



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

December 17, 2019
6:00 PM

CITY COUNCIL

CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation (Gov't Code § 54956.9(d)(1))

City of Woodland v. Mark D. Milton & Victoria M. Matucci, et al., Yolo County Superior Court, Case No. ED 16-557

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

C. CALL TO ORDER

D. ROLL CALL

E. PLEDGE OF ALLEGIANCE

F. CEREMONIAL PRESENTATION

2. SUBJECT: Ceremonial Swearing-in of Council Officers

RECOMMENDATION FOR ACTION: Ceremonial swearing-in of Mayor and Mayor Pro Tempore, as appointed by Council Members at the December 3, 2019 meeting.

G. 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.

H. 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.

3. SUBJECT: Long Range Calendar

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

I. MINUTES

4. SUBJECT: City Council Meeting Minutes of November 5, 2019 and November 19, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of October 1, 2019 and October 15, 2019.

J. CONSENT CALENDAR

5. SUBJECT: City Council Meeting Schedule for 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve its meeting schedule for 2020.

6. SUBJECT: Public Works Quarterly Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of September through November 2019.

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

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

8. SUBJECT: Waste Management Annual Rate Adjustment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) receive the Waste Management 2020 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2020 rate adjustments and additions approved.

9. SUBJECT: Approve Contract Amendment with Unico Engineering for the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24

RECOMMENDATION FOR ACTION: Staff recommends that the City Council Adopt Resolution No. _____, to approve the second amendment to the consultant services agreement for construction management, inspection, and testing services with Unico Engineering Inc., for an additional amount not to exceed \$70,476.33.

10. SUBJECT: Approve the 2019 Open Channel Weed Abatement Services Contract with DSB Excavating and Grading

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approval the 2019 open channel weed abatement services contract with DSB Excavating and Grading in the amount of \$77,190.

11. SUBJECT: Approve Consultant Agreement for the Gibson Road Rehabilitation – West St to CR 98 Project; CIP 20-08

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services agreement with Bennett Engineering Services, in an amount not to exceed \$350,000 for the Project and authorize the City Manager to execute the agreement and amendments as necessary up to 15% (\$52,500).

12. SUBJECT: First Amendment to the FY20 Landscape Maintenance Contract for Zone 3

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a contract amendment in the amount of \$69,165.00 for new landscape areas with Figueroa Landscape Company for Landscape Maintenance Services in the Spring Lake area.

13. SUBJECT: Authorize Participation in the Public Agency Retirement Services (PARS) Public Agencies Post-Employment Benefits Trust for Pension Pre-Funding

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing participation in the Public Agencies Post-Employment Benefits Trust Administered by Public Agency Retirement Services (PARS).

14. SUBJECT: AB1600 Development Impact Fee Annual Report for the Fiscal Year Ended June 30, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the AB1600 Annual Report for the year ended June 30, 2019.

15. SUBJECT: Annual Measure E Report for Fiscal Year Ending June 30, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Measure E Report for Fiscal Year ending June 30, 2019 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

16. SUBJECT: Annual Measure F Report for Fiscal Year Ending June 30, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Measure F Report for Fiscal Year ending June 30, 2019 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

17. SUBJECT: Annual Measure J Report for Fiscal Year Ending June 30, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year ending June 30, 2019 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

K. REPORTS OF THE CITY MANAGER

18. SUBJECT: Homeless Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) Receive a status report on Relocation of the Homeless Shelter and operation of the Extended Shelter (Old County Jail); 2) Adopt Resolution No. _____, approving the following appropriations and amending the FY2020 budget as necessary: \$50,000 in Housing Assistance (Fund 326) for pre-development costs to relocate the Fourth and Hope emergency homeless shelter; and an additional \$35,000 in General Fund (Fund 101) with the costs shared equally between the City and Yolo County for the operation of the Extended Shelter, a total appropriation of \$369,045 for Homeless Activities; and 3) Authorize the City Manager to execute an extension of the MOU with Yolo County and Fourth and Hope for operation of the Extended Shelter through March 31, 2019.

L. JOINT STUDY SESSION

19. SUBJECT: Joint Study Session of the City Council and Planning Commission Concerning the Proposed Comprehensive Zoning Code Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council and Planning Commission: 1) receive a staff report and presentation; 2) offer questions, comments, and observations; and 3) provide feedback on discussion topics

M. 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, December 17, 2019 was posted on Friday, December 13, 2019 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.


Ana B. Gonzalez
City Clerk

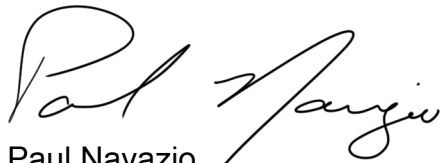
Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such requests must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar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

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



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: F.2.
SUBJECT: Ceremonial Swearing-in of Council Officers

Recommendation for Action: Ceremonial swearing-in of Mayor and Mayor Pro Tempore, as appointed by Council Members at the December 3, 2019 meeting.


Paul Navazio
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: H.3.
SUBJECT: Long Range Calendar

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

Staff Contact:

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

Background:

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



Paul Navazio
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

JANUARY 7TH

REGULAR MEETING

City Council Meeting Minutes of December 3, 2019 and December 17, 2019
Status Report on Council's 2019-2020 Priority Goals
RFP/ Contract Award for SCBA Filling Station

Public Hearing

Accessory Dwelling Unit (ADU) Amendment – Urgency Ordinance

JANUARY 21st

REGULAR MEETING

City Council Meeting Minutes of January 7, 2020
Traffic Calming Update – Pilot Projects

FEBRUARY 4TH

REGULAR MEETING

Proclamation - Black History Month
YMCA Lease Renewal
Affordable Housing Workshop
Financing Plan – Fire Station / Pool Project(s)

FEBRUARY 18TH

REGULAR MEETING

Woodland Research & Technology Park – Specific Plan
Mid-Year Budget Update
Measure J – Nov 2020 election

Future Topics / Study Sessions:

March Apprenticeship / Workforce Development Programs Spring Budget Workshop Flood Project – EIR	April
TBD Mobile Food Vendor Permits Non-Conforming Use Zoning Update	



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: I.4.
SUBJECT: City Council Meeting Minutes of November 5, 2019 and November 19, 2019

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of November 5, 2019 and November 19, 2019.

Staff Contact:

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

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

Paul Navazio
City Manager

City Manager

Attachments:

1. 11_05_19 DRAFT CC MINS
2. 11_19_19 DRAFT CC MINS

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, November 5, 2019

6:00 PM

City Council

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

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code §54956.8)
Properties: Assessor's Parcel Number 064-043-036, 064-043-037 and 064-043-038
Agency Negotiators: City Manager, Assistant City Manager and City Attorney
Under Negotiation: Price and terms of payment
2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code §54956.8)
Properties: Assessor's Parcel Number 042-030-012
Agency Negotiators: City Manager, Assistant City Manager and City Attorney
Under Negotiation: Price and terms of payment

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

C. CALL TO ORDER

Meeting called to order at 06:10 PM.

D. ROLL CALL

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

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Jenny Tan, Communications Coordinator with Yolo County.

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.

Verbal updates provided by Council Members/Staff.

3. SUBJECT: Long Range Calendar

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

H. MINUTES

4. SUBJECT: City Council Meeting Minutes of October 1, 2019 and October 15, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of October 1, 2019 and October 15, 2019.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of October 1, 2019 and October 15, 2019.

5. SUBJECT: Historic Preservation Commission Meeting Minutes of August 21, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the minutes of the Historic Preservation Commission Meeting of August 21, 2019.

Received the minutes of the Historic Preservation Commission Meeting of August 21, 2019.

6. SUBJECT: Parks & Recreation Commission Meeting Minutes for September 23, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the September 23, 2019 Parks & Recreation Commission Meeting Minutes.

Received the September 23, 2019 Parks & Recreation Commission Meeting Minutes.

7. **SUBJECT: Planning Commission Meeting Minutes of August 15, 2019 and September 19, 2019**

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the minutes of the Planning Commission Meetings of August 15, 2019 and September 19, 2019.

Received the minutes of the Planning Commission Meetings of August 15, 2019 and September 19, 2019.

On a motion by Council Member Stallard, seconded by Council Member Barajas and carried unanimously, Council Members approved the four (4) sets of minutes.

Ayes: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

Noes: None

I. PRESENTATIONS

8. **SUBJECT: Census 2020 Update**

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation on planning efforts for the 2020.Census. Received presentation from Jenny Tan, Communications Coordinator from Yolo County regarding planning efforts for the 2020 Cens

J. CONSENT CALENDAR

9. **SUBJECT:** Increase the Vehicle-Equipment Leases Budget (Fund 014) by \$5,550 Annually and Authorize the Lease Purchases of Two Public Works Vehicles

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing an increase to Fund 014 by \$5,550 annually and authorizing the lease purchases of a new Vac-Con truck for Water System and a replacement Backhoe for Sewage Collection System for a combined total amount of \$652,365 over seven (7) years.

Adopted RESOLUTION NO. 7361, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A \$5,550.00 ANNUAL INCREASE TO THE VEHICLE-EQUIPMENT LEASE BUDGET AND APPROVING THE LEASE PURCHASES OF TWO PUBLIC WORKS VEHICLES.

10. **SUBJECT:** Authorize the Purchase of Two Replacement Electric Work Trucks for Public Works

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the purchase of two replacement Electric Vehicle Work Trucks for Public Works from Phoenix Motorcars for a total purchasing price of \$352,058.

Adopted RESOLUTION NO. 7362, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE PURCHASE OF TWO ELECTRIC VEHICLE (EV) WORK TRUCKS FOR THE PUBLIC WORKS DEPARTMENT.

11. **SUBJECT:** Authorize Purchase of ESXi Hosts

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the purchase award of ESXi Hosts to DSA in the amount of \$182,998.74.

AdopteRESOLUTION NO. 7363, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE PURCHASE OF ESXI HOSTS THROUGH A PURCHASE ORDER WITH DSA TECHNOLOGIES, INC.

12. SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP 09-15; Approve Contract Amendment #10 with Wood Rodgers for Consulting Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to 1) execute Amendment #10 to the consultant services agreement with Wood Rodgers for the Lower Cache Creek Feasibility Study for an additional amount up to \$352,230; and 2) amend the project budget increasing the budget by \$229,000 to \$5,279,000 for the Lower Cache Creek Feasibility Study, CIP #09-15.

Adopted RESOLUTION NO. 7364, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENT #10 WITH WOOD RODGERS FOR ENGINEERING CONSULTING SERVICES.

K. PUBLIC HEARINGS

13. SUBJECT: PUBLIC HEARING - Second Reading and Adoption of Ordinance No. 1652, Incorporating the Yolo County Tobacco Retailer Permit Ordinance by Reference to Specifically Prohibit Flavored Tobacco Products From Being Sold by Tobacco Retailers

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

- 1) Hold a public hearing; and
- 2) Adopt Ordinance No. 1652, Incorporating the Yolo County Tobacco Retailer Permit Ordinance by Reference to Specifically Prohibit Flavored Tobacco Products From Being Sold by Tobacco Retailers.

At 7:35 PM Council Member Stallard left council meeting.

On a motion by Mayor Pro Tem Lansburgh, seconded by Council Member Fernandez and carried on a 4-0-1 vote, Council Members adopted ORDINANCE NO. 1652, ADOPT AND INCORPORATE BY REFERENCE CHAPTER 15 OF TITLE 6 OF THE YOLO COUNTY CODE RELATING TO TOBACCO RETAIL PERMITS.

AYES: Barajas, Fernandez, Lansburgh and Rodriguez

NOES: None

ABSENT: Stallard

14. **SUBJECT: Pioneer Village (APN:042-580-068) Tentative Subdivision Map #5162; Spring Lake Specific Plan Amendment; EIR Addendum; and associated Development Agreement**

RECOMMENDATION FOR ACTION: Staff recommends that the City Council take action on the following: 1) Conduct the public hearing; 2) Adopt the attached Resolution No. _____, approving the CEQA EIR Addendum together with the previously Certified Turn of the Century EIR as the appropriate level of environmental review in accordance with the California Environmental Quality Act (Attachment 1); and 3) Adopt the attached Resolution No. _____, amending the Spring Lake Specific Plan land use designations (rezone) (Attachment 2); and 4) Adopt the attached Resolution No. _____, amending the General Plan land (Attachment); and 5) Adopt the attached Resolution No. _____, approving Tentative Subdivision Map #5162 in accordance with the Conditions of Approval (Attachment 3);and 6) Introduce and waive the first reading of Ordinance No. _____, approving the Development Agreement between the City of Woodland and Pioneer-Woodland, LLC to use and develop the Merritt Ranch project area located within the Spring Lake Specific Plan Area (Attachment 4).

15. **SUBJECT: Second Reading and Adoption of Ordinance No. 1651, adopting Changes to the California Building, Plumbing, Mechanical and Electrical Codes**

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) hold a Public Hearing; and (2) receive public comment; and (3) Ordinance No. _____, an ordinance adopting by reference the 2019 Edition of the California Building Standards (California Code of Regulations, Title 24), consisting of the 2019 California Building Code; the 2019 California Electrical Code; the 2019 California Mechanical; the 2019 California Plumbing; the 2019 California Green Building Code; the 2019 California Residential Code; the 2019 California Building Energy Efficiency Standards, along with the 1997 Edition of the Uniform Code for the Abatement of Dangerous Buildings; the 1997 Edition of the Uniform Housing Code, and the 1997 Edition of the Uniform Security Code, together with certain additions, insertions, deletions and changes thereto

16. **SUBJECT: PUBLIC HEARING – Second Reading and Adoption of Ordinance No. 1650 related to the 2019 California Fire Code**

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: (1) Hold a public hearing; and (2) Receive public comments; and (3) Adopt Ordinance No. 1650, adopting by reference the 2019 California Fire Code (California Code of Regulations, Title 24, Part 9) and amending sections of the City of Woodland Municipal Code related to fire protection and nuisance abatement.

L. REPORTS OF THE CITY MANAGER

17. SUBJECT: Sustainability Project Reservation and Funding

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) that appropriates \$100,000 of General Fund (101) to set-aside or reserve funding for sustainability projects as result of Valley Clean Energy reimbursement to the City and (2) appropriates \$24,000 from the Sustainability Fund (365) for the City's share of the County's Regional Greenhouse Emission Study.

M. ADJOURN

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, November 19, 2019

6:00 PM

City Council

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

A. CALL TO ORDER

Meeting called to order at 06:05 PM.

B. ROLL CALL

Present: Barajas, Fernandez, Lansburgh, Rodriguez, and Stallard

Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Police Chief Derrek Kaff.

D. COMMUNICATIONS - PUBLIC COMMENT

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

Barbara Mills spoke regarding transients, Pat Barker spoke regarding street cleaning and parking and Melissa Counts spoke regarding homeless at her place of business, The Hair Lounge.

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

Mayor Rodriguez presented a proclamation to Bill Herms who retired after 20 years of service with the California State Legislation.

1. SUBJECT: Long Range Calendar

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

F. PRESENTATIONS

2. SUBJECT: Declare Saturday, November 30, 2019 as Small Business Saturday

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation declaring Saturday, November 30, 2019 as Small Business Saturday.

On a motion by Council Member Barajas, seconded by Council Member Stallard and carried unanimously, Council Members adopted Proclamation declaring Saturday, November 30, 2019 as Small Business Saturday. Mayor Rodriguez and Mayor Pro Tem Lansburgh presented the proclamation to Dave Smith, Co-owner of SorD Boardshop on Main Street.

Ayes: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

Noes: None

G. CONSENT CALENDAR

3. SUBJECT: Fire Department Quarterly Status Report for the Period of July 2019 - September 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Fire Department Quarterly Status Report for July 2019- September 2019.

Accepted the Fire Department Quarterly Status Report for July 2019- September 2019.

4. SUBJECT: Police Department Quarterly Status Report for the Period of July 2019 through September 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Police Department quarterly status report for the period of July 2019 through September 2019.

Accepted the Police Department quarterly status report for the period of July 2019 through September 2019.

5. SUBJECT: Salary Schedule effective November 1, 2019

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

Approved the City of Woodland Salary Schedule effective November 1, 2019.

6. SUBJECT: Fire Job Classifications

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Job Descriptions for Fire Series and a Fire Prevention Specialist title change to Community Risk Reduction Specialist I/II, and a new Community Risk Reduction Specialist Senior

Approved the Job Descriptions for Fire Series and a Fire Prevention Specialist title change to Community Risk Reduction Specialist I/II, and a new Community Risk Reduction Specialist Senior.

7. SUBJECT: Proclamation in Recognition of The Honorable Ilse Liliana Ferrer Silva

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation recognizing the Honorable Ilse Liliana Silva as Consul General of Mexico in Sacramento.

Adopted a proclamation recognizing the Honorable Ilse Lilian Silva as Consul General of Mexico in Sacramento.

8. SUBJECT: Final Acceptance and Notice of Completion for East Main Pump Station Storm Main Repairs Project, CIP 17-24.

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting as complete and authorizing the City Clerk to file a Notice of Completion for the East Main Pump Station Storm Main Repairs Project, CIP 17-24 construction contract with SAK Construction, LLC.

Adopted RESOLUTION NO. 7370, 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 THE EAST MAIN PUMP STATION STORM MAIN REPAIRS PROJECT, CIP # 17-24.

9. SUBJECT: Final Acceptance and Notice of Completion for the 2018 Water & Sewer Repair & Replacement Project, CIP 18-09

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) Authorize a \$5,000 increase to the construction contract contingency, bringing the total contract contingency to \$318,528 and; (2) Accept the 2018 Water & Sewer Repair & Replacement Project, CIP 18-09, construction contract with Civil Engineering Construction, Inc. as complete and authorize the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 7371, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE 2018 WATER & SEWER REPAIR AND REPLACEMENT PROJECT, CIP 18-09 CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

10. SUBJECT: Final Acceptance and Notice of Completion for WPCF Pond 8 Biosolids Drying and Removal Project, CIP 19-24

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting WPCF Pond 8 Biosolids Drying and Removal Project, CIP #19-24 as complete and authorize the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 7372, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT WPCF POND 8 BIOSOLIDS DRYING AND REMOVAL PROJECT, CIP 19-24 CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

11. SUBJECT: Create Capital Improvement Project, Reallocate Funding, Approve Sole Source Finding and Authorize the City Manager to Award a Contract for the Water Pollution Control Facility Clarifier No. 3 Mechanism Replacement Project, CIP 20-11

RECOMMENDATION FOR ACTION: Staff recommends that City Council adopt Resolution No. _____, to: 1) Create a new capital project, Water Pollution Control Facility ("WPCF") Clarifier No. 3 Mechanism Replacement Project, CIP 20-11 ("Project"); and 2) Authorize the reallocation of \$1,650,000 of Sewer Enterprise Funds from the Water Pollution Asset Replacement Project, CIP 14-02 to the Project; and 3) Make sole source findings pursuant to Public Contract Code Section 3400(c)(2) and (3) and Woodland Municipal Code Section 3.32.130B; and 4) Authorize the City Manager to award a contract for the Project to MISCO Water in the amount of \$1,551,743 with a 5% contingency amount of \$77,587.

Adopted RESOLUTION NO. 7373, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DESIGNATING CERTAIN PRODUCTS, BRANDS, OR SERVICES PURSUANT TO PUBLIC CONTRACT CODE SECTION 3400 AND APPROVING AN AGREEMENT WITH MISCO WATER FOR THE WPCF CLARIFIER NO. 3 MECHANISM REPLACEMENT PROJECT, CIP #20-11.

12. SUBJECT: Approve Professional Services Agreement for the Storm Drainage Outfall Channel Outlet Structure Project, CIP #20-06

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving a professional services agreement for the Storm Drainage Outfall Channel Outlet Structure Project, CIP 20-06, with Mead & Hunt (M&H) for engineering design and environmental permitting services in the amount of \$213,746 and approve a contingency of up to an additional 10% of the contract award amount (\$21,374).

Adopted RESOLUTION NO. 7374, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR THE STORM DRAINAGE OUTFALL CHANNEL OUTLET STRUCTURE PROJECT, CIP 20-06.

13. SUBJECT: Approval of Amendment to Fiscal Year 2020 Budget to Add Funding for the City's First Time Homebuyer Loan Assistance Program

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving an additional appropriation of \$6,000 to the Housing Trust Fund (Fund 326) for the City's First Time Homebuyer Loan Assistance Program (FTHB); a total appropriation of \$41,621.29.

Adopted RESOLUTION NO. 7375, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROPRIATING FUNDS OF \$6,000 FOR THE CITY'S FIRST TIME HOMEBUYER LOAN ASSISTANCE PROGRAM.

14. SUBJECT: Approve Plans and Specifications, and Authorize Bid Advertisement for the 2020 Sewer and Water Repair and Replacement Project, CIP 20-07

RECOMMENDATION FOR ACTION: Staff recommends that City Council adopt Resolution No. _____, approving the project plans and specifications, and authorize bid advertisement for the 2020 Sewer and Water Repair and Replacement Project, CIP 20-07

Adopted RESOLUTION NO. 7376, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2020 SEWER AND WATER REPAIR AND REPLACEMENT PROJECT, CIP #20-07.

15. SUBJECT: Approve Contract Amendment with BSK Associates for 2020 Water Quality Testing Services

RECOMMENDATION FOR ACTION: Staff requests that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract with BSK Associates for the 2020 Water Quality Testing Services, for an amount up to \$75,035 and authorize a contingency of up to 10% (\$7,504).

Adopted RESOLUTION NO. 7377, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONTRACT WITH BSK ASSOCIATES for 2020 WATER QUALITY TESTING Services.

16. SUBJECT: Second Reading and Adopt Spring Lake Pioneer Village 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 Pioneer-Woodland LLC, to use and develop the Pioneer Village project area located within the Spring Lake Specific Plan Area.

At the request of Council Member Fernandez, minutes will reflect an "Absent" vote for this item.

Adopted Ordinance No. 1653, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF WOODLAND AND PIONEER-WOODLAND, LLC TO USE AND DEVELOP THE PIONEER VILLAGE PROJECT SITE LOCATED WITHIN THE SPRING LAKE SPECIFIC PLAN AREA.

AYES: Barajas, Lansburgh, Rodriguez and Stallard

NOES: None

ABSTAIN: None

ABSENT: Fernandez

17. SUBJECT: Fiscal Year 2019/20 Quarterly Budget Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an informational report representing the FY2019/20 First Quarter Budget Update.

Council Member Fernandez requested that this item be moved to the December 3rd Council agenda.

On a motion by Council Member Barajas, seconded by Council Member Stallard and carried on a 5-0 vote, Council Members adopted Consent Calendar Items No. 3 through 17 with a request from Council Member Fernandez to note an "Absent" vote for Item No. 16. with a request to move Item No. 17 to the December 3rd Council meeting.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

H. PUBLIC HEARINGS

18. SUBJECT: Introduction and First Reading of an Ordinance adopting the 2019 California Existing Building Code (Title 24; Parts 8, 10, and 12)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council waive the first reading and read by title only an ordinance adopting by reference the 2019 Edition of the California Building Standards (California Code of Regulations, Title 24; Parts 8, 10, and 12), consisting of the 2019 California Existing Building Code.

This item was inadvertently placed under Public Hearing. It should've been placed under Reports of the City Manager.

On a motion by Council Member Barajas, seconded by Mayor Pro Tempore Lansburgh and carried unanimously, Council Members waived the first reading and read by title only an Ordinance adopting by reference the 2019 California Existing Building Code (Title 24; Parts 8, 10, and 12) consisting of the 2019 California Existing Building Code.

Ayes: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

Noes: None

I. REPORTS OF THE CITY MANAGER

19. SUBJECT: Community Development Block Consolidated Plan: 2020 – 2024

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) receive a staff report on the process and outreach efforts for the 2020 – 2024 Community Development Block Grant (CDBG) Consolidated Plan; 2) provide staff with initial comments on funding priorities for the upcoming Consolidated Plan period; and 3) adopt Resolution No. _____, reallocating \$3,000 in existing CDBG funds and approving the following funding increases for the FY20 CDBG program: \$500 each for Empower Yolo Shelter Services, Yolo Community Care Continuum New Dimensions Supported Housing, and Meals on Wheels Yolo County and \$1,500 for Yolo Wayfarer Center Emergency Shelter.

On a motion by Mayor Pro Tempore Lansburgh, seconded by Council Member Barajas and carried unanimously on a 5-0 vote, Council Members approved, Community Development Block Consolidated Plan: 2020 – 2024 and amended the reallocation of \$3,000 in CDBG funds and the following funding increases for the FY20 CDBG Program to \$750 each for Empower Yolo Shelter Services, Yolo Community Care Continuum Supported Housing, Meals on Wheels Yolo County and Yolo Wayfarer Center Emergency Center.

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

20. SUBJECT: Apprenticeship Contract Requirements for Public Works Projects

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a report on establishing an enhanced Apprenticeship Contract Requirement on selected City construction contracts.

On a motion by Council Member Barajas, seconded by Mayor Pro Tempore Lansburgh and carried unanimously on a 5-0 vote, Council Members approved this item asking that staff develop language to establish a local apprenticeship program requirement providing several options within the next four-months.

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

21. SUBJECT: Update on Options for Relocation of Homeless Shelter

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) receive an update on staff's evaluation of options for relocating emergency shelter bed capacity; 2) provide feedback on the staff recommendation to proceed with the option of constructing a temporary shelter facility located on City-owned property at County Road 102 and East Beamer Street; and 3) direct staff to return to Council with cooperative agreements with Yolo County and Fourth and Hope as well as funding requirements to effect the relocation and to provide expanded services at the new location.

On a motion by Mayor Pro Tempore Lansburgh, seconded by Council Member Barajas and carried unanimously on a 5-0 vote, Council Members approved this item with Option B for Relocation of Homeless Shelter.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez, and Stallard

NOES: None

22. SUBJECT: Encampment Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council Introduce by title only and waive first reading of an ordinance adding Chapter 9.50 to the Woodland Municipal Code related to encampments on City Property.

On a motion by Council Member Stallard, seconded by Mayor Pro Tempore Lansburgh and carried on a 4-1 vote, Council Members introduced by title only and waived first reading of an ordinance adding Chapter 9.50 to the Woodland Municipal Code related to encampments on City Property.

AYES: Barajas, Lansburgh, Rodriguez and Stallard

NOES: Fernandez

At the conclusion of this item, at 8:56 PM a motion was made to extend the meeting to 9:15 PM.

It was also suggested that Council take-up item no. 24 prior to moving to item no. 23.

24. SUBJECT: AgTech Innovation Alliance Grant Agreement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council 1) adopt Resolution No. _____, approving a budget allocation of up to \$100,000 and authorizing the City Manager to enter into a Grant Agreement with AgTech Innovation Alliance for the establishment of a food and ag technology wet-lab incubator facility in Woodland, and 2) authorize the Mayor to sign a letter in support of AgTech Innovation Alliance's Federal Economic Development Administration (EDA) grant application.

On a motion by Council Member Stallard, seconded by Council Member Barajas and carried unanimously on a 5-0 vote, Council Members adopted RESOLUTION NO. 7379, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING BUDGET APPROPRIATION OF \$100,000 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH AGTECH INNOVATION ALLIANCE FOR THE ESTABLISHMENT OF A FOOD AND AG TECHNOLOGY WET-LAB INCUBATOR FACILITY IN WOODLAND

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

23. SUBJECT: Update and Discussion Concerning Commercial Cannabis

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update concerning existing commercial cannabis regulations and business activity and a review of potential options for future ordinance amendments.

At 9:15 PM a motion was made to extend the meeting for five-minutes.

Received an update concerning existing commercial cannabis regulations and business activity and a review of potential options for future ordinance amendments.

J. ADJOURN

Meeting adjourned at 9:20 PM in memory of Bill Morgan and Frances Resta.

Respectfully submitted,

**Ana B. Gonzalez
City Clerk**



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.5.
SUBJECT: City Council Meeting Schedule for 2020

Recommendation for Action: Staff recommends that the City Council approve its meeting schedule for 2020.

Staff Contact:

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

Fiscal Impact:

There is no fiscal impact resulting from this recommendation.

Background:

The City's Municipal Code provides that the City Council shall hold its regular meetings on the 1st and 3rd Tuesdays of each month. However, over the course of the calendar year these dates occasionally conflict with holidays, winter and summer recess, and other dates such as elections and out-of-town meetings or conferences.

By adopting an annual meeting calendar, we avoid the need to adjust dates as conflicts arise, and allows for the City Council and staff to plan in advance for workflow, vacations, conferences and other activities so as to minimize conflicts with the City Council meeting schedule.

In addition, the meeting calendar provides the ability for the Council to schedule one or more Special Meetings or Study Sessions, as needed. Special Meetings, which are generally restricted to a single subject, are useful when urgent Council action is needed prior to the next scheduled Regular Meeting. Study sessions are intended to provide the City Council with the opportunity to focus time and attention on a specific topic (or related topics), in a manner and setting that is impractical in the course of a Regular City Council meeting agenda.

Discussion:

Once again, as established by the city's municipal code, the Council's regular meetings are to be held on the 1st and 3rd Tuesday of every month. For 2020, the proposed calendar would retain this schedule, with the following possible modifications:

Summer Recess 2020 - from July 22 through August 17, 2020

- Cancel August 4 meeting
- Hold Council Meeting on August 18

Winter Recess 2020 - from December 16 through January 1, 2020

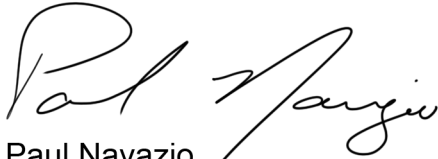
- Retains 1st and 3rd Tuesday meetings in December

Study Session(s)

- Council Retreat - Council Goals - Date to be determined
- Additional Study Sessions to be schedule as needed

Conclusion:

Staff recommends that the City Council approve its meeting schedule for 2020.



Paul Navazio
City Manager

Attachments:

1. 2020 Council Meeting Calendar DRAFT

DRAFT - City Council Calendar - DRAFT

2020

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
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19	20	21	22	23	24	25
26	27	28	29	30		

May						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

City Council Meeting (Regular)
City Council Meeting (Special)
Council Study Session (TBD)
Holiday

Cap to Cap (Apr 25- 29)
Summer Recess (July 22 - Aug 17)
League of CA Cities Conference (Oct 7-9)
Winter Recess (Dec 16 - Jan 3)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.6.
SUBJECT: Public Works Quarterly Staff Report

Recommendation for Action: Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of September through November 2019.

Staff Contact:

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

Fiscal Impact:

None.

Background:

This quarterly report covers the period of September through November 2019. The report presents a summary of Service Requests and Work Orders received, and also contains a narrative description of major work performed and/or notable department highlights.

Conclusion:

Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of September through November 2019.

Prepared By: Johanna Currie, Senior Management Analyst

Reviewed By: Rob Sanders, O&M Administrator


Paul Navazio
City Manager

Attachments:

1. Sept-Nov 19 PW Quarterly Report



Public Works Department
 Quarterly Status Report
 September through November 2019
 Public Works
 Service and Work Order Requests

For the Months of Sept-Nov 2019		
Division	Service Requests	Work Orders
Administration	502	-
Electrical	99	66
Environmental Services	-	511
Facilities	226	188
Fleet	-	423
Pretreatment	-	84
Sewer	47	243
Signs & Markings	14	149
Storm Drain	11	57
Streets	95	233
WPCF	-	80
Water	918	523
Grand Total	1,912	2,557

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

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

Total for Calendar Year 2019 Through 11/30/19	
Service Requests 7,109	Work Orders 10,469

61 Working Days This Quarter =

31 Requests for Service per Day

Environmental Services Division

- Sustainability Advisory Committee: The committee continues to meet monthly and has developed a long-range calendar for next year. The committee is currently focused on developing a work plan on Climate Action Plan (CAP) implementation.
- Climate Action Plan: Jianelli Morones began her Civic Spark Fellowship in September 2019 and has continued the work on the Climate Action Plan (CAP) implementation started by the last Fellow, focusing on the CAP webpages and online dashboard.
- Household Hazardous Waste: Through the regional Household Hazardous Waste (HHW) grant, the California Product Stewardship Council (CPSC) hosted a propane cylinder exchange event in September where 120 single-use cylinders were recycled and exchanged for a free refillable cylinder.

- Solid Waste: Continued the free recycling bin and food scrap pail giveaway program for Woodland residents until the end of October 2019. In total, 437 residents have received for free 777 recycling bins and 289 food scrap pails during the program. Staff may restart the program again in the spring. Staff continued assistance to the Woodland Joint Unified School District (WJUSD) to help implement organics recycling in 4 additional Woodland schools, providing organics recycling bins, outreach materials, and helping students sort their food waste at lunch at the 4 additional schools. Staff joined Yolo County Master Gardeners and Yolo County Environmental Health to host 2 compost workshops in November 2019. During a quarterly inspection in early 2019, Yolo County Environmental Health discovered several depressed and eroded areas and an animal burrow exposing waste at the old city landfill. Staff developed a corrective action plan to remedy the areas and worked with the Streets Division to fill and cover the areas identified.
- Water Conservation: Continued outreach for residences and business owners to register for AquaHawk Alerting. There were 223 new users this quarter, bringing the total user count to 4,558 registrants. Water losses are reduced through targeted leak notifications and leak detection resources – initiated 87 leak detection conversations with residents or businesses during the quarter. Continued outreach regarding water conservation and City programs, such as rebates, events and AquaHawk through bill inserts, advertisements, and on social media. Gave out 20 rebates during the quarter (96 YTD), mostly for mulch and weather-based irrigation controllers. Hosted the DIY Landscape design series workshops, where over 30 residents attended to get assistance on designing their water-wise landscapes and irrigation systems.

Fleet & Facilities Division

- Fleet Services: The order has been placed for two all-Electric Work Trucks for the Public Works Department. A project is underway with PG&E to install the required electrical infrastructure at the Municipal Services Center to support the charging stations; the estimated project completion date is August 2020.
- Facilities Services: Staff completed Facility Condition assessments on all City facilities, including the staff areas at the Cemetery and Brooks Swimming Pool. Over 160 deficiencies were identified, most of which were converted to routine work orders to be completed in the upcoming calendar year. Most of the findings comprised of aging assets that are in need of replacement, but there are also high priority projects identified to bolster City Hall's public image as well as improvements to staff areas at other facilities. A 5-Year Facility Master Plan will be developed in time for the next budget cycle to address the high priority projects in FY21.

Right-of-Way Division

- GIS-Signs & Markings: The GIS group worked closely with the Signs & Markings division in the completion of the 2019 Traffic Calming Project. New Speed Limit signs and related Street Markers were added to the City's utilities map on Woodland

Ave, Leo Way, Casa Linda Drive, and Buena Tierra Drive. Safe Routes to Schools were also completed with additions of new Crosswalks and Bike Lanes on W. Woodland Ave, W. Court St, California St, and Beamer St.

- GIS-Sewer: Working with the Sewer Department, the GIS Group has completed 50% of Sewer Tap video verification. All uncaptured or incomplete information is compiled and sent biweekly to the Sewer department. By the Summer of 2020, staff will have a complete list of problem areas, which underground video will attempt to verify.
- GIS-Streets: The GIS Group has added approximately 20% of repaired Trip Hazards to the Utility map. The location of these hazards are south of Gibson Rd, between College St and East St. We expect to complete this project by Spring of 2020.
- GIS-Electrical: The GIS and Electrical Group are now in the process of adding cameras to our utility maps. This will not only allow the Utility groups to access facility cameras, but Fire and Police Departments as well. Cameras have been installed at various locations throughout the city (e.g., Library, MSC and City Hall). Having completed approximately 20%, we are expecting to have this available to all City departments by Spring 2020.
- Electrical – Battery Backup Systems: Currently 65 of the 68 traffic signals have Battery Backup Systems (BBS) installed. The Electrical Group will be installing the remaining 3 BBS's by the end of FY 19/20. This project is roughly 30% complete.
- Electrical - Midblock Crossing Upgrade: The ROW Electrical Group has installed a Rectangular Rapid Flashing Beacon (RRFB) assembly as part of phasing out the antiquated in roadway lighting design. This new design allows the City to maintain Manual on Uniform Traffic Control Devices (MUTCD) requirements with zero down time use of the crosswalk. The City plans to install one more location along Heritage Parkway in the next fiscal year.
- Electrical- Library Camera and Lighting: The Electrical Group took on a project to install 22 surveillance cameras around the interior and exterior of the building to combat a rise in homeless related issues. In addition to the cameras, nine new LED floodlights were installed on the rooftop, and all the existing exterior lights were upgraded to LED. Projected completion date of this project is Spring 2020.
- Electrical – CIP/Development Projects: The ROW Electrical Group is currently overseeing the inspection of five separate projects ranging from streetlight installations to the installation of new Traffic Signals. The closest project to completion is the Pioneer and Parkland intersection, with an estimated turn-on date of December 2019.
- Signs & Markings - Speed Limits: In compliance with State Mandated Speed Survey, the Signs & Markings Group installed 24 new Speed Limit signs and exchanged 48 existing signs. In addition, Sports Park Drive speed limit was increased by 5MPH. Gibson Rd and County Rd 102 were decreased by 5MPH.
- Signs & Markings – Thermoplastic: The Signs & Markings Group refreshed approximately 1,360 square feet of white Thermoplastic, and 2,440 square feet of yellow Thermoplastic Street Markings. White markers included Stop Bars, Limit Lines, and Parking Stalls. This work was completed on Oak Ave. from Fifth St. to College St., as well as the Library parking lot and adjacent Solar Parking. Yellow markers included; SLOW SCHOOL XING and School Crosswalks. Work was

completed on E Gum Ave. from Lincoln Ave. to California St. All Thermoplastic markings have an expected life span of 7 years.

- Signs & Markings – RPM: The Signs & Markings Group replaced approximately 4 miles of Raised Pavement Markers (RPM), North of E Main St between East St and County Rd. 102.
- Streets – Road Maintenance: Assisted with traffic control for several downtown special events. Ramped approximately 20 sidewalk trip hazards. Responded to miscellaneous service requests. Completed the first phase of our annual sidewalk trip reduction project; this project is contracted through Precision Concrete Cutting.
- Streets – Annual Road Maintenance: Repaired numerous utility trenches and skin patched various locations throughout the City. Completed annual road maintenance projects.

Utilities - Sewer and Storm Division

Storm Division

- Operations & Maintenance (O&M) crews worked on cleaning out our storm drain bubble ups @ 84 locations in the older section of town as well as 200 drain inlets at multiple locations.
- O&M staff worked with a contractor removing and hauling the tulles from the 15 miles of open channel ditch on the outlying areas of town in order to mitigate any potential flooding and convey the water to the outfall location.
- Performed inspections on 15 miles of open channel ditch.
- O&M Staff faced a few issues during the first big rain event with debris blocking the undercrossing to a farm field along Kentucky Ave. Once the problem was identified, O&M Staff mitigated the issue (pictures below).



- Sewer Division
O&M is currently working with Transportation Engineering Division to identify utility issues prior to a road rehab upcoming capital project along E. Main St. from East St to Co Rd 102 along with warranty & final inspections in the Springlake Development
- O&M Staff worked with Utility Engineering to finalize the 2020 Sewer/Water Replacement Project (CIP #20-07), as well as other Capital Improvement Projects currently underway (e.g., North Regional Pond Pump Station, Dog Gone Alley, and Infiltration and Inflow [I&I] Sewer Lining in Springlake & Gibson Rd from East to Co Rd. 102).

- Collections Operation & Maintenance crews cleaned 48,882 feet of mainline sewer pipe and inspected 28,052 of pipe. O&M Staff replaced 119 feet of sewer lateral and mainline pipe; installed 13 sewer cleanouts
- Additionally, the Sewer Division has performed preventative maintenance on the City-owned portion of sewer laterals containing roots within known problem areas.

Utilities - Water Production and Distribution Division

- Wells: All groundwater wells are currently off or in the “standby” position.
- ASR: Aquifer Storage and Recovery (ASR) Wells 28, 29, & 30 are currently injecting 3 million gallons per day (MGD).
- Distribution Division: Crews continue working on system repairs and improvements.
- On November 6, 2019 crews successfully made repairs to an 8” water main that ruptured on Pendegast Street (photos below).



- West Main: Currently making progress, water infrastructure is almost complete.
- Preventive Maintenance: Crews were able to meet 2019 water valves and fire hydrant maintenance goals. 2,000 Valves were exercised and 500 fire hydrants were painted and maintained.
- Water Main Breaks: 17
- Water Main Valves, Fire Hydrants Replaced: 32
- Water Main Valves Exercised: 585
- Water Meters Tested: 183
- Water Meters Replaced: 96
- Water Quality Calls: 18

Wastewater Operations Division

Laboratory

- The lab is currently operating under the new April 2019-2021 Lab Certification that is posted on the wall; we are still waiting for results of the audit conducted last year.
- Staff continues to test final effluent for coliform bacteria 7-days/week in support of the recycled water project.
- Laboratory staff have been attending trainings on the National Environmental Laboratory Accreditation (NELAC) Institute (TNI) regulations and the California Quality Management Systems Regulations that are expected to roll out at the end of 2020.
- Performed fourth quarter Toxicity Testing for 2019.

- Annual Proficiency Testing and Discharge Monitoring Report-Quality Assurance (DMRQA) studies were completed in September 2019.

Pretreatment

- Performed Local Limits Monitoring for the fourth quarter of 2019.
- Worked with Significant Industrial Users and Businesses of Concern to incorporate process modifications into their discharge permits.
- Distributed public outreach flyers to local apartment complexes for the Pollution Prevention Program (“Think Before You Flush,” proper disposal of fats, oils, and grease, only rain down the storm drain, etc.) on the City’s new electronic billboard on Interstate 5.

Regulatory Compliance

- Prepared and submitted quarterly and monthly reports to the Regional Board in accordance with our National Pollutant Discharge Elimination System (NPDES) Permit.
- Continued participation in the Central Valley Clean Water Association (CVCWA) special studies on Methyl Mercury, Freshwater Mussels, and Low-Level Toxicity.
- Pretreatment staff completed a public outreach project to distribute fats, oil and grease (FOG) pamphlets to apartment complex residents in October 2019.

Water Pollution Control Facility

- Plant Operations: The Treatment Plant staff is operating the Modified Ludzack-Ettinger (MLE) System and continues to monitor how the plant responds upsets, changes in operating procedures, and changing weather, and how all this affects effluent quality. Operations and Maintenance has been working on preventative maintenance like replacing UV lamps, changing oil, repairing aeration basin #4, cleaning and replacing high speed blower air filters, working with electrical & instrumentation staff on replacing process meters, adding some solids monitoring meters to the Returned Activated Sludge (RAS) pump station, and helping with operation and treatment of the system.
- Recycled Water Delivery: The City is delivering recycled water to the system’s primary customer, Biomass. Staff from Wastewater Operations, Water Distribution/Production, and Utilities Engineering continue to work together to provide our customers with recycled water. Utilities Engineering is researching additional storage capacity, and Operations is fine-tuning the system in order to better serve our customers and to ensure a consistent and reliable recycled water supply. Water Production has been monitoring offsite infrastructure and maintaining surge tanks. Recently the water production crew had Kennedy Jenks evaluate the solids accumulation in the surge tanks and it impacts on the recycled water system.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.7.
SUBJECT: Quarterly Treasurer's Investment Report for the Quarter Ended September 30, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 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 from the City Treasurer on the status of investments. The purpose of this report is to provide the Council with information regarding liquidity, monthly cash flow and expected cash disbursements. The City manages its investment portfolio in accordance with the guidelines established by the Council-approved Investment Policy. In managing the city's investment portfolio, preservation of principal is the primary objective, followed by liquidity and finally by 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, highly liquid investments. The City's securities are held in custodial care by U.S. Bank N.A., which provides monthly statements to the City of Woodland. The source of valuations for the securities is marked to market by U.S. Bank N.A. The City utilizes the services of the investment firm of Cantor Fitzgerald L.P. to implement its investment strategy with the objective to increase yield and generate additional investment earnings while, at the same time, ensure that the portfolio's primary goal of providing safety and liquidity is preserved.

Discussion:

As of September 30, 2019, the City treasury consisted of investments with a total book value of \$147,936,937. The yield on the Local Agency Investment Fund (LAIF) balances for the quarter ending September 2019 was 2.35%, the average yield on the City of Woodland's investments as of June 30, 2019 was 2.14%. This results in an overall portfolio yield, combining all investments and LAIF of 2.22%.

The City Investment Policy has established a benchmark equal to the 90-day U.S. Treasury bill, which for the quarter ending September 2019 was 1.88%. The City exceeded its benchmark by 0.34%.

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 a market rate of return of 2.29% based on the parameter of allowable investments. As of September 30, 2019, the City maintained 48.7% of the investment portfolio in highly liquid funds, achieved an overall effective duration for investments of thirteen

months, and achieved a market rate of return of 2.22%. The City missed its target yield by 0.07%.

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 \$4,000,000 in maturities on its investments.

Staff continues to explore opportunities to implement a Community Reinvestment component within the overall investment portfolio. As of September 30, 2019, the City has become a participant in the CalRise program offered by the California Statewide Communities Development Act (CSCDA). Staff also continues to evaluate direct investment opportunities with local banks within the community.

