home program, and $680,000 has been provided through a grant from Partnerhip HealthPlan of California. A funding commitment of $900,000 has been made by the City of Woodland, leaving a funding gap of $3.97 million.

The construction of permanent facilities to support the relocation of the Fourth and Hope Shelter as well as the Walter's House Residential Treatment program is estimated to cost and additional $5.0 million, however, no City funding is currently contemplated for this purpose.

Background:

This agenda item provides the Council with another periodic update on staff efforts to implement initiatives identified in the City's Homeless Action Plan (See Attachment A).

The plan, first presented in draft form to the Council on August 22, 2017, provides a framework to focus City efforts and resources on issues related to homelessness. Specifically, the Homeless Action Plan identifies specific issues and action items organized around three (overlapping) categories:

1. Managing issues and community impacts associated with homelessness
2. Improving access to and expanding capacity of homeless services, and
3. Increasing the number of permanent housing units available to house homeless individuals and families

Consistent with emerging best practices, the City adopted a Housing First policy to align efforts with criteria being established by the U.S Department of Housing and Urban Development for federal funding to address homelessness on a national level. The primary goal of the Housing First approach is to re-focus resources toward housing programs with appropriate supportive services, and away from a focus on temporary and emergency shelters and in-field services.

Following adoption of the City's Homeless Action Plan in the fall of 2017, the City Council received comprehensive updates at its meeting of September 18, 2018, and most recently at its meeting of May 14, 2019.

Council and community feedback continue to guide efforts currently underway, and this report seeks to again provide an update on progress being made, as well as ongoing challenges, and serves as a check-in point for focusing city efforts going forward.

Discussion:

This report highlights the City's ongoing efforts over the past months, in line with prior Council direction, to increase permanent housing, expand service availability and capacity, and manage issues associated with homelessness. Staff invites Council questions during the presentation and requests feedback and input on the information presented:

1) Point-In-Time Homeless Count (Final Report Re-cap)

2) Managing Issues related to Homelessness – HOST Update
a. Homeless camps / clean-ups
b. Fourth & Court (Old County Courthouse)
c. Coordination across law enforcement agencies

d. Part-time Employment Program

3) Emergency Shelter Update
a. Extended Emergency Shelter (Old County Jail) project
i.Stats / Assessment
ii. Extension - City/County MOU
b. Fourth & Hope Update
i. Review of Conditional Use Permit
ii. Curtailment of Day Services
c. Options for Relocation of Shelter Facilities

4) Housing Update
a. No Place Like Home Project
i. Project Overview
ii. Funding
iii. Schedule/ Timeline
iv. Yolo County Tiny Homes Project

5) Homeless Governance Model for Yolo County
a. County Continuum of Care (COC) Review
b. Potential countywide JPA

I. Point-In Time Homeless Count

The mandated 2019 Point-In-Time (PIT) Homeless Count took place in mid-January. Every two years, the U.S. Department of Housing and Urban Development (HUD) requires that communities receiving Federal funds from the McKinney-Vento Homeless Assistance Grants program to conduct a census of all individuals experiencing homelessness in their region during one night at the end of January.

Preliminary PIT Count results were presented to the City Council as part of the update provided at the May 14th Council meeting. The final report was released in June with only slight changes to the figures reported for Yolo County.

The final numbers for the City of Woodland were 238 homeless individuals with 75 “sheltered” and 163 “unsheltered.” in Woodland. For all of Yolo County, the report identified a total of 655 homeless individuals, of which 258 were reported as “sheltered” and 397 as “unsheltered.”

	Sheltered	Unsheltered	Totals
Davis	76	114	190
West Sacrament	107	85	192
Woodland	75	163	238
Winters / Unincorporated	0	35	35
Combined	258	397	655

As reported in our May update, the 2019 Point-In-Time Count reflects a significant increase in homeless individuals from the count performed in 2017, which reported a total of 131 homeless in Woodland, including 51 in the unsheltered category. While this suggests a large increase in the number of unsheltered homeless in the City of Woodland between 2017 and 2019, most observers believe that past PIT counts significantly under-reported the number of homeless.

Staff believes the 2019 homeless count to be more accurate reflection of our homeless population and is the result of a much more organized, robust and comprehensive count, as compared to prior years. Moreover, with the creation of the City's Homeless Outreach Street Team 21 months ago, our Social Services Manager and WPD Officers have been consistently tracking between 250-275 homeless individuals. This data largely corroborates the 2019 PIT Count for the City of Woodland.

Below is summary of PIT data trends for Yolo County from 2009 through 2019:

Homeless Count Trends (2009 - 2019)

	2009	2011	2013	2015	2017	2019
Davis	80	69	91	79	83	76
West Sacramento	29	19	39	87	87	107
Woodland	93	117	146	138	80	75
Winters and Rural	0	0	0	0	0	0
Sheltered	**202**	**205**	**276**	**304**	**250**	**258**
Davis	34	48	23	52	63	114
West Sacramento	201	173	126	80	87	85
Woodland	52	34	40	54	51	163
Winters and Rural	2	8	9	8	8	35
Unsheltered	**289**	**263**	**198**	**194**	**209**	**397**
Davis	114	117	114	131	146	190
West Sacramento	230	192	165	167	174	192
Woodland	145	151	186	192	131	238
Winters and Rural	2	8	9	8	8	35
Combined	**491**	**468**	**474**	**498**	**459**	**655**

The final PIT Count report for Yolo County, which includes additional survey data such as demographic information, homeless status and health status of the surveyed population, is included for reference as an Attachment B to this staff report.

II. Managing Issues and Community Impacts Associated with Homelessness

A major focus of the adopted Homeless Action Plan include initiatives aimed at managing the impacts of homelessness on the community. The primary initiative in this area has been the establishment of the City's Homeless Outreach Services Team (HOST) consisting of two police officers and a police sergeant. In addition to focusing on street-level homeless issues, HOST is also helping to improve coordination of efforts across all City departments related to managing homeless issues.

HOST Officers and Social Services Manager have engaged hundreds of homeless individuals this year. Referrals include 10-15 to drug/alcohol treatment with 4 individuals completing treatment. An additional 20 individuals have been connected to Mental Health treatment, 8 have been transitioned into housing, and 1 into a

Board and Care facility.

Much of our current efforts are focused on activity around the Fourth and Hope shelter and the companion Extended Shelter that has been established at the Old County Jail (Fourth and Court) and the recent increase in transients congregating on County property around the Old Courthouse. These efforts include a comprehensive review of the Conditional Use Permit governing operation of the Fourth and Hope Shelter, curtailment of daytime service at that location, and target enforcement efforts coordinated by the Woodland Police Department, Yolo County Sheriff and the District Attorney's Office.

Most recently our collective effort are being directed at plans to relocate the homeless shelter out of the downtown, as the services provided – while critically important – are contributing to the concentration of homeless in and around the area and causing increasing conflicts with the neighborhood and downtown businesses.

Homeless camps

HOST officers continue to make significant progress in reducing the number of larger homeless camps over the past year. Engagement by our HOST officers with the homeless population includes tracking/monitoring individuals, connecting (and transporting) people to services, law enforcement actions, and camp clean ups.

Since September 2018, the City's HOST Team as coordinated the clean-up of 160 camps. In addition, HOST has 45 Letters of Agency on file regarding private property. This gives police officers authority to immediately cite for trespassers without property owner being present.

While these efforts help mitigate the impacts of homeless individuals on our community, they have minimal impact – in the short run – on reducing the number of homeless. Despite some notable successes in connecting individuals to services and housing, there remains an insufficient supply of transitional housing or permanent supportive housing for those willing to engage in services, and there remains a large segment of the homeless population that are unwilling to seek services.

Old County Courthouse

The City's HOST Officers and Social Services Manager continue to make daily outreach efforts to those staying on the courthouse lawn. In early July we experienced an increase in traffic and individuals who made this location a rest area during the day. This is attributable to a combination of factors: increased enforcement of loitering in the 4th and Court parking lot, elimination of day services at the Fourth and Hope Shelter and lack of day services at the Extended Shelter (Old County Jail).

In the month of July there were as many as 26 individuals on the lawn and as few at ten. Over 50 % of the individuals are accessing shelter at 4th and Hope or Extended Shelter during the night. The remaining percentage were sleeping outside and a very small percentage reported they were "visiting" peers or friends.

The City continues to coordinate with Yolo County to manage the individuals congregating at this location. Specifically, we have been exploring means to enhance enforcement efforts to address illegal activity and unlawful loitering. While efforts have proven successful with respect to the original parking lot location and, to a large degree, with respect to "overnight" camping on the lawn adjacent to the Old Courthouse, enforcement tools are significantly limited in terms of daytime "use" of the public space. Yolo County Probation has recently begun contacting all individuals two times a day, along with HOST and case managers from Health & Human Service Agency.

Coordination across law enforcement agencies

As noted in previous reports, we cannot "arrest" our way out of the homeless crisis impacting our community. There are a number of layers to this problem including a lack of affordable housing, a lack of available mental health care, and drug treatment programs, and our current laws regarding placing people into conservatorship, drug treatment, and into jail.

At the same time, the WPD is actively and aggressively enforcing laws and citing and arresting individuals for violations. The most recent statistics reveal that 42% of all arrests over the past three months involve individuals identified as "homeless." Additional arrest information for the second quarter of 2019 (April – June) is as follows:

<u>For the 2ND Quarter 2019 (April – June):</u>

- 143 transient individuals were arrested on 224 separate occasions, resulting in 342 unique charges:

# of arrest occasions	*Number of transients*
1	102
2	26
3	5
4	4
5	2
6	1
7	2
8	0
9	1

The most common charges involved drug use/sales/transportation. The second most common charge was for public intoxication. Eight of these 224 arrests involved additional charges for resisting arrest.

WPD is actively working with the Yolo District Attorney's office, and the Yolo Sherriff's jail staff, regarding subjects that are arrested repeatedly. This program prioritizes repeat offenders for consideration of remaining in custody while the DA's office prepares a case that encompasses their impact on the city so judges can understand the full picture of this criminal behavior.

We know that there are a few offenders that cause a disproportionate number of crimes in the city. For example, one arrestee had 24 failure to appear warrants for previous charges and a total of 68 unresolved cases. WPD utilized Section 853.6 of the Penal Code (likely to continue) and the subject received a six month sentence. In addition, the top ten persons that were arrested the most times in 2018 have all had similar coordinated cases presented to the judges and all ten are currently either in conservatorship or custody. We are working with the DA's office to prepare cases for the next group of top repeat offenders.

Employment Project for Those Living Homeless

The City started an employment program, Woodland Works, in partnership with the Yolo Community Care Continuum (YCCC) to employ individuals residing in emergency shelter for cleaning up parks three evenings each week, Friday - Sunday. The days chosen for the program coincides with the heavy park use period and frees up the City's parks staff to perform other duties. Woodland Works started in late March and runs through September. A YCCC employee provides supervision for up to four individuals who clean restrooms and trash at a minimum of three parks during each evening shift. Two individuals have transitioned to full-time employment and other individuals have backfilled their positions. Three individuals have obtained part-time employment with one of them continuing to participate in Woodland Works as well.

HOST team has been supervising clean-up of downtown Main Street/Court Street with the help of 2-4 volunteers. These volunteers earn stipends donated by a downtown business owner. HOST identifies willing individuals for this opportunity two times a month.

III. Expanding Service Availability and Capacity

An important element of the Homeless Action Plan is exploring means to enhance access, availability and capacity of services to meet the needs of homeless individuals and families. These efforts require the City to focus on coordination efforts with Yolo County Health and Human Services Agency and community-based service providers – both non-profit and faith-based – as the City is not a direct provider of social services.

Extended Shelter Collaborative (Old County Jail)

This 30-bed Shelter was opened in collaboration with Fourth and Hope Shelter, Yolo County Health & Human Service Agency and City of Woodland. The purpose was to offer low-barrier access to be indoors and clear the parking lot at 4th and Court in December of 2018. It was intended to be 45 days (through February 2019), but has since been extended twice – first through June 2019 and, most recently, through September.

This location allowed for residents to have their pets with them and reduce barriers which prevented them from staying indoors. The program connected services to all people that chose to stay there, and assisted with attaining ID, birth certificate, social security cards, medical and General Assistance. Others were connected to psychiatric services, drug treatment screenings and social security benefits.

Of the original 30 individuals, who were originally staying in the parking lot and were eligible for Extended Shelter services, 8 are still staying in shelter and 5 have been housed. Currently, the beds at the facility are not limited to the original individuals removed from the parking lot. In fact, an average of 22 people per night are utilizing the shelter. Moreover, the Extended Shelter has provided a secondary benefit in that the availability of shelter beds continues to assist our HOST officers with enforcement of the City's camping ordinance in light of past court rulings that render such ordinances ineffective in the absence of available shelter beds.

City of Woodland Emergency Winter Shelter

This past winter the City, in partnership with Yolo County and Fourth and Hope, opened an eight-week Emergency Winter Shelter, located at St. Luke's Episcopal Church. The program provided overnight shelter, and activities for 4 families and 27 single women, and the shelter location allowed the Yolo Wayfarer Center emergency shelter to house up to 16 single men each evening for individuals who would otherwise be unsheltered. The St. Luke's emergency shelter operation relied extensively on volunteers as more than 124 volunteers from at least 13 area congregations and organizations contributed in excess of 1,270 hours to support the shelter.

The City again plans to open and Emergency Winter Shelter in 2020, which will be open for 8 weeks starting the first week in January, 2020.

Fourth & Hope Shelter (Yolo Wayfarer Center)

Fourth & Hope operates the only year-round emergency shelter within Yolo County at its Yolo Wayfarer Center located on Fourth Street, between Court Street and North Street. The shelter has a capacity of 68 beds, which are consistently filled on a nightly basis.

Conditional Use Permit. The Fourth and Hope facility operates under a Conditional Use Permit issued in 2004. City staff has recently initiated a review of the CUP and believes that amendments to this CUP may be warranted. In the 15 years since the CUP was approved, the homeless crisis has become more acute, the current homeless population poses additional challenges as compared to the population served 15 years ago, and the programs and funding sources that drive shelter operations have also changed significantly. While more consistent adherence to the provisions of the current CUP may be helpful to better mitigate the impacts of shelter operations in the surrounding area, staff believes that an amended and update CUP could be drafted that better reflects current shelter operations and challenges, while providing the City and community with better protections against impacts of the shelter's operation on the surrounding neighborhood.

Day Services Eliminated. Fourth and Hope has eliminated day services at the shelter and meal services have been significantly curtailed. Prior to July 1 of this year, Fourth & Hope's emergency shelter was open for homeless day services four to five days per week on weekdays. The day services provided to residents of the shelter and other individuals included access to restrooms, showers, and the shelter's courtyard. Fourth & Hope funded day services through a competitive Emergency Solutions Grant (ESG) administered by the State of California. ESG funding also assisted in covering a portion of the staffing costs for the emergency shelter (overnight shelter). The State did not award Fourth & Hope ESG funds for the current fiscal year, and as a result, Fourth & Hope ended the day services in June. Concurrently, meal services – which were available to all-comers three times a day – have been curtailed so that only shelter residents are provided breakfast and lunch. Evening meals are still available to both residents and non-residents, and are provided only inside the cafeteria and dining space.

Fourth & Hope has reopened an outdoor restroom for use on a 24-hour basis. The restroom is adjacent to the shelter and had been previously closed because of vandalism.

Shelter Relocation

As the homeless population has grown, and funding and facilities remain insufficient to meet the current needs, the impacts of the homeless population in the areas immediately adjacent to both the Fourth and Hope shelter and the Extended Shelter have become more pronounced and problematic. As a result, there is a growing consensus that the current downtown location of the shelter(s) poses increasing conflicts, and that both services and community impacts would benefit from relocation to a more suitable site.

Since the opening of the Extended Shelter in December 2018, city staff has evaluated several alternative locations, given the original uncertainty over the duration of availability of the Old County Jail. As there are benefits and efficiencies in colocation of the extended shelter next to the existing Fourth and Hope Shelter, the city has, ideally, been exploring options for relocation of the combined shelter capacity to a single new location.

Most recently, in an effort to ensure that resources (staff and financial) expended to temporarily relocate existing shelter facilities do not detract from the main effort to develop the East Beamer Way project at County Road 102 and East Beamer, staff has focused on exploring the feasibility establishing an expedited temporary relocation of both shelter facilities to the CR102/Beamer property. This site has been identified as the location of a new permanent shelter, proposed as a future phase of the East Beamer Way Project.
In short, while expediting construction of a permanent new 100-bed shelter on the site may well be cost-prohibitive and pose challenges with respect to the No Place Like Home permanent–supportive housing project planned for the site, it may be possible to effect the construction of a temporary shelter facility at, or near, the site with a relatively modest investment and accelerated timeline.

Three options are presently under consideration for relocation of the Fourth and Hope and Extended Shelters:

Option #1: Temporary Shelter – Adjacent to East Beamer Way Project Site

1. Prepare off-site area adequate to install either temporary structure.
2. Sprung Shelter (leased, fabric structure), 50 x 100 feet with temporary shower and toilet facilities, and food service trailer, or
3. Flat Pack Shelter (purchased panelized structure), 40 x 200 feet with temporary shower and toilet facilities, and food service trailer
4. Permanent power will cost about $150,000-$200,000 to service the temporary shelter.
5. Both Sprung and Flat Pack structures expected to have similar costs, estimated at $250,000.
6. Both require portable food and sanitary services which, at a projected cost of just over $300,000.

Estimated Cost $800,000 - $900,000

Option #2: Temporary Shelter on Permanent East Beamer Way Project Site

1. The temporary shelter would be placed on the future Walter's House site.
2. Requires certification of our environmental documents and flood study.
3. Concurrent preparation of on- and off-site improvements construction documents, solicit bids, award contracts and pull permits subsequent to the environmental approvals.
4. Commence earthwork of the site (e.g., hauling in, placing and compacting fill) complete the pad and cut in backbone utilities.
5. Prepare permanent site adequate to install the temporary structure for about $500,000.
6. Sprung Shelter (leased, fabric structure), 50 x 100 feet with temporary shower and toilet facilities, and food service trailer
7. Flat Pack Shelter (purchased panelized structure), 40 x 200 feet with temporary shower and toilet facilities, and food service trailer
8. Requires portable food and sanitary services, at a projected cost of just over $300,000.
9. The temporary shelter could be erected as soon as the pad is stable, so could be up and running by September 2020.

Estimated Cost $1,300,000 - $1,500,000 /
(Site prep work results in offset to East Beamer Way Project)

Option #3: Permanent Shelter on East Beamer Way Project Site

Same initial timing, complete certification of our environmental documents in April, and the flood study, earlier, but includes preparing to fund, permit and build the Permanent Shelter. Concurrently, we would prepare:

1. Requires certification of our environmental documents and flood study.
2. Concurrent preparation of on- and off-site improvements construction documents, solicit bids, award contracts and pull permits subsequent to the environmental approvals.
3. Commence earthwork of the site (e.g., hauling in, placing and compacting fill) complete the pad and cut in backbone utilities.
4. Prepare Permanent Shelter construction documents, solicit bids, award contracts and pull permits subsequent to the environmental approvals.
5. Partition the 128 acre site to create two, new parcels: Parcel #1 for the 61 NPLH units; parcel #2 for the Permanent Shelter and Walter's House.
6. Permanent Shelter could be erected as soon as the pad is stable, so could be up and running by fall 2021, contingent on available funding.

Estimated Cost = $3,000,000, including $2.5 million for construction and $500,000 for site prep.

IV. Increasing Number of Permanent Housing Units:

With the goal of increasing affordable housing, in 2015 the City adopted the Housing First policy, an acknowledged national best-practice that puts housing at the forefront of efforts to address homelessness. Previously, policy and funding aimed at homelessness focused primarily on services and emergency shelters, as well as mental health and addiction services, training and job placement. It is now widely accepted that housing has to be the focus of efforts to address homelessness. Mental health services, drug treatment and job placements alone are largely unsuccessful for individuals struggling to survive on the street.

Last year, the City received a grant ($680,000) from Partnership HealthPlan in an effort to initiate Housing First project in the City of Woodland. The granting agency re-affirmed that funding must be in support of developing permanent supportive housing units rather than transitional or temporary housing.

No Place Like Home – East Beamer Place Project

The City of Woodland and Yolo County, in partnership with Friends of the Mission and Woodland Opportunity Village, working as the Woodland Collaborative, continue to pursue development of an innovative system transformation project with five separate components that will add 192 beds for those who are unhoused or unstably housed in the City of Woodland. The system transformation and includes:

- building 61 tiny homes, relocating and increasing the emergency shelter for 100 adults;
- relocating and increasing Walter's House, the substance abuse treatment facility for 60 adults;
- backfilling the current emergency shelter as a Sober Living House for 22 unhoused adults leaving Walter's House, and
- back-filling the current Walter's House with up to 15 families who need bridge housing.

In June 2019, California State Department Housing and Community Development (HCD) awarded Yolo County $4.58 million to construct 29 of the 61 units at East Beamer Way. In addition, the East Beamer Way project has been awarded $261,719 in non-competitive NPLH funds for construction.

The estimated cost is approximately $10.4 million for 61 units, a community center with offices and a laundry facility, and an open space for meetings and social events. The grounds will also include a community garden and pet area. The one-bedroom units will be 378 square feet and two-bedrooms units, approximately 590 square feet. The average installed cost per unit, including site improvements and amenities, is about $170,000.

Funding Sources for the East Beamer Way Homes	
No Place Like Home Competitive loan	$4,584,763
No Place Like Home Non-Competitive loan	261,719
Partnership HealthPlan	680,000
City of Woodland	900,000
Current Funding Gap	$3,973,518

The Woodland Collaborative is actively seeking other sources to fill the funding gap. In August, Yolo County, in collaboration with Friends of the Mission and the City, applied for $1.8 million in construction funding from HCD's Housing for a Healthy California program. If awarded, this funding source will build 10 units for individuals with mental illness and substance use disorders. Efforts are currently underway to identify additional funding to complete the project.

The following provides additional information on each component of the East Beamer Way Project:

Tiny Houses (Permanent Supportive Housing), a development of one and two-bedroom micro-dwellings that house at least 75 individuals and families who are currently unhoused, unstably housed or otherwise challenged in meeting market rate rental costs. Half of the tiny homes will house those with chronic mental illness. Services will be provided by the County, Fourth and Hope, and Woodland Opportunity Village. Each fully equipped micro-house will meet federal and state housing standards. The new manufactured homes, built off-site to reduce costs and allow production year-round, will include solar-powered energy.

