



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

February 18, 2020
6:00 PM

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

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

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

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

1. SUBJECT: Long Range Calendar

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

F. MINUTES

2. SUBJECT: Planning Commission Meeting Minutes of January 16, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the minutes of the Planning Commission Meeting of January 16, 2020.

G. PRESENTATIONS

3. SUBJECT: Woodland Public Library Annual Report FY 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Woodland Public Library Annual Report 2018-2019 presented by the Woodland Public Library Board of Trustees.

H. CONSENT CALENDAR

4. SUBJECT: Fire Department Annual Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Fire Department Annual Status Report for 2019.

5. SUBJECT: Police Department Quarterly Status Report for the period of October 2019 through December 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Police Department Quarterly Status Report for October 2019 through December 2019.

6. SUBJECT: Final Acceptance and Notice of Completion for Kentucky Avenue Widening and Complete Streets Project, CIP 04-07

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the construction contract for the Kentucky Avenue Widening and Complete Streets Project, CIP 04-07, as complete and authorizing the City Clerk to file a Notice of Completion for the construction contract; and adopt Resolution No. _____, documenting and approving the interfund loan agreement for \$4.275 million.

7. SUBJECT: Quarterly Treasurer's Investment Report for the Quarter Ended December 31, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended December 31, 2019.

8. SUBJECT: Annual Maintenance for Geographic Information Systems (GIS) Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Annual Maintenance for Geographic Information Systems (GIS) Report; and adopt Resolution No. _____, authorizing the City Manager to execute a license agreement with ESRI, (Environmental Systems Research Institute).

9. SUBJECT: Authorize the Purchase of a Replacement Ford F350

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the purchase of a Ford F350 Service Truck from Downtown Ford for a total purchasing price of \$61,187.74.

10. SUBJECT: FEMA Assistance to Firefighters Grant (AFG)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council authorize the Fire Department to:

1. Submit a FEMA Assistance to Firefighters Grant (AFG) application for self-contained breathing apparatus (SCBAs) and related equipment;
2. Approve City of Woodland to be host agency and to create MOU with partner agencies including UC Davis Fire Department, Dunnigan Fire Protection District, Capay Fire Protection District, West Plainfield Fire Protection District and the City of Dixon Fire Department. Where in partner agencies agree to pay matching funds as required by FEMA (10%) for their portion of the requested equipment;
3. Submit a FEMA Assistance to Firefighters Grant (AFG) Micro-grant application for Cancer Screenings.

11. SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP 09-15; Approve Contract Amendment #2 with Madrone Ecological Consulting for Environmental Consulting Services.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services amendment with Madrone Ecological Consulting for the Lower Cache Creek Feasibility Study for an amount up to \$25,380 for the Lower Cache Creek Feasibility Study, CIP #09-15.

12. SUBJECT: Facility Use and License Agreement Regarding Use of Community & Senior Center

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a facility use and license agreement between the City of Woodland and YMCA of Superior California regarding use of the City's Community & Senior Center.

13. SUBJECT: Modify Budgeted Building Inspector Position for FY 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving position changes within the Community Development Department; authorizing the addition of a Senior Building Inspector position; and deleting the position of Building Inspector I/II.

14. SUBJECT: Interim City Manager Employment Agreement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the Interim City Manager's Employment Agreement

I. REPORTS OF THE CITY MANAGER

15. SUBJECT: Approval of Facility Naming for Proposed Girls Fastpitch Complex

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving a facility name for the proposed Girls' Fastpitch Complex.

16. SUBJECT: Approval to Permit the Subordination of the Affordable Housing Covenant recorded for the Gracewood Commons Senior Citizens Housing Project to the Project's Pre-development Financing

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to permit subordination of the recorded affordable housing covenant for the Gracewood Commons senior citizens housing project to the project's pre-development financing and authorize the City Manager to execute the subordination agreement on the City's behalf.

17. SUBJECT: West Woodland Safe Routes to School Project, CIP 17-09; Approve Plans and Specifications and Authorize Bid Advertisement, Accept Contract Termination for Convenience with McGuire & Hester

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications and authorizing bid advertisement for the West Woodland Safe Routes to School Project, CIP 17-09; and accept construction contract termination for convenience with McGuire and Hester and by mutual agreement of both parties.

18. SUBJECT: Fiscal Year 2019/20 Mid-Year Budget Update

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

19. SUBJECT: Fiscal Year 2019/20 Mid-Year Budget Amendments

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing amendments to the Fiscal Year 2019/20 Budget totaling \$13,215,589.

20. SUBJECT: 2020 COPS Hiring Program

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager and the Police Department to submit an application for the 2020 COPS Hiring Program (CHP) and to accept the grant if awarded.

J. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, February 18, 2020 was posted Friday, February 14, 2020 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: February 18, 2020
ITEM #: E.1
SUBJECT: Long Range Calendar

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

Staff Contact:

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

Background:

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



Paul Navazio
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

MARCH 3RD

REGULAR MEETING

City Council Meeting Minutes of February 4, 2020 and February 18, 2020
Report on Mandated Inspections (SB1205)
Animal Services – Planning JPA Formation
Master MOU with Homeless Partners
IT Presentation
Approve Interim Shelter Bid Package

MARCH 17TH

REGULAR MEETING

Interim Zoning Amendment Update
Spring Budget Workshop (Tent.)
Measure J – Nov 2020 ballot measure
Woodland-Davis Clean Water Agency JPA Agreement Amendment

Public Hearing

Revise Fire Hydrant Meter Deposit in Fee Schedule

APRIL 7TH

REGULAR MEETING

City Council Meeting Minutes of March 3, 2020 and March 17, 2020
Woodland Research & Technology Park – Specific Plan
Traffic Calming Update – Pilot Projects

APRIL 21ST

REGULAR MEETING

Earth Day Proclamation

Future Topics / Study Sessions:

April Apprenticeship / Workforce Development Programs EV Charging Station MOU – Electrify Yolo Project	May Presentation: FY2020/21 Proposed Budget
June Adoption FY2020/21 Budget Draft Ballot Language – Meas. J Renewal	TBD Comprehensive Zoning Update (Fall)



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: F.2
SUBJECT: Planning Commission Meeting Minutes of January 16, 2020

Recommendation for Action: Staff recommends that the City Council receive the minutes of the Planning Commission Meeting of January 16, 2020

Staff Contact:

Debbie Flemmer, Administrative Supervisor, (530) 661-5818, debbie.flemmer@cityofwoodland.org

Reviewed by: Cindy Norris, Principal Planner

Attachments:

1. 1.16.2020 PC Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, January 16, 2020

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 PM

Staff Present: Cindy Norris, CDD Principal Planning, CDD Associate Planner

B. ROLL CALL

Planning Commission Members Present: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong (arriving late)

Absent:

Excused:

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commission Vice-Chairperson Marco Lizarraga

D. STAFF AND COMMISSIONER COMMENTS

This is an opportunity for the Planning Commission members and staff to make comments and announcements to express concerns, or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

Verbal updates provided by Planning Members/Staff.

E. SUBCOMMITTEE REPORTS

None

F. COMMUNICATIONS FROM THE PUBLIC

None

G. APPROVAL OF MINUTES

1. SUBJECT: Planning Commission Meeting Minutes of December 19, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of December 19, 2019.

On a motion by Planning Commission Vice-Chairperson Marco Lizarraga, seconded by Planning Commission Member Chris Holt and carried unanimously,

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong

Noes: None

Absent:

H. PUBLIC HEARING

2. SUBJECT: 127 N College Street Tentative Parcel Map

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission

- (1) Receive the staff report; and
- (2) Conduct the public hearing; and
- (3) Adopt Resolution No. PC 20-001 in support of the Tentative Parcel Map 5191 for the division of the property located at 127 N College Street into two separate parcels consisting of Parcel 1 at .301 acres and Parcel 2 at .215 acres respectively, on site at 127N College Street in the Duplex Residential Zone (R-2).

On a motion by Planning Commission Vice-Chairperson Marco Lizarraga, seconded by Planning Commission Member Steve Harris and carried unanimously, a motion to receive the staff report; conduct the public hearing; and adopt Resolution No. PC 20-002 in support of the Tentative Parcel Map 5191 for the division of the property located at 127 N College Street into two separate parcels consisting of Parcel 1 at 0.301 acres and Parcel 2 at 0.215 acres respectively, on site at 127 N College Street in the Duplex Residential Zone (R-2).

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong

Noes: None

Absent:

3. SUBJECT: Woodland Storage CUP

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission

1. Receive a report;
2. Hold a public hearing;
3. Adopt Resolution No PC 20-002 recommending that the City Council approve a Mitigated Negative Declaration and Conditional Use Permit for Woodland Storage with associated operating agreement and roadway summery vacation

Applicant requested the continuance of this item until the next scheduled Planning Commission Meeting of February 6, 2020.

I. BUSINESS ITEMS

4. Long Range Calendar

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

Verbal updates provided by Planning Members/Staff.

J. STAFF OR COMMISSIONER COMMENTS

Verbal updates provided by Planning Members/Staff.

K. ADJOURNMENT

Meeting adjourned at 7:08 PM.

Adopted by Planning Commission 2/6/20



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: G.3
SUBJECT: Woodland Public Library Annual Report 2018-2019

Recommendation for Action: Staff recommends that the City Council receive the Woodland Public Library Annual Report 2018-2019 presented by the Woodland Public Library Board of Trustees.

Prepared by: Greta Galindo, Library Services Director



Paul Navazio
City Manager

Attachments:

1. WPL Annual Report FY 18 19



2018 - 2019

WOODLAND

PUBLIC LIBRARY

ANNUAL REPORT



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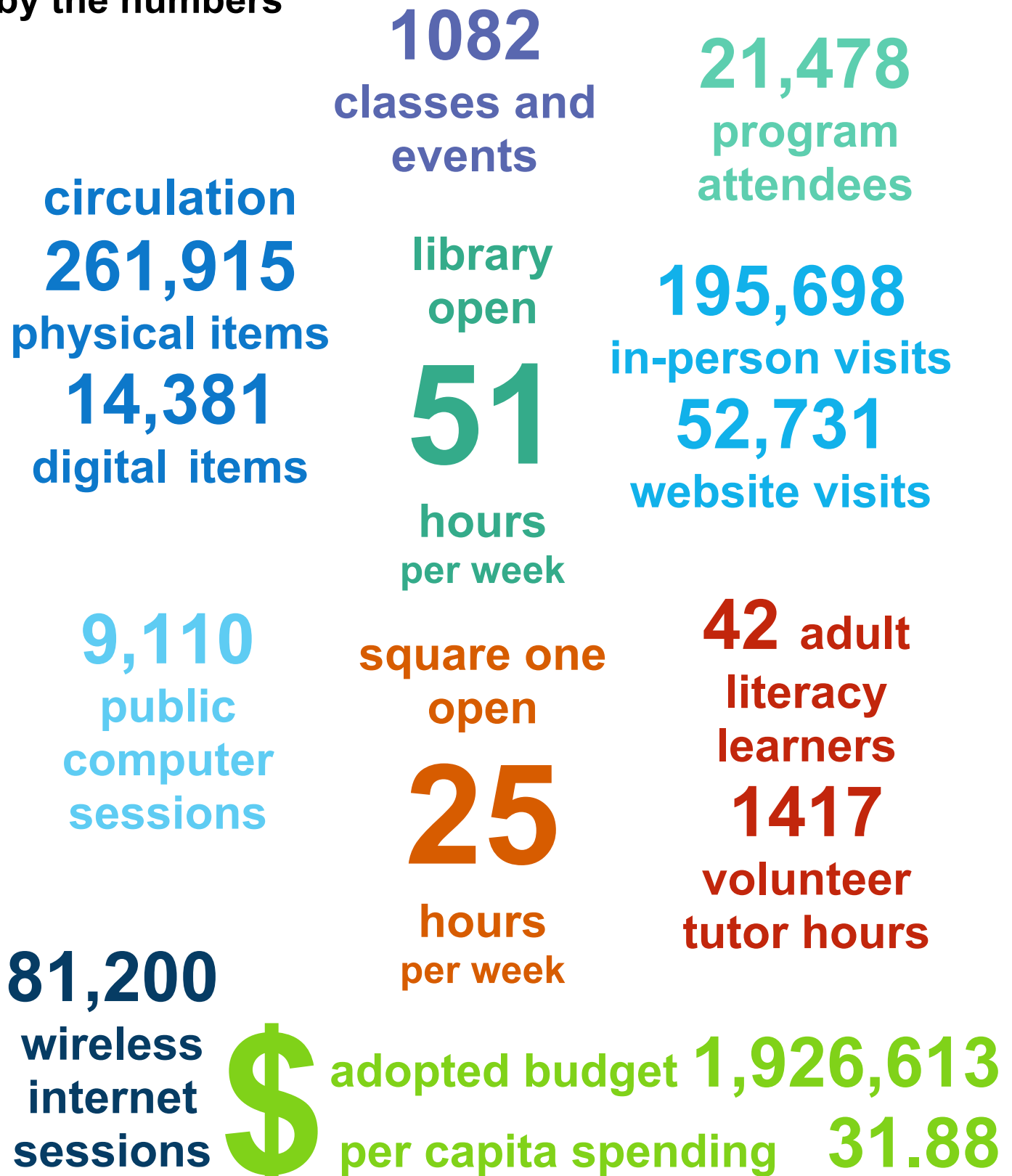
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“I really love the children’s library and all of the events, parties, clubs, and activities they provide. I also appreciate how easy it is to request books from other libraries that are in the same network. I also appreciate the opportunity to check out audio books and e-books as well. I am very interested in the square one activities, but have not had a chance to participate yet. Looking forward to taking advantage of the makerspace.”

Quotes throughout the Annual Report in italics are taken from the annual patron survey.

BY THE NUMBERS

by the numbers



LIBRARY TOP TEN

10. Spanish Book Clubs (pg. 24)
9. Storytimes (pg. 20)
8. Zip Books (pg. 5)
7. Annual Events (pg. 31)
6. Link + (pg. 5)
5. Lunch at the Library (pg. 29)
4. Safety and Security (pg. 12)
3. Summer at the Library (pg. 26)
2. Square One (pg. 39)
1. Fine Free! (pg. 18)

“Everyone here is so friendly. The staff especially. We just moved to Woodland with our toddler and this was the first stop for us becoming more ingrained in our community. I feel very connected to Woodland now and it all started with the library!”

ACHIEVEMENTS

awards and recognitions

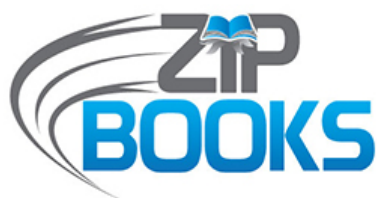
In an effort to increase availability of and the variety of materials for our patrons the library pursued and received two grants from the California State Library.

Your Library Delivered....

Zip Books allows patrons to order books and audiobooks not currently owned by the library or partner libraries and have the book shipped directly to their home, free of charge. In most cases the book is received within three to five days.

Patrons return the book to the library when they have finished it and may then select another Zip Book. The book is returned to the front desk.

The Zip Books project is administered by NorthNet Library System and is supported with California Library Services Act (CLSA) funds.



*"I love being able to get books from other libraries,
being able to request books on-line, & renewing
books on-line."*

Link+ (Link Plus) is a free interlibrary loan service that allows Woodland Public Library patrons to request books, audiobooks, CDs, DVDs, Blu-rays, and VHS from a cooperative network of over 60 Link+ member libraries throughout California and Nevada.

*LINK+ gives patrons free
access to millions of
books from over 60
libraries!*

Library cardholders can request books or media not available at the Woodland Public Library to be delivered to our library for pick-up.

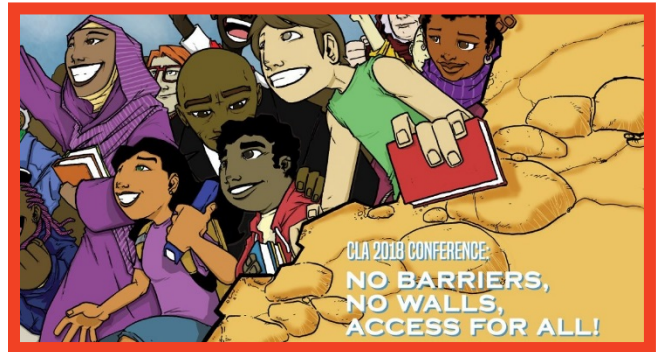


ACHIEVEMENTS

awards and recognitions

League of Women Voters

In October 2018, 3 TAB members were awarded with the “Democracy Works” award by the League of Women Voters for their work on the First Annual Youth Empowerment Summit held on March 24, 2018.



California Library Association Annual Meeting

The state-wide library association held its annual meeting in Santa Clara in November 2018. Library Director, Greta Galindo, and Square One Manager, Trina Camping, presented the processes of designing, building, and integrating Square One into a core library service.

“Great job of creating a type of multiverse - age specific spaces such as the children's room, the teens lounge, and Square One - so that the whole offers services for the entire community and simultaneously has niches so there is not bland uniformity. Quite a balancing act and kudos to implementing so artfully!!”

COMMUNITY

"I like that TAB tried to include as many people as possible and promote events which are helpful to learn, important and crucial life skills."

Hi everyone! It's Rhea Gardner, your teen librarian for Woodland Public Library!

In April 2019, I participated in Lee Middle School's annual Career Day event featured in the Daily Democrat (right). This was my third year presenting and sharing my passion for reading and knowledge with teens. Let's be honest, teens typically think of libraries as boring, quiet places; however, during my Career Day presentation I was able to capture their imaginations and interest by introducing them to all the amazing things the library has to offer. In fact, I have recruited some



of my best Teen Advisory Board (TAB) members from these Career Day presentations.

From the educational (SAT Boot Camp), to the traditional (Teen Book Club), to the more unique events (Anti-Valentine's Day Party), the library truly has something to offer every teen. This year, our makerspace Square One has been in full swing operationally and we have been (cont'd)

"I like how diverse and accepting TAB is. It has opened up many opportunities for me and has taught me how to properly rely on my resources."



COMMUNITY

able to host a monthly Teens' Night Out on Friday evenings. Teens enjoy participating in various project-based activities and being able to bring home something useful (or fun) that they had created.

The membership for our TAB continues to grow and the teens were active participants in library programming throughout the summer and school year. TAB members promoted the library at a city council meeting and a school board meeting, cooked and served 1440 meals at the local homeless shelter, started a Lego Minecraft Club, and had some fun building boom boxes at an 80's themed party during the summer.

TAB is truly teen-led and I am privileged to help guide and mentor them. Many of our teen events have attendees that don't normally come into the library, such as our LGBTQ+ Pride Festival or Teen Halloween Party. Our goal is to help teens see the library as a welcoming place of opportunity for new experiences so when a teen does need help or reliable information, they know where to go... the library of course!

Rhea Gardner

Rhea Gardner
Teen Librarian



COMMUNITY

making a difference



Teen Advisory Board

The Teen Advisory Board (TAB) consists of 40 middle school and high school students from throughout Woodland including students from the following schools; Woodland High, Pioneer High, Lee Middle School, Douglass Middle School, Woodland Christian, Davis Senior High, da Vinci Junior and Senior High Schools, and home school. TAB is a diverse and committed group of students that receive special leadership training and Gallup Strengths

mentorship from the Gallup Certified Strengths Coach/teen librarian and senior TAB members. Each teen takes the Clifton Strengths Assessment to reveal their individual top five strengths and talents. By using Clifton Strengths, teens are empowered in and out of school and the library.

TAB meets the first Wednesday of every month to plan, promote, and host events for all teens (not just TAB members). TAB also invites guest speakers during their monthly meetings and welcomed Rosie Ledesma from EnviroWoodland at their April meeting. TAB members learned all about sustainability, recycling, and played an interactive game where they had to put items in trash, compost, or recycle.