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

Conclusion:

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

Prepared By: Adam Devlin, Senior Accountant

Reviewed By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

1. Q1 FY 2019 12.17.2019

**CITY OF WOODLAND
INVESTMENT REPORT**

September-19

SUMMARY OF INVESTMENTS

TYPE OF INVESTMENT	AMOUNT	TOTAL
Local Agency Investment Fund (LAIF)	\$61,000,000	41.2%
Certificate of Deposit	\$3,750,000	2.5%
Agency	\$48,967,866	33.1%
Corporate Securities	\$34,219,071	23.1%
TOTAL	\$147,936,937	100.0%

	<i>Maturity Date</i>	<i>Interest</i>	<i>Call Date</i>	<i>PAR Amount</i>	<i>Principal Amount</i>	<i>Current Market Value</i>	<i>Security ID</i>
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	25590AAP7
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 National Mortgage Association	10/27/2019	1.00	10/27/2019	\$2,000,000	\$1,981,300	\$1,998,656	3135G0R39
Federal National Mortgage Association	4/27/2020	1.70	4/27/2020	\$2,000,000	\$2,005,000	\$1,997,082	3136G4N8
Federal National Mortgage Association	4/28/2020	1.50	4/28/2020	\$2,000,000	\$2,000,000	\$1,993,276	3136G2GR2
Federal National Mortgage Association	8/28/2020	1.25	8/28/2020	\$1,000,000	\$1,000,000	\$993,623	3136G33E3
Federal National Mortgage Association	9/15/2020	1.38	9/15/2020	\$2,000,000	\$2,000,000	\$1,990,512	3136G3PK5
Federal Home Loan Mortgage Corp	10/29/2020	1.50	10/29/2019	\$2,000,000	\$1,998,500	\$1,999,848	3134G7S77
Federal Home Loan Bank	10/29/2020	1.75	10/29/2019	\$1,142,857	\$1,142,286	\$1,142,720	3130A6KG1
Federal Home Loan Mortgage Corp	4/28/2021	1.50	4/28/2021	\$2,000,000	\$2,000,000	\$1,992,732	3134G9AD9
Federal National Mortgage Association	5/28/2021	1.50	11/28/2019	\$2,000,000	\$1,926,880	\$1,989,582	3136G33W3
Federal Home Loan Bank	8/24/2021	2.00	11/24/2019	\$2,000,000	\$2,000,000	\$2,009,056	3130A93A7
Federal Home Loan Bank	9/7/2021	1.50	12/7/2019	\$2,000,000	\$2,000,000	\$2,000,424	3130A94G3
Federal Home Loan Bank	10/28/2021	1.25	10/28/2019	\$2,000,000	\$1,987,000	\$1,993,768	3130A9S85
Federal Home Loan Mortgage Corp	11/4/2021	1.50	11/4/2019	\$1,500,000	\$1,500,000	\$1,499,714	3134GAVP6
Federal Home Loan Mortgage Corp	12/29/2021	1.75	12/29/2019	\$2,000,000	\$2,000,000	\$2,002,484	3134GBTY8
Federal Home Loan Mortgage Corp	1/26/2022	2.13	10/28/2019	\$2,000,000	\$2,000,000	\$2,000,592	3134GAT79
Federal Home Loan Mortgage Corp	4/27/2022	2.63	4/27/2022	\$2,000,000	\$2,026,400	\$2,048,322	3134GBHM7
Federal Home Loan Mortgage Corp	6/29/2022	2.13	12/29/2019	\$2,000,000	\$2,000,000	\$2,001,936	3134GBWY4
Federal Home Loan Mortgage Corp	8/19/2022	2.00	2/19/2020	\$2,000,000	\$2,000,000	\$1,991,376	3134GT2X0
Federal Farm Credit Bank	8/19/2022	1.82	8/19/2020	\$2,000,000	\$2,000,000	\$1,999,854	3133EKC20
Federal Home Loan Bank	9/28/2023	3.15	9/28/2020	\$2,000,000	\$1,999,000	\$2,027,088	3130AEX54
Federal Home Loan Mortgage Corp	3/27/2024	2.80	3/27/2020	\$2,000,000	\$2,000,000	\$2,008,402	3134GS6X8
Federal Home Loan Mortgage Corp	4/30/2024	2.70	4/30/2020	\$2,400,000	\$2,400,000	\$2,409,216	3134GTCQ4
Federal Home Loan Mortgage Corp	5/24/2024	2.75	2/24/2020	\$3,000,000	\$3,001,500	\$3,008,526	3134GTMS9
Federal Farm Credit Bank	9/27/2024	1.89	9/27/2021	\$2,000,000	\$2,000,000	\$1,996,042	3133EKU20
Federal Home Loan Mortgage Corp	9/27/2024	1.81	9/27/2021	\$2,000,000	\$2,000,000	\$1,998,476	3134GUDP2

Total Agency Investments

\$49,042,857 \$48,967,866 \$49,093,307

**CITY OF WOODLAND
INVESTMENT REPORT**

	<i>Maturity Date</i>	<i>Interest</i>	<i>Call Date</i>	<i>PAR Amount</i>	<i>Principal Amount</i>	<i>Current Market Value</i>	<i>Security ID</i>
Oracle	10/8/2019	2.25	N/a	\$500,000	\$512,440	\$500,010	68389XAX3
JP Morgan Chase & Co	10/22/2019	2.20	N/a	\$500,000	\$506,335	\$500,006	48127HAA7
General Electric Cap Corp	12/11/2019	2.10	N/a	\$500,000	\$511,285	\$499,591	36962G6P4
Costco	12/15/2019	1.70	N/a	\$500,000	\$499,510	\$499,655	22160KAF2
Cisco	1/15/2020	4.45	N/a	\$500,000	\$548,733	\$503,317	17275RAH5
Exxon	3/6/2020	1.91	N/a	\$500,000	\$508,480	\$499,845	30231GAG7
IBM	5/15/2020	1.63	N/a	\$500,000	\$490,433	\$499,017	459200HM6
Qualcomm Inc	5/20/2020	2.25	N/a	\$500,000	\$496,870	\$500,672	74752SAD5
Cisco	6/15/2020	2.45	N/a	\$500,000	\$511,695	\$501,566	17275RAX0
Wal-Mart	7/8/2020	3.63	N/a	\$500,000	\$545,540	\$506,634	931142CU5
Wal-Mart	7/8/2020	3.63	N/a	\$500,000	\$540,835	\$506,634	931142CU5
Intel	7/29/2020	2.45	N/a	\$500,000	\$508,463	\$501,944	458140AQ3
Pfizer	8/12/2020	5.20	N/a	\$500,000	\$571,167	\$513,637	717081DR1
Ralph Lauren Corp	8/18/2020	2.63	N/a	\$500,000	\$502,865	\$502,510	751212AB7
Simon Property Group	9/1/2020	2.50	N/a	\$500,000	\$509,175	\$501,703	828807CU9
Automated Data Processing (ADP)	9/15/2020	2.25	N/a	\$500,000	\$507,140	\$501,573	053015AD5
Coca-Cola Co	10/27/2020	1.88	N/a	\$500,000	\$497,735	\$499,632	191216BT6
UPS	1/15/2021	3.13	N/a	\$1,000,000	\$1,042,770	\$1,012,753	911312AM8
Johnson & Johnson	5/15/2021	3.55	N/a	\$500,000	\$531,000	\$513,082	478160AZ7
Google	5/19/2021	3.63	N/a	\$1,000,000	\$1,069,370	\$1,026,817	02079KAA5
Caterpillar	8/9/2021	1.70	N/a	\$500,000	\$501,113	\$497,728	14912L6U0
Pepsico	10/6/2021	1.70	N/a	\$500,000	\$488,785	\$498,987	713448DL9
JPMorgan Chase & Co	1/24/2022	4.50	N/a	\$500,000	\$535,990	\$527,323	46625HJD3
Apple (APPL)	2/9/2022	2.50	N/a	\$500,000	\$509,485	\$506,667	037833CM0
Costco	2/15/2022	2.25	N/a	\$500,000	\$499,745	\$504,848	22160KAH8
Chevron	3/3/2022	2.41	N/a	\$500,000	\$506,350	\$505,718	166764AT7
Pepsico	5/2/2022	2.25	N/a	\$500,000	\$504,250	\$504,416	713448DT2
IBM	9/8/2022	2.20	N/a	\$500,000	\$497,315	\$502,349	44932HAC7
JP Morgan Chase	9/23/2022	3.25	N/a	\$500,000	\$504,580	\$516,468	46625HJE1
Visa	12/14/2022	2.80	N/a	\$1,000,000	\$1,008,090	\$1,029,368	92826CAC6
Toyota	1/11/2023	2.70	N/a	\$1,000,000	\$1,002,790	\$1,024,657	89236TEL5
Charles Schwab	1/25/2023	2.65	N/a	\$1,000,000	\$1,011,190	\$1,018,465	808513AT2
John Deere	1/27/2023	2.80	N/a	\$1,000,000	\$1,015,930	\$1,029,120	24422ERT8
Berkshire Hathaway	3/15/2023	2.75	N/a	\$500,000	\$501,445	\$513,256	084670BR8
Chevron	6/24/2023	3.19	N/a	\$1,000,000	\$1,013,720	\$1,043,220	166764H3
Bank of America	7/21/2023	2.82	N/a	\$1,000,000	\$1,004,840	\$1,015,667	06051GGQ6
Oracle	9/15/2023	2.50	N/a	\$500,000	\$492,750	\$506,474	68389XBL8
Toyota	9/20/2023	3.45	N/a	\$1,000,000	\$1,025,110	\$1,057,964	89236TFN0
State Street	11/20/2023	3.70	N/a	\$1,000,000	\$1,043,780	\$1,065,437	857477AM5
Citibank	1/23/2024	3.65	N/a	\$1,000,000	\$1,036,710	\$1,060,658	17325FAS7
Simon Property Group	2/1/2024	3.75	N/a	\$500,000	\$519,910	\$530,340	828807CR6
Charles Schwab	2/1/2024	3.55	N/a	\$600,000	\$623,478	\$633,875	808513AY1
US Bancorp	2/5/2024	3.38	N/a	\$1,000,000	\$1,026,700	\$1,051,522	91159HVV5
Apple	2/9/2024	3.00	N/a	\$500,000	\$505,235	\$520,950	037833CG3
HSBC	2/20/2024	3.00	N/a	\$1,000,000	\$1,000,000	\$997,195	40435UGC2
Illinois Tool Works	3/1/2024	3.50	N/a	\$1,000,000	\$1,050,720	\$1,058,829	452308AT6
Apple	5/6/2024	3.45	N/a	\$1,000,000	\$1,037,300	\$1,066,437	037833AS9
Bank of New York Mellon	5/15/2024	3.40	N/a	\$1,000,000	\$1,039,920	\$1,051,925	06406HCV9
Toyota	7/25/2024	2.41	N/a	\$1,300,000	\$1,300,000	\$1,296,469	89236TGD1

Total Corporate Investments

\$33,400,000	\$34,219,071	\$34,226,922
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Total of LAIF Funds & Investments Detail

\$147,936,937

Check Total (Should be zero)

\$0

CASH ACCOUNTS as of 9/30/19

Bank Accounts with U.S. Bank	\$6,213,182
Petty Cash	\$2,778
Cash with Fiscal Agent	\$8,992,360
Funds Held By Section 115 Pension Trust	\$6,497,815

**CITY OF WOODLAND
INVESTMENT REPORT**

	<i>Maturity Date</i>	<i>Interest</i>	<i>Call Date</i>	<i>PAR Amount</i>	<i>Principal Amount</i>	<i>Current Market Value</i>	<i>Security ID</i>
INTEREST SUMMARY							
Prior Quarters Interest Earned - Investments		\$0					
Prior Quarters Interest Earned - LAIF		\$0					
Total Interest Received		<u>\$0</u>					
Interest Received from July 1, 2019 to September 30, 2019		<u>\$921,319</u>					
Total Fiscal Year-to-Date Interest Received		<u>\$921,319</u>					

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

**CITY OF WOODLAND
ACTIVITY REPORT**

DATE	DESCRIPTION	DEBIT	CREDIT	DEBITS
LAIF TREASURER				
07/01/19	Month Beginning Balance			\$65,000,000
07/15/19	Quarterly Interest	\$415,780		\$65,415,780
07/16/19	Withdrawal from LAIF		\$415,780	\$65,000,000
09/05/19	Withdrawal from LAIF		\$4,000,000	\$61,000,000
09/30/19	Month End Balance			\$61,000,000
Bonds and Other Investments				
7/1/2019	BEGINNING BALANCE			\$84,493,302
7/25/2019	Purchase Toyota 89236TGD1	\$1,300,000		\$85,793,302
8/19/2019	Purchase FHLMC 3134GT2X0	\$2,000,000		\$87,793,302
8/19/2019	Purchase FFCB 3133EKC20	\$2,000,000		\$89,793,302
8/22/2019	Sold GE 36962G5J9		\$553,830	\$89,239,472
9/16/2019	Called IBRD 45905UW75		\$2,000,000	\$87,239,472
9/17/2019	Matured FHLB 3130AEXR6		\$2,000,000	\$85,239,472
9/20/2019	Called FHLMC 3134GS5R2		\$1,800,000	\$83,439,472
9/27/2019	Purchase FFCB 3133EKU20	\$2,000,000		\$85,439,472
9/27/2019	Purchase FHLMC 3134GUDP2	\$2,000,000		\$87,439,472
9/30/2019	Called US Bank 90331HML4		\$502,535	\$86,936,937
9/30/2019	Month End Balance			\$86,936,937
END OF MONTH TOTAL DEBITS				\$147,936,937
Check Total (Should be Zero)				-
Transactions w/LAIF		3		
Purchase of New Bonds		5		
Bonds Called		3		
Purchase of New CD		0		
CD Matured		0		
Bonds Sold		1		
Bonds Matured		1		

2014 Wastewater Revenue Bonds

Revenue fund	\$0.00	\$0.00	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	\$4.61	\$4.61	Cash Mgmt-1st Am Treasury	\$2.16
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	\$228,203.77	\$228,203.77	Cash Mgmt-1st Am Treasury	\$304.55
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	\$24,503.73	\$24,503.73	Cash Mgmt-1st Am Govt Oblig	\$0.03
Interest Fund	\$45.44	\$45.44	Cash Mgmt-1st Am Govt Oblig	\$45.44
Principal Fund	\$96.22	\$96.22	Cash Mgmt-1st Am Govt Oblig	\$96.22
Reserve fund	\$2,153,003.92	\$2,153,003.92	Cash Mgmt-1st Am Govt Oblig	\$2,949.44
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	\$22,033.24	\$22,033.24	Cash Mgmt-1st Am Govt Oblig	\$0.06
Interest Fund	\$44.44	\$44.44	Cash Mgmt-1st Am Govt Oblig	\$44.37
Principal Fund	\$0.00	\$0.00	Cash Mgmt-1st Am Govt Oblig	\$0.00
Reserve Fund	\$1,117,885.19	\$1,117,885.19	Cash Mgmt-1st Am Govt Oblig	\$1,544.02
Proceeds Fund	\$0.19	\$0.19	Cash Mgmt-1st Am Govt Oblig	\$0.00

Spring Lake 2019

Special Tax Fund	\$17,667.65	\$17,667.65	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	\$1,506,567.14	\$1,506,567.14	Cash Mgmt-1st Am Govt Oblig	\$2,064.58
Capitalized Interest Fund	\$1,661,672.37	\$1,661,672.37	Cash Mgmt-1st Am Govt Oblig	\$2,250.74
Proceeds Fund	\$0.00	\$0.00	Cash Mgmt-1st Am Govt Oblig	\$0.00

Water Revenue Bonds 2011

Revenue Fund	\$230.42	\$230.42	US Bank Mmkt 5 -Ct	\$5.43
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	\$224.99
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	\$5.37	\$5.37	US Bank Mmkt 5 -Ct	\$0.00
Reserve fund	\$138,658.90	\$138,658.90	US Bank Mmkt 5 -Ct	\$23.55

ARRA 2011

Payment Fund	\$356,668.91	\$356,668.91	Cash Mgmt-1st Am Govt Oblig	\$404.27
Reserve fund	\$302,102.25	\$302,102.25	Cash Mgmt-1st Am Govt Oblig	\$393.21

CDBG

Savings Account	<u>\$138,404.20</u>	<u>\$138,404.20</u>	Bank of America - Quarterly Bank Statement	
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TOTAL \$8,992,360.46

Check Summary Total (Should be zero) \$0.00

Investment Glossary

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

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

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

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

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

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

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



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.8.
SUBJECT: Waste Management Annual Rate Adjustment

Recommendation for Action:

Staff recommends that the City Council: 1) receive the Waste Management 2020 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2020 rate adjustments and additions approved.

Staff Contact:

Rosie Ledesma, Environmental Resource Analyst, (530) 661-2059, rosie.ledesma@cityofwoodland.org

Fiscal Impact:

Waste Management provides a 15% franchise fee to the City. The adopted FY2019/20 budget estimates franchise fee revenues of \$1.57 million from Waste Management, and includes an increase of roughly 2% from the prior year. The proposed rate adjustments for calendar year 2020 presented in this report are expected to result in a modest increase in franchise fee revenues collected by the City, consistent with the fee revenues assumed in the budget. The proposed rates are expected to result in an increase of \$0.44 per month for the average Woodland household, from \$33.46 to \$33.90. Charges for commercial waste services will generally increase by about 1.4% over the commercial customer rates for 2019, depending on container size and frequency of service. Charges for C&D service hauls will increase from \$25-60 per load.

Background:

Waste Management provides street sweeping services and collection and disposal of trash, recyclables, and organic waste for the City of Woodland pursuant to the terms of the amended franchise agreement between the City and Waste Management dated July 1, 2011. The current franchise agreement with Waste Management runs through June 30, 2025.

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

Yolo County operates the landfill and adjusts the landfill disposal fees each July 1. Because landfill fees go into effect six months before the Waste Management rates are adjusted, the agreement allows Waste Management to recover the increased disposal fees paid by the company during the preceding July-December period through an additional adjustment to the customer rates. These adjustments are not factored into the base rate that is used to calculate subsequent years' rate adjustments.

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

Discussion:

In accordance with the terms of the franchise agreement, Waste Management has submitted a request to implement an annual adjustment to its customer rates, effective January 1, 2020. The 2020 rate request includes adjustments for the following:

- (1) the 1.75% CPI increase for the 12-month period ending August 2019;
- (2) a 1.02% increase in the Yolo County Central Landfill (YCCL) solid waste disposal fee, from \$50.48 to \$51.88 per ton, implemented in July 2019;
- (3) a 1.48% increase in the YCCL organics (mixed green waste and food waste) disposal fee, from \$62.00 to \$64.00 per ton, implemented in July 2019;
- (4) a 1.95% increase in the YCCL clean green waste disposal fee, from \$54.00 to \$56.00 per ton, implemented in July 2019;
- (5) a 7.90% increase in the YCCL construction and demolition (C&D) disposal fee, from \$57.00 to \$62.50 per ton, also implemented in July 2019.

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

In addition to the annual rate adjustment, Waste Management is requesting to add additional service frequencies to the existing commercial organics recycling services. The current commercial rates provide services for 2-yard and 3-yard organics recycling bins serviced once and twice per week. In order to meet the demand and service levels for larger food waste generators, Waste Management is requesting to add services for 2-yard and 3-yard organics recycling bins serviced 3 times per week. This would be a cost benefit to businesses that are currently using multiple bins to meet their service needs.

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

Committee Recommendation:

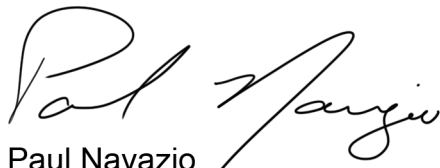
The proposed 2020 rates will be presented to the Sustainability Advisory Committee on December 11.

Conclusion:

Staff recommends that the City Council: 1) receive the Waste Management 2020 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2020 rate adjustments and additions approved.

Prepared by: Rosie Ledesma, Environmental Resource Analyst

Reviewed by: Craig Locke, Public Works Director



Paul Navazio
City Manager

Attachments:

1. City of Woodland Annual Rate Adj. Eff. 1-1-20 Final
2. Organics Recycling Increased Frequencies Rate Request



**Waste Management of Woodland
City of Woodland
Residential Rate Adjustment Effective 1/1/20**

CPI % Change	1.75%	A
MSW Disposal Increase	1.02%	B1
Mixed Food Increase	1.48%	B2
MSW Disposal Capture	2.77%	C1
Mixed Food Disposal Capture	3.23%	C2

	Current Monthly Rate Effective 1/1/2019	Previous Period Disposal Catch Up (7/1/18 through 12/31/18)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month Disposal Catch Up (7/1/19 through 12/31/19)	New Monthly Rate w/ Disposal Catchup eff 1/1/2020
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	L=J+K
Garbage Rates									
35 Gallons	\$12.53	\$0.05	\$12.48	\$0.22	\$1.85	\$0.02	\$12.72	\$0.03	\$12.75
64 Gallons	\$14.76	\$0.09	\$14.67	\$0.26	\$3.69	\$0.04	\$14.97	\$0.05	\$15.02
96 Gallons	\$25.72	\$0.15	\$25.57	\$0.45	\$5.56	\$0.06	\$26.08	\$0.08	\$26.16
Extra bag pickup	\$2.37	\$0.00	\$2.37	\$0.04	\$0.35	\$0.00	\$2.41	\$0.00	\$2.41
Extra toter pickup	\$7.57	\$0.04	\$7.53	\$0.13	\$1.82	\$0.02	\$7.68	\$0.03	\$7.71

Low income (10% discount from base)									
35 Gallons	\$11.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$11.48
64 Gallons	\$13.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$13.52
96 Gallons	\$23.15	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$23.54

Green Waste / Street Sweeping									
Small Lot*	\$13.01	\$0.25	\$12.76	\$0.22	\$3.77	\$0.06	\$13.04	\$0.06	\$13.10
1-96 Gallon Toter	\$16.35	\$0.25	\$16.10	\$0.28	\$3.77	\$0.06	\$16.44	\$0.06	\$16.50
2-96 Gallon Toters	\$16.35	\$0.25	\$16.10	\$0.28	\$3.77	\$0.06	\$16.44	\$0.06	\$16.50
3-96 Gallon Toters	\$20.97	\$0.41	\$20.56	\$0.36	\$6.22	\$0.09	\$21.01	\$0.10	\$21.11
4-96 Gallon Toters	\$20.97	\$0.41	\$20.56	\$0.36	\$6.22	\$0.09	\$21.01	\$0.10	\$21.11
Each add'l toter after 4	\$4.70	\$0.16	\$4.54	\$0.08	\$2.46	\$0.04	\$4.66	\$0.04	\$4.70

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

Street Sweeping (only)									
Residential/Condominium	\$4.62	\$0.00	\$4.62	\$0.08	\$0.00	\$0.00	\$4.70	\$0.00	\$4.70
Apartments/Mobile Home Parks (per unit)	\$2.51	\$0.00	\$2.51	\$0.04	\$0.00	\$0.00	\$2.55	\$0.00	\$2.55

Recycling									
Residential Curbside	\$1.65	\$0.00	\$1.65	\$0.03	\$0.00	\$0.00	\$1.68	\$0.00	\$1.68

Ancillary / Misc Fees									
Side Yard Assisted Service - medically justified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Side Yard Assisted Service - no medical justification	\$6.05	\$0.00	\$6.05	\$0.11	\$0.00	\$0.00	\$6.16	\$0.00	\$6.16
State Mandated Charge - Per Household	\$0.70	\$0.00	\$0.70	\$0.00	\$0.00	\$0.00	\$0.70	\$0.00	\$0.70
Bulky Waste Pickup - per pickup (limited to 5 yards)	\$76.76	\$0.25	\$76.51	\$1.34	\$9.52	\$0.10	\$77.95	\$0.13	\$78.08
Cart Replacement Charge ¹	Market Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Market Rate
Insufficient Funds / Returned Check Fee	\$30.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$30.00
Late Charge	2.5% of balance, \$5.00 minimum	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2.5% of balance, \$5.00 minimum
Non-Service Day Trip Charge	\$29.11	\$0.00	\$29.11	\$0.51	\$0.00	\$0.00	\$29.62	\$0.00	\$29.62
Residential Contamination Charge	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00
Residential Overage Charge	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00

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

[2] Contamination charges would apply to Residential Customers each time a Customers cart contains contaminants. Customer will be charged per cart/per collection after 2 warning notifications in a 12-month rolling period.

[3] Overage charges would apply to Residential Customers each time a Customers cart is overloaded. Customer will be charged per cart/per collection after 2 warning notifications in a 12-month rolling period



**Waste Management of Woodland
City of Woodland
Commercial Rate Adjustment Effective 1/1/20**

CPI % Change	1.75%	A
MSW Disposal Increase	1.02%	B1
Mixed Food Increase	1.48%	B2
MSW Disposal Capture	2.77%	C1
Mixed Food Disposal Capture	3.23%	C2

	Current Monthly Rate Effective 1/1/2019	Previous Period Disposal Catch Up (7/1/18 through 12/31/18)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month Disposal Catch Up (7/1/19 through 12/31/19)	New Monthly Rate w/ Disposal Catchup eff 1/1/2020
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	L=J+K
Trash Cart Rates									
1-64 Gallon Can	\$29.01	\$0.19	\$28.82	\$0.50	\$7.41	\$0.08	\$29.40	\$0.10	\$29.50
1-96 Gallon Can	\$36.88	\$0.28	\$36.60	\$0.64	\$11.12	\$0.11	\$37.35	\$0.15	\$37.50
Extra tag pickup	\$2.37	\$0.00	\$2.37	\$0.04	\$0.35	\$0.00	\$2.41	\$0.00	\$2.41
Extra toter pickup	\$7.57	\$0.04	\$7.53	\$0.13	\$1.82	\$0.02	\$7.68	\$0.03	\$7.71
Trash 1 Yard Bin									
1 x Week	\$73.89	\$0.21	\$73.68	\$1.29	\$8.25	\$0.08	\$75.05	\$0.11	\$75.16
2 x Week	\$121.74	\$0.43	\$121.31	\$2.12	\$16.48	\$0.17	\$123.60	\$0.23	\$123.83
Trash 1.5 Yard Bin									
1 x Week	\$93.02	\$0.32	\$92.70	\$1.62	\$12.37	\$0.13	\$94.45	\$0.17	\$94.62
2 x Week	\$157.58	\$0.64	\$156.94	\$2.75	\$24.74	\$0.25	\$159.94	\$0.34	\$160.28
3 x Week	\$221.57	\$0.96	\$220.61	\$3.86	\$37.11	\$0.38	\$224.85	\$0.51	\$225.36
Trash 2 Yard Bin									
1 x Week	\$112.74	\$0.43	\$112.31	\$1.97	\$16.48	\$0.17	\$114.45	\$0.23	\$114.68
2 x Week	\$191.38	\$0.85	\$190.53	\$3.33	\$32.98	\$0.34	\$194.20	\$0.46	\$194.66
3 x Week	\$270.09	\$1.28	\$268.81	\$4.70	\$49.46	\$0.51	\$274.02	\$0.69	\$274.71
4 x Week	\$348.71	\$1.70	\$347.01	\$6.07	\$65.96	\$0.68	\$353.76	\$0.91	\$354.67
5 x Week	\$427.41	\$2.13	\$425.28	\$7.44	\$82.43	\$0.84	\$433.56	\$1.14	\$434.70
6 x Week	\$505.56	\$2.55	\$503.01	\$8.80	\$98.93	\$1.01	\$512.82	\$1.37	\$514.19
Trash 3 Yard Bin									
1 x Week	\$145.21	\$0.64	\$144.57	\$2.53	\$24.74	\$0.25	\$147.35	\$0.34	\$147.69
2 x Week	\$254.24	\$1.28	\$252.96	\$4.43	\$49.46	\$0.51	\$257.90	\$0.69	\$258.59
3 x Week	\$363.11	\$1.92	\$361.19	\$6.32	\$74.21	\$0.76	\$368.27	\$1.03	\$369.30
4 x Week	\$447.14	\$2.55	\$444.59	\$7.78	\$98.93	\$1.01	\$453.38	\$1.37	\$454.75
5 x Week	\$581.04	\$3.18	\$577.86	\$10.11	\$123.69	\$1.27	\$589.24	\$1.72	\$590.96
6 x Week	\$690.10	\$3.82	\$686.28	\$12.01	\$148.41	\$1.52	\$699.81	\$2.06	\$701.87
Trash 4 Yard Bin									
1 x Week	\$182.57	\$0.85	\$181.72	\$3.18	\$32.98	\$0.34	\$185.24	\$0.46	\$185.70
2 x Week	\$323.63	\$1.70	\$321.93	\$5.63	\$65.96	\$0.68	\$328.24	\$0.91	\$329.15
3 x Week	\$464.82	\$2.55	\$462.27	\$8.09	\$98.93	\$1.01	\$471.37	\$1.37	\$472.74
4 x Week	\$605.83	\$3.40	\$602.43	\$10.54	\$131.91	\$1.35	\$614.32	\$1.83	\$616.15
5 x Week	\$760.04	\$4.25	\$755.79	\$13.23	\$164.90	\$1.69	\$770.71	\$2.29	\$773.00
6 x Week	\$888.12	\$5.10	\$883.02	\$15.45	\$197.87	\$2.02	\$900.49	\$2.74	\$903.23
Trash 6 Yard Bin									
1 x Week	\$239.55	\$1.28	\$238.27	\$4.17	\$49.46	\$0.51	\$242.95	\$0.69	\$243.64
2 x Week	\$433.33	\$2.55	\$430.78	\$7.54	\$98.93	\$1.01	\$439.33	\$1.37	\$440.70
3 x Week	\$634.96	\$3.82	\$631.14	\$11.04	\$148.41	\$1.52	\$643.70	\$2.06	\$645.76
4 x Week	\$881.81	\$5.10	\$876.71	\$15.34	\$197.87	\$2.02	\$894.07	\$2.74	\$896.81
5 x Week	\$1,102.20	\$6.38	\$1,095.82	\$19.18	\$247.32	\$2.53	\$1,117.53	\$3.43	\$1,120.96
6 x Week	\$1,345.27	\$7.65	\$1,337.62	\$23.41	\$296.81	\$3.04	\$1,364.07	\$4.12	\$1,368.19
Trash 8 Yard Bin									
1 x Week	\$293.09	\$1.67	\$291.42	\$5.10	\$64.95	\$0.66	\$297.18	\$0.90	\$298.08
2 x Week	\$536.75	\$3.35	\$533.40	\$9.33	\$129.92	\$1.33	\$544.06	\$1.80	\$545.86
3 x Week	\$795.77	\$5.02	\$790.75	\$13.84	\$194.87	\$1.99	\$806.58	\$2.70	\$809.28
4 x Week	\$1,144.42	\$6.70	\$1,137.72	\$19.91	\$259.82	\$2.66	\$1,160.29	\$3.60	\$1,163.89
5 x Week	\$1,427.72	\$8.37	\$1,419.35	\$24.84	\$324.79	\$3.32	\$1,447.51	\$4.50	\$1,452.01
6 x Week	\$1,781.70	\$10.05	\$1,771.65	\$31.00	\$389.74	\$3.99	\$1,806.64	\$5.40	\$1,812.04
Recycling Carts/Bins - All Sizes*									
1 x Week - per month/per bin	\$30.02	\$0.00	\$30.02	\$0.53	\$0.00	\$0.00	\$30.55	\$0.00	\$30.55
2 x Week - per month/per bin**	\$60.04	\$0.00	\$60.04	\$1.06	\$0.00	\$0.00	\$61.10	\$0.00	\$61.10
3 x Week - per month/per bin**	\$90.06	\$0.00	\$90.06	\$1.59	\$0.00	\$0.00	\$91.65	\$0.00	\$91.65
4 x Week - per month/per bin**	\$120.08	\$0.00	\$120.08	\$2.12	\$0.00	\$0.00	\$122.20	\$0.00	\$122.20
5 x Week - per month/per bin**	\$150.10	\$0.00	\$150.10	\$2.65	\$0.00	\$0.00	\$152.75	\$0.00	\$152.75
Mixed Organics - 35 Gallon									
1 x Week	\$24.55	\$0.70	\$23.85	\$0.42	\$10.62	\$0.16	\$24.43	\$0.17	\$24.60
2 x Week	\$49.06	\$1.40	\$47.66	\$0.83	\$21.22	\$0.31	\$48.80	\$0.34	\$49.14
3 x Week	\$73.61	\$2.10	\$71.51	\$1.25	\$31.84	\$0.47	\$73.23	\$0.51	\$73.74
4 x Week	\$98.17	\$2.81	\$95.36	\$1.67	\$42.46	\$0.63	\$97.66	\$0.68	\$98.34
5 x Week	\$122.71	\$3.51	\$119.20	\$2.09	\$53.08	\$0.78	\$122.07	\$0.86	\$122.93
Mixed Organics - 64 Gallon									
1 x Week	\$34.28	\$1.28	\$33.00	\$0.58	\$19.41	\$0.29	\$33.87	\$0.31	\$34.18
2 x Week	\$68.57	\$2.57	\$66.00	\$1.16	\$38.83	\$0.57	\$67.73	\$0.63	\$68.36
3 x Week	\$102.85	\$3.85	\$99.00	\$1.73	\$58.23	\$0.86	\$101.59	\$0.94	\$102.53
4 x Week	\$137.14	\$5.13	\$132.01	\$2.31	\$77.65	\$1.15	\$135.47	\$1.25	\$136.72
5 x Week	\$171.41	\$6.41	\$165.00	\$2.89	\$97.06	\$1.43	\$169.32	\$1.57	\$170.89
2 Yard Mixed Organics Bin									
1 x Week	\$172.92	\$2.22	\$170.70	\$2.99	\$33.63	\$0.50	\$174.19	\$0.54	\$174.73
2 x Week	\$294.71	\$4.45	\$290.26	\$5.08	\$67.29	\$0.99	\$296.33	\$1.09	\$297.42
3 Yard Mixed Organics Bin									
1 x Week	\$237.77	\$3.33	\$234.44	\$4.10	\$50.47	\$0.74	\$239.28	\$0.81	\$240.09
2 x Week	\$417.70	\$6.67	\$411.03	\$7.19	\$100.93	\$1.49	\$419.71	\$1.63	\$421.34

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

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

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

Extra Pickup Fees									
Overloaded Container - First Cubic Yard (No Dismount Required)	\$7.64	\$0.05	\$7.59	\$0.13	\$1.87	\$0.02	\$7.74	\$0.03	\$7.77
Overloaded Container - Each Cubic Yard in excess of 1 (No Dismount Required)	\$3.02	\$0.05	\$2.97	\$0.05	\$1.87	\$0.02	\$3.04	\$0.03	\$3.07
Additional Pickup, 1 Cubic Yard Bin	\$43.78	\$0.05	\$43.73	\$0.77	\$1.87	\$0.02	\$44.52	\$0.03	\$44.55
Additional Pickup, 1.5 Cubic Yard Bin	\$45.27	\$0.07	\$45.20	\$0.79	\$2.80	\$0.03	\$46.02	\$0.04	\$46.06
Additional Pickup, 2 Cubic Yard Bin	\$46.75	\$0.09	\$46.66	\$0.82	\$3.72	\$0.04	\$47.52	\$0.05	\$47.57
Additional Pickup, 3 Cubic Yard Bin	\$49.81	\$0.15	\$49.66	\$0.87	\$5.60	\$0.06	\$50.59	\$0.08	\$50.67
Additional Pickup, 4 Cubic Yard Bin	\$52.60	\$0.19	\$52.41	\$0.92	\$7.48	\$0.08	\$53.41	\$0.10	\$53.51
Additional Pickup, 6 Cubic Yard Bin	\$58.76	\$0.29	\$58.47	\$1.02	\$11.18	\$0.11	\$59.60	\$0.16	\$59.76
Additional Trip to Customer Location at Customer Request	\$29.11	\$0.00	\$29.11	\$0.51	\$0.00	\$0.00	\$29.62	\$0.00	\$29.62
Temporary Bin									
3 Yard Temporary Bin	\$172.83	\$0.15	\$172.68	\$3.02	\$5.60	\$0.06	\$175.76	\$0.08	\$175.84
Ancillary / Misc Fees									
State Mandated Fee - per yard times 4.3 (weeks per month)	\$0.25	\$0.00	\$0.25	\$0.00	\$0.00	\$0.00	\$0.25	\$0.00	\$0.25
Dismount and Push Charge per Bin Serviced per Week	\$6.16	\$0.00	\$6.16	\$0.11	\$0.00	\$0.00	\$6.27	\$0.00	\$6.27
Key Charge per Bin Serviced per Week	\$7.32	\$0.00	\$7.32	\$0.13	\$0.00	\$0.00	\$7.45	\$0.00	\$7.45
Enclosure Charge per Bin Serviced per Week	\$8.08	\$0.00	\$8.08	\$0.14	\$0.00	\$0.00	\$8.22	\$0.00	\$8.22
Gate Service Charge per Bin Serviced per Week	\$8.08	\$0.00	\$8.08	\$0.14	\$0.00	\$0.00	\$8.22	\$0.00	\$8.22
Long Walk (more then 20 feet) per Bin Serviced per Week	\$19.34	\$0.00	\$19.34	\$0.34	\$0.00	\$0.00	\$19.68	\$0.00	\$19.68
Maximum Additional Weekly Charges per Bin Serviced per Week	\$25.06	\$0.00	\$25.06	\$0.44	\$0.00	\$0.00	\$25.50	\$0.00	\$25.50
Scout Truck (Container Truck) Container Pull Out	\$34.94	\$0.00	\$34.94	\$0.61	\$0.00	\$0.00	\$35.55	\$0.00	\$35.55
Extra per yard charge for Customers Pre-compacting Trash	\$22.94	\$0.19	\$22.75	\$0.40	\$7.48	\$0.08	\$23.23	\$0.10	\$23.33
Commercial Sweeping Charge	\$7.63	\$0.00	\$7.63	\$0.13	\$0.00	\$0.00	\$7.76	\$0.00	\$7.76
Bad / Returned Check Fee	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
Snapshot Fee - Per Occurrence ¹	\$52.90	\$0.00	\$52.90	\$0.93	\$0.00	\$0.00	\$53.83	\$0.00	\$53.83
Inactivity Fee - Per Day (No activity for over 14 days) ²	\$11.91	\$0.00	\$11.91	\$0.21	\$0.00	\$0.00	\$12.12	\$0.00	\$12.12
Inactivity Fee - Maximum per month ²	\$178.71	\$0.00	\$178.71	\$3.13	\$0.00	\$0.00	\$181.84	\$0.00	\$181.84
Reactivation Fee - due to non-payment ³	\$37.03	\$0.00	\$37.03	\$0.65	\$0.00	\$0.00	\$37.68	\$0.00	\$37.68
Container Exchange Fee ⁴	\$158.70	\$0.00	\$158.70	\$2.78	\$0.00	\$0.00	\$161.48	\$0.00	\$161.48
Delivery Fee ⁵	\$158.70	\$0.00	\$158.70	\$2.78	\$0.00	\$0.00	\$161.48	\$0.00	\$161.48
Late Charge	2.5% of balance, \$5.00 minimum	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2.5% of balance, \$5.00 minimum
Contamination Charge - per occurrence ⁶	\$99.45	\$0.00	\$99.45	\$1.74	\$0.00	\$0.00	\$101.19	\$0.00	\$101.19
Cart Swap / Cleaning Charge	\$57.58	\$0.00	\$57.58	\$1.01	\$0.00	\$0.00	\$58.59	\$0.00	\$58.59
Bin Swap / Cleaning Charge	\$130.87	\$0.00	\$130.87	\$2.29	\$0.00	\$0.00	\$133.16	\$0.00	\$133.16

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

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

[2] The Inactivity service fee would be charged if a Customer has a Debris Box, temporary Bin, or Compactor longer than the 14-day rental period without scheduling a pickup. On the 15th day and going forward, the customer would be charged an additional \$12.12 per day. The maximum fee per month is \$181.84.

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

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

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

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



**Waste Management of Woodland
City of Woodland
Debris (RO) Box Rate Adjustment Effective 1/1/20**

CPI % Change	1.75%	A
MSW Disposal Increase	1.02%	B1
Green Waste Disposal Increase	1.95%	B2
Mixed Food Increase	1.48%	B3
C&D Disposal Increase	7.90%	B4
MSW Disposal Capture	2.77%	C1
Green Waste Disposal Capture	3.70%	C2
Mixed Food Disposal Capture	3.23%	C3
C&D Disposal Capture	9.65%	C4

Current Disposal Costs	
Municipal Solid Waste	\$51.88
Green Waste	\$56.00
Mixed Food / Green	\$64.00
C&D	\$62.50
Clean Wood	\$0.00
Mixed Wood	\$56.00
OCC	\$0.00
Recycle	\$0.00

	Current Monthly Rate Effective 1/1/2019	Previous Period Disposal Catch Up (7/1/18 through 12/31/18)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month - Disposal Catch Up (7/1/19 through 12/31/19)	New Monthly Rate w/ Disposal Catchup eff 1/1/2020
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	L=J+K
MSW - Haul Rate									
20 Yards - Includes 2 tons	\$247.75	\$2.39	\$245.36	\$4.29	\$92.53	\$0.95	\$250.60	\$1.28	\$251.88
25 Yards - Includes 2.5 tons	\$309.84	\$2.98	\$306.86	\$5.37	\$115.65	\$1.18	\$313.41	\$1.60	\$315.01
30 Yards - Includes 3 tons	\$371.44	\$3.58	\$367.86	\$6.44	\$138.78	\$1.42	\$375.72	\$1.92	\$377.64
40 Yards - Includes 4 tons	\$495.27	\$4.77	\$490.50	\$8.58	\$185.02	\$1.89	\$500.97	\$2.57	\$503.54
50 Yards - Includes 5 tons	\$603.74	\$5.96	\$597.78	\$10.46	\$231.28	\$2.37	\$610.61	\$3.21	\$613.82
Green Waste - Haul Rate									
20 Yards - Includes 2 tons	\$239.72	\$0.00	\$239.72	\$4.20	\$93.01	\$1.82	\$245.74	\$1.72	\$247.46
25 Yards - Includes 2.5 tons	\$299.81	\$0.00	\$299.81	\$5.25	\$116.27	\$2.27	\$307.33	\$2.15	\$309.48
30 Yards - Includes 3 tons	\$359.43	\$0.00	\$359.43	\$6.29	\$139.53	\$2.73	\$368.45	\$2.58	\$371.03
40 Yards - Includes 4 tons	\$479.27	\$0.00	\$479.27	\$8.39	\$186.04	\$3.63	\$491.29	\$3.45	\$494.74
50 Yards - Includes 5 tons	\$583.73	\$0.00	\$583.73	\$10.22	\$232.54	\$4.54	\$598.49	\$4.31	\$602.80
Mixed Wood - Haul Rate									
20 Yards - Includes 2 tons	\$250.31	\$0.00	\$250.31	\$4.38	\$103.12	\$2.01	\$256.70	\$1.91	\$258.61
25 Yards - Includes 2.5 tons	\$313.04	\$0.00	\$313.04	\$5.48	\$128.90	\$2.52	\$321.04	\$2.39	\$323.43
30 Yards - Includes 3 tons	\$375.31	\$0.00	\$375.31	\$6.57	\$154.68	\$3.02	\$384.90	\$2.86	\$387.76
40 Yards - Includes 4 tons	\$500.43	\$0.00	\$500.43	\$8.76	\$206.24	\$4.03	\$513.22	\$3.82	\$517.04
50 Yards - Includes 5 tons	\$610.21	\$0.00	\$610.21	\$10.68	\$257.81	\$5.04	\$625.93	\$4.77	\$630.70
C&D - Haul Rate									
20 Yards - Includes 2 tons	\$255.55	(\$9.96)	\$265.51	\$4.65	\$87.85	\$6.94	\$277.10	\$4.24	\$281.34
25 Yards - Includes 2.5 tons	\$319.62	(\$12.45)	\$332.07	\$5.81	\$109.82	\$8.67	\$346.55	\$5.30	\$351.85
30 Yards - Includes 3 tons	\$383.18	(\$14.94)	\$398.12	\$6.97	\$131.78	\$10.41	\$415.50	\$6.36	\$421.86
40 Yards - Includes 4 tons	\$510.94	(\$19.92)	\$530.86	\$9.29	\$175.71	\$13.88	\$554.03	\$8.48	\$562.51
50 Yards - Includes 5 tons	\$623.33	(\$24.90)	\$648.23	\$11.34	\$219.62	\$17.35	\$676.92	\$10.60	\$687.52
Clean Wood - Haul Rate									
20 Yards	\$129.43	\$0.00	\$129.43	\$2.27	\$0.00	\$0.00	\$131.70	\$0.00	\$131.70
25 Yards	\$161.94	\$0.00	\$161.94	\$2.83	\$0.00	\$0.00	\$164.77	\$0.00	\$164.77
30 Yards	\$193.97	\$0.00	\$193.97	\$3.39	\$0.00	\$0.00	\$197.36	\$0.00	\$197.36
40 Yards	\$258.66	\$0.00	\$258.66	\$4.53	\$0.00	\$0.00	\$263.19	\$0.00	\$263.19
50 Yards	\$308.01	\$0.00	\$308.01	\$5.39	\$0.00	\$0.00	\$313.40	\$0.00	\$313.40
Old Corrugated Cardboard (OCC) - Haul Rate									
20 Yards	\$129.43	\$0.00	\$129.43	\$2.27	\$0.00	\$0.00	\$131.70	\$0.00	\$131.70
25 Yards	\$161.94	\$0.00	\$161.94	\$2.83	\$0.00	\$0.00	\$164.77	\$0.00	\$164.77
30 Yards	\$193.97	\$0.00	\$193.97	\$3.39	\$0.00	\$0.00	\$197.36	\$0.00	\$197.36
40 Yards	\$258.66	\$0.00	\$258.66	\$4.53	\$0.00	\$0.00	\$263.19	\$0.00	\$263.19
50 Yards	\$308.01	\$0.00	\$308.01	\$5.39	\$0.00	\$0.00	\$313.40	\$0.00	\$313.40
Recycle - Haul Rate									
20 Yards	\$129.43	\$0.00	\$129.43	\$2.27	\$0.00	\$0.00	\$131.70	\$0.00	\$131.70
25 Yards	\$161.94	\$0.00	\$161.94	\$2.83	\$0.00	\$0.00	\$164.77	\$0.00	\$164.77
30 Yards	\$193.97	\$0.00	\$193.97	\$3.39	\$0.00	\$0.00	\$197.36	\$0.00	\$197.36
40 Yards	\$258.66	\$0.00	\$258.66	\$4.53	\$0.00	\$0.00	\$263.19	\$0.00	\$263.19
50 Yards	\$308.01	\$0.00	\$308.01	\$5.39	\$0.00	\$0.00	\$313.40	\$0.00	\$313.40
Concrete / Dirt									
15 Yards - no included tonnage	\$177.72	\$0.00	\$177.72	\$3.11	\$0.00	\$0.00	\$180.83	\$0.00	\$180.83
Compactor Rates									
Haul Rate - Per Yard - includes tonnage	\$21.13	\$0.05	\$21.08	\$0.37	\$1.87	\$0.02	\$21.47	\$0.03	\$21.50

Ancillary / Misc Fees									
State Mandated Fee - Per yard times 4.3 weeks/month	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25	\$0.00	\$0.25
Debris Box Roll-Top Fee Per Haul	\$26.18	\$0.00	\$26.18	\$0.46	\$0.00	\$0.00	\$26.64	\$0.00	\$26.64
Bad / Returned Check Fee	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
Snapshot Fee - Per Occurrence ¹	\$52.90	\$0.00	\$52.90	\$0.93	\$0.00	\$0.00	\$53.83	\$0.00	\$53.83
Trip Charge ²	\$104.74	\$0.00	\$104.74	\$1.83	\$0.00	\$0.00	\$106.57	\$0.00	\$106.57
Inactivity Fee - Per Day (No activity for over 14 days) ³	\$11.91	\$0.00	\$11.91	\$0.21	\$0.00	\$0.00	\$12.12	\$0.00	\$12.12
Inactivity Fee - Maximum per month ³	\$178.71	\$0.00	\$178.71	\$3.13	\$0.00	\$0.00	\$181.84	\$0.00	\$181.84
Reactivation Fee - due to non-payment ⁴	\$37.03	\$0.00	\$37.03	\$0.65	\$0.00	\$0.00	\$37.68	\$0.00	\$37.68
Container Exchange Fee ⁵	\$158.70	\$0.00	\$158.70	\$2.78	\$0.00	\$0.00	\$161.48	\$0.00	\$161.48
Delivery Fee ⁶	\$158.70	\$0.00	\$158.70	\$2.78	\$0.00	\$0.00	\$161.48	\$0.00	\$161.48
Late Charge	2.5% of balance, \$5.00 minimum	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2.5% of balance, \$5.00 minimum
Debris Box Fuel Surcharge ⁷	See below	N/A	N/A	N/A	N/A	N/A	N/A	N/A	See below
Contamination Fee ⁸	See below	N/A	N/A	N/A	N/A	N/A	N/A	N/A	See below

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

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

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

[3] The Inactivity service fee would be charged if a Customer has a Debris Box, temporary Bin, or Compactor longer than the 14-day rental period without scheduling a pickup. On the 15th day and going forward, the customer would be charged an additional \$12.12 per day. The maximum fee per month is \$181.84.