Walter's House, a drug and alcohol treatment center currently located in downtown Woodland, will be sited on the new campus and will expand its capacity from 40 beds to 54 beds to meet demand. Just recently, Walter's House was certified to receive MediCal funding for its comprehensive clinical programs, effective this past July. Round-the-clock on-site coverage will continue to be provided at the new location.

Fourth & Hope Shelter, the only year-round shelter in Yolo County, will also be sited on the new campus and will expand its capacity from 65 men, women, and children to 100 men and women. This facility houses 24 men and 24 women in two rooms, with families sleeping in a multi-purpose room that doubles as a cafeteria during the day. The demand for shelter in Yolo County far outweighs available beds, leaving individuals routinely unsheltered and vulnerable.

Bridge Family Housing will be sited at the current Walter's House. This facility has the capacity to house 11 to 15 families, with sleeping quarters and a bathroom designated for each family, a major improvement over sharing one large room with other families in a general shelter serving many individuals. This bridge family housing will be eligible to receive funding from the State funded CalWORKS Housing Support Program. The re-purposing of this facility to serve families minimizes the trauma of homelessness by allowing families a space to call their own, provides children with consistency about where they will be sleeping each night, lessens the disruption with getting them to school, and expedites their return to permanent housing.

Sober Living House will be sited at the current Fourth & Hope Shelter serving as a resource for 22 individuals who are unhoused, after completing the Walter's House program.

Additional Tiny Home Project

Yolo County / Yolo Housing Authority Tiny Homes. The tiny home project proposed at the County-owned parcel at 5th and Oak Avenue was presented to the Council in May. However, following concerns expressed by the neighborhood, the Board of Supervisors chose not to proceed with this project. The County remains interested in partnering with the City in support of increased housing for extremely low-income residents.

Federal Continuum of Care Grants

The U.S. Department of Housing and Urban Development (HUD) awarded the City three Continuum of Care renewal grants in January 2019 in the aggregate amount of $268,888. Grant funds are being used to provide permanent supportive housing (PSH) through the PSH program operated by 4th & Hope to assist homeless families and individuals with housing and supportive services. In a related area, the State awarded the City a $140,000 California Emergency Solutions and Housing (CESH) grant earlier this year. The grant will be used to provide eviction prevention for a two-year period as well as incidental funds to assist homeless individuals with urgent needs. This would include helping "stranded" homeless who want to return to their areas of origin to reconnect with family and friends support systems.

V. Homeless Governance Model for Yolo County

The cities are working with Yolo County to better coordinate funding and services; acknowledging that the County (through the State) lacks the resources needed to address all the service needs. The collective goal is to leverage available resources to maximize services and positive outcomes, and to collaborate on identifying additional funding that can be accessed for this purpose. As a requirement of the state No Place Like Home program, Yolo County recently developed an updated homeless action plan. It can be found at: https://www.yolocounty.org/home/showdocument?id=58675. The Plan has four goals: 1) strengthening the homeless crisis response system with emphasis on developing prevention services 2) increasing affordable housing options for the most vulnerable 3) stabilizing and maintain physical and behavioral health for those with the highest needs and 4) examining systems level-coordination opportunities for improved partnership.

Potential countywide JPA - The County and city partners have begun to explore the possibility of establishing a Joint Powers Authority as a governing mechanism for homelessness policy.

The Homeless Executive Commission, at its quarterly June meeting, will initiate a broad discussion regarding the potential next steps for Yolo County around homelessness programming and oversight. The Commission consists of an elected city council representative from each of the four cities, a member of the Board of Supervisors, and a member of the HPAC.

Efforts to address homelessness in Davis and West Sacramento

In Davis, In 2016, the city of Davis began its Davis Pathways programs with a collaborative effort with the County, Yolo Housing, and Davis Community Meals and Housing to open a 4-bed bridge house called New Pathways. To date over 20 people have been placed in permanent housing. All have remained housed. This past June, Davis Community Meals and Housing, a nonprofit agency, announced its plans to build Paul's Place, a multi-level resource center with 18 micro-vertical permanent supportive housing units, 10 transitional beds, and 4 emergency services beds. See www.paulsplacedavis.org

On July 9, the Davis Opportunity Village (DOVe) presented its three-year community strategic plan to address homelessness to the Davis City Council. This plan targets housing, outreach, public relations, emergency shelters, and funding.

On July 30, the Davis City Council directed staff to develop plans for day resource shelter and overnight shelter pilot program within its city limits. The Inter-faith Rotating Winter Shelter (IRWS), a coalition of 12 faith-based congregations, provides shelter for 15 weeks from December to March for 25 to 40 individuals each night. IRWS has operated its shelter for the past 12 years and hopes to expand to full

In West Sacramento, in 2015, the City of West Sacramento, the County of Yolo, and Yolo Housing collaborated in the Bridge to Housing initiative to move people living on the Sacramento River to permanent housing. This past winter, the city in coordination with the Mercy Coalition, operated its first winter shelter for those who are unhoused.

In June 2019, the State of California Department of Housing and Community Development's No Place Like Home program approved an application from Mercy Housing and the County of Yolo to fund 41 of the 85 units for those who are homeless and mentally ill. This housing will be located at 1801 Capitol Avenue in West Sacramento. This is the same State funding source for 29 of the 61 units proposed for the City of Woodland project located at CR102 and East Beamer Avenue.

Conclusion:

Staff recommends that the City Council receive a status report on efforts to address homelessness, consistent with the city's adopted Homeless Action Plan and provide feedback and direction, as appropriate, related to current initiatives and next steps.

Paul Navazio
City Manager

Attachments:

1. Homeless Action Plan Update 9-1-19
2. 2019 Yolo County Homeless Count Report_FINAL_6.27.19
3. Responses to Constituent's Questionst from 8-20-19 Council Meeting

Managing Issues Associated with Homelessness

Description	Proposed Actions	Updated Status – September 2018	Updated Status – September 2019
M1 –***Outreach / Visibility*** The goal is to enhance outreach and police visibility to better coordinate the City's approach for addressing homeless encampments and other homeless-related issues.	• Establish a HOST team (Homeless Outreach Street Team) to include representatives from City departments, staff from mental health agencies, and other partners. • Implement a proactive approach to addressing "hot spots" and chronic issues/concerns • Consider hiring / assigning position of City Homeless Outreach Coordinator	HOST deploys one sergeant and two officers who work regularly with representatives from other agencies. HOST introduced several new electronic applications to document camps and our homeless population. A Social Services Manager started on September 4, 2018.	The HOST team is well established and provides the community with outreach, education and quick responses to homeless complaints. Kristen Cline, Social Services Manager, spends a majority of her time in the field connecting people to services that potentially could improve their stability. HOST officers are easily identified by their green and tan uniforms.
M2 – ***Individuals who are homeless with roots outside Woodland*** The goal is to assist "stranded" homeless who want to return to their areas of origin to reconnect with family and friends support systems.	• Work with Yolo County Jail, Yolo County Probation Office, Dignity Health, Fourth & Hope, and other services providers to ensure clients from other communities are reconnected with their areas of origin. • Explore options for offering travel assistance to individuals not receiving services in Woodland, if family or friends are available to house these individuals when they return.	HOST works regularly with other agencies to reconnect clients to services in their place of origin. This includes providing transportation. HOST has purchased bus ticket vouchers and formed an agreement with A-1 Taxi to assist in travel arrangements. A handful or individuals have requested transportation vouchers	The City continues to attend case conferences with local agencies to update recent releases and connect those entering homelessness to services in an effort to minimize community impact. The HOST team look for solutions to solving clients' homelessness, sometimes that means re-connecting them with loved ones. This requires planning, communication and transportation for all parties involved. This year they have re-connected 1 family and 6 individual adults, who are still successfully placed.

Managing Issues Associated with Homelessness

Description	Proposed Actions	Updated Status – September 2018	Updated Status – September 2019
M3 – ***Homeless encampments*** Cleanups generate a significant amount of personal property that must be transported to a storage area and stored until the property can be returned to owners.	• Provide PD, PW and Parks with vehicle(s) to transport personal property and • Purchase a cargo container for storing the property at the City's Municipal Service Center or other location.	HOST has cleared 115 homeless camp sites Right-of-Way Access MOU's have been established with CalTrans and the railroads. Established contract with Probation Department for 2x / month clean-ups using probationers. Personal property is being stored at the PD in the sally port or occasionally in a yard at Public Works.	With knowledge of camp sites and quicker response time, HOST is better able to intervene before large encampments are formed. With the Fiscal Year 2019/2020 budget, HOST has planned to purchase a pick-up truck to allow for off-road access and transportation of people and property. This will reduce time and impact on other City units including the Police and Public Works Department. Since September 2018, 160 camps have been cleaned up.
M4 – ***Trespassing / Private Property*** Homeless individuals are using unsecured, vacant properties as makeshift residences resulting in health hazards and other problems.	• Revise City ordinances to increase penalties for property owners who do not secure vacant properties. • Cite squatters for trespassing / Neighborhood Court / Community service	Applicable ordinances were reviewed by the city attorney and deemed to be appropriate. HOST and other officers regularly cite individuals who are homeless for trespassing and have worked with the District Attorney's Office to connect individuals to alternative programs.	Woodland Police Department has 45 Letters of Agency on file regarding private property. This gives police officers authority to immediately cite for trespassers without property owner being present.
M5 – ***Dumpsters*** Locked dumpsters are being broken into with the contents scattered.	• Engage with Waste Management, commercial property owners and apartment complex managers on protocols to minimize disruption of regular garbage and recycling pick-up. • Evaluate applicability of ordinances enacted in other communities specific to this issue.	Waste Management assisted with providing dumpsters for major clean-ups. Additional protocols have not been addressed at this time.	No evaluation of applicable ordinances enacted in other communities have been done. There has only been one reported instance of dumpster vandalism.

Managing Issues Associated with Homelessness

Description	Proposed Actions	Updated Status – September 2018	Updated Status – September 2019
M6 – *Aggressive / Inappropriate Behaviors* Increased use of the library as a "de facto" day shelter undermines the comfort level of library patrons and staff as some of the homeless patrons have brought in large sticks and knives; bathed in the restrooms; brought in luggage; and created other nuisance issues.	• Implement a Pilot Program to hire a security guard for the library and potentially other City facilities. • Support the establishment of a day shelter to provide a safe place for homeless to gather during the day and access services.	A security guard was hired and was effective in mitigating some of the homeless issues at the library. An anti-loitering device was installed at the library to curb illegal camping at night and has been effective. Fourth and Hope day services commenced 9/13/18.	Multiple security guards have been hired to monitor high traffic areas to ensure property and residents' safety.
M7 –*Illegal Activity / Parks* Increased instances of drug use and nuisance-type issues are occurring at Freeman Park.	• HOST hotline and 9-1-1 response to calls related to illegal activities • Install POD cameras in selected parks: Freeman Park, City Park, Ferns Park	Last fiscal year, transient-related calls for services represented 40% of total PD calls. Over the past 12 months, 997 arrests were made, representing 43% of all arrests. POD cameras are still a work in progress. Additional cameras were installed at Freeman Park	Security cameras have been installed in multiple City sites to monitor irregular activity.
M8 – *Shopping carts* Increased proliferation of shopping carts at locations distant from grocery stores.	• Review City's Shopping Cart ordinance • Collaboration with shopping centers / stores • Review contract services	The Regulation of Shopping Carts ordinance was amended and passed in August. Over the past 10 months, over 2,000 shopping carts have been collected by HOST officers, volunteers and a contract vendor.	To report abandoned carts click the following link: link
M9 – *Recycling centers*	• Evaluate number, location and permits for recycling centers to reduce illegal scrap metal activity	Not completed at this time.	Woodland Police Department identified one business that accepts "scrap metal" in Woodland. "Green Zone" has a business license with the City

Managing Issues Associated with Homelessness

Description	Proposed Actions	Updated Status – September 2018	Updated Status – September 2019
			since 2013 and it is current until January 31, 2020.
M10 – *Engagement of Individuals who are Homeless*	• Establish relationships with (selected) homeless individuals / liaisons to assist with needs, self-policing and problem solving	HOST officers have built and maintain a positive rapport with certain members of the homeless population to assist in problem solving.	HOST Officers and Social Services Manager have engaged hundreds of homeless individuals this year. Referrals include 10-15 to treatment with 4 individuals completing treatment. Connected 20 to Mental Health treatment and assisted 8 into housing, 1 into Board and Care.
M11 –*Sharps / Needles* Increased instances in the number of sharps (drug needles) discarded at City facilities.	• Provide Public Works and Parks field staffs with training on handling sharps through YCPARMIA.	Public Works arranged Crisis Intervention Training for all city employees related to homelessness. A portion of this training was dedicated to safe handling of sharps and other hazards.	
M12 – *Vandalism / Theft* Increased instances of irrigation and electrical systems being tapped into at City facilities.	• Increase security • Develop a maintenance plan to reduce impacts	City staff continuous to replace vandalized sprinkler heads and irrigation lines. Backflow handles have been removed. Electrical outlets have been equipped with locking devices. Cameras, LED's and vandal proof electrical boxes have been installed at city parks and city streetlights and traffic control boxes.	
M13 – *Community Partnerships*	• Establish collaborative initiatives with Downtown Businesses, Faith-based community and Neighborhood groups to assist with identifying problem issues / individuals and shared responsibility for response.	Initial discussion took place. A formal collaboration has yet to be formed.	HOST and Social Services Manager have been involved in provided resources and education to multiple agencies in Woodland; Yolo Food Bank, Rotary Club, Industrial Areas, Yolo Community Care Continuum, and

Description	Proposed Actions	Updated Status – September 2018	Updated Status – September 2019
			Neighborhood Outreach at National Night Out. Attended "Circling Services" event at County to offer bridge between homeless and accessing services.
M14-*Designated camping zones* (moved from service area in original plan)	• Consider designating specific areas where individuals who are homeless are encouraged to live and sleep with ground rules	Concept has been explored, including site visits to other cities. Potential sites evaluated. Preliminary ground rules and protocol checklist developed in an effort to address health and safety concerns. Recommend **NOT** pursuing at this time.	This concept has not been pursued in the past year.

Increasing Availability / Capacity of Services

Description	Proposed Actions	Updated Status – September 2018	Updated Status – September 2019
S1-*Housing First Model – Transitional Housing*	• Explore funding opportunities to purchase 1 to 2 residential properties for the City's Housing First Pilot Project. • Work with Yolo County Homeless Coordinator to apply for Partnership HealthPlan of California's Innovation Grants on Housing RFP to fund the purchase of 1 to 2 residential properties. • Apply for grant funds through Sutter Getting to Zero to support the operation of the City's Housing First Pilot Project.	Based on feedback from granting agency, awarded funds may only be applied toward Permanent Supportive Housing units. Transitional Housing currently on hold.	Not pursuing Transitional Housing at this time.
S2-*Tiny Homes*	• Explore funding opportunities to increase the supply of temporary shelter for singles and couples in a village-type, tiny homes setting with services component. • Work with Yolo County Homeless Coordinator to apply for Partnership HealthPlan of California's Innovation Grants on Housing RFP to fund predevelopment costs of temporary shelter for singles and couples.	N Based on feedback from granting agency, awarded funds may only be applied toward Permanent Supportive Housing units. Transitional Housing currently on hold.	Currently on hold.
S3-*Shelter Capacity*	• Continue to support the operations of Fourth & Hope's emergency shelter through the Community Development Block Grant program. • Expand capacity of Fourth & Hope shelter • Allocate funding (public services component) through the CDBG Annual Action Plan. • Explore options for assisting Fourth & Hope with the financial sustainability of the emergency shelter • Consider funding a capital project for the shelter in FY 2018/19 CDBG Action Plan	The City Council-approved FY 2018/19 CDBG Action Plan includes public service funds to support the operation of the emergency shelter and capital funds that will support Fourth & Hope's efforts to expand day services. Emergency Winter Shelter for 2019 is being expanded from 4 to 8 weeks. Last year's shelter supported women and families, which allowed additional beds to be made available at Fourth and Hope for single men.	Main Shelter is typically at capacity; 24 males, 24 females and up to 17 individuals in family. Extended Shelter opened on Dec. 6, 2018 to provide 30 extra beds for individual camping in parking lot at 4th and Court. This was designed quickly in partnership between County, and 4th and Hope to address specific individuals but has since served as overflow to main shelter with low barriers. Winter Shelter is expected to be opened to

Increasing Availability / Capacity of Services

Description	Proposed Actions	Updated Status – September 2018	Updated Status – September 2019
	• Continue to pursue and expand Emergency Winter Shelter		Families first week of January and run for 8 weeks. This allows families at main shelter to move and provided overflow for single males in Main Shelter. While day services are no longer offered at Fourth & Hope's emergency shelter, the City continues to support operation of the emergency shelter through the FY 2019/20 CDBG Action Plan and participation in the countywide Homeless Coordination Project. CDBG construction funds previously approved by the City Council for Fourth & Hope to expand day services have been re-programmed to allow Fourth & Hope to rehabilitate the restrooms and laundry room, replace equipment, reconfigure the office area in order to add a caretaker's living space, and complete other improvements.
S4-*Daytime Shelter/ Service "Club"*	• Identify suitable site(s) for pilot daytime shelter	Implementing temporary pilot program in collaboration with Fourth and Hope. Starting September 13, Fourth and Hope will provide showers, bathrooms, and day programming during the week.	The 4th and Hope emergency shelter had been maintaining daytime hours for the past year, but ended day services on July 1, 2019 because its funding source, an Emergency Solutions Grant, was not renewed by the State. Fourth & Hope continues to provide a dinner meal for residents of the shelter and other individuals, but is no longer providing breakfast and lunch meals for individuals not staying at the shelter.
S5-*Homeless Coordination*	• Evaluate means to improve coordination with Yolo County Homeless Coordinator • Explore hiring position to enhance	Social Services Manager position hired 9/4/18 Quarterly meeting with Yolo County	Multi-Disciplinary Team meeting are held monthly to address high risk cases that touch many agencies. The County leads the

Description	Proposed Actions	Updated Status – September 2018	Updated Status – September 2019
	coordination of homeless service with community partners	Monthly Multi-Disciplinary Team meetings with service providers focusing on individual case management. Participating in regular management meetings with the County and Cities to address regional homeless issues and solution.	meeting, with proper Release of Information, mapping out "next steps" for the responsible agency performing interventions and long term planning for placement or treatment. Additionally, the City, County and 4th and Hope meet weekly for Extended Shelter planning and updates.
S6-*Life Skills / Job Training*	• Provide/connect the homeless with basic life skills training, job training and employment opportunities. • Explore partnership with non-profit (ex. Downtown Street Team)	Currently provided through various service providers. Coordination efforts yet to be initiated.	The City started an employment program, Woodland Works, in partnership with the Yolo Community Care Continuum (YCCC) to employ individuals residing in emergency shelter for cleaning up parks three evenings each week, Friday - Sunday. The days chosen for the program coincides with the heavy park use period and frees up the City's parks staff to perform other duties. Woodland Works started in late March and runs through September. A YCCC employee provides supervision for up to four individuals who clean restrooms and trash at a minimum of three parks during each evening shift. Two individuals have transitioned to full-time employment and other individuals have backfilled their positions. Three individuals have obtained part-time employment with one of them continuing to participate in Woodland Works as well. HOST team has been supervising clean-up of downtown Main Street/Court Street with

Description	Proposed Actions	Updated Status – September 2018	Updated Status – September 2019
			the help of 2-4 volunteers. These volunteers earn stipends donated by a downtown business owner. HOST identifies willing individuals for this opportunity two times a month.

Increasing Permanent Supportive **H**ousing

Description	Proposed Actions	Updated Status – September 2018	Updated Status – September 2019
H1–*Housing First Model*	• Explore funding opportunities to increase the supply of permanent supportive housing (PSH) for homeless families and individuals. • Work with Yolo County Homeless Coordinator to apply for Partnership HealthPlan of California's Innovation Grants on Housing RFP to fund predevelopment costs of PSH project.	Applied for and received Partnership Grant for $680,000 as seed funding for up to 60 manufactured tiny homes for those who are homeless. Exploring partnership with Friends of the Mission and Woodland Opportunity Village to construct and manage permanent supporting housing units Targeting Jan. 1,2019 No Place Like Home grant application deadline for submission of city project. Yolo County has committed to providing required supportive services for eligible clientele.	In January 2019, the City Council approved a funding commitment of $900,000 ($600,000 grant and $300,000 construction loan) for developing a site to provide up to 60 permanent supportive housing units (manufactured homes) for the homeless. In June, the State awarded joint applicants Yolo County and non-profit Friends of the Mission a combined $4,846,482 in competitive and non-competitive No Place Like Home funds for purchasing 29 manufactured homes and developing a site to accommodate the units and provide permanent supportive housing for the homeless.
H2– *Affordable Housing*	• Continue to support developments gap loans and other assistance that increase the supply of affordable housing units	The City in March disbursed $1.2 million in loan funds for Mutual Housing California's Phase 2 project. Phase 2 will include 39 very low and low- income farm worker rental units.	The City in June 2019 disbursed the remaining loan funds, $300,000, of the $1.5 million loan for Mutual Housing California's Phase 2 project.
H3-*Federal Continuum of Care*	• Continue to apply for grants through the Federal Continuum of Care program in partnership with Fourth & Hope to support permanent housing projects for homeless	The U.S. Dept. of Housing and Urban Development notified the City in March that it had been awarded three renewal grants for permanent supportive housing projects through HUD's 2017 Continuum of Care	The U.S. Department of Housing and Urban Development (HUD) awarded the City three Continuum of

Description	Proposed Actions	Updated Status – September 2018	Updated Status – September 2019
	families and individuals. • Apply for renewals of Consolidated PSH, Relocation PSH, Bonus Project PHS on an annual basis.	Competition. The City partnered with Fourth & Hope on the applications and is in the process of submitting three renewals and a bonus project for the 2018 Competition.	Care renewal grants in January 2019 in the aggregate amount of $268,888. Grant funds are being used to provide permanent supportive housing (PSH) through the PSH program operated by 4th & Hope to assist homeless families and individuals with housing and supportive services. In a related area, the State awarded the City a $140,000 California Emergency Solutions and Housing (CESH) grant earlier this year. The grant will be used to provide eviction prevention for a two-year period as well as incidental funds to assist homeless individuals with urgent needs. This would include helping “stranded” homeless who want to return to their areas of origin to reconnect with family and friends support systems.