COMMUNITY

teen advisory board presentations



Building a Resilient Yolo Summit

Three TAB members presented at the third annual Building a Resilient Yolo Summit held in October 2018 at the Yolo County Office of Education. TAB members received special training from Yolo Conflict Resolution Center Director, Kara Hunter, to talk about issues that were affecting them at school and home.



School Board Presentation

Student Success Cards

Five TAB members spoke at the February 2019 Woodland Joint Unified School District (WJUSD) School Board Meeting to promote the Student Success Cards. The Library was in its second year of partnership with WJUSD in which every student had access to online and physical library resources

using the student's school ID number. TAB members spoke about the benefits of the library and how the Student Success Card helped them with their schoolwork and research.



COMMUNITY



City Council

Youth Empowerment Summit

Four TAB members spoke at the November 2018 Woodland City Council Meeting about their participation in the first Youth Empowerment Summit. The TAB members spoke about how they felt their voices were heard when they got to speak with local elected officials like Mayor Xochitl Rodriguez during YES.



General Plan

Three TAB members visited Councilmember Tom Stallard at his office to get an inside view on how public policy works and do some research on the City's General Plan in July, 2018.



COMMUNITY

safety and security

The Woodland Public Library strives to create a community of kindness, belonging and safety. Following a patron survey where a concern for safety was communicated as a top priority for our patrons, several changes have been implemented. We have hired a full time security guard to support our patron Code of Conduct. The Library grounds are under video surveillance 24/7 and there is limited video surveillance inside the Library. Additional outside lighting and the noise deterrent at night has also contributed to the safety of our patrons in the evening.

<i>"You are divine!! We love you all!! Thank you! You are all wonderfully compassionate and understanding of all the needs of the un-housed population."</i>	<i>"The library has some unsavory characters hanging out by the front door. Their presence makes visiting the library so much less enjoyable."</i>
<i>"The only area I see needing improvement are the homeless loitering in front of/on the library steps."</i>	<i>"It seems like the library has a large population of homeless people that utilize the space and I think the staff does a wonderful job of treating everyone with dignity and respect. I am very proud of the Woodland Public Library and love telling people about our fabulous library."</i>

COMMUNITY

out and about



Madison Migrant Center Visit

In August 2018, the Teen Librarian paid a special visit to the Madison Migrant Center to give out free books and make buttons with elementary and middle school age students.

Kinders Go to College

In May 2019, the Teen Librarian and Library Technical Assistant brought the book bikes to the third Annual Kinders Go to College and gave out over 200 books to kindergartners and their middle school mentors. The students had a special story time by the Library Technical Assistant and a tour of the Woodland Community College Library given by the Teen Librarian.



COMMUNITY



Book Bike Lunch Visits

The Teen Librarian visited the local schools, Lee and Douglass Middle Schools and Woodland and Pioneer High Schools, for a total 24 lunchtime visits primarily in the fall and spring of the school year. An average of 150 books are distributed to students each visit. Teachers, principals, and counselors welcomed the bike and even got some books for their classrooms and personal reading.



Little Free Libraries

The library provided ongoing maintenance and free books to supply 7 Little Free Libraries across Woodland. These boxes are installed at parks and offer a place to exchange books anytime, day or night. Community members are encouraged to leave books they no longer want and take new-to-them books to enjoy.



COMMUNITY

community partnerships

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

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

READING



Welcome! This is Sara Vickers, the Children's Librarian at Woodland Public Library. I am excited to have joined the library staff as the new Children's Librarian. This year, as in previous years, the library had programs for every age range, held Monday through Thursday during the school year and an amazing Summer at the Library schedule to keep both children and families busy during the summer months. This picture is of our former Children's Librarian with our Girls Who Code class, which is a year-long session, taking place from September to May. This class is important for girls of this age because statistically young women this age start to show disinterest in computer science. Girls Who Code reinvigorates that interest by demonstrating to these likeminded young women that computer science can be fun and rewarding.

My goal is to spark interests in different experiences by creating programs that will appeal to broad audiences on a variety of topics. For example, the families seen participating during Wednesday craft time will be different from the Scratch coding class attendees, which will be different from the Lego or Minecraft Club enthusiasts.

I am beyond thrilled to be a part of this enthusiastic and energy-driven team with the same vision of creating an inclusive library community within Woodland that continues to thrive. We know our patrons feel welcome, and they recognize that with such a diverse programming

READING

schedule, we have activities here for everyone. We know that libraries aren't just for books and show our community that we have a lot to offer other than materials.

Our Summer at the Library program here is unique in that we include our makerspace, Square One, by encouraging participants to make five things and explore five new places in addition to reading five books. We give our patrons the opportunity to experience Square One and many of our weekly summer activities are held in this space, promoting it even further. We devote one day of the week (Thursdays) during the summer to Make and Explore within this space, which led children to participate in STEM related activities that were offered.

I look forward to continuing these great events at the library, such as Touch a Truck, Día de Los Niños, Halloween Party, Girls Who Code, Minecraft Club, and the Afterschool Program.

Sara Vickers

Sara Vickers
Children's Librarian



READING

for the love of reading

WE'RE HAPPY TO SAY...

Goodbye Fines & Fees!

For all children and teen items.

Removing reading barriers, increasing childhood literacy and improving library access.

Woodland Public Library is pleased to announce the elimination of overdue fines for children and teen materials. The change increases access to books and materials for our youngest patrons.

All unpaid fines for overdue materials will be forgiven, and card-holders who were prohibited from checking out materials due to unpaid late fines will once again be able to check out materials.



Woodland Public Library no longer charges fines on overdue children and teen items!

Removing overdue fines provides greater opportunity for children and teens to use the full range of library services from databases, research resources, online homework help, and job application assistance to all the equipment and classes in Square One. Prior to the elimination of fines, 25% of children and teen cardholders were blocked from checking out items at the library due to overdue fines. This is part of a nation-wide shift in library thinking, backed by studies, that fines create a barrier to access and eliminating fines actually increases library usage.

We are committed to increasing reading and literacy while combating the “summer slump” that causes students to lose skills between grades. We have a comprehensive Summer @ the Library Program to encourage use of the library and reward children for reading.



READING

for the love of reading

Early Childhood Literacy

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.

The public library is a fun, creative, safe space where parents and caregivers can bring their children to learn and interact with one another and in groups. Early childhood literacy services and programs range across a variety of activities from reading to singing to playing.

Engaging in early childhood literacy activities puts children ages 0-5 on a strong path toward developing the critical thinking, vocabulary and language, social, physical, problem-solving, and creative skills necessary to succeed later in life.

The Early Childhood Literacy Survey measures the impact of services designed to improve early literacy and learning skills which prepare children ages 0-5 to succeed 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

READING

for the love of reading

1,000 Books Before Kindergarten

The 1000 Books Before Kindergarten program encourages caregivers to read daily to children. The reading can be logged on our online reading program, Beanstack.

With each 100 books read, children earn an incentive. After 500 books, they receive a free book to keep, and after 1000 books, children are able to take home a backpack filled with school supplies!

266 children enrolled

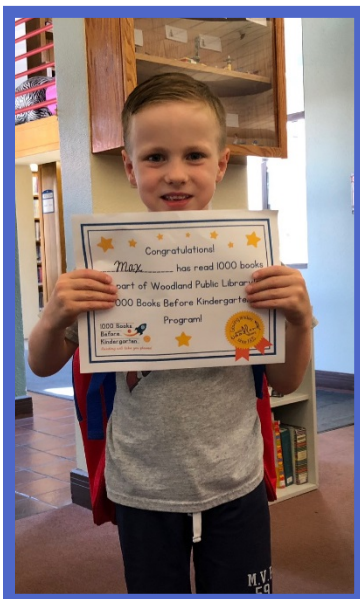
41,758 books read

Storytimes

The library hosts 7 storytimes a week, geared to various age groups, in English and in Spanish. Babies, toddlers, preschoolers, and families are invited to listen to books and partake in a related craft.

7,264 preschool children and caregivers

292 early childhood literacy programs



READING

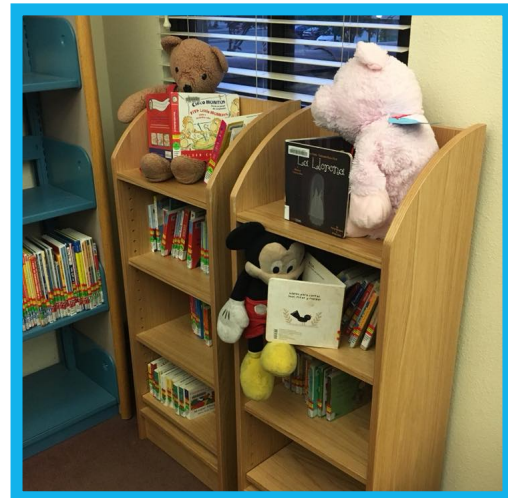
for the love of reading

Evening Themed Storytimes

Once a month there is a special themed evening storytime, typically from 5:30-6:30 pm. These evening storytimes are geared for all ages and are followed with a craft or special guest.

Evening storytimes are vital for working parents who cannot take their children to storytime during the regular morning hours when storytime usually occurs. There were nine special themed evening storytimes that occurred during the 2018-2019 fiscal year. A few of the themes were Pajama Storytime with a Stuffed Animal Sleepover, Cowboy Storytime, Bug Storytime, Tea Rex: Princess and Dinosaurs Storytime, and Musical Instrument Storytime. Bug Storytime was a huge success with 100 in attendance.

TAB teens had a blast volunteering for the children's Pajama Storytime & Stuffed Animal Sleepover. On September 27, 2018, 26 Children left their stuffed animals after storytime and the teens got to document all the fun adventures the animals had at the library.



READING

for the love of reading

Read to a Dog

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



Winter Reading Program

Woodland Public Library hosted its second annual Winter Reading Challenge in 2019. We asked library patrons to read and log five books (or more!) on Beanstack in January to enter a raffle for a chance to win some fun prizes and local gift cards, Lego sets, books, and toys.

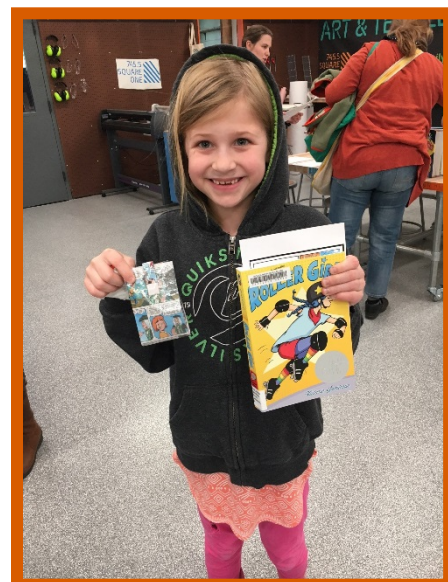
**172 patrons enrolled and
read 2,462 books**

"I love the on-line access and the incentive programs you do through Beanstack for kids. Thank you!"

GRAPHIC NOVEL BOOK CLUB	
Do you enjoy graphic novels and like to talk about the books you read? Join our Graphic Novel Book Club! We will meet one Monday a month in the Leake Conference Room off the courtyard from 3:30-4:30. We will read a book every month and then meet to talk, share a snack, and do a small project or craft that goes with the book or with graphic novels in general. The club is geared to kids ages 8-12.	
	MEETING DATES: JANUARY 29TH - SHARE A BOOK FEBRUARY 26TH - ADVENTURES IN CARTOONING MARCH 26TH - ROLLER GIRL APRIL 23RD - TBD MAY 21ST - TBD

Graphic Novel Book Club

Kids 8-12 are invited to join the Graphic Novel Book club that meets one Monday a month in our Leake Conference Room from 3:30-4:30. We share snacks, discuss the book of the month, and do a small craft that relates to the book.



READING

for the love of reading



Teen Book Club

Thirteen teens participated in the monthly book club led by Library Technical Assistant II, Stephanie Hiett. The teens met every other Tuesday throughout the year, including the summer and read everything from contemporary literature to fantasy. Some popular titles read by the Teen Book Club included “Frankly in Love” by David Yoon and “The Hate You Give” by Angie Thomas.

“By reading more I can extend my vocabulary and learn to become a better writer.”

SSTR

(Secret Society of Teen Readers)

This year, 100 teens joined the SSTR to read in a “secret” location of the library after school and on weekends. In order to do so, teens signed up at the front desk with their book and were directed to go upstairs to the mezzanine.

Teen Read-a-thon

for National Library Week

Teens celebrated National Library Week with an after-hours read-a-thon on Friday, April 12, 2019. Teens read books for one hour, ate snacks, and ended the night with a hide and seek game in the book stacks!



READING

por amor a la lectura

Gloria Rodriguez and Silvia De Soto created the Spanish Book Club in April 2016. The club meets on the first Tuesday of the month from 5:00-6:00. We focused on Hispanic authors and our discussions are in Spanish. The club welcomes everyone who is interested in reading in Spanish. The Woodland Public Library and the California Association for Bilingual Education (CABE) sponsor the club. Authors Reyna Grande and Ingrid Rojas Contreras have visited the club.



Spanish Author Event

*Reyna Grande and
Ingrid Rojas Contreras*

The Teen Book Club and Spanish Book Club hosted a special Spanish Author Event with award winning authors Reyna Grande and Ingrid Rojas Contreras on December 5, 2018. Thirty participants, teens and adults, met with the authors and discussed Contrera's novel "Fruit of the Drunken Tree" and Grande's novel "A Dream Called Home."

"Staff is always friendly and helpful. Circ staff remember me and what I read and make great reading/video suggestions. Love change to have computers more visible. Maker Space is great!"

READING

adult literacy

The Woodland Public Library offers adult literacy tutoring for Woodland residents. Fifty-four Woodland residents and 144 inmates at the Yolo County Jail took advantage of these services in the 2018/19 year.



To date, 153 inmates have received their GED through the Literacy Services program at the Monroe detention center.

The Woodland City Council recognized November 2018 as Literacy Awareness Month with a Proclamation at their November 18th meeting.



Career Online High School (COHS)

A grant from the California State Library allows the library to offer online classes for residents to obtain a high school diploma with a career certificate in one of eight specialty areas. Students enroll online with the Literacy Services office and are matched with a mentor from Gale-Cengage, the COHS provider, to assist the student in the classes required for a high school diploma. WPL's first graduate finished in early 2018.

SUMMER AT THE LIBRARY

read, make, explore

Our summer reading program was Summer at the Library: Read, Make, Explore. We encouraged everyone to read and log at least five books over the summer, which helps prevent the “summer slide” where students lose ground gained during the year. We also invited people to come and take advantage of Square One to create things over the summer with programs for children, teens, and adults weekly. We also encourage everyone to embrace new experiences, adventures, and learning over the summer by exploring the library’s offerings, the community, and beyond. There was a program for all age ranges and encouraging participants to read five books, create five things, and explore new experiences in five ways.



Users log the information on Beanstack or on paper logs brought to the library. Daily program offerings draw children of all ages and their families to the library. The summer kicks off in early June at the end of the school year with a big party and lots of activities. The library is transformed into a beach party for the summer.

In a targeted effort to involve teens in the library over the summer, we had Teen Hangouts every Wednesday afternoon from 1-3 in Square One, the Leake Room, or sometimes outside, during the Summer at the Library Program. Over 125 teens participated in activities planned by the Teen Advisory Board such as upcycling old clothes, painting, baking cupcakes, writing poetry, 80s themed party, and water games tournament with water balloons and water guns.

SUMMER AT THE LIBRARY

a week in the life...



WPL YOUTH SUMMER CALENDAR



MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	SATURDAYS
Free Lunch 12-12:30 Family Paint Party 5-6	Baby Storytime 9:30-10 Bilingual Storytime 10:30-11 Free Lunch 12-12:30 Special Events 1-2 Family Yoga 5-6	Toddler Storytime 10-10:30 Free Lunch 12-12:30 Lego Club 1-3 Teen Hangout 1-3	Preschool Storytime 10-10:30 and 10:45-11:15 Free Lunch 12-12:30 Make and Explore Thursdays 1-2	Free Lunch 12-12:30	Farmers Market 9-12 Kids' Market twice a month Farmer's Market Storytime 10:30-11 Lego Club 12-2

SUMMER KICKOFF PARTY

Join us on **Saturday, June 8th** from 1-3 PM in courtyard and Leake Room to register for summer reading and for Rec2Go, face painting, and the **Circus of Smiles** performance at 1:30 PM!

Logging on Beanstack begins on June 1st and events start on June 10th.

The prize store will open on June 17th and prizes can be claimed until August 16th while supplies last.

FREE LUNCH

Free lunches are served in front of the library for kids 18 and under and must be eaten on site. Bring a blanket and have a picnic! Kids who read will get a popsicle. Lunch will be followed by outdoor fun with TAB teens.

Lunches run Monday-Friday from 12-12:30, June 10th through August 2nd.

FAMILY PAINT PARTY MONDAYS

Come enjoy painting exploration with our teen volunteers in the Leake Room. Space is limited. Mondays 5-6.

SPECIAL EVENT TUESDAYS

Performers and classes are at 1 pm in the Leake Room **except where noted ***

June 11	The Theater & Dance Annex helps you explore space, rhythm, music, and dance
June 18	The Bubble Lady gets messy with lots of bubbly fun
June 25	Brian Scott amazes with his Biblio Spectacular: Secrets of Magic show
July 2	Kenn Adams invites you to join the show in an Adventure Beneath the Sea
July 9	Kuk Sool Won gets you moving with a martial arts class for kids
July 16	Don O'Brien's wows with his Xtreme Science Magic Show
July 23	*At 12:30: Owen shows off his animals with the Travelling Reptile Show
July 30	Musical Robot ends the summer with their songs, stories, and high jinx

FAMILY YOGA TUESDAYS

All ages are invited to beginner's yoga in the Leake Room. Wear comfortable clothing. Mats are available.

TEEN HANGOUT WEDNESDAYS

Teens, 12-18, can hangout in Square One and Leake Room for arts & crafts, video games, snacks and more!

MAKE AND EXPLORE THURSDAYS

Kids can join us in Square One and Leake Room for a weekly STEM project as well as coding with computers and robots. Kids can also make buttons and do Tapigami. Space is limited and geared to 5-12 year olds.

Thursdays from 1-2.

Woodland Public Library 250 First Street Woodland CA 95695 530-661-5980 www.cityofwoodland.org/library

SUMMER AT THE LIBRARY

by the numbers

20,907
books read

1,473 people attended 8
special events

42,490 minutes
read by
children

447 participants for Make and
Explore Thursdays

938 children
registered

615 teen
volunteer hours

2,817 lunches
served to
children

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

SUMMER AT THE LIBRARY

summer events



“Woodland Public Library does an incredible job, and is a cornerstone of this community. Your amount of programming and number of initiatives is very impressive. Square One is also a great addition.”

Lunch at the Library

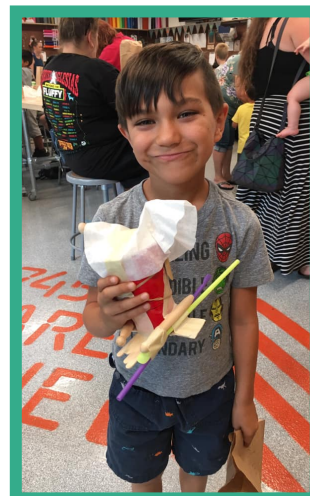
Over 2800 lunches were served on the front lawn of the library provided by the Woodland Joint Unified School District (WJUSD). Teens provided books for children to read and read to the younger ones. Children who read during lunch were given popsicles.