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

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

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

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

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



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

CPI ADJUSTMENT CALCULATION		
CPI Adjustment 2018 to 2019:		
Consumer Price Index (CPI for <i>All Urban Consumers</i>) ¹		
Index August 2019	256.558	A
Index August 2018	252.146	B
Percentage change of index	1.75%	C = (A-B)/B
Contractually allowed maximum % of CPI (Section 7.3)	5%	I
Allowed Price Adjustment: Lower of Annual CPI Adjustment (C) or contractually allowed max. % increase (I)	1.75%	J
Internet Hyperlink to Indices:		
http://data.bls.gov/cgi-bin/srgate		



Waste Management of Woodland
City of Woodland
CPI Adjustment Calculation

Consumer Price Index - All Urban Consumers

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Aug-19	256.558
Aug-18	252.146

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	240.007	238.778	241.237
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	245.12	244.076	246.163
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	251.107	250.089	252.125
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558						254.412	

**Waste Management of Woodland
City of Woodland
Disposal Increase Calculations**

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

Yolo County Landfill - MSW Disposal Adj Calc		
2019 Disposal Rate - 7/1/19	\$51.88	A
2018 Disposal Rate - 7/1/18	\$50.48	B
Inc (Dec) in Disposal Rate	\$1.40	C=A-B
% Inc (Dec) in Disposal Rate	2.77%	D=C/B
CPI Adj %	1.75%	E
% Inc (Dec) in Disposal Rate Adjustment	1.02%	F=D-E

Yolo County Landfill - Green Waste Disposal Adj Calc		
2019 Disposal Rate - 7/1/19	\$56.00	A
2018 Disposal Rate - 7/1/18	\$54.00	B
Inc (Dec) in Disposal Rate	\$2.00	C=A-B
% Inc (Dec) in Disposal Rate	3.70%	D=C/B
CPI Adj %	1.75%	E
% Inc (Dec) in Disposal Rate Adjustment	1.95%	F=D-E

Yolo County Landfill - Mixed Green / Food Waste		
2019 Disposal Rate - 7/1/19	\$64.00	A
2018 Disposal Rate - 7/1/18	\$62.00	B
Inc (Dec) in Disposal Rate	\$2.00	C=A-B
% Inc (Dec) in Disposal Rate	3.23%	D=C/B
CPI Adj %	1.75%	E
% Inc (Dec) in Disposal Rate Adjustment	1.48%	F=D-E

Yolo County Landfill - C&D Disposal Adj Calc		
2019 Disposal Rate - 7/1/19	\$62.50	A
2018 Disposal Rate - 7/1/18	\$57.00	B
Inc (Dec) in Disposal Rate	\$5.50	C=A-B
% Inc (Dec) in Disposal Rate	9.65%	D=C/B
CPI Adj %	1.75%	E
% Inc (Dec) in Disposal Rate Adjustment	7.90%	F=D-E

Yolo County Landfill - MSW Disposal History	
Year	Disposal Rate
2019 Disposal Rate - 7/1/19	\$51.88
2nd 2018 Disposal Rate - 11/04/18	\$50.48
1st 2018 Disposal Rate - 7/1/18	\$46.55
2017 Disposal Rate - 7/1/17	\$45.20
2016 Disposal Rate - 7/1/16	\$43.87
2015 Disposal Rate - 7/1/15	\$42.72
2014 Disposal Rate - 7/1/14	\$41.71
2013 Disposal Rate - 7/1/13	\$40.58
2012 Disposal Rate - 7/1/12	\$39.63
2011 Disposal Rate - 7/1/11	\$38.78

Yolo County Landfill - Green Waste Disposal History	
Year	Disposal Rate
2019 Disposal Rate - 7/1/19	\$56.00
2018 Disposal Rate - 7/1/18	\$54.00
2017 Disposal Rate - 7/1/17	\$54.00
2016 Disposal Rate - 7/1/16	\$52.00
2015 Disposal Rate - 7/1/15	\$36.00

Yolo County Landfill - Mixed Green / Food History	
Year	Disposal Rate
2019 Disposal Rate - 7/1/19	\$64.00
2018 Disposal Rate - 7/1/18	\$62.00
2017 Disposal Rate - 7/1/17	\$54.00
2016 Disposal Rate - 7/1/16	\$52.00
2015 Disposal Rate - 7/1/15	\$36.00

Yolo County Landfill - C&D Disposal History	
Year	Disposal Rate
2019 Disposal Rate - 7/1/19	\$62.50
2018 Disposal Rate - 7/1/18	\$57.00
2017 Disposal Rate - 1/1/17	\$69.50
2016 Disposal Rate - 7/1/16	\$57.00
2015 Disposal Rate - 7/1/15	\$49.00



**Waste Management of Woodland
City of Woodland
Requested Rates**

Requested Service	Service Portion	Disposal Portion	<i>New Monthly Eff 1/1/2020 (no disposal catchup)</i>
2 Yard Organics Bin - 3 x Week	\$319.22	\$100.89	\$420.11
3 Yard Organics Bin - 3 x Week	\$451.16	\$151.41	\$602.57



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.9.
SUBJECT: Approve Contract Amendment with Unico Engineering for the Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24

Recommendation for Action: Staff recommends that the City Council Adopt Resolution No. _____, to approve the second amendment to the consultant services agreement for construction management, inspection, and testing services with Unico Engineering Inc., for an additional amount not to exceed \$70,476.33.

Staff Contact:

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

Fiscal Impact

The project is funded in the current Capital Budget with \$2,923,791. This is comprised of \$2,372,566 Federal Transportation Grant funding, \$250,000 Road Development funding and \$301,225 in Capital Project funding (pass through developer funding from adjacent projects).

The original consultant services agreement with Unico Engineering was for \$259,173.99. The first amendment of \$25,128.27, was previously approved and within the Council approved 10% contingency. The second amendment is for an amount not to exceed \$70,476.33, resulting in a total amended contract amount of \$354,778.59. Accounting for all project expenditures to date and any anticipated remaining expenditures, sufficient budget remains to cover this contract amendment and complete the project.

There is no impact to the General Fund.

Background

The Interstate 5/County Road 102 Interchange Project was completed at the end of 2012 and included the following components:

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

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

Discussion

The City Council approved plans and specifications on December 4, 2018, and the Project was advertised for bid on February 1, 2019. Empire Landscape, Inc. was the lowest responsible bidder and was awarded the contract in the amount of \$1,801,322 on April 2, 2019.

Staff selected Unico Engineering for construction management, specialized inspection and material testing services for the project, through a qualifications based selection process. On April 2, 2019, Unico was awarded a contract for \$259,173.99, which was based upon the number of days anticipated to complete the project.

During construction, the project encountered a few challenges including design conflicts requiring PGE coordination, late delivery of materials, and amendments to the Caltrans encroachment permit. This resulted in the need to extend the construction contract beyond the original completion date. A result of extending the construction contract, the construction management contract with Unico Engineering needs to be amended in order to provide inspection and material testing through the new completion date of the project.

The project is currently under construction and staff expects to have the project and plant establishment period completed by spring of 2020.

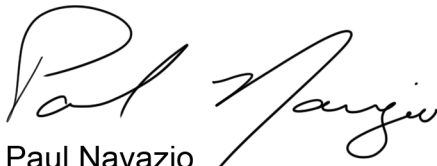
Conclusion

Staff recommends that the City Council Adopt Resolution No. _____, to approve the second amendment to the consultant services agreement for construction management, inspection, and testing services with Unico Engineering Inc., for an additional amount not to exceed \$70,476.33.

Prepared By: Sara Andreotti, Engineering Assistant

Reviewed By: Brent Meyer, City Engineer

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



Paul Navazio
City Manager

Attachments:

1. Resolution

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE SECOND CONTRACT AMENDMENT WITH UNICO
ENGINEERING INC., FOR THE INTERSTATE 5/COUNTY ROAD 102
INTERCHANGE LANDSCAPING PROJECT, CIP 11-24.**

WHEREAS, the project is identified in the current capital budget as Interstate 5/County Road 102 Interchange Landscaping Project, CIP 11-24 (“Project”) with a budget of \$2,923,791; and

WHEREAS, the City approved an agreement with Unico Engineering, Inc. on April of 2019 to have the construction management, inspection and testing performed by an experienced consultant that was selected by a qualifications based selection process; and

WHEREAS, the original contract was awarded in the amount of \$259,173.99, and was increased by \$25,128.27 with the first amendment within prior Council authorization for contingency; and

WHEREAS, the City Council wishes to approve a second contract amendment not to exceed \$70,476.33, for a new contract total amount of \$354,778.59, to provide additional Construction Management and Inspection Services through the completion of the project.

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

Section 1. The City Council hereby approves the second amendment to the consultant services agreement with Unico Engineering, Inc. in the amount not to exceed \$70,476.33 for a total contract amount of \$354,778.59. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the consultant services agreement does not change.

Section 2. A copy of the above mentioned contract is available and on file in the City Clerk’s office, and is incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this 17th day of December 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.10.
SUBJECT: Approve the 2019 Open Channel Weed Abatement Services Contract with DSB Excavating and Grading

Recommendation for Action: Staff recommends that the City Council approve the 2019 open channel weed abatement services contract with DSB Excavating and Grading in the amount of \$77,190.

Staff Contact:

Rob Sanders, Public Works O&M Infrastructure Administrator, (530) 661-5959,
rob.sanders@cityofwoodland.org

Fiscal Impact:

None. This work was identified and approved in our current FY2020 Storm Water budget.

Background:

Our City storm system has many different components to it that are necessary to keep seasonal storm water moving uninhibited throughout the system, one of them is our open storm channels. These channels provide a conduit for storm water leaving our internal infrastructure to the Yolo Bypass. In order to keep these waters moving freely, City staff performs annual weed abatement throughout the system by the means of contract services. Without doing so, the channels would become restricted and cause potential flooding in the surrounding areas.

Discussion:

The City has several miles of open storm channels that need to be free of vegetation to allow storm water to transverse freely though our system. To accomplish this, the Public Works Department contracts annually with various vendors to perform weed abatement services throughout our open storm channels. This year, a contract was executed with DSB Excavating and Grading who was the lowest responsible bidder. However, a contract was executed and work performed without prior Council approval. Staff is recommending Council approval of the contract in order to authorize payment to the contractor for services rendered. Funding for the this contract was included in the approved FY2019/20 budget through appropriations from the Storm Water Fund.

Conclusion:

Staff recommends that the City Council approve the 2019 open channel weed abatement services contract with DSB Excavating and Grading in the amount of \$77,190.

Prepared By: Rob Sanders, Public Works O&M Infrastructure Administrator

Reviewed By: Paul Navazio, City Manager



Paul Navazio
City Manager

Attachments:

1. Storm Water Weed Abatement Services Resolution 2019

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE
2019 OPEN CHANNEL WEED ABATEMENT SERVICES CONTRACT WITH DSB EXCAVATING
AND GRADING IN THE AMOUNT OF \$77,190.00**

WHEREAS, approval is needed from the Woodland City Council to enter into a weed abatement services agreement with DSB Excavating and Grading in the amount of seventy-seven thousand, one hundred ninety dollars and no cents (\$77,190.00); and

WHEREAS, this type of annual maintenance is required to keep open storm water channels free of restrictive vegetation growth; and

WHEREAS, by doing so keeps storm water leaving our internal infrastructure moving freely through our open storm water channels preventing flooding in the outlying areas of the City;

WHEREAS, DSB Excavating and Grading was the low qualified bidder in the amount of seventy-seven thousand, one hundred ninety dollars and no cents (\$77,190.00); and

WHEREAS, funding for this service has been previously approved in the current FY2020 storm water budget, and no additional funds are being requested.

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. That the City Council hereby authorizes staff to move forward with the 2019 open channel weed abatement services agreement with DSB Excavating and Grading in the amount of seventy-seven thousand, one hundred ninety dollars and no cents (\$77,190.00).

PASSED AND ADOPTED this 17th day of December, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

ATTEST: _____

Ana Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL

AGENDA: City Council Regular Meeting

DATE: December 17, 2019

ITEM #: J.11.

SUBJECT: Approve Consultant Agreement for the Gibson Road Rehabilitation – West St to CR 98 Project; CIP 20-08

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services agreement with Bennett Engineering Services, in an amount not to exceed \$350,000 for the Project and authorize the City Manager to execute the agreement and amendments as necessary up to 15% (\$52,500).

Staff Contact:

Diana Ayón, Senior Associate Civil Engineer, (530) 661-5967, diana.ayon@cityofwoodland.org

Fiscal Impact:

The approved Capital Budget currently includes \$677,700 for the project consisting of \$600,000 in Sacramento Area Council of Governments (SACOG) grant funding and \$77,700 in Road Maintenance and Rehabilitation Account (RMRA) funding.

There is no impact to the General Fund.

Background:

In the Summer of 2018, the City submitted an application requesting funding for design and construction of the project through the SACOG State Active Transportation Program (ATP). When the Project was not selected to receive funding through this program, the City resubmitted an application requesting funding through the Regional ATP program. The City was selected to receive \$600K in design funding for the project. The approved Capital Budget includes this \$600K plus the local match for design.

In 2018, the City submitted an application to Caltrans and received \$216K in 2018 Highway Safety Improvement Program (HSIP) funding for construction of a pedestrian actuated lighted crossing at California Street and W. Gibson Road. In spring of 2019, the City reapplied through SACOG for the 2019 Regional Funding Round for \$3M in construction funds, which is the maximum award amount for the program. The project was selected to receive the full \$3M in construction funding. This future year grant funding and associated local match will be included in the 20/21 Capital Budget update for the project.

The project will improve the highly traveled, mile-long, residential corridor on W. Gibson Road from County Road 98 to West Street. Project improvements include pavement rehabilitation, restriping narrower travel lanes to slow traffic, adding buffered bike lanes, constructing ADA compliant curb ramps and sidewalk repairs, installing drainage improvements, and completing traffic signal improvements to include bicycle and pedestrian actuation. The Project also includes installing a pedestrian actuated lighted crossing at California Street and lane reconfigurations or “Road Diet” that will reduce travel lanes between Cottonwood Street and West Street from 4-lanes to a 3-lane corridor consisting of two narrow travel lanes and a two-way left turn lane. These improvements will transform this segment of W. Gibson Road into a complete street providing improved bicycle, pedestrian and vehicle facilities to ensure the corridor meets the needs of all modes of travel.

Discussion:

In July 2019, staff released a Request for Qualifications for three roadway rehabilitation projects: Gibson Road – East to West streets, Gibson Road – West to CR 98 and Matmor Road/Gum Avenue. Statements of Qualification were received from eight interested consulting teams that were reviewed, scored and ranked by staff.

Laugenour & Meikle was selected to design the Gibson Road Bicycle/Pedestrian Mobility Project – East to West Street, CIP 20-01. This project design contract is locally funded and was approved by Council on October 15, 2019.

Bennett Engineering Services was selected to design the Gibson Road Rehabilitation – West Street to CR 98 Project, CIP 20-08. This project design contract is grant funded and is in the Caltrans audit and consultant contract approval process, per the grant funding requirements. To avoid any delays in starting the project, staff is requesting that Council approve the consultant agreement in an amount not to exceed \$350,000, which will be executed after completion of the Caltrans contract approval process. Public outreach will be conducted during the design phase of the project. Staff anticipates project design complete and ready for bid by late 2020.

Separating the Gibson corridor into two design projects allowed the City the ability to begin design work on the East to West street portion of the project immediately while still complying with the funding guidelines for the West to CR 98 corridor. It was important that we avoided any delays in starting the East to West segment of the project as it coordinates with the 2020 Sewer and Water Main Replacement Project (CIP 20-07) which will be constructed this spring/summer.

The 2020 Sewer and Water Main Replacement Project, CIP 20-07 is intended to make necessary sewer and water improvements and address any sewer or water utilities in conflict with the roadway project. The utility project will be complete during the 2020 construction year to allow starting the roadway reconstruction in early 2021.

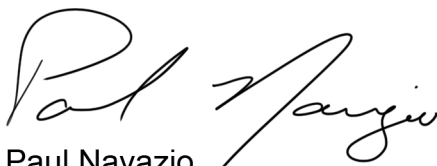
Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services agreement with Bennett Engineering Services, in an amount not to exceed \$350,000 for the Project and authorize the City Manager to execute the agreement and amendments as necessary up to 15% (\$52,500).

Prepared By: Diana Ayon, Senior Associate Civil Engineer

Reviewed By: Brent Meyer, City Engineer

Ken Hiatt, Assistant City Manager/Community & Economic Development



Paul Navazio
City Manager

Attachments:

1. Resolution

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
APPROVE THE CONSULTANT AGREEMENT WITH BENNETT ENGINEERING
SERVICES FOR THE GIBSON ROAD REHABILITATION – WEST STREET TO
COUNTY ROAD 98 PROJECT, CIP 20-08**

WHEREAS, the City of Woodland has funding in the Capital Budget for the Gibson Road Rehabilitation – West Street to CR 98, CIP 20-08 (the “Project”), to improve the W. Gibson Road corridor between West Street to CR 98; and

WHEREAS, the Capital Budget includes \$600,000 of Sacramento Area Council of Governments (SACOG) grant funding and \$77,700 of RMRA local match funding for Project design, for a total Project budget of \$677,700; and

WHEREAS, the City wishes to enter into and approve the consultant services agreement with Bennett Engineering Services through the adoption of this Resolution.

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

Section 1. The City Council hereby approves the consultant services agreement with Bennett Engineering Services, in an amount not to exceed \$350,000 for the Gibson Road Rehabilitation – West Street to CR 98 Project, CIP 20-08, and authorize the City Manager to execute the agreement and amendments as necessary up to 15% (\$52,500).

PASSED AND ADOPTED this 17th day of December 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Rich Lansburgh, Mayor

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.12.
SUBJECT: First Amendment to the FY20 Landscape Maintenance Contract for Zone 3

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a contract amendment in the amount of \$69,165.00 for new landscape areas with Figueroa Landscape Company for Landscape Maintenance Services in the Spring Lake area.

Staff Contact:

Jordan Power, Management Analyst, (530) 661-5885, Jordan.Power@Cityofwoodland.org

Fiscal Impact:

The total cost for additional landscape maintenance for FY20 will be \$34,582.50. This area is within the Spring Lake Lighting and Landscape District and will be funded out of the current approved budget. However, this cost is only for 6-months. Therefore, the total contract amendment is \$69,165.00 for annual cost of service moving forward. The new total contract amount will be \$294,168.16.

Background:

On May 21, 2019, through Resolution No. 7279, the City Council authorized a contract with Figueroa Landscape Company for landscape maintenance services in City maintenance "Zone 3", better known as Spring Lake. Services provided under this contract include maintenance of parks, City facilities, sound wall vegetation, median strips, and lighting and landscaping districts with a total annual cost of \$225,003.16. The original contract included the landscape areas that were constructed, and the City's responsibility to maintain, at the time into which the maintenance contract was entered.

Funding for contract services comes from the Spring Lake landscape and lighting district.

Discussion:

With construction of new residential developments moving at a rapid pace, particularly in the Spring Lake area, additional public landscape areas will need to be continuously added to the City's landscape maintenance contract. The City is responsible for maintaining these newly constructed landscape areas once they have been accepted by the City Council and the warranty period is completed. As the City contracts with Figueroa Landscape Company to complete this responsibility, the new landscapes will need to be added to the existing contract as they come online.

Landscapes included in this amendment are anticipated to become the City's responsibility before the end of the current contract. Services provided to this new area will mirror the services provided under the current contract.

The amendment will increase the compensation of the current contract to not exceed \$294,168.16. These costs will be ongoing.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a contract amendment in the amount of \$69,165.00 for new landscape areas with Figueroa Landscape Company for Landscape Maintenance Services in the Spring Lake area.

Prepared by: Jordan Power, Management Analyst

Reviewed by: Christine Engel, Community Services Director



Paul Navazio
City Manager

Attachments:

1. Resolution - First Amendment Zone 3 Landscape Maintenance (PDF)
2. First Amendment - Zone 3 Landscape Maintenance Services (PDF)

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE
LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH FIGUEROA LANDSCAPE
COMPANY FOR ZONE 3**

WHEREAS, the CITY OF WOODLAND (“City”) strives to maintain our parks and landscaping areas in a manner that promotes safety and enhances quality of life; and

WHEREAS, the City entered into a professional services agreement (“Agreement”) with FIGUEROA LANDSCAPE COMPANY (“Figueroa”) on July 1, 2019 for maintenance of city-owned landscapes in maintenance “Zone 3”; and

WHEREAS, the City has become responsible for the maintenance of additional landscapes in Zone 3 since the commencement of the Agreement; and

WHEREAS, the City and Figueroa desire to amend the Agreement to include the scope of work and compensation for these additional landscapes as further defined in Exhibits “A-5” and “B-1” in the contract amendment; and

WHEREAS, funding in support of this contract is appropriated in the Spring Lake Lighting & Landscape annual budget previously approved by Council; and

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Woodland hereby authorizes the City Manager to execute the First Amendment to the Agreement with Figueroa for Zone 3 in the amount of SIXTY-NINE THOUSAND, ONE-HUNDRED AND SIXTY-FIVE DOLLARS (\$69,165.00) with a not-to-exceed contract amount of TWO-HUNDRED AND NINETY-FOUR THOUSAND, ONE-HUNDRED AND SIXTY-EIGHT DOLLARS AND SIXTEEN CENTS (\$294,168.16). The City Attorney is hereby authorized to make clarifying and confirming changes to the Agreement.

PASSED AND ADOPTED by the City Council this 17th day of December, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Lansburg, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

FIRST AMENDMENT TO
LANDSCAPE AND MAINTENANCE
SERVICE AGREEMENT – ZONE 3

THIS FIRST AMENDMENT TO THE LANDSCAPE AND MAINTENANCE SERVICE AGREEMENT FOR ZONE 3 (“First Amendment”) is entered into this 17th day of December, 2019, by and between the CITY OF WOODLAND, a California municipal corporation (“City”), and FIGUEROA LANDSCAPE COMPANY, a California corporation (“FIGUEROA”), on the terms and conditions set forth below.

WHEREAS, FIGUEROA has been performing landscape maintenance services, for the City of Woodland since July 2019 pursuant to an agreement entered into between the City and FIGUEROA (“Agreement”); and

WHEREAS, FIGUEROA has agreed to provide additional services for the maintenance of new landscape areas within the Spring Lake Specific Plan Area once landscapes are accepted by City Council and after the completion the 90-day maintenance period; and

WHEREAS, CITY and FIGUEROA now desire to amend their original agreement dated July 1, 2019 to include a revised scope of services and to provide additional compensation based on the proposals submitted by FIGUEROA and attached hereto as Exhibit “A-5” and Exhibit “B-1”.

NOW, THEREFORE, in consideration of the promises and the mutual benefits from the covenants hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, FIGUEROA and CITY hereby agree as follows:

Section 1. Incorporation of Recitals. The recitals set forth above, and all defined terms set forth in such recitals and in the introductory paragraph preceding the recitals, are hereby incorporated into this First Amendment as if set forth in full.

Section 2. Amendment to Section 3.1.1 of the Agreement. The Agreement is hereby deleted in its entirety and replaced with a new Section to read as follows:

3.1.1 General Scope of Services. Contractor promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional landscape maintenance services necessary for the Project (“Services”). The Services are more particularly described in Exhibit A: A-1 – A-5 attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations

Section 3. Amendment to Section 3.2.2 of the Agreement. The Agreement is hereby deleted in its entirety and replaced with a new Section to read as follows:

3.2.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit A: A-1 – A-5 attached hereto and incorporated herein by reference. Contractor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule, City shall respond to Contractor's submittals in a timely manner. Upon request of City, Contractor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

Section 4. Amendment to Section 3.3.1 of the Agreement. The Agreement is hereby deleted in its entirety and replaces with a new Section to read as follows:

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit B: B-1 attached hereto and incorporated herein by reference. The total compensation shall not exceed TWO-HUNDRED AND NINETY-FOUR THOUSAND, ONE-HUNDRED AND SIXTY-EIGHT DOLLARS AND SIXTEEN CENTS (294,168.16) without written approval of City's Community Services Director. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement. In no event, however, shall the Extra Work exceed TEN-THOUSAND DOLLARS (10,000).

Section 6. Amendment to Exhibit A. Exhibit A is hereby amended to add A-5, an additional scope of work.

Section 5. Amendment to Exhibit B. Exhibit B is hereby amended to add B-1, an additional rate sheet for the scope of work set forth in Exhibit A-5.

Section 6. Continuing Effect of Agreement. Except as amended by this First Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement and Amendments amended by this First Amendment.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this First Amendment to the Landscape Maintenance Services Agreement effective on the day and year first written above.

CITY OF WOODLAND

FIGUEROA LANDSCAPE COMPANY

By: _____
Paul Navazio
City Manager

By: _____
President

Date Signed: _____

Date Signed: _____

Attest:

Ana Gonzalez
City Clerk

Approved as to Form:

Kara K. Ueda
Best Best & Krieger LLP
City Attorney

EXHIBIT A-5

Scope of Work

Site	Mode	Area (Square Feet)	Area (Acres)
Spring Lake Central Phase 4	II	3,180.00	0.07
Heritage Remainder Phase 2	II	45,085.00	1.04
CalWest Phase 3&4	II	28,691.00	0.66
County Road 25A	II	54,790.00	1.26
CalWest Phase 1	II	19,730.00	0.45
CalWest Phase 2	II	3,197.00	0.07
Oyang North	II	38,726.00	0.89
Oyang South (Phase 1, 2, and backbone roadways)	II	169,076.00	3.88
Pioneer / Parkland / Hunt	II	139,545.00	3.20
Perish Court	II	938.00	0.02
TOTAL ADDITIONAL AREA:		502,958.00	11.55

EXHIBIT B-1

Compensation

Site	Mode	Monthly Cost	Annual Cost
Spring Lake Central Phase 4	II	\$ 41.34	\$ 496.08
Heritage Remainder Phase 2	II	\$ 450.85	\$ 5,410.20
CalWest Phase 3&4	II	\$ 372.98	\$ 4,475.76
County Road 25A	II	\$ 712.27	\$ 8,547.24
CalWest Phase 1	II	\$ 207.30	\$ 2,487.60
CalWest Phase 2	II	\$ 31.97	\$ 383.64
Oyang North	II	\$ 504.37	\$ 6,052.44
Oyang South (Phase 1, 2, and backbone roadways)	II	\$ 2,198.00	\$ 26,376.00
Pioneer / Parkland / Hunt	II	\$ 1,234.42	\$ 14,813.04
Perish Court	II	\$ 10.25	\$ 123.00
TOTAL ADDITIONAL COMPENSATION:		\$ 5,763.75	\$ 69,165.00



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.13.
SUBJECT: Authorize Participation in the Public Agency Retirement Services (PARS)
Public Agencies Post-Employment Benefits Trust for Pension Pre-Funding

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. ____ authorizing participation in the Public Agencies Post-Employment Benefits Trust Administered by Public Agency Retirement Services (PARS).

Staff Contact:

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

Fiscal Impact:

There is no fiscal impact associated with adoption of the trust plan. Future contributions to the plan require appropriations from the Council, either in conjunction with the annual budget process, or as funds are identified for pension set-aside. The fees associated with the trust are based on a sliding scale, determined by the amount of funding included in the plan, and directly deducted from the plan's assets.

Report in Brief:

In 2013 the City established a Public Agencies Post-Retirement Health Care Plan Trust with Public Agency Retirement Services (PARS) to begin prefunding retiree medical (OPEB) liabilities. To date the plan has accumulated \$6.7 million, restricted for payment of future retiree medical expenses. PARS is now offering a similar Section 115 Trust program to allow agencies to set aside money to use specifically for pension related costs.

Background:

In 2012, the Government Accounting Standards Board (GASB) issued Statement No. 68, *Accounting and Financial Reporting for Pensions*. GASB 68 requires government employers that sponsor defined benefit retirement plans (i.e. CalPERS) must recognize a net pension liability (unfunded accrued liability) on their balance sheet. This is the difference between the City's total pension liability and the actual plan assets, or funding that has already been irrevocably set aside. GASB 68 became effective in fiscal year 2014/15. To address the GASB 68 net pension liability, the City's only previous option was to make additional payments directly to CalPERS. However, pension trusts formed under Internal Revenue Service (IRS) Section 115 established that cities could create separate trusts to "pre-fund" their CalPERS unfunded liabilities.

PARS offers the Public Agencies Post-Employment Benefits Trust program that will allow the City to contribute to one trust, with separate accounts for OPEB and for pension funding.

Discussion:

The City, in partnership with its employees, has taken steps over the last several years to manage the pension liabilities and ongoing pension related costs. Through collective bargaining, all employees currently pay the

employee share of CalPERS rates (previously paid by the City), and most employees make additional contributions to share in the employer rates. Although this cost sharing assists the City in paying the annual required contribution, such arrangements do not provide any additional payments toward the unfunded liability.

In FY2017/18, staff proposed, and the Council approved, an extra contribution to CalPERS of \$4 million to pay directly toward the City's unfunded pension liability. This extra payment not only reduced the overall pension liability, but also provided relief in the annual required contributions of about \$600k each year. Despite these efforts, the unfunded pension liabilities, and related annual contributions, are expected to continue to grow for the foreseeable future.

The City's most recent CalPERS actuarial reports as of June 30, 2018, include a total unfunded liability of \$103.5 million with a funded level of 66.4% for the safety plan and 62.5% for miscellaneous. The FY2019/20 budget includes approximately \$9 million in expected contributions to CalPERS, with annual contributions expected to grow to over \$12 million in the next four years.

Unfunded retirement liabilities and the inevitable CalPERS contribution rate increases are serious concerns that are not unique to the City of Woodland. In response to this growing issue, many agencies have adopted a pension rate stabilization program; the most widely adopted program for government agencies has been the plan sponsored by PARS.

As noted herein, the City has an existing irrevocable trust with PARS for funding retiree medical. Approval of the proposed action will establish a new combination irrevocable trust that replaces the existing trust with one that will have two accounts: one for OPEB funding and one for pension funding. Exhibit 1 the IRS Private Letter Ruling that verifies the tax-exempt status of the PARS combination trust plan.

Including a pension component to the trust program offers the following benefits:

Contributions placed in the trust could address the City's net pension liability disclosed in the financial statements.

Investment flexibility compared to restrictions on City's general investment portfolio

Increased risk diversification of plan assets;

Increased flexibility on use of assets (i.e. the assets can be accessed at any time, so long as the assets are used to fund the City's pension obligations and are used to defray reasonable pension related expenses);

Lower investment management and administrative expenses compared to CalPERS; and

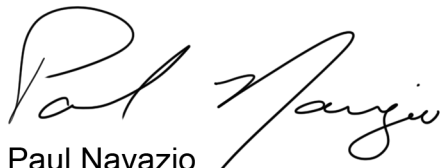
Potential for favorable rating agency and investor consideration.

Establishing the trust program does not require the City to make any minimum contributions, and not fees are assessed until assets are placed in the trust. This program will be available as a tool for the City to address the unfunded pension liabilities can be used in connection with other pension funding strategies in the future. The City's General Fund Reserve Policy highlights contributions toward unfunded liabilities, including pension, as the top priority for use of reserves. The City does not currently have a formalized funding policy for the plan, but funding strategies will likely be identified during the upcoming budget process.

Conclusion:

Staff recommends that the City Council adopt Resolution No. ____ authorizing participation in the Public Agencies Post-Employment Benefits Trust Administered by Public Agency Retirement Services (PARS).

Prepared By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

1. Resolution- Establish PARS Pension Trust
2. Sample Trustee_Investment Management Fee Schedule
3. Exhibit 1 - IRS Private Letter Ruling

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF WOODLAND
APPROVING THE ADOPTION OF THE
PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST
ADMINISTERED BY PUBLIC AGENCY RETIREMENT SERVICES (PARS)

WHEREAS the City of Woodland (the “City”) is currently participating in the Public Agencies Post-Retirement Health Care Plan Trust for the pre-funding of its retiree health benefits and other post-employment benefits other than pension benefits (“OPEB”); and

WHEREAS the City desires to set aside funds for the purpose of pre-funding its CalPERS pension obligation that will be held in trust for the exclusive purpose of making future contributions of the City’s required pension contributions and any employer contributions in excess of such required contributions at the discretion of the City; and

WHEREAS PARS has made available the Public Agencies Post-Employment Benefits Trust (the “Program”) for the purpose of pre-funding both pension obligations and/or OPEB obligations as specified in the City’s plans, policies and/or applicable collective bargaining agreements; and

WHEREAS the City is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS the City can manage the pre-funding of its pension and OPEB obligations in a single trust under this Program, thereby gaining administrative and cost efficiencies; and

WHEREAS the City’s adoption and operation of the Program has no effect on any current or former employee’s entitlement to post-employment benefits; and

WHEREAS the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Program; and

WHEREAS the City’s funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS the City reserves the right to make contributions, if any, to the Program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby adopts the Public Agencies Post-Employment Benefits Trust, effective December 17, 2019; and
2. The City Council hereby appoints the City Manager, or his/her successor or his/her designee as the City’s Plan Administrator for the Program; and

3. The City's Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of the City and to take whatever additional actions are necessary to maintain the City's participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the City's Program; and
4. The City Council, in accordance with Section 3.3 of the Public Agencies Post-Retirement Health Care Plan Trust adopted effective July 15, 2013, hereby authorizes the withdrawal from said trust and directs the transfer of assets held in said trust to the OPEB Account established in the name of the City under the Public Agencies Post-Employment Benefits Trust, adopted herewith.

PASSED AND ADOPTED this 17th day of December 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Discretionary Trustee Fee Schedule

PARS Pension / OPEB Trust Program

This document is entered into by client and U.S. Bank National Association ("U.S. Bank"), as trustee.

Discretionary Trustee Fees

Discretionary Trustee Fees are based on the Investment Strategy you select. Following is a list of the Discretionary Trustee Fees applicable to each Investment Strategy:

- **Liquidity – First American U.S. Treasury Money Market** – Fund level fees only (see prospectus)
- **Liquidity – First American Prime Obligation Fund Class Z** – Fund level fees only (see prospectus)
- **Diversified Portfolios (Conservative, Moderately Conservative, Moderate, Balanced, Capital Appreciation, Custom)**

Per Annum Charges*

.35% on the first	\$5,000,000
.25% on the next	\$5,000,000
.20% on the next	\$5,000,000
.15% on the next	\$35,000,000
.10% on all over	\$50,000,000

*Waived for plan assets invested in First American Funds.

Other Fees

First American Funds (see prospectus)

Payment of Fees

- Market values used for fee calculations on fee invoices may differ slightly from market values on client statements due to posting of accruals, late pricing of securities and/or other timing issues.
- Fees are calculated and charged to the account monthly. If account cannot be charged after 30 days, fees not paid will be subject to a late charge of 1% per month on the unpaid balance.
- Changes to this Fee Schedule may be made at any time by U.S. Bank upon a sixty (60) days notice.

Acknowledged and Approved

Public Agencies Post-Employment Benefits Trust

Name of Plan/Trust

Name of Employer

Print Name of Authorized Signer for Employer

Title of Authorized Signer for Employer

Signature of Authorized Signer for Employer

Date

U.S. Bank and its representatives do not provide tax or legal advice. Each client's tax and financial situation is unique. Clients should consult their tax and/or legal advisor for advice and information concerning their particular situation.

Internal Revenue Service

Department of the Treasury
Washington, DC 20224

Index Number: 115.00-00

Third Party Communication: None
Date of Communication: Not Applicable

U.S. Bank National Association
c/o Susan Hughes, Vice President
3121 Michelson Drive (Suite 300)
Irvine, CA 92612

Person To Contact:
Robin J. Ehrenberg, ID No. 1000219292
Telephone Number:
(202) 317-5800
Refer Reply To:
CC:TEGE:EOEG:EO3
PLR-146796-14
Date: June 5, 2015

Legend

Trust	=	Public Agencies Post-Employment Benefits Trust
Trust Agreement	=	Public Agencies Post-Employment Benefits Trust Agreement
Trustee	=	U.S. Bank National Association

Dear Ms. Hughes:

This letter responds to a letter from your authorized representative dated December 22, 2014, requesting rulings that (1) the Trust's income is excludable from gross income under section 115 of the Internal Revenue Code (IRC) and (2) the Trust is not required to file annual federal income tax returns under IRC section 6012(a)(4). The Trust represents the facts as follows:

FACTS

The Trust is a multiple employer trust established to enable public-agency employers to fund post-retirement employee benefits. Each participating employer must be a public agency that is a state, political subdivision of a state, or an entity the income of which is excludable from gross income under IRC section 115. The employer's governing body must authorize in writing the adoption of the Trust and the employer must execute the adoption agreement, which approves the Trust's administrator and provides that the agency adopts and agrees to be bound by the Trust Agreement. In the adoption agreement, the employer elects to fund obligations to provide benefits under a post-employment health care plan and contribute to a defined-benefit pension plan maintained by the employer that is qualified under IRC section 401(a). The employer may elect to fund either or both obligations.

The Trust Agreement provides that assets are held by the Trust for the exclusive purpose of funding participating employers' benefit obligations and defraying the reasonable expenses of the Trust. The Trust's assets may not be used for any other purpose. Each employer's contributions to the Trust, together with any allocable investment earnings and losses, are held in a separate account for that employer. Assets allocated to satisfy an employer's health and welfare benefit obligation or the employer's pension obligation may only be used for purposes of satisfying that particular obligation. The assets held in an employer's account are not available to pay any obligations incurred by any other employer.

The employers appoint the Trustee and the Trust's administrator and may remove the Trustee or the administrator by a two-thirds vote of all employers. The employers may amend the Trust Agreement with the approval of two-thirds of all employers then participating in the Trust. The employers may terminate the Trust by unanimous agreement of all employers.

Upon termination of the Trust, any assets remaining in an employer's account, after satisfaction of benefit and the Trust's obligations are returned to the employer to the extent permitted by law and consistent with the requirements of IRC section 115.

LAW AND ANALYSIS

Issue 1 - IRC section 115(1)

IRC section 115(1) provides that gross income does not include income derived from any public utility or the exercise of any essential governmental function and accruing to a state or any political subdivision thereof.

Rev. Rul. 77-261, 1977-2 C.B. 45, holds that income generated by an investment fund that is established by a state to hold revenues in excess of the amounts needed to meet current expenses is excludable from gross income under IRC section 115(1), because such investment constitutes an essential governmental function. The ruling explains that the statutory exclusion is intended to extend not to the income of a state or municipality resulting from its own participation in activities, but rather to the income of an entity engaged in the operation of a public utility or the performance of some governmental function that accrues to either a state or political subdivision of a state. The ruling points out that it may be assumed that Congress did not desire in any way to restrict a state's participation in enterprises that might be useful in carrying out projects that are desirable from the standpoint of a state government and that are within the ambit of a sovereign to conduct.

Rev. Rul. 90-74, 1990-2 C.B. 34, holds that the income of an organization formed, funded, and operated by political subdivisions to pool various risks (e.g., casualty, public liability, workers' compensation, and employees' health) is excludable from gross income under IRC section 115(1), because the organization is performing an essential governmental function. The revenue ruling states that the income of such an organization is excludable from gross income so long as private interests do not participate in the organization or benefit more than incidentally from the organization. The benefit to the employees of the insurance coverage obtained by the member political subdivisions was deemed incidental to the public benefit.

Through the Trust, participating public agency employers fund health and welfare and pension obligations for retired employees. Each of the Trust's participating employers is required to be a state, political subdivision of a state or an entity the income of which is excludable from gross income under IRC section 115. Providing health, welfare and pension benefits to current and former employees constitutes the performance of an essential government function within the meaning of IRC section 115(1). See Rev. Rul. 90-74 and Rev. Rul. 77-261.

The Trust's income accrues to its participating employers, all of which are political subdivisions of a state or entities the income of which is excludable from gross income under IRC section 115. No private interests will participate in, or benefit from, the operation of Trust, other than as providers of goods or services. The benefit to employees is incidental to the public benefit. See Rev. Rul. 90-74.

In no event, including dissolution, will the Trust's assets be distributed or revert to any entity that is not a state, a political subdivision of a state, or entity the income of which is excludable from its gross income by application of IRC section 115(1).

Issue 2- IRC section 6012(a)(4)

Section 301.7701-1(b) of the Procedure and Administration Regulations (Regulations) provides that the classification of organizations that are recognized as separate entities is determined under sections 301.7701-2, 301.7701-3, and 301.7701-4, unless a provision of the IRC provides for special treatment of that organization.

Section 301.7701-4(a) of the Regulations provides that, in general, an arrangement will be treated as if it can be shown that the purpose of the arrangement is to vest in trustees responsibility for the protection and conservation of property for beneficiaries who cannot share in the discharge of this responsibility and, therefore, are not associates in a joint enterprise for the conduct of business for profit.

The Trust enables public-agency employers to set aside funds to be used to satisfy each employer's separate pension and health and welfare benefit obligations. The

Trustee is charged with the responsibility of the protection and conservation of the Trust property for the benefit of the beneficiaries of the Trust. The beneficiaries of the Trust cannot share in the discharge of the Trustee's responsibility for the protection and conservation of property and, therefore, are not associates in a joint enterprise for the conduct of business for profit. IRC section 6012(a)(4) provides that every trust having for the taxable year any taxable income or having gross income of \$600 or more, regardless of the amount of taxable income, shall make returns with respect to income taxes under Subtitle A.

Based solely on the facts and representations submitted by the Trust, we conclude that:

1. Because the income of the Trust derives from the exercise of an essential governmental function and will accrue to a state or a political subdivision thereof, the Trust's income is excludable from gross income under IRC section 115(1).
2. The Trust is classified as a trust within the meaning of IRC section 7701(a) and section 301.7701-4(a) of the Regulations. Because Trust's income is excludable from gross income under IRC section 115, the Trust is not required by IRC section 6012(a)(4) to file an annual income tax return.

Except as expressly provided herein, no opinion is expressed or implied concerning the tax consequences of any aspect of any transaction or item discussed or referenced in this letter. This ruling concerns only the federal tax treatment of the Trust's income and may not be cited or relied upon by any taxpayer, including the Trust, employers participating in the Trust, and any recipients of benefits paid under the terms of the Trust, as to any matter relating to the taxation of accident or health contributions or benefits.

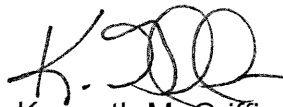
This ruling is directed only to the taxpayer who requested it. IRC section 6110(k)(3) provides that it may not be used or cited as precedent.

In accordance with the Power of Attorney on file with this office, a copy of this letter is being sent to your authorized representative.

A copy of this letter must be attached to any income tax return to which it is relevant. Alternatively, taxpayers filing their returns electronically may satisfy this requirement by attaching a statement to their return that provides the date and control number of the letter ruling.

The rulings contained in this letter are based upon information and representations submitted by the taxpayer and accompanied by a penalty of perjury statement executed by an appropriate party. While this office has not verified any of the material submitted in support of the request for rulings, it is subject to verification on examination.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Griffin', with a stylized flourish at the end.

Kenneth M. Griffin
Branch Chief, Exempt Organizations Branch 3
(Tax Exempt and Government Entities)

cc: Marcus Wu
Pillsbury Winthrop Shaw Pittman LLP
12255 El Camino Real, Suite 300
San Diego, CA 92130-4088

Paul Marmolejo
Director, Office of Federal, State and Local Governments
SE:T:GE:FSL



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.14.
SUBJECT: AB1600 Annual Report

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, accepting the AB 1600 Annual Report for the year ended June 30, 2019.

Staff Contact:

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

Fiscal Impact:

There is no fiscal impact associated with the acceptance of the AB1600 Annual Report. The attached annual report details the collection of \$9,427,746 in revenues and expenditures of \$4,707,339 for citywide development impact fees. Also included in the report are the details for the Spring Lake Infrastructure Fees (SLIF) showing collection of revenues of \$16,832,212 and expenditures of \$2,869,507. SLIF revenues are generally "collected" via credits that developers have on-account with the City that were allocated from sales of bonds.

Although activity in FY2018/19 resulted in positive growth in the impact fee program, the impact fee funds continue to reflect an overall negative fund balance at June 30, 2019 of (\$19,458,549).

Report in Brief:

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

Background:

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

A local jurisdiction must follow the process set forth in the bill and make certain determinations regarding the purpose and use of the fees, and establish a "nexus" or connection between a development project or class of projects and the public improvement that will be financed with the fee.

The fee revenue must be segregated from the general fund in order to avoid commingling of public improvement fees and the general fund.

If a jurisdiction has had possession of a developer fee for five or more years and has not committed the money to a project or spent the money, then it must make findings describing the continuing need for that money. In

addition, an annual report must be made of fees collected, interest earned, projects on which fees were expended, and any transfers for loans from the fee account. This report is to be reviewed by the local agency assessing the fees.

If a local jurisdiction cannot make the findings required under paragraph three (3), the City must refund the fees collected.

Discussion:

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

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

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

- Parks
- Storm Drainage
- Roads
- Water
- Sewer
- Fire

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

The Surface Water impact fee, which was adopted by Council on June 21, 2011, does not show direct project expenditures, but will be used to pay down long-term debt associated with the Surface Water Supply Project in the coming years. This impact fee allows for the development community to pay their fair share of the capacity designed within the Surface Water Supply project to support future growth in the community. The water rate study adopted by Council in March 2017 includes expected contributions from the Surface Water development fee to assist with payment of debt service and contribute toward meeting required debt service coverage ratios. The citywide impact fee program was updated in April 2019, and included in this update was the elimination of a stand-alone Water Development fee. The previous fee was incorporated in the updated Surface Water

development fee; the existing reserve balance in the previous Water Development Fee fund will be consolidated with the Surface Water fee fund to use toward payment on debt.

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

Discontinue the practice of internal borrowing between enterprise and categorical funds; funding for capital projects must be determined based on the available resources within each fund to meet its cash payment or debt service requirements and strategies to balance each fund and implement fund integrity should be continued.

Discontinue the practice of issuing bonds or desired capital improvements based on projected development and the collection of impact fees associated with development. This source of revenue is dependent on the level of economic activity within the region and is uncertain and unstable.

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

For FY 2018/19, total revenues from the AB1600 funds exceeded expenditures by \$4,720,339. Despite the strong residential development and related revenues, and the very conservative programming of capital improvement projects that utilize development impact fees, the burden of ongoing debt service payments is very high. Two impact fee funds continue to run large deficit balances: the sewer and park development fee funds. To date, Measure E has loaned the park impact fee fund \$9.8 million to cover debt service related to the construction of the Community & Senior Center and Sports Park facilities. These bond payments will continue until 2026 and will require assistance from Measure F to meet the obligation through that time. Eventually, as development continues and the bonds are paid off, the park development fee fund will need to reimburse Measure E/F for the long-term loan.

The other fund with a large imbalance is the wastewater development fund, which also has significant on-going obligations related to debt service payments. Although the debt service owed by the wastewater development fund continues to be tracked within the development fund, the sewer rates approved by Council in November 2013 are sufficient to cover this on-going debt service requirement until such time as the wastewater development fund can pay its share of debt service and begin repayment to the sewer enterprise fund. With the adopted sewer rates in place, we have been able to refund the outstanding debt to a lower interest rate thus reducing the overall cost of debt service. To date, this fund has accumulated a deficit owed to the wastewater enterprise fund of \$13.96 million.

The other funds with deficit balances are the police, fire and storm drainage development fee funds. With the exception of storm drainage, all of these funds improved in FY2018/19, and the road development fund began the year with a deficit balance and ended the year with a positive balance for the first time in ten years. With continued new development and contained spending, progress towards bringing these funds into balance will

continue.