Yolo County Homeless Count 2019

Yolo County Homeless and Poverty Action Coalition

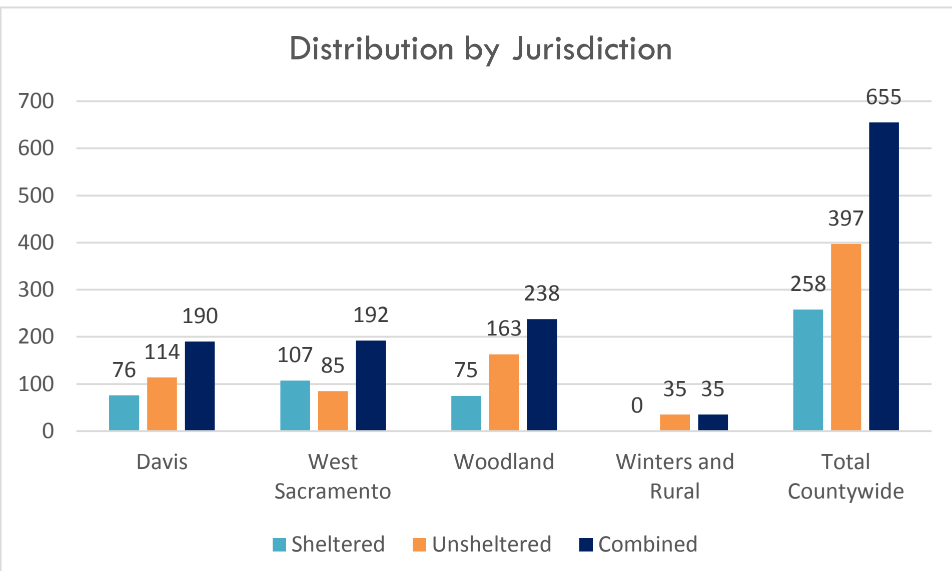
Homeless Count Overview

JANUARY 22, 2019

The **Yolo County Homeless and Poverty Action Coalition** conducted its **2019 Homeless Count** on **January 22, 2019**. The Homeless Count (also known as the Point-in-Time (PIT) Count) is a survey of individuals and families identified as experiencing sheltered or unsheltered homelessness within the boundaries of Yolo County on a single night in January. The 2019 count identified a total of **655 people experiencing homelessness on January 22**.

When considering the numbers in this report it is important to recognize that they reflect only those persons identified as homeless within the county on a single day. Many individuals and families move in and out of homelessness during the course of a year, meaning that the actual number of people experiencing homeless in 2019 will be much higher than the numbers included in this report.

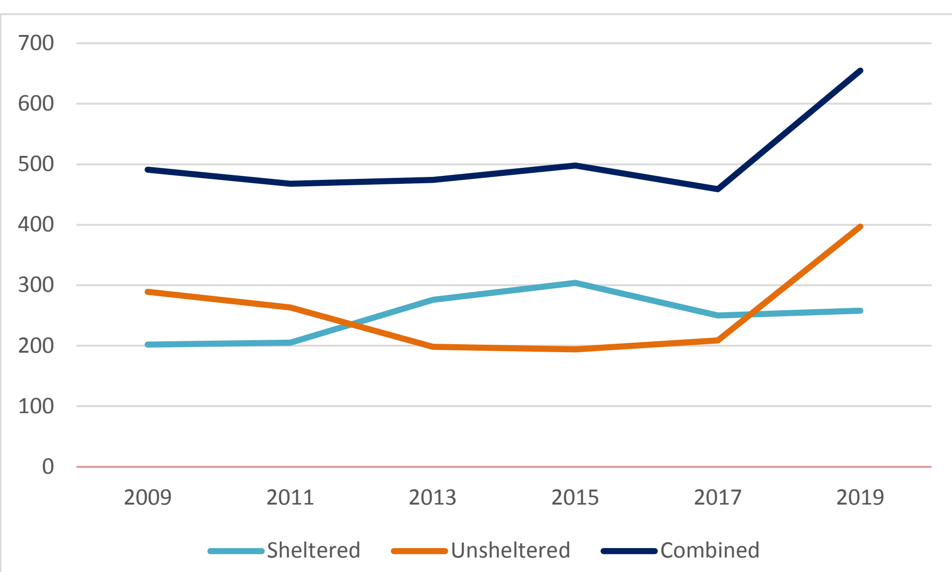
HOMELESSNESS ON A SINGLE NIGHT (JANUARY 22, 2019)



Number of homeless per 10,000 residents		
Jurisdiction	**2017**	**2019**
Davis	21.4	27.2
West Sacramento	32.8	35.6
Woodland	22.8	39.5
Winters and Rural	2.3	9.06
Total Countywide	21.4	29.4

Based on population estimates from the California Department of Finance.

HOMELESSNESS OVER TIME (2009—2019)

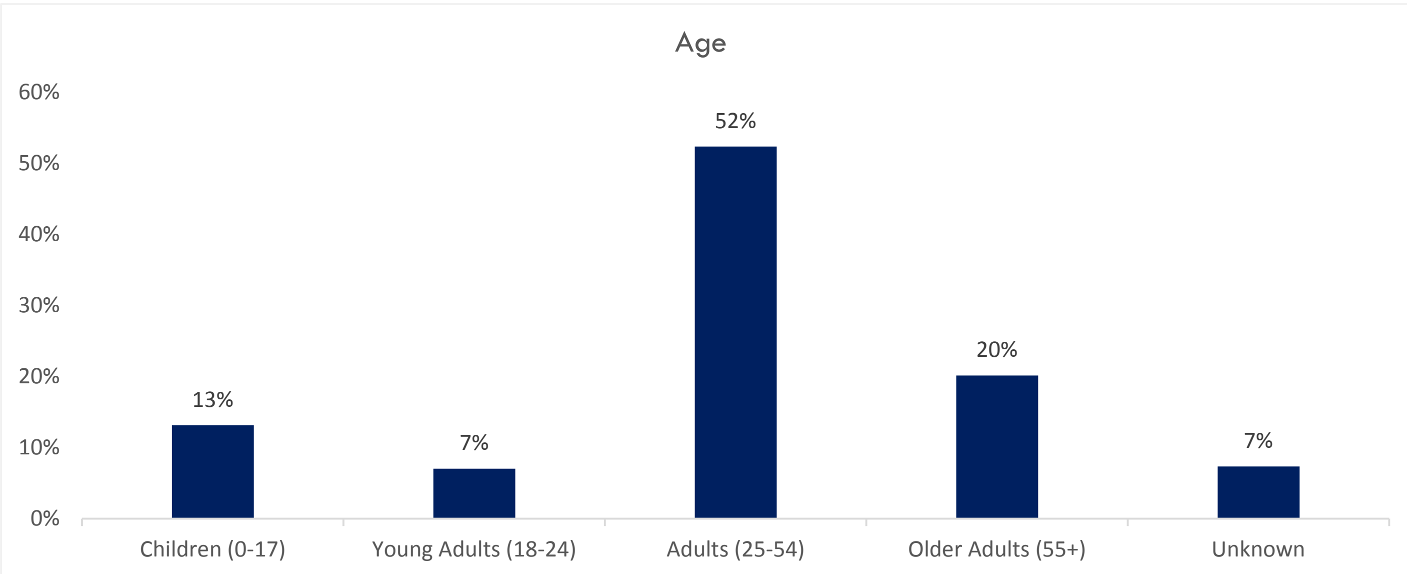


Up 42.7% from 2017

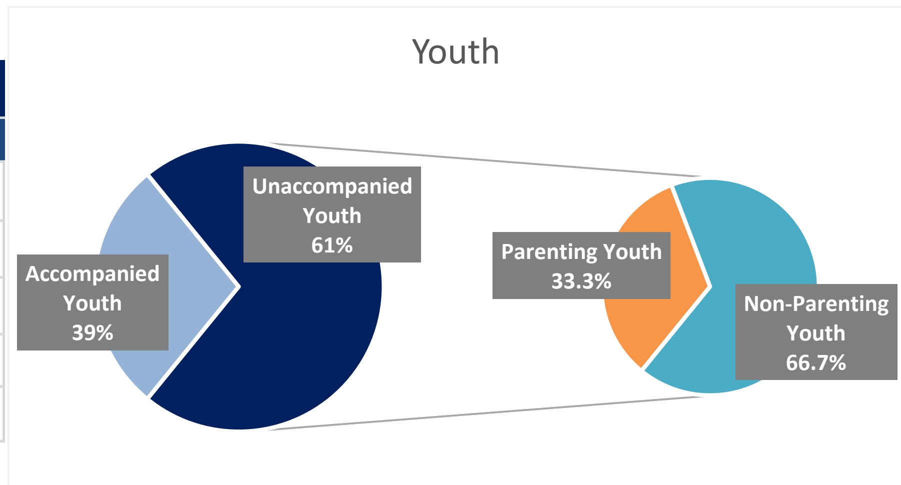
Up 33.4% from 2009

Demographics

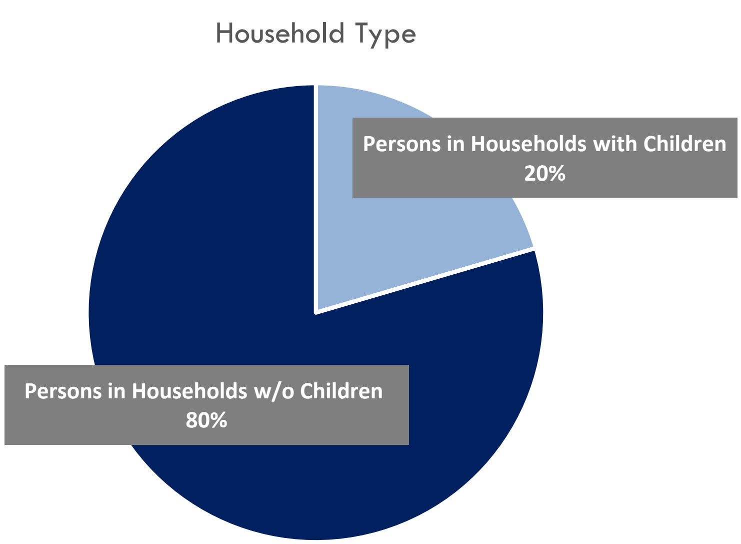
AGE

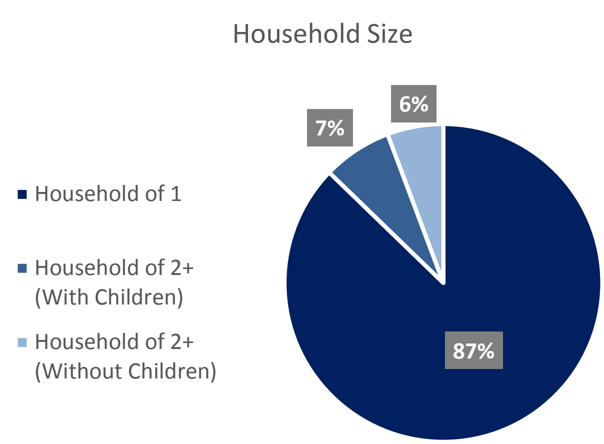


Sheltered vs. Unsheltered		
Age Group	Sheltered	Unsheltered
Children (0-17)	86	0
Young Adults (18-24)	31	15
Adults (25-54)	96	247
Older Adults (55+)	42	90
Unknown	3	45

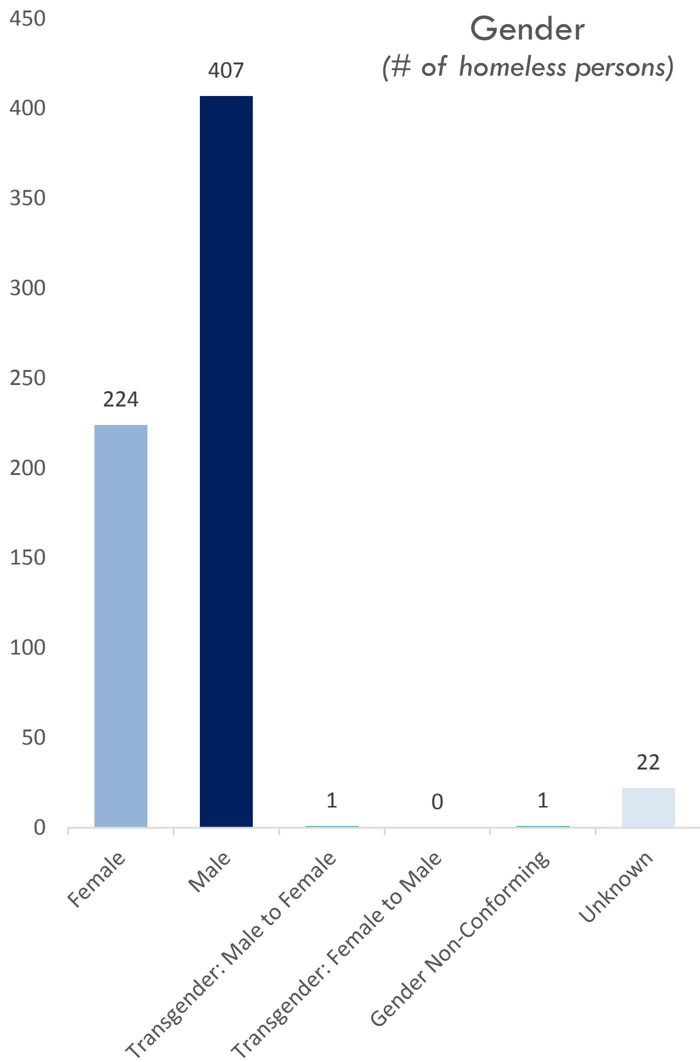


HOUSEHOLD STATUS

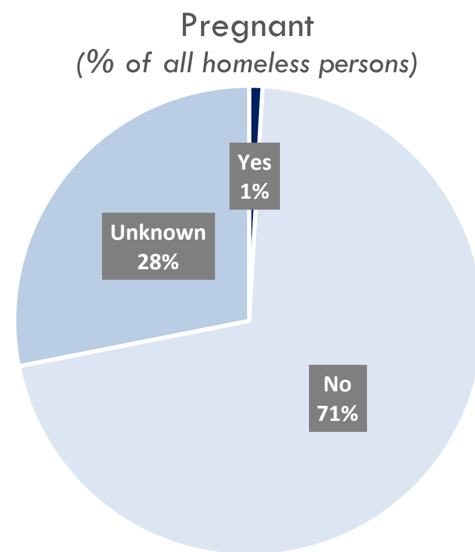




GENDER IDENTITY

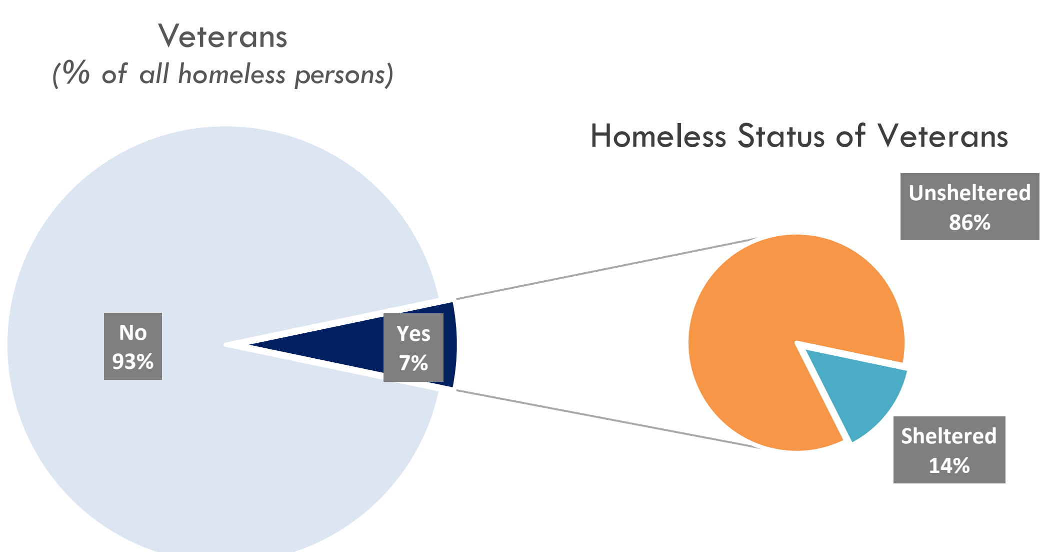


PREGNANCY STATUS

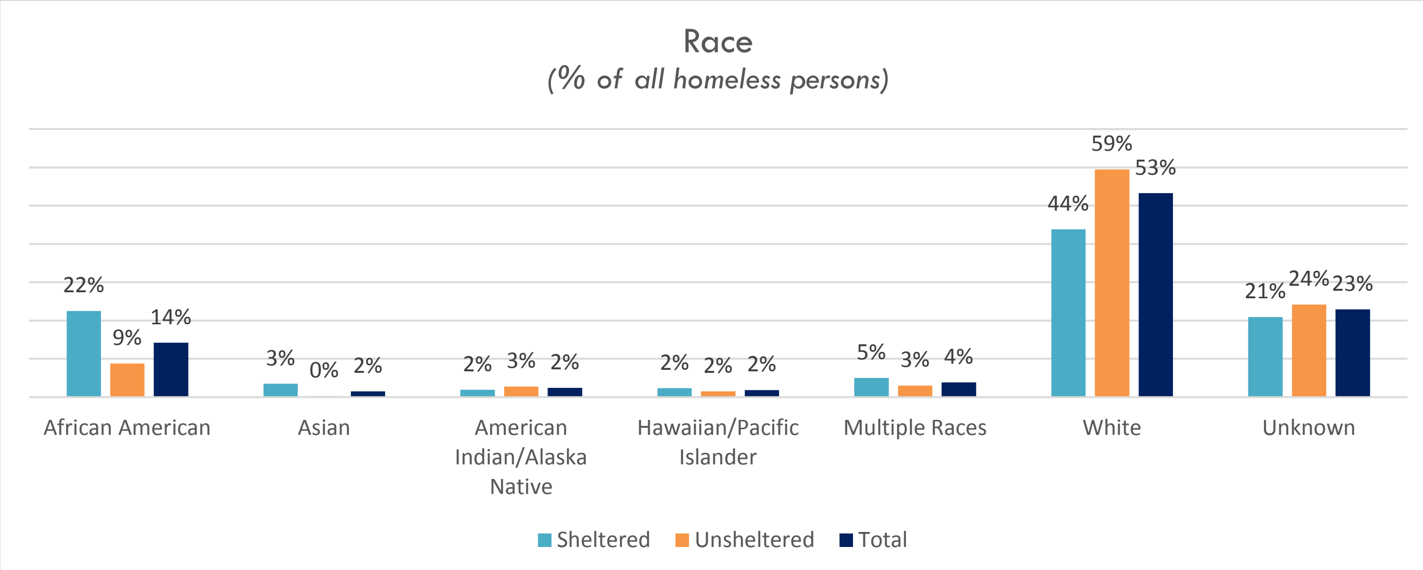


Pregnancy Status Over Time		
	2017	2019
Sheltered	2	5
Unsheltered	3	1
Total	5	6

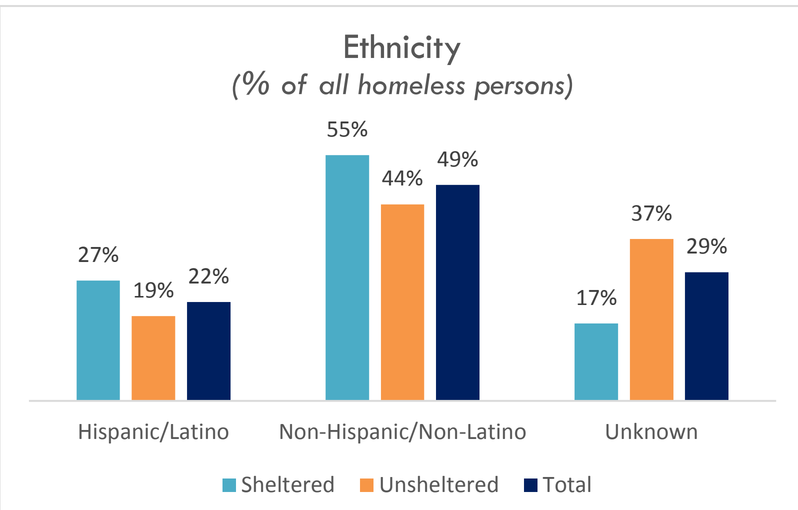
VETERAN STATUS



RACE



ETHNICITY



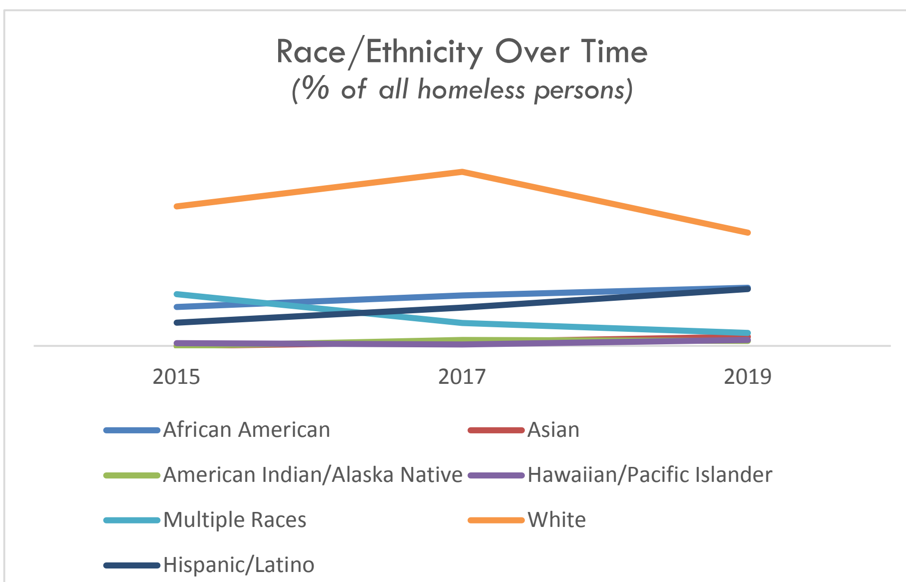
Yolo County vs. Yolo Homeless

Race/Ethnicity	Countywide	Homeless Count	Difference
African American	2.6%	14.0%	11.4%
Asian	12.8%	2.0%	-10.8%
American Indian Alaska Native	0.4%	2.0%	1.6%
Hawaiian Pacific Islander	0.4%	2.0%	1.6%
Multiple Races	3.5%	4.0%	0.5%
White	46.3%	53.0%	6.7%
Hispanic/Latino	35.6%	22.0%	-13.6%

Based on population estimates from the California Department of Finance.