Both TAB members and new teen volunteers logged 615 hours of volunteer hours for the Summer Kick-Off Party and Summer at the Library Children's Program. TAB members trained new teen volunteers to assist with setting up craft tables, played sidewalk games with children during free lunch, handed out free popsicles, cleaned up after events, and helped with various tasks throughout the summer!

SUMMER AT THE LIBRARY

summer events



EXPERIENCES

annual events

Touch a Truck

The Library's fourth annual Touch a Truck event gives children a safe opportunity to explore the inside of big trucks and large equipment. It also gives operators the chance to explain what their job looks like and to share their love and knowledge with curious children. Encouraging children to explore their interests is important in raising children who are excited about learning.

April 27th

11 am - 1 pm

Quiet hour is from 11-12



Touch a Truck

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

Come visit and touch a tractor, ambulance, double decker bus, fire engine, crane, and more!

Library Parking Lot
250 First St,
Woodland



"I really love the children's library and all of the events, parties, clubs, and activities they provide."



Woodland Winter Wonderland Party

More than 200 children and adults came to the Community Leake Room of the Library to enjoy festive winter-themed crafts including snow globes and beeswax candles.



EXPERIENCES

annual events

Teen Halloween Party

This highly anticipated event is a TAB and local teen favorite. Thirty TAB volunteers prepared, promoted, and decorated for the 4th Annual Teen Halloween Party held on October 26, 2018, from 6:30-8:30. The whole upstairs library was transformed into a Haunted House where teens played laser tag. Downstairs in the Leake Room, teens danced to a live DJ and participated in a costume contest. There was even Tarot Card reading in the Leake Conference Room given by a former TAB member. Teens tried to beat the Escape Room, created and run by TAB members, held in the literacy office. Two hundred teens attended the Teen Halloween Party.

“My family really appreciates the work that goes into planning and putting on the library events. We aren't able to attend them all, but the ones we've used have been great! The library has been a sanity saver and the fact that it's all free is amazing! Thank you!!!!”

Anti-Valentines Party

Teens enjoyed this rebellious spin on Valentines with the second Anti-Valentine's Party on February 14, 2019! For one hour in Square One, 20 teens learned how to sew voodoo dolls, laser cut heart shaped boxes, and make broken-heart necklaces using the 3-D printer.

Open Mic Night

TAB members hosted a second open-mic night on May 17, 2019, where anyone could participate and share their musical, vocal, or poetry talents. We had teens perform spoken word and sing some musical numbers. Everyone was supportive and encouraging of each act!

EXPERIENCES

cultural explorations

Teen Pride Festival

On June 21, 2019, 35 teens gathered to celebrate the LGBTQ+ community and allies with pride-themed activities for the second year in a row. Teens painted in the courtyard, made buttons and friendship bracelets in Square One, and shared poetry, stories, and singing in the Leake Room. The library created a safe space where all teens felt welcome to talk freely and be themselves in this judgement-free zone.

Día de Los Niños

The Woodland Public Library, along with a large group of teen volunteers, help other local community organizations host an annual Día de Los Niños event. Every year, on the last Friday of April, nearly 1000 Woodland residents gather at Ferns Park to celebrate the importance of children and books in our community. TAB teens passed out free books and flyers, painted faces, and helped with general set up and take down.



Heritage Month Celebration

TAB hosted its third annual Hispanic Heritage Month celebration in the courtyard on September 19, 2018. Seventeen TAB members decorated the courtyard with picado and set up Spanish-themed crafts like papel de flores (tissue paper flowers) and hojalota (tin foil art) for children to make. A crowd of 50 adults and children enjoyed crafts, a piñata, free food, and a Spanish Storytime by Library Technical Assistant, Silvia DeSoto. The special guest speaker for the evening was City of Woodland's youngest elected official, Mayor Enrique Fernandez.

EXPERIENCES

creative endeavors

Afterschool Program

The library has three afterschool programs a week offering an hour of activities from 3:30-4:30 for kids ages 5-12.

Board Game Day

On Tuesdays, the Children's room has a variety of board games available for kids and their adults to enjoy.

*"I love the cheerful look
of the children's area!"*

Family Crafts

A different arts and crafts project every Wednesday is offered to let kids get their hands dirty in the Children's room.

Lego Club Thursdays

Each Thursday, the Children's room has a vast collection of Legos available for children to explore and create masterpieces. Our Imaginarium case features patron-built projects.

Toys in the Library

Our children's library is a creative play environment with building toys, puzzles, puppets, and toys designed for early literacy development. We also have 8 AWE Learning Early Learning Stations™ equipped with educational math, writing, and comprehension games. Two of these computers can be used in languages other than English.

*"I enjoy the activities the
library offers to my kids.
Thank you!"*

EXPERIENCES

growth and education

Scratch Coding Class

In each eight-week coding class offered after school, kids create projects using MIT's Scratch drag-and-drop programming. These classes are taught by CS4K (Computer Science for Kids) students from UC Davis' Computer Science Department.



Homework Help

On Tuesdays from 3:30-4:30, elementary aged school students can receive help with homework from teen volunteers. There is no registration required. They meet near the Circulation Desk.

**72 hours of Homework Help
this year**

Minecraft Club

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

Girls Who Code

Library staff creates a fun, supportive environment for girls to get together and learn computer science by building projects they care about. Participants learn computer coding and techniques like HTML, CSS, and JavaScript that build upon each other for a culminating project.

Volunteering

Teens are encouraged and supported in volunteering for library programs and throughout the community.

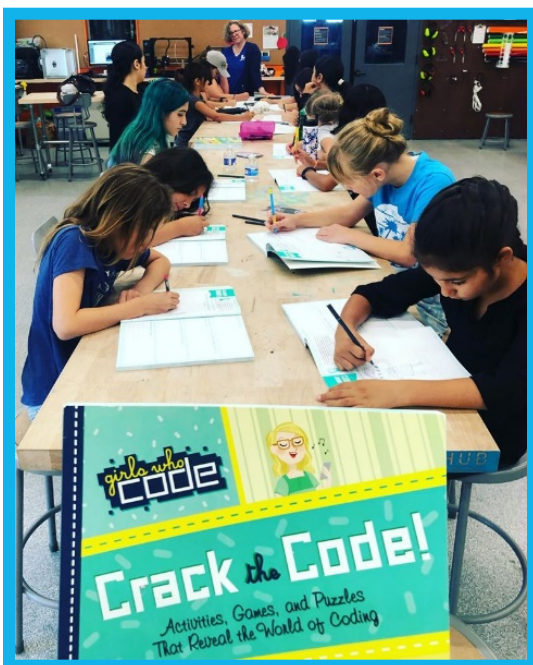


EXPERIENCES

for fun and learning

Teen Girls Who Code

The library began its first Teen Girls Who Code in September 2018. Girls Who Code is a nonprofit organization aimed at closing the gender gap and achieving gender parity in computer science by introducing girls to computer science language and concepts. The library received a small grant to fund supplies for the program. Twelve middle school and high school girls met every 2nd and 4th Wednesday afternoon and learned the basics of coding and building websites using Scratch, Python, HTML/CSS, and JavaScript. The girls met for the entire school year and successfully built a one-page website on their own.



Lego Engineering and Minecraft Club for Teens

TAB members lead the Lego Engineering and Minecraft Club for Teens in Square One. Every Tuesday afternoon, several teens met to build with Lego Mindstorm sets to build robots or collaborate in Minecraft multiplayer gaming sessions.

girls who
CODE



EXPERIENCES

social engagement

Dungeons & Dragons

Six teens, led by a young teen, participated in a six-week Dungeons & Dragons campaign starting in January 2018. D&D is a popular role playing game, and the teens met every Monday up until May.

Spring Break at the Library

The library hosted its annual event in April for teens who stayed home and needed something fun to do during spring break. In this mini-version of Summer at the Library, teens got to hang out in Square One from 1-2 and paint, play video games, discuss books, eat snacks, and learn how to do yoga.

Teen Night Out in Square One

Teens got to hangout after hours in Square One for themed, project-based activities once a month on a Friday evening. Teens used the laser cutter, 3-D printer, sewing machines, and vinyl cutters to make friendship necklaces, water bottle stickers, candles, phone covers, and more!

adult programs

Science and Society

Every month, volunteers arrange for experts to share their knowledge and inspire discussions about scientific study and its relationships and impacts on society.

Financial Literacy

Travis Credit Union

Travis Credit Union has partnered with the library to provide financial literacy classes. Topics include savings plans, retirement, investments, and more.



EXPERIENCES

preparing for adulthood

SAT Boot Camp

Teens continued to receive free SAT instruction from Tried & True Tutoring Company in collaboration with the UC Davis Early Academic Outreach Program, the Yolo County Office of Education, and the domestic violence shelter, Empower Yolo. Ninety-five students attended the second annual series of workshops held in April 2019 at the Yolo County Office of Education.

Senior Success Summit

On May 1 and 2, 2019, 15 high school juniors received special instruction from UC Davis Early Academic Outreach Program's Regional Director on how to fill out a FAFSA application, apply for scholarships, and answer the Personal Insight Question on the university application.

Mad City Money

Travis Credit Union

Twenty teens learned the fundamentals of money management with this interactive real-world simulation held on June 12, 2019. Each teen was given a fake "bank account" and assigned a temporary identity, occupation, salary, marital status, and children. They visited nine merchants to "pay for" housing, transportation, and purchase necessities (food) and wants (concert tickets) to simulate the realities of approaching financial responsibilities. The goal was to stay within budget while factoring in family, personal, social, and work expenses. Teens really got a taste for what they could and could not afford based on their imaginary occupations and salaries.



EXPERIENCES

square one

Square One continues to be a popular destination for residents in Woodland and beyond.

To date, over 1500 patrons have successfully completed Basic Use and Safety classes in laser cutting, 3D printing, woodshop, sewing, and electronics.

Square One hosted numerous classes and workshops for the public over the course of the year. Yolo County Office of Education visited twice a week to utilize the space for their Career Technical Education (CTE) program. Sixteen teens visited Square One twice a week to explore design thinking and create objects and projects to solve problems.

Square One was also home to numerous Children's and Teen events, including crafts, Summer Reading Make and Explore events, afterschool crafts, teen crafting events, and scout troop meetings.



Thirteen elementary school classes visited Square One where students learned about magnetism, woodworking, masking tape origami, 3D printing technology, and button makers.

Staff from Square One also visited three elementary schools for STEM (science, technology, engineering, and math) family nights to make books and LED cards.

RESOURCES

collections and databases

Physical Collection

Librarians are responsible for development and maintenance of an expanding collection for adults, teens, and children of books, DVDs, books on CD, and storytime kits. This year the collection expanded to include Square One specific books, tools, and equipment for patron use.

Electronic Collection

Patrons have access to over 12,000 e-books and audiobooks with Overdrive and magazines with Zinio.

OverDrive

OverDrive and its app Libby are free, quick, easy ways to

download e-books and e-audiobooks from a librarian-curated collection that allow patrons to borrow books anytime, anywhere and read on a multitude of devices.



Lynda.com The popular learning site



lynda.com

accessed by millions each year is now available for free to all residents with a library card. Offering

over 5,000 courses with more than 190,000 video tutorials, Lynda.com provides participants a chance to learn new skills through its growing library of video courses taught by industry experts. Course categories include business, software, technology, and creative skills topics.

Mango This on-line self-paced language learning platform offers tools to teach more than 70 languages through



relevant and topical dialog using the four key components - vocabulary, pronunciation, grammar, and culture - for improving proficiency in another language.

Little Pim Mango and Little Pim offer on-line language learning tools for adults and children. Little Pim offers videos and lessons for 12 languages geared to young children accompanied by resources for parents and caregivers.



RESOURCES

HelpNow Patrons can access HelpNow from the library website to access free, live one-on-one tutoring, skill-building, test preparation, writing assistance, flashcards, and video conferencing.



JobNow Job-seekers can receive help with resumes, interview practice, and career assessments from the library website.



Novelist This database provides reading selection suggestions based on genre, author, subject, topic, or previously enjoyed books.



Zinio e-magazine titles are available for patrons to check out on-line including National Geographic Kids, American Girl, Cricket, Seventeen, Ask, Sports Illustrated



Kids, High Five, Highlights, and hundreds more.

AR Book Finder This resource allows parents, caregivers, and teachers determine book reading levels that align with Woodland Joint Unified School



District's reading

curriculum.



Reading Counts

Scholastic's Reading Counts lookup tool identifies books by Lexile reading level and can look up books, recommend titles, and generate reading lists tailored to interests and reading levels.

TumbleBooks Animated, talking picture books are available through TumbleBooks that patrons can read along with or have read to them.



RESOURCES



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



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



Henrietta Library cat extraordinaire. Featured in library conference talks nationwide, Henrietta lifts staff spirits, entertains patrons through the window, and models for Instagram.

RESOURCES

measure j

Wherever public libraries are working, possibility lives. People who work in public libraries know that library services open opportunities for anyone who enters, putting people on the path to literacy, technological know-how, or a better job. Measure J supports library programming, books, and online resources for youth, families, and all of the community through extended hours. Measure J fully supports all children and teen programming, children and teen print and online resources, the Teen Services Librarian position, the Children's Library Tech Position, the Adult and Family Literacy Coordinator position, Square One staff, program, and supplies, and additional library hours.

The library records programming attendance and also surveys participants regularly to measure outcomes. Measuring outcome data connected to Measure J programming helps the library demonstrate the good we are doing and the value our impact is having in the community. The library focuses the outcome data in 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.

For the 2018/2019 Fiscal Year, Measure J provided \$568,000 for the library which was utilized for:

- personnel 65.5%
- programming 8.5%
- technology costs 12.5%
- resources and books 13.5%

Measure J allows the library to greatly expand its resources and programming opportunities for the Woodland community.



LEADERSHIP

board of library trustees

As a municipal library in the State of California, the Woodland Public Library is governed under the State Education Code (Title 1, Division 1, Part 11, Chapter 5, Articles 1 to 4, Sections 18900 to 18965): "The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor... with the consent of the legislative body of the municipality." According to the Woodland Municipal Code (as adopted from the State Education Code), the Board is responsible for making and enforcing "all rules, regulations and bylaws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto." The Board also hires, evaluates, and sets compensation for the Library Services Director. Board members are active in advocating for library support at both the local and state levels.

Board of Trustees

Members

Diane Adams

Ellen Burriss

Dr. John Jackson

Maureen King

Noel Rodriguez

Director of Library and Literacy Services

Greta Galindo



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: H.4
SUBJECT: Fire Department Annual Status Report

Recommendation for Action: Staff recommends that the City Council accept the Fire Department Annual Status Report for 2019.

Staff Contact:

Eric Zane, Interim Fire Chief - 661-5861, eric.zane@cityofwoodland.org

Background:

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

Conclusion:

Staff recommends that the City Council accept the Fire Department Annual Status Report for 2019.

Prepared By: Jeran Ulrich, Management Analyst

Reviewed By: Eric Zane, Interim Fire Chief


Paul Navazio
City Manager

Attachments:

1. Fire Department 2019 Annual Report



WOODLAND FIRE DEPARTMENT

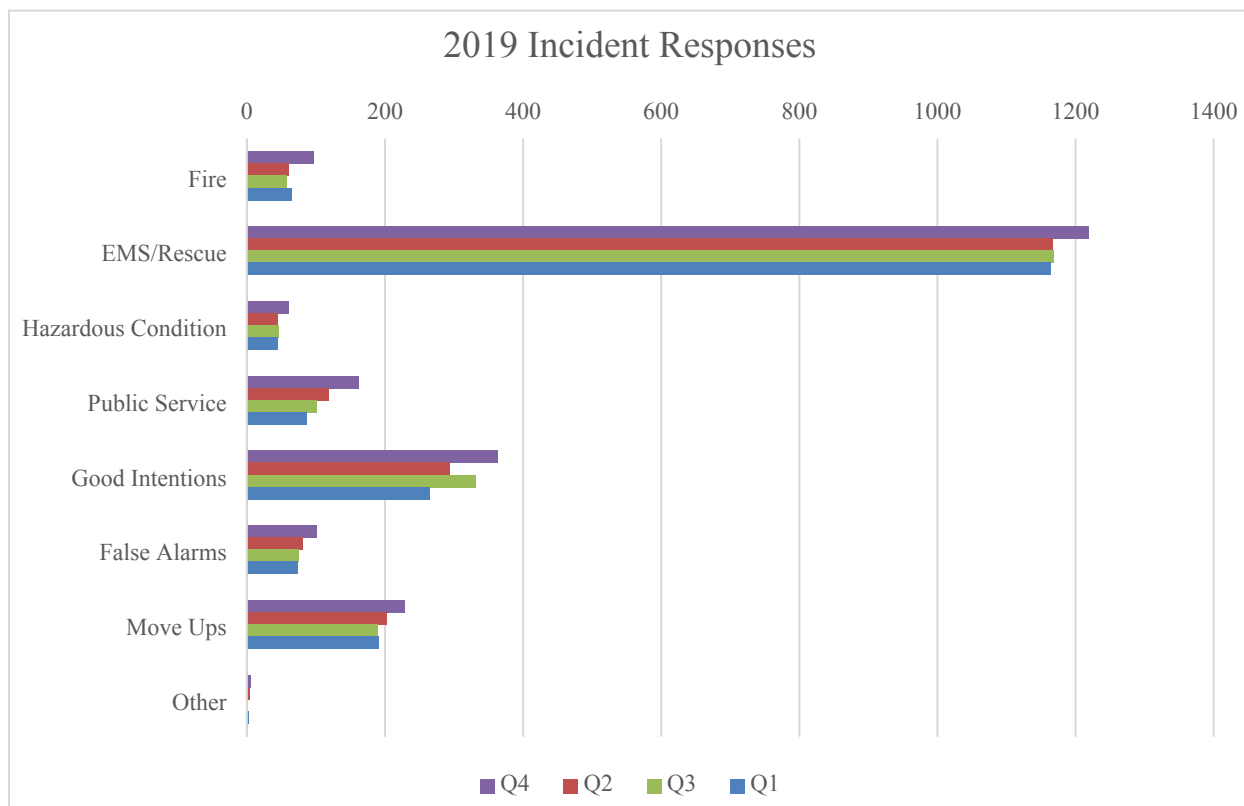
Annual Report

DATE: February 18, 2020

SUBJECT: 2019 ANNUAL REPORT

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

Total Incident Responses	Q1	Q2	Q3	Q4	Incident Type Total
Fire	65	60	57	96	278
EMS/Rescue	1164	1167	1168	1219	4718
Hazardous Condition	45	44	46	61	196
Public Service	86	119	101	162	468
Good Intentions	264	294	331	363	1252
False Alarms	73	81	75	101	330
Move Up*	191	203	189	228	811
Other	3	4	0	5	12
QUARTERLY TOTAL	1891	1972	1967	2235	8065

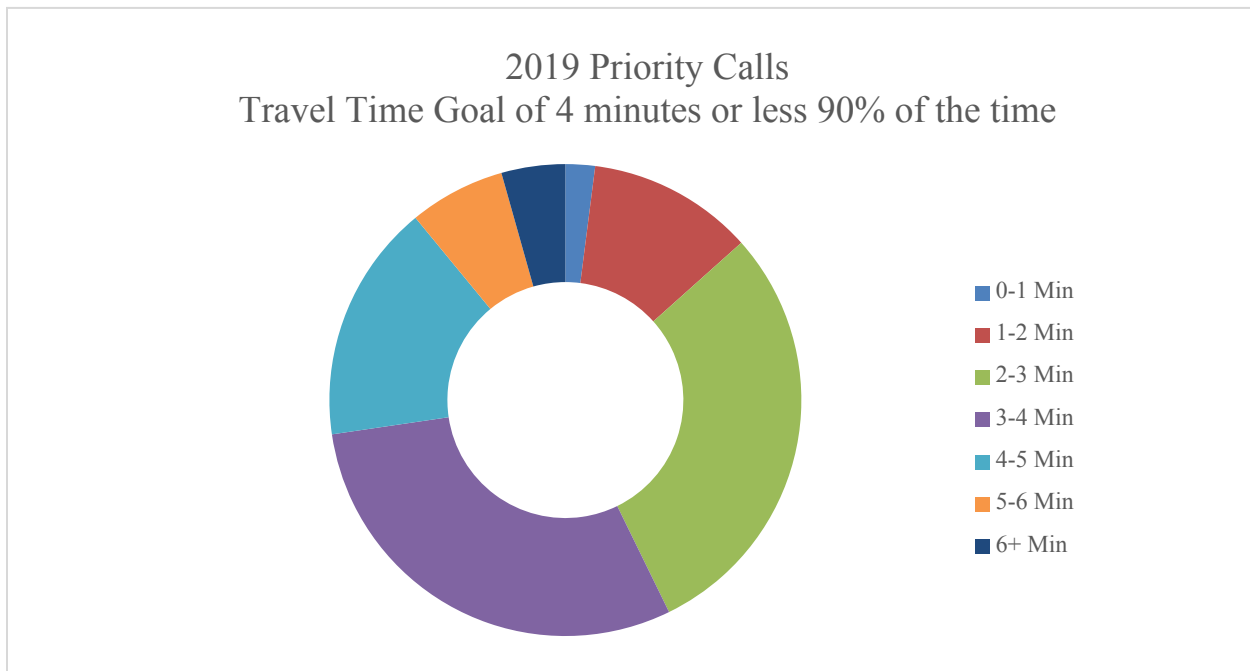


*When two or three (dependent on area) engine/truck companies are committed to calls simultaneously, the remaining engine/truck companies move strategically into the vacated area(s) to ensure adequate coverage based upon the number of available apparatus. This practice is called an “move up”.