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

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, accepting the AB 1600 Annual Report for the year ended June 30, 2019.

Prepared By: Kim McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

1. AB1600 Resolution
2. AB 1600 FY 19 Annual Report

RESOLUTION NO _____

**A RESOLUTION OF THE CITY OF WOODLAND ACCEPTING THE FISCAL YEAR
2018/19 ANNUAL REPORT OF DEVELOPMENT FEES (AB1600 REPORT)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED this 17th day of December 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Attachment 1
AB1600 Annual Report
Development Impact Fees
City of Woodland
Fiscal Year Ended June 30, 2019

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

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

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

Citywide Major Project Financing Plan (MPFP) Impact Fees

For the fiscal year ended June 30, 2019, fund revenues (development fees, interest income, bond proceeds, etc.) totaled \$9,427,746, while expenditures totaled \$4,707,407.

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

Category	Beginning Fund Balance (Deficit)	Development Fee Revenues	Other Revenues	Total Revenues	Expenditures	Net Difference	Ending Fund Balance (Deficit)
General City	\$ 1,125,279	\$ 348,358	\$ 20,517	\$ 368,874	\$ 104,208	\$ 264,667	\$ 1,389,946
Parks & Recreation	\$ (9,799,564)	\$ 1,458,770	\$ -	\$ 1,458,770	\$ 1,465,315	\$ (6,545)	\$ (9,806,109)
Police	\$ (2,999,536)	\$ 447,351	\$ -	\$ 447,351	\$ 69,141	\$ 378,210	\$ (2,621,326)
Fire	\$ (447,055)	\$ 578,975	\$ -	\$ 578,975	\$ 191,388	\$ 387,587	\$ (59,468)
Library	\$ 456,919	\$ 34,071	\$ 6,045	\$ 40,116	\$ 87,530	\$ (47,414)	\$ 409,504
Surface Water	\$ 2,927,286	\$ 1,067,916	\$ 59,863	\$ 1,127,779	\$ -	\$ 1,127,779	\$ 4,055,065
Storm Drainage	\$ (2,101,638)	\$ 2,957	\$ 2,155	\$ 5,112	\$ 210,484	\$ (205,372)	\$ (2,307,010)
Roads	\$ (259,655)	\$ 2,397,554	\$ -	\$ 2,397,554	\$ 525,718	\$ 1,871,836	\$ 1,612,181
Water	\$ 1,527,683	\$ 361,503	\$ 6,356	\$ 367,859	\$ 69,799	\$ 298,060	\$ 1,825,743
Wastewater	\$ (14,608,608)	\$ 2,625,781	\$ 9,574	\$ 2,635,355	\$ 1,983,823	\$ 651,532	\$ (13,957,076)
Total	\$ (24,178,888)	\$ 9,323,236	\$ 104,510	\$ 9,427,746	\$ 4,707,407	\$ 4,720,339	\$ (19,458,549)

Spring Lake Infrastructure Fees (SLIF)

The majority of SLIF revenues are "paid" through use of fee credits allocated to developers either through issuance of Community Facilities District (CFD) Debt, cash advanced by developers, or from construction of infrastructure. "Fund Balances" do not necessarily reflect cash available in each of these funds, but rather an accounting of fees "collected" and projects built. As of June 30, 2019 \$25,667,548 in unused fee credits remained in developer accounts with the City

Category	Beginning Fund Balance (Deficit)	Development Fee Revenues	Other Revenues	Total Revenues	Expenditures	Net Difference	Ending Fund Balance (Deficit)
Parks	\$ 479,086	\$ 2,912,670	\$ 18,450	\$ 2,931,120	\$ 2,160,404	\$ 770,715	\$ 1,249,802
Storm Drain	\$ 10,053,655	\$ 3,941,616	\$ (125,570)	\$ 3,816,045	\$ 623,403	\$ 3,192,642	\$ 13,246,297
Roads	\$ 6,800,690	\$ 7,602,499	\$ (224,926)	\$ 7,377,572	\$ 85,699	\$ 7,291,873	\$ 14,092,563
Water	\$ 1,042,321	\$ 986,795	\$ (24,401)	\$ 962,394	\$ -	\$ 962,394	\$ 2,004,714
Sewer	\$ 3,259,201	\$ 1,087,542	\$ (29,679)	\$ 1,057,863	\$ -	\$ 1,057,863	\$ 4,317,064
Fire	\$ 61,063	\$ 292,091	\$ 5,292	\$ 297,383	\$ -	\$ 297,383	\$ 358,446
Total	\$ 21,696,015	\$ 16,823,212	\$ (380,835)	\$ 16,442,378	\$ 2,869,507	\$ 13,572,871	\$ 35,268,886

FUND 510 - GENERAL CITY DEVELOPMENT

General City Development Fee Description

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

General City Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 853.00
Single Family Residential- Infill	Unit	\$ 853.00
Single Family Residential - Greenfield	Unit	\$ 853.00
Multi-family Residential- Spring Lake	Unit	\$ 640.00
Multi-family Residential - Greenfield	Unit	\$ 640.00
Multi-family Residential - Infill	Unit	\$ 612.00
Multi-family Residential - Corridor	Unit	\$ 612.00
Multi-family Residential - Downtown	Unit	\$ 612.00
Small Multi-family- Spring Lake	Unit	\$ 427.00
Small Multi-family- Greenfield	Unit	\$ 427.00
Small Multi-family- Infill	Unit	\$ 427.00
Small Multi-family- Corridor	Unit	\$ 427.00
Small Multi-family- Downtown	Unit	\$ 427.00
Retail	Sq Ft	\$ 0.57
Service	Sq Ft	\$ 0.57
Office	Sq Ft	\$ 0.71
Industrial	Sq Ft	\$ 0.24

General City Development Fund Collections & Expenditures

	2015	2016	Fiscal Year 2017	2018	2019
Beginning Balance	\$ 1,526,105	1,589,119	1,251,118	\$ 1,009,822	\$ 1,125,279
REVENUES					
Development Fees	259,307	188,711	179,801	135,693	348,358
Interest Earnings	995	4,770	6,217	12,770	20,517
Other Revenue	42,400	-	-	-	-
Total Revenue	302,702	193,481	186,018	148,462	368,874
EXPENDITURES					
MPFP # Program Title					
City-103 0706 General Plan Update	167,914	465,882	402,875	13,940	-
CITY-106 0845 Enterprise GIS Database	-	-	-	(5,867)	-
CITY-6 0857 MPFP Update	-	-	6,246	11,955	94,355
CITY-102 7849 Debt Service on VOIP	64,995	48,746	-	-	-
9000 Force Account	6,779	16,854	18,193	12,977	9,852
Total Expenditures	239,688	531,482	427,314	33,005	104,208
Excess(deficiency) revenues	63,014	(338,001)	(241,296)	115,457	264,667
Total Available Fund Equity at June 30	\$ 1,589,119	\$ 1,251,118	\$ 1,009,822	\$ 1,125,279	\$ 1,389,946

Conclusion: No fees have been held unexpended for more than five years; no refunds required
The fund equity as of June 30, 2019 represents collected fees earmarked for future technology enhancement projects and completion of various studies.

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

FUND 540 - PARK & RECREATION DEVELOPMENT

Park Development Fee Description

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

Park Development Fee Schedule

OTHER CITY

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 7,872
Single Family Residential - Greenfield	Unit	\$ 7,872
Multi-family Residential - Greenfield	Unit	\$ 5,904
Multi-family Residential - Infill	Unit	\$ 5,642
Multi-family Residential - Corridor	Unit	\$ 5,642
Multi-family Residential - Downtown	Unit	\$ 5,642
Small Multi-family- Greenfield	Unit	\$ 3,936
Small Multi-family- Infill	Unit	\$ 3,936
Small Multi-family- Corridor	Unit	\$ 3,936
Small Multi-family- Downtown	Unit	\$ 3,936

SPRING LAKE

Category	Basis	Fee
Single Family Residential	Unit	\$ 4,330
Multi-family Residential	Unit	\$ 3,248
Small Multi-family- Spring Lake	Unit	\$ 2,165

Park Development Fund Collections & Expenditures

	Fiscal Year				
	2015	2016	2017	2018	2019
Beginning Balance	\$ (5,815,363)	(7,178,762)	(8,179,596)	\$ (8,813,198)	\$ (9,799,564)
REVENUES					
Development Fees	524,910	874,416	1,231,623	593,519	1,458,770
Interest Earnings	-	-	-	-	-
Other Revenue	-	60	-	-	-
Total Revenue	524,910	874,476	1,231,623	593,519	1,458,770
EXPENDITURES					
MPFP # Program Title					
1115 Community Center Frontage	23,530	5,712	-	-	-
7925 2012 Refunding of 2007 Debt	403,715	404,573	404,517	119,138	-
7931 2014 Refunding Lease Rev	1,405,821	1,407,627	1,405,467	1,405,504	1,410,073
9000 Force Account	55,242	57,398	55,242	55,242	55,242
Total Expenditures	1,888,308	1,875,310	1,865,226	1,579,884	1,465,315
Excess(deficiency) revenues	(1,363,398)	(1,000,834)	(633,603)	(986,365)	(6,545)
Total Available Fund Equity at June 30	\$ (7,178,762)	\$ (8,179,596)	\$ (8,813,198)	\$ (9,799,564)	\$ (9,806,109)

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

Council approved loaning of Measure E (MSE) revenues to this fund, up to \$2M per year, to pay debt service on the bonds since the fund's revenue has not been sufficient to cover debt service. Only the amount needed to supplement annual fee revenue is loaned. To date, a total of \$9,806,109 has been loaned from MSE to Park Development.

MSE Loan	2012	\$	4,646,458
	2013	\$	1,646,063
	2014	\$	(477,157)
	2015	\$	1,363,398
	2016	\$	1,000,834
	2017	\$	633,603
	2018	\$	986,365
	2019	\$	6,545

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

FUND 550 - POLICE DEVELOPMENT FUND

Police Development Fee Description

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

Police Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 697
Single Family Residential - Greenfield	Unit	\$ 697
Single Family Residential- Infill	Unit	\$ 697
Multi-family Residential- Spring Lake	Unit	\$ 523
Multi-family Residential - Greenfield	Unit	\$ 523
Multi-family Residential - Infill	Unit	\$ 500
Multi-family Residential - Corridor	Unit	\$ 500
Multi-family Residential - Downtown	Unit	\$ 500
Small Multi-family- Spring Lake	Unit	\$ 349
Small Multi-family- Greenfield	Unit	\$ 349
Small Multi-family- Infill	Unit	\$ 349
Small Multi-family- Corridor	Unit	\$ 349
Small Multi-family- Downtown	Unit	\$ 349
Retail	Sq Ft	\$ 0.47
Service	Sq Ft	\$ 0.47
Office	Sq Ft	\$ 0.58
Industrial	Sq Ft	\$ 0.19

Police Development Fund Collections & Expenditures

	Fiscal Year				
	2015	2016	2017	2018	2019
Beginning Balance	\$ (3,728,330)	\$ (3,456,358)	\$ (3,279,197)	\$ (3,111,782)	\$ (2,999,536)
REVENUES					
Development Fees	341,279	249,645	236,625	181,387	447,351
Interest Earnings	35	(9)	-	-	-
Total Revenue	341,314	249,636	236,625	181,387	447,351
EXPENDITURES					
<u>MPFP #</u> <u>Program</u> <u>Title</u>					
0624 Vehicle Purchase					
0841 Computer Aided Dispatch	65,154	65,090	65,022	64,953	64,953
9000 Force Account	4,188	7,385	4,188	4,188	4,188
Total Expenditures	69,342	72,475	69,210	69,141	69,141
Excess(deficiency) revenues	271,972	177,161	167,415	112,246	378,210
Total Available Fund Equity at June 30	<u>\$ (3,456,358)</u>	<u>\$ (3,279,197)</u>	<u>\$ (3,111,782)</u>	<u>\$ (2,999,536)</u>	<u>\$ (2,621,326)</u>

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

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

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

FUND 560 - FIRE DEVELOPMENT FUND

Fire Development Fee Description

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

Fire Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 2,889
Single Family Residential - Greenfield	Unit	\$ 2,889
Single Family Residential- Infill	Unit	\$ 2,889
Multi-family Residential- Spring Lake	Unit	\$ 1,733
Multi-family Residential - Greenfield	Unit	\$ 1,733
Multi-family Residential - Infill	Unit	\$ 1,685
Multi-family Residential - Corridor	Unit	\$ 1,685
Multi-family Residential - Downtown	Unit	\$ 1,685
Small Multi-family- Spring Lake	Unit	\$ 1,155
Small Multi-family- Greenfield	Unit	\$ 1,155
Small Multi-family- Infill	Unit	\$ 1,155
Small Multi-family- Corridor	Unit	\$ 1,155
Small Multi-family- Downtown	Unit	\$ 1,155
Retail	Sq Ft	\$ 1.69
Service	Sq Ft	\$ 1.69
Office	Sq Ft	\$ 1.93
Industrial	Sq Ft	\$ 1.12

Fire Development Fund Collections & Expenditures

	2015	2016	Fiscal Year 2017	2018	2019
Beginning Balance	\$ (762,893)	\$ (640,264)	\$ (538,690)	\$ (440,543)	\$ (447,055)
REVENUES					
Development Fees	304,159	283,317	279,719	175,022	578,975
Interest Earnings	34	(9)			
Total Revenue	304,193	283,308	279,719	175,022	578,975
EXPENDITURES					
<u>MPEP #</u> <u>Program</u> <u>Title</u>					
9000 Force Account	49,161	49,161	49,161	49,161	50,518
7931 2014 Refunding of Lease Revenue Bonds	132,403	132,573	132,411	132,373	132,803
1610 Fire Station #3 Relocation	-	-	-	-	8,067
Total Expenditures	181,564	181,734	181,572	181,534	191,388
Excess(deficiency) revenues over expenditures	122,629	101,574	98,147	(6,512)	387,587
Total Available Fund Equity at June 30	\$ (640,264)	\$ (538,690)	\$ (440,543)	\$ (447,055)	\$ (59,468)

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

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

FUND 570 - LIBRARY DEVELOPMENT FUND

Library Development Fee Description

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

Library Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 533
Single Family Residential - Greenfield	Unit	\$ 533
Single Family Residential- Infill	Unit	\$ 533
Multi-family Residential- Spring Lake	Unit	\$ 399
Multi-family Residential - Greenfield	Unit	\$ 399
Multi-family Residential - Infill	Unit	\$ 382
Multi-family Residential - Corridor	Unit	\$ 382
Multi-family Residential - Downtown	Unit	\$ 382
Small Multi-family- Spring Lake	Unit	\$ 266
Small Multi-family- Greenfield	Unit	\$ 266
Small Multi-family- Infill	Unit	\$ 266
Small Multi-family- Corridor	Unit	\$ 266
Small Multi-family- Downtown	Unit	\$ 266
Retail	Sq Ft	\$ -
Service	Sq Ft	\$ -
Office	Sq Ft	\$ -
Industrial	Sq Ft	\$ -

Library Development Fund Collections & Expenditures

	Fiscal Year				
	2015	2016	2017	2018	2019
Beginning Balance	\$ 769,665	\$ 690,502	\$ 614,366	\$ 538,618	\$ 456,919
REVENUES					
Development Fees	10,964	11,133	11,944	6,516	34,071
Interest Earnings	422	2,345	3,316	5,185	6,045
Total Revenue	11,386	13,478	15,260	11,700	40,116
EXPENDITURES					
MPFP # Program Title					
LIB-3 9000 Force Account	6,067	6,107	6,048	8,516	2,587
LIB-3 9445 Library Collection Material	84,483	83,507	84,960	84,884	84,943
Total Expenditures	90,550	89,614	91,008	93,400	87,530
Excess(deficiency) revenues over expenditures	(79,163)	(76,136)	(75,748)	(81,699)	(47,414)
Total Available Fund Equity at June 30	\$ 690,502	\$ 614,366	\$ 538,618	\$ 456,919	\$ 409,504

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

The fund equity as of June 30, 2019 represents collected fees that are earmarked for future library projects

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

FUND 580 - SURFACE WATER DEVELOPMENT FUND

Surface Water Development Fee Description

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

Surface Water Development Fee Schedule

All Users (by meter size)

Meter Size	Weight Factor	Calculated Fee	Admin Fee	Total Water Capacity Fee
1"	1.0	\$ 4,699	\$ 35	\$ 4,734
1 1/2"	2.0	\$ 9,397	\$ 70	\$ 9,467
2"	3.2	\$ 15,035	\$ 113	\$ 15,148
3"	6.0	\$ 28,191	\$ 211	\$ 28,402
4"	10.0	\$ 46,986	\$ 352	\$ 47,338
6"	20.0	\$ 93,971	\$ 705	\$ 94,676
8"	32.0	\$ 150,354	\$ 1,128	\$ 151,482

Surface Water Development Fund Collections & Expenditures

	2015	2016	Fiscal Year 2017	2018	2019
Beginning Balance**	\$ 648,618	\$ 1,180,309	\$ 1,842,184	\$ 2,445,126	\$ 2,927,286
REVENUES					
Development Fees	530,971	654,842	587,888	448,941	1,067,916
Interest Earnings	720	7,033	15,054	33,219	59,863
Total Revenue	531,691	661,875	602,942	482,160	1,127,779
EXPENDITURES					
MPFP # Program Title					
Total Expenditures	-	-	-	-	-
Excess(deficiency) revenues over expenditures	531,691	661,875	602,942	482,160	1,127,779
Total Available Fund Equity at June 30	\$ 1,180,309	\$ 1,842,184	\$ 2,445,126	\$ 2,927,286	\$ 4,055,065

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

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

FUND 581 - STORM DRAIN DEVELOPMENT FUND

Storm Drain Development Fee Description

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

Storm Drain Development Fee Schedule

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

Storm Drain Development Fund Collections & Expenditures

	Fiscal Year				
	2015	2016	2017	2018	2019
Beginning Balance**	\$ (1,523,257)	\$ (1,642,474)	\$ (1,823,850)	\$ (1,995,816)	\$ (2,101,638)
REVENUES					
Development Fees	68,236	25,783	38,816	81,048	2,957
Interest Earnings	308	(78)	-	-	-
Other Revenue	-	-	-	4,321	-
Developer In Lieu	15,276	-	747	20,119	2,155
Total Revenue	83,819	25,705	39,563	105,488	5,112
EXPENDITURES					
<u>MPFP #</u> <u>Program</u> <u>Title</u>					
0931 Storz Pond	6,161	8,382	8,485	5,250	7,014
1603 Stormwater Quality Design Manual Update	-	-	3,430	6,429	6,786
9000 Force Account	196,875	198,699	199,614	199,632	196,684
Total Expenditures	203,036	207,081	211,529	211,310	210,484
Excess(deficiency) revenues over expenditures	(119,217)	(181,376)	(171,966)	(105,822)	(205,372)
Total Available Fund Equity at June 30	<u>\$ (1,642,474)</u>	<u>\$ (1,823,850)</u>	<u>\$ (1,995,816)</u>	<u>\$ (2,101,638)</u>	<u>\$ (2,307,010)</u>

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

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

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

FUND 582 - ROAD DEVELOPMENT FUND

Road Development Fee Description

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

Road Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 8,411
Single Family Residential - Greenfield	Unit	\$ 8,411
Single Family Residential- Infill	Unit	\$ 5,607
Multi-family Residential- Spring Lake	Unit	\$ 3,447
Multi-family Residential - Greenfield	Unit	\$ 3,447
Multi-family Residential - Infill	Unit	\$ 2,298
Multi-family Residential - Corridor	Unit	\$ 2,068
Multi-family Residential - Downtown	Unit	\$ 1,838
Small Multi-family- Spring Lake	Unit	\$ 3,447
Small Multi-family- Greenfield	Unit	\$ 3,447
Small Multi-family- Infill	Unit	\$ 2,298
Small Multi-family- Corridor	Unit	\$ 2,068
Small Multi-family- Downtown	Unit	\$ 1,838
Retail	Sq Ft	\$ 10.45
Service	Sq Ft	\$ 7.43
Office	Sq Ft	\$ 5.58
Industrial	Sq Ft	\$ 4.30

Road Development Fund Collections & Expenditures

			Fiscal Year				
			2015	2016	2017	2018	2019
Beginning Balance			\$ (3,754,640)	(2,444,245)	(1,587,790)	\$ (927,574)	\$ (259,655)
REVENUES							
Development Fees			1,731,943	1,310,944	1,280,675	1,086,644	2,397,554
Interest Earnings			208	(53)	-	-	-
Other Revenue			40,000	40,000	-	-	-
Total Revenue			1,772,150	1,350,891	1,280,675	1,086,644	2,397,554
EXPENDITURES							
<u>MPFP #</u>	<u>Program</u>	<u>Title</u>					
IGS-100	0006	1-5/113 Phase 2	88	-	-	3,641	15,967
TES-100	0228	Traffic Engineering Serv	6,120	22,387	2,042	-	1,018
SW-1A/B	0407	Widening & Recon Kentucky	-	-	-	-	-
TSM-202	1127	Main St/Cleveland Signal Intersection	368	10,592	195,066	-	-
	1124	I5/Rd 102 Interchange Landscape	-	-	-	-	78,302
NTS-33	1306	Safe Routes to School	18,843	-	-	-	-
	9000	Force Account	423,882	419,616	423,352	415,083	418,102
TP-3	9524	Planning/Analysis Studies	12,453	41,841	-	-	12,329
Total Expenditures			461,755	494,436	620,460	418,725	525,718
Excess(deficiency) revenues over expenditures			1,310,395	856,455	660,215	667,919	1,871,836
Total Available Fund Equity at June 30			<u>\$ (2,444,245)</u>	<u>\$ (1,587,790)</u>	<u>\$ (927,574)</u>	<u>\$ (259,655)</u>	<u>\$ 1,612,181</u>

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

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

FUND 584 - WATER DEVELOPMENT FUND

Water Development Fee Description

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

Water Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	
Single Family Residential - Greenfield	Unit	
Single Family Residential- Infill	Unit	
Multi-family Residential- Spring Lake	Unit	
Multi-family Residential - Greenfield	Unit	
Multi-family Residential - Infill	Unit	
Multi-family Residential - Corridor	Unit	
Multi-family Residential - Downtown	Unit	
Small Multi-family- Spring Lake	Unit	
Small Multi-family- Greenfield	Unit	
Small Multi-family- Infill	Unit	
Small Multi-family- Corridor	Unit	
Small Multi-family- Downtown	Unit	
Retail	Sq Ft	
Service	Sq Ft	
Office	Sq Ft	
Industrial	Sq Ft	

NOTE: The Water Development Fee was eliminated as a separate fee in April 2019. The accumulated funds and future water related development costs are reflected in the Surface Water connection fee. Fund balance will be moved in FY2019/20.

Water Development Fund Collections & Expenditures

	Fiscal Year				
	2015	2016	2017	2018	2019
Beginning Balance**	\$ 1,359,826	\$ 1,410,810	\$ 1,466,336	\$ 1,513,573	\$ 1,527,683
REVENUES					
Development Fees	120,740	125,336	116,306	82,404	361,503
Interest Earnings	42	(11)	730	1,505	6,356
Other Revenue	-	-	-	-	-
Total Revenue	120,783	125,325	117,036	83,909	367,859
EXPENDITURES					
MPFP # Program Title					
9000 Force Account	69,799	69,799	69,799	69,799	69,799
Total Expenditures	69,799	69,799	69,799	69,799	69,799
Excess(deficiency) revenues over expenditures	50,983	55,526	47,237	14,110	298,060
Total Available Fund Equity at June 30	\$ 1,410,810	\$ 1,466,336	\$ 1,513,573	\$ 1,527,683	\$ 1,825,743

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

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

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

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

FUND 585 - WASTEWATER DEVELOPMENT FUND

Wastewater Development Fee Description

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

Wastewater Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Spring Lake	Unit	\$ 6,383
Single Family Residential - Greenfield	Unit	\$ 6,383
Single Family Residential- Infill	Unit	\$ 6,383
Multi-family Residential- Spring Lake	Unit	\$ 4,787
Multi-family Residential - Greenfield	Unit	\$ 4,787
Multi-family Residential - Infill	Unit	\$ 4,575
Multi-family Residential - Corridor	Unit	\$ 4,575
Multi-family Residential - Downtown	Unit	\$ 4,575
Small Multi-family- Spring Lake	Unit	\$ 3,192
Small Multi-family- Greenfield	Unit	\$ 3,192
Small Multi-family- Infill	Unit	\$ 3,192
Small Multi-family- Corridor	Unit	\$ 3,192
Small Multi-family- Downtown	Unit	\$ 3,192
Retail	Sq Ft	\$ 2.61
Service	Sq Ft	\$ 2.61
Office	Sq Ft	\$ 1.56
Industrial	Sq Ft	\$ 2.93

Wastewater Development Fund Collections & Expenditures

		Fiscal Year				
		2015	2016	2017	2018	2019
Beginning Balance**		\$ (11,842,247)	\$ (12,311,618)	\$ (12,877,446)	\$ (13,459,945)	\$ (14,608,608)
REVENUES						
Development Fees		1,512,651	1,407,554	1,375,476	834,166	2,625,781
Interest Earnings		1,360	11,553	26,883	-	9,574
Refunds***		-	-	-	-	-
Total Revenue		1,514,010	1,419,107	1,402,359	834,166	2,635,355
EXPENDITURES						
<u>MPFP #</u>	<u>Program</u>	<u>Title</u>				
	2014 Refunding Wastewater Bond		1,915,940	1,917,494	1,917,416	1,915,387
9000	Force Account		67,441	67,441	67,441	67,441
Total Expenditures			1,983,381	1,984,935	1,984,857	1,982,828
Excess(deficiency) revenues over expenditures			(469,371)	(565,828)	(582,499)	(1,148,663)
Total Available Fund Equity at June 30			\$ (12,311,618)	\$ (12,877,446)	\$ (13,459,945)	\$ (14,608,608)
			\$ (13,957,076)			

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

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

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

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

FUND 640 - PARK SLIF FUND

Park SLIF Fee Description

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

Park SLIF Development Fee Schedule

Category	Basis		Fee
Single Family Residential	Unit	\$	8,554
Multi-family Residential	Unit	\$	5,646
Non-Residential	Sq Ft	\$	6.33

Park SLIF Fund Collections & Expenditures

		Fiscal Year					
		2015	2016	2017	2018	2019	
Beginning Balance		\$ 1,477,578	\$ 2,009,080	\$ 3,014,105	\$ 2,905,811	\$ 479,086	
REVENUES							
SLIF Fees		890,826	1,488,524	1,380,866	1,025,108	2,912,670	
Interest Earnings		1,225	13,416	20,969	5,437	18,450	
Other Revenues		3,750	2,000	129,560	2,078	-	
Total Revenue		895,802	1,503,940	1,531,395	1,032,623	2,931,120	
EXPENDITURES							
	Program	Title					
	7925	2012 Lease Rev Bond Debt Service	294,681	295,309	295,149	86,980	-
	7455	Park SLIF	13,286	139	-	-	-
	1115	Community Center/Sports Park Frontage	20,000	-	-	-	-
	1505	SLSP Neighborhood Park N3	36,333	203,466	1,006,360	2,955,019	1,623,720
	1710	SLSP Neighborhood Park N1	-	-	338,180	417,349	536,684
Total Expenditures		364,300	498,914	1,639,689	3,459,348	2,160,404	
Excess(deficiency) revenues over expenditures		531,502	1,005,026	(108,294)	(2,426,725)	770,715	
Total Available Fund Equity at June 30		\$ 2,009,080	\$ 3,014,105	\$ 2,905,811	\$ 479,086	\$ 1,249,802	

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

FUND 681 - STORM DRAINAGE SLIF FUND

Storm Drain SLIF Fee Description

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

Storm Drain SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential	Unit \$	10,775
Multi-family Residential	Unit \$	7,111
Non-Residential	Sq Ft \$	7.97

Storm Drain SLIF Fund Collections & Expenditures

	2015	2016	Fiscal Year 2017	2018	2019
Beginning Balance	\$ 4,083,572	\$ 5,286,817	\$ 7,464,732	\$ 8,975,978	\$ 10,053,655
REVENUES					
SLIF Fees	1,376,194	2,378,544	1,820,498	1,609,356	3,941,616
Interest Earnings	(4,634)	(32,629)	(50,619)	(96,160)	(125,570)
Other Revenues					
Total Revenue	1,371,559	2,345,915	1,769,879	1,513,196	3,816,045
EXPENDITURES					
<u>Program</u> <u>Title</u>					
0612 Spring Lake East Regional Pond Phase I	57,968	27,951	51,488	35,262	24,576
1113 North Gibson Ponds Detention	103,445	133,113	120,168	-	1,624
1721 North Regional Ponds and Pump Station	-	-	76,774	375,883	575,381
9000 Force Account	6,901	6,935	10,203	24,375	21,821
					-
Total Expenditures	168,314	167,999	258,633	435,519	623,403
Excess(deficiency) revenues over expenditures	1,203,245	2,177,916	1,511,246	1,077,677	3,192,642
Total Available Fund Equity at June 30	\$ 5,286,817	\$ 7,464,732	\$ 8,975,978	\$ 10,053,655	\$ 13,246,297
Revenues paid through Fee Credit use					\$ 3,224,911

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

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

FUND 682 - ROADS SLIF FUND

Road SLIF Fee Description

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

Road SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infil	Unit	\$ 20,787
Multi-family Residential	Unit	\$ 13,720
Non-Residential	Sq Ft	\$ 15.37

Road SLIF Fund Collections & Expenditures

		Fiscal Year				
		2015	2016	2017	2018	2019
Beginning Balance		\$ (3,968,336)	\$ (1,865,456)	\$ 1,714,700	\$ 4,397,876	\$ 6,800,690
REVENUES						
SLIF Fees		2,113,819	3,653,293	2,796,159	2,604,069	7,602,499
Interest Earnings		(10,939)	(73,138)	(112,983)	(201,255)	(224,926)
Other Revenues						
Total Revenue		2,102,880	3,580,155	2,683,176	2,402,814	7,377,572
EXPENDITURES						
Program	Title					
0924	Pioneer Ave., Gibson to Collector 4	-	-	-	-	-
9000	Force Account	-	-	-	-	5,508
1909	CR25A (Meikle to Promenade)	-	-	-	-	5,620
1910	Heritage Parkway Pedestrian Crossing	-	-	-	-	16,488
1913	Gibson Road Interchange Modification	-	-	-	-	275
2005	SR113/CR25A Interchange Modifications	-	-	-	-	57,808
Total Expenditures		-	-	-	-	85,699
Excess(deficiency) revenues over expenditures		2,102,880	3,580,155	2,683,176	2,402,814	7,291,873
Total Available Fund Equity at June 30		\$ (1,865,456)	\$ 1,714,700	\$ 4,397,876	\$ 6,800,690	\$ 14,092,563
Revenues paid through Fee Credit use						\$ 4,953,853

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

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

FUND 684 - WATER SLIF FUND

Water SLIF Fee Description

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

Water SLIF Development Fee Schedule

Category	Basis	Unit	\$	Fee
Single Family Residential- Infill		Unit	\$	2,307
Multi-family Residential		Unit	\$	1,522
Non-Residential		Sq Ft	\$	1.71

Water SLIF Fund Collections & Expenditures

	2015	2016	Fiscal Year 2017	2018	2019
Beginning Balance	\$ (452,744)	\$ (161,685)	\$ 335,308	\$ 709,585	\$ 1,042,321
REVENUES					
SLIF Fees	292,242	505,033	386,553	354,644	986,795
Interest Earnings	(1,183)	(8,040)	(12,276)	(21,908)	(24,401)
Other Revenues					
Total Revenue	291,059	496,993	374,277	332,736	962,394
EXPENDITURES					
<u>Program</u> <u>Title</u>					
Total Expenditures	-	-	-	-	-
Excess(deficiency) revenues over expenditures	291,059	496,993	374,277	332,736	962,394
Total Available Fund Equity at June 30	\$ (161,685)	\$ 335,308	\$ 709,585	\$ 1,042,321	\$ 2,004,714
Revenues paid through Fee Credit use					\$ 684,756

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

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

FUND 685 - SEWER SLIF FUND

Sewer SLIF Fee Description

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

Sewer SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 2,973
Multi-family Residential	Unit	\$ 1,961
Non-Residential	Sq Ft	\$ 2.20

Sewer SLIF Fund Collections & Expenditures

	2015	2016	Fiscal Year 2017	2018	2019
Beginning Balance	\$ 1,024,978	\$ 1,478,954	\$ 2,257,316	\$ 2,847,154	\$ 3,259,201
REVENUES					
SLIF Fees	455,147	786,668	602,113	434,761	1,087,542
Interest Earnings	(1,171)	(8,305)	(12,276)	(22,714)	(29,679)
Other Revenues					
Total Revenue	453,976	778,362	589,838	412,047	1,057,863
EXPENDITURES					
<u>Program</u> <u>Title</u>					
Total Expenditures	-	-	-	-	-
Excess(deficiency) revenues over expenditures	453,976	778,362	589,838	412,047	1,057,863
Total Available Fund Equity at June 30	\$ 1,478,954	\$ 2,257,316	\$ 2,847,154	\$ 3,259,201	\$ 4,317,064
Revenues paid through Fee Credit use					\$ 1,066,750

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

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

FUND 660 - FIRE SLIF FUND

Fire SLIF Fee Description

Fire SLIF development fees are used to construct additional fire station facilities needed to provide service to the new growth area.

Fire SLIF Development Fee Schedule

Category	Basis	Fee
Single Family Residential- Infill	Unit	\$ 865
Multi-family Residential	Unit	\$ 572
Non-Residential	Sq Ft	

Fire SLIF Fund Collections & Expenditures

		Fiscal Year	
		2018	2019
Beginning Balance		\$ -	\$ 61,063
REVENUES			
SLIF Fees		60,370	292,091
Interest Earnings		693	5,292
Other Revenues			
Total Revenue		61,063	297,383
EXPENDITURES			
	<u>Program</u> <u>Title</u>		
Total Expenditures		-	-
Excess(deficiency) revenues over expenditures		61,063	297,383
Total Available Fund Equity at June 30		\$ 61,063	\$ 358,446

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



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.15.
SUBJECT: SUBJECT: Annual Measure E Report for Fiscal Year Ending June 30, 2019

Recommendation for Action: Staff recommends that the City Council approve the Measure E Report for Fiscal Year ending June 30, 2019 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Staff Contact:

Evis Morales, Financial Services Manager, (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact:

This is an informational report, and therefore does not result in any fiscal impact; however, the report provides an accounting of the Measure E (1/2 cent sales tax) receipts and expenses for the fiscal year ending June 30, 2019, as well as a summary of life to date allocation of \$52.8 million of Measure E funds. The Measure E spending plan, which allocates MSE revenues for the upcoming fiscal year, is reviewed by Council annually, in advance of the development of the City's capital budget.

Background:

On June 6, 2006, the Woodland voters approved Measure E (MSE), which extended the 1/2 cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland. Additionally, the voters approved three advisory measures outlining the types of projects for which proceeds from MSE would be spent:

Measure B, approved by 66.8% of voters, allocated a minimum of \$30.2 million or 45% of MSE for road rehabilitation;

Measure C, approved by 69.37% of voters, approved funding for the Community and Senior Center Phase II, Sports Park and renovation and improvements of parks, recreation facilities and pools;

Measure D, approved by 53.4% of voters, approved funding for expansion of the Library, City Hall, and the Opera House.

On February 6, 2007, the City Council adopted the initial MSE spending plan, which provided the allocation of total anticipated MSE revenues in a manner consistent with legal restrictions, advisory measures, and Council policy direction. Included with the spending plan was a resolution calling for a preparation of an annual financial report and an updated bi-annual spending plan. The first annual report was provided to Council in September 2007 and subsequently each year with the most recent financial report presented on December 18, 2018.

Measure E expired on September 30, 2018, therefore FY2019 includes only one quarter of revenues and is the last year that MSE revenues will be received from ongoing sales taxes. However, Council will continue to receive spending plans on an annual basis until MSE funds are fully expended. Additionally, an annual spending plan will be presented to Council in connection with the City's annual budget process to approve allocation of any

available funds. Although no new sales tax revenues are generated, MSE has loaned nearly \$10 million to development impact fees funds; as those funds become available for use, those funds will be included in future annual MSE spending plans.

Discussion:

The following table includes a summary of the approved uses as adopted in the 2019 MSE plan, the life to date expenditures for each category, and the FY2019 expenditures. Final revenues from MSE sales tax for FY2019 were \$1,518,175 which is about 116% of what was anticipated when the spending plan was approved in April 2018.

Project Description	Approved Spending Plan Total Budget	Prior Year Expenditures	FY2018/19 Expenditures	Life to Date Expenditures
<i>Rehabilitation, Renovation, Improvements</i>				
Roads	\$24,032,880	\$18,031,502	\$2,728,987	\$20,760,489
Parks/Ball Fields/Pool	\$7,175,673	\$4,683,984	\$124,254	\$4,808,238
Library Repair	\$273,688	\$273,688	\$0	\$273,688
Opera House/State Theater	\$1,483,595	\$1,480,692	\$0	\$1,480,692
<i>Construction Projects</i>				
Community & Senior Center Phase II/Sports Park	\$7,256,949	\$7,257,633	\$0	\$7,257,633
Library Facility Improvements	\$746,184	\$746,184	\$0	\$746,184
Civic Center Expansion	\$329,455	\$329,455	\$0	\$329,455
<i>Reserve</i>				
Long Term Loan for Debt Service on CSC/Sports Park	\$11,044,950	\$9,799,565	\$6,545	\$9,806,110
TOTAL	\$52,343,374	\$42,602,703	\$2,859,786	\$45,462,489

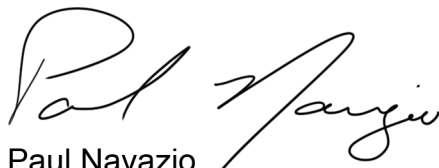
Note: 1) Bond proceeds are not included as revenue, nor are the expenditure of those proceeds included in the life to date or FY19 expenditure amounts. The expenditure amounts in this table represent the debt service for those bonds, which is the accurate expense of MSE funds for those projects. The project overhead amounts are included in the amount shown for roads. 2) FY2018/19 revenue and expenses reflect unaudited figures. The numbers are subject to change pending final audit results.

Conclusion:

Staff recommends that the City Council approve the Measure E Report for Fiscal Year ending June 30, 2019 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer


Paul Navazio
City Manager

Attachments:

1. MSE Summary - Attachment A

Revenue (Includes interest and misc rev)		ACTUALS													LIFE-TO-DATE	PLANNED	TOTAL
		2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19		2019/20	
Revenue (Includes interest and misc rev)		\$2,828,924	\$3,623,236	\$4,317,674	\$3,710,708	\$3,855,276	\$3,719,536	\$4,435,640	\$4,406,345	\$4,625,080	\$4,998,915	\$5,070,289	\$5,211,712	\$1,521,130	\$52,615,324	\$226,327	\$52,841,651
Cumulative revenue		\$2,828,924	\$6,452,160	\$10,769,834	\$14,480,542	\$18,335,818	\$22,055,354	\$26,490,994	\$30,897,339	\$35,795,256	\$40,794,171	\$45,882,483	\$51,094,195	\$52,615,324			
Project #	ProjectName	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	LIFE-TO-DATE	2019/20	
Opera House																	
07-10	Opera House Renovation and Expansion	\$0	\$274,873	\$298,619	\$4,301	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$577,793		\$577,793
12-17	Purchase of State Theater						\$5,000	\$273,783	\$140						\$278,923		\$557,845
15-11	City Hall Annex/Opera House									\$54,080	\$556,620	\$13,277			\$623,977		\$1,247,955
Library																	
07-16	Library Maintenance and Repair	\$15,342	\$136,394	\$112,656	\$5,532	\$3,764									\$273,688		\$273,688
17-14	Library Facility Needs Assessment											\$111,924	\$12,436		\$124,360		\$124,360
15-08	Library Facility Improvements									\$11,344	\$77,845	\$532,634			\$621,824		\$621,824
Road Projects																	
06-14	Annual In-House Road Program Support	\$21,298	\$242,880	\$430,975	\$180,543	\$219,600	\$292,388	\$300,163	\$305,986	\$120,430	\$118,406	\$566,808	\$878,598	\$17,589	\$3,695,664	\$17,933	\$3,713,597
06-06	Measure E Planning-Management	\$26,669	\$61,043	\$31,607	\$60,859	\$28,885	\$43,790	\$20,223	\$54,045	\$29,231	\$42,879	\$34,577	\$16,825		\$450,632		\$450,632
05-01	2005 Federal Aid Arterial	\$113,516													\$113,516		\$113,516
02-03	Beamer Park Road Rehab		\$1,245												\$1,245		\$1,245
06-15	Beamer St Under Road Rehab	\$28,796	\$26,665	\$1,243											\$56,704		\$56,704
07-41	2007 Road Maintenance	\$618,859	\$72,458												\$691,317		\$691,317
07-42	2008 Road Maintenance		\$45,560	\$1,532,254	\$10,985										\$1,588,799		\$1,588,799
07-44	2008 Road Rehabilitation		\$81,527	\$583,819	\$28,379										\$693,725		\$693,725
07-45	2009 Road Rehabilitation (ARRA)			\$526	\$66,020	\$75									\$66,621		\$66,621
05-05	ADA Curb Ramp Improvement		\$4,066												\$4,066		\$4,066
00-06	I-5/SR113 Freeway to Freeway Connectors Phase 2				\$55,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$85,000		\$85,000
04-07	Kentucky Avenue Widening and Reconstruction					\$0	\$165	\$411	\$8,203	\$109,661	\$21,824	\$746,783	\$323,927	\$443,353	\$1,654,328	\$946,376	\$2,600,704
07-43	2011 Road Maintenance Project (was 2009 Road Maint)		\$4,202	\$754		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$4,956		\$4,956
08-67	Prop 1B Road Project			\$6,854											\$6,854		\$6,854
09-28	ARRA Road Project				\$5,790	\$134,419									\$140,209		\$140,209
14-14	2014 Road Maintenance Project					\$0	\$0	\$0	\$32,421	\$946,560	\$0	\$0	\$0		\$978,982		\$978,982
15-03	2015 Road Maintenance Project					\$0	\$0	\$0	\$0	\$3,427	\$4,662	\$0	\$0		\$8,090		\$8,090
16-01	2016 Road Maintenance Project					\$0	\$0	\$0	\$0	\$0	\$518,198	\$1,471,751			\$1,989,949		\$1,989,949
17-03	2017 Road Maintenance Project					\$0	\$0	\$0	\$0	\$0	\$0	\$24,229	\$1,029,956		\$1,054,185		\$1,054,185
18-02	2018 Road Maintenance Project												\$259,385	\$634,575	\$893,960		\$893,960
20-02	2020 Road Maintenance Project														\$0	\$94,262	\$94,262
18-03	2018 ADA Improvements												\$9,866		\$9,866		\$9,866
17-16	W. Main Street Bicycle/Ped Mobiltiy & Safety Improvements											\$8,570	\$380,149	\$525,363	\$914,082	\$1,032,918	\$1,947,000
17-09	W. Woodland Safe Routes to School (Court St.)											\$5,451	\$382,915	\$987,590	\$1,375,956	\$596,043	\$1,972,000
17-11	ADA Transition Plan											\$241	\$84,945	\$22,387	\$107,574	\$17,426	\$125,000
13-05	East Main Street Improvement Project							\$0	\$0	\$1,577	\$14,892	\$2,993	\$3,755	\$4,728	\$27,945	\$422,056	\$450,000
19-05	2020 Road Rehabilitation														\$0	-\$285	-\$285
10-07	East Kentucky Rehab Project				\$6,978	\$34,167	\$40,044	\$20,496	\$690,167	\$93	\$0	\$0	\$0		\$791,945		\$791,945
08-58	Downtown Beautification								\$3,017	\$110,044	\$422,622	\$56	\$0		\$535,739		\$535,739
15-15	Doggone Alley Water Main Replacement										\$18,464	\$0			\$18,464		\$18,464
15-16	Main Street Improvements (Elm to Cleveland)									\$149,210	\$170,682	\$132,192			\$452,083		\$452,083
09-18	East & Main Storm Drain Repair							\$14,570	\$0	\$0	\$0	\$0	\$0		\$14,570		\$14,570
16-05	Lit Crosswalk Replacement										\$41,909	\$41,931			\$83,840		\$83,840
17-12	2016/17 ADA Project											\$3,688	\$9,287		\$12,975	\$0	\$12,975
19-08	2019 ADA Improvements														\$0	\$23,152	\$23,152
17-17	2017 Corridor Safety Project											\$1,517	\$32,134	\$3,982	\$37,633	-\$8,632	\$29,000
12-07	2012 Road Maintenance Project (leftover 06-14)						\$1,030,926	\$21,158							\$1,052,084		\$1,052,084
18-05	Woodland Parkway Safe Route to School & Connectivity Study												\$2,937	\$9,752	\$12,689	\$10,133	\$22,822
17-23	Main St Sanitary Sewer & Storm Repairs												\$0		\$0	\$40,000	\$40,000
17-24	East main Pump Station Storm Main Repairs												\$3,705	\$2,569	\$6,274	\$543,726	\$550,000
Miscellaneous Parks Projects																	
02-22	Southland Park Irrigation	\$1,136	\$114,465												\$115,601		\$115,601
07-18	Park Irrigation Rehab - Phase 1		\$58,758	\$650,181	\$72,670	\$1,215									\$782,824		\$782,824
08-02	Ferns Park		\$151,574	\$32,331											\$183,905		\$183,905
08-54	Misc. Park Rehab			\$44,460	\$5,540										\$50,000		\$50,000
10-01	City Park Irrigation Project Phase 2, 3 & 4					\$181,645	\$389,364	\$392,460	\$409,697	\$0	\$0	\$0	\$0		\$1,373,167		\$1,373,167
13-03	Clark Field					\$0	\$0	\$48,335	\$455,092	\$15,000	\$15,000	\$15,000	\$15,000		\$563,427		\$563,427
12-18	Brooks Swim Center					\$0	\$0	\$95,809	\$1,237,677	\$167	\$0	\$0	\$0		\$1,333,653		\$1,333,653
15-06	Play Equipment & Electrical Panel - Crawford Park									\$137,259					\$137,259		\$137,259
16-06	Main Distribution Panel - Brooks Pool										\$49,838				\$49,838		\$49,838
17-15	Sports Park Field Repairs											\$9,508	\$23,860		\$33,368		\$33,368

19-19	Sports Park Turf Replacement														\$617	\$617	\$2,449,383	\$2,450,000
15-07	Grant Match - Camarena Field														\$25,000	\$0	\$0	\$25,000
18-04	Park/Recreation Facility Planning														\$35,943	\$12,746	\$48,689	\$55,000
19-23	Charles Brooks Pool Bleacher Project															\$0	\$40,000	\$40,000
	Parks Maintenance														\$110,890	\$110,890	\$79,109	\$190,000
	Park Project Set-Aside															\$0	\$1,044,250	\$1,044,250
Facilities/City Hall																		
08-05	Fire Station 2 and 3 Repairs			\$11,213	\$205,828											\$217,041		\$217,041
12-15	City Hall Remodel														\$50,000			\$50,000
08-55	Facility Maintenance and Repair			\$28,497	\$33,917											\$62,414		\$62,414
Overhead																		
	Project Overhead Allocation			\$21,255	\$80,520	\$131,801	\$72,460	\$50,260	\$96,157	\$72,372	\$69,753	\$70,323	\$91,752	\$120,959	\$173,259	\$77,099	\$1,127,971	\$1,127,971
Community/Senior Center - Sports Park Debt Service																		
	2007 Lease Revenue Debt Service Refunded as 2012 (for Comm/Sr Ctr & Sports Park)			\$3,397,713	\$390,979	\$390,623	\$390,419	\$391,507	\$392,119	\$359,032	\$359,155	\$359,500	\$360,261	\$360,234	\$106,090	\$0	\$7,257,633	\$7,257,633
Long Term Loan - Community/Senior Center & Sports Park																		
	Long Term Loan for Debt Service on the CCS/Sports Park					\$0	\$0	\$4,646,458	\$1,646,063	-\$477,157	\$1,363,398	\$1,000,834	\$633,603	\$986,365	\$6,545	\$9,806,110		\$9,806,110
	Reserve Set Aside																	\$0
																		\$0
Total Project/Debt Expenditures				\$4,244,584	\$1,747,209	\$4,288,413	\$1,198,243	\$1,048,348	\$6,930,533	\$3,319,853	\$2,493,095	\$4,196,379	\$3,526,783	\$4,837,926	\$4,771,336	\$2,859,786	\$45,462,489	\$7,379,162
Cummulative Project/Debt Expenditures				\$4,244,584	\$5,991,793	\$10,280,206	\$11,478,449	\$12,526,797	\$19,457,330	\$22,777,183	\$25,270,279	\$29,466,658	\$32,993,441	\$37,831,367	\$42,602,703	\$45,462,489		\$52,841,651



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.16.
SUBJECT: SUBJECT: Annual Measure F Report for Fiscal Year Ending June 30, 2019

Recommendation for Action: Staff recommends that the City Council approve the Measure F Report for Fiscal Year ending June 30, 2019 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Staff Contact:

Evis Morales, Financial Services Manager, (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact:

This is an informational report, and therefore does not result in any fiscal impact; however, the report provides an accounting of Measure F (1/2 cent sales tax) receipts and expenses for the fiscal year ending June 30, 2019. Per City Council direction, the Measure F spending plan is reviewed by Council annually, in connection with the development of the City's annual budget.