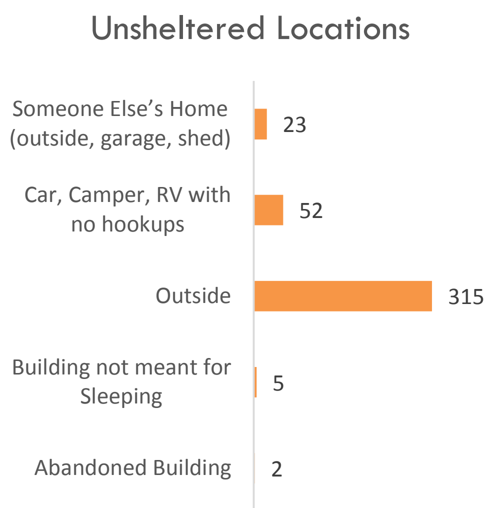
Homeless Status by Race/Ethnicity

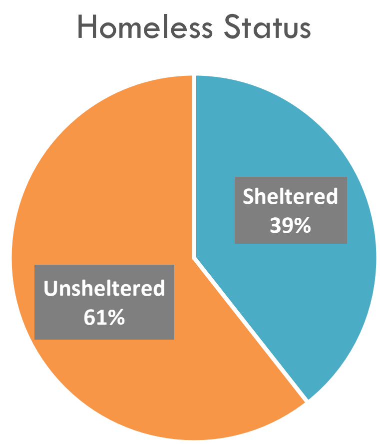
Race/Ethnicity	Sheltered	Unsheltered	Total Count
African American	22.5%	8.8%	14.0%
Asian	3.5%	0.3%	2.0%
American Indian Alaska Native	1.9%	2.8%	2.0%
Hawaiian Pacific Islander	2.3%	1.5%	2.0%
Multiple Races	5.0%	3.0%	4.0%
White	43.8%	59.4%	53.0%
Hispanic/Latino	27.1%	19.1%	22.0%

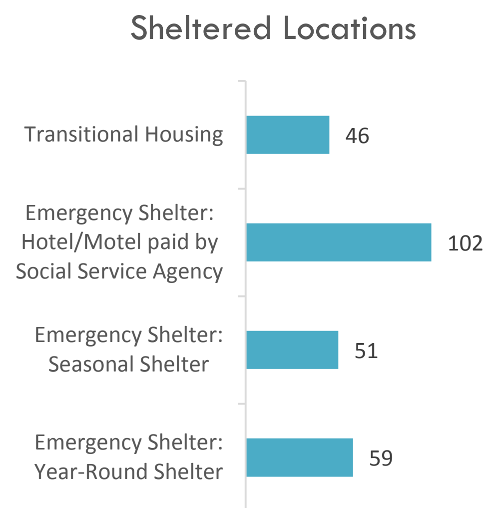


Homeless Status

LOCATION

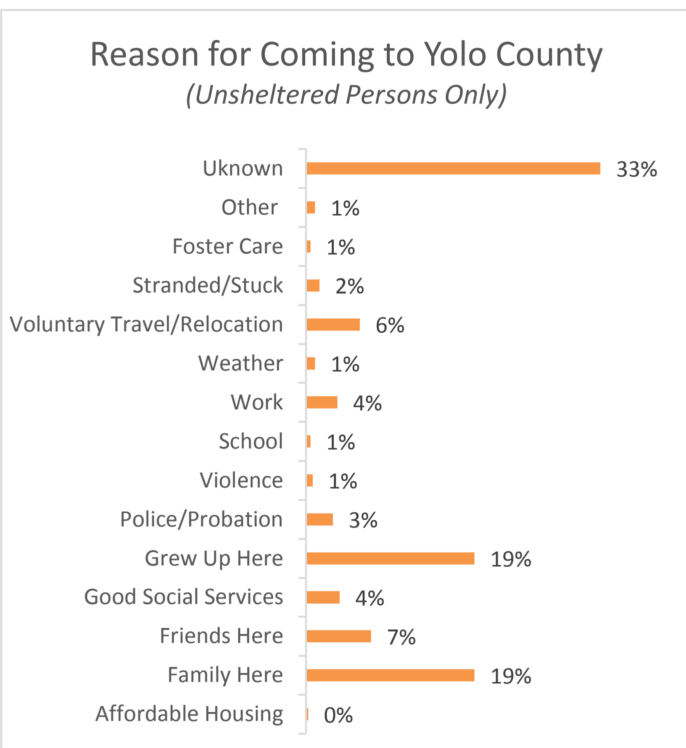


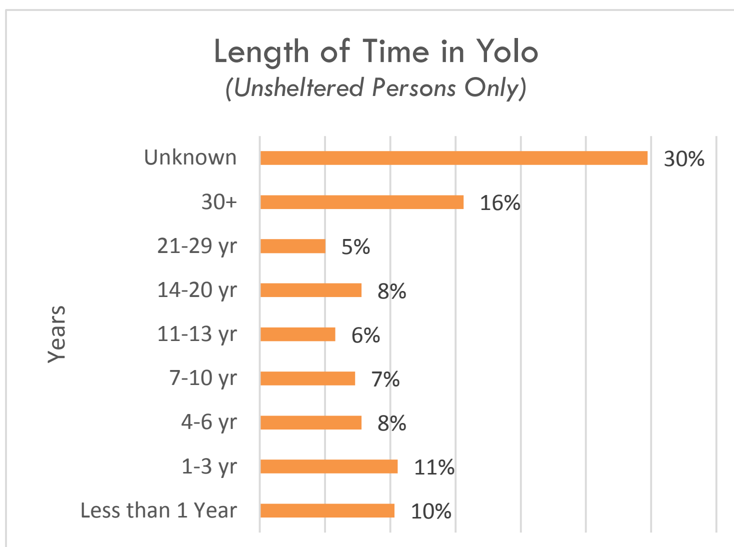




HISTORY OF HOMELESSNESS IN YOLO COUNTY – UNSHELTERED ONLY

Questions related to History of Homelessness in Yolo County were only asked of individuals experiencing **unsheltered** homelessness.



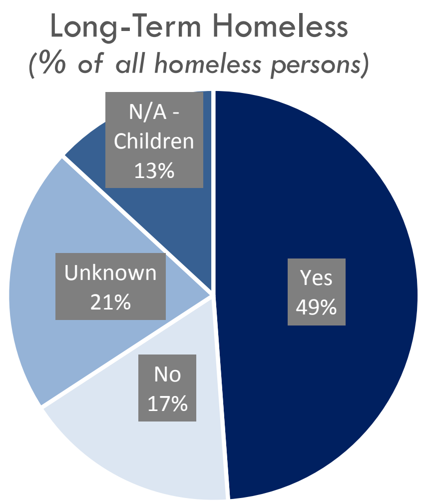


Where Lived Prior to Yolo County

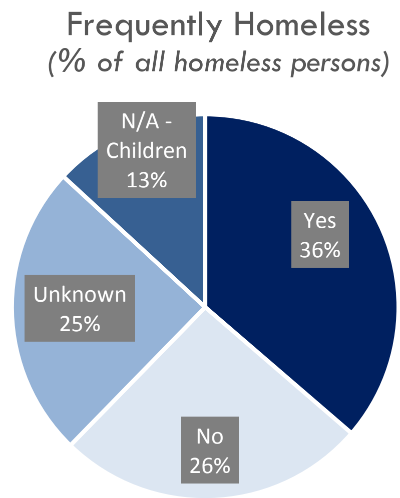
Lived in Yolo County All Life	9%	Other State	12%
Sacramento	14%	Other Country	1%
Other CA	23%	Unknown	41%

CHRONIC HOMELESSNESS

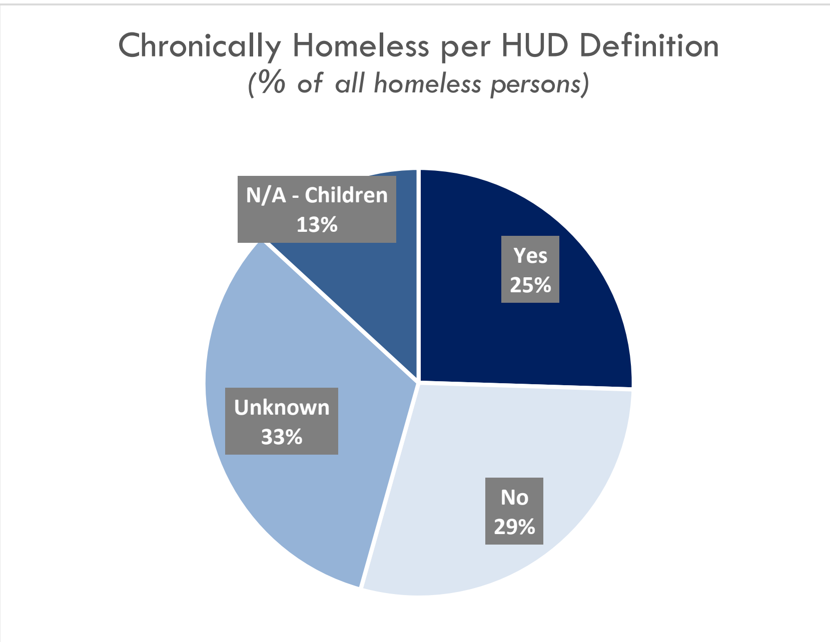
Questions related to Chronic Homelessness were only asked of **<u>adults</u>** experiencing both sheltered and unsheltered homelessness.



Long-Term Homeless is defined as continuously homeless for 12 months or longer.



Frequently Homeless is defined as homeless on at least 4 separate occasions within the last 3 years.



The Department of Housing and Urban Development (HUD) considers an individual to be "**Chronically Homeless**" when:

1) the individual has been homeless for at least 12 consecutive months, <u>or</u> homeless on at least 4 separate occasions, totaling 12 months or more, within the last 3 years;

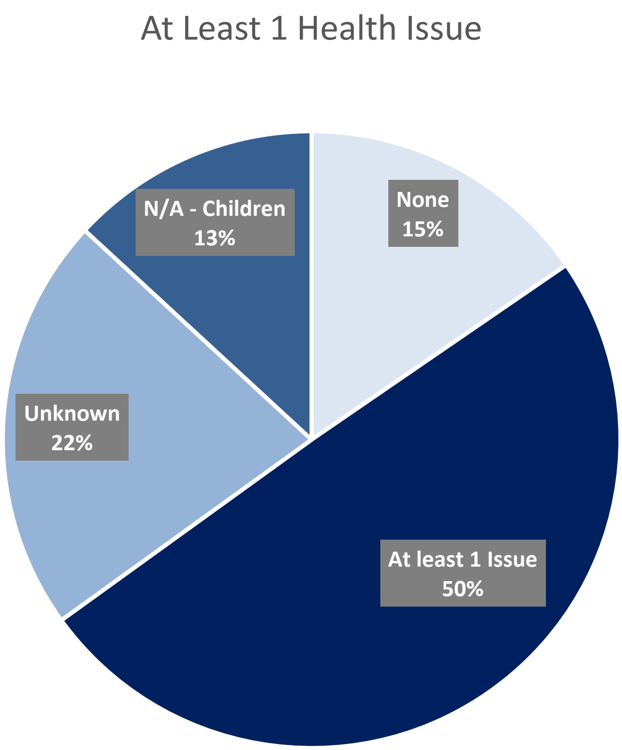
   <u>AND</u>

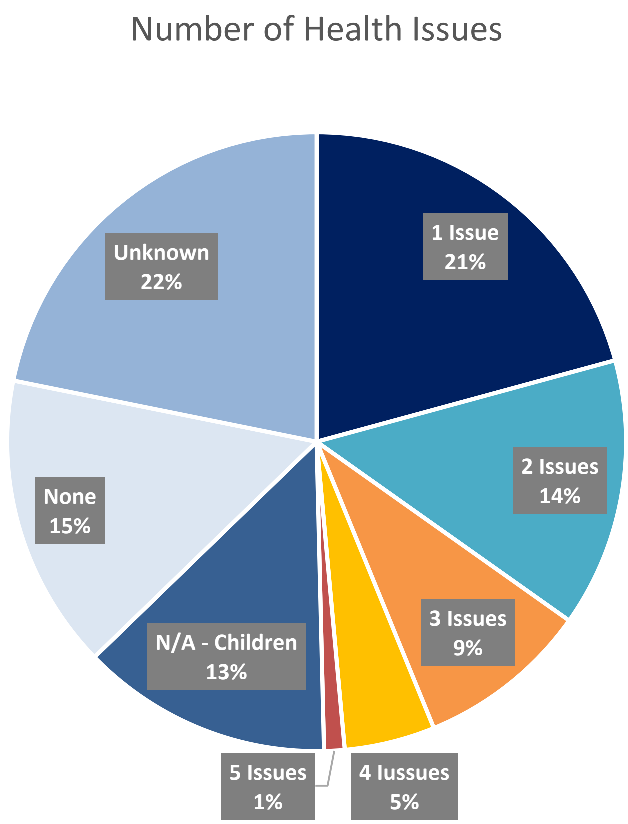
2) can be diagnosed with PTSD, a serious mental illness, substance use disorder, a developmental disability, or a cognitive or physical illness or disability.

Health Status

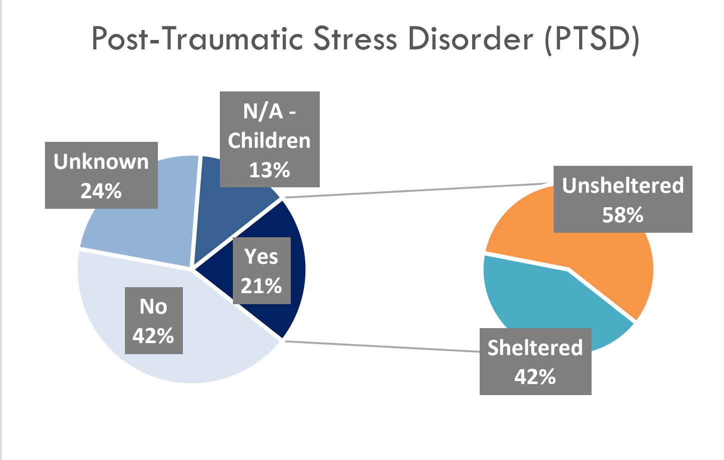
PREVALENCE OF HEALTH ISSUES

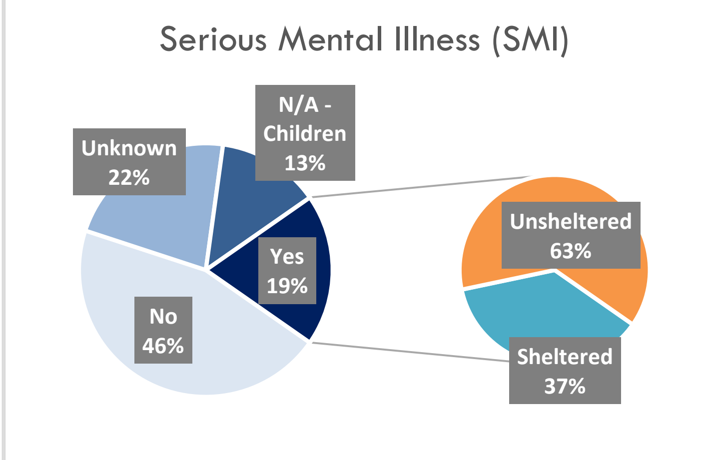
Questions related to Health Status were only asked of **adults** experiencing both sheltered and unsheltered homelessness.



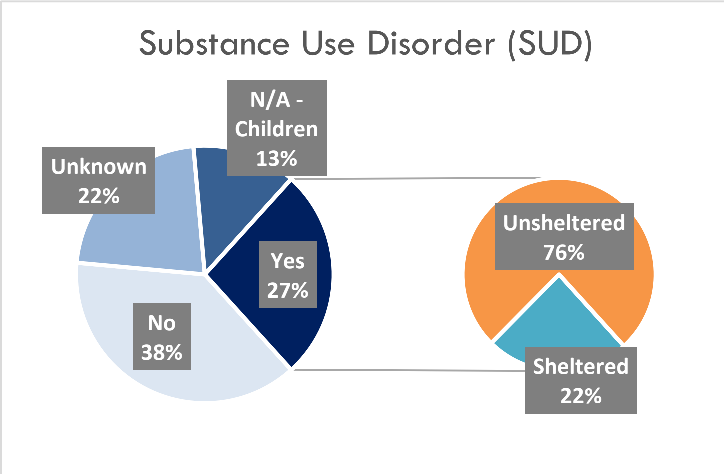


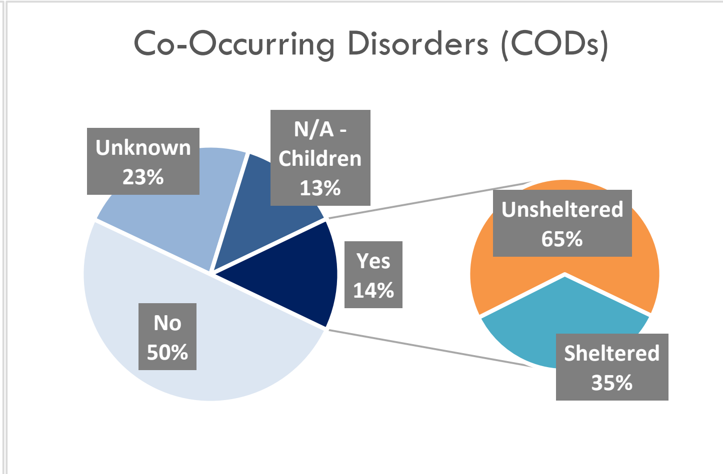
It is important to note that since the data is self-reported, percentages likely underestimate true prevalence for all health status categories and number of health issues.

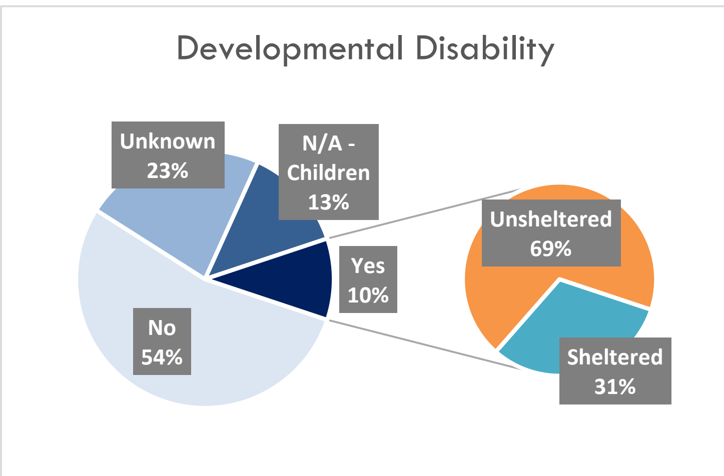


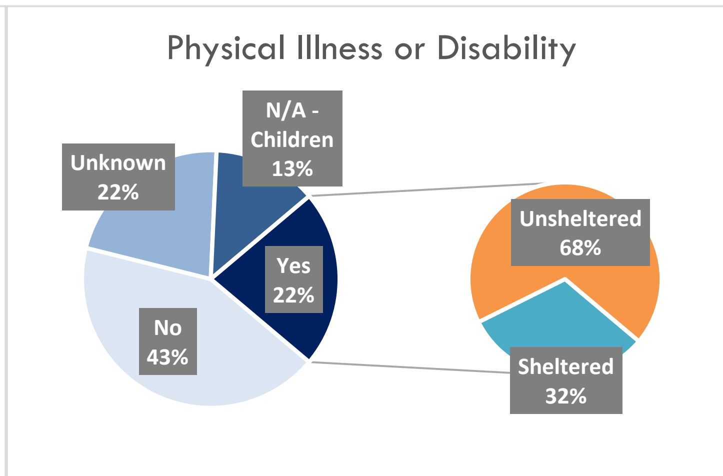


PREVALENCE OF HEALTH ISSUES - continued

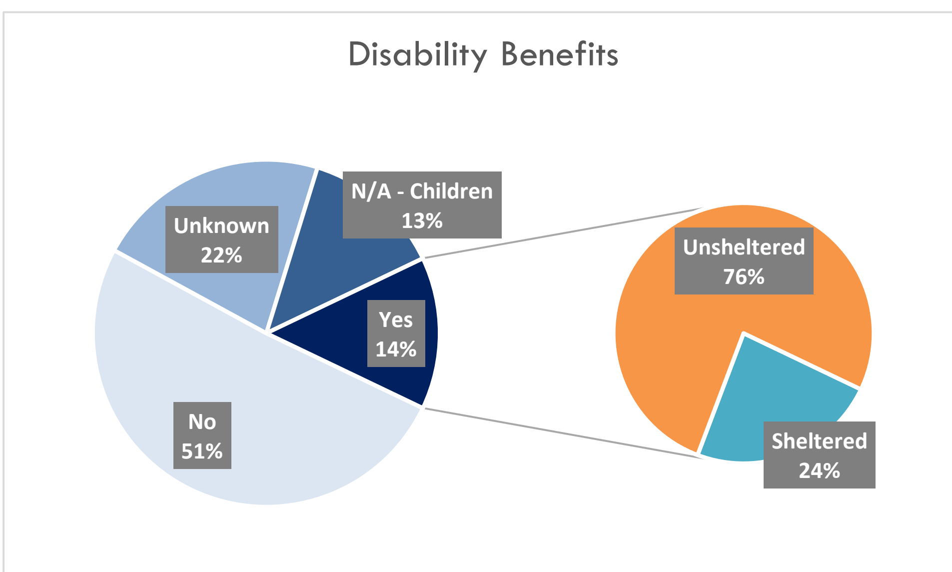








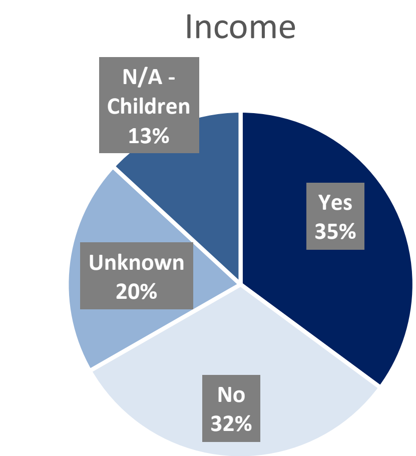
DISABILITY BENEFITS

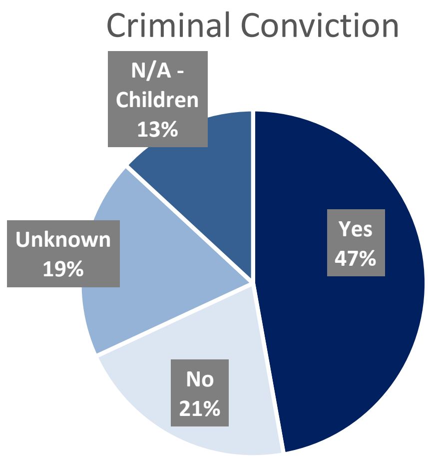


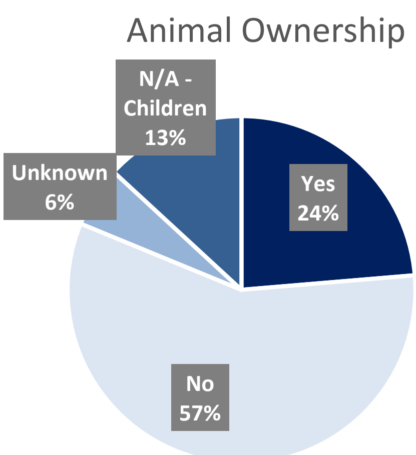
Personal Information

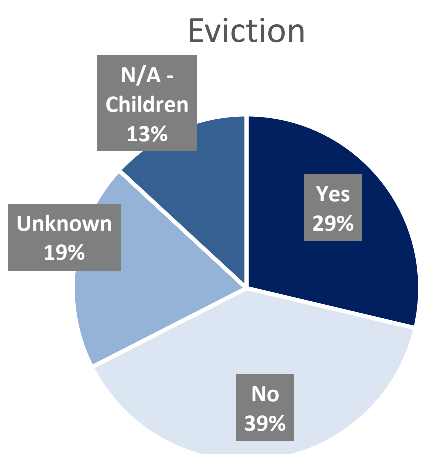
Questions related to Personal Information were only asked of **adults** experiencing both sheltered and unsheltered homelessness.