2019 Annual Response Times:

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

2019 Annual Response Times			
	Travel Time Goal	Actual Performance	Avg. Travel Time
Structure Fire (1 st Unit)	4 minutes 90% of the time	75.00%	4:21
Fire- Other	4 minutes 90% of the time	65.75%	5:32
Full First Alarm Assignment- Woodland Units Only <i>(3 Engines, 1 Truck, 1BC)</i>	8 minutes 90% of the time	100.00%	5:45
Emergency Medical	4 minutes 90% of the time	75.05%	5:07



Automatic or Mutual Aid:

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

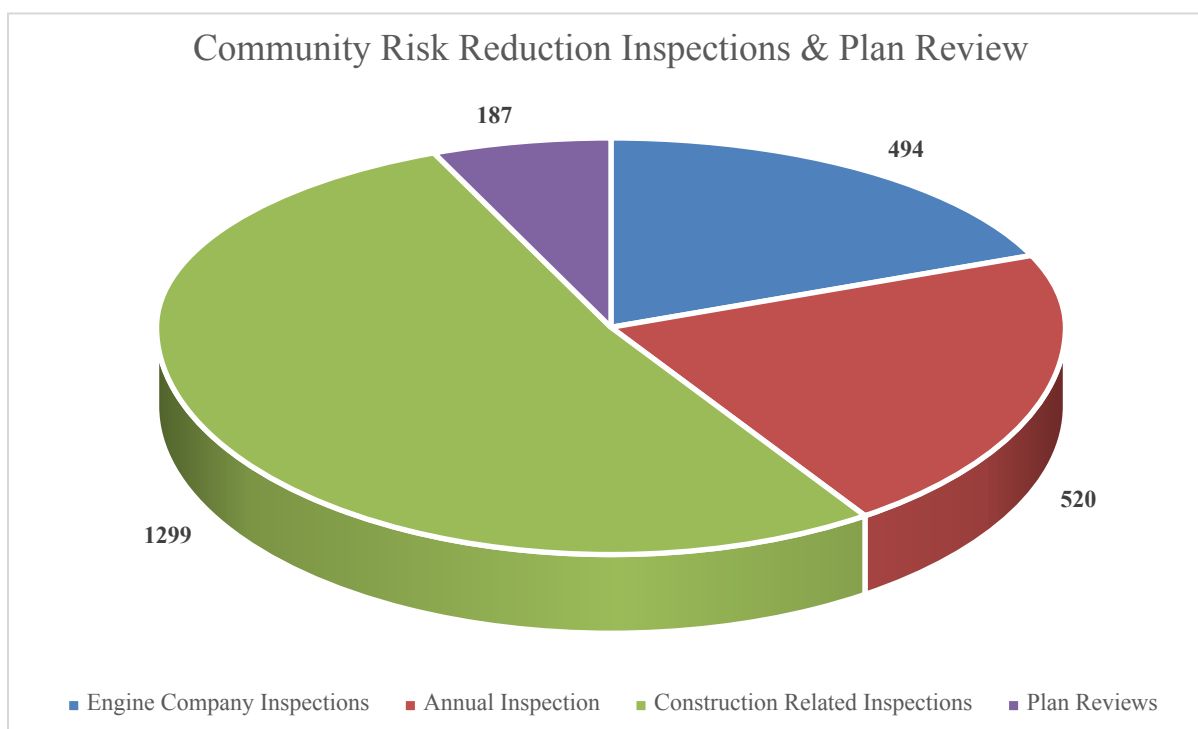
Aid Received	143
Aid Given	175
TOTAL	331

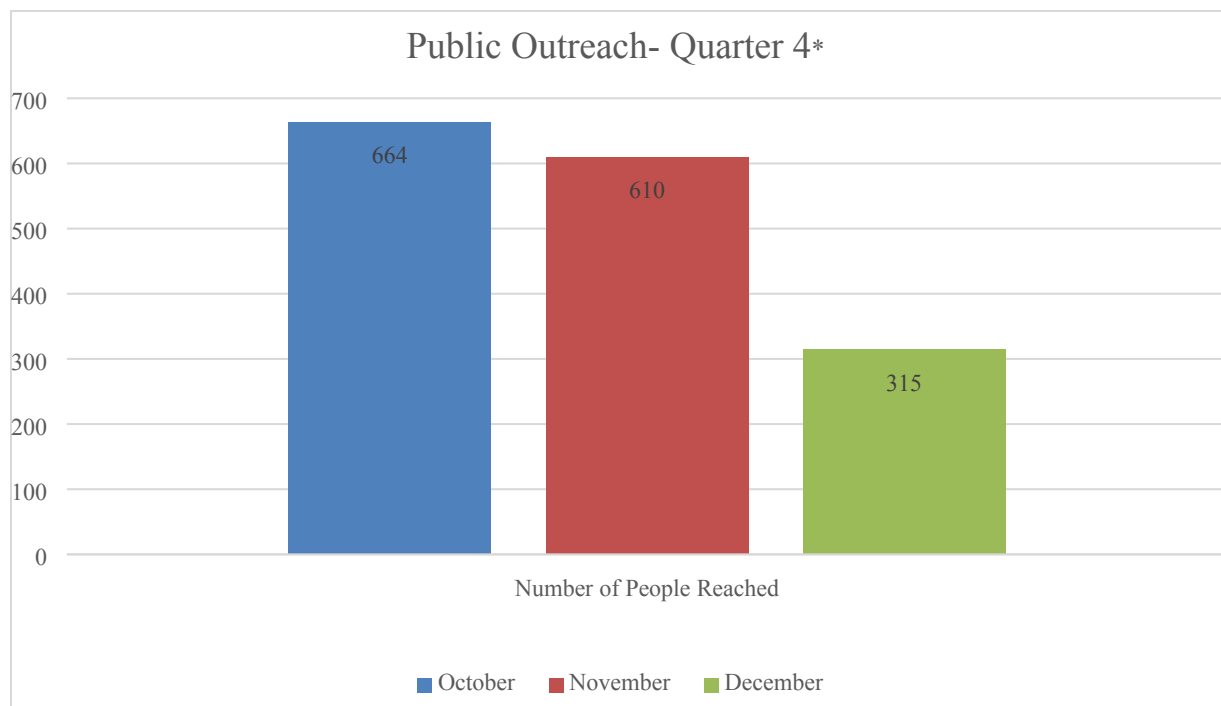
Community Risk Reduction (CRR):

On July 1st, the Woodland Fire Prevention Bureau became the Community Risk Reduction Division, to more adequately reflect the migration to a risk reduction operating model.

Community Risk Reduction (CRR) is a process to identify and prioritize local risks, followed by the integrated and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact. This process includes looking at the community with a broad lens, critically analyzing where needs and risks exist, and using that to focus on effective ways to address this risk through education, engineering, economic incentive, emergency response, or enforcement strategies. The Division will accomplish this through the critical analysis of the data already collected by the Fire Department (types of emergency response calls every year) and strengthening key networking connections with community partners. The basis of a Community Risk Reduction program is the recognition that risk prevention programs are rarely, “one size fits all,” and this framework allows departments the ability to adjust and adapt to the ever-changing society and needs within a community.

	Q1	Q2	Q3	Q4	Total
Engine Company Inspections	29	156	133	176	494
Inspections	192	96	90	142	520
Construction Related Inspections	267	339	434	259	1299
Plan Reviews	40	67	49	31	187
TOTAL	528	658	706	608	2500
Code Enforcement Hours	5	36	21	9.5	71.5
Emergency Management Hours	45	58	29	93	225
Fire Investigation Conducted	44	17	37	55	153
Public Education Events	8	14	19	25	66





*Graph reflects only data from Q4, data collection was not implemented until Q3/Q4.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: H.5
SUBJECT: Police Department Quarterly Status Report for the period of October 2019 through December 2019.

Recommendation for Action: Staff recommends that the City Council accept the Police Department Quarterly Status Report for October 2019 through December 2019.

Staff Contact:

Derrek Kaff, Chief of Police, 530-661-7865, Derrek.Kaff@cityofwoodland.org

Background:

The Police Department Quarterly Status Report includes a summary of all activity within the Department during the time period of October 2019 through December 2019. During this reporting period, there were two homicides as noted in the report. Staff recognizes that a third homicide occurred in January 2020, which will be reflected in the next quarterly report.

Conclusion:

Staff recommends that the City Council accept the Police Department Quarterly Status Report for October 2019 through December 2019.

Prepared By: Trista Kennedy, Executive Assistant

Reviewed By: Derrek Kaff, Chief of Police


Paul Navazio
City Manager

Attachments:

1. Qtrly report - Oct. - Dec. 2019



WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October - December 2019



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

OFFICE OF THE CHIEF:

Personnel

October - December 2019	Budgeted	Filled
Sworn	68	64
Non-sworn (FTE)	15	14
Non-sworn (PT/Temp.)	8	8
TOTAL	91	86

PATROL BUREAU:

The backbone of any police organization is its Patrol Bureau. Patrol provides quality law enforcement services to our community 24 hours every day, 365 days per year.

Crime

Category	October	November	December	4 th Qtr. TOTAL	Previous Qtr. TOTAL	2019 YTD
Homicide	1	1	0	2	0	4
Rape	2	4	2	8	5	19
Robbery	4	3	2	9	13	45
Aggravated Assaults	15	18	11	44	46	160
Simple Assaults	43	37	42	122	106	460
Burglary	9	24	20	53	71	231
Larceny/Thefts	67	90	110	267	282	1,064
Motor Vehicle Theft	13	16	22	51	63	201
Arson	2	0	4	6	9	52
TOTAL	156	193	213	562	595	2,236

During this quarter, the police department made approximately 419 total adult arrests. Of the 419 arrests, 53% of the persons arrested reported they were transients.

Reports

	October	November	December	4 th Qtr. TOTAL	Previous Qtr. TOTAL
Incident Reports (includes online reports)	529	528	516	1,573	1,636
Mail-in Reports (MLRs)	48	52	62	162	177
TOTAL	577	580	578	1,735	1,813



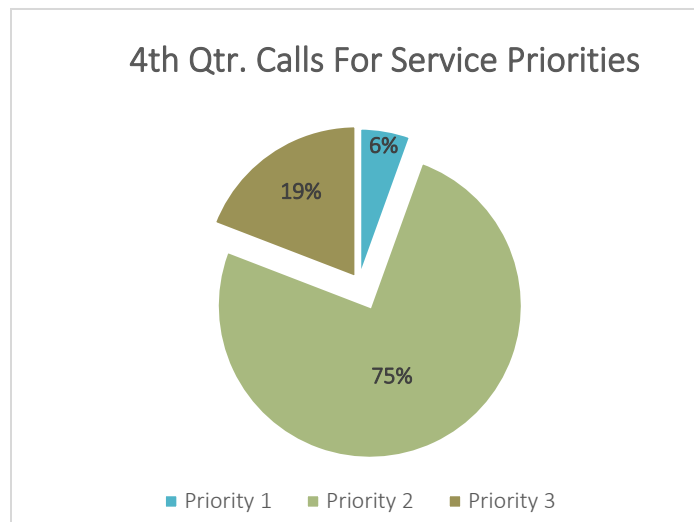
WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October - December 2019

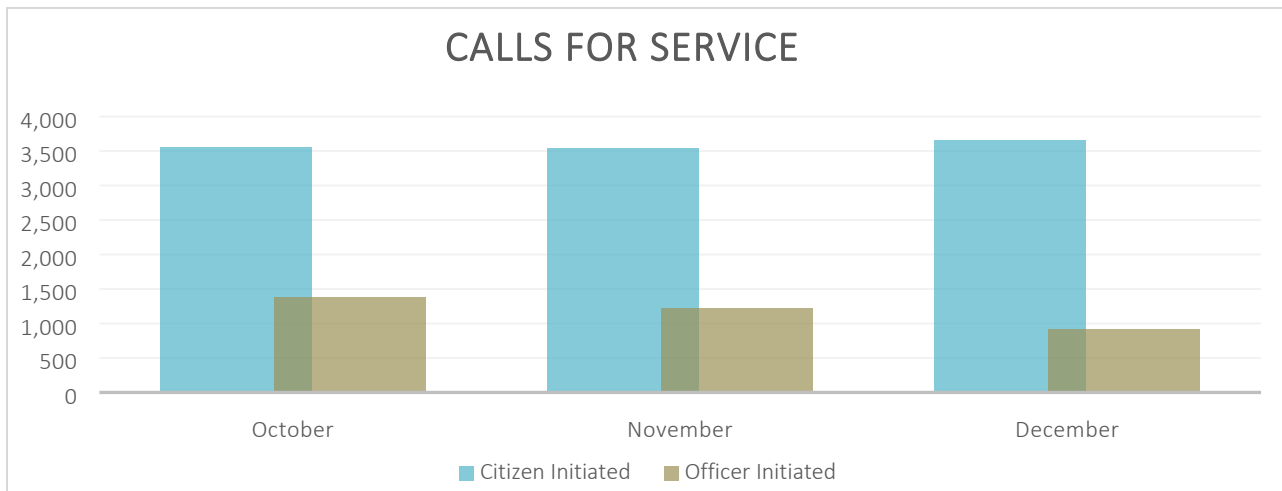


Response Times	October	November	December	Previous Qtr. Average
Priority 1	7:36	7:49	8:18	7:21
Priority 2	12:54	13:30	12:23	12:42
Priority 3	18:54	20:24	18:19	17:51



WORKLOAD

Calls for Service	October	November	December	TOTAL	Previous Qtr. Total
Priority 1	91	73	80	244	282
Priority 2	1,107	1,094	1,136	3,337	3,652
Priority 3	278	283	234	795	848
All other calls for service	4,070	3,730	3,890	11,690	13,232
TOTAL	5,546	5,180	5,340	16,066	18,014





WOODLAND POLICE DEPARTMENT QUARTERLY REPORT

October - December 2019



SUPPORT SERVICES BUREAU:

The Records Division serves as one of the most important functions in the Department. The Division is responsible for entering and processing all crime, traffic, warrant, citation, towed vehicles and property information into computerized databases.

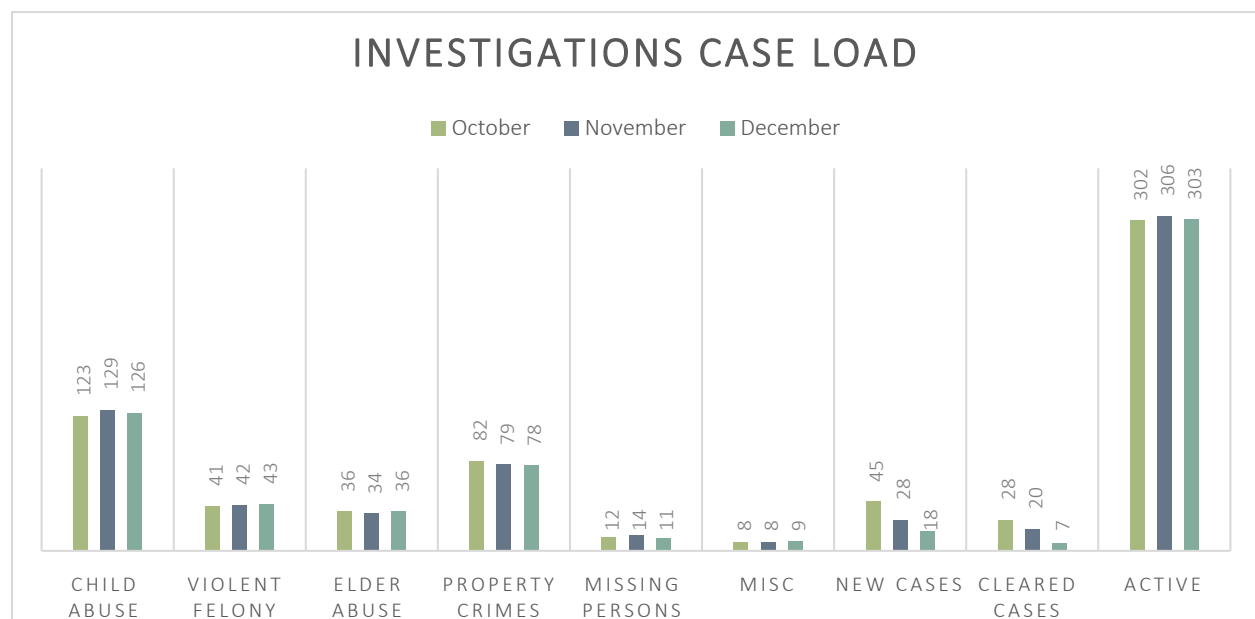
Records:

	Oct. – Dec. 2019	Previous Qtr. Total
Reports Processed	1778	1788
*Citations Entered	574	1421
Traffic Collisions	194	162
Warrants	634	594

**The decline in citations entered for the 4th quarter was due to the Traffic division working on a fatal collision in the beginning of October and various special events. Additionally, our two new Motor Officers Nava and Cueva were in training and attending motor school. Motor Officers Nava and Cueva also attended SFST and ARIDE training during the 4th quarter.*

INVESTIGATIONS BUREAU:

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





WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October - December 2019



290 Registrant Activity	October	November	December
Total registrants	141	143	144
Total transient registrants	29	28	29
290 PC violation warrants issued	0	0	0
Not in compliance with annual update	0	0	1



Property and Evidence:

	Oct. – Dec. 2019	Previous Qtr. Total
Evidence Processed	1,440	1,573
Items Purged	1,398	957
Property for Safekeeping	158	171
Found Property	75	81
Property Returned to Owner	97	97

Gang Task Force (GTF)

With the recent increase in violent crime beginning in the 4th quarter to include multiple shootings and homicides, a gang task force was assembled in January 2020. The gang task force consists of three Woodland Police Department detectives, a sergeant and a detective from the Yolo County Sheriff's Department. These employees will be heavily supported by our Crime Analysis Unit, which is tasked with identifying crime trends and intelligence to make police operations more effective. The Gang Task Force will work with and alongside allied agencies to include Yolo County Probation, State of California Parole, Yolo District Attorney's Office and other local, state and federal agencies.



WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October - December 2019



The Gang Task Force will conduct high visibility enforcement, gather intelligence, testify at an expert level in court cases and coordinate investigations within the county and surrounding areas. More information on the Gang Task Force will appear in future quarterly reports.

Youth Gang Reduction, Intervention & Prevention (YGRIP)

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

We ended the year with 12 referrals and continue to monitor 5 of those. We invited representation from the Yolo Conflict Resolution Center to our meetings.

In December staff met and discussed adoptions for improving YGRIP. While there have been a number of successes including the successful intervention in many specific instances staff recognized the opportunities for improvement. Challenges including consistent points of contact within the operational committee, coordination and tracking of referrals and staffing were identified. Staff is working in a plan to take to the YGRIP steering committee in February with recommendations for changes to improve the effectiveness of this program and goals for 2020.

COMMUNITY RELATIONS BUREAU:

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

School Resource Officers (SRO):

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

The SROs had the following activity this quarter:

Activity	October	November	December
Consensual contacts	1,643	1,659	1,247
Fighting	14	3	3
Other felony crimes	0	0	2
Administrative/Home visits	65	37	53
Overall Total:	1,722	1,699	1,305

During this quarter, the SRO's worked a variety of special events to include the following: Fill the Trunk toy drives, Woodland Police Department's Citizen Police Academy, WHS and PHS Homecoming, powder puff football games, basketball games, football games and assisted with the Explorer Program.



WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October - December 2019



The SRO's taught multiple GREAT classes, attended department training, and assisted patrol officers with calls for service. The SRO's also worked traffic enforcement and provided traffic law education around schools between the hours of 7:00 am and 8:00 am on their respective work days.

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

The GREAT Program has expanded with this new school year. The GREAT Program runs two sessions per school year at both the 4th and 7th grade level. During this quarter, 13 4th grade classes were taught a total of 47 individual GREAT lessons at various elementary school sites. 14 7th grade classes at Douglass Junior High were taught a total of 126 individual lessons.

7th grade GREAT classes will begin in January 2020.

Volunteers in Policing Program (ViPs):

The Department's ViP program consists of 34 Volunteers and 7 Chaplains. The ViPs and Chaplains contributed 845.1 hours for the 4th quarter for a total of 3,127.81 hours for 2019. The total hours for this quarter are:

ViP Hours	October	November	December	Total
Chaplains	14	20	47.5	81.5
Volunteers	284.05	240.54	239.01	763.6

The Department volunteers assisted with 24 events for this quarter to include: Fill the Trunk events, Family Resource Fair, Movies on Main, Unidos meeting, Crime Prevention presentations, neighborhood watch meetings, Crime Free Multihousing events, Trunk or Treat events, Pharmaceutical Take Back Event, various fall festivals, Dia de los Ninos, DUI check points and more.

Woodland Youth Public Safety Academy (YPSA):

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

There are currently 18 cadets attending the current Spring 2020 YPSA session. These cadets are students at Douglass Middle School, Lee Middle School, Woodland Christian, South Sutter Charter School and Homes Junior High School.

2020 Spring Session #5: March 2, 2020 – May 18, 2020

Class Topics include: Introduction to Fire and Police, Police K9, Self-Contained Breathing Apparatuses (SCBAs), Special Weapons and Tactics (SWAT) and Fire Prevention.



WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October - December 2019



UNIDOS:

The objective of the UNIDOS program is to provide an opportunity for the Woodland Police Department to build a strong relationship with our Spanish-speaking residents and to serve as a resource center to help create an improved quality of life for the entire community.

On October 12th, UNIDOS partnered with the Woodland Joint Unified School District C.A.F.E. (Community and Family Engagement) for an educational community presentation on "Vaping, E-Cigarettes and Our Youth." Also during this event, Chief Kaff introduced himself to the group.

On December 11th, the Woodland Police Department was invited to the 2019 Casa Del Sol Posada event. This event was held in conjunction with our Unidos program.

Explorers:

The Explorer program is designed for high school students and young adults. The objective is to expose the Explorers to a very rewarding career in law enforcement and to be role models in their community and amongst their peers. The age group of Explorers are 14 to 20 years and the requirement for those in school is to maintain at least a 2.0 grade point average with no F's.

The Explorer program remained busy this quarter by helping out with numerous events within the city, such as; Trunk or Treat, Movies on Main and several Fill the Trunk toy drives. At least two Explorers helped out each week with the Fill the Trunk toy drives to include the distribution event. The Explorers also participated in their scheduled bi-weekly meetings. The bi-weekly training included a variety of topics to include: police radio drills, traffic stop safety, arrest and control techniques, basic self-defense, building searches and familiarization and safety of weapon handling. The Explorers also watched a gang presentation by a previous gang officer and learned vehicle codes.

Two team leaders were identified and assigned within the Explorer Post to help with tasks. The Explorer Post has 11 active members. Preparation was also done to recruit new Explorers in the beginning of 2020.

Homeless Outreach Street Team (HOST) Information and Statistics

The Extended Shelter contract will go through February, which continues to provide extra bed space. The planning for "Winter Shelter" is well underway and on January 6, 2020 the shelter opened for families.

Clean ups of large encampments were completed in coordination with Caltrans, City of Woodland Public Works Department and Yolo County Probation at Tide Court, Dr. Claassen Way, Court Street, and County Road 98. Junk King continues to partner with HOST at least two times a month depending on abandoned property that accumulates throughout the City.

A larger problem also being addressed is the impact of those living in their vehicles in private parking lots, city streets, city parks and county property. The required signage prohibiting this behavior on private property is specific and detailed and, unfortunately, many properties do not meet the required signage standards. HOST is working to educate property owners on these



WOODLAND POLICE DEPARTMENT

QUARTERLY REPORT

October - December 2019



requirements. An additional issue is that most towing expenses fall on the owners who have limited budgets for these types of expenses.

HOST continues to work with Yolo County officials to ensure that new ordinances to regulate tents on county and city properties are adhered to. Procedures and notices have been developed with assistance from the City Attorney's Office to notice violators.

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

Contacts	502
Camps	135
Camps cleaned	69
Services Offered/Accepted	241 / 17
Business Contacts	22
Arrests	26
Phone Calls / Emails	23 / 26



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: H.6
SUBJECT: Final Acceptance and Notice of Completion for Kentucky Avenue
Widening and Complete Streets Project, CIP 04-07

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, accepting the construction contract for the Kentucky Avenue Widening and Complete Streets Project, CIP 04-07, as complete and authorizing the City Clerk to file a Notice of Completion for the construction contract; and adopt Resolution No. _____, documenting and approving the interfund loan agreement for \$4.275 million.

Staff Contact

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

Fiscal Impact

The authorized contract amount with A. Teichert & Son, Inc. was \$8,763,102.00 with an approved 15% (\$1,314,465.30) contingency. The final construction contract was \$9,552,746.53 including all change orders. All work was completed within the authorized project budget.

The total project costs for the widened and reconstructed Kentucky Avenue was \$16.15 million, funded primarily through federal grants and Measure E funds. Approval of the recommended interfund loan agreement will charge the Road Development fund for its share of the project (\$4.275 million) and reimburse Measure E.

Background

The Kentucky Avenue project reconstructed the pavement and widened Kentucky Avenue to 4-lanes from East to College streets. The project also reconstructed the roadway and made operational improvements from College to West streets resulting in a 2-lane roadway with a center turn lane. The project transformed this section of Kentucky Avenue into a complete street providing improved bicycle, pedestrian and vehicle facilities to ensure the corridor meets the needs of all modes of travel.

Costs associated with widening Kentucky Avenue were partially attributable to new development within the City, and the project has been included in the City's Major Project Financing Plan (MPFP) to collect funding to assist toward construction of this project. Because of many years collecting minimal development impact fees citywide, as well as timing of completion of other road projects, the Road Impact Fee fund did not have sufficient available balances to contribute when the project was ready for construction. Because of this, and in order to utilize the significant grant funds available for the project, the City used Measure E road funds in place of the development impact fee component. To document the need to properly charge development for this project, and to reimburse Measure E for the funds advanced, staff is recommending approval of an interfund loan agreement, consistent with other similar loans within the City.

Discussion

The City Council awarded the construction contract of the project on February 21, 2017, to A. Teichert & Son, Inc. Construction began on April 20, 2017, and is now complete and ready for acceptance.

Twelve change orders were executed throughout the course of the construction project in a total amount of \$789,644.53. This represents approximately 9% of the original contract value, which is below the approved 15% construction contingency of \$1,314,465.30.

The construction contract cost breakdown is as follows:

Construction Contract	\$8,763,102.00
Change Orders	\$789,644.53
Total Construction	\$9,552,746.53

Project SW-1 in the MPFP allocates \$4.275 million of the Kentucky Widening project to new development. In order to properly charge development for its share of the project costs and to reimburse Measure E for advancing funds to allow the project to be completed prior to the availability of the MPFP funds, a standard interfund loan agreement should be approved. As road impact fees are collected with development activity, these funds will be reimbursed to the Measure E fund, and available for allocation to other citywide road projects through the annual spending plan process. Timing and amount of reimbursements will depend upon actual development activity, and will be balanced with needed construction of other development fee funded projects.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, accepting the construction contract for the Kentucky Avenue Widening and Complete Streets Project, CIP 04-07, as complete and authorizing the City Clerk to file a Notice of Completion for the construction contract; and adopt Resolution No. _____, documenting and approving the interfund loan agreement for \$4.275 million.

Prepared by: Diana Ayón, Senior Associate Civil Engineer

Reviewed by: Brent Meyer, City Engineer

Ken Hiatt, Assistant City Manager/Community and Economic Development



Paul Navazio
City Manager

Attachments:

1. Resolution
2. Interfund Loans Resolution- Road Development and MSE
3. Interfund Loan Agreement - Measure E (Fund 506) to Road Development (Fund 582)

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
ACCEPT THE KENTUCKY AVENUE WIDENING AND COMPLETE STREETS
PROJECT (CIP 04-07) CONSTRUCTION CONTRACT AS COMPLETE AND
AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION**

WHEREAS, the City Council, on February 21, 2017, approved the construction contract for the Kentucky Avenue Widening and Complete Streets Project, CIP 04-07 (the “Project”) with A. Teichert & Son, Inc. in the amount of \$8,763,102.00 and a fifteen percent (15%) construction contingency in the amount of \$1,314,465.30; and

WHEREAS, the construction of the Project began on April 20, 2017 and is now complete;
and

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

Section 1: The City Council hereby accepts the Kentucky Avenue Widening and Complete Streets Project, CIP 04-07 as complete.

Section 2: The City Council hereby authorizes the City Clerk to file a Notice of Completion for the Kentucky Avenue Widening and Complete Streets Project, CIP 04-07.

PASSED AND ADOPTED this _____ day of _____ 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
DOCUMENT AND APPROVE THE INTERFUND LOAN AGREEMENT BETWEEN
THE ROAD DEVELOPMENT AND MEASURE E FUNDS**

WHEREAS, the Kentucky Avenue Widening and Reconstruction project is included as an approved project in the City's Major Projects Financing Plan (MPFP) program and fees; and

WHEREAS, the City completed the Kentucky Avenue Widening and Reconstruction project prior to the availability of MPFP balances using Measure E revenues; and

WHEREAS, An Interfund Loan Agreement (Measure E Fund 506 to Road Development Fund 582) outlines the terms at an amount not to exceed four million two hundred seventy five thousand (\$4,275,000) to be repaid with development impact fees from the road fund.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Woodland as follows:

Section 1. Recitals. The Council hereby specifically finds and declares that each of the statements, findings and determinations of the City as set forth above are true and correct.

Section 2. Authorization of Inter-Fund Loan. The City Council hereby authorizes the following Inter-Fund loans in accordance with the terms listed on their respective loan agreement:

PASSED, APPROVED, AND ADOPTED THIS 18th DAY OF FEBRUARY, 2020.

STATE OF CALIFORNIA)
COUNTY OF YOLO) ss.
CITY OF WOODLAND)

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2020, by the following vote:

AYES:

NOES:

RESOLUTION NO. _____

ABSENT:

ABSTAINED:

Rich Landsburgh, Mayor
City of Woodland

Ana Gonzalez, City Clerk
City of Woodland

**CITY OF WOODLAND
INTERFUND LOAN AGREEMENT**

Date of Loan Authorization: Fiscal Year 2020 Maximum Loan Amount: \$ 4,275,000

Advance From: Measure E 506-1305
(Lender) Name of Fund Fund/Account Number

Advance To: Road Development 582-2305
(Borrower) Name of Fund Fund/Account Number

Purpose: To construct the Kentucky Avenue Widening and Reconstruction project
in advance of the availability of Road Development funds; project is approved
in the City's Major Projects Finance Plan as Road Improvements Project SW-1

Interest Rate: N/a Per N/a

Repayment Terms: Development impact fees collected in excess of expenditures
at fiscal year end will be used to repay the Measure E fund advances.

Amortization Schedule Attached: No

Finance Officer: _____
Signature Date

City Manager _____
Signature Date

Date of City Council Approval, if required: _____



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: H.7
SUBJECT: Quarterly Treasurer's Investment Report for the Quarter Ended December 31, 2019

Recommendation for Action:

Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended December 31, 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 yield on investments.

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

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

Discussion:

As of December 31, 2019, the City treasury consisted of investments with a total book value of \$140,427,475. The yield on the Local Agency Investment Fund (LAIF) balances for the quarter ending December 2019 was 2.11%, the average yield on the City of Woodland's investments as of December 31, 2019 was 2.20%. This results in an overall portfolio yield, combining all investments and LAIF of 2.16%.

The City Investment Policy has established a benchmark equal to the 90-day U.S. Treasury bill, which for the quarter ending December 2019 was 1.55%. The City exceeded its benchmark by 0.61%.

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 1.97% based on the parameter of allowable investments. As of December 31, 2019, the City maintained 46.57% of the investment portfolio in highly liquid funds, achieved an overall effective duration for investments of sixteen months, and achieved a market rate of return of 2.16%. The City exceeded its target yield by 0.19%.

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. The City has no forecasted maturities for the next quarter.

Staff continues to explore opportunities to implement a Community Reinvestment component within the overall investment portfolio. 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 December 31, 2019.

Prepared By: Adam Devlin, Senior Accountant

Reviewed By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

1. Q2 FY 2020 2.18.2020

**CITY OF WOODLAND
INVESTMENT REPORT**

December-19

SUMMARY OF INVESTMENTS

TYPE OF INVESTMENT	AMOUNT	TOTAL
Local Agency Investment Fund (LAIF)	\$60,999,826	43.4%
Certificate of Deposit	\$3,750,000	2.7%
Agency	\$37,719,380	26.9%
Corporate Securities	\$37,958,269	27.0%
TOTAL	\$140,427,475	100.0%

	Maturity Date	Interest	Call Date	PAR Amount	Principal Amount	Current Market Value	Security ID
BMW Bank	6/16/2020	1.85	N/a	\$250,000	\$250,000	\$250,356	05580AJK1
Comenity Capital Bank	6/19/2020	1.75	N/a	\$250,000	\$250,000	\$250,243	20033AUE4
Merrick Bank	6/19/2020	1.80	N/a	\$250,000	\$250,000	\$250,303	59013JYV5
Ally Bank	6/22/2020	1.90	N/a	\$250,000	\$250,000	\$250,430	02006L3N1
Wex Bank	8/3/2020	1.85	N/a	\$250,000	\$250,000	\$250,434	92937CFV5
Bridgwater Bank	6/16/2021	1.85	N/a	\$250,000	\$250,000	N/a	108622FR7
Business Bank	6/23/2021	1.80	N/a	\$250,000	\$250,000	N/a	12325EHU9
First Financial Bank	6/29/2021	1.85	N/a	\$250,000	\$250,000	N/a	32021MEY1
Summitt Community Bank	6/30/2021	1.85	N/a	\$250,000	\$250,000	N/a	86604XLZ7
DNB First Bank	6/16/2022	1.95	N/a	\$250,000	\$250,000	N/a	25590AAF7
Goldman Sachs Bank	6/21/2022	2.35	N/a	\$250,000	\$250,000	N/a	68148PKX4
Marine Bank	6/29/2022	1.95	N/a	\$250,000	\$250,000	N/a	56817TAA9
Marlin Business Bank	6/29/2022	1.95	N/a	\$250,000	\$250,000	N/a	57116APK8
Discover Bank	7/26/2022	2.30	N/a	\$250,000	\$250,000	N/a	2546726C7
Wells Fargo Bank	7/28/2022	2.30	N/a	\$250,000	\$250,000	N/a	949763JU1

Total CD Investments

\$3,750,000 \$3,750,000

Federal National Mortgage Association	4/27/2020	1.70	4/27/2020	\$2,000,000	\$2,005,000	\$2,000,390	31364NJ8
Federal National Mortgage Association	4/28/2020	1.50	4/28/2020	\$2,000,000	\$2,000,000	\$1,999,106	31362GR2
Federal National Mortgage Association	9/15/2020	1.38	9/15/2020	\$2,000,000	\$2,000,000	\$1,995,142	3136G3PK5
Federal National Mortgage Association	5/28/2021	1.50	2/28/2020	\$2,000,000	\$1,926,880	\$1,991,602	3136G33W3
Federal Home Loan Bank	8/24/2021	2.00	2/24/2020	\$2,000,000	\$2,000,000	\$2,009,672	3130A93A7
Federal Home Loan Bank	10/28/2021	1.25	1/28/2020	\$2,000,000	\$1,987,000	\$1,997,320	3130A9S85
Federal Home Loan Mortgage Corp	8/19/2022	2.00	2/19/2020	\$2,000,000	\$2,000,000	\$1,989,698	3134GT2X0
Federal Farm Credit Bank	8/19/2022	1.82	8/19/2020	\$2,000,000	\$2,000,000	\$1,995,300	3133EKC20
Federal Home Loan Bank	9/28/2023	3.15	9/28/2020	\$2,000,000	\$1,999,000	\$2,018,438	3130AEX54
Federal Home Loan Mortgage Corp	3/27/2024	2.80	3/27/2020	\$2,000,000	\$2,000,000	\$2,003,864	3134GS6X8
Federal Home Loan Mortgage Corp	4/30/2024	2.70	4/30/2020	\$2,400,000	\$2,400,000	\$2,405,777	3134GTCQ4
Federal Home Loan Mortgage Corp	5/24/2024	2.75	2/24/2020	\$3,000,000	\$3,001,500	\$3,003,468	3134GTMS9
Federal Farm Credit Bank	9/27/2024	1.89	9/27/2021	\$2,000,000	\$2,000,000	\$1,984,032	3133EJU20
Federal Home Loan Mortgage Corp	9/27/2024	1.81	9/27/2021	\$2,000,000	\$2,000,000	\$1,986,758	3134GUDP2
Federal Home Loan Mortgage Corp	11/12/2024	2.00	5/26/2021	\$3,000,000	\$3,000,000	\$2,984,673	3134GUTT7
Federal Home Loan Mortgage Corp	11/12/2024	2.00	5/12/2020	\$3,000,000	\$3,000,000	\$2,984,709	3134GUNG1
Federal Home Loan Mortgage Corp	11/19/2024	1.86	11/19/2020	\$2,400,000	\$2,400,000	\$2,391,014	3134GUTQ3