Background:

In November 2016 the Woodland voters approved Measure F (MSF), which extended the 1/2 cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland. The 12 year approval of MSF, a General Tax, includes funding for general city services such as street maintenance, parks and facility projects, public safety and economic development.

MSF revenue is anticipated to be spent on various categories based on overall community need. City Council has identified Parks, Roads, Public Safety, and Economic Development as general categories for funding.

The initial spending plan was approved by City Council within the FY2018/19 annual budget on June 19, 2018, which provided and allocation of anticipated MSF revenues in a manner consistent with Council policy direction. The City Council adopted a revised MSF spending plan at the April 16, 2019 meeting for incorporation in the FY2019/20 annual budget.

Similar to the process that was followed for Measure E, staff will prepare an annual financial report in December each year, and an updated annual spending plan during the spring. Because MSF became effective on October 1, 2018 (during FY2018/19), the attached report represents the first annual financial report.

Discussion:

The following table includes a summary of approved uses as adopted with the FY2018/19 annual budget, the life to date expenditures for each category, and the FY2018/19 expenditures. Final revenues from MSF sales tax for FY2108/19 were \$4,053,546, which is about 103% of what was anticipated when the annual budget was approved.

Project/Program Description	Approved Spending Plan Total Budget	Prior Year Expenditures	FY2018/19 Expenditures	Life to Date Expenditures
Parks	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
Roads	\$ 2,500,000	\$ -	\$ 603,122	\$ 603,122
Public Safety	\$ 1,040,268	\$ -	\$ 661,796	\$ 661,796
Economic Development	\$ 230,593	\$ -	\$ 235,687	\$ 235,687
Overhead	\$ 15,399	\$ -	\$ 20,947	\$ 20,947
TOTAL	\$ 3,801,260	\$ -	\$ 1,536,552	\$ 1,536,552

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

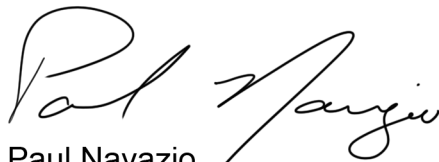
Note: FY2108/19 revenue and expenses reflect unaudited figures. The numbers are subject to change pending final audit results.

Conclusion:

Staff recommends that the City Council approve the Measure F Report for Fiscal Year ending June 30, 2019 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

1. MSF SUMMARY-ATTACHMENT A

MEASURE F SPENDING PLAN

	FY2018/19 Actual	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	Total
		Planned												
Revenues														Over 12 Years
MSF Annual Revenue Projection	4,053,546	5,508,100	5,686,500	5,866,400	6,045,800	6,224,900	6,403,700	6,422,911	6,442,180	6,461,506	6,480,891	6,500,334	1,629,959	73,726,727
Expenditures														
Parks														
Park Debt Service	-	1,191,439	1,187,232	1,182,939	1,178,561	1,174,096	1,169,541	1,164,895	-	-	-	-	-	8,248,702
Clark Field Maintenance	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	195,000
Other Park Projects	-	43,561	47,768	52,061	56,439	60,904	65,459	70,105	1,235,000	1,235,000	1,235,000	1,235,000	297,500	5,633,798
Parks Subtotal	15,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	312,500	14,077,500
Roads														
Measure F - Planning Management	19,142	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	12,500	581,642
Annual In-House Road Program Support	583,695	750,000	750,000	750,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	250,000	11,083,695
West Woodland Safe Routes to School	-	1,250,000	-	-	-	-	-	-	-	-	-	-	-	1,250,000
West Main St Bicycle/Ped Mobility & Safety Improvements	-	2,150,000	-	-	-	-	-	-	-	-	-	-	-	2,150,000
Gibson Road (West to East Streets)	-	-	1,700,000	-	-	-	-	-	-	-	-	-	-	1,700,000
2021 Pavement Maintenance	-	-	-	1,550,000	150,000	-	-	-	-	-	-	-	-	1,700,000
2022 Pavement Maintenance	-	-	-	150,000	1,550,000	-	-	-	-	-	-	-	-	1,700,000
Other Road Projects	285	-	-	-	-	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	621,875	12,522,160
Roads Subtotal	603,122	4,200,000	2,500,000	2,500,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	884,375	32,687,497
Public Safety														
Fire Staffing	437,748	522,632	571,679	625,103	681,199	740,099	805,644	874,794	947,748	1,024,714	1,105,913	1,191,579	320,489	9,849,342
Police Staffing	224,048	573,291	625,074	681,168	740,066	801,909	866,845	939,361	1,015,866	1,096,579	1,181,731	1,271,566	341,586	10,359,090
Public Safety Subtotal	661,796	1,095,923	1,196,754	1,306,271	1,421,265	1,542,008	1,672,489	1,814,156	1,963,614	2,121,293	2,287,644	2,463,145	662,074	20,208,432
Economic Development														
Economic Development Staffing	235,687	255,645	269,705	281,842	294,243	305,719	321,005	337,055	353,908	371,603	390,183	409,692	107,544	3,933,832
Overhead	20,947	33,621	34,630	35,669	36,739	37,841	38,976	40,145	41,350	42,590	43,868	45,184	46,539	498,097
Total Expenditures	1,536,552	6,835,189	5,251,089	5,373,782	5,752,247	5,885,567	6,032,470	6,191,356	6,358,872	6,535,486	6,721,695	6,918,021	2,013,033	71,405,358
Net Revenues/Expenditures	2,516,994	(1,327,089)	435,411	492,618	293,553	339,333	371,230	231,555	83,308	(73,980)	(240,804)	(417,687)	(383,074)	2,321,369
Reserve Set Aside	125,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,325,000
Project Reserve/Sports Park		500,000												
Fund Balance	2,391,994	464,905	800,317	1,192,935	1,386,488	1,625,821	1,897,051	2,028,606	2,011,914	1,837,935	1,497,130	979,443	496,369	



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: J.17.
SUBJECT: SUBJECT: Annual Measure J Report for Fiscal Year Ending June 30, 2019

Recommendation for Action: Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year ending June 30, 2019 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Staff Contact:

Evis Morales, Financial Services Manager, (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact:

This is an informational report, and therefore has no direct fiscal impact. However, the report provides an accounting of the use of \$2,772,407 in Measure J (1/4 cent sales tax) revenues collected during fiscal year 2018/19.

Background:

In January 2014, the City Council authorized placing the reauthorization of a 1/4 cent sales tax before the voters for the June 2014 election. Measure J (MSJ) was approved with 68% of the Woodland vote. Companion advisory measures K,L,M and N were also approved and were intended to guide the City Council in the allocation of the resources generated by MSJ for general city services, programs, and facilities for a period of eight (8) years as follows:

Measure K, approved by 65.5% of voters, provides that 60% of the additional sales tax received to expand and enhance youth and teen programs and facilities;

Measure L, approved by 66.4% of voters, provides that 20% of the additional sales tax received to enhance educational and youth literacy and expand hours of operation;

Measure M, approved by 70.1% of voters, provides 15% of the additional sales tax to enhance public safety through expanded crime prevention programs such as Neighborhood Watch and services supporting at-risk youth including gang intervention strategies;

Measure N, approved by 53.6% of voters, provides 5% of the additional sales tax to support a city water and sewer utility ratepayer assistance program for low income residents.

Discussion:

The goals and objectives of MSJ are to expand activities for youth and teens; increase literacy and academic achievement; enhance public safety; provide dedicated funding for the Utility Assistance Program; and to encourage youth engagement through a variety of new programs. Throughout FY2018/19, programs and services were developed and offered to the community in the following areas:

Youth programming

- Afterschool programs at both middle schools
- Clubs/leagues for middle school youth during the summer
- Waive Per-player fees for youth sports

Library Programming

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

Crime Prevention

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

Actual MSJ revenue received in FY2018/19 was \$2,772,407, which is 107% of projected revenue for the budget. The tables below show the planned and actual allocation of MSJ for FY2018/19:

MEASURE J - FY2018/19 Year-End Report by Category

	Advisory Measures	Approved Spending Plan	Percent of Spending Plan	Prior Year Expenditures	Acutual MSJ Expenditures FY18/19	Life to Date Expenditures
Youth Programming	60%	\$ 11,109,044	57%	\$ 3,356,027	\$ 1,285,715	\$ 4,641,742
Library Programming	20%	\$ 4,028,609	21%	\$ 1,675,336	\$ 562,303	\$ 2,237,639
Crime Prevention/Youth-At-Risk	15%	\$ 2,763,064	14%	\$ 1,072,710	\$ 314,367	\$ 1,387,077
Utility Assistance Program	5%	\$ 1,528,995	8%	\$ 553,267	\$ 225,728	\$ 778,995
Unallocated MSJ		\$ -		\$ -	\$ -	\$ -
Total		\$ 19,429,712		\$ 6,657,340	\$ 2,388,113	\$ 9,045,453

Of the \$584,983 unspent from FY2018/19, \$116,503 was carried over for expenditure in FY2019/20. All Measure J funds not programmed or expended are accumulated in a special Measure J fund balance within the General Fund. At the end of FY2018/19 the accumulated fund balance was \$3,315,794. Of this fund balance, \$1,250,000 is assigned to the Southeast Area Pool Project (\$250,000 was spent in FY2018/19 for a land lease agreement) and \$1,000,000 is assigned for the Phase 2 Sports Park Build-Out.

MEASURE J - FY2018/19 Year-End Report by Activity

FY2018/19 Measure J Expenditures					
	Amended Budg	Year-to Date Actuals		Difference Favorable/ (Unfavorable)	%
Unallocated Measure J	\$ 55,006	\$ -	\$	55,006	0%
Utility Assistance	\$ 246,438	\$ 225,728	\$	20,710	92%
Youth Programming					
Camperships	\$ 48,725	\$ 40,167	\$	8,558	82%
Player Fees	\$ 73,029	\$ 73,728	\$	(699)	101%
Youth Rebates and Scholarships	\$ 60,901	\$ 1,361	\$	59,540	2%
Events	\$ 34,273	\$ 21,145	\$	13,128	62%
Boxing	\$ 50,330	\$ 33,712	\$	16,618	67%
Outdoor Adventures	\$ 36,678	\$ 32,199	\$	4,479	88%
Outreach & Marketing	\$ 55,690	\$ 41,637	\$	14,053	75%
Youth Mentoring (YGRIP, BBBS)	\$ 40,818	\$ 31,294	\$	9,524	77%
PAL	\$ 16,855	\$ 17,403	\$	(548)	103%
UC Davis EOP	\$ 7,304	\$ 7,541	\$	(237)	103%
United Way Kinder Camp	\$ 6,150	\$ 8,702	\$	(2,552)	141%
Other General Recreation Program	\$ 39,704	\$ 36,816	\$	2,888	93%
YMCA Offset	\$ 20,226	\$ 20,884	\$	(658)	103%
Fundraising Seed Money for Groups	\$ 89,895	\$ -	\$	89,895	0%
Aquatic Feasibility Study	\$ 28,092	\$ 29,006	\$	(914)	103%
Southeast Area Pool Project	\$ 250,000	\$ 250,000	\$	-	100%
Great Program	\$ 90,500	\$ 30,132	\$	60,368	33%
Middle School Programs	\$ 259,523	\$ 191,675	\$	67,848	74%
Aquatics	\$ 270,665	\$ 211,828	\$	58,837	78%
Recreation Van	\$ 102,451	\$ 85,307	\$	17,144	83%
Summer Camp	\$ 211,732	\$ 119,928	\$	91,804	57%
Youth Advisory Committee	\$ 5,000	\$ 1,248	\$	3,752	25%
Crime Prevention/Youth-At-Risk	\$ 327,392	\$ 314,367	\$	13,025	96%
Library	\$ 545,719	\$ 562,303	\$	(16,584)	103%
Total All Measure J Programs	\$ 2,973,096	\$ 2,388,113	\$	584,983	80%

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

Youth Programming

Camperships

Measure J provides funding for “camperships” or scholarships for youth participants of income qualified families, which result in a fee reduction for several programs. A total of \$28,590 was provided for camperships in FY18/19, and the remaining expenditures are attributed to program administration. Camperships were utilized in the following areas:

- Swim Lessons - \$11,040 to 183 participants
- Summertime Fun Club - \$10,050 to 67 participants
- Lifeguard Training - \$100 to one (1) participant
- Summer Teen Pack - \$7,400 to 24 participants
- Woodland Kiwanis Club helped provide funding for 182 Aquatic scholarships

Player Fees

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

- \$43,260 in player fees waived
- 2,163 youth players (972 baseball players and 1,191 soccer players)
- \$10,000 winter surcharge fee waived for Woodland Swim Team

Youth Sports Fee Rebates & Scholarships

Measure J provides funding for both rebates and scholarships for youth participating in identified sports leagues. Fee rebates are cumulative for each child in the family for those participating in the current season. Scholarships in the amount of \$50 are provided for youth sport participants in income-qualified families. A total of \$880 was distributed to participating families. The remaining amount spent is attributed to program administration.

Events

Measure J provides several free activities and events for youth and teens including teen game nights, the Dive-In Movie night at the pool, the Movie in the Park, Valentine's Day Cookie Decorating, and the 6th Grade Party. The events had a combined attendance of over 1,600 in FY18/19.

Outdoor Adventure Program

Measure J provides funding for the low enrollment fee of the Outdoor Adventure trip to Yosemite National Park. The Outdoor Adventure trip took 33 participants to Yosemite.

After School Teen Pack

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

- Overall attendance for FY2018/19 school year was 9,746, which is over 2,000 more than the previous year.

Aquatics

Measure J provides funding for summer public swim hours and to help offset expenses for low cost swimming lessons, the participation includes the following:

- Public Swim – 13,401
- Swim Lessons – 1,110

Rec2Go

Measure J provides funding for the mobile recreation van (Rec2Go) to go to park sites, schools, and local events during the year. Participants can play and have free fun anywhere Rec2Go attends.

- Attended 120 park and community events
- Reached over 5,800 community members

Summer Teen Pack

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

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

Other general programs

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

- Baby & Me - 334
- Boxing Club – 5,048
- Night Hoops – 1,581

Crime Prevention

The Crime Prevention program develops, implements and maintains programs that focus on reducing the instances and impact of criminal activity within the community. The primary goal of the Crime Prevention program is to increase community awareness and motivate the citizens to become actively involved in helping to reduce crime.

Throughout the FY2018/19, the Crime Prevention Specialist attended community meetings, block parties, and other gatherings and events where the Police Department was able to engage with its residents and crime prevention information was shared. Additionally, through Nextdoor.com a social media platform where currently there are approximately 8,600 subscribers for Woodland, the Crime Prevention Specialist shared safety tips, crime trends and other valuable information to keep the community informed about what is happening in their neighborhoods. The Crime Prevention Specialist performed security assessments for residential and business properties utilizing Crime Prevention through Environmental Design strategies. Reduction of crime is achieved by employing physical design features that discourage crime and fear.

Last spring, the Crime Prevention Specialist attended training to establish a Crime Free Multi-Housing Program, a state-of-the-art, crime prevention program designed to reduce crime, drugs, and gangs on apartment properties. The Department embarked on this program this past November. The program focuses on reducing crime where management and the tenants agree to work together to keep a well-maintained property and promote good quality of life for all. Property managers and staff go through a three-phase program where they receive training and they receive certification in the program. The Department looks forward to reporting on the success of this effort in the next annual report.

The Department's Crime prevention program accomplished the following in FY2018/19:

- 44 informational posts were shared on Nextdoor.com with topics including *Catalytic Converter Theft Prevention, Teen Drivers and Cell Phone Law, PG&E Scam Alerts, Special Needs Alert Program (SNAP) and the 9PM Routine.*
- 33 outreach events including the National Night Out, Back to School, Dia De Los Niño's, Touch a Truck, REXPO, Movies on Main, Honey Festival, Yolo County Housing Spring Fling, Farmers Market and YMCA Healthy Kids Day.
- 10 Neighborhood Watch meetings
- 11 car seat inspections
- 23 presentations to various community organizations such as schools, churches, civic groups and neighborhoods
- 11 Security assessments to residential and commercial properties
- Two (2) Educational Forums hosted at the Police Department (*Restraining Order Clinic and*

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

School Resource Officers (SROs) along with other officers on overtime, taught G.R.E.A.T. to all fourth grade classes (approximately 800 students) in the Woodland Joint Unified School District. An increase in funding allowed expansion of the program to include a 7th grade curriculum, resulting in approximately 400 seventh graders graduating from the program. At the conclusion of the course, there was a graduation where the students received a certificate and were treated to cake and refreshments. The program will reach even more students in fiscal year 2019/20 with the inclusion of the new Spring Lake School and of both junior high schools.

The SROs taught Active Shooter Training to staff members at all schools in school district and attended an updated version of school active shooter training called ALICE (Alert, Lockdown, Inform, Counter, Evacuate) where they were certified as instructors. SROs also participated in Fill the Trunk, Christmas and Back to School Shop with a Cop, Coffee with a Cop, National Night Out, National Shake Out (earthquake drills at the schools), National Walk to School Day, Read Across America, and Red Ribbon Week.

SROs spent much of their time acting as mentors to counsel, educate and develop numerous students on a day-to-day basis for preparation as adults. The SROs also participated in the School District Safety committee, SARB (Student Attendance Review Board), YTAC (Yolo Truancy Abatement Committee) and District Attorney Mediation.

Woodland Police Activities League

Over this last fiscal year, the Woodland Police Activities League (WPAL) continued with traditional programs such as the Junior Giants Baseball League and the annual Summer Program while also expanding programs. This year we added a softball division to the Junior Giants program. The WPAL van can be seen around the community as is used for a variety of programs. WPAL entered into a partnership with Yolo County Probation to provide access to programs for specifically identified youths, continued discussion with the San Francisco 49ers to implement a flag football program, and coordinated with California State University, Sacramento to begin counseling services in the fall of 2020. Additional programs are in the works to include basketball, floor hockey, soccer, and potentially a travel baseball program. FY19 accomplishments include the following:

- City financial support of this program in the amount of \$15,000
- Programs include Junior Giants Baseball, Art, Soccer, Flag Football, MMA, Self-Defense, Girl's Boxing, and Baseball clinics.
- Continued the annual Summer Program
- Received a pool table, ping pong table, and gaming system for the facility
- Facility to open for walk-in youths by the end of 2019
- The Board of Directors membership has been filled.

Library Programming

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

- All Children's Programming
- All Teen Programming
- Teen Services Librarian Position

- Children's Library Tech Position
- Adult and Family Literacy Coordinator Position
- Square One Staff, program, and supplies
- Additional Library Hours
- Children and teen print and online resources

The library records programming attendance and surveys participants regularly to measure outcomes. Measuring outcome data connected to Measure J programming helps the library demonstrate the good we are doing and the value our impact is having in the community. The library focuses the outcome data in four (4) areas: Early Childhood Literacy, Education and Lifelong Learning, Civic and Community Engagement, and Summer Reading. All surveys are Project Outcome surveys, which were developed by the Public Library Association's Performance Measurement Task Force. The surveys are designed to help libraries measure the outcomes of programs and service and the impact they have on patrons. Full survey results are available at the library.

Early Childhood Literacy

The public library is a fun, creative, safe space where parents and caregivers can bring their children to learn and interact with one another and in groups. Early childhood literacy services and programs range across a variety of activities, from reading to singing to playing. Engaging in early childhood literacy activities put children ages 0-5 on a strong path to developing the critical thinking, vocabulary and language, problem solving, social, physical, and creative skills necessary to succeed later in life. In the FY2018/19: 7,264 preschool children and caregivers attended 292 early childhood literacy programs (ages 0-5), which include story times in English and Spanish, STEM and arts programs, and special events.

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

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

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

Education and Lifelong Learning

Learning is a lifelong process. The library provides an inclusive learning environment where community members can develop skills and knowledge at any age or stage of life. At the library, users can find homework

help, join book clubs, pursue their high school diploma, take classes, and receive one on one help. Measure J supports education and lifelong learning opportunities for children and teens. In the past year: 14,109 school age children and their caregivers attended 333 school –age programs, which included coding classes, class visits and tours, Minecraft club, Lego club, STEM activities, crafts, tutoring, and special events. All first grade children in Woodland Joint Unified Schools receive a “My First Library Card” and a new book through class visits. 3,917 teens attended 210 teen programs, which included Teen Advisory Board meetings and workshops, creativity and art programs, outreach at Fourth and Hope, and the Youth Empowerment Summit, as well as Gallop Strengths Leadership training, and a SAT Boot Camp.

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

- 94% learned something that was helpful
- 90% felt confident about what they learned
- 87% intend to apply what they learned
- 88% are more aware of resources and services provided by the library

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

Education and Life Long Learning- Square One

The Square One facility, often generically referred to as a “makerspace” offers a technology-based, mentor-led learning environment. Through hands on education, Square One fosters the development of 21st century skill sets: creativity, innovation, transmedia navigation, visual literacy, and computational thinking. Square One – focuses on the development of hands on learning opportunities through five (5) maker areas: Woodshop, Arts and Textiles, Prototyping, Electronics, and Digital Arts.

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

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

- 205 Woodland 3rd graders have toured and experienced hands on learning in Square One
- 454 library patrons have taken a basic use and safety class or workshop
- 1,211 library patrons have worked independently in Square One

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

- 99% learned something that was helpful
- 98% felt more confident about what they learned
- 100% intend to apply what they learned

- 99% were more aware of resources and services provided by the library

Civic and Community Engagement

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

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

- 88% were more aware of issues in their community
- 97% felt more confident about becoming involved in their community
- 95% intend to become more engaged in their community
- 83% were more aware of resources and services provided by the library

Summer Reading

Summer reading programs are an essential public library service that benefits a range of patrons from children, teens, and adults. Summer reading programs are particularly important for children transitioning from “learning to read” to “reading to learn” education levels. According to a three-year study by the Dominican University’s Graduate School of Library and Information Studies, students who participate in their local library’s summer reading program significantly improve their reading skills. Summer @ the Library is supported by Measure J and the Friends of the Library and accomplished the following:

- 1,285 registered participants
- 861 participants completed the program (read 5 books over the summer)
- 42,490 minutes read
- 2,817 summer lunches served
- 3,562 people attended Summer @ the Library events and programs
- 615 teen volunteer hours completed

The Summer Reading Teen/Child Survey measures the impact of services designed to provide continuous reading and learning opportunities for children and teens between school breaks to limit learning gaps. A total of 95 surveys were collected. Of the percentage of children or teens surveyed who either agreed or strongly agreed that they benefited from the service or program:

- 95% learning something new from what they read or experienced
- 93% enjoy reading more
- 94% read more often
- 96% want to use the library more

Utility Assistance Program

Measure J provides funding subsidies to assist low-income families with payment for their utility bill. The program provides a subsidy of \$40 per month. For FY2018/19, the program provided funding of \$40 per month to 497 households representing 1,220 residents.

Conclusion:

Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year ending June 30, 2019 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: K.18.
SUBJECT: Homeless Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) Receive a status report on Relocation of the Homeless Shelter and operation of the Extended Shelter (Old County Jail); 2) Adopt Resolution No. _____, approving the following appropriations and amending the FY2020 budget as necessary: \$50,000 in Housing Assistance (Fund 326) for pre-development costs to relocate the Fourth and Hope emergency homeless shelter; and an additional \$35,000 in General Fund (Fund 101) with the costs shared equally between the City and Yolo County for the operation of the Extended Shelter, a total appropriation of \$369,045 for Homeless Activities; and 3) Authorize the City Manager to execute an extension of the MOU with Yolo County and Fourth and Hope for operation of the Extended Shelter through March 31, 2020.

Staff Contact: Dan Sokolow, Senior Planner – 530-661-5927, dan.sokolow@cityofwoodland.org

Fiscal Impact:

The \$50,000 in pre-development costs for relocation of Fourth and Hope's shelter would be funded through Housing Assistance (Fund 326) while the \$35,000 for Extended Shelter would be funded through the General Fund (Fund 101). Because the City and Yolo County are sharing equally in the costs of operating the Extended Shelter, the net General Fund impact is \$17,500 ($35,000 \times 0.5 = 17,500$).

Staff continues to work on developing the cost estimates and funding sources for relocation of Fourth and Hope's shelter. It is estimated that staff will return to Council, early next year, with a project update and construction appropriation request. The \$50,000 funding request is limited to the environmental review and shelter design.

Background:

Based on direction provided by the City Council at its November 19, 2019, City staff has been engaged in a detailed examination of the capital costs to relocate Fourth and Hope's shelter, refining the site plan for the temporary shelter, and developing a preliminary floor plan for the shelter building. On a parallel track, staff has reached out to consultants on environmental review (California Environmental Quality Act), geotechnical (shelter building foundation), structural engineering (shelter building structural design), and civil engineering (utilities plan). The initial cost to contract with these consultants is estimated to not exceed \$50,000. While the City Council has supported the initial staff recommendation to construct a temporary shelter facility on the parcel immediately adjacent to the East Beamer Way campus, it now appears possible to expedite construction of an interim shelter facility on the site of the proposed permanent shelter. This option has the potential to reduce overall costs for the combined shelter project(s) as the interim shelter will be constructed so as to serve as "phase 1" of the construction of the future permanent shelter. In addition, at their meeting of December 17th, the Yolo County Board of Supervisors will be considering a recommendation to allocate up to \$500,000 as a funding contribution for construction of the interim shelter at the East Beamer/CR102.

Operation of the Extended Shelter began on December 6, 2018 at the Old County Jail in order to accommodate individuals who had been evicted from a homeless encampment located in the adjacent County-owned parking

lot. Through an initial memorandum of understanding (MOU) between the City, County, and Fourth and Hope, and subsequent extensions, the shelter has been operated by Fourth and Hope with the City and County sharing equally in operational costs. While it was intended to provide shelter for the 30 individuals evicted from the parking lot encampment while they received extensive services and prior to placement in permanent housing, it has also been used to shelter other homeless individuals. Overall utilization of the shelter since December 2018 is 21.4 persons/night and 26.7 persons/night during November 2019. For the original clients who were evicted from the parking lot, the overall utilization rate is 8.7/night and 3.6/night during November 2019. A total of 9 original clients have been housed.

Discussion:

In order to better inform the costs and schedule of relocating Fourth and Hope's shelter, the work of environmental, geotechnical, structural engineering, and civil engineering consultants is required. For Extended Shelter, the current MOU extension is through January 15, 2020. Staff recommends extending the shelter's operation through March 31, 2020 at this juncture in order to cover most of the cold weather season. Yolo County is supportive of the extension and has discussed with the City the possibility of keeping shelter open until Fourth and Hope's shelter is relocated and expanded to a 100-bed capacity.

Conclusion:

Staff recommends that the City Council: 1) Receive a status report on Relocation of the Homeless Shelter and operation of the Extended Shelter (Old County Jail); 2) Adopt Resolution No._____, approving the following appropriations and amending the FY2020 budget as necessary: \$50,000 in Housing Assistance (Fund 326) for pre-development costs to relocate the Fourth and Hope emergency homeless shelter, a total appropriation of \$85,621; and an additional \$35,000 in General Fund (Fund 101) with the costs shared equally between the City and Yolo County for the operation of the Extended Shelter, a total appropriation of \$369,045 for Homeless Activities; and 3) Authorize the City Manager to execute an extension of the MOU with Yolo County and Fourth and Hope for operation of the Extended Shelter through March 31, 2019.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Evis Morales
Financial Services Manager

Reviewed by: Christine Engel
CSD Director


Paul Navazio
City Manager

Attachments:

1. Shelter Pre-Dev Costs Reso Dec 17, 2019

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROPRIATING FUNDS OF \$50,000 FOR PRE-DEVELOPMENT COSTS TO RELOCATE
FOURTH AND HOPE'S EMERGENCY HOMELESS SHELTER AND \$35,000 TO EXTEND
THE OPERATION OF THE EXTENDED SHELTER THROUGH MARCH 31, 2020**

WHEREAS, based on direction provided by the City Council at its November 19, 2019 meeting, City staff has been engaged in a detailed examination of the capital costs to relocate Fourth and Hope's emergency homeless shelter, refining the site plan for the temporary shelter, and developing a preliminary floor plan for the shelter building;

WHEREAS, staff has also reached out to consultants on environmental review (California Environmental Quality Act), geotechnical (shelter building foundation), structural engineering (shelter building structural design), and civil engineering (utilities plan) as these services which are estimated to cost \$50,000 will be required for relocation of the shelter;

WHEREAS, operation of the Extended Shelter at the Old County Jail is set to end after January 15, 2020 unless a memorandum of understanding extension is executed between the City, Yolo County, and Fourth and Hope to extend the shelter's operation and fund the extension;

WHEREAS, the cost to operate the Extended Shelter is approximately \$14,000/month and keeping the shelter open through March 31, 2020 will cover most of the cold weather season.

NOW THEREFORE, BE IT RESOLVED, as follows:

The City Council does hereby approve the following appropriations and amends the FY 2020 budget as necessary: an additional \$50,000 in Housing Assistance (Fund 326) for pre-development costs to relocate the Fourth and Home emergency homeless shelter, a total appropriation of \$85,621 in Fund 326; and an additional \$35,000 in General Fund (Fund 101) with the costs shared equally between the City and Yolo County for the operation of the Extended Shelter through March 31, 2020; a total appropriation of 369,045 for Homeless Activities.

PASSED AND ADOPTED this 17th day of December 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 17, 2019
ITEM #: L.19.
SUBJECT: Joint Study Session of the City Council and Planning Commission
Concerning the Proposed Comprehensive Zoning Code Update

Recommendation for Action: Staff recommends that the City Council and Planning Commission: 1) receive a staff report and presentation; 2) offer questions, comments, and observations; and 3) provide feedback on discussion topics

Staff Contact:

Cindy Norris, Principal Planner, cindy.norris@cityofwoodland.org

Fiscal Impact:

On May 21, 2019, the City Council of the City of Woodland approved Resolution No. 7283 authorizing the City Manager to submit a grant application to the State Department of Housing and Community Development (HCD) SB 2 Planning Grants Program. SB 2 (2017) was part of a 15 bill housing package that was aimed at addressing the state's housing shortage and high cost of housing. The City of Woodland was successful in securing a State Planning Grant from the Department of Housing and Community Development in the amount of \$310,000. Following an RFP process the firm of Lisa Wise Consulting (LWC) was selected. On August 20, 2019 Council authorized a contract with LWC in the amount of \$358,610.

Report in Brief:

The purpose for the joint study session will be for the City Council and Planning Commission to receive a report and presentation concerning the Comprehensive Zoning Code Update process that will include an analysis of the existing Zoning Ordinance and Interim Zoning Ordinance, and suggested recommendations to achieve a more effective regulatory tool to encourage the type of development desired consistent with the 2035 General Plan. The assessment, based upon detailed technical review, site assessments, as well as stakeholder interviews, provides suggestions concerning code organization and usability, zoning districts, use regulations, development standards, development review and approval process, and compliance with state and federal law. After the report and presentation, the City Council and Planning Commission will be asked to provide feedback on discussion topics that will assist in drafting the code update.

The goal of the Comprehensive Zoning Ordinance update will be to facilitate new desired development through the provision of clear and understandable standards, guidelines, and procedures. An updated development review process will assist staff and decision makers to allow qualified development with expedited review, thereby helping to reduce the front-end design/development costs particularly for new housing projects.

Background:

Following the May 16, 2017 approval of the 2035 General Plan, the City Council approved the Interim Zoning Ordinance on May 1, 2018. The Interim Zoning Ordinance was approved as an urgency Ordinance in order to address significant areas of inconsistency between the 2035 General Plan and the existing Zoning Code.

Interim Zoning Ordinance targeted specific land use districts, primarily along corridors, but did not address all areas in the current code. The Interim Ordinance has allowed the City to test new standards and guidelines, including an updated use table and development review process, which has utilized a staff level minor

conditional use review.

On May 21, 2019, the City Council of the City of Woodland approved Resolution No. 7283 authorizing the City Manager to submit a grant application to the State Department of Housing and Community Development (HCD) SB 2 Planning Grants Program. SB 2 (2017) was part of a 15 bill housing package that was aimed at addressing the state's housing shortage and high cost of housing. The City of Woodland was successful in securing a State Planning Grant from the Department of Housing and Community Development in the amount of \$310,000.

Over the last three years the State has approved a number of new laws that are intended to streamline and facilitate housing. A total of 18 bills were passed in 2019 alone. In addition, the State has released new housing needs allocation numbers (RHNA). Woodland will need to zone or designate land to accommodate the regional housing allocation by 2021.

The intended purpose for the project is to update the City's Zoning Code to address recent legislation, to accelerate housing production and streamline approval of housing development, and to prepare a code that utilizes best practices to facilitate livability, sustainability, increased density, and multi-modal access. As stated in the recommendations memo; *"A well designed city that incorporates appropriate development standards into its regulations will directly elevate the quality of life and appearance of the community, attract investment, an increase communal pride."*

Discussion:

Upon initiation of the contract with LWC, Staff held a kick off meeting and tour with the consultant team. Additionally, LWC has conducted a detailed technical and site analysis of Woodland. Further, over a period of two days, the team conducted interviews with 31 individuals identified as stakeholders who conduct business and/or development in Woodland in order to gain insight regarding concerns or constraints they may have experienced with zoning.

Presentation and Review:

The consultant team from Lisa Wise Consultants (LWC) and Staff will lead a joint study session with the City Council and Planning Commission. A copy of the presentation slides accompanied by the Recommendations Memo prepared by LWC are attached to this report. Review and input from the Planning Commission and City Council will be critical in helping to identify the proper direction to take on issues that are critical to the drafting of the Zoning Ordinance update.

Power Point Slide Deck

The slides provide a presentation overview including a graphic site analysis and summary of key discussion topics as well as a summary of the Memo and Outline discussed below.

Zoning Code Recommendations Memo

The Memo will highlight General Plan policy direction, assess strengths and weaknesses of the of the existing Zoning Ordinance and Interim Zoning Ordinance, and present ideas for the Code Update. The memo will also provide recommendations for appropriate zoning approaches, including form-based, performance based, incentive based, and use based.

The assessment, informed by detailed technical review, site assessments, as well as stakeholder interviews, provides preliminary recommendations concerning code organization and usability, zoning districts, use regulations, development standards, development review and approval process, and compliance with state and

federal law.

The memo discusses the balance required between certainty and flexibility as stated in Section 5 Development Review and Approval:

“Generally, prospective developers value three central qualities in any administrative code: 1) certainty in the requirements and structure of the review process, 2) built-in flexibility to adjust development standards to the needs of individual projects, and 3) opportunities to request relief from requirements that constitute a substantial burden”.

Project Time Frame

The Comprehensive Code Update process anticipates final code adoption by August of 2020. The Public Review Draft Zoning Code and Revised Zoning Map are proposed to be released mid-May 2020. Public hearings on the draft will be scheduled in June and July of 2020.

Public Noticing

A display ad providing notice of, and inviting the public to attend the Joint Study Session was posted in the Daily Democrat on Saturday, December 14, 2019.

The process will build upon the extensive public outreach and input received during the recent General Plan update process in 2017 and adoption of the Interim Zoning Ordinance in 2018. Additional public outreach will be incorporated into the process as appropriate including stakeholder interviews, study sessions and public hearings. Notice regarding meetings will be posted on the Comprehensive Zoning Code update web page: <https://www.cityofwoodland.org/1165/Comprehensive-Zoning-Update>

Conclusion:

Staff recommends that the City Council and Planning Commission: 1) receive a staff report and presentation; 2) offer questions, comments, and observations; and 3) provide feedback on discussion topics

Prepared By: Cindy A. Norris, Principal Planner
Stephen Coyle, Deputy Director Community Development

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



Paul Navazio
City Manager

Attachments:

1. Comprehensive Zoning Power Point
2. Recommendations Memo

Joint Planning Commission/ City Council Study Session

December 17, 2019

WOODLAND COMPREHENSIVE ZONING UPDATE

Growing Strong

LWC

1

Introduction

Consulting Team

- LWC
 - Lisa Wise
 - Monica Szydlak
 - Alex Chapman
- Fisher Town Design
 - Lois Fisher

City of Woodland

- Steve Coyle, Deputy Director of Community Development
- Cindy Norris, Principal Planner

LWC

City of Woodland Comprehensive Zoning Code Update

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Agenda

1. Project Goal

2. Project Overview and Objectives

3. Site Analysis

4. Recommended Framework for Comprehensive Code

5. Some Key Issues/Challenges for Discussion

WOODLAND COMPREHENSIVE ZONING UPDATE

Growing Strong

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Project Schedule

We are here

2019

SEP

OCT

NOV

DEC

2020

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

Project Kick-off

Stakeholder Interviews

Site Analyses and Recommendations Memo

Joint PC/CC Study Session

Joint PC/HPC Study Session

Admin Draft Zoning Code

Community Open House

Hearing Draft Zoning Code

Public Review Draft Zoning Code and Revised Zoning Map

Public Hearings

Final Code

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Project Goal

The goal of the Comprehensive Zoning Ordinance update will be to facilitate new desired development through the provision of clear and understandable standards, guidelines, and procedures.

City of Woodland

Community Development Department

1000 E. Woodland Blvd., Suite 100

Woodland, CA 95694

Phone: (916) 932-4444

Fax: (916) 932-4445

www.cityofwoodland.org

General Application Form

1. OWNER/APPPLICANT

Project Name:

Address:

City/Zip:

Phone Number:

Cell Number:

Email Address:

2. REQUEST DESCRIPTION

Project Name:

Project Description:

Request for Conditional Use:

Request for Special Use:

Request for Other:

Request for Other:

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Project Overview and Objectives

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Project Overview

- Identify Issues, Challenges, and Opportunities
- Recommend Strategies for a Comprehensive Code Update
- Community Outreach on Key Issues and Ideas
- Draft Code Update



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Purpose of Zoning

- Implements the General Plan
- Determines the form and character of what is built
- Encourages appropriate uses of land
- Facilitates neighborhood compatibility and preserves community character
- Maintains and enhances the value of property



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What Zoning CAN Do

- Regulate Use**
 - Identifies permitted, conditionally permitted, or prohibited uses
- Regulate Development Form and Placement**
 - Clarifies the types of buildings or structures and the desired character of the community (e.g. size, height, configuration, lot coverage)
- Set Review Requirements and Procedures**
 - Provides administration and project review requirements (e.g. submittal requirements, approval method, meeting noticing)
- Facilitate Land Use Compatibility**
 - Provides performance standards to address health, safety, and welfare
- Provide Predictability and Flexibility**
 - Provides by-right approvals for developers who are in accordance with identified zoning requirements and exception process

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What Zoning CANNOT Do

- Dictate Architectural Style**
 - Development controls can improve physical character with respect to building envelope but cannot dictate style
- Regulate Free Market**
 - Cannot determine exact mix of tenants in private development
- Establish Land Use Policy**
 - A land use and development code is an implementation tool
- Reallocate Impact Costs**
 - Making density or desired uses less expensive by shifting the cost burdens of the externalities of excessive land consumption

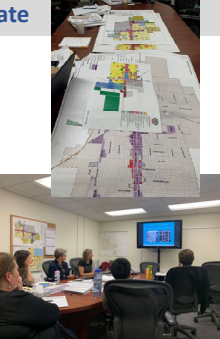
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Objectives of Comprehensive Code Update

- Implement the City's General Plan policies
- Reflect community character
- Respond to economic realities and trends
- Reinvestment in the community
- Build on Interim Zoning
- Legally adequate
- User Friendly
- Facilitate development of housing for all segments
- Stay within existing CEQA clearance



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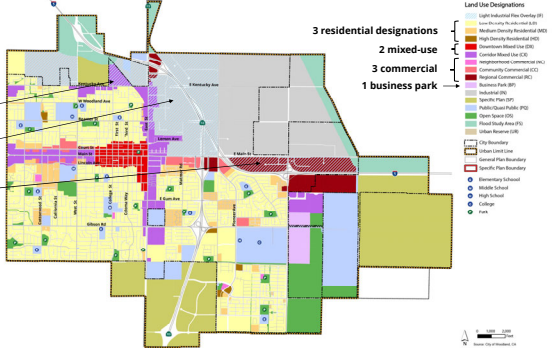
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General Plan Land Use Diagram

CMU with LIF Overlay
I with LIF Overlay
RC with LIF Overlay

3 residential designations
2 mixed-use
3 commercial
1 business park



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Existing Policy Document Framework

Policy Documents:

- 2035 General Plan
- 2035 Climate Action Plan
- Downtown Specific Plan
- Community Design Standards

Other Regulatory Requirements:

- CEQA
- HCP/NCCP

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State Requirements

New Legislation Relevant to the Code Update.

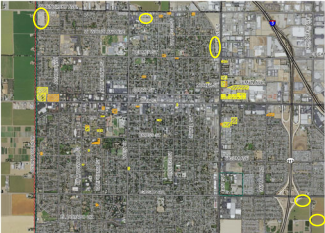
- Density (AB 1397, 2017 RHNA; AB 1763, 2019)
- Streamlined Ministerial Approval Process (HAA, SB 35, 2017; SB 330, 2019)
- Application requirements (SB 330, 2019)
- Affordable Multi-family/Objective Standards (SB 2, 2017, AB 1505, 2017)
- Accessory Dwelling Units (ADUs) (Multiple 2017, 2018 and 2019)
- Cannabis
- Farmworker housing
- Supportive Housing (AB 2162, 2018)

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Sites for Housing



2021-2029 RHNA Requirements:
Total: 3,087 units
Low and Very Low Income units: 1,062

An analysis of potential housing sites will be required and proper zoning applied, which may result in use restrictions on some properties.

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Site Analysis

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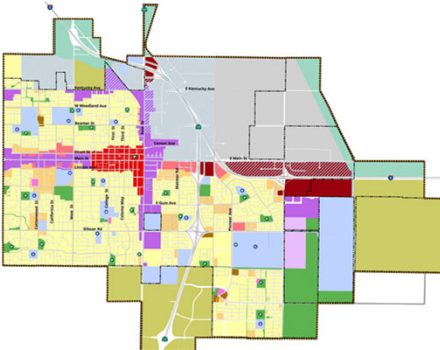
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Zoning and Development Standards

Citywide Issues

- Density – areas that can support increased density
- Affordability – units should be distributed throughout the City
- Mix of uses – provide for a mix of jobs and housing as appropriate
- Economic Development – promote economic development and community reinvestment



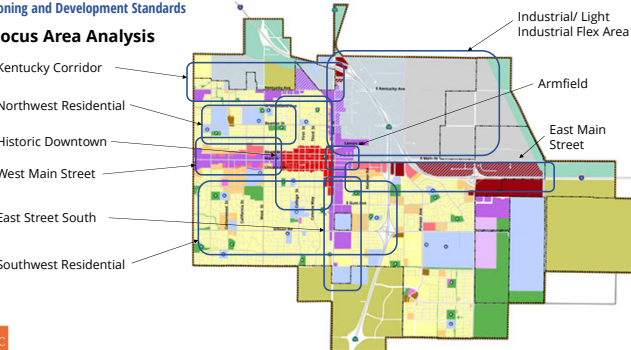
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Zoning and Development Standards

Focus Area Analysis



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Historic Downtown Commercial and Residential

Historic preservation areas:

- Context - scale and design
- Architectural history
- Challenges for adaptive re-use of historic properties

Downtown infill:

- Challenges for new residential
- Upper-floor vacancies
- Challenges for re-use of historic properties
- Historic building code

Alleys

- Connectivity
- Access
- Parking
- Design
- Utilities/Services

Transitions

- Side and rear setbacks
- Height
- Use compatibility
- Parking

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West Main Street

Opportunity areas

Uses

- Service uses
- Auto-oriented
- Professional office

Improvements to West Main:

- Bicycle lanes
- Sidewalk
- Pavement rehabilitation
- ADA corner improvements
- Utility upgrades
- Traffic signal improvements

Building Form and Streetscape

- Small parcels
- Inconsistent setbacks
- Variety of sign types
- Building orientation
- Driveway conflicts

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East Main Street

East and Main:

- Infill opportunities
- Transit entryway

Critical east-west corridor

- Community Commercial uses
- Transit services/hub
- Planning improvements to bike path/lanes
- New hotel approved

North of I-5

- Regional Commercial
- Industrial/Logistics
- Auto dealers
- Hotels

South of I-5:

- Regional Commercial expansion

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Armfield

Intersection improvements

- Lemen Ave
- Walkability
- Street Trees
- Connectivity

Infill/Affordable Housing Opportunity

- Master Planned Development Opportunity
- Mixed support for allowing housing areas among stakeholders

Connectivity/Barriers

- Railroad ROW
- Utility mains
- Road circulation

Adjacency Issues

- Industrial Processing and Residential

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Kentucky Avenue Corridor

Existing parks/open space connections

Kentucky Ave Street Improvements/Infrastructure upgrades

Flex Industrial/commercial space connections

- Ag support uses
- Housing restrictions to the north
- Flood study area

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Industrial/Light Industrial Flex Area

Shaping the streetscape/public realm of N East Street

- Bike lanes, screening, visibility of parking
- Rail corridor

Light Industrial Areas

- Nature of LIU uses
- Mixed support for allowing housing
- Transitions between LI areas and corridors

City gateways/identity

- Storage uses
- Screening

Flood zone

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South East Street



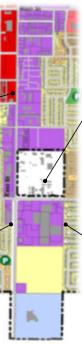
East Street Edge Conditions

- Railway barrier



East Street Edge Conditions

- What do we want to attract along East Street?
- Future bikeway?