POTENTIAL BARRIERS TO HOUSING



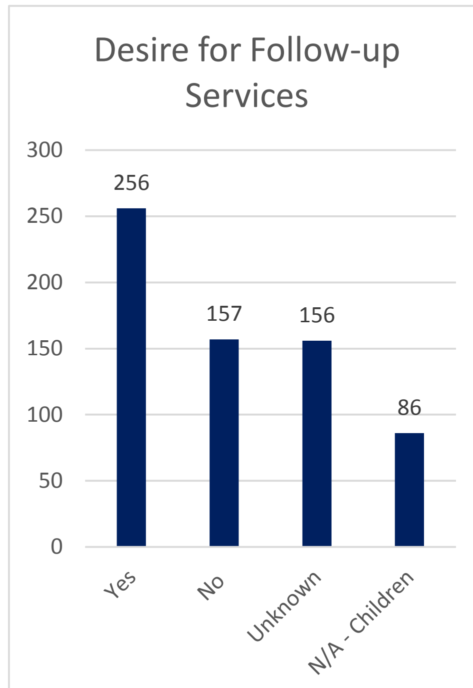




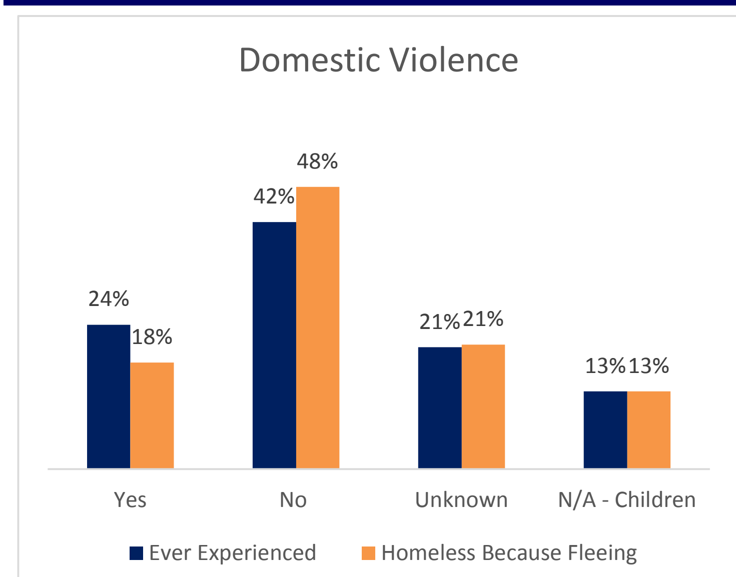


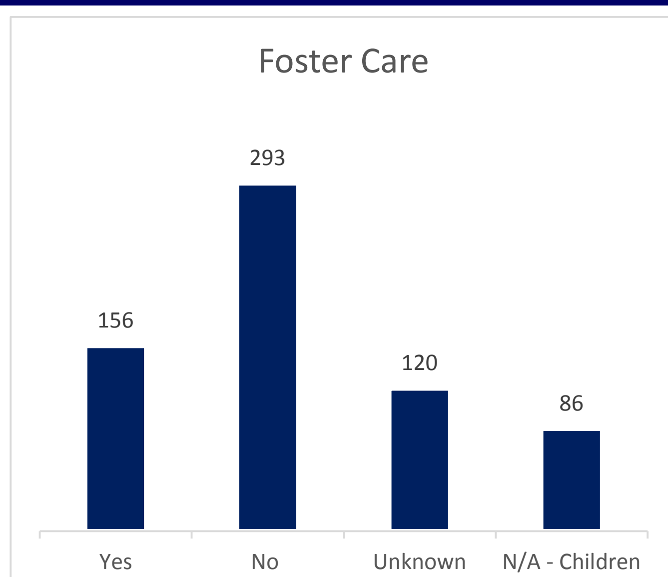
SERVICES

The chart below indicates the responses to the question: "Would you like any follow-up services?"



BACKGROUND





Appendices

Appendix A

BACKGROUND AND AFTER-ACTION REPORT

BACKGROUND

The Yolo County Homeless and Poverty Action Coalition conducted its 2019 Homeless Count on January 22, 2019. The Homeless Count, also known as the Point-in-Time Count, is a survey of individuals and families identified as experiencing sheltered or unsheltered homelessness within the boundaries of Yolo County on a single night in January.

Reason for Conducting the Count

The U.S Department of Housing and Urban Development (HUD) requires all communities that receive grant funding from HUD for addressing homelessness to conduct an annual count of people experiencing sheltered homelessness and a bi-annual count of people experiencing unsheltered homelessness. 2019 was a year in which HUD requires both a sheltered and unsheltered count.

In addition to allowing the community to secure grant funding from HUD, the count data can be used when applying for funding from other funders, provides detailed information on the demographics and needs of people experiencing homelessness in Yolo, and allows homeless service providers in Yolo to target their services to meet the specific needs of those they serve.

Scheduling the Count

HUD requires that all communities conduct the count on a single night during the last ten days of January, to allow for consistency in comparing count data across communities. Each community may select the date of the count, within the ten-day timeframe.

Definition of Homelessness

HUD has developed a definition of homelessness that guides our count activities, as follows:

A person is considered homeless only when he or she is:

- living in places not meant for human habitation, or
- living in an emergency shelter, or
- living in transitional housing for the homeless but originally came from the streets or an emergency shelter, or
- staying in a motel paid for by a public or private agency because the person or family is homeless.

Anyone who does not meet this definition cannot be included in the count data that is reported to HUD.

Limitations of the Count

When considering the numbers in the count it is important to recognize that they reflect only those persons identified as homeless within the county on a single day. Many people move in and out of homelessness during the course of a year, meaning that the actual number of people experiencing homeless in 2019 may be much higher than the numbers included in this report.

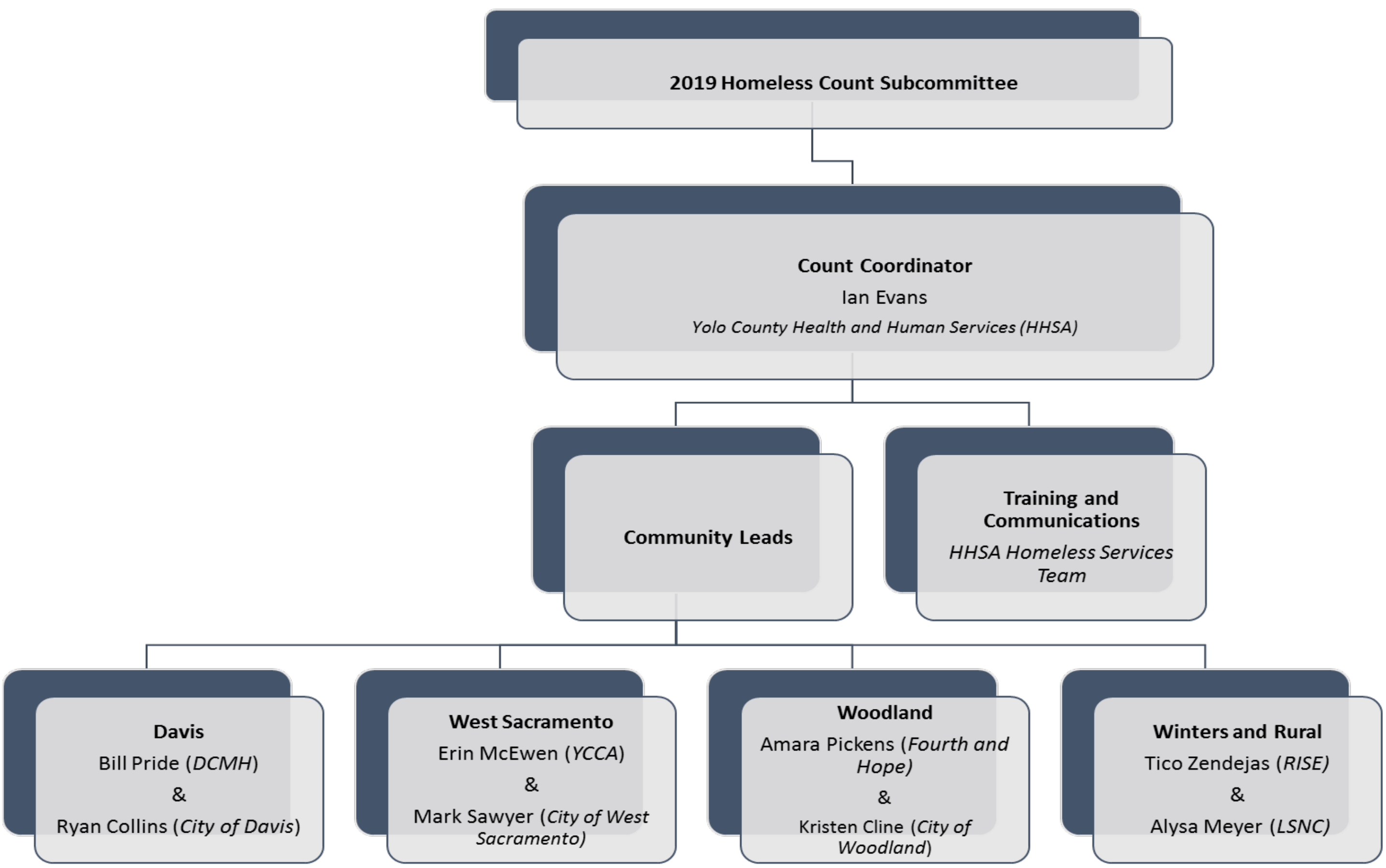
Additionally, the count does not include people who are doubled up in conventional housing; people who are couch surfing; adults living in a mental health facility, chemical dependency facility, criminal justice facility, or permanent supportive housing; or youth living in residential treatment facilities, emergency foster care, or detention facilities. People living in these circumstances do not meet the HUD definition of homelessness, and therefore, cannot be included in the count.

AFTER-ACTION REPORT

Homeless Count Subcommittee and Organizational Structure

The 2019 Homeless Count Subcommittee convened for the first time in October 2018 to begin preparing for the count. In total, the Planning Group met four times before the count. In April 2019, the HPAC Data Subcommittee met to review the collected data before preparing the official report to HUD. The group included representatives from all four major Cities, several County programs, and numerous local homeless service providers. The flow chart below features this year's count organizational structure.

The Lead in each community was responsible for local volunteer recruitment and training, coordinating activities on the day of the count, and distributing any incentives that were available to count participants. Each Lead developed a plan for implementation of the count in their community, and shared with the larger Planning Group at their final meeting before the count.



Successes

- Planning process was inclusionary and collaborative.
- The thorough group review of the survey resulted in the elimination and/or simplification of questions. Also resulted in the collection of more relevant and meaningful data.
- Appointing Community Leads allowed the local experts to develop a count plan that made sense for the unique needs of each area.
- Several communities relied on local resources and donations to offer incentives. For example, one community offered food to encourage participants to complete the survey.

Challenges

- Some key stakeholders did not participate in the count planning process, including some homeless service providers, school district representatives, library staff, and current and/or formerly homeless persons.
- Despite convening the Planning Group in October 2018, the process still seemed rushed.
- Lack of dedicated and/or communitywide funding for count activities.

Recommended Improvements

- Ensure broad participation from the beginning by reaching out to key stakeholders in advance of the first meeting, with a focused effort on ensuring that all agencies who offer homeless service projects are included.
- If Community Lead organizational structure is the model for the next count, consider earlier recruitment and identification of a Winters and rural Community Lead.
- If Community Lead organizational structure is the model for the next count, collect plans from Community Leads at least one month in advance of the count.
- Finalize and release survey at least one month in advance of the count.
- Apply for grants or other funding to provide count-specific financial support including money for purchasing count incentives.

Count Date and Methodology

HUD requires that the count occur on one night within the last ten calendar days in January. Yolo County selected the count date of Monday, January 22, 2019.

While HPAC conducted the majority of count activities on the morning of January 23rd, additional count activities occurred over the course of the seven days following the night of Monday, January 22nd. This approach, known as a post-night count, allows enumerators several days to ensure a complete canvassing of the community. The majority of individuals counted in this way were those who had been sheltered in Emergency Shelter or Transitional Housing on the night of January 22, 2019. The one potential drawback to the "post-night count" approach is that it increases the chances of double counting. In an effort to avoid double counting, enumerators collected the initials as well as birth month and year of each participant. While not personally identifying, the information helps to flag any potential duplicates post-count.

In terms of methodology, HPAC used a mixed-methods approach consisting of the following:

- Complete census count
    - In this approach, teams of enumerators canvassed Yolo County's entire geography and searched for persons experiencing unsheltered homelessness.
- Known location count
    - This approach identified locations where there were known encampments and sent enumerators there.
- Service-based count

- o This approach placed enumerators at social service centers and other locations where persons experiencing homelessness may access assistance.

Successes

- Usage of the "post-night count" methodology, proved effective in identifying additional persons experiencing homelessness on the count date.

Challenges

- Since one specific day for each community was not set (as had been done in 2015), most communities conducted their major activities on the same day. This decreased the pool of trained staff that could have assisted in multiple communities.

Recommended Improvements

- Continue with usage of "post-night count" methodology.
- Discuss the benefits and drawbacks of staggering the major activities within communities by designating set days.

Survey Forms and Data

As in 2017, HPAC utilized three different survey forms:

1. For those experiencing sheltered homelessness
2. For those experiencing unsheltered homelessness
3. For those that were visually counted, but not surveyed

Enumerators had the option of using paper surveys or electronic surveys on a tablet to conduct the count.

Once all surveying was complete, County staff entered all paper surveys into the electronic survey system, exported the data and combined it with surveys completed electronically. Staff also completed all data clean up and coding. Next, County staff analyzed the data, created the count report, and reported the required numbers to HUD. The reports required by HUD were reviewed by HPAC prior to submission.

Successes

- Survey forms worked well and included easy-to-follow directions and relevant questions.
- Collecting the initials as well as birth month and year served as an important cross reference for de-duplication purposes.

Challenges

- Data collation and coding was tedious and cumbersome.
- Not many enumerators utilized the electronic survey form.
- Despite much of the survey information being available in the Homeless Management Information System (HMIS) database, all shelter service providers still chose to complete individual surveys. This may affect data quality and is more time intensive.

Recommended Improvements

- Continue collecting the initials as well as birth month and year to assist with de-duplication efforts.
- Explore more technologically advanced options for collecting survey data to minimize administrative burden.

- Provide more hands-on training to shelter providers to help them prepare for the count and fully utilize the data contained in the HMIS rather than individual surveys.

Communications and Training

Given the recommendations from the 2017 count, HPAC decided to once again convene a Communications and Training Subcommittee. The Subcommittee's primary charges were to:

- Ensure consistent messaging among providers and enumerators about the count purpose and expressing needs for assistance.
- Create a resource that assists in training volunteers, while still allowing individual communities the autonomy to design and implement training based on unique needs of the region.
- Convene at least one "train the trainer" session to ensure better data quality and consistency among communities.

Successes

- Following recommendations from the 2017 count report, a "train the trainer" session was held to ensure better data quality and consistency among communities. Community Leads and volunteers attended this training.

Challenges

- Despite the countywide training session, the level of training still differed among communities, which may have affected the quality of data collection. For example, one community was unable to attend the countywide training and offered a training in advance of its count day.
- While the "train the trainer" session was effective for training volunteers on how to survey individuals encountered during the count, Community Leads lacked a strategy session for how activities would be implemented "on the ground".

Recommended Improvements

- Continue to have early discussions about communication and training needs.
    - As opposed to other communities who publicize their counts and seek community involvement, Yolo has historically chosen not to advertise its count and relied more on trained staff than volunteers. This is largely because Yolo's geographic area is small enough to be thoroughly canvassed by already existing staff, but also because Yolo lacks the bandwidth to provide sufficient volunteer training and management. Despite this, it is important to revisit this discussion for every count and understand the tradeoffs involved with these decisions.
- Continue to hold "train the trainer" sessions and ensure that all Community Leads are able to participate.
    - Encourage Community Leads to establish leadership and delineate tasks early on in the planning process.
- Hold an "on the ground" strategy session for Community Leads to discuss their plans for implementing the count activities in the field, and establish clear methods for communication on the day of the count.

Appendix B

DATA TABLES

Homelessness on a Single Night (January 22, 2019)					
	Davis	**West Sacramento**	**Woodland**	**Winters and Rural**	**Total Countywide**
Sheltered	76	107	75	0	258
Unsheltered	114	85	163	35	397
Combined Total	**190**	**192**	**238**	**35**	**655**

Homelessness Over Time (2009-2019)						
	2009	**2011**	**2013**	**2015**	**2017**	**2019**
Sheltered						
Davis	80	69	91	79	83	76
West Sacramento	29	19	39	87	87	107
Woodland	93	117	146	138	80	75
Winters and Rural	0	0	0	0	0	0
Sheltered Total	**202**	**205**	**276**	**304**	**250**	**258**
Unsheltered						
Davis	34	48	23	52	63	114
West Sacramento	201	173	126	80	87	85
Woodland	52	34	40	54	51	163
Winters and Rural	2	8	9	8	8	35
Unsheltered Total	**289**	**263**	**198**	**194**	**209**	**397**
Combined						
Davis	114	117	114	131	146	190
West Sacramento	230	192	165	167	174	192
Woodland	145	151	186	192	131	238
Winters and Rural	2	8	9	8	8	35
Combined Total	**491**	**468**	**474**	**498**	**459**	**655**

Demographics

Household Status - Persons

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Persons in Households with Children	33	74	27	0	134
Persons in Households w/o Children - (*includes single individuals*)	43	33	48	0	124
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Persons in Households with Children	0	0	0	0	0
Persons in Households w/o Children - (*includes single individuals*)	114	85	163	35	397
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Persons in Households with Children	33	74	27	0	134
Persons in Households w/o Children - (*includes single individuals*)	157	118	211	35	521
Combined Total	**190**	**192**	**238**	**35**	**655**

Household Status – Household Type

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Households of 1 (w/o Children)	41	31	42	0	114
Households of 2 or more (with Children)	9	19	9	0	37
Households of 2 or more (w/o) Children	1	1	3	0	5
Sheltered Total	**51**	**51**	**54**	**0**	**156**
Unsheltered					
Households of 1 (w/o Children)	99	73	147	25	344
Households of 2 or more (with Children)	0	0	0	0	0
Households of 2 or more (w/o Children)	7	6	7	5	25
Unsheltered Total	**106**	**79**	**154**	**30**	**369**
Combined					
Households of 1 (w/o Children)	140	104	189	25	458
Households of 2 or more (with Children)	9	19	9	0	37
Households of 2 or more (w/o Children)	8	7	10	5	30
Combined Total	**157**	**120**	**208**	**30**	**525**

Age	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Children (0-17)	23	46	17	0	86
Young Adults (18-24)	4	20	7	0	31
Adults (25-54)	33	34	29	0	96
Older Adults (55+)	15	7	20	0	42
Unknown	1	0	2	0	3
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Children (0-17)	0	0	0	0	0
Young Adults (18-24)	4	5	6	0	15
Adults (25-54)	67	53	109	18	247
Older Adults (55+)	31	18	34	7	90
Unknown	12	9	14	10	45
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Children (0-17)	23	46	17	0	86
Young Adults (18-24)	8	25	13	0	46
Adults (25-54)	100	87	138	18	343
Older Adults (55+)	46	25	54	7	132
Unknown	13	9	16	10	48
Combined Total	**190**	**192**	**238**	**35**	**655**

Gender	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Female	38	52	33	0	123
Male	36	55	40	0	131
Transgender: Male to Female	0	0	0	0	0
Transgender: Female to Male	0	0	0	0	0
Gender Non-Conforming	0	0	0	0	0
Unknown	2	0	2	0	4
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Female	24	26	38	13	101
Male	84	51	121	20	276
Transgender: Male to Female	0	0	1	0	1
Transgender: Female to Male	0	0	0	0	0
Gender Non-Conforming	1	0	0	0	1
Unknown	5	8	3	2	18
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Female	62	78	71	13	224
Male	120	106	161	20	407
Transgender: Male to Female	0	0	1	0	1
Transgender: Female to Male	0	0	0	0	0
Gender Non-Conforming	1	0	0	0	1
Unknown	7	8	5	2	22
Combined Total	**190**	**192**	**238**	**35**	**655**

Veteran Status

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	3	0	2	0	5
No	67	99	66	0	232
Unknown	6	8	7	0	21
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	7	7	12	4	30
No	54	71	121	21	267
Unknown	53	7	30	10	100
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	10	7	14	4	35
No	121	170	187	21	499
Unknown	59	15	37	10	121
Combined Total	**190**	**192**	**238**	**35**	**655**