Total Agency Investments

\$37,800,000 \$37,719,380 \$37,740,963

**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>
Pfizer	8/12/2020	5.20	N/a	\$500,000	\$571,167	\$509,732	717081DR1
United Parcel Service	1/15/2021	3.13	N/a	\$1,000,000	\$1,042,770	\$1,011,924	911312AM8
Johnson & Johnson	5/15/2021	3.55	N/a	\$500,000	\$531,000	\$511,787	478160AZ7
Google	5/19/2021	3.63	N/a	\$1,000,000	\$1,069,370	\$1,026,186	02079KAAS
Caterpillar	8/9/2021	1.70	N/a	\$500,000	\$501,113	\$498,454	14912L6U0
Pepsico	10/6/2021	1.70	N/a	\$500,000	\$488,785	\$500,188	713448DL9
JPMorgan Chase & Co	1/24/2022	4.50	N/a	\$500,000	\$535,990	\$524,513	46625HJD3
Apple (APPL)	2/9/2022	2.50	N/a	\$500,000	\$509,485	\$507,484	037833CM0
Costco	2/15/2022	2.25	N/a	\$500,000	\$499,745	\$505,306	22160KAH8
Chevron	3/3/2022	2.41	N/a	\$500,000	\$506,350	\$506,544	166764AT7
Pepsico	5/2/2022	2.25	N/a	\$500,000	\$504,250	\$505,310	713448DT2
IBM	9/8/2022	2.20	N/a	\$500,000	\$497,315	\$502,976	44932HAC7
JP Morgan Chase	9/23/2022	3.25	N/a	\$500,000	\$504,580	\$516,785	46625HJB1
Visa	12/14/2022	2.80	N/a	\$1,000,000	\$1,008,090	\$1,028,863	92826CAC6
Toyota	1/11/2023	2.70	N/a	\$1,000,000	\$1,002,790	\$1,020,771	89236TEL5
Charles Schwab	1/25/2023	2.65	N/a	\$1,000,000	\$1,011,190	\$1,019,679	808513AT2
John Deere	1/27/2023	2.80	N/a	\$1,000,000	\$1,015,930	\$1,024,626	24422ERT8
Berkshire Hathaway	3/15/2023	2.75	N/a	\$500,000	\$501,445	\$512,174	084670BR8
TJX Companies	5/15/2023	2.50	N/a	\$500,000	\$507,615	\$509,666	872540AP4
Chevron	6/24/2023	3.19	N/a	\$1,000,000	\$1,013,720	\$1,041,173	166764AH3
Bank of America	7/21/2023	2.82	N/a	\$1,000,000	\$1,004,840	\$1,016,395	06051GGQ6
Oracle	9/15/2023	2.50	N/a	\$500,000	\$492,750	\$508,131	68389XBL8
Toyota	9/20/2023	3.45	N/a	\$1,000,000	\$1,025,110	\$1,052,320	89236TFN0
State Street	11/20/2023	3.70	N/a	\$1,000,000	\$1,043,780	\$1,066,200	857477AM5
Citibank	1/23/2024	3.65	N/a	\$1,000,000	\$1,036,710	\$1,058,726	17325FAS7
Citibank	1/23/2024	3.65	N/a	\$569,000	\$604,710	\$602,415	17325FAS7
Simon Property Group	2/1/2024	3.75	N/a	\$500,000	\$519,910	\$532,513	828807CR6
Charles Schwab	2/1/2024	3.55	N/a	\$600,000	\$623,478	\$633,191	808513AY1
US Bancorp	2/5/2024	3.38	N/a	\$1,000,000	\$1,026,700	\$1,050,623	91159HHV5
Apple	2/9/2024	3.00	N/a	\$500,000	\$505,235	\$519,338	037833CG3
IBM	2/12/2024	3.63	N/a	\$500,000	\$528,850	\$529,937	459200HU8
Home Depot	2/15/2024	3.75	N/a	\$1,000,000	\$1,074,300	\$1,069,295	437076BC5
HSBC	2/20/2024	3.00	N/a	\$1,000,000	\$1,000,000	\$998,019	40435UGC2
Illinois Tool Works	3/1/2024	3.50	N/a	\$1,000,000	\$1,050,720	\$1,060,770	452308AT6
Pepsico	3/1/2024	3.60	N/a	\$1,000,000	\$1,069,750	\$1,064,802	713448CM8
Air Products & Chemicals	7/31/2024	3.35	N/a	\$1,000,000	\$1,059,210	\$1,053,024	009158AV8
Apple	5/6/2024	3.45	N/a	\$1,000,000	\$1,037,300	\$1,062,811	037833AS9
Bank of New York Mellon	5/15/2024	3.40	N/a	\$1,000,000	\$1,039,920	\$1,053,209	06406HCV9
HSBC	6/23/2024	3.50	N/a	\$500,000	\$527,365	\$528,150	40434CAD7
American Honda Finance	6/27/2024	2.40	N/a	\$500,000	\$505,140	\$505,301	02665WCZ2
US Bancorp	7/30/2024	2.40	N/a	\$500,000	\$509,055	\$507,015	91159HHX1
Toyota	7/25/2024	2.41	N/a	\$1,300,000	\$1,300,000	\$1,290,673	89236TGD1
US Bancorp	7/30/2024	2.40	N/a	\$500,000	\$506,245	\$507,015	91159HHX1
Amazon	8/22/2024	2.80	N/a	\$500,000	\$517,425	\$517,555	023135AZ9
United Parcel Service	9/1/2024	2.20	N/a	\$500,000	\$502,340	\$503,562	911312BT2
Coke	9/6/2024	1.75	N/a	\$500,000	\$499,285	\$496,498	191216CL2
Simon Property Group	9/13/2024	2.00	N/a	\$1,000,000	\$992,450	\$995,310	828807DG9
Simon Property Group	10/1/2024	3.38	N/a	\$500,000	\$528,970	\$526,030	828807CS4
JP Morgan Chase	11/24/2024	2.30	N/a	\$1,000,000	\$1,000,000	\$996,572	48128GM49
Estee Lauder	12/1/2024	2.00	N/a	\$1,000,000	\$1,004,020	\$1,002,984	29736RAN0
Total Corporate Investments				\$36,969,000	\$37,958,269	\$38,092,519	
Total of LAIF Funds & Investments Detail					\$140,427,475		
Check Total (Should be zero)					\$0		

CASH ACCOUNTS as of 12/31/19

Bank Accounts with U.S. Bank	\$10,946,109
Petty Cash	\$2,778
Cash with Fiscal Agent	\$9,147,957
Funds Held By Section 115 Pension Trust	\$6,946,824

**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				\$505,538			
Prior Quarters Interest Earned - LAIF				\$415,780			
Total Interest Received				<u>\$921,319</u>			
Interest Received from October 1, 2019 to December 31, 2019				\$900,971			
Total Fiscal Year-to-Date Interest Received				<u>\$1,822,290</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				
10/01/19	Month Beginning Balance			\$61,000,000
10/15/19	Quarterly Interest	\$393,826		\$61,393,826
10/31/19	Deposit into LAIF	\$3,606,000		\$64,999,826
11/26/19	Withdrawal from LAIF		\$5,000,000	\$59,999,826
12/09/19	Deposit into LAIF	\$4,000,000		\$63,999,826
12/24/19	Withdrawal from LAIF		\$3,000,000	\$60,999,826
12/31/19	Month End Balance			\$60,999,826

Bonds and Other Investments

10/01/19	BEGINNING BALANCE			\$86,936,937
10/08/19	Matured Oracle 68389XAX3		\$512,440	\$86,424,497
10/22/19	Matured JPM 48127HAA7		\$506,335	\$85,918,162
10/24/19	Matured FNMA 3135GOR39		\$1,981,300	\$83,936,862
10/28/19	Called FHLMC 3134GAT79		\$2,000,000	\$81,936,862
10/29/19	Called FHLMC 3134G7S77		\$1,998,500	\$79,938,362
10/29/19	Called FHLB 3130A6KG1		\$1,142,286	\$78,796,076
11/04/19	Called FHLMC 3134GAVP6		\$1,500,000	\$77,296,076
11/08/19	Sold Qualcomm 747525AD5		\$496,870	\$76,799,206
11/08/19	Sold Ralph Lauren 751212AB7		\$502,865	\$76,296,341
11/08/19	Sold Simon Property Group 828807CU9		\$509,175	\$75,787,166
11/08/19	Sold Exxon 30231GAG7		\$508,480	\$75,278,686
11/08/19	Sold Wal-Mart 931142CU5		\$545,540	\$74,733,146
11/08/19	Sold Automated Data Processing 053015AD5		\$507,140	\$74,226,006
11/08/19	Sold Cisco 17275RAX0		\$511,695	\$73,714,311
11/08/19	Sold Coke 191216BT6		\$497,735	\$73,216,576
11/08/19	Sold Cisco 17275RAH5		\$548,733	\$72,667,844
11/08/19	Sold IBM 459200HM6		\$490,433	\$72,177,411
11/08/19	Sold Intel 458140AQ3		\$508,463	\$71,668,948
11/08/19	Sold Wal-Mart 931142CU5		\$540,835	\$71,128,113
11/12/19	Purchase FHLMC3134GUTT7	\$3,000,000		\$74,128,113
11/12/19	Purchase Amazon 023135AZ9	\$517,425		\$74,645,538
11/12/19	Purchase UPS 911312BT2	\$502,340		\$75,147,878
11/12/19	Purchase Simon Property Group 828807DG9	\$992,450		\$76,140,328
11/12/19	Purchase American Honda Finance 02665WCZ2	\$505,140		\$76,645,468
11/12/19	Purchase US Bancorp 91159HHX1	\$506,245		\$77,151,713
11/12/19	Purchase TJX 872540AP4	\$507,615		\$77,659,328
11/12/19	Purchase IBM 459200HU8	\$528,850		\$78,188,178
11/12/19	Purchase HSBC 40434CAD7	\$527,365		\$78,715,543
11/12/19	Purchase FHLMC 3134GUNG1	\$3,000,000		\$81,715,543
11/20/19	Purchase FHLMC 3134GUTQ3	\$2,400,000		\$84,115,543
11/21/19	Sold FHLMC 3134G9AD9		\$2,000,000	\$82,115,543
11/21/19	Sold FNMA 3136G33E3		\$1,000,000	\$81,115,543
11/21/19	Sold FHLMC 3134GBHM7		\$2,026,400	\$79,089,143
11/22/19	Purchase Citibank 17325FAS7	\$604,710		\$79,693,854
11/22/19	Purchase Simon Property Group 828807CS4	\$528,970		\$80,222,824
11/22/19	Purchase Pepsico 713448CM8	\$1,069,750		\$81,292,574
11/22/19	Purchase Home Depot 437076BC5	\$1,074,300		\$82,366,874
11/22/19	Purchase Air Products & Chemicals 009158AV8	\$1,059,210		\$83,426,084
11/22/19	Purchase Coke 191216CL2	\$499,285		\$83,925,369
11/22/19	Purchase US Bancorp 91159HHX1	\$509,055		\$84,434,424
11/27/19	Purchase JP Morgan Chase 48128GM49	\$1,000,000		\$85,434,424
12/09/19	Called FHLB 3130A94G3		\$2,000,000	\$83,434,424
12/11/19	Matured GE 36962G6P4		\$511,285	\$82,923,139
12/15/19	Matured Costco 22160KAF2		\$499,510	\$82,423,629
12/19/19	Purchase Estee Lauder 29736RAN0	\$1,004,020		\$83,427,649
12/30/19	Called FHLMC 3134GBTY8		\$2,000,000	\$81,427,649
12/30/19	Called FHLMC 3134GBWY4		\$2,000,000	\$79,427,649
12/31/19	Month End Balance			\$79,427,649

END OF MONTH TOTAL DEBITS

\$140,427,475

Check Total (Should be Zero)

-

Transactions w/LAIF	5
Purchase of New Bonds	20
Bonds Called	7
Purchase of New CD	0
CD Matured	0
Bonds Sold	15
Bonds Matured	5

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	\$4.76	\$4.76	Cash Mgmt-1st Am Treasury	\$0.00
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	\$228,964.26	\$228,964.26	Cash Mgmt-1st Am Treasury	\$215.47
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	\$24,559.95	\$24,559.95	Cash Mgmt-1st Am Govt Oblig	\$22.76
Interest Fund	\$90.97	\$90.97	Cash Mgmt-1st Am Govt Oblig	\$0.08
Principal Fund	\$192.94	\$192.94	Cash Mgmt-1st Am Govt Oblig	\$0.18
Reserve fund	\$2,160,228.49	\$2,160,228.49	Cash Mgmt-1st Am Govt Oblig	\$2,001.57
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	\$22,083.78	\$22,083.78	Cash Mgmt-1st Am Govt Oblig	\$20.46
Interest Fund	\$89.05	\$89.05	Cash Mgmt-1st Am Govt Oblig	\$0.08
Principal Fund	\$0.00	\$0.00	Cash Mgmt-1st Am Govt Oblig	\$0.00
Reserve Fund	\$1,121,646.12	\$1,121,646.12	Cash Mgmt-1st Am Govt Oblig	\$1,039.27
Proceeds Fund	\$0.19	\$0.19	Cash Mgmt-1st Am Govt Oblig	\$0.00

Spring Lake 2019

Special Tax Fund	\$17,707.48	\$17,707.48	Cash Mgmt-1st Am Govt Oblig	\$16.41
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	\$1,511,623.09	\$1,511,623.09	Cash Mgmt-1st Am Govt Oblig	\$1,400.60
Capitalized Interest Fund	\$1,667,228.40	\$1,667,228.40	Cash Mgmt-1st Am Govt Oblig	\$1,544.78
Proceeds Fund	\$0.00	\$0.00	Cash Mgmt-1st Am Govt Oblig	\$0.00

Water Revenue Bonds 2011

Revenue Fund	\$763.65	\$763.65	US Bank Mmkt 5 -Ct	\$0.07
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	\$163.30
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	\$138,714.18	\$138,714.18	US Bank Mmkt 5 -Ct	\$17.10

ARRA 2011

Payment Fund	\$476,181.00	\$476,181.00	Cash Mgmt-1st Am Govt Oblig	\$331.47
Reserve fund	\$314,906.85	\$314,906.85	Cash Mgmt-1st Am Govt Oblig	\$280.84

CDBG

Savings Account	\$138,404.20	\$138,404.20	Bank of America - Quarterly Bank Statement	
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TOTAL \$9,147,957.23

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: February 18, 2020
ITEM #: H.8
SUBJECT: Annual Maintenance for Geographic Information Systems (GIS) Report

Recommendation for Action: Staff recommends that the City Council receive the Annual Maintenance for Geographic Information Systems (GIS) Report; and adopt Resolution No. _____, authorizing the City Manager to execute a license agreement with ESRI, (Environmental Systems Research Institute).

Staff Contact:

J Kimura, Senior Application Analyst, (530) 661-7977, j.kimura@cityofwoodland.org

Fiscal Impact:

The three year license agreement with ESRI will not exceed \$120,000. The City's current contract expires February 2, 2021 and funding for current contract has been included in the FY2019/20 budget with appropriations from Technology Services Fund, Water Enterprise Fund, and Sewer Enterprise Fund.

Background:

A geographic information system (GIS) is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps. With this unique capability, GIS reveals deeper insights into data, such as patterns, relationships, and situations.

The City has been using GIS for over 15 years. Public Works started using a GIS-centric application for their computerized maintenance management system. Maintenance and repairs could then be tracked against assets that within GIS.

Before GIS, the Department relied on file cabinets and paper maps with no capability to analyze the data or efficiently and accurately track maintenance. Even simple tasks took a monumental effort to complete, such as finding total numbers of any asset type or length of pipes. City infrastructure has expanded with the addition of Springlake. Most assets are now added to our GIS using high accuracy GPS equipment. Details about each asset are tracked such as Material and Year Installed.

This is a small subset of the data to show how many assets are being tracked:

Sewer Gravity Mains: 3,799 segments adding up to 198 miles; with the oldest being from the year 1905!

Storm Gravity Mains: 5,136 segments adding up to 136 miles

Storm Drain Inlets: 4,051

Water Pressurized Mains: 17,904 segments adding up to 282 miles

Water Control Valves: 9,166

Water Hydrants: 2,625

Water Meters: 17,239

More recently, GIS became the owner of record for Parcels and Addressing within the City of Woodland. This data is shared with multiple agencies.

Parcel Maintenance was moved from AutoCAD to GIS. Parcel lot line adjustments, parcel splits, parcel merges, new parcel development, and parcel ownership are all created and tracked in GIS.

Addressing workflow was absorbed by GIS staff. New addresses and address changes are created and tracked in GIS.

Data from other systems within the City are now integrated with GIS; such as Utility Billing, Permits, Business Licensing, Code Enforcement, Fire Records Management and Run Maps, Police Records Management, Community Services Class and Facility Registration, just to name a few. GIS technology is evolving at a very fast pace. Almost all data can now be viewed in a simple web browser. This makes future enhancements and training much easier to implement.

As GIS technology has evolved so have the licensing models. We currently use a mixed license model:

- Concurrent licensing, used for all City Staff except Public Works, allowing up to 12 City Staff at any one time use traditional (non-web based) software
- Small Government Department Platform Program, used by Public Works, allowing a robust and expandable server environment, unlimited department access to software extensions that normally require a separate license, and unlimited department usage.

With Council approval of this Resolution, we will upgrade our license model to the Small Government Enterprise Platform. This will allow all Departments to utilize the advanced data collection, external data sharing to the public, inter-agency data sharing, integration with City contractors, advanced public safety features, as well as ability to expand our server environment for non public works data.

The IT Department has been testing the advanced features with Police, Fire, Community Development, and Community Services.

The Police Department is fully vested in testing. Patrol Staff can complete Field Interviews and Community Engagement surveys using mobile GIS integrated applications. Staff in the office can quickly customize mobile applications to gather data for any scenario.

Staff in the office are also able to use flexible workflows to manage Crime Analytics, Emergency Operations, Event Planning, and more.

The Fire Department has been using GIS for a long time to manage Run Maps with integrated access to detailed plans of critical buildings. The Fire Department has already requested access to the data management tools for Weed Abatement and Re-sale Inspections as soon as the new licensing model has been established.

Community Development has been testing the advanced features for ADA Ramp Inspections, Property Land Use Inspections, and Permit Inspection Routing.

Community Services is ready to use a GIS advanced features that we are not able to test at this time. These advanced features allow staff to effectively manage landscape maintenance and communicate with contractors.

Conclusion:

Staff recommends that the City Council receive the Annual Maintenance for Geographic Information Systems (GIS) Report; and adopt Resolution No. _____, authorizing the City Manager to execute a license agreement with ESRI, (Environmental Systems Research Institute).

Prepared By: J Kimura, Senior Application Analyst

Reviewed By: Scott Sawin, IT Manager



Paul Navazio
City Manager

Attachments:

1. ESRI_Resolution_2020-2023
2. ESRI_Contract_3Year_2020-2023

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN AGREEMENT WITH ESRI FOR SOFTWARE LICENSING**

WHEREAS, the City of Woodland wishes to enter into an three year agreement with ESRI for Software Licensing (“Agreement”); and

WHEREAS, this software has been procured under the terms of ESRI’s GSA Federal Supply Schedule; and

WHEREAS, this agreement will be valid until February 18, 2023; and

WHEREAS, the City Council wishes to approve the Agreement and authorize its execution 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 Agreement. The City Manager is hereby authorized and directed to execute the Agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

Section 2. A copy of the Agreement 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 _____ day of _____ 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



Quotation # Q-404475

Date: December 20, 2019

Customer # 235657 Contract #

City of Woodland
Information Systems Dept
300 1st St
Woodland, CA 95695

ATTENTION: Daniel Hewitt
PHONE: (530) 661-7975
EMAIL: daniel.hewitt@cityofwoodland.org

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853 Fax: (909) 307-3049
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 12/20/2019 To: 3/19/2020*

Material	Qty	Term	Unit Price	Total
168179	1	Year 1	\$30,000.00	\$30,000.00
Populations of 50,001 to 100,000 Small Government Term Enterprise License Agreement				
168179	1	Year 2	\$40,000.00	\$40,000.00
Populations of 50,001 to 100,000 Small Government Term Enterprise License Agreement				
168179	1	Year 3	\$50,000.00	\$50,000.00
Populations of 50,001 to 100,000 Small Government Term Enterprise License Agreement				
Subtotal:				\$120,000.00
Sales Tax:				\$0.00
Estimated Shipping and Handling (2 Day Delivery):				\$0.00
Contract Price Adjust:				\$0.00
Total:				\$120,000.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Sandi McDaniel	Email: smcdaniel@esri.com	Phone: (916) 448-2412 x2058 x2058
The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf , and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.		