County Fair Mall

- Housing Opportunity
- Infill Opportunity

Fair Grounds

- A destination site
- Compatibility of uses

Connectivity/Compatibility

- Sound wall
- Fencing
- Parking Requirements
- Noise



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Northwest Residential



County services – employment center



Craftsman bungalows



Multi Family Housing: Commercial infill to increase walkability



Large Lot Historic Residential



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Southwest Residential



- Multi-family
- R-1 Single family
- 8 schools in this area



- Medical Center
- Potential neighborhood nodes



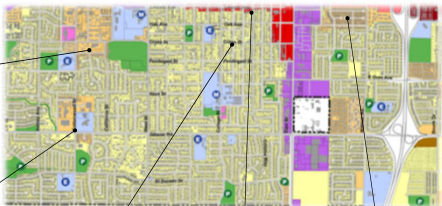
Single Family residential



Duplex – Historic



Duplex



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Takeaways from Site Analysis and Community Feedback

Facilitate development of housing

- Rezone and use of overlays to promote/require housing
- Allow residential in commercial districts

Enhance livability, walkability

- Increase density
- Allow retail/office/light-Industrial in appropriate mixed-use locations

Preserve Woodland's historic character

- Develop design criteria specific to residential neighborhoods

Improve street character along corridors

- Regulate the building form and placement, parking, landscaping

Support the right uses in the right areas

- Focus compatible uses where necessary, such as in the LIF

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Recommended Framework

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Current Zoning

Euclidean (Use-Based) Zoning

- Regulates land uses, lot size, coverage, and dimensions, building height, and other standards.
- Uses tend to be segregated, such as residential separate from commercial or industrial.
- Exceptions often require an amendment process.

Table 1
Residential Land Uses

Use	Zone							
	A-1	O-S	R-1	R-2	N-P	R-M	C-1	C
Accessory buildings including garages and uses customarily appurtenant to a principal use	X	X	X	X	X	X		X
Accessory dwelling units		F	F	F	F			
Apartments and multiple-family dwellings					X	P		X
Day care residential uses					X			X
Dwelling and visiting houses					X	X		X
Dwellings and uses prohibited by State or Federal law								
Hotels								X
Day care centers								X
Shelters								X
Group day care								X
Family day care homes with 14 children					X	X		X
Family day care homes with more than 14 children								X
Group homes, residential care homes					X	X		X
Group day care homes					X			X

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Current Zoning

Performance-based zoning: an essentially discretionary review and approval process that requires qualifying “targets” rather than specific development standards.

- Requires assessment on a case by case basis.
- Fundamental constraint: a high level of discretion by Planning.
- Can be a tool to assist in separating or mitigating uses that may have negative impacts on sensitive uses, e.g. dust, odor, noise.

Use	Permitted	Not	Not
17.72.050 Performance standards.			
A. All uses or activities shall be conducted wholly within completely enclosed build- temporary outdoor uses, vehicle leasing, sales and services, or where in the opinion of and the proposed outside use is in character and harmony with the surrounding area.			
B. All uses adjacent to residential zones shall be located, oriented and designed to a-			
C. Fencing and landscaping adequate to screen development from adjacent residents.			
D. Maximum noise level at property lines not to exceed 65 dBA Ldn.			
E. Outside storage of solid wastes and containers for solid waste, containers, merch-			

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Interim Land Use and Zoning Map

- Adopted May 2017 as a first step in implementing the GP
- Applies to areas where the Code was most inconsistent with the GP

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Interim Land Use and Zoning Map

Community Commercial

Regional Commercial

CMU-Kentucky

CMU-West Main

DMU

Establishes mixed-use and commercial zones with basic dimensional standards that are generally limited to **first floor height; reduced front, side and rear setbacks; a higher maximum lot coverage; reduced parking requirements; and a range of qualitative regulations relating to the building-to-street relationship.**

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Form-Based Zoning

Form-based codes (FBC): Land development regulations that emphasize the desired physical form—the design, scale, and relationships—of buildings and public space.

- Seeks to achieve a specific urban form and to shape a higher-quality built environment
- Does not replace state and local building codes.
- Meets new State requirements of the Housing Accountability Act for objective standards.

Conventional Zoning (Euclidean)			Form-Based Zoning		
Use/Density	Management	Form	Form	Management	Use

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Form-Based Zoning Approach

Form-based codes:

- Include graphics that are easy to understand and implement.
- Specifies desired building form and site development
- Describes desired or intended outcome rather than what is prohibited.
- Provides greater flexibility for uses.

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Form-Based Zoning Objectives

Flexibility: Uses may change over time with less regulatory approval.

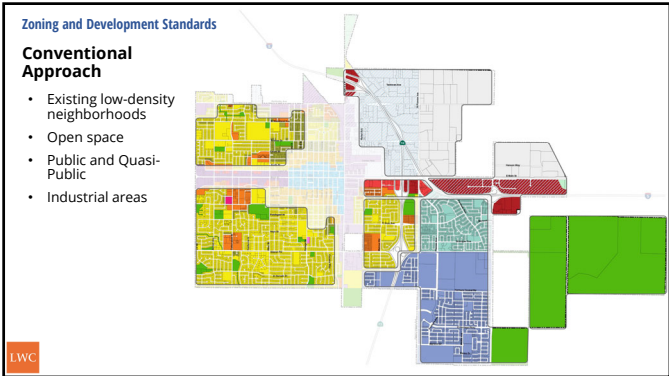
Predictability: Physical standards rather than numerical parameters.

Placemaking: Private buildings shape public realm. Desirable neighborhood characteristics such as massing, openings, placement, shape, and roof form are preserved and codified.

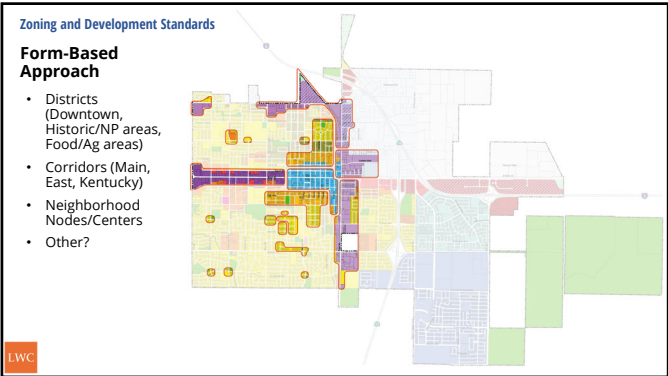
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City of Woodland Comprehensive Zoning Code Update

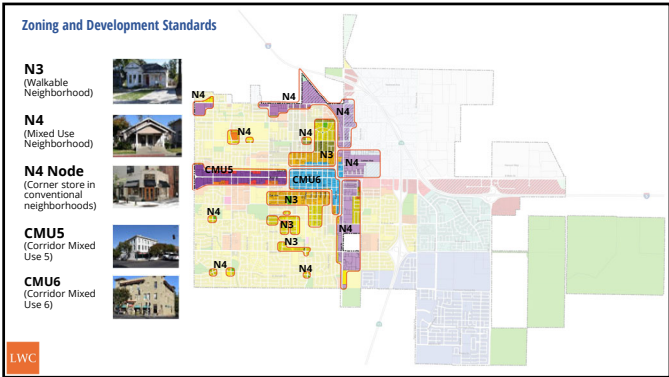
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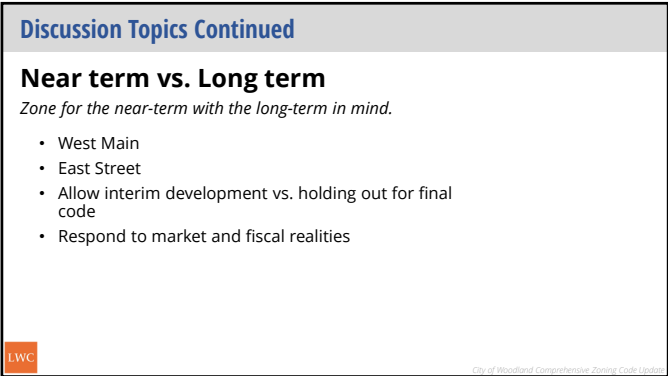
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Discussion Topics Continued

Shall vs. Should

A zoning code should balance prescriptive and discretionary requirements. The state requires "objective standards" for housing development.

- Prescriptive standards provide developers with certainty and streamline approvals
- Set minimum standards of quality
- Should be location-appropriate
- Flexibility can be allowed with a discretionary review process
- Flexibility can accommodate special conditions and cases

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Discussion Topics Continued

Zoning and Sustainability

Enhance walkability/bikeability, reduce GHG

- Introduce walk-to destinations in neighborhoods
- Increase variety of employment opportunities and the location and compatibility of those jobs
- Accommodate changing employment trends

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Discussion Topics Continued

Streetscape and the Public Realm

Zoning regulates the private realm. Private investment follows public commitment.

- By-right development may not trigger significant public improvements

LWC

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Discussion Topics Continued

Density

To achieve the required regional housing need (RHNA) numbers as well as many of the desired results in the General Plan re-zoning to achieve increased housing will be required.

- Locations
- Prioritize housing over other uses
- By-right development standards
- Compatibility

LWC

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Discussion Topics Continued

Questions or Comments about the Zoning Code

- What **is** effective in the current code and should not change?
- What is **not** effective in the current code and should change?

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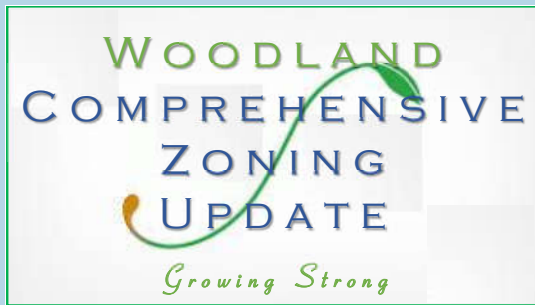
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The End

LWC

City of Woodland Comprehensive Zoning Code Update

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CITY OF WOODLAND COMPREHENSIVE ZONING UPDATE

RECOMMENDATIONS MEMO

December 2019

Prepared for:

City of Woodland
300 First Street
Woodland, CA 95695

Prepared by:



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Appendix A: Key Policy Direction

Appendix B: Stakeholder Interview Summary

Introduction

The City completed a comprehensive update to its General Plan in 2017. The Zoning Code is one of the primary tools a city has for implementation of its General Plan. A Zoning Code translates the policies of a general plan into parcel-specific regulations, including land use regulations and development standards. The type and intensity of land uses that are permitted and how they perform will be critical to achieving the General Plan's vision for neighborhood preservation and enhancement, economic development, environmental sustainability, and community health.

The Project

The Comprehensive Zoning Update will replace the City's Zoning ordinance (Chapter 17 of the City's Municipal Code) and repurpose it as a more effective tool to provide the kind of development that Woodland wants, consistent with the General Plan. The objective is to produce a user-friendly set of regulations that provide clear direction about the City's expectations and to facilitate development of quality projects by tailoring standards to specific areas of the city, making standards clear and effective, streamlining review processes, and incorporating flexibility to adapt to specific circumstances. This memo evaluates the effectiveness of the existing Code and identifies a set of recommendations to be considered by the City for the Comprehensive Code Update.

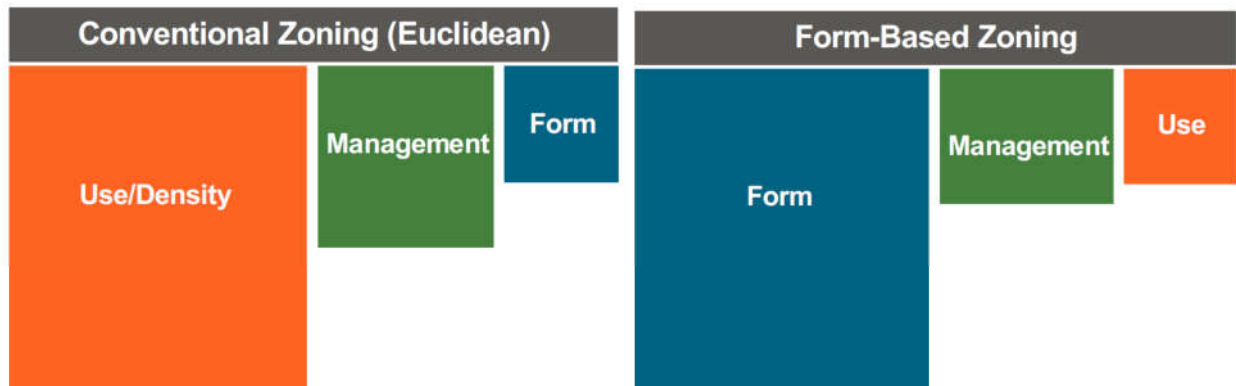
As a first step in ensuring that the Zoning Code implements the new General Plan, the City adopted the 2018 Interim Zoning Ordinance, which applies to approximately 11 percent of the land area within the City. The Interim Zoning Ordinance, however, is limited to specific corridors within the city. While the interim ordinance provides predictability and certainty for some property owners and developers during a "transition" period, the city has now embarked on a comprehensive update of the city-wide Zoning Code.

What is Zoning?

While the General Plan sets forth a wide-ranging and long-term vision for the City, the Zoning Code specifies how each individual property can be used to achieve those objectives. Zoning is the body of rules and regulations that control what is built on the ground, as well as what uses occupy buildings and sites. It determines the form and character of development, such as the size and height of buildings, and also includes provisions to ensure that new development and uses will fit into existing neighborhoods by establishing the rules for being a "good neighbor."

Zoning codes in many jurisdictions are also evolving from being primarily Euclidian or "use-based" codes with a primary emphasis on the regulation of land use with the built form of a community considered secondarily, to codes that focus primarily on the built form of a community with use of the building or site as a secondary consideration. These "Form-Based Codes" are growing in acceptance nationally and elsewhere around the world as an appropriate tool to provide alternatives to traditional City development patterns especially where mixed-use development in more walkable

urban contexts is desired. Form-based code elements will be included as part of the updated Woodland Code.



The Form-Based Code Institute (www.formbasedcodes.org) defines a form-based code as “a land development regulation that fosters predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code. A form-based code is a regulation, not a guideline, adopted into city, town, or county law. A form-based code offers a powerful alternative to conventional zoning regulation”.

A Form-Based Code also addresses the relationship between building façades and the public realm, the form and mass of buildings in relation to one another, and the scale and types of streets and blocks. Standards in FBCs are presented primarily with clearly drawn diagrams and other visuals as well as supporting text keyed to a regulating plan that designates the appropriate form and scale (and therefore, the character) of development, rather than only distinctions in land-use types.

This approach contrasts with conventional zoning’s focus on the segregation of land uses, and the imprecise control of development intensity through tools like FAR, density, setbacks, parking ratios, etc. which do not regulate built form well.

What Zoning Can Do

Zoning codes are used to implement the community goals expressed in the General Plan. Zoning codes include the following:

- ✓ **Use Regulations.** Development codes specify which uses are permitted, which uses are required to meet specified standards or limitations, and which uses are prohibited. In this way, the development codes determine the appropriate mix of compatible uses, as well as how intense these uses can be.
- ✓ **Development and Design Standards.** Development codes reflect the desired physical character of the community in a set of development and design standards that control the height and bulk of buildings, street frontage and architectural character, location of parking and driveways, “buffering” of uses, and landscape needs.
- ✓ **Performance Standards.** Development codes often include standards that control the “performance” of uses to ensure land use compatibility between new and existing

neighborhoods or uses. Performance standards address items such as noise, glare, vibration, and stormwater runoff.

- ✓ **Predictability.** The use regulations and development standards established in development codes provide neighbors with assurance of which land uses are permitted and the scale to which they may be developed. Developers benefit from knowing exactly what can be done. City staff benefits too, since the need for case-by-case discretionary review of development applications is reduced.

What Zoning Cannot Do

There are things that zoning cannot do, since it is limited in some respects by State law and legal precedent. However, issues not addressed in zoning are usually addressed by other planning tools, such as specific plans and design guidelines. Zoning will not do the following:

- ✗ **Dictate Architectural Style.** Although development codes can improve the overall physical character and design of the community, they must present objective, quantifiable criteria when it comes to design. Architectural style is usually addressed in specific plans and design guidelines adopted separately.
- ✗ **Regulate Free Market.** Development codes cannot create a market for new development. For example, it cannot determine the exact mix of tenants in a private development. It can, however, create opportunities in the real estate market by removing barriers and offering incentives for desirable uses.
- ✗ **Establish Land Use Policy.** Development codes are a tool for implementing land use policy, not setting it. As such, development codes are not the appropriate means for planning analysis or detailed study. Development codes take direction from the General Plan.

Why Update the Code?

A zoning code is a critically important tool for the implementation of a city's General Plan. A well-written and easily implementable zoning ordinance will enable property owners and developers to build new projects that meet the cities stated goals and objectives. The Zoning Code, Chapter 17 of the Woodland Municipal Code, was last comprehensively decades ago. It has been amended numerous times, leading to internal inconsistencies, does not reflect recent laws, and several sections lack clarity and specificity. While it has generally worked well over the years, as land use patterns diversify and modernize, the regulations can sometimes hinder new objectives and economic development, particularly in areas that necessitate more context-sensitive applications. Additionally, continuing to implement the General Plan through individual amendments to the Zoning Code may result in a Code whose length, complexity and organization will be a constant source of frustration for users.

Policy and Regulatory Framework

Aside from the Zoning Code itself, key sources that contribute to the existing policy and regulatory framework and that will inform the comprehensive update include:

The General Plan

The 2017 Woodland General Plan represents the basic policy direction of the City of Woodland regarding community values, ideals, and aspirations to govern a shared environment through 2035. It provides a vision for the future, establishes a framework for how the city should grow and change over the next two decades, and addresses all aspects of development including land use, transportation, housing, economic development, public facilities and infrastructure, and open spaces, among other topics. It emphasizes retaining and enhancing the Woodland's small-town characteristics, strengthening the historic Downtown, fostering economic growth, providing a choice of housing types, providing options for mobility, and promoting an active, healthy, and green lifestyle for Woodland residents.

The challenge now is to evaluate the City's regulatory framework's ability to achieve the City's vision and get the type and quality of development it wants. The Zoning Code should clearly communicate and effectively implement the Plan's policies and incorporate its carefully crafted direction for the development, maintenance, and improvement of land and properties. This paper contains observations and strategies for improving regulations to be more conducive and effective in achieving the vision articulated in the General Plan. Key policy direction from the General Plan is listed in Appendix A.

Interim Zoning Ordinance

The adoption of the Interim Zoning Ordinance in May 2017 was a first step in implementing the General Plan. The IZO establishes interim zones and zoning regulations for the areas of the City where the Zoning Code was most inconsistent with the General Plan vision. While the IZO addresses select corridors of the city, its approach to development standards is a departure from that of the Zoning Code. The IZO establishes several mixed-use and commercial zones that with basic dimensional standards that are generally limited to first floor height; reduced front, side and rear setbacks; a higher maximum lot coverage; reduced parking requirements; and a range of qualitative regulations relating to the building-to-street relationship. In addition, land uses have been updated.

Downtown Specific Plan

Adopted in 2003, the Downtown Specific Plan establishes the vision development regulations for the 139-acre core of the city. It begins with a vision for the downtown – that of a that of a “vibrant Downtown area where visitors, shoppers, and businesspeople stroll on attractive sidewalks shaded by trees, canopies, and tasteful awnings that reflect the historic nature of the area. Along the sidewalks are benches that encourage people to stop to talk or rest along the way.” It also includes a land use and development plan, design guidelines, policies and standards, and actions, among other elements.

In 2016, the City began an effort to update to Specific Plan by outlining new strategies for achieving the Plan's vision. This included a detailed survey of existing buildings in the Downtown and draft updated development standards for the Specific Plan Area. While the draft standards are not adopted, the evaluation and recommendations presented in this paper respond to the draft updated standards instead of those of the adopted Specific Plan. Ultimately, the City intends for the Comprehensive Code to carry forward the efforts begun on the update to the Specific Plan and to supersede the Specific Plan document itself.

Community Design Standards

The 1998 Community Design Standards were last updated in 2004. The document, which was developed due to the lack of design guidance in the Code, includes community design standards on the following topics: Neighborhood Design; Single-Family Residential Development; Multi-Family Residential Development; Duplex Residential Development; Commercial Development; Industrial Development; Signs; Landscaping; Walls; Screening and Lighting; Street, Streetscapes, Improvements and Entryways; and Enforcement. Like the Downtown Specific plan, it is anticipated that the Comprehensive Zoning Code will replace the Community Design Standards.

This Paper

As the first step of this project, the City's consultant team, Lisa Wise Consulting, Inc. (LWC), is evaluating the City's current regulatory approach and determining if there are alternative approaches that would better implement the new General Plan, carry forward the elements of the IZO that have been successful, attract high quality development that meets community needs, and respond to State and federal mandates.

This working paper summarizes the principal findings and conclusions of an assessment of existing regulatory tools, field reconnaissance of current development, and discussions with stakeholders and City staff. Six topical areas were identified:

1. Code Organization and Usability;
2. Zoning Districts;
3. Use Regulation;
4. Development Standards;
5. Development Review and Approval; and
6. Compliance with State and Federal Law

Each of these issue areas is addressed in subsequent sections of this paper. Included as appendices are a summary of the stakeholder interviews (Appendix A) and a style guide for form-based sections of the Code (Appendix B).

Next Steps

This paper will be the basis for the December 17 Joint City Council/Planning Commission study session. Comments and direction from the study session and further work with City staff will guide preparation of an Annotated Outline and Style Guide representing a recommended approach to the overall organizational structure of the new Zoning Code and a work plan for conducting the Update.

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1 Code Organization and Usability

The need to update the Zoning Code to implement the General Plan presents the opportunity to make the code more user-friendly, concise, and clear. The Code-user interviews, summarized in full in Appendix B, indicated that the learning curve for the Code is an obstacle to outside developers, which has an impact on economic development and development in Woodland. As described above, development standards are found in separate documents, making navigation difficult. Applicable regulations should be easy to find within a single well-organized code that is easy to use and understand. This section contains general observations about the Code's existing organization, format, and usability, as well as strategies for improvement.

The Existing Code

The Woodland Zoning Code, Title 17 of the Woodland Municipal Code, comprises the following 41 chapters:

- 17.04 GENERAL PROVISIONS
- 17.08 ESTABLISHMENT AND DESIGNATION OF ZONES
- 17.12 DEFINITIONS
- 17.16 RESIDENTIAL LAND USE TABLE
- 17.20 A-1 AGRICULTURAL ZONE
- 17.24 O-S OPEN SPACE ZONE
- 17.28 R-R LARGE LOT RESIDENTIAL ZONE
- 17.32 R-1 SINGLE-FAMILY RESIDENTIAL ZONE
- 17.36 R-2 DUPLEX RESIDENTIAL ZONE
- 17.40 N-P NEIGHBORHOOD PRESERVATION ZONE
- 17.44 T TRANSITION OVERLAY ZONE
- 17.48 R-M MULTIPLE-FAMILY RESIDENTIAL ZONE
- 17.52 P-D PLANNED DEVELOPMENT OVERLAY ZONE
- 17.56 SPRING LAKE SPECIFIC PLAN PREZONING DISTRICTS
- 17.60 COMMERCIAL LAND USE TABLE
- 17.64 C-1 NEIGHBORHOOD COMMERCIAL ZONE
- 17.68 CBD CENTRAL BUSINESS DISTRICT

17.72 C-2 GENERAL COMMERCIAL ZONE
17.76 ESD EAST STREET DISTRICT
17.80 C-3 SERVICE COMMERCIAL ZONE
17.84 C-H HIGHWAY COMMERCIAL ZONE
17.88 EOZ ENTRYWAY OVERLAY ZONE
17.92 I INDUSTRIAL ZONE
17.96 FP FLOODPLAIN OVERLAY ZONE
17.100 CONDOMINIUM DEVELOPMENT
17.104 SPECIAL PROVISIONS
17.108 PERSONAL CULTIVATION OF CANNABIS
17.110 COMMERCIAL CANNABIS BUSINESSES
17.112 LANDSCAPING
17.116 OFF-STREET PARKING AND LOADING
17.120 SIGNS
17.124 EXCEPTIONS AND MODIFICATIONS
17.128 PLAN LINES
17.132 CONDITIONAL USE PERMITS
17.136 VARIANCES
17.140 AMENDMENTS AND ZONE CHANGES
17.144 ADMINISTRATION AND ENFORCEMENT
17.148 ZONING ADMINISTRATOR
17.152 EMERGENCY SHELTERS
17.156 SPECIFIC PLANS
17.160 SPRING LAKE SPECIFIC PLAN BUILDING UNIT ALLOCATION PROGRAM

The Code's 41 chapters, numbered sequentially in increments of four, are not grouped or placed in any organizational hierarchy, and several lack a purpose statement. The two sections of the Code containing use tables are separated by many chapters. Chapters for base zoning districts are not all consecutive. Similarly, overlay districts are scattered throughout the base zoning districts. Standards and provisions that apply citywide generally begin with 17.100 Condominium Development and those of an administrative nature generally begin at 17.124 Exceptions and Modifications. While the chapters of the Code are generally grouped by topic in this way, there is no level in the organizational hierarchy to group the chapters to make the Code easier to use and navigate.

The Interim Zoning Ordinance, by contrast, do reflect an organizational hierarchy. The Ordinance is grouped into six Articles of between three and 11 sections each:

ARTICLE 1 GENERAL PROVISIONS

- 1.01 Title
- 1.02 Purpose and Authority
- 1.03 Definitions and Key Terms of Reference
- 1.04 Permit Procedures and Variances
- 1.05 General Plan Conformity Review

ARTICLE 2 INTERIM ZONES

- 2.01 Purpose
- 2.02 Zoning Ordinance Provisions Superseded
- 2.03 Interim Zones
- 2.04 Interim Zoning Map

ARTICLE 3 ZONING DISTRICT REGULATIONS

- 3.01 Purpose
- 3.02 Zoning Ordinance Provisions Superseded
- 3.03 Uses Permitted, Conditionally Permitted, and Prohibited
- 3.04 Zoning Administrator Review Minor/Major
- 3.05 Special Regulations in the Corridor Mixed Use Zones
- 3.06 Special Regulations in the Community Commercial Zone
- 3.07 Special Regulations in the Regional Commercial Zone
- 3.08 Special Regulations in the Light Industrial Flex Overlay Zone
- 3.09 Residential Density in the R-M Residential Multiple Family Zone
- 3.10 Flood Study Area Zone
- 3.11 Use Regulations and Standards in All or Several Zones

ARTICLE 4 DIMENSIONAL, INTENSITY, AND DENSITY REGULATIONS

- 4.01 Purpose
- 4.02 Zoning Ordinance Provisions Superseded
- 4.03 Setbacks
- 4.04 Landscaping, Open Space and Parking
- 4.05 Residential Density, Building Intensity, and Height

ARTICLE 5 REQUIRED FINDINGS

- 5.01 Purpose
- 5.02 Uses in Corridor Mixed Use, Community Commercial and Regional Commercial Zones
- 5.03 Commercial Cannabis Uses in the Industrial and Industrial/Light Industrial Flex Zones
- 5.04 Uses in the Light Industrial Flex Overlay Zone

ARTICLE 6 DEFINITIONS

- 6.01 Purpose
- 6.02 Use Groups
- 6.03 Definitions of Terms

Exhibit A – Interim Zoning Map

Exhibit B – Comprehensive Use Table

The organization of the Interim Zoning Ordinance (IZO) into Articles aids in navigation. In general, the Ordinance is concise and easy to use. However, some sections may be more logically located in different articles or re-ordered. For example, some procedural provisions are located in Article 3 instead of in Article 1, and the basic development standards by zone found in Article 4 (height, setbacks, etc.) would typically precede special regulations (building transparency, landscaping, etc.) found in Article 3. The Code also includes a separate use table that has embedded within many standards specific to use and other special provisions in addition to those use-based standards located in Articles 3 and 5. Furthermore, the IZO contains standards that apply to non-IZO zones, such as R-H (Section 3.09).

Complexity and Clarity

The organization of the current Code leaves definitions and standards of development spread out among various chapters and documents. The areas where the document's complexity is most apparent is in the various places and layers of regulations that apply to different uses: the Residential Land Use Table refers to special conditions a through q; the Commercial Land use Table refers to special conditions a through s; and the IZO refers to special limitations L1 through L35. Many of these conditions and limitations may be better located as separate rows on the use table, as separate entries in the Definitions, or in a development standards section, depending on the content. Chapter 17.104 Special Provisions adds complexity by combining into the same chapter standards for specific land uses (e.g. Alcoholic Beverage Establishments), general development standards (e.g., Fences), and procedural provisions (e.g., Site Plan Review). This organizational structure requires code users to flip through a number of different sections, chapters, and documents in order to find all of the regulations that apply to a particular site.

The Code also does not include a separate chapter on rules of measurement. In many cases, measurements are incorporated into definitions or development standards, such as in the definition of "frontage". Clear rules of measurement ensure that all code users are able to determine the way that standards should be applied in the same manner in order to arrive at the same conclusion. In addition, the City's Zoning Code uses map colors and zone names that colors that can be difficult to distinguish among, and also to distinguish from General Plan Land Use map colors and land use designation names.

Duplication

The IZO also contains instances of direct duplication and unnecessary redundancy. Many of the special regulations sections for the interim zones, for example, contain standards for design elements such as building frontage, architectural design, pedestrian access, building transparency and connectivity. When the Code repeats information in nearly identical language, it is not always clear whether nuances in wording or syntax are intended to accomplish different goals. This duplication not only lengthens the text, but also introduces an element of doubt that differently worded regulations might affect a person's ability to develop and use property. It can also complicate zoning administration.

Similarly, definitions are located throughout the Code. While Chapter 17.12 is called Definitions, there are also sections called in other chapters throughout the Code, including in 17.120 Signs, 17.108 Personal Cultivation of Cannabis, 17.100 Commercial Cannabis Business, and 17.152 Emergency Shelters, as well as a Definitions article of the IZO.

Legibility

The existing Code does utilize tables to present certain regulatory requirements; however, table organization and layout could be improved to enhance clarity. For example, the “Area, lot width, and yard requirements” tables that list basic development standards for residential base zones would benefit from simple 2D diagrams in plan. In addition, the tables lack borders, headings, titles; are at times unclear on whether the standards are minimum or maximum; and include cross-references to other sections, that, in turn, refer to a third section. The citywide standards that appear later in the Code, addressing commonly illustrated regulations such as parking, landscaping, and signs, also use diagrams and tables sparingly. Without clear tables and visual examples of development standards and other complex provisions, these sections present difficulties for code users and administrators in visualizing the intent of the regulations and are vulnerable to misinterpretation.

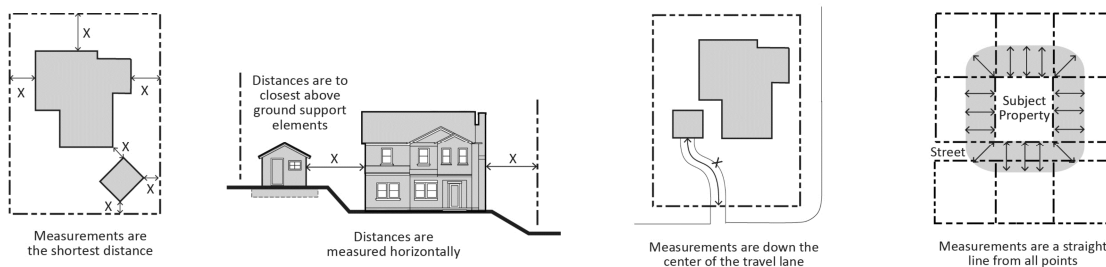
Recommendations for Improving Code Usability

There are a number of strategies that Woodland could consider in drafting a Comprehensive Zoning Code to make it easy to use and understand. These are summarized below.

Consolidate Definitions and Provide Clear Rules of Measurement

The definitions should be consolidated into one location and updated to include modern terminology and be made more general so that they will apply to terms as they are used throughout the Zoning Code and other City codes and ordinances.

The Zoning Code should include a separate chapter on rules of measurement (i.e., measuring height, measuring setbacks, determining lot area, etc.). Clear rules of measurement ensure that all code users are able to determine the way that standards should be applied in the same manner in order to arrive at the same conclusion. Placing a complete set of rules of measurement in one location, either at the beginning or the end of the Code, provides an easy-to-locate reference tool to ensure consistent interpretation and application of standards.



Graphics help provide consistent measurement and interpretation.

Remove/Move Sections as Needed

Chapters and sections that are unnecessary or obsolete should be deleted or moved. For example, base and overlay zones that no longer apply should be deleted; 17.128 Plan Lines may be better located in Engineering Standards or elsewhere under the purview of Engineering or Public Works; and 17.100 Condominium Development sections may be better located in the Subdivision Ordinance. The contents of 17.104 Special Provisions may best be moved to the appropriate section in Administration

and Procedures or Citywide standards. Similarly, provisions specific to uses, such as 17.152 Emergency Shelters, may be moved to a Specific Uses chapter or section.

Utilize a 6-Part Format with Two Different Approaches for Zones

The organization of a Comprehensive Code should retain the most effective parts of the existing Code and IZO and reflect an organizational structure that is intuitive and seamless to the extent possible. Generally adopting the structure of the IZO, a Comprehensive Code could be divided into the following six parts:

- **Division I: General Provisions.** Includes legislative intent, authority, and severability.
- **Division II: Administration and Procedures.** This part includes all permits and procedures. May also include non-conforming provisions.
- **Division III: District Regulations – Conventional.** Includes the establishment of all conventional zones and the basic development standards specific to those zones. Also includes use tables for the conventional zones.
- **Division IV: District Regulations – Form-Based.** Includes the establishment of all form-based zones and the basic development standards specific to those zones. The focus of development regulations will be the interface between the public and private realm and the development's role in creating a healthy, active, and livable urban area. The format and organization of Division IV will be different from Division III, in that the district regulations will be more graphic, focusing on the quality, scale and character of the buildings and spaces around them. It is anticipated that the zones in Division IV will cover the Downtown, corridors, neighborhoods nodes, and other areas as determined appropriate. This section also includes use tables for the form-based zones.
- **Division V: Citywide Standards.** Includes landscaping; parking/loading; lighting and illumination; fences, walls, and screening; encroachments; affordable housing; density bonuses; signage; public art; performance standards; standards specific to uses, and any other standards applicable citywide. Division V will apply to conventional as well as form-based zones, with an applicability section noting exceptions.
- **Division VI: Definitions and Rules of Measurement.** Will separate Definition of Terms and Definition of Uses by Group. Definitions of Sign Terms may also be listed separately or as part of Definition of Terms.

Within each division, chapters, sections, and subsections should also progress from the most often referenced to the least. This organizational structure should be supplemented with improvements to the appearance of the text itself, including wider spacing, different fonts for divisions, chapters, sections, subsections, and the main text, and consistent indentation.

While this paper recommends the above as a general organizing structure, the recommended contents and organization of each division will be detailed in an Annotated Outline.

PAGE HEADER

PROMINENT HEADINGS

CONSISTENT NUMBERING

TABLES

CROSS-REFERENCES

WHITE SPACE

ILLUSTRATIONS

PAGE NUMBER

**Zoning Ordinance
District Regulations**

19.08.050 District Standards

Table 19.08.050A: Building Placement

Setback Distance	Front ¹ A	Corner Side ¹ B	Interior Side C	Rear D
Primary Building				
Min.	10 ft	10 ft	0 ft	10 ft
Max.	20 ft	20 ft	--	15 ft
Miscellaneous				
A building form with a chamfered corner is only allowed on corner lots and only if a corner entry is provided.				
Notes: ¹ See Section 19.16.030 for additional setback standards.				

Key for Diagram

- Lot Line
- Buildable Area
- Building Setback Line

19.08.060 Development Regulations

A. Parking Area Landscaped Setback. A landscaped setback at least 10 feet wide shall be provided between the parking area and the adjacent right-of-way. A minimum of one fifteen-gallon tree and two five-gallon shrubs shall be provided for every 40 feet of the street frontage.

Figure 19.08.060.1: Parking Area Landscaped Setback

*User-friendly
formats help users
find applicable
information and
references quickly.*

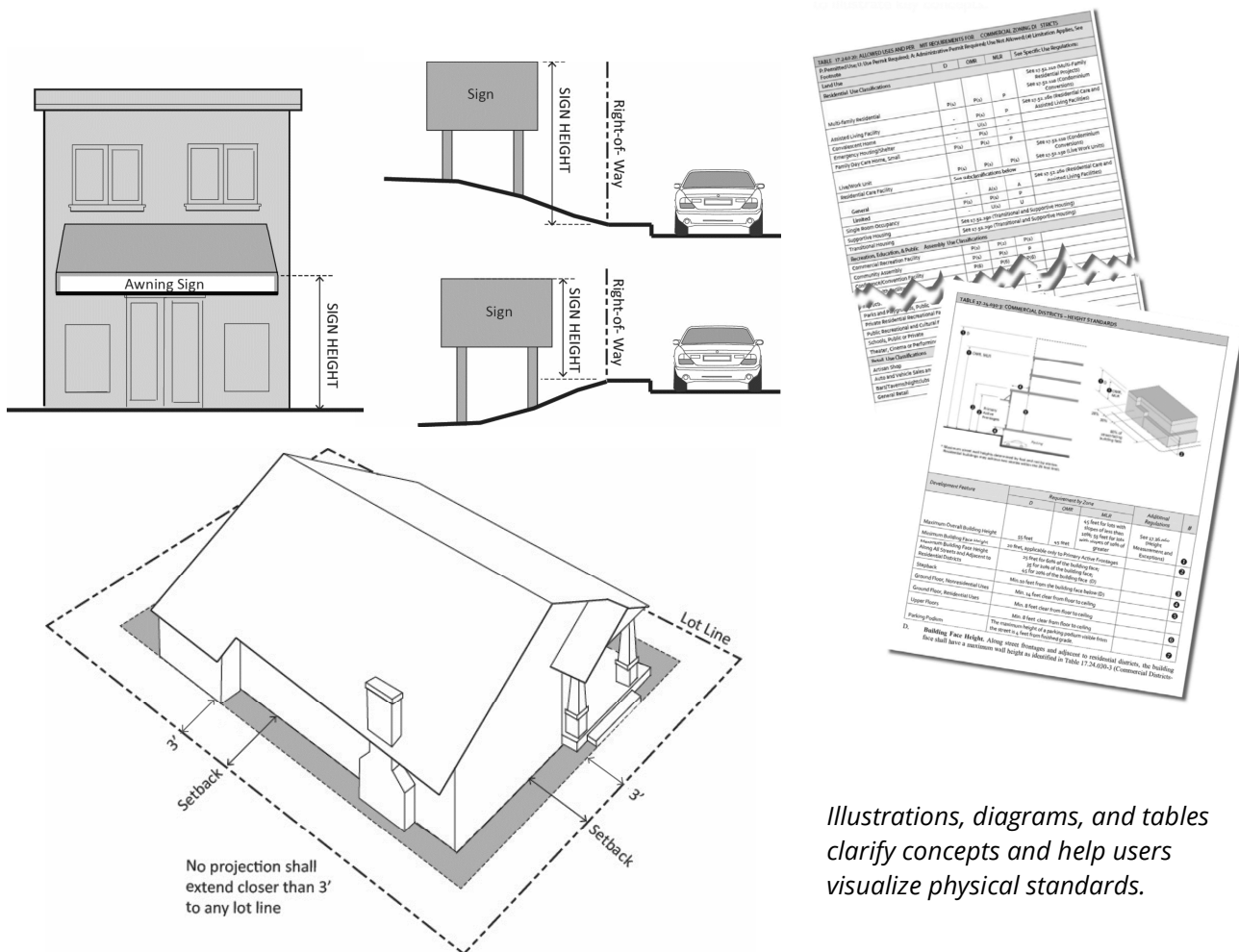
Utilize Tables and Cross-References

The Zoning Code should rely more extensively on tables and cross references in presenting use regulations and development standards. Tables and cross references can provide quick and consistent access to all relevant regulations for a particular topic. The Code can establish a development standard in a single location and utilize extensive cross-references to the standard in applicable situations. This approach helps avoid unnecessary redundancy, repetition of provisions, and confusion from conflicts.

Tables and cross-references also greatly improve the general legibility of complex regulations, and allows the user to quickly compare use regulations and development standards across different districts. This method also helps web-based versions of the Code by facilitating searches with hyperlinks.

Incorporate Graphic Illustrations

In many instances, graphics can communicate development regulations more clearly and in less space than written standards. For example, images can clearly depict standards for measuring building height or yard setbacks, while verbal equivalents are prone to misinterpretation and uncertainty. With visual clarification, fewer sections of the Comprehensive Code will be subject to competing or incorrect interpretations, and regulations can be cleared of much of the jargon that can obscure the Code's intent.



Illustrations, diagrams, and tables clarify concepts and help users visualize physical standards.

Emphasize Clarity and Legibility on Maps

The City's Zoning Code uses map colors and zone names that colors that can be difficult to distinguish among, and also to distinguish from General Plan Land Use map colors and land use designation names. Unless there is a truly "one-to-one" relationship between a land use and a zone, the zoning district names and zoning maps colors should be chosen to avoid confusion with the General Plan land use designations and map.

2 Zoning Districts

Zoning districts create the framework for implementation of General Plan policies and land use designations. The General Plan establishes land use designations and the overall policy basis for land use and development. Zoning then establishes districts which are intended to define distinct locations for different uses, consistent with General Plan land use designations. The Zoning Code and the Interim Zoning Ordinance (IZO) include standards for each of these districts with detailed regulations as to what uses are allowed and what physical development standards apply.

General Plan Land Use Designations and Key Policy Direction

The General Plan establishes distinct land use designations. Land use and development parameters for each land use designation are broadly summarized below:

Residential. Three residential land use designations establish different densities ranges. Low-Density Residential provides opportunities for housing at a gross density of 1 to 8 units per acre; Medium-Density Residential at 8 to 20 units per acre; and High-Density Residential at 20 to 40 units per acre.

Mixed Use. Woodland's residential mixed-use land use designations include the Downtown Mixed Use, the Neighborhood Commercial, and the Corridor Mixed Use designations. The Downtown Mixed Use designation does not limit residential density but specifies an overall floor area ratio (FAR) of between 1.0 and 4.0. Similarly, Neighborhood Commercial does not limit residential density above the ground floor, but the overall FAR range must be between 0.15 and 0.5 and the maximum floorplate for any single user is of 60,000 square feet. In Corridor Mixed Use areas, residential densities are 20 to 40 units per acre and FARs are 0.25 to 2.0 for single use, 0.5 to 3.0 for mixed-use.

Commercial. Two commercial land use designations allow a range of commercial, retail, service, and office uses at different development intensities. Community Commercial allows an FAR of 0.15 to 0.5 with a maximum floorplate for any single user is of 60,000 square feet. Regional Commercial allows an FAR of 0.15 to 0.7, and limits ground floor office uses to 10 percent of the total square footage.

Business and Industrial. This category of uses is limited to the Business Park and Industrial designations. The Business Park designation, while not currently applied within the city boundaries, accommodates master-planned office parks with an overall FAR between 0.25 and 2.0, and may include offices, hotels, and high-density housing ancillary to a business park. The Industrial designation has a maximum FAR of 0.8 and allows ancillary retail and dining.

Other. Three other land use designations include Public/Quasi Public, Open Space, and Flood Study Area, all of which significantly affect the City's character and the quality of life for residents. These include parks, schools, hospitals, museums, and government offices.

Additionally, the General Plan land use map identifies one overlay, the Light Industrial Overlay, which is applied over the Corridor Mixed Use, Regional Commercial, and Industrial designations. This overlay indicates that light industrial or services commercial uses are appropriate or desired, with building

and site design that is context-sensitive and streetscape design that promotes an attractive street appearance.

General Plan Land Use/Existing Zoning District Correspondence

The correspondence of the City's existing General Plan land use designation and existing zoning districts is provided in the table below. In general, more than one zoning implements each land use designation. In some cases, such as Business Park (BP) and Urban Reserve (UR), the land use designation is not currently applied within the City limits and there is therefore no corresponding zoning district.

CURRENT GENERAL PLAN LAND USE DESIGNATIONS AND CORRESPONDING ZONING DISTRICTS AND LOCATION	
<i>General Plan Land Use Designation</i>	<i>Zoning District(s)</i>
Low Density Residential (LD)	R-1 Single Family Residential
	R-2 Duplex Residential
	R-M Multiple-Family Residential
	N-P Neighborhood Preservation
Medium Density Residential (MD)	R-1 Single Family Residential
	R-2 Duplex Residential
	R-M Multiple-Family Residential
High Density Residential (HD)	R-1 Single Family Residential
	R-M Multiple-Family Residential
Downtown Mixed Used (DX)	Downtown Mixed Use (areas 1 through 4 of draft update materials)
	R-M Multiple-Family Residential
Corridor Mixed Use (CX)	Corridor Mixed Use - West Main
	Corridor Mixed Use - East St
	Corridor Mixed Use - Kentucky
	Corridor Mixed Use - Armfield
Neighborhood Commercial (NC)	C-1 Neighborhood Commercial
	C-2 General Commercial
Community Commercial (CC)	Community Commercial
Regional Commercial (RC)	Regional Commercial
Business Park (BP)	-
Industrial (IN)	I Industrial
Specific Plan (SP)	To be assigned Zoning District following adoption of Specific Plan

CURRENT GENERAL PLAN LAND USE DESIGNATIONS AND CORRESPONDING ZONING DISTRICTS AND LOCATION	
General Plan Land Use Designation	Zoning District(s)
Public/Quasi Public (PQ)	O-S Open Space
	R-1 Single Family Residential
Open Space (OS)	O-S Open Space
	R-1 Single Family Residential
Flood Study Area (FS)	Flood Study Area
Urban Reserve (UR)	-
Light Industrial Overlay (IF)	Light Industrial Flex

The adoption of the IZO was instrumental in beginning to bring the Zoning Map in conformity with the General Plan Land Use Designation Map, by establishing zoning districts to implement the CMX land use. Since that time, the City has further identified properties where existing zoning does not align with the General Plan land use designations and seeks to create a single comprehensive code to address these and other issues.

Existing Zoning Districts

Generally, development codes include two types of districts, base and overlay. “Base districts” set the basic regulations that apply within the geographic area that defines the district. A community may want to vary some of the regulations within the base district to respond to particular conditions within defined areas. “Overlay districts” are often used for this purpose.

Overlay districts are “laid over” or applied to base districts in situations in which modification of permitted uses or required standards is appropriate due to specific conditions, circumstances, or goals. Overlay districts can be geographically defined and mapped or can apply wherever specific conditions exist.

The City is divided into the following base zoning and overlay districts. The intent of each of the base zoning districts is described, along with the document where the associated development standards are located.