Pregnant

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	0	4	1	0	5
No	74	89	70	0	233
Unknown	2	14	4	0	20
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	0	1	0	0	1
No	62	58	92	20	232
Unknown	52	26	71	15	164
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	0	5	1	0	6
No	136	147	162	20	465
Unknown	54	40	75	15	184
Combined Total	**190**	**192**	**238**	**35**	**655**

Race	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
African American	9	34	15	0	58
Asian	9	0	0	0	9
American Indian/Alaska Native	3	1	1	0	5
Hawaiian/Pacific Islander	2	1	3	0	6
Multiple Races	9	2	2	0	13
White	29	38	46	0	113
Unknown	15	31	8	0	54
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
African American	8	10	14	3	35
Asian	0	0	1	0	1
American Indian/Alaska Native	4	2	4	1	11
Hawaiian/Pacific Islander	0	1	5	0	6
Multiple Races	6	2	3	1	12
White	54	52	109	21	236
Unknown	42	18	27	9	96
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
African American	17	44	29	3	93
Asian	9	0	1	0	10
American Indian/Alaska Native	7	3	5	1	16
Hawaiian/Pacific Islander	2	2	8	0	12
Multiple Races	15	4	5	1	25
White	83	90	155	21	349
Unknown	57	49	35	9	150
Combined Total	**190**	**192**	**238**	**35**	**655**

Ethnicity	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Hispanic/Latino	15	34	21	0	70
Non-Hispanic/Non-Latino	53	46	44	0	143
Unknown	8	27	10	0	45
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Hispanic/Latino	17	13	44	2	76
Non-Hispanic/Non-Latino	44	43	71	18	176
Unknown	53	29	48	15	145
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Hispanic/Latino	32	47	65	2	146
Non-Hispanic/Non-Latino	97	89	115	18	319
Unknown	61	56	58	15	190
Combined Total	**190**	**192**	**238**	**35**	**655**

Homeless Status

Sleeping Location

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Emergency Shelter: Year-Round Shelter	20	8	31	0	59
Emergency Shelter: Seasonal Shelter	24	10	17	0	51
Emergency Shelter: Hotel/Motel paid by Social Service Agency	11	69	22	0	102
Transitional Housing	21	20	5	0	46
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Abandoned Building	0	0	2	0	2
Building not meant for Sleeping	1	1	3	0	5
Outside	102	69	114	30	315
Car, Camper, RV with no hookups	7	13	28	4	52
Someone Else's Home (outside, garage, shed)	4	2	16	1	23
Unsheltered Total	**114**	**85**	**163**	**35**	**397**

History of Homelessness in Yolo County

Length of Stay in Yolo County

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Unsheltered					
Less than 1 Year	13	12	16	0	41
1-3 yr	10	12	19	1	42
4-6 yr	8	7	13	3	31
7-10 yr	7	10	10	2	29
11-13 yr	0	10	13	0	23
14-20 yr	4	8	16	3	31
21-29 yr	5	4	9	2	20
30+	14	12	26	10	62
Unknown	53	10	41	14	118
Unsheltered Total	**114**	**85**	**163**	**35**	**397**

Reason for Coming to Yolo County

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
			Unsheltered		
Affordable Housing	0	1	0	0	1
Family Here	6	25	39	5	75
Friends Here	6	8	12	3	29
Good Social Services	8	0	6	1	15
Grew Up Here	17	17	31	10	75
Police/Probation	0	2	10	0	12
Violence	1	2	0	0	3
School	1	0	1	0	2
Work	5	4	5	0	14
Weather	2	0	2	0	4
Voluntary Travel/Relocation	13	5	5	1	24
Stranded/Stuck	0	2	4	0	6
Foster Care	0	0	2	0	2
Other	0	1	3	0	4
Unknown	55	18	43	15	131
Unsheltered Total	**114**	**85**	**163**	**35**	**397**

Where Lived Immediately Prior to Yolo County

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
			Unsheltered		
N/A: Lived in Yolo County All Life	7	8	17	4	36
Sacramento	15	23	18	1	57
Other CA	25	18	43	5	91
Other State	7	14	19	8	48
Other Country	1	0	2	0	3
Unknown	59	22	64	17	162
Unsheltered Total	**114**	**85**	**163**	**35**	**397**

Chronic Homelessness - Adults Only

Long-Term Homeless (Homeless at least 1 yr)

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	11	36	39	0	86
No	16	20	17	0	53
Unknown	26	5	2	0	33
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	42	67	106	19	234
No	18	9	24	7	58
Unknown	54	9	33	9	105
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	53	103	145	19	320
No	34	29	41	7	111
Unknown	80	14	35	9	138
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Frequently Homeless (Homeless at least 4 occasions in last 3 yrs)

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	8	25	38	0	71
No	17	28	17	0	62
Unknown	28	8	3	0	39
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	26	40	86	15	167
No	22	31	44	11	108
Unknown	66	14	33	9	122
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	34	65	124	15	238
No	39	59	61	11	170
Unknown	94	22	36	9	161
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Chronically Homeless per HUD Definition (Frequently/Long-Term Homeless + Disability)*

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	4	16	11	0	31
No	22	38	45	0	105
Unknown	27	7	2	0	36
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	31	41	57	7	136
No	23	17	34	10	84
Unknown	60	27	72	18	177
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	35	57	68	7	167
No	45	55	79	10	189
Unknown	87	34	74	18	213
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

*The Department of Housing and Urban Development (HUD) considers an individual to be "Chronically Homeless" when: 1) the individual has been homeless for at least 12 consecutive months, or homeless on at least 4 separate occasions, totaling 12 months or more, within the last 3 years; AND 2) can be diagnosed with PTSD, a serious mental illness, substance use disorder, a developmental disability, or a cognitive or physical illness or disability.

Health Status - Adults Only

Post-Traumatic Stress Disorder (PTSD)

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	16	18	25	0	59
No	14	35	27	0	76
Unknown	23	8	6	0	37
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	22	23	27	8	80
No	36	47	101	17	201
Unknown	56	15	35	10	116
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	38	41	52	8	139
No	50	82	128	17	277
Unknown	79	23	41	10	153
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Serious Mental Illness (SMI)					
	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	11	20	16	0	47
No	19	35	37	0	91
Unknown	23	6	5	0	34
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	21	25	31	3	80
No	40	44	100	22	206
Unknown	53	16	32	10	111
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	32	45	47	3	127
No	59	79	137	22	297
Unknown	76	22	37	10	145
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Substance Use Disorder (SUD)					
	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	9	18	15	0	42
No	21	38	38	0	97
Unknown	23	5	5	0	33
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	20	33	72	7	132
No	41	37	58	17	153
Unknown	53	15	33	11	112
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	29	51	87	7	174
No	62	75	96	17	250
Unknown	76	20	38	11	145
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Development Disability

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	2	5	14	0	21
No	30	49	34	0	113
Unknown	21	7	10	0	38
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	10	16	16	4	46
No	50	56	113	21	240
Unknown	54	13	34	10	111
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	12	21	30	4	67
No	80	105	147	21	353
Unknown	75	20	44	10	149
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Physical Illness or Disability

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	10	19	17	0	46
No	21	35	34	0	90
Unknown	22	7	7	0	36
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	23	32	34	11	100
No	38	43	95	14	190
Unknown	53	10	34	10	107
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	33	51	51	11	146
No	59	78	129	14	280
Unknown	75	17	41	10	143
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Number of Health Issues	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
1	12	15	11	0	38
2	6	7	10	0	23
3	4	9	10	0	23
4	3	5	4	0	12
5	0	1	2	0	3
6	0	0	0	0	0
None	5	18	15	0	39
Unknown	23	6	6	0	35
N/A - Children	23	46	17	0	85
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
1	15	17	54	12	98
2	16	18	31	4	69
3	7	16	10	3	36
4	6	6	6	1	19
5	1	1	2	0	4
6	0	0	0	0	0
None	15	14	29	5	63
Unknown	54	13	31	10	108
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
1	27	32	65	12	136
2	22	25	41	4	92
3	11	25	20	3	59
4	9	11	10	1	31
5	1	2	4	0	7
6	0	0	0	0	0
None	21	32	44	5	102
Unknown	77	19	37	10	143
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Co-occurring Mental Health & Substance Use Disorders (COD)					
	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	6	14	13	0	33
No	24	42	42	0	109
Unknown	23	5	3	0	31
N/A - Children	23	46	17	0	85
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	13	17	27	3	60
No	48	48	102	21	219
Unknown	53	20	34	11	118
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	19	31	40	3	93
No	73	90	144	21	328
Unknown	76	25	37	11	149
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Disability Benefits					
	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	1	7	14	0	22
No	26	46	42	0	114
Unknown	26	8	2	0	36
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	12	24	27	8	71
No	49	49	103	18	219
Unknown	53	12	33	9	107
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	13	31	41	8	93
No	75	95	145	18	333
Unknown	79	20	35	9	143
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Personal Information – Adults Only

Income

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
		Sheltered			
Yes	21	39	41	0	101
No	18	19	15	0	52
Unknown	14	3	2	0	19
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
		Unsheltered			
Yes	28	31	54	16	129
No	31	42	72	10	155
Unknown	55	12	37	9	113
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
		Combined			
Yes	49	70	95	16	230
No	49	61	87	10	207
Unknown	69	15	39	9	132
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Eviction

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
		Sheltered			
Yes	21	39	41	0	101
No	18	19	15	0	52
Unknown	14	3	2	0	19
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
		Unsheltered			
Yes	9	30	38	10	87
No	50	45	92	15	202
Unknown	55	10	33	10	108
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
		Combined			
Yes	30	69	79	10	188
No	68	64	107	15	254
Unknown	69	13	35	10	127
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Criminal Conviction

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
		Sheltered			
Yes	21	39	41	0	101
No	18	19	15	0	52
Unknown	14	3	2	0	19
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
		Unsheltered			
Yes	37	45	107	19	208
No	23	30	26	6	85
Unknown	54	10	30	10	104
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
		Combined			
Yes	58	84	148	19	309
No	41	49	41	6	137
Unknown	68	13	32	10	123
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Foster Care

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
		Sheltered			
Yes	21	39	41	0	101
No	18	19	15	0	52
Unknown	14	3	2	0	19
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
		Unsheltered			
Yes	10	20	23	2	55
No	50	59	109	23	241
Unknown	54	6	31	10	101
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
		Combined			
Yes	31	59	64	2	156
No	68	78	124	23	293
Unknown	68	9	33	10	120
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Victim of Domestic Violence- Ever Experienced

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	21	39	41	0	101
No	18	19	15	0	52
Unknown	14	3	2	0	19
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	10	17	23	9	59
No	47	54	104	17	222
Unknown	57	14	36	9	116
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	31	56	64	9	160
No	65	73	119	17	274
Unknown	71	17	38	9	135
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Victim of Domestic Violence- Homeless Because Fleeing

	Davis	West Sacramento	Woodland	Winters and Rural	Total Countywide
Sheltered					
Yes	21	39	41	0	101
No	18	19	15	0	52
Unknown	14	3	2	0	19
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
Unsheltered					
Yes	5	7	4	1	17
No	49	62	126	24	261
Unknown	60	16	33	10	119
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
Combined					
Yes	26	46	45	1	118
No	67	81	141	24	313
Unknown	74	19	35	10	138
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Animal Ownership					
	Davis	**West Sacramento**	**Woodland**	**Winters and Rural**	**Total Countywide**
		Sheltered			
Yes	21	39	41	0	101
No	18	19	15	0	52
Unknown	14	3	2	0	19
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
		Unsheltered			
Yes	8	20	15	11	54
No	100	59	143	23	325
Unknown	6	6	5	1	18
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
		Combined			
Yes	29	59	56	11	155
No	118	78	158	23	377
Unknown	20	9	7	1	37
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

Desire for Follow-up Services					
	Davis	**West Sacramento**	**Woodland**	**Winters and Rural**	**Total Countywide**
		Sheltered			
Yes	21	39	41	0	101
No	18	19	15	0	52
Unknown	14	3	2	0	19
N/A - Children	23	46	17	0	86
Sheltered Total	**76**	**107**	**75**	**0**	**258**
		Unsheltered			
Yes	28	45	67	15	155
No	25	18	52	10	105
Unknown	61	22	44	10	137
N/A - Children	0	0	0	0	0
Unsheltered Total	**114**	**85**	**163**	**35**	**397**
		Combined			
Yes	49	84	108	15	256
No	43	37	67	10	157
Unknown	75	25	46	10	156
N/A - Children	23	46	17	0	86
Combined Total	**190**	**192**	**238**	**35**	**655**

AGENCY: ☐ DCMH ☐ Empower Yolo ☐ 4th and Hope ☐ IRWS-Davis ☐ Rotating Winter Shelter (RWS)-Woodland ☐ Shores of Hope ☐ Turning Point ☐ Winter Warming Center (WWC)-W. Sac. ☐ Yolo County HHSA

LOCATION: ☐ Davis ☐ West Sacramento ☐ Winters ☐ Woodland ☐ Rural/Unincorporated Yolo

PROGRAM: ☐ CalWORKs HSP Hotel/Motel ☐ CalWORKs THA ☐ DCMH-ES ☐ DCMH-New Pathways ☐ DCMH-Family TH ☐ DCMH-Single Adult TH ☐ Empower Yolo- TH ☐ Empower Yolo- Victims of Crime ES ☐ Empower Yolo-Wallace & Vannucci ☐ Fourth and Hope-ES ☐ IRWS-Davis ☐ RWS-Woodland ☐ Turning Point-Trinity ☐ Turning Point-Meadowlark ☐ Turning Point-Hotel/Motel ☐ Shores of Hope-TH ☐ WWC-W.Sac. ☐ Yolo County- CSBG Hotel/Motel ☐ Other, please specify: ______________________________

PROGRAM TYPE: ☐ Emergency Shelter ☐ Transitional Housing

[IF CONDUCTING THE SURVEY IN PERSON, INTRODUCE YOURSELF]: Hello, my name is **[FIRST NAME]**, and I am conducting a brief housing survey. The survey will only take a few moments, is confidential, and will help us advocate for more resources. May I ask you a few questions about your housing and service needs? ☐ Yes ☐ No **[IF NO, COMPLETE SURVEY BASED ON KNOWN INFORMATION FROM PROJECT ENROLLMENT INFORMATION OR CASE NOTES.]**

1. **Have you already taken this survey in the last few days?** ☐ Yes ☐ No **[IF YES, STOP SURVEY]**

2. **What are your initials, birth month, and birth year?** Initials: _______ Birth Month: _______ Birth Year: _______
3. **Are you and everyone in your household:**
   - ***a.* …under age 25?** ☐ Yes ☐ No ☐ Doesn't Know/Refused to Answer (DK/REF) ☐ Unknown
   - ***b.* …under age 18?** ☐ Yes ☐ No ☐ Doesn't Know/Refused to Answer (DK/REF) ☐ Unknown
4. **How many people live with you (including you)? [THE ANSWERS IN B SHOULD TOTAL THE NUMBER OF PERSONS IN A]**

A. Total Number of Persons: __________ B1. Age 25 or Older: ___________ B2. Age 18-24: ___________ B3. Under 18: ___________

	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6	Person 7
5. Initials							
6. Age							
7. Gender							
Female							
Male							
Transgender: Male to Female							
Transgender: Female to Male							
Gender Non-Conforming							
Doesn't Know/Refused to Answer							
Unknown							
8. Race [CHECK ALL THAT APPLY]							
American Indian/Alaska Native							
Asian							
Black or African American							
Native Hawaiian/Pacific Islander							
White							
Doesn't Know/Refused to Answer							
Unknown							
9. Ethnicity							
Non-Hispanic/Non-Latino							
Hispanic/Latino							
Doesn't Know/Refused to Answer							
Unknown							
10. Pregnant							
Yes							
No							
N/A							
Doesn't Know/Refused to Answer							
Unknown							

[QUESTIONS FOR PERSON 1 (over age 18)] **Initials: _______ Birth Month: _______ Birth Year: _______**

1. **Have you been continuously homeless for at least 1 year?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
2. **Have you been homeless on at least 4 separate occasions in the last 3 years?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
3. **[IF YES] Was the combined length of time homeless at least 12 months?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
4. **Do you receive any disability benefits? [SUCH AS SSI OR SSDI]** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
5. **Do you have other sources of income? Source: ____________ Amount /mo. $ _______** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
6. **Have you ever been a victim of domestic violence?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
7. **Are you currently homeless <u>because you are fleeing</u> domestic violence, dating violence, sexual assault or stalking?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF

8.

Do you consider yourself to have, or has someone else told you that you have any of the following:					[IF YES] Does this severely interfere with your life?			
	Yes	No	DK/REF	Observation of Surveyor	Yes	No	DK/REF	Observation of Surveyor
Developmental Disability								
HIV/AIDS								
Post-Traumatic Stress Disorder								
Physical Illness or Disability				☐ Y ☐ N				☐ Y ☐ N
Serious Mental Illness				☐ Y ☐ N				☐ Y ☐ N
Substance Use Disorder				☐ Y ☐ N				☐ Y ☐ N

9. **Have you ever served in the U.S. Armed Forces?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
10. **Have you ever been activated into the National Guard or Reserve?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
11. **Are you a former foster youth?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
12. **Have you ever been convicted of a crime?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
13. **Have you ever been evicted?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
14. **Do you own an animal?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
15. **Do you desire any follow up services?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF

[QUESTIONS FOR PERSON 2 (over age 18)] **Initials: _______ Birth Month: _______ Birth Year: _______**

1. **Have you been continuously homeless for at least 1 year?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
2. **Have you been homeless at least 4 separate occasions in the last 3 years?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
3. **[IF YES] Was the combined length of time homeless at least 12 months?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
4. **Do you receive any disability benefits? [SUCH AS SSI OR SSDI]** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
5. **Do you have other sources of income? Source: ____________ Amount /mo. $ _______** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
6. **Have you ever been a victim of domestic violence?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
7. **Are you currently homeless <u>because you are fleeing</u> domestic violence, dating violence, sexual assault or stalking?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF

8.

Do you consider yourself to have, or has someone else told you that you have any of the following:					[IF YES] Does this severely interfere with your life?			
	Yes	No	DK/REF	Observation	Yes	No	DK/REF	Observation
Developmental Disability								
HIV/AIDS								
Post-Traumatic Stress Disorder								
Physical Illness or Disability				☐ Y ☐ N				☐ Y ☐ N
Serious Mental Illness				☐ Y ☐ N				☐ Y ☐ N
Substance Use Disorder				☐ Y ☐ N				☐ Y ☐ N

9. **Have you ever served in the U.S. Armed Forces?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
10. **Have you ever been activated into the National Guard or Reserve?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
11. **Are you a former foster youth?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
12. **Have you ever been convicted of a crime?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
13. **Have you ever been evicted?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
14. **Do you own an animal?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
15. **Do you desire any follow up services?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF

Location: ☐ Davis ☐ West Sacramento ☐ Winters ☐ Woodland ☐ Rural/Unincorporated Yolo ☐ Other: ______________

Date: ☐ 1/22 ☐ 1/23 ☐ 1/24 ☐ 1/25 ☐ 1/26 ☐ 1/27 ☐ 1/28 ☐ 1/29 ☐ 1/30

[INTRODUCE YOURSELF]: Hello, my name is **[FIRST NAME]**, and I am conducting a brief housing survey. The survey will only take a few moments, is confidential, and will help us advocate for more resources. May I ask you a few questions about your housing and service needs? ☐ Yes ☐ No **[IF NO, COMPLETE VISUAL COUNT FORM]**

---

1. **Have you already taken this survey in the last few days?** ☐ Yes ☐ No **[IF YES, STOP SURVEY]**
2. **Where did you sleep on the night of the 22nd /last night/Tuesday night?**

[CONTINUE SURVEY]	[STOP SURVEY]
☐ Outside *(such as tents, parks, underpasses)*	☐ Own or rent home
☐ Someone else's home *(outside or in a garage)*	☐ Someone else's home *(inside)*
☐ Motel *(paid for by agency because homeless)*	☐ Motel *(paid for with own money)*
☐ Institution *(if released after midnight to homelessness)*	☐ Jail or prison
☐ Abandoned building, garage, shed, storage	☐ Hospital
☐ Building not meant for sleeping *(such as a library)*	☐ Treatment program
☐ Car, camper, RV *(with no permanent hookups)*	☐ Subsidized permanent housing program
☐ Emergency shelter	
☐ Transitional Housing	
☐ Other, please specify: ______________________________	

3. **Was where you slept within the limits of . . . ? [STOP SURVEY IF LOCATION WAS KNOWN AND NOT WITHIN YOLO COUNTY]**
   ☐ Davis ☐ West Sacramento ☐ Winters ☐ Woodland ☐ Rural/Unincorporated Yolo ☐ Other: ______________________
4. **What brought you to Yolo County? [MARK ONE; MOST APPLICABLE ANSWER ONLY]**
   ☐ Grew Up Here ☐ Family Here ☐ Friends Here ☐ Good Social Services ☐ Affordable Housing ☐ Other: ______________
5. **How long have you lived in Yolo County?**
   ☐ Less than 1 Year ☐ 1-3 Years ☐ 4-6 Years ☐ 7-10 Years ☐ 11-13 Years ☐ Other: ______________________________
6. **Where did you live immediately prior to coming to Yolo County? [WRITE N/A IF LIVED IN YOLO COUNTY ENTIRE LIFE]**
   City/Region: ____ State: ______________________________
7. **What are your initials, birth month, and birth year?** Initials: ______ Birth Month: ______ Birth Year: ______
8. **Are you and everyone in your household:**
   - ***a.*** **…under age 25?** ☐ Yes ☐ No ☐ Doesn't Know/Refused to Answer (DK/REF) ☐ Unknown
   - ***b.*** **…under age 18?** ☐ Yes ☐ No ☐ Doesn't Know/Refused to Answer (DK/REF) ☐ Unknown
9. **How many people live with you (including you)? [THE ANSWERS IN B SHOULD TOTAL THE NUMBER OF PERSONS IN A]**

A. Total Number of Persons: ________ B1. Age 25 or Older: ________ B2. Age 18-24: ________ B3. Under 18: ________

	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6	Person 7
10. Initials							
11. Age							
12. Gender							
Female							
Male							
Transgender: Male to Female							
Transgender: Female to Male							
Gender Non-Conforming							
Doesn't Know/Refused to Answer							
Unknown							
13. Race [CHECK ALL THAT APPLY]							
American Indian/Alaska Native							
Asian							
Black or African American							
Native Hawaiian/Pacific Islander							
White							
Doesn't Know/Refused to Answer							
Unknown							
14. Ethnicity							
Non-Hispanic/Non-Latino							
Hispanic/Latino							
Doesn't Know/Refused to Answer							
Unknown							

[CONTINUE ON NEXT PAGE]

15. Pregnant							
Yes							
No							
N/A							
Doesn't Know/Refused to Answer							
Unknown							

[QUESTIONS FOR PERSON 1 (over age 18)] **Initials: _______ Birth Month: _______ Birth Year: _______**

1. **Have you been continuously homeless for at least 1 year?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
2. **Have you been homeless at least 4 separate occasions in the last 3 years?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
3. **[IF YES] Was the combined length of time homeless at least 12 months?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
4. **Do you receive any disability benefits? [SUCH AS SSI OR SSDI]** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
5. **Do you have other sources of income? Source: ____________ Amount /mo. $ _______** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
6. **Have you ever been a victim of domestic violence?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
7. **Are you currently homeless <u>because you are fleeing</u> domestic violence, dating violence, sexual assault or stalking?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
8.