MCDANIELS

This offer is limited to the terms and conditions incorporated and attached herein.

Esri Use Only:

Cust. Name _____
 Cust. # _____
 PO # _____
 Esri Agreement # _____



SMALL ENTERPRISE AGREEMENT COUNTY AND MUNICIPALITY GOVERNMENT (E214-3)

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Uncapped Quantities**Desktop Software and Extensions** (Single Use)

ArcGIS Desktop Advanced
 ArcGIS Desktop Standard
 ArcGIS Desktop Basic
 ArcGIS Desktop Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical
 Analyst, ArcGIS Publisher, ArcGIS Network
 Analyst, ArcGIS Schematics, ArcGIS Workflow
 Manager, ArcGIS Data Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise and Workgroup
 (Advanced and Standard)
 ArcGIS Enterprise Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical
 Analyst, ArcGIS Network Analyst, ArcGIS
 Schematics, ArcGIS Workflow Manager

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Engine
 ArcGIS Engine Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Engine Geodatabase
 Update, ArcGIS Network Analyst, ArcGIS Schematics
 ArcGIS Runtime (Standard)
 ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS
 Developer*
 Two (2) Esri CityEngine Single Use Licenses
 250 ArcGIS Online Viewers
 250 ArcGIS Online Creators
 37,500 ArcGIS Online Service Credits
 250 ArcGIS Enterprise Creators
 5 Insights in ArcGIS Enterprise
 5 Insights in ArcGIS Online

OTHER BENEFITS

Number of Esri User Conference registrations provided annually	4
Number of Tier 1 Help Desk individuals authorized to call Esri	4
Maximum number of sets of backup media, if requested**	2
Self-Paced e-Learning	Uncapped
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement (Discount does not apply to Small Enterprise Training Package)	

* Maintenance is not provided for these items

**Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

City of Woodland

(Customer)

By: _____
Authorized Signature

Printed Name: Paul Navazio

Title: City Manager

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: J Kimura

Telephone: 530-661-7977

Address: 1000 Lincoln Ave

Fax: _____

City, State, Postal Code: Woodland, CA 95695

E-mail: j.kimura@cityofwoodland.org

Country: United States

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-owned entities, either party may terminate this Agreement before any subsequent year if

Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.
4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.

5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download, operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee before the annual anniversary date for each year.
- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri's federal ID number is 95-2775-732.

- c. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.

9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer

the Products to Customer or uninstall, remove, and destroy all copies of the Products.

- 9.3** This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: H.9
SUBJECT: Authorize the Purchase of a Replacement Ford F350

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the purchase of a Ford F350 Service Truck from Downtown Ford for a total purchasing price of \$61,187.74.

Staff Contact

Troy Thompson, Fleet & Facilities Manager, troy.thompson@cityofwoodland.org, 530-661-5956

Council Goal

Maintain City Infrastructure – providing reliable replacement vehicles for the Public Works department

Fiscal Impact

The purchase will be funded from the older truck's replacement reserve account.

Background

The City Council already approved the budget to replace Ford F350 #659 for Water System in the FY2019/20 budget cycle. Fleet Services initiated a bidding process to purchase the new truck. Only one responsive bid was received from Downtown Ford in the amount of \$61,187.74. The local Ford dealership chose not to submit a bid for this particular opportunity. The new truck will come fully equipped with the service body and lighting package and should be ready to be used for operation soon after delivery.

Discussion

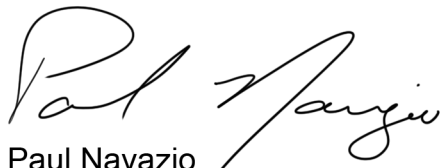
Although the Council adopted the budget to replace the truck, the purchase itself requires a separate Council action. Per the City's Purchasing Ordinance, all materials, supplies and equipment purchases greater than \$50,000 must be awarded by the City Council. Fleet Services will create a purchase order for the truck purchase upon Council approval. The dealership will place the new truck on order once the purchase order is received from the City. It will take approximately 12-16 weeks for delivery after the order has been placed.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, authorizing the purchase of a Ford F350 Service Truck from Downtown Ford for a total purchasing price of \$61,187.74.

Prepared by: Troy Thompson, Fleet & Facilities Manager

Reviewed by: Craig Locke, Public Works Director



Paul Navazio
City Manager

Attachments:

1. Downtown Ford Proposal
2. Resolution for Ford F350

Make Ford Model F350 New Veh #917 Department: Water Syst Vehicle # being replaced: #659

Exhibit "A" (Vehicle and Service Body Specs)

- See Downtown Ford Proposal, including Upfit Specs

J.G.
Signature  Print Name Cory W Paulsen Date 2-4-20
(Program Manager)


Signature  Print Name Tray Thompson Date 2/4/20
(Fleet Manager)

THIS IS YOUR BID

DOWNTOWN FORD SALES
525 N16th Street, Sacramento, CA. 95811
916-442-6931 fax 916-491-3138

S101919 444
rev 1/21/2020

QUOTATION

Customer

Name CITY OF WOODLAND
Address 655 N PIONEER AVE
City WOODLAND State CA Zip 95776
Phone TROY THOMPSON

Date 1/21/2020
REP SANDRA
Phone 916-442-6931
FOB SACRAMENTO

Qty	Description	Unit Price	TOTAL
1	2020 F350 REG CAB DUALY WITH ROYAL SERVICE TRUCK	\$52,500.00	\$52,500.00
1	BODY CONFIGURATION CHANGES SEE ATTACHED VEHICLE BUILD UP	\$4,053.00	\$4,053.00
	DOC FEE		
	LEAD TIME APPROX 30 WEEKS A.R.O.		
	3YR/36000MILE/\$0 DEDUCTIBLE BUMPER-TO-BUMPER 5YR/60000MILE/\$0 DEDUCTIBLE POWERTRAIN SALES TAX 8.0%		

Payment Details

- ☐ Cash
☒ Check
☐ Credit Card

Name _____
CC # _____
Expires _____

Subtotal	\$56,553.00
Delivery	\$100.00
Taxes YOLO	\$4,524.24
CA Tire Tax	\$10.50
TOTAL	\$61,187.74

Office Use Only

TERMS NET

SIGNATURE _____ DATE _____

Exhibit "A"

Specifications for (1) New/Unused 2019 or Newest Model Ford F350

- 1-Ton Truck
- Regular Cab
- Dually Tires
- Royal Service Body 40-VO-98 with retractable drawers and open top lids, keyed alike with truck
- Pipe Rack installed on Driver side of the Utility bed; dealership to provide cut sheet
- Pipe Vice installed on passenger side rear end of the truck
- 5000 kW Inverter
- 4X2
- Upfitter switches
- Heavy Duty Suspension
- R — • Backup Camera
- R — • Reversing Sensor
- Power Package
- Rubber Mats – removable
- Sync Voice
- Privacy Glass
- Daytime Running Lights
- Vinyl bucket seats
- Tow package Class IV
- R — • Spray-in Bedliner
- R — • Antenna for 2-Way Radio
- 2 extra sets of keys (4 total)

Aftermarket Items:

- R — • LED Light bar
- R — • Safety Lights (see Exhibit "B", pages 5-8 for reference)

exception

N/A

2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20



Client Proposal

Prepared by:

Sandra Scott

Office: 916-442-6931

Date: 11/20/2019



Downtown Ford Sales | 525 North 16th St, Sacramento, California, 958110592

Office: 916-442-6931 | Fax: 916-442-0805



Prepared by: Sandra Scott

11/20/2019

Downtown Ford Sales | 525 North 16th St Sacramento California | 958110592

2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Re: Vehicle Proposal 11/20/2019

To Whom It May Concern,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

Sandra Scott

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Sandra Scott
11/20/2019

Downtown Ford Sales | 525 North 16th St Sacramento California | 958110592

2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

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Vehicle Dimension and Performance	18



Prepared by: Sandra Scott
11/20/2019

Downtown Ford Sales | 525 North 16th St Sacramento California | 958110592

2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Selected Equip & Specs

Dimensions

- Exterior length: 231.8"
- Exterior width: 96.0"
- Wheelbase: 142.0"
- Rear track: 74.7"
- Rear tire outside width: 95.9"
- Front legroom: 43.9"
- Front hiproom: 62.5"
- Passenger volume: 64.6cu.ft.
- Departure angle: 19.5 deg
- Maximum cargo volume: 11.6cu.ft.
- Cab to axle: 56.1"
- Exterior height: 78.1"
- Front track: 68.3"
- Turning radius: 24.6'
- Min ground clearance: 7.8"
- Front headroom: 40.8"
- Front shoulder room: 66.7"
- Approach angle: 17.6 deg
- Cargo volume: 11.6cu.ft.

Powertrain

- 385hp 6.2L SOHC 16 valve V-8 engine with variable valve control, SMPI
- federal
- Rear-wheel drive
- Fuel Economy City: N/A
- Recommended fuel : regular unleaded
- TorqShift 10 speed automatic transmission with overdrive
- Limited slip differential
- Fuel Economy Highway: N/A

Suspension/Handling

- Front Twin I-Beam independent suspension with anti-roll bar, HD shocks
- Firm ride Suspension
- Front and rear 17 x 6.5 argent steel wheels
- Dual rear wheels
- Rear rigid axle leaf spring suspension with anti-roll bar, HD shocks
- Hydraulic power-assist re-circulating ball Steering
- LT245/75SR17 EBSW AS front and rear tires

Body Exterior

- 2 doors
- * Turn signal indicator in mirrors
- Black bumpers
- Clearcoat paint
- 2 front tow hook(s)
- * Driver and passenger power remote heated, manual folding door mirrors with turn signal indicator
- Black door mirrors
- ✓ Class V trailer hitch with with brake controller and trailer sway control
- Front and rear 17 x 6.5 wheels

Convenience

- Manual air conditioning with air filter
- * Driver and passenger 1-touch up
- * Remote power door locks with 2 stage unlock and illuminated entry
- Manual telescopic steering wheel
- * Power front windows
- * Driver and passenger 1-touch down
- Manual tilt steering wheel
- * Day-night rearview mirror with auto-dimming

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Sandra Scott
11/20/2019

Downtown Ford Sales | 525 North 16th St Sacramento California | 958110592

2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Selected Equip & Specs (cont'd)

- Internet access
- Wireless phone connectivity
- Front cupholders
- * **Driver and passenger door bins**
- * **SYNC 3 911 Assist emergency SOS**
- 2 1st row LCD monitors
- Passenger visor mirror
- * **Upfitter switches**

Seats and Trim

- Seating capacity of 3
- 4-way driver seat adjustment
- 4-way passenger seat adjustment
- Front 40-20-40 split-bench seat
- Manual driver lumbar support
- Centre front armrest with storage

Entertainment Features

- AM/FM stereo radio
- Steering wheel mounted radio controls
- Streaming audio
- * **SYNC 3 external memory control**
- 4 speakers
- Fixed antenna

Lighting, Visibility and Instrumentation

- Halogen aero-composite headlights
- Fully automatic headlights
- * **Rear window defroster**
- Front reading lights
- Oil pressure gauge
- Outside temperature display
- Trip computer
- * **Configurable digital/analog gauges**
- Delay-off headlights
- Variable intermittent front windshield wipers
- * **Deep tinted windows**
- Tachometer
- Compass
- Low tire pressure warning
- Trip odometer

Safety and Security

- 4-wheel ABS brakes
- 4-wheel disc brakes
- Dual front impact airbag supplemental restraint system with passenger cancel
- Safety Canopy System curtain 1st row overhead airbag supplemental restraint system
- * **Power remote door locks with 2 stage unlock and panic alarm**
- MyKey restricted driving mode
- Brake assist with hill hold control
- Driveline traction control
- Dual seat mounted side impact airbag supplemental restraint system
- * **Remote activated perimeter/approach lighting**
- * **Security system with SecuriLock immobilizer**
- Manually adjustable front head restraints

Dimensions

General Weights

* Curb	5,906 lbs.	GVWR	14,000 lbs.
Payload	7,640 lbs.		

Front Weights

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Prepared by: Sandra Scott

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Downtown Ford Sales | 525 North 16th St Sacramento California | 958110592

2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Selected Equip & Specs (cont'd)

* Front GAWR	4,250 lbs.	* Front curb weight	3,451 lbs.
Front axle capacity	5,250 lbs.	* Front spring rating	4,250 lbs.
Front tire/wheel capacity	5,820 lbs.		
Rear Weights			
Rear GAWR	10,300 lbs.	* Rear curb weight	2,455 lbs.
Rear axle capacity	9,650 lbs.	Rear spring rating	10,300 lbs.
Rear tire/wheel capacity	11,640 lbs.		
Trailer Type			
Type	Regular	Class	V
Hitch	Yes	Brake controller	Yes
Trailer sway control	Yes		
General Trailering			
5th-wheel towing capacity	13200 lbs.	Gooseneck towing capacity	13200 lbs.
Towing capacity	13200 lbs.	GCWR	20000 lbs.
Fuel Tank type			
Capacity	34 gal.		
Off Road			
Approach angle	18 deg	Departure angle	20 deg
Ramp breakover angle	21 deg	Min ground clearance	8"
Load floor height	36"		
Interior cargo			
Cargo volume	11.6 cu.ft.	Maximum cargo volume	11.6 cu.ft.

Powertrain

Engine Type			
Block material	Iron	Cylinders	V-8
Head material	Aluminum	Ignition	Spark
Injection	Sequential MPI	Liters	6.2L
Orientation	Longitudinal	Recommended fuel	Regular unleaded
Valves per cylinder	2	Valvetrain	SOHC
Variable valve control	Yes		
Engine Spec			
Bore	4.02"	Compression ratio	9.8:1
Displacement	379 cu.in.	Stroke	3.74"
Engine Power			
SAEJ1349 AUG2004 compliant	Yes	Output	385 HP @ 5,750 RPM
Torque	430 ft.-lb @ 3,800 RPM		

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2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Selected Equip & Specs (cont'd)

Alternator

* Type	HD	* Amps	200
--------	----	--------	-----

Battery

Amp hours	72	Cold cranking amps	650
Run down protection	Yes		

Transmission

Electronic control	Yes	Lock-up	Yes
Overdrive	Yes	Speed	10
Type	Automatic		

Transmission Gear Ratios

1st	4.696	2nd	2.985
3rd	2.146	4th	1.769
5th	1.52	6th	1.275
7th	1	8th	0.854
9th	0.689	10th	0.616
Reverse Gear ratios	4.866		

Transmission Extras

Driver selectable mode	Yes	Sequential shift control	SelectShift
Oil cooler	Regular duty		

Drive Type

Type	Rear-wheel
------	------------

Drive Feature

Limited slip differential	Mechanical	Traction control	Driveline
---------------------------	------------	------------------	-----------

Drive Axle

Ratio	3.73
-------	------

Exhaust

Material	Stainless steel	System type	Single
----------	-----------------	-------------	--------

Emissions

CARB	Federal
------	---------

Fuel Economy

Fuel type	Gasoline
-----------	----------

Fuel Economy (Alternate 1)

Fuel type	E85
-----------	-----

Acceleration

0-60 mph (s)	7.16
--------------	------

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2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Selected Equip & Specs (cont'd)

1/4 Mile

Seconds	15.5	Speed	92 mph
---------	------	-------	--------

Skid Pad

Lateral acceleration (g)	0.7
--------------------------	-----

Slalom

Speed	48 mph
-------	--------

Driveability

Brakes

ABS	4-wheel	ABS channels	4
Type	4-wheel disc	Vented discs	Front and rear

Brake Assistance

Brake assist	Yes	Hill hold control	Yes
--------------	-----	-------------------	-----

Suspension Control

Ride	Firm
------	------

Front Suspension

Independence	Twin I-Beam independent	Anti-roll bar	Regular
--------------	-------------------------	---------------	---------

Front Spring

Type	Coil	* Grade	HD
------	------	---------	----

Front Shocks

Type	HD
------	----

Rear Suspension

Independence	Rigid axle	Type	Leaf
Anti-roll bar	Regular		

Rear Spring

Type	Leaf	Grade	HD
------	------	-------	----

Rear Shocks

Type	HD
------	----

Steering

Activation	Hydraulic power-assist	Type	Re-circulating ball
------------	------------------------	------	---------------------

Steering Specs

# of wheels	2
-------------	---

Exterior

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2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Selected Equip & Specs (cont'd)

Front Wheels

Diameter	17"	Width	6.50"
----------	-----	-------	-------

Rear Wheels

Diameter	17"	Width	6.50"
Dual	Yes		

Front and Rear Wheels

Appearance	Argent	Material	Steel
------------	--------	----------	-------

Front Tires

Aspect	75	Diameter	17"
Sidewalls	BSW	Speed	S
Tread	AS	Type	LT
Width	245mm	LT load rating	E
RPM	645		

Rear Tires

Aspect	75	Diameter	17"
Sidewalls	BSW	Speed	S
Tread	AS	Type	LT
Width	245mm	LT load rating	E
RPM	645		

Wheels

Front track	68.3"	Rear track	74.7"
Turning radius	24.6'	Wheelbase	142.0"
Rear tire outside width	95.9"		

Body Features

Front license plate bracket	Yes	Body material	Aluminum
Side impact beams	Yes	Front tow hook(s)	2

Body Doors

Door count	2
------------	---

Exterior Dimensions

Length	231.8"	Body width	96.0"
Body height	78.1"	Cab to axle	56.1"
* Axle to end of frame	47.6"	Frame section modulus	10.7cu.in.
Frame yield strength (psi)	50000.0	Front bumper to Front axle	38.2"
Front bumper to back of cab	123.7"		

Safety

Airbags

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2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Selected Equip & Specs (cont'd)

Driver front-impact	Yes	Driver side-impact	Seat mounted
Overhead Safety Canopy System curtain 1st row		Passenger front-impact	Cancellable
Passenger side-impact	Seat mounted		
Seatbelt			
Height adjustable	Front		
Security			
Immobilizer	SecuriLock	* Panic alarm	Yes
Restricted driving mode	MyKey		
Seating			
Passenger Capacity			
Capacity	3		
Front Seats			
Split	40-20-40	Type	Split-bench
Driver Seat			
Fore/aft	Manual	Reclining	Manual
Way direction control	4	Lumbar support	Manual
Passenger seat			
Fore/aft	Manual	Reclining	Manual
Way direction control	4		
Front Head Restraint			
Control	Manual	Type	Adjustable
Front Armrest			
Centre	Yes	Storage	Yes
Front Seat Trim			
Material	Vinyl	Back material	Vinyl
Convenience			
AC And Heat Type			
Air conditioning	Manual	Air filter	Yes
Audio System			
Radio	AM/FM stereo	Radio grade	Regular
Seek-scan	Yes	* External memory control	SYNC 3
Audio Speakers			
Speaker type	Regular	Speakers	4

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Price Level: 20

Selected Equip & Specs (cont'd)