CURRENT BASE ZONING DISTRICTS			
Zoning District	Summary of intent	Percent of City	Location of Zoning District Regulations
Base Zones			
A-1 Agricultural Zone	Not currently in use.		Zoning Code

CURRENT BASE ZONING DISTRICTS			
Zoning District	Summary of intent	Percent of City	Location of Zoning District Regulations
R-R Large Lot Residential Zone	Not currently in use.		Zoning Code
R-1 Single Family Residential	Provide living areas where development is limited to low density housing	18.01	Zoning Code
R-2 Duplex Residential	Provide living areas where a compatible mixture of one- and two-family dwellings will provide a suitable environment for family living	2.26	Zoning Code
R-M Multiple-Family Residential	Provide residential areas which can accommodate a suitable mixture of more intensive land uses, including multiple-family dwellings, community facilities, and office	2.82	Zoning Code
N-P Neighborhood Preservation	Stabilize and protect the established diverse character of older, predominately residential neighborhoods, where a mix of housing types and other uses exists, and preserve the overall low density residential character of these neighborhoods.	1.71	Zoning Code
Downtown Mixed Use – Area 1	Not defined in draft update materials.	1.44	Draft Update to Downtown Specific Plan
Downtown Mixed Use – Area 2	Not defined in draft update materials.		Draft Update to Downtown Specific Plan
Downtown Mixed Use – Area 3	Not defined in draft update materials.		Draft Update to Downtown Specific Plan
Downtown Mixed Use - Area 4	Not defined in draft update materials.		Draft Update to Downtown Specific Plan
Corridor Mixed Use - West Main	Accommodate significant residential infill and neighborhood-serving retail.	1.23	Interim Zoning Ordinance
Corridor Mixed Use - East St	Facilitate revitalization with design flexibility, while also improving urban character.	2.89	Interim Zoning Ordinance
Corridor Mixed Use - Kentucky	Allow this area to continue to function as an agriculture-industrial corridor while sensitively integrating newer, higher-intensity mixed-use development that activates specific sections of the corridor.	0.94	Interim Zoning Ordinance

CURRENT BASE ZONING DISTRICTS			
Zoning District	Summary of intent	Percent of City	Location of Zoning District Regulations
C-1 Neighborhood Commercial	Provide neighborhood shopping areas where retail business or service establishments supply commodities or perform services to meet the daily needs of the residential neighborhood but not to permit commercial uses which would be more appropriate in the CBD, ESC, C-2, C-3, C-H zones.	0.02	Zoning Code
C-2 General Commercial	Provide a general commercial area for the sale of commodities or the performance of services to serve the entire community.	0.06	Zoning Code
Community Commercial	Provide for commercial development that serves local neighborhoods as well as the rest of the City but does not regularly attract regional, visitor, or pass-through traffic.	0.98	Interim Zoning Ordinance
Regional Commercial	Accommodate retail establishments that serve residents and visitors of the region at large.	3.07	Interim Zoning Ordinance
I Industrial	Encourage sound industrial development by providing areas exclusively for such development subject to regulations necessary to insure the protection of adjoining uses.	16.09	Zoning Code
Flood Study Area	Applies to areas restricted from urban development due to health and safety concerns related to flood risk, or because the property falls within a likely future flood project improvement area.	0.40	Interim Zoning Ordinance
O-S Open Space	Preserve open space recreation area and areas of historical and cultural value, and devoted to the enjoyment of scenic beauty, conservation of natural resources and landscaped areas; to reduce impervious surface coverage for stormwater management.	18.13	Zoning Code
Overlay Zones			
T Transition Overlay Zone	<i>Not currently on Zoning Map.</i>		Zoning Code
Planned Development Overlay Zone	<i>Not currently on Zoning Map.</i>		Zoning Code
EOZ Entryway Overlay Zone	<i>Not currently on Zoning Map.</i>		Zoning Code

CURRENT BASE ZONING DISTRICTS			
Zoning District	Summary of intent	Percent of City	Location of Zoning District Regulations
FP Floodplain Overlay Zone	<i>Not currently on Zoning Map.</i>		Zoning Code
Light Industrial Flex Overlay	Over CMU: Create a transition between industrial and residential mixed-use areas Over RC: Provide for a transition from industrial to retail for the area south of East Main Street and north of Interstate (I-5) Over I: Create a transition from more intensive industrial uses to the east with the intent of minimizing conflicts to other sensitive uses.	9.99	Interim Zoning Ordinance
Southeast Area Specific Plan	<i>Comprehensive Zoning Code will not apply to this area.</i>	3.74	Applicable Specific Plan
Spring Lake Specific Plan	<i>Comprehensive Zoning Code will not apply to this area</i>	9.38	Applicable Specific Plan

Zoning districts listed in the Code that do not appear on the Zoning Map are A-1 Agriculture, R-R Large Lot Residential, T Transition Overlay Zone, PD Planned Development Overlay Zone, and EOZ Entryway Overlay Zone. Zoning districts listed in the Code that were replaced by the IZO and are no longer applicable within the City are ESD East Street District, C-3 Service Commercial Zone, and C-H Highway Commercial Zone.

Recommendations for Zoning Districts

Recommendations for developing Zoning Districts for the Comprehensive Zoning Code are described below.

Streamline Land Use Designation/Zoning District Correspondence

Zoning districts create the framework for implementation of General Plan policies and land use designations. While the City took the first step in General Plan implementation by adopting the IZO, these full range of districts throughout the City needs to be mapped and appropriate development standards and use regulations determined. New overlay districts in addition to the LIF may be warranted to implement General Plan policies related to geographic areas that cover more than one land use designation. For example, new overlay districts could implement the standards and guidelines for historic areas or affordable housing. In addition, a new zone to correspond to the Public/Quasi Pubic land use designation may be warranted to regulate the development of buildings such as schools, hospitals, and community centers.

In general, zoning district boundaries should be adjusted so that an individual district corresponds to the fewest number of General Plan land use categories possible. Zoning District/General Plan land use designation boundaries should be evaluated for alignment, particularly in cases where the

General Plan land use designation makes up less than one percent of the zoning district. There may also be opportunity for combining existing zoning districts or eliminating those that are no longer necessary. In the interest of creating a concise and user-friendly development code, the total number of zoning districts within the Code should be minimized and districts that are no longer needed should be removed. An analysis of the use regulations and development standards for each district will reveal whether a combination or elimination of districts is appropriate.

In addition, the geographic area over which the draft Downtown Specific Plan update material applies is inconsistent with the area designated as DMX by the General Plan. The Comprehensive Zoning Code should ensure direct correspondence between these two areas.

Streamline Overlay Districts

Existing overlay districts should also be evaluated for their usefulness in implementing General Plan policies. The goals of some of the existing overlay districts could be achieved by incorporating requirements in the base district regulations. For example, if the intent of all or part of the LIF Overlay is to encourage uses and design of a particular nature and character, a new base district may be warranted. The floodplain areas, as determined by FEMA, should either be shown on the Zoning Map and regulated as an overlay zone, or be removed as an overlay and referred to instead through a separate provision in a supplemental regulations section.

Overlays are most useful when they involve more complex regulations and special criteria that apply to different parts of a single district or several different base districts. In cases in which an overlay district applies to only one or two base districts or uniformly imposes relatively straightforward regulations in a geographically defined area, an alternative would be to utilize base district regulations.

Determine Conventional Zones Areas and Form-Based Zones Areas

As discussed in Chapter 1, a technical site analysis will help inform which areas would benefit most from a form-based approach to development regulation, and which areas are best regulated in a conventional manner. The two templates for the base zone sections would be tailored for the range of conditions observed in Woodland, and a single Zoning Map including all zones would be developed.

Conventional Zones: In many areas of Woodland, existing zoning districts and associated standards are generally effective in reflecting the community vision and supporting desired development. These areas include established low-density residential neighborhoods, industrial areas, and parks and civic uses. In these areas, existing conventional zoning districts may remain.

Form-Based Zones: In an effort to reflect the unique urban forms of Woodland, form-based areas may be categorized into Place Types (Corridor, Downtown, Neighborhood Node, etc.) and secondly, Transect Zones (N3, N4, CMU5, CMU6, etc.). In this system, any given parcel in the form-based would be identified by a Place Type *and* a Transect Zone (e.g., "D/N3"). Together, the standards associated with the Place Type and those associated with the Transect Zone will comprise the base zone standards for the parcel.

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3 Use Regulation

Use regulations detail the type of uses that are allowed, the review process, and specific limitations that apply to a particular activity or use. Land use categories are building blocks that establish the basis for regulation; while use regulations identify the specific use categories that are permitted, conditionally permitted, or prohibited in each zoning district. Use regulations may also include special requirements applicable to specific land uses.

Land use designations in the General Plan outline what is allowed in terms of uses and intensity of development for each area of the city. In addition, citywide policies, particularly those related to economic development, call attention to particular land uses that should be promoted. It is important to ensure that the use regulations in the Zoning Code are sufficient to carry out these General Plan policies. The regulation of uses ensures that the operation of permitted uses within a district will be consistent with the policies of the General Plan and the purposes of the district.

Current Use Regulations

Uses are currently defined in the Code in Chapter 17.12 Definitions. This section includes both definitions of use and definition of terms. In the IZO, however, uses are defined separately from the definitions of terms. Use tables, which are listed in the Code in chapters 17.16 and 17.60, identify uses that are not permitted, or permitted by right, with a permit, or given one of a variety provisions listed below the tables. In the IZO, however, a single use table groups and lists all uses for every interim zone, and indicates whether the use is not permitted, or permitted by right, with a permit, or given one of a range of limitations listed below the table.

Organization of Use Lists

Currently, the Zoning Code contains three use tables: one for residential uses (Chapter 17.16), one for commercial uses (Chapter 17.60), and one for industrial uses (Section 17.92.020) while the IZO has a single table. A comprehensive code may group uses into broader categories (e.g., residential, public and semi-public, commercial, industrial), consolidating similar uses and make comparisons between districts more straight-forward. Through this ‘use group’ approach, use definitions may be revised to consist of an overall fewer number of use categories and to better accommodate new and changing uses.

Development Standards and Review Procedures Embedded in Use Tables

Some uses in the Code include limitations and requirements. Although limitations may be appropriate for certain types of uses, embedding policies and standards within the use table complicates administration and makes it difficult for applicants to find the standards that apply to a particular proposal. For example, the Residential Use Table, the Commercial Use Tables and the IZO Use Table all use notes to specify provisions such as required distances between uses, required setbacks of development on the lot, maximum square footage, hours of operation, whether design review by Planning Commission is required, and when a Zoning Administrator permit is required, among others. The use tables could be simplified by locating such provisions elsewhere in the code with similar

provisions. This may be in the applicable development standard section, in the Standards for Specific Uses section, the Administrative Procedures section, or elsewhere. Minimizing the notes in the use tables to, for example, a simple “permitted, not permitted, or CUP” will make the use tables easier to interpret and ensure that code users will find standards or procedural requirements where they expect to find them.

An Outdated Approach

The changing nature of land use also warrants flexibility in regulation. Specialized operations and segregated uses are becoming less prevalent as operations and uses adapt to rapidly changing technology and market preferences. Traditionally, a company may have manufacturing in one place, an office somewhere else, and a shop in still another location. Increasingly, and particularly for smaller operations, functions are blending. For example, a craft brew establishment may brew and distribute beer, sell beer and brewery related merchandise, serve beer and food, and feature live entertainment. This type of operation combines five traditionally separate uses: manufacturing, distribution, retail sales, eating and drinking, and entertainment. The rigidity of the current Code makes it difficult to determine how operations that combine uses fit into the City’s use regulation scheme.

The Code update provides the opportunity to update the City’s approach to use regulation to reflect modern uses, current development practices, and State and federal law. The updated regulations can address specific considerations for certain uses such as urban agriculture, artisan workspace, entertainment, and others. They can provide flexibility to allow for adaption to changing preferences, technology, and other circumstances. The updated regulations can also support community objectives such diversity of housing types and vibrant commercial and employment centers.

Recommendations for Use Regulations

The Code and IZO uses tables can be combined and reorganized into a more logical, systematic framework, and a strong framework will make the regulations more thorough and straightforward. Following are recommendations for use regulations.

Adopt a Use Classification System

Like the IZO, the Comprehensive Zoning Code would consolidate use types into a clearly defined modern classification system, placing land uses and activities into groups based on common functional, product, or physical characteristics. This helps to streamline the use regulation parts of the Code. Categories are also broad enough to allow classification of new, unanticipated uses, so that the City does not need to amend these sections or make interpretations as frequently in order to adapt. This system can still allow for standards for problematic uses, such as tattoo parlors, outdoor storage, and auto repair.

Under this system, all use categories would continue to be defined in a single chapter of the Code. This chapter would organize use categories into groups such as residential; public and semi-public; commercial; industrial; and transportation, communication, and utility uses. This way, similar uses are found near one another for comparison when a classification question arises. The official names of

each use group would be utilized throughout the Code in a consistent manner, with the definitions chapter serving as a reference.

ANIMAL CARE, SALES, AND SERVICES

Animal Sales and Grooming
Boarding/Kennels
Veterinary Services

AUTOMOBILE/VEHICLE SALES AND SERVICES

Automobile Rentals
Automobile/Vehicle Service and Repair
Automobile/Vehicle Sales and Leasing
Fueling Stations
Towing and Impound

BANKS AND FINANCIAL INSTITUTIONS

Banks and Credit Unions
Check-Cashing Businesses

COMMERCIAL ENTERTAINMENT AND RECREATION

Cinema/Theaters
Indoor Sports and Recreation
Outdoor Sports and Recreation

DRIVE-THROUGH FACILITY

EATING AND DRINKING ESTABLISHMENTS

Bars/Night Clubs/Lounges
Restaurant

LODGING

Hotel
Motel

Example of a simple classification system for commercial uses.

Reflect Contemporary Land Uses

To help modernize the Zoning Code, a new use classification system should eliminate obsolete uses (i.e., those no longer allowed, or those containing outdated terms) and also include new contemporary uses such as industrial flex space, shared office spaces, and urban agriculture uses (e.g., community gardens, produce stands, etc.), and short-term rentals (Air B-n-B, VRBO, etc.). The Code update should also incorporate mechanisms to allow for flexibility in the change in uses or combination of uses. In addition to identifying and providing for accessory uses that are typically associated with certain principal uses, the Code can incorporate provisions to allow other accessory uses, up to a certain threshold, that are subordinate and incidental to a principal use. Special attention can also be given to having uniform requirements or standards for uses, where appropriate. Reducing nuances between requirements for varying uses will ease administration and provide flexibility with regard to evolving operations and re-use of property.

Ensure All Zoning Districts Allow Appropriate Mix of Land Uses

The allowable uses within each zoning district should be evaluated for compatibility with the purpose of the district and the corresponding General Plan land use designation, and for adaptability to contemporary trends. In particular, use regulations in nonresidential districts should be evaluated to allow a broader range of combination of uses by-right, reflecting the changing nature of land use and allowing a creative combination of uses. Industrial district use allowances should also balance the need to protect the viability of industrial development as an employment base, and the need to support industrial development with adequate amenity uses. Amenity uses that are conducive to and supportive of vibrant employment areas can include restaurants, entertainment, retail, and service uses.

Locate Use Tables in District Regulations

Currently, use tables are located in two separate chapters of the Code sections, with residential uses in one table and commercial uses in the other. In order to find the permitted uses for a particular zone, a code user must refer to both tables. Instead, a single use regulation table for each district or group of districts located in divisions III and IV of the Comprehensive Code can simplify things greatly. In the regulations for each zoning district, a single use table that is organized by use classification would ensure that all permitted uses for any given parcel would all be found in one table. The Comprehensive Code would include a table for Residential Districts (as opposed to *uses*), a table for Mixed Use Districts, a table for Commercial Districts, etc.

1109.030 Allowed Land Uses and Permit Requirements

- A. Land uses must comply with the allowed uses of the base zone, except as specifically modified or waived by an overlay zone in Chapter 1117 (Overlay Zones).
- B. The land uses allowed by this Code in the residential zones are listed in Table 1109.030.A, together with the type of planning permit required for each use. Each land use listed in Table 1109.030.A is defined in Chapter 1179 (Definitions).
- C. **Establishment of an Allowable Use**
 1. Any one or more land uses allowed in Table 1109.030.A may be established on any lot within the identified zone, subject to the planning permit requirement listed in the Table, and in compliance with all applicable requirements of this Code.
 2. Where a project on a single lot includes two or more of the land uses allowed in the Table, the overall project will be subject to the most restrictive permit level required by the Table for any individual use.
 3. If a use is not defined (in whole or in part) in Chapter 1179 (Definitions), the use is not allowed unless a Conditional Use Permit is approved. If a use is defined in Chapter 1179 (Definitions) and not listed in Table 1109.030.A, the use is not allowed.

Table 1109.030.A Residential Zones Allowed Uses

Land Use Type	Permit Required by Zone							Use Standards
	SE	SN-1	SN-2	TN	MRN-1	MRN-2	MRN-3	
Agriculture and Animal Uses								
Agriculture	P	-	-	-	-	-	-	
Animal Raising and Keeping	P	-	-	-	-	-	-	Section 1121.020
Community Garden	CUP	CUP	CUP	CUP	CUP	CUP	CUP	Section 1121.060
Kennel	CUP	-	-	-	-	-	-	
Veterinary Clinics and Hospitals	CUP	-	-	-	-	-	-	Section 1121.210
Civic, Recreation, and Community Assembly Uses								
Cemetery	CUP	-	-	-	-	-	-	
Child Care Center	MUP	CUP	CUP	CUP	CUP	CUP	MUP	Section 1121.050
Community Assembly	P	MUP	MUP	MUP	MUP	MUP	P	
Family Child Care Home Type A	P	P	P	P	P	P	P	
Family Child Care Home Type B	CUP	CUP	CUP	CUP	CUP	CUP	CUP	
Indoor Recreation	-	-	-	-	-	-	CUP	
Library and Museum	-	-	-	-	-	-	MUP	
Park and Outdoor Recreation	CUP	CUP	CUP	CUP	CUP	CUP	CUP	
Public Service Facility	CUP	CUP	CUP	CUP	CUP	CUP	CUP	
School - Public and Private	CUP	CUP	CUP	CUP	CUP	CUP	MUP	
Vocational/Technical School	-	-	-	-	-	-	CUP	

District regulations can include simple use allowance tables for easy reference and comparison.

Consolidate Standards for Specific Uses and Activities

The City should consolidate requirements that are applicable to specific uses and activities and locate them within the Citywide Standards. Within this the section on Standards Specific to Uses, the uses can be alphabetized, making them easy to locate. The standards for specific uses can be referenced in the land use tables in the district regulations, which will reduce overall wordiness in the Code. The following is a preliminary list of uses that may warrant special standards:

- Accessory Uses
- Accessory Dwelling Units
- Adult-Oriented Businesses
- Alcoholic Beverage Sales
- Animal Keeping
- Home Occupations
- Outdoor Dining and Seating
- Outdoor Sales

- Telecommunications Facilities
- Temporary Uses
- Urban Agriculture

While regulations for specific uses are consolidated into one section, they should also be distinguished from “permit and approval” processes.

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4 Development Standards

A well-designed city directly elevates the quality of life, attracts investment and increases communal pride. As Woodland grows and becomes increasingly more urbanized, the City will face design challenges, particularly with respect to density, building appearance, compatibility and relationship to key rights-of-way.

The current Code has a variety of standards that address the design and quality of development. Many of the standards were established more than 20 years ago and reflect the specific development style, financing availability, and context popular at the time. Over the years, additional development standards and requirements have been added without thorough analysis of how all the standards work together and collectively influence resulting development. As the City has grown and developed, new development areas will cease to be the dominant pattern and attention must be paid to better address infill and redevelopment contexts.

Base Zone and Overlay Development Standards

Development standards that apply by zone are found in chapters 17.20 through 17.96 of the Zoning Code; articles 3 and 4 of the IZO; Chapter 8 of the Downtown Specific Plan; and draft material for the update of the Downtown Specific Plan. The different documents and draft material take different approaches in terms of which elements of design are regulated and how, and this section provides a brief summary of the approaches for key issues that warrant closer evaluations and testing as a Comprehensive Code is drafted.

Residential Densities

In the R-1, R-2, and N-P zoning districts, the Zoning Code effectively limits density to two dwelling units per acre by listing lot standards for single-family and duplex development. The RM district, however, does not include a standard limiting residential density. In the IZO, permitted residential densities range from 12 to 40 units per acre, and in the Downtown Specific Plan areas, densities are unlimited. The Comprehensive Zoning Code will balance the need for residential units per the Regional Housing Needs Assessment against the existing density limits throughout the City to determine where higher densities may be supported by nearby commercial and mixed-use development, nearby transit, and other community facilities.

Vertical Mixed-Use Development

Development standards currently apply only as described in the IZO for the CMU-WM, CMU-E, and CMU-K districts. In CMU-WM, higher-density and intensity development is allowed to give the corridor a more urban character. Residential, retail, commercial service, and office uses are permitted in a vertical mixed-use setting, subject to appropriate development and design standards to enhance the streetscape. In the CMU-E district, a district described as an auto-oriented corridor, the same range of uses plus light industrial uses are permitted in a vertical mixed-use setting subject to appropriate development and design standards to enhance the streetscape. In the CMU-K district, residential mixed-use development is permitted on the north side of the corridor only if a Specific Plan is adopted

for the entire area shown as SP-3A on the General Plan Land Use Diagram. Looking ahead to the Comprehensive Zoning Code, higher residential densities and vertical mixed-use development standards should be developed with specific building types in mind, in an effort to facilitate development that both relates to the streetscape and ad needed infill units.

Performance Criteria

Performance standards and criteria are identified for non-residential zoning districts in the Zoning Code, for the zones established in the IZO, and for development in the Downtown Specific Plan. In the Zoning Code and in Chapter 8 of the Downtown Specific Plan, criteria are not based on only on impact; rather, many criteria relate to building form, placement, landscaping and screening. In the IZO, however, performance standards relate exclusively to lighting, fire hazards, liquid or solid waste, vibration, buffers/lot perimeters, and noise. While the Comprehensive Zoning Code will likely establish different standards for conventional vs. form-based districts, the range of topics addressed should be limited to impacts as opposed to design criteria that may vary based on use. Some of the criteria described may be better located in supplemental standards or standards specific to use, with cross-references as needed to the performance standards section. Alternately, some topics such as noise may be best addressed elsewhere in the Municipal Code, e.g., the Nuisance chapter of the Title 9, Public Peace and Welfare.

Addressing Context: Infill, Adjacencies, and the Public Realm

During interviews, code users expressed some frustration with development standards not performing well in an infill or adaptive reuse context and/or not being comparable with the City's engineering standards. The planning team also heard that the code lacks sufficient tools to ensure quality design along corridors and transitional areas, particularly at the edges of industrial and light industrial areas. Similarly, stakeholders stressed the importance of context along historic preservation areas, with buildings that reflect the existing neighborhood scale. While a single Comprehensive Zoning Code will reduce internal conflicts and form-based districts standards in particular will be sensitive to existing form, the coming effort will focus on establishing more objective and measurable standards for many context-related issues, including:

- *Compatibility among different industrial uses as well as compatibility between industrial and non-industrial uses.* Currently, the LIF Overlay zone is applied with the intent of creating a transition from more intensive industrial uses to the east and minimizing conflicts to other sensitive uses. Design standards specific to the LIF Overlay district include larger setbacks, screening, streetscape design that promotes an “uncluttered street appearance”, and parking location and screening.
- *Building heights and transitions in building heights between areas of different function and character.* This will be true particularly in and adjacent to industrial and light industrial areas, areas designated as Community Commercial by the General Plan, and the transition between any areas newly designated with a form-based zone and adjacent areas zoned with a conventional approach.
- *The building-to-street relationship.* While the existing Zoning Code is largely silent on the larger framework of the public realm, the IZO includes a range of topics that relate to urban form and the its larger context. These include building frontages, pedestrian entries, building transparency, variation in massing and form, connectivity, and outdoor spaces, among others. Similarly, Chapter 6 of the Downtown Specific Plan provides guidelines by district as

well as by topic, including materials, texture/pattern, scale and proportion, building height, roofs, signs, streetscape, and landscaping. Most notably, the draft material for the update of the Downtown Specific Plan includes six private frontage types that are permitted within the four DMU areas: common yard, porch & fence, forecourt, shopfront, and arcade. The Comprehensive Zoning Code will be judicious in determining which districts and areas warrant development standards that address the larger urban design, and which need not emphasize the public realm, will draw on the draft Downtown material, and will avoid duplication with other sections of the code (e.g., Signs, Landscaping). In addition, the Comprehensive Code will clarify which design standards are requirements and which are guidance only. For example, the provisions in the IZO that address urban form are, collectively, titled “Design Guidelines and Standards for Desired Urban Form”, with “should” statements and “shall” statements included within the same section.

Citywide Development Standards

Some key issues that warrant close consideration in the preparation of the Comprehensive Zoning Code include the following:

Historic Areas

Existing standards related to preservation of historic areas are limited to the N-P zoning district. The standards in this district are generally similar to those of the R-2 district, except that building height is limited to 40 feet, there is a required open access width between the street and rear dwelling, and there is a required one-story and two-story building separation. The Zoning Code does not include any additional standards specific to historic areas, either in the Special Provisions or chapters specific to districts. While the draft revised Downtown Specific Plan development standards do not address historic context or preservation, the adopted Downtown Specific Plan document outlines a three-step Preservation/Restoration Program and provides additional guidance on additions, materials, building code requirements, and demolition.

Accessory Structures

The Zoning Code includes sections for Accessory Dwelling Units (17.104.101) and Accessory Buildings and Uses (17.104.020) that address topics including parking, minimum lot size, and setbacks. In addition, the draft Downtown Specific Plan update material includes development standards for setbacks of Secondary Buildings, which are footnoted as “Accessory, Garage, Other”. These standards, are not, however, all consistent with recent state law governing setbacks of ADUs., particularly the side and rear setbacks. The Comprehensive Code should be drafted to ensure that the standards for accessory dwelling units and other accessory structures are clear and consistent with State law.

Parking

The Zoning Code Chapter 17.116.020 establishes off-street parking requirements of two spaces per single-family unit, 1.5 spaces per multi-family units, and minimum ratios for various non-residential uses. The IZO modifies the requirements for the CMU zones only, with one required space per dwelling units and parking for non-residential uses “as determined by owner”. There are no maximum parking requirements in either the Code or the IZO.

The quantity, location, and appearance of parking areas have a substantial impact on the character and functionality of streets, commercial corridors, and residential neighborhoods. Too much parking can limit the utilization of a property and be an impediment to achieving a wide range of community goals. Too little parking can impede accessibility and impact nearby residential neighborhoods. The amount of parking is optimized when it strikes a right balance between supply and demand.

Parking requirements also have a large influence on the overall cost of development and the ability to utilize property. This is particularly true in already built-out areas, where there may not be enough space to provide required parking on already developed sites. Where additional parking spaces cannot be provided due to site constraints, this may result in the negative effect of deterring businesses from expanding or investing within the City.

The comprehensive Code Zoning Code will revise parking standards that best support the development types and the urban character envisioned in the various areas of the City.

Recommendations for Development Standards

Developers and builders construct and develop projects based on the rules and regulations in the zoning ordinance. This reinforces the importance of ensuring that the development standards that apply to all residential, commercial, mixed-use and industrial zones must be clear, support the vision and goals of the General Plan, allow for the creation of a “sense of place” that is unique to Woodland, and are legally defensible. A well-designed city that incorporates appropriate development standards into its regulations will directly elevate the quality of life and appearance of the community, attract investment and increase communal pride.

As noted by a number of stakeholders, the current Code does not have sufficient standards to address development control, especially in design compatibility and in establishing the right building-to-street relationship. Establishing effective regulations for these and other topics will go hand-in-hand with determining which areas and parcels are best regulated in a conventional manner in Division III, which will be best addressed through a form-based approach laid out in Division IV, how to craft citywide development standards that complement the standards of both Division III and IV.

Provide Sufficient Physical Form and Design Related Standards

Building on the intent of the IZO and the draft Downtown Specific Plan update material, the City should update development regulations to address the form and design of new development, particularly in infill areas. Infill standards should differentiate among commercial and mixed-use areas, industrial areas, and residential areas; promote a desirable physical form, and ensure that more intense uses of land do not become public nuisances. Neighborhood compatibility standards should be tailored to the range of neighborhood patterns throughout the City.

Woodland should consider adopting clear development standards to achieve quality design that addressed infill, adaptive reuse, and transition areas. This includes:

- Location of a building on a lot – where a building may or must be built to the street and where setbacks are required.
- Number of stories and/or building height ranges;

- Ground floor height and design;
- Façade design and articulation;
- Orientation of building and location of entries;
- Transparency (pedestrian level windows offering views into buildings and displays);
- Limitations on blank walls;
- Relation to adjoining sites;
- Connectivity to and across site, including from access from alleys;
- Location and screening of parking; and
- Landscaping.

Establishing minimum design standards will set the tone for the type of development the City hopes to attract. These standards will allow developers to know exactly what is expected of them. At the same time, flexibility can still be achieved by allowing a modification of standards so long as certain findings and criteria are met. For instance, setback requirements could be modified if a wider sidewalk area or outdoor dining area is provided and creates a more pedestrian-oriented feel. In single-family residential areas, the City should adjust standards carefully to maintain compatibility with surrounding development and avoid creating problematic nonconformities.

Tailor Standards to Reflect Differences in Areas

Development standards should be refined to foster the type of character desired within various areas of the City. In commercial and mixed-use areas, the objective should be to provide an interesting, engaging street frontage, making walking and shopping pleasurable. In these areas, standards may address requirements for “active frontages,” where a building must include spaces for businesses with walk-in clientele, ground level fenestration, awnings and arcades, and visible entries, rather than long sections of ill-defined buildings, blank walls, and fences. In less intense and industrial areas, by contrast, development is more auto-oriented and there is more potential for incompatibility between uses, so landscaping and screening may be important.

While each zoning district should have individually tailored requirements, the organization of the district requirements should be uniform, so that users can easily ascertain the requirements for a particular district.

Utilize a Form-Based Zone Template Specific to Woodland’s Development Needs

As discussed in Chapter 1, the Comprehensive Code may create two separate sections for design standards of base zones – Division III for conventional zones and Division IV for form-based zones. A separate form-based template for areas warranting close attention to the building-to-street relationship would illustrate in a three-dimensional format the various standards that shape this relationship, including buildings frontages, entries, street wall dimensions, and public spaces along the right-of-way.

Create a Section in Division IV for Right-of-Way Design

While the design of the right-of-way is not part of the current Comprehensive Code update, the City may acknowledge that in areas regulated with a form-based approach, the relationship between the building and the adjacent right-of-way is, in fact, the focus of the code. During interviews, for example, there was a general consensus among code-users that the East Street corridor needs attention in terms of design—both the right-of-way, building types, and frontages. Form-based code is most effective when the design of the right-of-way must be regulated in tandem with the development on the adjacent private property. For this reason, the City may decide to add a blank “Streets” section to Division IV of the Code that will, in the future, specify the design of the rights-of way within form-based areas.

Accessory Structures

The Comprehensive Code should provide clear design standards for non-habitable accessory structures and accessory dwelling units and ensure that all are consistent with recent State law. In addition, standards for ADUs as well as for primary buildings on lots should accommodate the various forms that an accessory dwelling may take, including additions, extensions to an existing floor plate, and detached structures; should reflect the variety of ways the accessory structure might be accessed; and should permit flexibility in parking requirements for accessory units. The City is will be taking updates to the ADU ordinance forward in January, and these updates will be reflected as appropriate in the Comprehensive Code.

Address Affordability in the Code

Stakeholders saw a need to support and facilitate construction of affordable units and by-right low-income housing and to ensure that such units are distributed throughout the City. In general, all interviewees expressed support for ADUs, duplexes, and triplexes within existing residential areas of the city. The Comprehensive Zoning Code should support strategies for addressing affordability in Woodland, which may include modifying permitted densities in select areas or districts, modifying required setbacks, creating an affordable overlay, reducing parking requirements, allowing micro-units, or other strategies.

Update Signage Regulations

Chapter 17.120 will require extensive revisions. As discussed above sign-related definitions would be moved to the Divisions VI. The chapter then must be reviewed for compliance with the *Reed vs. Town of Gilbert* decision. Some conflicts include definitions of sign types that are content-based (e.g. billboard, construction sign, neighborhood identification sign, political sign, etc.), and a separate severability clause and substitution clause must be added for compliance with *Reed*. Exempted signs should be updated to remove *Reed* issues such as flags, holiday graphics, and nameplates.

Other issues to be reviewed and updated include the visibility triangle provision (how does this compare to similar provisions found in the City's engineering standards?) and to reflect current illumination practices, particularly for billboards, electronic message signs (EMS). The City may also determine whether the addition of basic sign design standards may be warranted to improve the look of signs, and to reconsider the prohibition on statutory signs, which can have an important role in neighborhood identity and character. Lastly, throughout the Sign section, page layout and use of graphics is particularly important for legibility and interpretation are easy to read.

Clarify “Shalls” vs. “Shoulds”

There is common sentiment that more flexibility should be built into the development standards. This can be accomplished a number of ways, including striking the right balance of development standards and design guidelines. The City may establish a system where development standards address key elements of development form (i.e., height, building placement, site layout) while design guidelines provide clarity about the City's design objectives. The design guidelines should give examples of acceptable solutions, but not mandate particular architectural styles. Another option is to offer a menu of options as a flexible way to comply with a particular design principle.

The Comprehensive Zoning Code should incorporate as appropriate into the development standards material from the Community Design Standards, ensuring that it is consistent with recent legislation and that it leads to the best outcome for the City. Additionally, all planning documents should be clear as to which statements are “shalls” (required) and which are “shoulds” (recommendations or guidelines), and each should be presented in a separate section, or (preferably), a separate document.

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5 Development Review and Approval

Development code provisions governing development review and other administrative matters create the procedural environment through which the City can achieve the goals and policies laid out in its General Plan and other adopted policies. At their best, development review provisions can promote the type of development a community wants by providing a clear, predictable path to project approval; conversely, vague review processes can cause developers a high level of anxiety, frustrate community residents, and severely dampen a City's ability to attract desirable growth.

Generally, prospective developers value three central qualities in any administrative code: 1) certainty in the requirements and structure of the review process, 2) built-in flexibility to adjust development standards to the needs of individual projects, and 3) opportunities to request relief from requirements that constitute a substantial burden. Certainty about the types of development they can expect to see in their community is also important to residents. The degree to which Woodland can incorporate these qualities into its Comprehensive Zoning Code will help improve its ability to compete for desirable development. This section contains general observations about the existing development review procedures and strategies to streamline development review and approval process.

Current Review Processes

Some code users reported that administrative procedures are restrictive, fee structures are prohibitive, and that requirements for entitlements lack clarity/predictability. While these comments referred to the Zoning Code and not the IZO, interviewees stressed that streamlining the process is key to improving business, especially in the downtown/industrial areas.

The flexibility of a development code is largely defined by its hierarchy of uses and their required permits. This hierarchy establishes the different levels of review the Code requires to make various types of land use and development decisions. These decisions typically range from a relatively informal counter staff review of proposed uses and structures for compliance prior to the issuance of a building permit or business license to more formal and complex procedures requiring public notice and a hearing before the Planning Commission prior to issuance of a use permit or other discretionary approval.

The primary factor influencing a project's place in the hierarchy of uses is whether the proposed use is permitted "by right" or allowed subject to certain conditions, or whether a Conditional Use Permit, with review by the Planning Commission, is required. This determination is a reflection of community issues and concerns that should be embodied in the General Plan. Decisions about where an application fits in the hierarchy may also, however, be influenced by how a jurisdiction selects and designs administrative techniques. It is often possible, for example, to reduce the review threshold for a particular type of application (i.e. place it lower in the hierarchy), by increasing the specificity of development standards and performance-based criteria, along with a related increase in one or more of the following.

- Scope of public notice,
- Length of time for public review, and
- Opportunities for informal public review and consultation.

A development code update provides an opportunity to adjust review thresholds based on analysis of the types of issues and projects in the City that have typically generated the most interest and concern and to ensure compliance with recent legislation including SB 330, the Housing Crisis Act of 2019 (see Appendix B). Responsibilities should be assigned with a view toward minimizing the number of players involved in making any given decision, while increasing opportunities for meaningful public input.

Administrative Authorities

The Zoning Code authorizes five authorities to administer and make interpretations for the Code.

- **Zoning Administrator**
- **Community Development Director**
- **Historic Preservation Commission**
- **Planning Commission**
- **City Council**

Land Use Permits and Approvals

The following table summarizes the types of land use and development approvals that the current code authorizes and lists the authorities that can issue these approvals.

APPROVALS AND ISSUING AUTHORITIES		
<i>Permit or Approval Type</i>	<i>General Purpose</i>	<i>Decision Making Authority</i>
Text Amendments Rezoning Zoning of Annexed Areas Pre-zoning	The provisions of this title may be amended by changing or supplementing the regulations, or by changing the zoning of property whenever the public necessity, convenience, and general welfare require such amendments.	City Council
Adoption of Plan Lines	The provisions of this title are intended to provide for the establishment of plan lines for future streets or for the extension or widening of existing streets.	City Council
Planned Unit Developments Master Land Use Plan PUD Rezoning Final Development Plan	The purpose of this chapter is to encourage a creative and more efficient approach to the use of land and to provide for greater flexibility in the design of integrated developments than otherwise possible through strict application of zoning regulations.	Planning Commission/Zoning Administrator

APPROVALS AND ISSUING AUTHORITIES		
Permit or Approval Type	General Purpose	Decision Making Authority
Conditional Use Permits	The purpose of this chapter is to allow the proper integration into the community of uses which may be suitable only in specific locations in a zoning district or only if such uses are designed or laid out on the site in a particular manner.	Planning Commission/Zoning Administrator
Site Plan Review (<i>Interim Zoning Ordinance</i>)	The site plan review process ensures that new development will conform to General Plan Policies, City Codes, applicable Specific Plans, Community Design Guidelines, and project Conditions of Approval. Through these development standards, the City tries to promote attractive, compatible architectural design and preserve natural landforms and existing vegetation.	Zoning Administrator
Variances	The purpose of this chapter is to allow variations from the rules, regulations, and provisions of this title where practical difficulties or unnecessary hardships may result from the strict application of the provisions of this title.	Zoning Administrator
Zoning Administrator Permit (<i>Interim Zoning Ordinance</i>) Minor Major	The zoning administrator review process ensures that new development will conform to applicable Conditions of Approval. A Zoning Administrator Permit (ZAP) is required for uses that possess locational, use, structural, traffic, or operation characteristics requiring special consideration in order to be compatible with neighboring properties. The process allows for public consultation and if needed a staff level public hearing. A. Includes review of uses, minor additions or modifications, or it is anticipated that the application will typically have less impact on adjacent properties. B. Includes significant alteration, modification, or new construction, or it is anticipated that the application could have an impact on adjacent properties or may be controversial.	Zoning Administrator

Some approvals, such as Conditional Use Permits, have multiple issuing authorities. Clearly distinguishing the issuing authority and applicable review process helps clarify the level of review required for a project. The creation of a simplified permit structure that establishes a limited number of procedural tracks for approvals would provide greater clarity for all code users and simplify administration.

Noticing

The following table summarizes the types of noticing required for the permits and approvals described above.

APPROVALS AND ISSUING AUTHORITIES	
Permit or Approval Type	Noticing
Text Amendments Rezoning Zoning of Annexed Areas Pre-zoning	The Planning Commission shall hold a public hearing on any such proposed rezoning. Notice of the time and place of said hearing including a general explanation of the matter to be considered and including a general description of the area affected shall be given at least 10 calendar days prior to the hearing in the following manner. A. The notice shall be published at least once in a newspaper of general circulation. B. The notice shall be mailed to all property owners, any part of whose property lies within a radius of 300 feet of the property which is the subject of the proposed rezoning, using for this purpose the names of such owners as shown on the last equalized assessment roll, or alternatively, from such other records of the assessor or tax collector as contain more recent addresses. In addition, if warranted in the determination of the Community Development Director, notice shall be provided by conspicuously posting the subject property for at least 10 days prior to the hearing. C. In the event that the number of owners to whom notice would be sent is greater than 1,000, the City may, as an alternative to the notice required by two above, place a display advertisement of at least one-fourth page in a newspaper having general circulation within the area affected by the proposed rezoning.
Adoption of Plan Lines	A. Procedure—Planning Commission. Notice of the time and place of said hearing shall be published in a newspaper of general circulation at least 10 calendar days before the hearing. At least 10 calendar days before said hearing a copy of the notice shall be mailed to the owners of all property abutting the proposed plan lines. B. Procedure—City Council. Notice of the time and place of said hearing shall be published in a newspaper of general circulation at least 10 calendar days before the hearing. At least 10 calendar days before said hearing a copy of the notice shall be mailed to the owners of all property abutting the proposed plan lines. After the public hearing the City Council may adopt by resolution the proposed plan lines, or any portion thereof, in such form or with such modifications as the City Council may deem to be advisable. (Prior code § 25-26-10)
Planned Unit Developments Master Land Use Plan PUD Rezoning Final Development Plan	See Conditional Use Permit.
Conditional Use Permits	A notice of hearing shall be mailed at least 10 calendar days prior to said hearing to all property owners, any part of whose property lies within a radius of 300 feet of the applicants property, using for this purpose the names of such owners as shown on the last equalized assessment roll, or alternatively, from such other records of the assessor or the tax collector as contain more recent addresses. In addition, if warranted in the determination of the Community Development Director, notice shall be provided by conspicuously posting the subject property for at least 10 days prior to the hearing. Failure to receive the notice required by this section shall not invalidate the action of the Planning Commission.

APPROVALS AND ISSUING AUTHORITIES	
Permit or Approval Type	Noticing
Site Plan Review	Not applicable
Variances	A notice of hearing shall be mailed at least 10 calendar days prior to said hearing to all property owners, any part of whose property lies within a radius of 300 feet of the applicant's property, using for this purpose the names of such owners as shown on the last equalized assessment roll, or alternatively, from such other records of the assessor or the tax collector as contain more recent addresses. In addition, if warranted in the determination of the Community Development Director, notice shall be provided by conspicuously posting the subject property for at least 10 days prior to the hearing. Failure to receive the notice by this section shall not invalidate the action of the Zoning Administrator
Zoning Administrator Permit Minor Major	A. A public notice will be provided to properties and tenants within a 300-foot radius and a 10-day comment period will be provided. The site shall be posted to include notice informing the public of the type of application, date, time, and location of the administrative hearing. The applicant shall be responsible for posting the site consistent with a format provided by the City and shall provide verification of such posting. If no comments, concerns or issues received, the application will be acted upon without holding an administrative hearing. B. A public hearing notice will be provided to all properties and tenants within a 300-foot radius and a 10-day comment period will be provided. The site shall be posted to include notice informing the public of the type of application, date, time, and location of the administrative hearing. The applicant shall be responsible for posting the site consistent with a format provided by the City and shall provide verification of such posting. An administrative public hearing will be scheduled prior to final action on the application.

Recommendations for Administrative Procedures

Perhaps the most significant shortcoming of the existing code is its complex and confusing structure, which is reviewed in greater detail under the first section of this paper, Code Usability. Simply reorganizing the existing regulations would be a meaningful first step toward streamlining existing procedures because this action alone would make the Code's provisions much easier to locate, use, and understand. Streamlining procedures is not merely about making the approval process faster, it is about providing certainty in the requirements and structure of the review process and providing built-in flexibility to allow the community to say 'yes' to the development it wants.

Create a Single Chapter for Administration and Procedures

As discussed in Chapter 1 of this paper, Zoning Code chapters that address administrative procedures generally begin at 17.124 Exceptions and Modifications. The Comprehensive Code should group all provisions of an administrative or procedural nature in Division II: Administration and Procedures, which describes the legislative intent and includes authority and severability.

Define All Administrative Authorities

The Code lacks definitions of the various hearing bodies and administers of the Code. Division I should include a section that defines each body, their authority, and their role in planning decisions.

Clarify Procedures for all Decisions

The updated Zoning Code should clearly set forth in Division IV administrative procedures for all types of planning-related decisions. This should include all common procedures (review of application, public noticing, appeals, modification of approved plan, etc.) as well as chapters for zoning clearance, certificate of occupancy, design review, use permits, variances, waivers, and amendments. and all types of decisions requiring review.

In all sections, the level and extent of administrative process required for different types of decisions should be clarified. For even the simplest administrative procedures, the Comprehensive Zoning Code should, at a minimum, establish unambiguous authority for approval, a clear process illustrated with an appropriate graphic (see below), and, where appropriate, clarify the right to appeal to a higher authority and the process for all applications to the City Council through the Planning Commission will be clarified.

The approval process can be streamlined simply by consolidating and clarifying procedures and permit approval criteria. Decision-making protocols should be clearly defined so that it is clear how approvals are processed, and the intent of these regulations should be included to help determine if a proposal meets the purpose of the regulation. Findings that the decision-making body are required to make in order to approve a project should be clear so that all interested parties know the criteria against which a project is evaluated.

Clarify Noticing Requirements

All pertinent public hearing information (e.g., what information should be included in the notices, how notices are to be given [e.g., mailing, posting, publishing, use of the Internet], to whom notices should be sent, how hearings are to be conducted) should be located in one succinct chapter so that Code users will only need to look in one place to locate the applicable information.

Reduce Reliance on Discretionary Review

The number of uses that require discretionary review through approval of a Conditional Use Permit can be reduced by including carefully crafted standards and restrictions that are specific to specific uses in particular zoning districts or uses throughout the City. As a result, more decisions to approve or deny a particular use based on these clearly defined standards may be made administratively without the financial costs and time constraints otherwise required in seeking approval at public hearings of the Planning and Zoning Commission. There are a variety of approaches the City could use to reduce the number of uses requiring review, including permitting more uses by right subject to:

- Compliance with enhanced and more detailed development and design standards added to the Code;
- Compliance with new standards and requirements that reflect “standard conditions” that are typically imposed when such uses have been conditionally approved by the Zoning Administrator, Planning Commission, or City Council; and

- Compliance with specific limitations on location, floor area, hours of operation, and similar features that are the source of potential adverse impacts.

Create a Minor Use Permit

The Comprehensive Zoning Code could include a new type of use permit – a Minor Use Permit – approved by the Community Development Director. The Minor Use Permit would be required for uses that are “limited in scope and impacts”. Applications for Minor Use Permits would be subject to public notice and a hearing before the Director would only be held if someone requested one. All decisions would be subject to appeal. The Director would also have the authority to defer action and refer the application to the Planning Commission for final action. Notice of decision or notice of pending decision could be given to Planning Commissioners with an option for the Planning Commission to call for review of a project. Such a procedure creates more certainty in the process for both the community and developers while still providing opportunities for meaningful public input. Conditional Use Permits would be reserved for uses that pose potential or significant land use compatibility issues and warrant Planning Commission review and approval.

The Interim Zoning Ordinance effectively did this by adding the Zoning Administrator Permit Review process (ZAPs). This process changed the use table to include more items at a staff level approval which has resulted in fewer items coming forward to the Planning Commission, greater flexibility in the Code, and more certainty for applicants. Staff has found this process works well, especially when considering all discretionary actions by staff can be challenged and appealed to the Planning Commission.

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6 Compliance with State and Federal Law

California law grants cities and counties relatively broad discretion in the regulation of land uses and development, and the Federal courts and United States Congress have, for the most part, left land use and environmental regulation up to state and local government. There are, however, some important exceptions to this approach. If local regulations conflict with federal law, pursuant to the supremacy clause of the United State Constitution, then local laws are preempted. In some cases, both Congress and the State have identified matters of critical concern that limit the authority of California cities.