Do you consider yourself to have, or has someone else told you that you have any of the following:				[IF YES] Does this severely interfere with your life?		
	Yes	No	Observation	Yes	No	Observation
Developmental Disability						
HIV/AIDS						
Post-Traumatic Stress Disorder						
Physical Illness or Disability			☐ Y ☐ N			☐ Y ☐ N
Serious Mental Illness			☐ Y ☐ N			☐ Y ☐ N
Substance Use Disorder			☐ Y ☐ N			☐ Y ☐ N

9. **Have you ever served in the U.S. Armed Forces?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
10. **Have you ever been activated into the National Guard or Reserve?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
11. **Are you a former foster youth?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
12. **Have you ever been convicted of a crime?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
13. **Have you ever been evicted?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
14. **Do you own an animal?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
15. **Do you desire any follow up services?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF

[QUESTIONS FOR PERSON 2 (over age 18)] **Initials: _______ Birth Month: _______ Birth Year: _______**

1. **Have you been continuously homeless for at least 1 year?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
2. **Have you been homeless at least 4 separate occasions in the last 3 years?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
3. **[IF YES] Was the combined length of time homeless at least 12 months?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
4. **Do you receive any disability benefits? [SUCH AS SSI OR SSDI]** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
5. **Do you have other sources of income? Source: ____________ Amount /mo. $ _______** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
6. **Have you ever been a victim of domestic violence?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
7. **Are you currently homeless <u>because you are fleeing</u> domestic violence, dating violence, sexual assault or stalking?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
8.

Do you consider yourself to have, or has someone else told you that you have any of the following:				[IF YES] Does this severely interfere with your life?		
	Yes	No	Observation	Yes	No	Observation
Developmental Disability						
HIV/AIDS						
Post-Traumatic Stress Disorder						
Physical Illness or Disability			☐ Y ☐ N			☐ Y ☐ N
Serious Mental Illness			☐ Y ☐ N			☐ Y ☐ N
Substance Use Disorder			☐ Y ☐ N			☐ Y ☐ N

9. **Have you ever served in the U.S. Armed Forces?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
10. **Have you ever been activated into the National Guard or Reserve?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
11. **Are you a former foster youth?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
12. **Have you ever been convicted of a crime?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
13. **Have you ever been evicted?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
14. **Do you own an animal?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF
15. **Do you desire any follow up services?** ☐ Yes ☐ No ☐ Unknown ☐ DK/REF

2019 Yolo Homeless Count	**VISUAL COUNT**	*January 22, 2019*

[INSTRUCTIONS]: Complete **one form per individual or family** that you believe is homeless. Complete the visual count information based on your observation, **ONLY** for individuals that are unsafe to approach or are unwilling to participate in the survey.

1. Date of Survey: ☐ 1/22 ☐ 1/23 ☐ 1/24 ☐ 1/25 ☐ 1/26 ☐ 1/27 ☐ 1/28 ☐ 1/29 ☐ 1/30

2. General Location: ☐ Davis ☐ West Sacramento ☐ Winters ☐ Woodland ☐ Rural/Unincorporated Yolo ☐ Other

3. Details about Location: ____

____

4.

[RECORD THE NUMBER OF PEOPLE BY AGE AND GENDER]				
	Under 18	**18-24**	**25-55**	**56+**
Male				
Female				
Gender Unknown				

5. Describe the appearance of the person(s): ____

____

6. Describe if the person(s) has any pets: ____

____

2019 Yolo Homeless Count	**VISUAL COUNT**	*January 22, 2019*

[INSTRUCTIONS]: Complete **one form per individual or family** that you believe is homeless. Complete the visual count information based on your observation, **ONLY** for individuals that are unsafe to approach or are unwilling to participate in the survey.

1. Date of Survey: ☐ 1/22 ☐ 1/23 ☐ 1/24 ☐ 1/25 ☐ 1/26 ☐ 1/27 ☐ 1/28 ☐ 1/29 ☐ 1/30

2. General Location: ☐ Davis ☐ West Sacramento ☐ Winters ☐ Woodland ☐ Rural/Unincorporated Yolo ☐ Other

3. Details about Location: ____

____

4.

[RECORD THE NUMBER OF PEOPLE BY AGE AND GENDER]				
	Under 18	**18-24**	**25-55**	**56+**
Male				
Female				
Gender Unknown				

5. Describe the appearance of the person(s): ____

____

6. Describe if the person(s) has any pets: ____

Responses to Mr. Bill Long's Questions
Presented at Council Meeting (8/20/19)

The following are responses to questions submitted by Bill Long during Public Comment at the City Council meeting, August 20, 2019.

Please note that the Woodland Collaborative for the No Place Like Home homeless system transformation project includes the City of Woodland, the County of Yolo, and three non-profit partners: Friends of the Mission, Fourth and Hope, and Woodland Opportunity Village. The County of Yolo and Friends of the Mission are the applicants/recipients for the state No Place Like Home funding.

1. **Will there be a "Zero Tolerance" policy for residents regarding the use of alcohol, elicit drugs or un-prescribed Rx medications? If not, please explain all possible exceptions**.

   The East Beamer campus project includes plans for 61 permanent-supportive housing units, relocation/expansion of the Fourth and Hope Shelter, as well as relocation of Walter's House Residential Treatment Facility.

   Residential units - Those living in the independent residences will be allowed to use legal substances, such as alcohol and tobacco - the same rights afforded to adults. However, illegal drug use will not be allowed, and residents will be subject to a "code of conduct." The Police will be called when behaviors are a nuisance or threatening to others.

   Shelter Facility - The 100-bed shelter will have a low barrier/no barrier policy. Following federal Housing First principles, shelter guests do not have to be clean and sober but must abide by behavior guidelines. No substance use will be allowed within the open spaces of the East Beamer Way campus. Behaviors that negatively impact others will not be tolerated and will result in guests being excused from shelter for periods of time.

   Treatment Facility – The Walter's House Residential Treatment Facility will, by definition, continue to be a 100% clean-and-sober facility. No drug or alcohol use will be allowed.

2. **Considering that the Beamer Way Commons includes Residential Drug & Alcohol Treatment, as well as Mentally ill residents and their families…**

   a) Will there be policies regarding Mentally ill residents adhering to a Medically prescribed treatment plan including Rx medications, in order to qualify for, and remain in the housing program?

   The residents will follow a Housing First model, as required by the No Place like Home funding source. Residents do no have to accept therapeutic or any other services. However, behavior must fall within generally accepted neighborhood standards. On-site case managers will be working directly with residents who refuse services and attempt to engage them.

   b) Please explain any exceptions to #1.

   No exceptions.

c) **Will there be a "on-site" Medical professional who is licensed by the State of California to administer, and manage Rx medications as part of the recommended treatment plan for mentally ill residents?**

Residents who take prescribed medications will be monitored by their prescribing medical practitioner. We also intend to provide psychiatric services by a Board-certified psychiatrist on site, in collaboration with either the County or a nonprofit health provider. However, the psychiatrist will be on-site for medical appointments only and not provide daily on-site psychiatric coverage. In addition, the County will provide mental health case management on-site to the 29 residents in the No Place like Home units.

3. **Are there plans, if this facility fails as intended?**

The East Beamer Way campus will include professional property management from Friends of the Mission and mental health and social service support staff from the County and nonprofits. It is anticipated that issues will be dealt with as they emerge. The Woodland Collaborative which is planning and implementing East Beamer Way is closely following the Mercy development that opened last year at West Beamer Street and Cottonwood and will adjust implementation and oversight to incorporate their "lessons learned".

I am concerned because most people that are still on the street do not want to utilize any housing.

As the need far outweighs the supply of housing, we do not anticipate difficulty in filling the residences. In fact, we believe more affordable housing is needed. However, we realize that there are a number of homeless individuals who will either not be interested or may not qualify for housing or services at the site. By providing shelter and services for those who chose to take advantage, the City (and County) will also be in a better position to enforce our local ordinances and reduce the incentives that some homeless currently perceive to living on the streets with no rules or accountability.

I see this program geared more for low-income housing. These are the people who need help before becoming homeless.

You are correct. Prevention is a necessary component of a homeless system. Those living in unstable housing are also eligible to live at East Beamer Way. Monthly rents are anticipated to be covered through funds provided to individuals through Social Security, Medi-Cal, and other programs available to this population.

4. **I would like to know if the City will remain as the Beamer/102 property owner, or if the property will be sold to either the County of Yolo, or to the Nonprofit program that falls under "Friends of the Mission"**

The City has retained the option to either transfer the use of the property through a long-term lease or transfer title to the property to Friends of the Mission, the nonprofit housing developer. Ultimate disposition is still under review.

Is the Beamer Way Commons going to be a City Housing Development, a County Housing Development or will it continue to be the Nonprofit program that falls under "Friends of the Mission"?

Friends of the Mission will be the developer of record, assisted by the City Community Development Department and others. It is being proposed as a non-profit housing development, albeit on land owned by the City of Woodland. The property is currently located outside the city limits (in unincorporated Yolo County), but is ultimately envisioned to be annexed into the City (likely following construction).

5. **Considering the fact that Beamer Way Commons will have residents which include Children and families:**
   a) **Will individuals who've been convicted of any type of crime which is of a "Sexual Nature" be "excluded" as a qualified resident/participant of services offered on the property?**

Registered sex offenders cannot be housed at East Beamer Way in the shelter, adult treatment facility, or the residences.

   b) **Please explain any possibilities for considering a convicted sex offender of any sort, as being "qualified" to be on the property and to which services such a person would be eligible for.**

   No exceptions.

   c) **While we are provided with the artist representation of the Homeless Campus, what is the size in sq. ft. of the proposed units, the cost of each unit and the "amenities" included in the cost. We really only know that they are 1 & 2 bedrooms and that the total cost will be around $10,0000,000 for the 29 units.**

The cost is approximately $10.2 million for 61 units, a community center with offices, an open space for meetings and social events, and a laundry facility. The grounds will also include a community garden and pet area. One of the units will house an on-site resident manager.

The one-bedroom units will be 378 square feet. The two-bedrooms units will be 590 square feet. The cost per unit, including infrastructure and land preparation, is on average $170,000.

The permanent relocation of the Fourth and Hope Shelter and Walter's House Residential Treatment Facility represent additional components of the project envisioned for the site, requiring an additional $5.0 million and is outside the scope of the No Place Like Home funded project.

   d) **Who will be responsible for the monthly payments on the loans from NPLH (called grants in all but the last updates we have), who will be the titled owner of the project, land and facilities built there? Is the City Guarantor on this project?**

Friends of the Mission is responsible for the monthly payment of the loan. If the title is transferred from the City to Friends of the Mission, then the nonprofit will be the landowner. If the land is leased to the nonprofit, then the City is the landowner. The facilities will be owned by Friends of the Mission. The City is not a Guarantor on the loan and will not incur any liability related to loan re-payment.

e) The statistics in the 2018 updated plan states that "in the last fiscal year, transient-related calls for services represented 40% of total PD calls. Over the past 12 months 997 arrests were made, representing 43% of all arrests. What does the PD mean by transient-related?

When responding to calls for service, Police officers determine whether an individual is housed or unhoused, typically based on whether the individual is able to provide a verifiable permanent residence address. If the individual is not housed, the Police officers designate the individual as "transient", meaning homeless.

f) What is the total estimated cost in the last fiscal year for "Homeless" related activities, including all city departments?

The City's FY2018/19 budget included funding totaling $365,700, from various sources in support of specific homeless activities. Of this amount, as of fiscal year-end (6/30) the city had spent approximately $185,000 with the balance of funding carrying forward to this fiscal year. Of the amount budgeted, $160,000 was appropriated from our General Fund, $100,000 from developer contributions toward new restroom facilities, and $105,000 represent funding provided by Yolo County for their share of costs associated with our Extended Shelter program (Old County Jail).

In addition, the budget provides funding in support of the Police Department's Homeless Outreach Street Team (2 Officers and 0.75 Sergeant) as well as our new Social Services Manager. These positions are funded through the Police Department budget at a cost of $775,000. We do not currently track specific costs associated with 9-1-1 calls for service (Police and Fire/EMS) stemming from homeless, though these calls represent an increasing percentage of total calls for service.

Finally, the City also serves as "pass-through" agency for approximately $283,000 in state and federal grant funding provided to the Fourth and Hope Shelter and other non-profit service providers.

g) **What is the total capacity of Beds available for shelters in Woodland and what is their average usage per night**?

The current permanent shelter facility in downtown Woodland has 24 beds for women, 24 beds for men, and 17 beds for children and families. This represents a total bed capacity of 65. Since December 2018, Fourth and Hope has operated an extended shelter across the street from the main shelter, with an additional bed capacity for 30 individuals. In addition, during eight weeks in January and February, the inter-faith winter shelter houses an additional 20 individuals. The main Fourth and Hope shelter regularly operates at almost full capacity. The extended shelter has been averaging about 20 individuals (67% capacity). The winter shelter housed about 12 to 16 individuals per night.

The future shelter planned at East Beamer Way will provide beds for up to 100 individuals, roughly equal to the combined capacity of the permanent and extended shelters. Once the Walter's House Residential Treatment Facility moves to East Beamer Way campus, families and children, up to 15 individuals, can be housed at the current Walter's House facility.

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: K.14.
SUBJECT: Park Improvement Projects

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____:
1) authorizing amendments to the Fiscal Year 2019/2020 Measure E budget totaling $500,000,
2) affirming the City Manager's determination that the City's public bidding requirement has been satisfied by another government agency's competitive bid procedure and the City's price is equal to the price negotiated by that government agency for purchasing play structures, and
3) authorizing the City Manager to execute a contract with PlayPower Inc in the amount not to exceed $700,000 through a cooperative purchasing agreement with Sourcewell Contract #030117-LTS.

Staff Contact: Christine Engel, Community Services Director, (530) 661-2000, christine.engel@cityofwoodland.org

Fiscal Impact: The proposed action will authorize a recommended supplemental budget appropriation of $500,000 from funds that were programmed in Measure E for debt service that was not used, and therefore is available for allocation. The approved FY2019/20 budget includes $200,000 in funding earmarked for the replacement of a play structure at Pioneer Park.

Measure E funds have been used to assist with payment of debt service on bonds used to construct the Community Center. To the extent that the full amount allocated each year is not required to pay debt service, the unused portion is available in the subsequent fiscal year for allocation to other park improvement projects in the City. The approved FY2018/19 Measure E spending plan assumed $1,011,750 would be loaned to the Park Development Fund for debt service assistance. Actual impact fee revenues collected in FY2018/19 were more than expected, and therefore the actual contribution from Measure E is only $7,500, leaving $1,004,250 available for allocation. Staff is not proposing to allocate all of the available funds at this time, as it is anticipated that additional funding could be needed for other projects, such as the Sports Park turf replacement. The Sports Park turf replacement project is currently scheduled to occur in late 2020 and late 2021 (two fields in 2020 and three fields in 2021). However, staff is currently evaluating replacing the fields over three years instead of two. The capital budget has allocated $2.75 million for this project, yet it is anticipated that the project could cost an additional $650,000 to $1.7 million, depending on how the fields are replaced (with like material or with an added pad). The remaining, unallocated money in Measure E will remain in the fund balance of that fund until it is committed to future projects.

Background:
On February 19, 2019, the City Council authorized a supplemental budget appropriation of Measure E funds in the amount of $230,000 to the parks general fund budget. In FY2017/18, $230,000 was programmed in Measure E for debt service that was not used, and therefore was available for allocation in FY2018/19.

Projects that were completed or are in progress of being completed with the allocated $230,000 include:

- Lighting Improvements: Installation of light poles at Crawford Park and another park to be determined if funds are available ($28,000 for purchasing the poles and $25,000 for installation) – the poles have been purchased and will be installed by staff. Much of the $25,000 allotted for installation will be available for other projects.

- Charles Brooks ADA Restroom Project: Existing restrooms at the community pool were retrofitted to provide wheelchair access and meet ADA requirements. This project was completed in Spring 2019. ($50,000)

- Beamer Park Tennis Courts: The tennis courts were resurfaced to fix trip hazards on the playing surface. Additionally, new lines were added to the court to allow for the play of pickleball. This project was completed in Spring 2019. ($20,000)

- Charles Brooks Pool Bleacher Project: Staff is evaluating potential designs for replacing the bleachers which are currently earthen berms with pieces of wood for seating. This project is in progress. ($30,000)

- Jack Slaven Park Water Feature Repair: Modifications and improvements to the water feature were needed to repair deficiencies and reduce downtime. This project was completed in Spring 2019. Much of the $25,000 allotted for installation will be available for other projects. ($50,000)

Additionally funds were set aside as a contingency for all of the projects.

On June 4, 2019, the City Council received an update on outstanding parks and recreation facilities maintenance projects. Council was briefed that the City budgets approximately $5.0 million per year to maintain its roughly 150 acres of parks, recreation facilities and landscaping of greenbelts and street medians, funded through a combination of General Fund and various landscaping assessment districts. Council also learned that staff had identified approximately $8 million of maintenance and improvement needs at the City's existing parks and recreation facilities. While funding has been provided through grants and approved City budgets over the years to address some maintenance needs, an ongoing funding source to address all of the project needs has not been identified.

Projects completed in the recent past include:

Project	**Funding Source**
Clark Field Backstop Replacement	Measure E
Brooks Pool Resurfacing and Improvements	Measure E
Crawford Park Play Structure Replacement Project	Measure E
Harris Park Play Structure Replacement Project	Housing Related Parks Grant
City Park Play Structure Replacement Project	Housing Related Parks Grant
Everman and Campbell Parks Basketball Court Resurfacing	Housing Related Parks Grant
Everman Park Restroom Replacement Project	Housing Related Parks Grant
Everman Park Tot Lot Play Structure Replacement	Housing Related Parks Grant

Project	
City Park Restroom Replacement Project	Housing Related Parks Grant
Campbell Park Restroom Replacement Project	Housing Related Parks Grant
City Park Tennis Court Resurfacing	Housing Related Parks Grant
City Park Softball Field Improvements	Housing Related Parks Grant
Woodside Park Walking Path Improvements	John & Eunice Davidson Fund
Woodside Park Exercise Station and New Play Feature Installation	John & Eunice Davidson Fund
Ferns Park Exercise Station and New Play Feature Installation	John & Eunice Davidson Fund
Crawford Park New Play Equipment Installation	John & Eunice Davidson Fund
Brooks Pool Bleacher Evaluation (in progress)	Excess Measure E Funds
Brooks Pool ADA Restroom Improvements	Excess Measure E Funds
Beamer Park Tennis Court Resurfacing	Excess Measure E Funds
Crawford Park Lighting Improvements (in progress)	Excess Measure E Funds
Slaven Park Water Feature Improvements	Excess Measure E Funds

It should be noted that staff recently submitted a grant application to the California Department of Parks and Recreation's State Park Development and Community Revitalization Project in the amount of $1,353,360.00 to add a new restroom, play structure, and fitness court (among other improvements) at Gracie Hiddleson Park where the former Hiddleson Pool was located.

Discussion:

Based on discussions at the June 4, 2019 City Council meeting, and a review of the outstanding maintenance and improvement project list, staff proposes to complete two large play structure replacement projects using excess debt service funds from Measure E. Staff reviewed the outstanding project list and determined that the highest priority in selecting a project should be based on public health and safety needs, such as the replacement of play structures. While replacing restrooms rates high on the list for staff and the public, the restrooms do not pose a public health and safety concern, therefore these projects are not the highest priority when compared to other projects that pose health and safety concerns.

Proposed projects to be funded with excess Measure E funds include:

1. Treadway Park Playground Replacement Project: Staff reported to City Council at the June 4, 2019 meeting that the play structure at Treadway Park was in need of removal. This play structure is over twenty years old, has features that pose a safety concern, and replacement parts are no longer available. Council expressed that they would like the play structure to be replaced when the next round of debt service excess funds were available. Staff is working with a play structure company to ensure that access to the play structure would meet ADA requirements (currently there is no walkway from the sidewalk to the play structure) and that ADA play features are included in the play structure.
2. Beamer Park Playground Replacement Project: This play structure is over twenty –five years old and has had elements removed that can no longer be replaced Many of the elements in the play structure have been worn smooth (because of the adjacent sand) wearing out the deck that can no longer be replaced. The manufacturer of the play structure no longer makes replacement parts for this product, as it has outlived its lifespan.

Additionally, staff proposes to uses excess funds from last fiscal year's allocation to replace the exercise stations at Campbell Park (these exercise stations were removed due to deterioration and public health and safety concerns) and for some other park improvements. While $30,000 is budgeted for this project, it is anticipated that the cost to purchase and install the equipment will be much less than budgeted.

A third play structure, located at Pioneer Park, is also proposed to be replaced at the same time as the ones at Treadway Park and Beamer Park. The approved FY2019/20 budget includes $200,000 to replace the Pioneer Park play structure.

The use of one vendor to replace three play structures at once will reduce costs and streamline the public outreach and installation processes. Staff proposes to utilize a cooperative purchasing agreement with Sourcewell (formerly National Joint Powers Alliance) (Contract #030117-LTS) and work with one vendor (PlayPower Inc.) to install all three play structures at the same time for a contract total not-to-exceed $700,000 ($500,000 for Treadway Park and Beamer Park and $200,000 for Pioneer Park). Using play structures manufactured by one vendor also allows staff to keep a stock of parts on hand to make immediate repairs rather than taking a playground out of service due to parts having to be ordered. The previous three play structures that were replaced at City Park, Crawford Park and Harris Park were purchased from PlayPower, Inc. The Department has determined that the cooperative purchasing agreement satisfies the requirements of the City's Purchasing Ordinance (Municipal Code section 3.32.140c). Cooperative purchasing is "Procurement conducted by, or on behalf of, one or more Public Procurement Units" as defined by the American Bar Association Model Procurement Code for State and Local Governments. In 2017, Sourcewell issued a request for proposals for recreation and playground equipment, accessories, and supplies to over ninety vendors. Proposals were rated/scored for conformance to terms/conditions to include documentation; pricing (400 of the 1000 points); financial, industry, and marketplace successes; bidders ability to sell/service contract nationally; bidders marketing plan; value added attributes; warranty coverages and information; and selection and variety of products and services. Thirteen vendors were selected to enter into contracts to provide products and services contained in their proposals and to meet the terms and conditions set forth in the RFP. The selected vendors provide a variety of products such as equipment for sports parks, ice-arenas, and play structures. PlayPower was ranked number one out of the selected vendors and received the most points for pricing. The evaluation committee summarized that "PlayPower's pricing is clear, easy to use and offers significant discounts from the list price." PlayPower, Inc.'s contract with Sourcewell is valid from April 14, 2017 through April 14, 2021, and can be extended for a year. After council action on this item, staff will work with the City Attorney on a contract to be executed by the City Manager.

It is anticipated that public outreach for all three of the play structure replacement projects would occur in October or November. A press release and direct mailing to households adjacent to each park would be done to notify residents of a public meeting at each of the respective parks. At the public meeting, residents would be presented with several play structure design options so they could "vote" for their favorite one. Results of the voting would be used when considering which play structure would be installed. Staff is aiming to have all three play structures installed by May 30, 2020.

Commission Recommendation:
Staff presented the two recommended projects to the facilities committee of the Parks & Recreation Commission. The committee members supported the recommendation to replace the play structures at Treadway Park and Beamer Park as well as using funds previously approved to replace the exercise stations at Campbell Park.

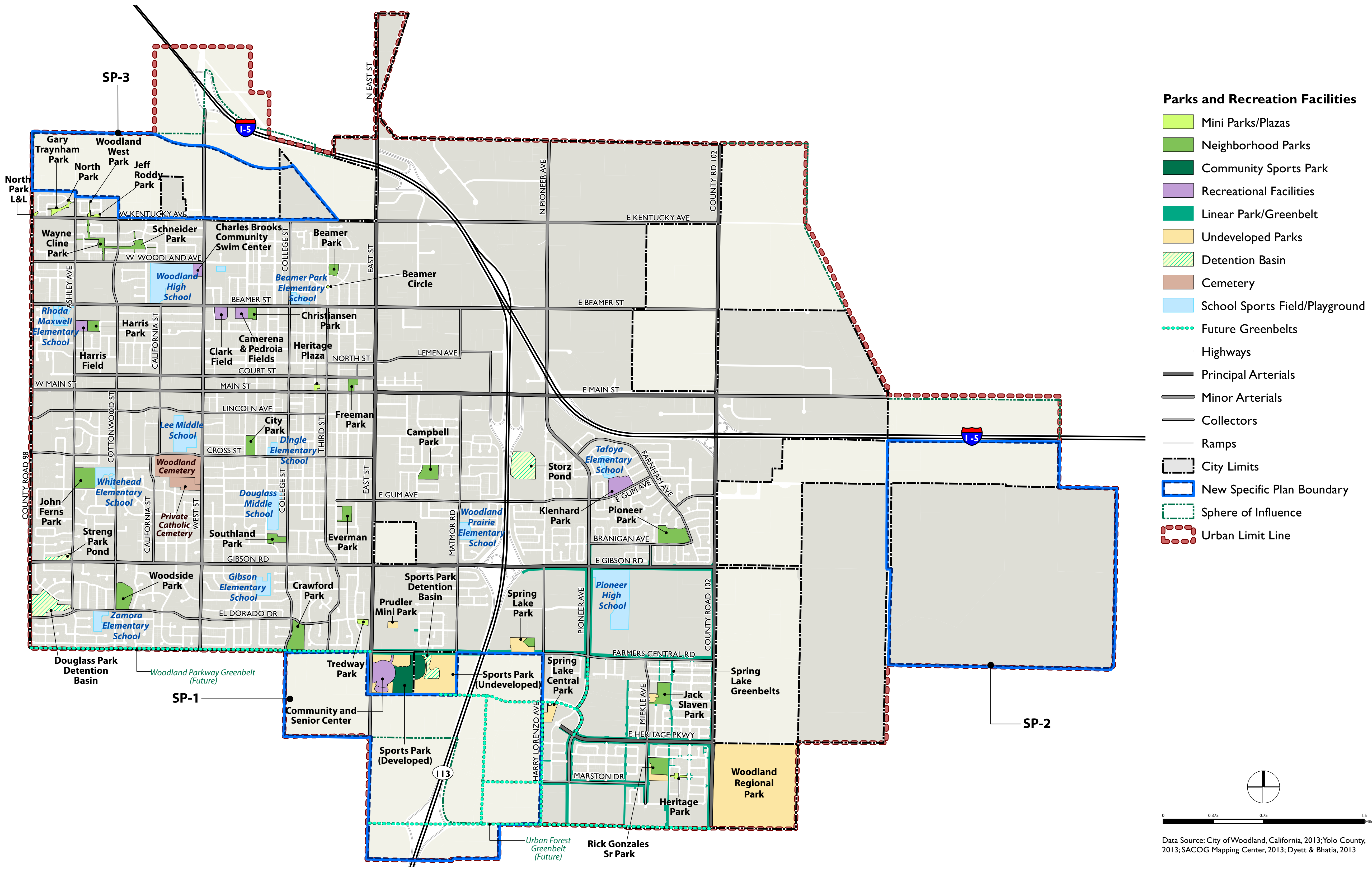
Conclusion: Staff recommends that the City Council adopt Resolution No._______, 1) authorizing amendments to the Fiscal Year 2019/2020 Measure E budget totaling $500,000, 2) affirming the City Manager's determination that the City's public bidding requirement has been satisfied by another government agency's competitive bid procedure and the

City's price is equal to the price negotiated by that government agency for purchasing play structures, and 3) authorizing the City Manager to execute a contract with PlayPower Inc in the amount not to exceed $700,000 through a cooperative purchasing agreement with Sourcewell Contract #030117-LTS

Paul Navazio
City Manager

Attachments:
1. Parks and Rec Facilities 5-19
2. Working 2019-2020 Capital - OM Projects - Copy
3. PlayPower Cooperative Purchasing Agreement
4. Park Projects FY20 resolution

FIGURE 5-2: PARKS AND RECREATION FACILITIES



Data Source: City of Woodland, California, 2013; Yolo County, 2013; SACOG Mapping Center, 2013; Dyett & Bhatia, 2013

2019 Parks and Recreation Facilities Maintenance and Improvement Needs (existing facilities)

Park/Facility Location	Need	Estimated Cost	Category	Project Type	Priority (1-3)	Notes
Beamer Park	Playground Equipment Replacement	$200,000	H&S	Equipment - Playground	1	
Campbell Park	Add Exercise Equipment	$30,000	Improvement	Equipment - Exercise	1	
Charles Brooks Pool	Add Bleachers/Remove Berm/Soil Retention	$225,000	ADA	General	1	
Charles Brooks Pool	Replace Auxilliary Building Roof	$40,000	Maintenance	Roof	1	Will request one time funding
Clark Field	Upgrade/Replace Lights	0	H&S	Lighting - Ballfield	1	cost unknown
Freeman Park	Repurpose uses in Park	0	Improvement	Improvement	1	cost unknown
Harris Field	Bleacher Replacement	$70,000	ADA/H&S	Bleachers	1	Requires asphalt replacement under bleachers
Harris Park	Replace Pathway Lighting and Poles (PG&E)	$75,000	Improvement	Lighting - Park	1	
Hiddleson Park	Repurpose old pool area	$250,000	Improvement	General	1	Applying for Grant in Spring 2019
Pioneer Park	Replace playstructure	$200,000	H&S	Equipment - Playground	1	
Schneider Park	Install LED Pathway Lighting	$15,000	H&S	Lighting -Park	1	
Sports Park	Woodland Health Care Field Replacement	$462,000	H&S	Turf Replacement	1	$703k with pad
Sports Park	Field B Turf Replacement	$450,000	H&S	Turf Replacement	1	$682k with pad
Sports Park	Field C Turf Replacement	$450,000	H&S	Turf Replacement	1	$682k with pad
Sports Park	Field D Turf Replacement	$450,000	H&S	Turf Replacement	1	$682k with pad
Sports Park	Field E Turf Replacement	$450,000	H&S	Turf Replacement	1	$682k with pad
Streng Pond	Consider Removing Grass and Repurposing Park	$100,000	Improvement	General	1	cost unknown
Traynham Park	Playground Equipment Replacement	$135,000	H&S	Equipment- Playground	1	
Tredway Park	Playground Equipment Replacement	$300,000	H&S	Equipment- Playground	1	
Woodland Cemetery	Add Columbarium	$50,000	Improvement	General	1	Would generate revenue ($250k over 10 years)
Woodside Park	Replace Pathway Lighting and Poles	$75,000	H&S	Lighting - Park	1	
Beamer Park	Restroom Replacement	$250,000	ADA/Improvement	Restroom	2	
Camarena Field	Bleacher Replacement	$125,000	ADA/H&S	Bleachers	2	
Clark Field	Bleacher Replacement	$350,000	ADA/H&S	Bleachers	2	
Clark Field	Restroom Replacement	$250,000	ADA/Improvement	Restroom	2	
Cline Park	Playground Equipment Replacement	$150,000	H&S	Equipment - Playground	2	
Crawford Park	Repair and Slurry Tennis Courts	$20,000	Maintenance	Court Resurfacing	2	
Crawford Park	Shade Structure Improvement	$15,000	Improvement	Improvement	2	
Dog Park	Add Lights	$10,000	Improvement	Lighting - Dog Park	2	(have staff install)
Everman Park	Picnic Area Surface Replacement	$20,000	Improvement	Improvement	2	
Ferns Park	Restroom Replacement	$250,000	ADA/Improvement	Restroom	2	
Harris Field	Restroom Replacement	$250,000	ADA/Improvement	Restroom	2	
Harris Park	Restroom Replacement	$250,000	ADA/Improvement	Restroom	2	
Hiddleson Park	Restroom Replacement	$250,000	ADA/Improvement	Restroom	2	
Schneider Park	Picnic Area Surface Replacement	$20,000	Improvement	Improvement	2	
Woodside Park	Shade Structure Improvement	$15,000	Improvement	Improvement	2	
City Park	Shade Structure Addition	$40,000	Improvement	Improvement	3	
City Park	Tennis Court Light Replacement	$40,000	Improvement	Lighting - Tennis Courts	3	
Community/Senior Center	Replace Grass along East Street	$0	Improvement	Improvement	3	Included in MP #'s
David Douglass Pond	Replace Ballfield Backstop and Field Material	$75,000	Improvement	Ballfield Maintenance	3	
Ferns Park	Repair and Slurry Multi-use Courts	$30,000	Maintenance	Court Resurfacing	3	

2019 Parks and Recreation Facilities Maintenance and Improvement Needs (existing facilities)

Park/Facility Location	Need	Estimated Cost	Category	Project Type	Priority (1-3)	Notes
Ferns Park	Install New Water Feature	$800,000	Improvement	Water Feature	3	approx 5 years remaining on equipment; water does not recirculate - may apply for a grant in Spring 2019
Harris Field	Parking Lot Reconstruction	$115,000	Improvement	Parking	3	
Harris Park	Basketball Court Overlay	$10,000	Maintenance	Court Resurfacing	3	
Heritage Plaza	Upgrade for events (shade structure, expansion)		Improvement	General	3	cost unknown
Hiddleson Park	Replace Ballfield Backstop and Field Material	$75,000	Improvement	Ballfield Maintenance	3	
Jack Slaven Park	Parking Lot Construction	$250,000	Improvement	Parking	3	
Klenhard Park	Replace Trees to Increase Lighting		Improvement	Lighting - Park	3	Can be done within annual budget
Pedroia Field	Add Field Lighting	$250,000	Improvement	Lighting - Ballfield	3	
Sports Park	Replace Maintenance Shop	$0	Improvement		3	Included in MP #'s
Woodland Cemetery	Turf Replacement	$175,000	Improvement	Turf Replacement	3	This project could be phased over 3 years - $60k/year
Roddy Park	none					
	Total Project Costs	$8,112,000				
	Totals:					
	Priority 1	**$4,027,000**				
	Priority 2	**$2,225,000**				
	Priority 3	**$1,860,000**				
Measure E Funding for Sports Park Turf Replacement = $2.75 Million						

Priority 1 = Health and Safety or quick/inexpensive fix					
Priority 2 - Important Projects					
Priority 3 - Projects that would be nice to complete					

FORM E

CONTRACT ACCEPTANCE AND AWARD

(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

NJPA Contract #: 030117-LTS

Proposer's full legal name: PlayPower, Inc.

Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.

The effective date of the Contract will be April 14, 2017 and will expire on April 14, 2021 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

NJPA Authorized Signatures:

NJPA DIRECTOR OF COOPERATIVE CONTRACTS AND PROCUREMENT/CPO SIGNATURE — Jeremy Schwartz (NAME PRINTED OR TYPED)

NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE — Chad Coauette (NAME PRINTED OR TYPED)

Awarded on April 14, 2017 — NJPA Contract # 030117-LTS

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name PLAYPOWER, INC.

Authorized Signatory's Title Chief Financial Officer

VENDOR AUTHORIZED SIGNATURE — MICHAEL A. PRUSS (NAME PRINTED OR TYPED)

Executed on April 17, 2017 — NJPA Contract # 030117-LTS

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND 1) AUTHORIZING AMENDMENTS TO THE FISCAL YEAR 2019/2020 MEASURE E BUDGET TOTALING $500,000, 2) AFFIRMING THE CITY MANAGER'S DETERMINATION THAT THE CITY'S PUBLIC BIDDING REQUIREMENT HAS BEEN SATISTIED BY ANOTHER AGENDY'S COMPETITIVE BID PROCEDURE AND THE CITY'S PRICE IS EQUAL TO THE PRICE NEGOTIATED BY THAT GOVERNMENT AGENCY FOR PURCHASING PLAY STRUCTURES, AND 3) AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH PLAYPOWER, INC. IN THE AMOUNT NOT TO EXCEED $700,000 THROUGH A COOPERATIVE PURCHASING AGREEMENT WITH SOURCEWELL CONTRACT #030117-LTS

WHEREAS, the City budget to maintain parks and recreation facilities is approximately $5 million per year and staff maintains a list of unfunded maintenance needs totaling approximately $7.7 million; and

WHEREAS, the City Council has previously indicated that excess Measure E funds from Sports Park debt service payment can be used for park improvement needs; and

WHEREAS, the City budget does not have funds available for all of the identified maintenance needs yet excess Measure E funds are available in the amount of $500,000 for park improvement projects; and

WHEREAS, the FY20 budget includes $200,000 for replacing a play structure at Pioneer Park; and

WHEREAS, the City's purchasing ordinance (Municipal Code section 3.32.140c) provides that the City Manager may approve of the waiver of competitive bidding when a determination is made that competitive bidding has already been completed by another public agency; and

WHEREAS, staff has determined that the cooperative purchasing agreement satisfies the requirements of the City's Purchasing Ordinance (Municipal Code section 3.32.140c) in that a competitive bid procedure has been conducted by another public agency and the price to the City is equal to or better than the price to that public agency; and

WHEREAS, PlayPower Inc has a cooperative purchasing agreement through Sourcewell, formerly National Joint Powers Alliance (Contract #030117-LTS).

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

1. The City Council hereby authorizes amendments to the Fiscal Year 2019/2020 Measure E budget totaling $500,000.

2. The City Council hereby affirms the City Manager's determination that the City's public bidding requirement has been satisfied by another government agency's competitive bid procedure and the City's price is equal to the price negotiated by that government agency for purchasing play structures.,

3. The City Council hereby authorizes the City Manager to execute a contract with PlayPower Inc. in an amount not to exceed $700,000 through a cooperative purchasing agreement with Sourcewell Contract #030117-LTS.

PASSED AND ADOPTED this ________ day of ___________ 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Xochitl Rodriguez, Mayor

ATTEST:	APPROVED AS TO FORM:
______________________________	______________________________
Ana B. Gonzalez, City Clerk	Kara K. Ueda, City Attorney

TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: September 3, 2019
ITEM #: K.15.
SUBJECT: Council Committee / Liaison Appointments

Recommendation for Action:
Staff recommends that the Council review 2019-2020 Council appointments to Inter-Jurisdictional Boards, Agencies, Liaison Committees as well as City Council subcommittees as adopted on December 18, 2018.

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

Background:
Council members serve on many regional and inter-jurisdictional governing boards and commissions where the City of Woodland is represented through formal appointment of one or more council members. In addition, the City Council is represented on several liaison committees that meet with counterparts from other public agencies. The City Council has also established a number of Council sub-committees assigned to focus on specific policy areas, engage with staff and community members and assist in the development of program and policy recommendations to be considered by the full Council.

Service one these boards and committees is considered part of the duties and responsibilities of members of the City Council and may often involve extensive time commitments in addition to attendance at regular City Council meetings.

Conclusion:
Staff recommends that the Council provide direction relative to 2019-2020 Council appointments to Inter-Jurisdictional Boards, Agencies. Liaison Committees as well as City Council sub-committees that were previously adopted on December 18, 2018.

Paul Navazio
City Manager

Attachments:
1. Council Assignments 2019

CITY OF WOODLAND
CITY COUNCIL APPOINTMENTS - 2019
Adopted by Council Action 12/18/18

INTER-JURISDICTIONAL BODIES	LANSBURGH (1)	STALLARD (2)	BARAJAS (3)	FERNANDEZ (4)	RODRIGUEZ (5)	MEETING DATES	MEETING TIME	COMMITTEE DEFINITION/PURPOSE
LOCAL AGENCY FORMATION COMMISSION (LAFCO) [(1)]		P				4th Thursday	9:00 a.m.	LAFCO BOARD - Regular Seat 2019
SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG)		P			A	3rd Thursday	9:00 a.m.	Legislative coordination & information provision of areas of interest to Cities in the region.
YOLO COUNTY TRANSPORTATION DISTRICT (YCTD)				P	A	2nd Monday	7:00 p.m.	Established in 1998 by State legislation. Adminsters countywide transit (YOLOBUS) system & related planning services.
YOLO COUNTY HOUSING AUTHORITY [(2)]	P					2nd Wednesday	3:00pm	
YOLO SOLANO AIR QUALITY MANAGEMENT DISTRICT (YSAQMD)		P		A		2nd Wednesday	9:00 a.m.	Bi-county regional air quality district ithe County and City representatives.
WATER RESOURCES ASSOCIATION (WRA) / YOLO SUB-BASIN GROUNDWATER AGENCY (JPA)			A		P	5 x per yr and as needed on Monday	3:00 PM	Discusses countywide water availability, quality & transfer issues; representatives from Cities, County, Water Agencies & other interested organizations. Groundwater Management Agency JPA
WOODLAND/DAVIS CLEAN WATER AGENCY (JPA)	P	P				Quarterly 3rd Thursday	3:00 p.m.	
SAC / YOLO VECTOR CONTROL AND MOSQUITO ABATEMENT DISTRICT	S. Denny					3rd Tuedsay	10:00am	Appointed By City Council - Currently Serving 4-year Term through 2020
YOLO COUNTY NATURAL COMMUNITIES CONSERVATION PLAN (JPA)	A				P	3rd Monday	5:30 PM	Joint Powers Board charged with preparation & implementation of a Natural Communities Conservation Plan to preserve habitat & open space.
VALLEY CLEAN ENERGY ALLIANCE (JPA) BOARD		P	P		A	2nd Thurs.	5:30 p.m.	Joint Powers Board charged with oversight of VCEA, Community Choice Aggregation program. Yolo County, Davis, Woodland

LIAISON APPOINTMENTS	LANSBURGH (1)	STALLARD (2)	BARAJAS (3)	FERNANDEZ (4)	RODRIGUEZ (5)	MEETING DATES	MEETING TIME	COMMITTEE DEFINITION/PURPOSE
YOLO COUNTY 2X2			P	P		4th Thursday	4:00 p.m.	Discusses issues of mutual interest & keep regular dialog.
WJUSD/WOODLAND COMM COLLEGE 3X2X2				P	P	2nd Wednesday	8:00 a.m.	Discusses issues of mutual interest with School Board and City Council Representatives.
CHAMBER OF COMMMERCE 2X2	P	P				1st Friday Bi-Monthly	8:30 AM	Discusses issues of mutual interest & maintains regular dialog.
LIBRARY 2X2	P		P			On-call		
WOODLAND REC FOUNDATION 501(c)3	*Davies - Community Member*					4th Wednesday	5:30 p.m.	Non-Profit Board
SUSTAINABILITY COMMITTEE		P				2nd Tuesday	4:00 p.m.	Coordinates City efforts to address local, state and federal goals related to environmental sustainability.
LEAGUE OF CALIFORNIA CITIES - VOTING DELEGATE [(3)]	Appointed annually prior to Annual Conference					League of Cities / Annual Conference		Beginning 1/1995, this is a League of California Cities program for regular communication between Cities & their State legislative representatives.

STANDING COMMITTEES	LANSBURGH (1)	STALLARD (2)	BARAJAS (3)	FERNANDEZ (4)	RODRIGUEZ (5)	MEETING DATES	MEETING TIME	COMMITTEE DEFINITION/PURPOSE
ECONOMIC DEVELOPMENT SUB-COMMITTEE		P		P		On-call		
INFRASTRUCTURE SUB-COMMITTEE			P	P		On-call		Meets to review Capital Plans & facilties & related subdivision infrastructure needs.
PUBLIC SAFETY SUB-COMMITTEE	P				P	On-call		
HOMELESS SUB-COMMITTEE	P		P			On-call		

AD HOC Sub-Committee								
MARIJUANA SUB-COMMITTEE (PROP 64)						On-call		Completed Charge / Dissolve
COMMISSION APPOINTMENTS	Rotating					On-Call		Revisit pending Change in Commission Recruitment Process for 2019
PARKS & RECREATION FACILITY NEEDS ASSESSMENT SUB-COMMITTEE						On-Call		Consider Updated Scope / Charge

A ALTERNATE Designee - fill-in when Primary not available

a Alternate - available to assist with Liaison role / Information Sharing