This section discusses some of State and Federal laws that should be addressed as part of the Zoning Code Update.

Accessory Dwelling Units

California Gov't Code 65852.2 requires local agencies treat all accessory dwelling units that comply with specific standards as ministerial approvals. Standards that may be imposed on accessory dwelling units include, but are not limited to height, setback, lot coverage, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Places. Cal. Gov't Code 65852.2 is applicable to single-family and multi-family residential zoning districts. Local agencies cannot require parking if accessory dwelling units meet certain criteria such as being located within a half-mile from public transit or being located within one block of a car share area. Otherwise, parking requirements cannot exceed one space per unit or bedroom. Additionally, absent topographic or safety considerations, local agencies must allow parking in setback areas or tandem parking. Local agencies are also authorized to permit junior accessory dwelling units (units less than 500 square feet and contained completely within the space of an existing structure) through an ordinance. Adoption of a junior accessory dwelling unit ordinance is optional.

The current regulations will also be evaluated against the most recent legislation passed by the State in 2019, including:

- **AB 68**, which prohibits cities from regulating minimum lot size, lot coverage, or open space; enables cities to reduce or eliminate parking requirements; and allows for units within attached garages.
- **AB 670**, which states that CC&Rs can not prohibit the creation of ADUs or Junior ADUs.
- **AB 881**, which states that cities cannot increase setbacks for buildings converted to ADUs; and allows for ADUs and Junior ADUs on the same lot.
- **SB 13**, which states that ADU's can be in both single- and multi-family zones; that lot coverage, open space, setback restrictions can not preclude an 800 square foot ADU from being constructed; and that no impact fees can be charged for ADUs under 750 square feet.

Adult Oriented Businesses

Local agencies may regulate, pursuant to a content-neutral ordinance, the time, place, and manner of operation of sexually-oriented business when the ordinance serves a substantial government interest, does not unreasonably limit alternative avenues of communication, and is based on narrow, objective, and definite standards (Cal. Gov't Code §65850.4). Section 17.104.170 should be reviewed to ensure there are a reasonable range of alternative sites where adult-oriented businesses may be located.

Density Bonus Law

The State Density Bonus Law (Cal. Gov't Code §65915) allows for density bonuses and additional incentives for affordable housing. Cal. Gov't Code §65913 expedites state and local residential development, assuring local agencies can sufficiently zone for affordable housing, and encourage and incentivize affordable housing. Recent changes to Cal. Gov't Code §65400 require local agencies to provide streamlined approval for eligible projects (projects with 2 or more units, located in an urbanized area, on a site designated residential, and providing at least 50% of units as affordable housing). Other laws include provisions that bar discretionary review of certain attached or multifamily housing projects (Gov't Code §65589.4) and require local agencies to make specific written findings in order to deny an affordable housing development (Gov't Code §65589.5(d)). SB 35, just passed in 2019, allows affordable housing development by right, authorizing a development proponent to submit an application for a multifamily housing development, which satisfies specified planning objective standards, that is subject to streamlined ministerial approval process and not subject to a conditional use permit. Due to the statewide affordable housing crisis, State laws related to affordable housing are amended with some frequency.

Chapter 17.104.070, Bonus Incentive Projects, is intended to implement State law, and will require an update to bring it into conformity with recent changes to State law. Due to the potential for revision of these laws, many jurisdictions simply refer to the applicable Government Code sections rather than adopting similar language that may be in need of continual updates.

Cannabis Operations

California is currently passing new legislation to help regulate the state's cannabis industry under the Medicinal and Adult-Use Cannabis Regulation and Safety Act ("MAUCRSA") or senate bill 94. The California State Legislature passed Senate Bill 94 which integrated previous bills (MCRSA with AUMA) to create the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA). Under MAUCRSA, a single regulatory system governs the medicinal and adult-use cannabis industry in California. The Adult Use of Marijuana Act (AUMA), under Proposition 64, allowed adults 21 years of age or older can legally grow, possess, and use cannabis for non-medicinal purposes, and also made it legal to sell and distribute cannabis through a regulated business as of January 1, 2018. The Medical Cannabis Regulation and Safety Act (MCRSA), through a series bills created a state licensing and regulatory system for the existing medical market and established California's cannabis licensing authorities – (Bureau of Cannabis Control, CalCannabis Cultivation Licensing, and Manufactured

Cannabis Safety Branch). The Adult Use of Marijuana Act and the Medical Cannabis Regulation and Safety Act were repealed when MAUCRSA was passed in 2017.

Continued Legislation passed in October 2019 will affect the comprehensive zoning code update and commercial cannabis uses for manufacturing, testing, and distribution. Two such bills include AB 404 which alters cannabis testing laws and AB 1259 changes up the packaging and labeling requirements for vape cartridges and pen makers. Lisa Wise Consulting will ensure compliance with all upcoming and current regulation regarding cannabis operations.

Cottage Food Operations

Pursuant to Cal. Gov't Code §51035, a city or county may not prohibit cottage food operations (homemade and packaged food defined in Cal. Health & Safety Code §113758) in any residential dwelling, but shall do one of the following: 1) classify the use as a permitted use in any residential district; 2) grant a nondiscretionary permit for the use, or 3) require a permit for the use.

Emergency Shelters; Transitional and Supportive Uses

Cal. Gov't Code §§65582, 65583, and 65589.5 require each local government to: 1) amend its Code to identify district(s) where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit to include sufficient capacity to accommodate the need for emergency shelter identified in the housing element, and 2) treat transitional and supportive housing as a residential use of the property subject only to those restrictions that apply to other residential dwellings of the same type in the same district. Cal. Gov't Code §65582 contains definitions for "supportive housing," "target population," and "transitional housing" to be more specific to housing element law.

AB2162 requires that supportive housing be a use by right in districts where multifamily and mixed uses are permitted, including nonresidential districts permitting multifamily uses, if the proposed housing development meets specified criteria, and requires a local government to approve, within specified periods, a supportive housing development that complies with these requirements. Local governments are prohibited from imposing any minimum parking requirement for units occupied by supportive housing residents if the development is located within ½ mile of a public transit stop. In addition, the recently-passed AB 139 expands the scope of the Housing Element update to include provisions for citizens experiencing homelessness and vulnerable populations; requires the identification of areas where homeless shelters are allowed, requires that each city has a location where a shelter is allowed to operate year-round; and states that cities can write clear objective standards for maximum number of shelters beds.

Family Day Care Homes

Pursuant to Cal. Health & Safety Code §§1597.30 et seq., small family day care homes in a residential unit is a residential use and is not subject to a fee or business license. Large family day care homes may not be prohibited in any district where residential is allowed, but a city or county shall do one of the following: classify the use as a permitted residential use, grant a non-discretionary permit for the use, or require a permit for the use. However, zoning requirements for large family day care home must be reasonable and are limited to spacing and concentration, traffic control, parking, and noise

control. Noise control standards must be consistent with the general noise ordinance and must take noise levels generated by children into consideration.

Housing for Persons with Disabilities

Various provisions in both federal and State law limit the authority of local agencies to regulate facilities for mentally and physically handicapped persons. In 1988, Congress extended the 1968 Fair Housing Act's prohibitions against housing discrimination to include discrimination on the basis of handicap or familial status (families with children). The Federal Fair Housing Act Amendments (FHAA) defined "handicapped" to include persons with physical or mental disabilities and recovering alcoholics and drug addicts. The FHAA not only prevents communities from discriminating against handicapped individuals but also requires "reasonable accommodations in rules policies, practices, or services, when such accommodations are necessary to afford [handicapped persons an] equal opportunity to use and enjoy a dwelling." The California Fair Employment and Housing Act, codified as Government Code Sections 12900 to 12996, reinforces provisions of federal statute to prohibit any unlawful discrimination against persons with disabilities. The State Supreme Court has prohibited local agencies from limiting the number of persons unrelated by blood, marriage, or adoption who can reside in a single-family home. The Code does allow exterior accessibility retrofitting for reasonable accommodations subject to administrative design review. Such retrofits may be located in setback areas when compliant with the Americans with Disabilities Act design guidelines. However, the Code could more broadly allow the Director to grant waivers when necessary to comply with the Federal Fair Housing Act, the Americans with Disabilities Act, and the California Fair Employment and Housing Act to provide reasonable accommodation to persons with disabilities seeking fair access to housing through a waiver of the application of the City's zoning regulations.

Pursuant to Cal. Health & Safety Code §1566.3, a residential care facility that serves six or fewer people is considered a residential use and its occupants, regardless of legal relation, are considered a family for purposes of residential use laws and zoning codes. Further, such a use shall not be included within the definition of a boarding house, rooming house, institution or home for the care of minors, the aged, or persons with mental health disorders, foster care home, guest home, rest home, community residence, or other similar term that implies that the residential facility is a business run for profit or differs in any other way from a family dwelling. The current Code identifies residential care facilities serving six or fewer people as accessory to a residential use. It identifies different types of residential care facilities, such as for the elderly, mentally and physically handicapped persons, alcohol and drug treatment, and intermediate care, and in some cases, has different allowances for the different type of facilities. Through the Code update, the definition of residential care facilities should be revised to include any facility licensed by the state of California to provide living accommodations, 24-hour care for persons requiring personal services, supervision, protection, or assistance with daily tasks and such facilities should be treated as a residential use.

Manufactured Housing

The Comprehensive Zoning Code will ensure compliance with Cal. Gov't Code §§65852.3-.5 which requires local agencies to allow the installation of manufactured homes certified under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. §§5401 et seq.) on a foundation system, pursuant to Cal. Health & Safety Code §1855, on lots zoned for single-family dwellings.

Nonconforming Multifamily Dwellings

Local agencies may not prohibit the reconstruction, restoration, or rebuilding of a multifamily dwelling that is involuntarily damaged or destroyed by fire or other catastrophic event, unless certain findings are made that the reconstruction, restoration or rebuilding would be detrimental to public health or safety, and the existing nonconforming use would be more appropriately moved to a district that allows the use (Gov't Code §65852.25). The Comprehensive Zoning Code will ensure compliance.

Processing and Review Procedures

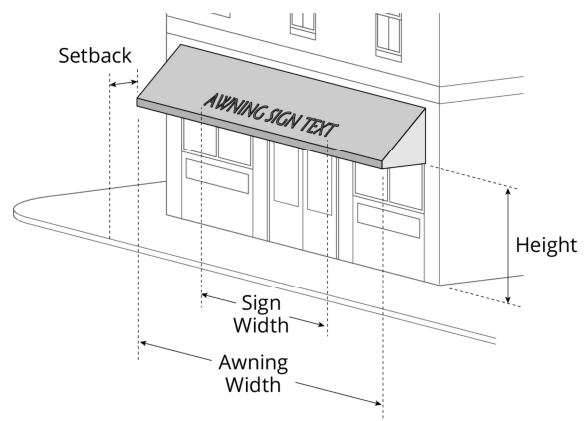
State law specifies a number of processing requirements and review procedures related to land use regulation. These include procedures and requirements for development agreements (Cal. Gov't Code §§65864 et seq.), general plan consistency (Cal. Gov't Code §65860), permit review timelines (Cal. Gov't Code §§65920 et seq.), rezoning land upon annexation (Cal. Gov't Code §65859), notice of public hearings (Cal. Gov't Code §§65090 et seq.), variances (Cal. Gov't Code §§65900 et seq.), and zoning amendment procedures Cal. Gov't Code §§65853 et seq.). The Comprehensive Zoning Code and the City's project review procedures follow State law requirements, including SB 330 (2019) which freezes a City's ability to downzone or change a general plan designation that would result in less intensive land use (reduced height, reduced density, increased lot size) for a five-year period. SB 300 also limits the number of discretionary permits a city can require of a housing development, limits the number of hearings a jurisdiction can have on a project, and reduces the time that a city has to approve a project once it is deemed complete.

Religious Uses

The Federal Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA) requires public agencies to demonstrate a compelling government interest and to use the least restrictive means when making a land use decision that imposes a substantial burden on religious exercise. Religious uses must be treated the same as similar non-religious uses. Additionally, regulations cannot impose a substantial burden to religious uses. The Comprehensive Code should ensure that religious uses are subject to the standards for 'membership organization facilities' and ensure the applicable standards do not create a substantial burden.

Signs

In June 2015, the U.S. Supreme Court decision in *Reed v. Town of Gilbert* (No. 135 S.Ct. 2218, 2015) affirmed that sign regulations must be “content-neutral” to survive a legal challenge. In order to be content-neutral and satisfy First Amendment limitations, sign regulations must be based on “time, place, and manner” restrictions, rather than by content- or message-based restrictions. Content-based regulations are subject to what is called a “strict scrutiny” standard – that is, a compelling governmental interest must be demonstrated and regulations must be narrowly tailored to serve that interest.



Solar Energy Systems

Cal. Gov't Code §65850.5 requires that solar energy systems be approved administratively with requirements limited to health and safety requirements per local, State, and federal law and those necessary to ensure systems will not have a specific, adverse impact on public health or safety. A use permit may be required if the building official makes a finding based on substantial evidence that a specific, adverse impact on public health or safety would result. Every city and county is required to have an ordinance expediting permitting for small residential rooftop solar energy systems. Section 17.104.160 should be updated for compliance with recent legislation.

Telecommunications

The Federal Telecommunications Act of 1996 Limits state or local governments' authority to regulate placement, construction, and modification of personal wireless service facilities. State or local governments must not unreasonably discriminate against providers of functionally equivalent services and not prohibit or effectually prohibit use of personal wireless devices. Further, state or local governments shall not regulate placement, construction, and modification of personal wireless service facilities based on the environmental effect of radio frequency emissions, to the extent that such facilities comply with FCC regulations. Cal. Gov't Code § 65850.6 requires a city or county to ministerially approve an application for a co-location facility on or immediately adjacent to an existing wireless telecommunications co-location facility. It also prohibits a city or county from imposing certain conditions of approval on permits for construction or reconstruction of wireless telecommunications facility. Section 17.104.180 should be updated to reflect current technologies, provide clearer direction on the design and citing of telecommunication facilities, and to specifically identify the provisions related to co-location facilities.

Appendix A: Key Policy Direction

KEY POLICY DIRECTION	
Policy Number	Policy Text
General Plan	
2.A.4	<i>Downtown.</i> Promote Downtown Woodland as the city's sole civic, cultural, entertainment, and central business district that serves as the primary specialty-retail and dining, entertainment, office, arts, and government center. Support new mixed-use development in the Downtown with an emphasis on retail, entertainment, and other active uses at the ground level and residential and office uses on upper levels along Main Street. In addition, allow ground floor office uses on side streets.
2.D.3	<i>Technology Sector.</i> Grow the technology sector in Woodland by leveraging the research strength at UC Davis. Establish business parks in the Southern Gateway at CR 25 and SR 113 and along CR 102. Encourage smaller companies and start-ups to locate in incubator spaces Downtown and in areas with the Light Industrial Overlay designation.
2.E.6	<i>Building Street Facades.</i> Encourage the use of horizontal and vertical building articulation to break up building mass, create visual interest, and design to activate street level frontages.
2.E.9	<i>Community Benefits.</i> Consider allowing new development to exceed FAR limits if it offers significant community benefit, such as the provision of publicly accessible open space, zero net energy design, the restoration and/or adaptive reuse of a historic resource, or the promotion of alternative modes of transportation.
2.G.2	<i>Sensitive New Development.</i> Require new construction, additions, renovations, and infill to be physically compatible with neighborhood context, historic development patterns, and building form and scale.
2.G.3	<i>Neighborhood Preservation Zone.</i> Maintain the Neighborhood Preservation zoning district to foster sensitively designed development at an appropriate density and scale in existing older neighborhood districts.
2.I.1	<i>Building and Site Design.</i> Require buildings located along corridors be designed to define the public realm and promote multimodal mobility and sidewalk activity that provides eyes on the street. Key components of good design should include: • Mix of building patterns • Building frontages located directly adjacent to the sidewalk where appropriate, especially on West Main Street; minimal setbacks on other corridors

KEY POLICY DIRECTION	
Policy Number	Policy Text
	• Ground floor transparency to encourage activity • Minimize driveways, curb cuts, and parking visibility • Pedestrian-oriented elements, including public outdoor spaces
2.I.2	<i>Increase Density.</i> Within mixed-use corridors, encourage replacement of older, low-scale, auto-oriented development with well-designed, higher-density, new projects that offer pedestrian orientation, more efficient use of land, and continued, productive economic value.
2.J.8	<i>Transition Areas.</i> Require commercial development to incorporate buffering and sensitive transitions or design techniques to minimize impacts on adjacent less intensive uses, particularly residential uses.
2.K.4	<i>Light Industrial Overlay.</i> Utilize the Light Industrial Overlay designation to transition between districts of different intensity, accommodate small incubator space, and promote a mix of agricultural, biotechnology and emerging technology companies.
2.K.6	<i>Transition Areas.</i> Require industrial development to incorporate context-responsive transitions to minimize impacts on nearby land uses.
2.M.2	<i>Mixed Uses.</i> Require neighborhood design that incorporates a mix of residential and non-residential development that addresses the basic daily needs of residents and employees. Each new growth area must incorporate some new employment-generating uses.
2.M.4	<i>Pedestrian and Bike Mobility.</i> Design streets to facilitate pedestrian and bicycle mobility in order to reduce automobile dependence and vehicle miles travelled. Utilize a traditional street grid with walkable blocks. Integrate a seamless greenbelt/trail system that provides recreational and transportation benefits.
2.M.7	<i>Characteristics of Older Neighborhoods.</i> Incorporate the best characteristics of older neighborhoods, such as an orthogonal street grid with smaller blocks, front porches, shallower front setbacks, a variety of architectural styles, unique lighting and monument features to create a sense of place.
2.O.1	<i>Neighborhood Preservation Overlay District.</i> Preserve the Neighborhood Preservation Overlay zoning district to ensure that new development in historic neighborhoods is well-designed and appropriately scaled.
2.P.3	<i>Historic Neighborhood Design Criteria.</i> Establish design guidelines that ensure that new residential construction, additions, repairs, and remodels in historic neighborhoods are contextual and preserve the historic nature of the neighborhood.
3.E.4	<i>Interconnected Network.</i> Require new development to create complete pedestrian networks with linkages such as walkways, paseos, and shared-use paths that interconnect pedestrian facilities.
3.E.8	<i>Active Design.</i> Design buildings so that the architecture enhances and encourages pedestrian travel. Provide clear internal pedestrian routes and avoid “blank walls” to maintain a visually engaging walking environment.

KEY POLICY DIRECTION	
Policy Number	Policy Text
3.H.1	<i>Parking Footprint.</i> Strive to reduce the amount of land devoted to parking through such measures as development of consolidated parking facilities/structures, the application of shared parking for mixed-use developments, car share programs, alternative investment in bike and pedestrian facilities, and the implementation of Transportation Demand Management plans to reduce parking needs.
3.H.2	<i>Shared Parking.</i> Encourage the use of shared parking facilities and programs as conditions of approval in mixed-use and transit oriented neighborhoods and districts.
3.H.3	<i>Parking Lot Design.</i> Require that parking lots be designed to minimize heat island effects, have significant tree canopies with ample landscape areas designed to pre-treat storm water runoff where feasible, and ensure pedestrian access.
3.H.5	<i>Priority Parking Locations.</i> Promote priority parking in safe and convenient locations for employee carpools, park-and-ride lots, electric/clean vehicle, and cyclists.
3.H.6	<i>Parking Standards.</i> Reduce minimum parking requirements and set maximums over time, particularly for mixed use and transit oriented developments, to promote walk and bike friendly environments throughout the city.
3.H.8	<i>Parking Lot Placements.</i> Strongly discourage the design and construction of parking lots along street frontages except in auto oriented areas where they shall be well designed to reduce their visual impact and maximize pedestrian and bicycle compatibility and safety.
5.A.6	<i>Crime Prevention through Design.</i> Consider public safety issues in public facility, commercial, and residential project design, and enhance public safety through implementation of Crime Prevention Through Environmental Design (CPTED) strategies. These include designing the placement of activities and physical features, such as buildings, entrances and exits, corridors, fences, pavement, signs, lighting and landscaping, in such a way as to clearly define public and private space, maximize visibility, control access and circulation and foster positive social interaction.
5.I.4	<i>Low Impact Development.</i> Require new development and redevelopment projects to incorporate site design and low impact development runoff requirements, in accordance with the Municipal Code to reduce runoff rates, filter out pollutants, and facilitate groundwater infiltration. Such features may include, but are not limited to: • Canopy trees or shrubs to absorb rainwater; • Grading that lengthens flow paths over permeable surfaces and increases runoff travel time to reduce the peak hour flow rate and the number of required drain inlets; • Partially removing curbs and gutters from parking areas where appropriate to allow stormwater sheet flow into vegetated areas; • Use of permeable paving in parking lots and other areas characterized by significant impervious surfaces;

KEY POLICY DIRECTION	
Policy Number	Policy Text
	- On-site stormwater detention, use of bioswales and bioretention basins to facilitate infiltration; - Integrated or subsurface water retention facilities to capture rainwater for use in landscape irrigation and other non-potable uses; and - Innovative engineering practices that allow for compact, connected, and walkable urban design.
5.J.2	<i>New Development.</i> Require waste collection in all new development and ensure that all new development complies with applicable provisions of the City of Woodland Source Reduction and Recycling Element and the Yolo County Integrated Waste Management Plan.
6.A.3	<i>Off-site Health Clinics and Workshops.</i> Encourage Yolo County Health and Human Services Agency to explore the feasibility of a program of health clinics or workshops, run by medical service providers or the Yolo County Healthy and Human Services Agency, but hosted in local neighborhood facilities such as schools, parks, businesses, or parking lots.
6.B.10	<i>Improved Pedestrian Connections.</i> Provide pedestrian connections in all new developments to provide full connectivity within a project as well as connections to adjacent uses and the larger network.
7.A.4	<i>Best Management Practices.</i> Continue to require the use of feasible and practical best management practices (BMPs) and promote Low Impact Development to protect receiving waters from the adverse effects of construction activities and urban and agricultural runoff.
7.A.11	<i>Sensitive Site Planning.</i> Site new development to maximize the protection of native tree species and special-status plant and wildlife habitats.
8.G.2	<i>Site and Building Design.</i> Orient buildings such that the noise sensitive portions of a project are shielded from noise sources.
Downtown Specific Plan	
3.C.1	The City shall require provision of adequate off-street parking in conjunction with new development. Parking shall be located convenient to new development and shall be easily accessible from the street system. The adequacy and appropriateness of parking requirements in the Zoning Ordinance shall be periodically reevaluated
3.C.2	The City shall require that parking lots be designed for maximum pedestrian safety and convenience, motorist convenience and safety, and handicapped access.
3.C.4	The City shall promote priority parking in safe and convenient locations for employee carpools, park-and-ride lots, and cyclists.
3.C.5	The City shall continue to implement Zoning Ordinance parking standards that establish minimum and maximum number of spaces for parking lots.
3.C.7	The City shall encourage parking lots to be located at the back of buildings away from the primary street to reduce visual impacts in new and existing areas.

KEY POLICY DIRECTION	
Policy Number	Policy Text
3.C.8	Parking lots along street frontages shall be well designed to reduce their visual impact and maximize pedestrian and bicycle compatibility and safety.
3.E.5	The City shall encourage the development of adequate, convenient, and secure bicycle parking at employment centers, schools, recreational facilities, transit terminals, commercial businesses, the Downtown core area, and in other locations where people congregate.
3.E.6	The City shall establish minimum bicycle parking standards for commercial land uses (e.g., office, retail, food service) to ensure bicycle parking for use by employees and customers.
6.B.8	The City shall implement the design guidelines in the Downtown Specific Plan to ensure that new construction, renovations, and additions are compatible with existing adjacent structures, especially those that are on the National Register, or are eligible or potentially eligible for listing on the National Register.
9.C.3	The City shall maximize opportunities for outdoor eating to reinforce Downtown as a food and entertainment destination.
9.C.5	The City shall promote intensified office development within Downtown.
Climate Action Plan	
Objective 1: Reduce Building Energy Use	<i>Strategy E1:</i> Require that new construction include LED lights, solar tubes or skylights in windowless internal rooms, and consideration of room orientation to maximize the use of natural lighting.
	<i>Strategy E3:</i> Promote sustainable construction and development practices contained in the CalGreen Code, such as using cool roofs, vegetation, and permeable or other special pavements where appropriate to reduce heat-island effects on and around buildings.
	<i>Strategy E4:</i> Encourage innovative site designs and building orientations for new construction that incorporate passive and active solar designs and natural cooling techniques.
	<i>Strategy E4:</i> Require that natural temperature-control factors, such as cross ventilation, wind protection, and shade, be considered in site and building design for new construction.
Objective 1: Implement Land Use Policies to Support Reduced Motor Vehicle Use	<i>Strategy T/LU2:</i> Increase allowable residential density and building height standards.
	<i>Strategy T/LU3:</i> Require new commercial development to include bicycle parking, electric vehicle charging stations, and/or other incentives for non-fossil fuel transportation.
	<i>Strategy T/LU3:</i> Adopt policies that encourage building smaller houses.

KEY POLICY DIRECTION	
Policy Number	Policy Text
Objective 2: Reduce Vehicle Miles Traveled and Equipment Idling Emissions	<i>Strategy T/LU5:</i> Require new multi-family developments to provide secure bicycle storage options and/or bicycle-share programs.
Objective 3: Replace Gas and Diesel Vehicles with Alternative- Fuel Vehicles	<i>Strategy T/LU7:</i> Encourage developers to include EV charging infrastructure in new residential developments.

Appendix B: Stakeholder Interview Summary

On Tuesday, October 29 and Wednesday, October 30, 2019, the Woodland Comprehensive Zoning Update team conducted a series of stakeholder interviews at City Hall. While the team was prepared with a list of questions and prompts listed in on page 12 below, the discussions were generally conversational in nature and guided by the interviewees, their experiences, interests, concerns and recommendations.

INTERVIEW SUMMARY

Design and Context

Interviewees indicated that Woodland's code should embrace and preserve its agricultural and architectural history while attracting and facilitating more development. There was a general acknowledgement that car-centric design has led to a decline in the quality of life, business, and climate, and that Woodland should become more walkable with neighborhood amenities within residential zones, outdoor dining, and alleyway access to pedestrians.

Interviewees also stressed the importance of context, especially along historic preservation areas, with buildings that reflect the neighborhood scale and prevailing design aesthetic. Design also must be high in quality and avoid pastiche. There was a general consensus that East Street corridor needs attention in terms of design—both the right-of-way, building types, and frontages—but views about appropriate design varied.

Interviewees indicated that while development regulations are good, new design standards are not entirely compatible with existing uses and infrastructure. The new code needs to carefully address the framework of old/existing uses so that new ideas don't create impractical/problematic conditions in an infill environment.

Transitions and Compatibility

There was a general agreement that corridors and transitional areas at the edges of industrial and light industrial areas have suffered in terms of economic development due to a lack of tools to ensure good design. Discussions addressed incompatibilities and sensitivities among various uses, including compatibility among different industrial uses as well as compatibility between industrial, residential, and commercial/retail. In addition, there was some concern expressed about unsightly uses at entry points to the city compromising the image of the city.

Code Usability and Economic Development

A number of stakeholders had mentioned that the permitting process is difficult/convoluted, that administrative procedures are restrictive, fee structures are prohibitive, and that requirements for entitlements lack clarity/predictability. This shared opinion refers to the old code, not necessarily the interim zoning code. The team heard that the learning curve for the code is an obstacle to outside developers, hurting economic development and housing development in Woodland. Interviewees stressed that streamlining the process is key to improving business, especially in the downtown/industrial areas, and that there should be review at the staff level.

Other hurdles mentioned by stakeholders included the FEMA Flood Zones, the Yolo County Habitat Conservation Plan (specifically, hawk and burrowing owl), cost of energy, the requirement for EIRs, design standards that are incompatible with existing uses and infrastructure, and shortage of labor.

Affordability

Interviewees recognized the need for the City to address affordability. Particular concern was expressed for how to best support construction of affordable units and to ensure that affordable units are distributed throughout the City. Interviewees advised that the code needs to facilitate by-right low-income housing and not wait for the housing element. Strategies suggested by stakeholders included an affordable housing overlay, an in-lieu fee to pay into affordable housing development, mandated duplex corner housing development in the South East Area, development in the infill opportunities throughout the city, and a further streamlined ADU construction process. In particular, the Armfield area was discussed as a major opportunity for affordable housing.

In general, all interviewees expressed support for ADUs, duplexes, and triplexes within existing residential areas of the city. While interviewees generally felt that flexibility in the code will be crucial in addressing the housing crisis, support for allowing housing in Industrial and Light Industrial Flex areas was mixed.

INTERVIEW NOTES

Tuesday, October 29, 9-10 am

Dave Snow, Residential Developer

- Two downtown residential infill projects (both within the Downtown Specific Plan Area):
 - *Downtown Suites*. 3rd and Lincoln. 14 HOA for-sale units on a 21,000 square foot parcel. Three story single family detached, concrete podium construction type, no common area, shared drives, small yards. This was a tentative map approval with subdivision and design done in tandem, so it required planning commission approval. Then design was appealed, issues being height, density, roof form/architecture, and drive aisle.
 - *Cleveland Street Suites*. 421 Cleveland (100 feet off Main). 16 units, single-story duplexes and triplexes. Staff-level approval.
- Experience with Staff has been good.
- The IZO changed a lot of the standards/design guidance, and the new design standards are not entirely compatible with existing uses and infrastructure. Major issues include required drive aisle/curb radius, new slope requirements that cause stormwater drainage problems, regulations for utility boxes, and landscaping. We should be careful to make sure that new standards work within framework of old/existing, and that new ideas don't create impractical/problematic conditions in an infill environment.
- People do like the vision though. The issues he sees are mostly Public Works issues. Public Works should participate in the process.
- Densities, density bonuses, and development regulations are good.

Tuesday, October 29, 10-11 am

Don Sharp, Realtor, Former planning commissioner, Chair of Woodland Economic Renaissance Committee

David Wilkinson, Architectural historian, historic preservation commissioner, Woodland Tree foundation, author of Crafting a Valley Jewel: Architects and Builders of Woodland, economist for the CA preservation commission

Dee Rosenberg, Dee Rosenberg Architects

Lisa Baker, CEO, Yolo County Housing, member of GP Advisory Committee

- Don currently works with developers and construction industry professionals who are not familiar with Woodland, and their specific feedback is not positive. The feeling is that the process is convoluted, entitlements keep changing (habitat preservation, traffic mitigation, utility

obstacles, etc.) and it can be hard to keep up with. The learning curve is a huge obstacle to outside developers.

- There needs to be staff education when there is a new comprehensive zoning code update.
- The Downtown needs to be expanded outward to accommodate people. The current form is linear and only accommodates cars. There are opportunities along 3rd Street and other streets outside the Downtown boundary. Mixed use corridors have presented an opportunity and would be more useful if expanded North to South.
- David is receptive to New Urbanism and would like to see more modern development. He is a fan of evolving architecture. The issue is *context*, especially along historic preservation areas. There needs to be more attention to height, style, scale, massing, building placement, building patterns, etc.
- In her practice, Dee focuses on contextualism and green aspects of new development. She'd like to see the new code preserve the pattern and character of Old Main Street. Would like to see the code encourage modern development without breaking up the continuity of the streets.
- Dee designed Z Specialty Food LLC on Harter Street, a new mixed-use development that is mainly a honey processing facility. The project is Zero Net Energy, with on-site stormwater. Planned Phase II will expand project with non-residential mixed-use. Other amenities to include food/environmental education, organic food production. Zoned for Regional Commercial. Staff-level approval.
- Woodland is a scary place to bike. Dee would like to use her bike to get around town but does not currently feel comfortable doing so.
- Dee would like to know that the lovely, old buildings and residential areas of Woodland are preserved, as they add so much charm and humanity to the city (painted ladies, craftsman). Is there a way to prevent the bad actors from ruining the really great older houses? Some have been ruined by bad, thoughtless or insensitive renovations or flips.
- Concerns about empty storefronts and high rents on Main Street. The people who own property on Main Street could be advocates for making Main Street more vital if they would ease rents.
- Hurdles to Z Specialty Food LLC project included FEMA because it was in a Flood Overlay Zone, and also endangered species sensitivity (some hawk/burrowing owls/sounds like species and protected species acts).
- The Zoning Code needs to be appropriate to the neighborhood. There is an interesting agricultural history that should be preserved. Development patterns are lost at the edges of the corridors. There needs to be an improvement of densities. Avoid pastiche/"Disneyland" of old architecture.
- Yolo County Housing Authority/owns properties outright, in partnership, and in subdivision.

- There is not a lot of certainty in the code.
- Armfield is an affordable housing opportunity zone for the City. A Master Planned development would deal with site constraints, reconfigured as needed. and open up Armfield to redesign.
- Armfield and surrounding areas have turned out modern craftsman houses. There was a paint survey done at one point to create the neighborhood pallet.
- Yolo County Housing's plan for the areas is for a public housing trust to develop row housing or townhomes on six acres. The project will not displace anyone currently there. Yolo County Housing has partnered with the City on the project to improve circulation and connectivity in the area as well.
- Mercy Housing built West Beamer Place, but there was some pushback from the community, which pointed out that there was no "middle" housing.
- Qualified Census Tracts in the East Main and East St/Matmor Road area.

Tuesday, October 29, 11 am - 12 pm

Mike Vinnecombe, Bright People Foods

- City must get away from being a little country town. There is limited land within the city limits and the city needs to understand that. The Small-town feel is not sustainable.
- Woodland has done well marketing food clusters in the City. But zoning currently hurts the marketing/branding and feel of the city by allowing unsightly uses along the major access points to the city. Zoning needs to be ahead of the city's marketing.
- Owns a food processing plant off Tide Ct.
- Property on Pioneer between East Main and Tide Ct was vacant, purchased by public storage business before Mike could purchase. Zoning allowed for this use when the form/context should have allowed for heavier industrial/food processing uses. There is now no space for these plants to warehouse and now Woodland is potentially losing jobs.
- Mike is receptive to ADUs, duplexes, and triplexes in Woodland. Densities need to be improved. Woodland can be a focal point for the region in terms of style. If we can capture a style of Woodland and repeat throughout the City in infill/opportunity sites while improving density, then the City would benefit immensely. Keep with the historical structure theme.
- Other uses incompatible with heavy food-related industry includes maintenance yards, anything that affects air quality. Generally, factors that are incompatible with food uses are pathogens, air quality issues, rodents, and toxicity.
- There aren't really regulating standards that helps the food industry stay in Woodland. There is a lack of concern about the sensitivity of some uses to others.

- Create cluster zoning districts specific to food manufacturing and ag-specific industrial uses. Code needs to find a way to push out the lighter industrial uses like public storage, U-Haul, and car washes.

Tuesday, October 29, 2-3 pm

Steve Machado, *Commercial and industrial developer, broker, and property manager, Landmark properties. Previously worked for Grubb & Ellis in Sacramento leasing facilities for companies throughout Northern California.*

Mark Aulman, *Lifetime Woodland resident, chair for the sustainability advisory committee, founder of the Tree foundation, Historic preservation commissioner.*

- Steve noted that when working with a company, flexibility within the code is key. Avoiding conditional use permits and hearings helps attract companies into the city. For example, he filled a vacant space with a Japanese restaurant when there were fewer hurdles to jump. As far as building standards and code go, streamlining the process is KEY to improving business and downtown/industrial areas especially.
- The City wants to see specific uses that aren't necessarily aligned with the community. There is a rigidity of uses currently permitted in the Code. Currently, there are many ag companies – particularly, seed companies – in Woodland.
- In the Industrial zone, there is only a 4-7% vacancy rate. The rents have increased substantially over the past few years, and are currently so high that it's more worth it to industrial developers/property managers to simply rent out existing spaces rather than construct new ones. Before new building will occur, rents must go down.
- Development regulations are not a deterrent but the smoother the process, the more likely "good businesses" will come. A few good companies would really spur a lot of growth in the City. It always starts with the tenant.
- Steve would like to see staff have more discretionary review and approval.
- East Street corridor needs a lot of help. It needs a very flexible overlay that includes industrial, commercial, and residential. Steve sees it as quasi industrial/commercial.
- Physically, there are barriers to the clean-up needed along the East Street corridor. East Street doesn't really support any kind of on street parking, railroad tracks are a huge barrier to quality of life and street form, and bikes are very unsafe.
- Access to and influence from UCD needs to be improved within the City. Provide incubator spaces, bike routes to Davis, etc. Davis loses companies because it lacks facilities, and Woodland should take advantage of this.

- The City should streamline the process for new industrial. South Sutter County has done this.
- Mark agreed that residential densities need to be right. Infill is important, and duplexes are fine, but he is not a fan of apartment buildings and other multi-family units. As far as he has seen since the 70's there has been no benefit to including this building type.
- Historic properties suffer when multifamily is developed nearby. Fourplexes are OK, seem feasible, and can fit in the context of certain areas like Cleveland Street and the end or outside of the Downtown Specific Plan area, particularly to the south.
- Sustainability should be kept in mind when thinking about economic development and the Code update. When driving is central to design, then overall quality of life and climate suffer. Start to work in more neighborhood amenities throughout the neighborhoods.

Tuesday, October 29, 3-4 pm

Kathy Trott, *longtime Woodland resident, retired banking executive, national board for the Presbyterian church and other non-profit work, affordable housing advocate.*

Duane R. Thomson, *architecture firm owner, works on public, commercial, and residential projects, custom only, no track development.*

- Legibility of the specific code itself is fine.
- Architects need to respect the planner's job and vice versa.
- Mall is a site of concern.
- Living in the old historic neighborhood is walkable but neighborhood amenities that were promised haven't come to fruition.
- Scale is very important, and the new courthouse is very out of scale. Color of newly painted house on College Street also incompatible with context.
- Last decade, Woodland has really missed the mark on building affordable housing. Contextual and creative infill will be an issue with NIMBYism. Suggestions:
 - There should be an in-lieu fee to pay into affordable housing development and create a variety of housing.
 - In the South East Area, there needs to be duplex corner housing (mandate it). Infill is huge and needs to be taken advantage of.
 - Streamline ADU/granny flat construction. Rents are going up and are displacing seniors and millennials.
 - Zoning should permit housing in Industrial and Light Industrial Flex areas. For example, the property on Beamer and Harter showed promise, but the City would not allow a zone change. Flexibility in code is crucial especially in addressing the housing crisis.

- Square One Village in Eugene, OR could be a case study for NIMBYism. This model will also help understand how to drop the price point (\$/sq ft) for creating affordable housing.
- Trees need to be encouraged and incentivized throughout the city. Utility easements often preclude trees.
- Open the use of alleys.

Wednesday, October 30, 9-10 am

John Buckle, Real estate developer, primarily in the industrial zones. Owns a 72-acre site on E Kentucky

Brenda & Monty Pate, Property owners/managers, construction company owner. Own low-income single-family properties.

Alysa Meyer, Attorney, Legal Services of Northern CA

Jim Hilliard, and State Farm Agent and former City Council member

- John noted that the industrial land use table is clear and understandable and he generally has no problem with zoning but does have an issue with storm water diversion. Also, uses should be updated to minimize need for CUPs.
- John owns a remainder parcel on Paddock Place in the Light Industrial Flex overlay zone that has been sitting empty for 30-years. Environmental company wants to access the land but a storm water issue has been preventing new construction. An administrative permit is required to develop on this property.
- Take away impediments. Be as black and white as possible and eliminate as much discretion as possible. Be open for business and don't make it hard to build. Fee structures (flood, traffic, sewer) are making construction prohibitive.
- Alysa pointed out that the City has not been able to find sufficient sites for its RHNA needs, leaving it open to lawsuits.
- RHNA sites should be distributed throughout the city.
- Alysa is interested in planning for low-income families, and has an issue with the zoning for low-to very-low- income levels for family residential. These zones need to be dispersed throughout the area to avoid a low-income zone of the city. There should be an affordable overlay -- anything that helps by-right low-income housing. Zoning code needs to address this issue and not wait for the housing element.
- For low-income housing, large parcels are not great. Small, infill parcels are better.
- The CEQA process is a time consuming and expensive obstacle that impedes affordable housing.
- Seismic and ADA are also barriers in the Downtown. Seismic retrofit of upper floors.

- ADUs are a great opportunity but need to be approached right in order to cater to low-income people. Infill is the best approach to addressing affordability.
- See CHOC, a low-income housing provider out of Fairfield, as a good example.
- Procedural challenges have prevented Brenda/Monty Pate from building more low-income housing however, barriers described are largely building code issues.
- Jim Hilliard did note that some procedural changes are hurting business and implied that Woodland should welcome all business with little to no regulation, like West Sacramento.
- Group noted that the HCP only applies to discretionary projects, and it is a fee only (not a mitigation).

Wednesday, October 30, 11 am - 12 am (By Phone)

Paul Petrovich, developer (Petrovich Development Company, Sacramento)

- Petrovich focuses on medical, office, restaurants and retail
- Owns Woodland Gateway Shopping Center at Interstate 2 and County Road 102.
- He would like to develop the two parcels south of the Gateway center between Bronze Star Drive and Maxwell Ave.
- As a condition of approval for the Gateway project, Petrovich agreed to develop a downtown property.
- He says that downtown rents are not high enough to justify new construction. Rising construction costs and the need to deliver on time for tenants also pose challenges for developers.
- Petrovich also owns vacant property on the NW corner of East and Main streets.
- He has a property 3rd and Main streets with a historic structure - City regs require an EIR to demolish the building.
 - He has no immediate plans for the property
 - He would save any historic elements when demolished (e.g. siding)
- Has 3 key recommendations:
 - The City should work on annexation areas to expand development potential.
 - The City should streamline the entitlement process.
 - The City should remove the requirement for an EIR on the property at 3rd and Main streets.

Wednesday, October 30, 1-2 pm

Josh Yarborough, Pacifica Coast Producers

- PCP is a tomato processing and cannery business (largest in the world).
- PCP is a grower-owned company (Co-operative).
- PCP operations are primarily between July and September. During this time they have 1,200-1,300 full-time employees (24 hours/7 days per week).
- They do some shipping via the rail line along Main Street, so they need/like the rail spur.
- Company pipes wastewater to the wastewater ranch on the southeast side of the City.
- Biggest threats to the business are tariffs, cost of energy, new EPA laws for water, and shortage of labor.
- PCP would be concerned about additional residential development in the area, because of the industrial nature of their operations.

Wednesday, October 30, 4-5 pm

Skip Davies, longtime resident, former mayor

- Zoning has done well but some areas haven't materialized. Conflict between developers' interest and the community.
- A lot of water/flood issues. The urban limit line has contributed to some other issues. Levee failure would put much of the northeast corner of the City underwater.
- Transitional areas and corridor areas have suffered due to a lack of tools to address economic development through good design. Administrative procedures are restrictive to the point where it deters development.
- East Street needs flexibility in the code. The corridors are only conducive to small business and maybe some affordable housing. Housing can only form around the west side of the corridor.
- Need flexibility in uses for North East Street. Small businesses, some affordable housing (on east side of tracks – not west side).

INTERVIEW QUESTION GUIDE

Introduction

- Purpose of project [implement new Zoning Code, improve permitting process, make code easier to use and administer, improve outcome of development projects—better designed, implement

community vision, protect historic and natural resources, develop form-based components as appropriate]

- Objective of the interviews—the first step in understanding development code/permitting issues that needed to be addressed
- Describe project timeline and note that there will be other opportunities for input
- Structure of the interview: explain the roadmap—talk about your background and familiarity, existing code, and how it can be improved. Questions are prompts—purpose is to talk about issues that are of most concern to them

Questions

Background

1. What types of development are you involved with, and what are the specific regulations with which you are most familiar? Have you used the Interim Code?
2. When was the last time you had experience with any development code issue in the City of Woodland? Talk about your familiarity with code, a specific project, and your experience using the code.

Current Regulations

3. Thinking about a specific project or projects with which you are familiar, how did the City's land use and development regulations affect the outcome?
 - Did some regulations affect/limit feasibility of your project?
 - Would different regulations have resulted in "better" projects?
 - If not, what would have made a difference?
4. Before we talk about what we should change, I want to first ask you what you find particularly beneficial or effective about the current regulations. What would you NOT change? Consider the Zoning code and IZO.
5. What do you see as the major problems with the zoning code? e.g., Do you think the regulations are effective in achieving quality development in the City? If not, what are their shortcomings and drawbacks? Please be as specific as possible.
6. Which of these problems [that you've mentioned] do you think are most significant in terms of their effect on the nature, location, and quality of development, and why?
 - Do you think that the City's development standards are being met on a site-by-site basis, but as a whole the overall effect is not what is desired?

- Do the City's development standards adequately express the character of specific areas/corridors?
- Are permitted residential densities and building types appropriate for Woodland's residential areas? Consider R-1 and R-2 areas.
- Do the development regulations keep out development that is incompatible with surrounding uses? Development that is poorly designed?
- Do you think the development regulations may deter businesses from coming to Woodland? If so, why?

Specific Components

7. Are the physical development standards in keeping with contemporary development practices in the region?
8. What role do the Community Design Standards play in the design of your projects? If active in the Downtown, what role do the Downtown Design Guidelines play?
9. Do you think the use regulations are effective in keeping out undesirable uses, but also letting in desired ones?
10. Let's talk about regulations for specific areas. Are you aware of any particular land use or development issues that negatively affect development in a specific area(s)? Or detract from the area's character? What do you consider the center of the area(s)? Nodes or destinations that call for walkability? Consider building height, mixed-use development, density/intensity, permitted uses, compatibility between new and historic development.
11. Parking and access. Do the parking requirements match actual parking demand?
12. Are parking and access requirements seen as a hindrance to development or expansion of certain uses or in certain locations? Think about parking location, ratios, walkability, alleys.
13. Do the sign requirements and allowances provide a good balance between providing enough signage for information and advertising while addressing aesthetic and sign clutter concerns?
14. What Code elements most encourage/deter housing development? Housing affordability? New businesses/job creation?
15. Idea of having an R-2 zoning as the base and allowing duplexes as a right.

Downtown and Corridors

16. Think about the Downtown. How would you describe Downtown's character? What role do the following play in establishing the character of downtown?
 - Alleys
 - Building height (is 65' appropriate everywhere?)

- Building frontages
- Building materials
- Mixed-use development
- Adjacencies (different uses, historic buildings)
- Transit access

17. Would any of these qualities/elements [that you've described above] be appropriate in other areas of Woodland? What design features or uses that are incompatible with such a character? (sound walls, fencing, industrial uses, parking requirements, etc.)

Process

18. How well do the administrative procedures work for development?

- How effective are the processes that allow flexibility in development requirements i.e. appeals, variances, planned development, conditional use permits? How can these be made better?
- Are there decisions that require a Planning Commission hearing action that you think should be made at the Staff level?

Ease of Use

19. How does the Zoning Code compare to the IZO in terms of usability?

20. Are there situations where the City has multiple regulations to achieve the same objectives? Could some of these be eliminated? Are some of these inconsistent?

21. Do you think that the land use and development code and/or IZO is understandable and easy to use? If not, are its problems related to:

- Overall organization and format?
- Confusing/conflicting/redundant language?
- Lack of graphic illustrations?
- Lack/outdated of tables?
- Conflict between current Code and IZO?

22. What are the most important changes that could be made to the format and organization of the development regulations to make them easier to use?

23. Are there other issues we have not covered that are important for us to consider?