Audio Controls

Steering wheel controls	Yes	Voice activation	Yes
* Streaming audio	Bluetooth yes		

Audio Antenna

Type	Fixed
------	-------

LCD Monitors

1st row	2	* Primary monitor size (inches)	8
---------	---	---------------------------------	---

Convenience Features

* Retained accessory power	Yes	12V DC power outlet	2
* Emergency SOS	SYNC 3 911 Assist	* Wireless phone connectivity	Bluetooth
* AC power outlet	1	* Smart device integration	Mirroring
* Upfitter switches	Yes		

Door Lock Activation

* Type	Power with 2 stage unlock	* Remote	Keyfob (all doors)
* Integrated key/remote	Yes		

Door Locks Extra FOB Controls

Remote engine start	Smart device
---------------------	--------------

Instrumentation Type

* Display	Digital/analog	* Configurable	Yes
-----------	----------------	----------------	-----

Instrumentation Gauges

Tachometer	Yes	Oil pressure	Yes
Engine temperature	Yes	Transmission fluid temp	Yes
Engine hour meter	Yes		

Instrumentation Warnings

Oil pressure	Yes	Engine temperature	Yes
Battery	Yes	Lights on	Yes
Key	Yes	Low fuel	Yes
Door ajar	Yes	Service interval	Yes
Brake fluid	Yes	Low tire pressure	Tire specific

Instrumentation Displays

Clock	In-radio display	Compass	Yes
Exterior temp	Yes	Systems monitor	Yes

Instrumentation Feature

Trip computer	Yes	Trip odometer	Yes
---------------	-----	---------------	-----

Steering Wheel Type

Material	Urethane	Tilting	Manual
----------	----------	---------	--------

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2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Selected Equip & Specs (cont'd)

Telescoping	Manual		
<i>Front Side Windows</i>			
* Window 1st row activation	Power		
<i>Window Features</i>			
* 1-touch down	Driver and passenger	* 1-touch up	Driver and passenger
* Tinted	Deep		
<i>Front Windshield</i>			
Wiper	Variable intermittent		
<i>Rear Windshield</i>			
* Defroster	Yes	Window	Fixed
Interior			
<i>Passenger Visor</i>			
Mirror	Yes		
<i>Rear View Mirror</i>			
Day-night	Yes	* Auto-dimming	Yes
<i>Headliner</i>			
Coverage	Full	Material	Cloth
<i>Floor Trim</i>			
Coverage	Full	Covering	Vinyl/rubber
<i>Trim Feature</i>			
Gear shift knob	Urethane	Interior accents	Chrome
<i>Lighting</i>			
Dome light type	Fade	Front reading	Yes
* Illuminated entry	Yes	Variable IP lighting	Yes
<i>Overhead Console Storage</i>			
* Type	Mini		
<i>Storage</i>			
* Driver door bin	Yes	Front Beverage holder(s)	Yes
Glove box	Locking	* Passenger door bin	Yes
Illuminated	Yes	Instrument panel	Covered bin
Dashboard	Yes		
<i>Legroom</i>			
Front	43.9"		

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2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Selected Equip & Specs (cont'd)

Headroom

Front	40.8"
-------	-------

Hip Room

Front	62.5"
-------	-------

Shoulder Room

Front	66.7"
-------	-------

Interior Volume

Passenger volume	64.6 cu.ft.
------------------	-------------

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2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Warranty

Standard Warranty

Basic

Distance	36,000 miles	Months	36 months
----------	--------------	--------	-----------

Powertrain

Distance	60,000 miles	Months	60 months
----------	--------------	--------	-----------

Corrosion Perforation

Distance	Unlimited miles	Months	60 months
----------	-----------------	--------	-----------

Roadside Assistance

Distance	60,000 miles	Months	60 months
----------	--------------	--------	-----------

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2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F3C	Base Vehicle Price (F3C)	\$36,710.00
Packages		
620A	Order Code 620A	N/C
Powertrain		
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	Included
44G	Transmission: TorqShift 10-Speed Automatic	Included
X3L	Limited Slip w/3.73 Axle Ratio	Included
STDGV	GVWR: 14,000 lb Payload Package	Included
Wheels & Tires		
TD8	Tires: LT245/75Rx17E BSW A/S (6)	Included
64K	Wheels: 17" Argent Painted Steel	Included
Seats & Seat Trim		
A	HD Vinyl 40/20/40 Split Bench Seat ✓	Included
Other Options		
142WB	142" Wheelbase	STD
90L	Power Equipment Group ✓	\$915.00
67H	Heavy-Service Front Suspension Package ✓	\$125.00
66D	Pickup Box Delete ✓	-\$625.00
872	Rear View Camera & Prep Kit ✓	\$415.00
PAINT	Monotone Paint Application	STD
43B	Fixed Rear-Window w/Defrost *	\$60.00

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2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

As Configured Vehicle (cont'd)

Code	Description	MSRP
924	Privacy Glass ✓	\$30.00
43C	110V/400W Outlet	Included
66S	Upfitter Switches (6) ✓	\$165.00
587	Radio: AM/FM Stereo w/MP3 Player	Included
913	SYNC 3 Communications & Entertainment System ✓	\$450.00
Fleet Options		
942	Daytime Running Lamps (DRL) (LPO) ✓	\$45.00
Emissions		
425	50-State Emissions System	STD
Interior Colors		
AS_01	Medium Earth Gray ✓	N/C
Primary Colors		
Z1_01	Oxford White ✓	N/C
SUBTOTAL		\$38,290.00
Destination Charge		\$1,595.00
TOTAL		\$39,885.00

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2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Pricing Summary - Single Vehicle

	MSRP
Vehicle Pricing	
Base Vehicle Price	\$36,710.00
Options & Colors	\$1,580.00
Upfitting	\$0.00
Destination Charge	\$1,595.00
Total	\$39,885.00

Customer Signature

Acceptance Date

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Prepared by: Sandra Scott

11/20/2019

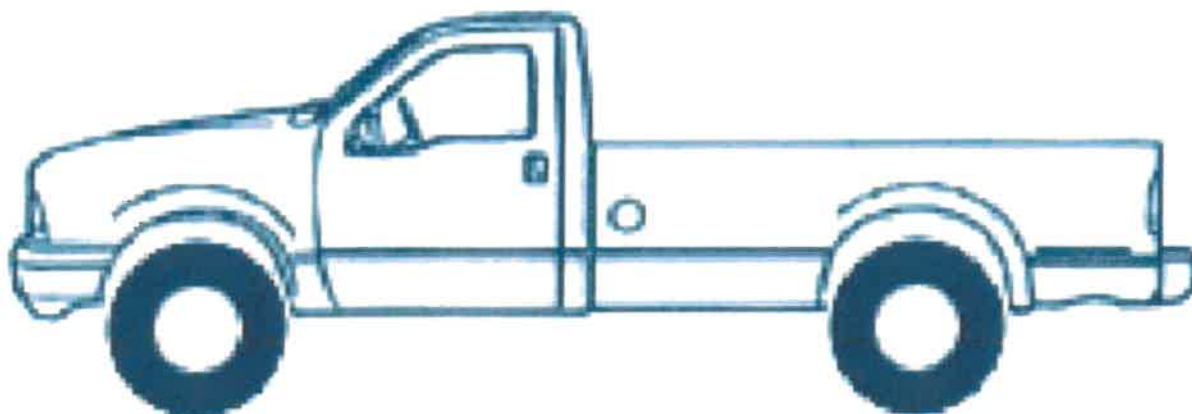
Downtown Ford Sales | 525 North 16th St Sacramento California | 958110592

2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Vehicle Dimension and Performance Summary

Performance predictions in this report represent an estimate of vehicle performance based on standard operating conditions. Variations in customer equipment, load configuration, ambient conditions, and/or operator driving techniques can cause significant variations in vehicle performance. These values are not representative of results that may be shown in actual dynamometer tests. This report should therefore be used as a guide for comparative vehicle performance.



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2020 F-350 4x2 SD Regular Cab 8' box 142" WB DRW XL (F3C)

Price Level: 20

Vehicle Dimension and Performance Summary (cont'd)

Light Duty

GVW	Totals
1 Payload - (Payload)	0 lbs
Occupants Weight	450 lbs
Curb Weight (as configured)	5,906 lbs
TOTAL	6,356 lbs
GVWR	14,000 lbs

GCW	Totals
Adjusted Truck GVW	6,356 lbs
Weight of trailer	0 lbs
Weight of trailer cargo	0 lbs
Total Weight of trailer	0 lbs
TOTAL	6,356 lbs
GCWR	20,000 lbs

Highway use only Ford Motor Company recommends that a separate, functional brake system be used on any towed vehicle or trailer.

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ROYAL TRUCK BODY

24200 S. MAIN STREET
CARSON, CA 90745
PHONE: 562-633-9951
FAX: 866-346-6103

QUOTATION		0403554	
DATE ENTERED	TRUCK ORIGIN	DATE REQUESTED	
11/19/2019	DLR-Drop		
WRITTEN BY	SALESMAN	TERR	DATE PROMISED
BCD	BCD	BCD	8/14/2022
END USER (IF DIFFERENT THAN SOLD TO)			

S DOWNTOWN FORD O 525 NORTH 16TH ST. L SACRAMENTO, CA 95814 D				S DOWNTOWN FORD H 525 NORTH 16TH ST. I SACRAMENTO, CA 95814 P			
CUST ORDER NO		TERMS	SHIP VIA	TRUCK ETA	CUSTOMER NAME		CUSTOMER PHONE NO
		02	TRANS				
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	AUX TANK CONFIG	DEF TANK LOC	AXLE TYPE
Ford	19	F350		56			4X2 DRW
STOCK NO.	V.I.N. NO.		BED WIDTH	COMPT DEPTH	OA WIDTH	FUEL TYPE	CAB TYPE
			49	22	93		
QTY	PART NO./DESCRIPTION					UNIT PRICE	EXT PRICE
1	STREET SIDE VDO CURB SIDE VDO QUOTATION FOR: CITY OF WOODLAND CARSON BUILD / CARSON MOUNT CARSON DROP SHIP CODE: 88WJ71 FREIGHT COMPLETED UNIT TO DEALER FROM CARSON F350 / REG CAB / DRW / 4x2 40-VDO-98 OPEN TOP BDY-93" X 98" DUALY ALUMINUM LID COVERS, APPEARANCE PACKAGE, 8" RECESSED ROYAL BUMPER, LEGAL LED LIGHT PACKAGE. ROYAL'S FORTRESS SECURITY HARDWARE UTILIZING THE ONE-KEY SOLUTION AUTOMOTIVE LOCK PACKAGE FROM BOLT REMOVABLE STORAGE BINS IN OPEN TOP COMPARTMENTS BOTH SIDES. 4 TIE DOWNS IN BED AREA, WEIGHT CERTIFICATE, PAINTED						

Continued

In Consideration of allowing you to remove your vehicle from our premises prior to full payment of the underlying work order, the undersigned as authorized agent for **SALES ORDER # 0403554**, hereby agrees that if any litigation arises out of this transaction the prevailing party shall be entitled to reimbursement for court costs and attorney's fees.

****QUOTE VALID FOR 30 DAYS****



ROYAL TRUCK BODY

24200 S. MAIN STREET □
CARSON, CA 90745 □
PHONE: 562-633-9951 □
FAX: 866-346-6103

QUOTATION		0403554	
DATE ENTERED	TRUCK ORIGIN	DATE REQUESTED	
11/19/2019	DLR-Drop		
WRITTEN BY	SALESMAN	TERR	DATE PROMISED
BCD	BCD	BCD	8/14/2022
END USER (IF DIFFERENT THAN SOLD TO)			

S DOWNTOWN FORD O 525 NORTH 16TH ST. L SACRAMENTO, CA 95814 D				CUSTOMER NO: DOWFORD S DOWNTOWN FORD H 525 NORTH 16TH ST. I SACRAMENTO, CA 95814 P			
CUST ORDER NO		TERMS	SHIP VIA	TRUCK ETA	CUSTOMER NAME		CUSTOMER PHONE NO
		02	TRANS				
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	AUX TANK CONFIG	DEF TANK LOC	AXLE TYPE
Ford	19	F350		56			4X2 DRW
STOCK NO.	V.I.N. NO.		BED WIDTH	COMPT DEPTH	OA WIDTH	FUEL TYPE	CAB TYPE
			49	22	93		
QTY	PART NO./DESCRIPTION				UNIT PRICE	EXT PRICE	
	STREET SIDE ☐ VDO CURB SIDE ☐ VDO WHITE AND INSTALLED.						
1	R-6 REMOVABLE SIDE LADDER RACK (2 PC.) STRAIGHT OR ANGLED (CUSTOMER TO SPECIFY) INCLUDES 1 SNAPLOC BRACKET ON EACH UPRIGHT ** ROYAL SNAPLOC STRAPS ARE NOT INCLUDED ** ON STREETSIDE						
1	M-2 VISE BRACKET, 12" X 12", STAINLESS STEEL ON CURBSIDE REAR END PANEL						
1	51022-018 PIPE CLAMP VISE RIDGID PIPE VISE BC610A #40210, 1/8" TO 6"						

Continued

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****QUOTE VALID FOR 30 DAYS****



ROYAL TRUCK BODY

24200 S. MAIN STREET
CARSON, CA 90745
PHONE: 562-633-9951
FAX: 866-346-6103

QUOTATION		0403554	
DATE ENTERED	TRUCK ORIGIN	DATE REQUESTED	
11/19/2019	DLR-Drop		
WRITTEN BY	SALESMAN	TERR	DATE PROMISED
BCD	BCD	BCD	8/14/2022
END USER (IF DIFFERENT THAN SOLD TO)			

S DOWNTOWN FORD O 525 NORTH 16TH ST. L SACRAMENTO, CA 95814 D				CUSTOMER NO: DOWFORD S DOWNTOWN FORD H 525 NORTH 16TH ST. I SACRAMENTO, CA 95814 P			
CUST ORDER NO		TERMS	SHIP VIA	TRUCK ETA	CUSTOMER NAME		CUSTOMER PHONE NO
		02	TRANS				
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	AUX TANK CONFIG	DEF TANK LOC	AXLE TYPE
Ford	19	F350		56			4X2 DRW
STOCK NO.	V.I.N. NO.		BED WIDTH	COMPT DEPTH	OA WIDTH	FUEL TYPE	CAB TYPE
			49	22	93		
QTY	PART NO./DESCRIPTION				UNIT PRICE	EXT PRICE	
	STREET SIDE VDO CURB SIDE VDO INSTALLED ON CURBSIDE VICE BRACKET						
2	602911022 DC31 12 VOLT BATTERY W/BOX 2731 ABC BATTERIES, GROUP 31 DEEP CYCLE, 760CCA/875 MARINE CA/210 MIN. RESERVE / #27 BOLT BOX / COLE HERSEE #48530 SMART BATTERY ISOLATOR, 200 AMP 9-16V MOUNTING LOCATION TBD						
1	INVERTER POWER INVERTER MUST INCLUDE IN-LINE FUSE & AUXILIARY BATTERY GO POWER 5000 WATT INVERTER #GP-5000HD w/ GP-DC-KIT5 INSTALL KIT INSTALL IN CURBSIDE REAR COMPT.						

Continued

In Consideration of allowing you to remove your vehicle from our premises prior to full payment of the underlying work order, the undersigned as authorized agent for **SALES ORDER # 0403554**, hereby agrees that if any litigation arises out of this transaction the prevailing party shall be entitled to reimbursement for court costs and attorney's fees.

****QUOTE VALID FOR 30 DAYS****



ROYAL TRUCK BODY

24200 S. MAIN STREET
CARSON, CA 90745
PHONE: 562-633-9951
FAX: 866-346-6103

QUOTATION		0403554	
DATE ENTERED	TRUCK ORIGIN	DATE REQUESTED	
11/19/2019	DLR-Drop		
WRITTEN BY	SALESMAN	TERR	DATE PROMISED
BCD	BCD	BCD	8/14/2022
END USER (IF DIFFERENT THAN SOLD TO)			

S DOWNTOWN FORD O 525 NORTH 16TH ST. L SACRAMENTO, CA 95814				CUSTOMER NO: DOWFORD					
S DOWNTOWN FORD H 525 NORTH 16TH ST. I SACRAMENTO, CA 95814 P									
CUST ORDER NO		TERMS	SHIP VIA	TRUCK ETA		CUSTOMER NAME		CUSTOMER PHONE NO	
		02	TRANS						
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	AUX TANK CONFIG	DEF TANK LOC	AXLE TYPE		
Ford	19	F350		56			4X2 DRW		
STOCK NO.	V.I.N. NO.			BED WIDTH	COMPT DEPTH	OA WIDTH	FUEL TYPE	CAB TYPE	
				49	22	93			
QTY	PART NO./DESCRIPTION					UNIT PRICE	EXT PRICE		
1	63710-003 CTECH DRS BLUE 40-32-22 PACKAGE INCLUDES FROM TOP DOWN (4)-3" & (1)-5" HIGH DRAWER INSTALLED IN CURBSIDE FRONT COMPT.								
2	63710-033 CTECH DRS BLUE 18.5-42-22 PACKAGE INCLUDES FROM TOP DOWN (2)-4" HIGH DRAWER INSTALLED IN CURBSIDE & STREETSIDE HORIZONTAL COMPTS. * Add: Over the Rear wheel								
1	H-4 7 BLADE/4 PIN TRAILER CONNECTOR								

Continued

In Consideration of allowing you to remove your vehicle from our premises prior to full payment of the underlying work order, the undersigned as authorized agent for **SALES ORDER # 0403554**, hereby agrees that if any litigation arises out of this transaction the prevailing party shall be entitled to reimbursement for court costs and attorney's fees.

****QUOTE VALID FOR 30 DAYS****

Page 4 of 6



ROYAL TRUCK BODY

24200 S. MAIN STREET
CARSON, CA 90745
PHONE: 562-633-9951
FAX: 866-346-8103

QUOTATION		0403554	
DATE ENTERED	TRUCK ORIGIN	DATE REQUESTED	
11/19/2019	DLR-Drop		
WRITTEN BY	SALESMAN	TERR	DATE PROMISED
BCD	BCD	BCD	8/14/2022
END USER (IF DIFFERENT THAN SOLD TO)			

S DOWNTOWN FORD O 525 NORTH 16TH ST. L SACRAMENTO, CA 95814 D				S DOWNTOWN FORD H 525 NORTH 16TH ST. I SACRAMENTO, CA 95814 P			
CUST ORDER NO		TERMS	SHIP VIA	TRUCK ETA	CUSTOMER NAME		CUSTOMER PHONE NO
		02	TRANS				
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	AUX TANK CONFIG	DEF TANK LOC	AXLE TYPE
Ford	19	F350		56			4X2 DRW
STOCK NO.	V.I.N. NO.		BED WIDTH	COMPT DEPTH	OA WIDTH	FUEL TYPE	CAB TYPE
			49	22	93		
QTY	PART NO./DESCRIPTION				UNIT PRICE	EXT PRICE	
	STREET SIDE: VDO CURB SIDE: VDO						
1	CAMF2 CAMERA FORD PICK UP BED DELETE ***NOT FOR CHASSIS 360 DEGREE CAMERA OPTION**** ***CHASSIS MUST BE EQUIPPED WITH FACTORY REAR VIEW CAMERA PROVISIONS***						
1	508011003 BACK UP SENSOR						
1	602418188 POLYUREA SPRAY ON BED LINER SHALL BE SPRAYED ON THE FOLLOWING AREAS: (1)BULKHEAD, (2) BACK-WRAPPERS, (1) CARGO FLOOR AREA AND (1) BACK OF TAIL-GATE (UP TO 11' BODIES)						
1	HRF-40 HEADACHE RACK 40" - FORD						

Continued

In Consideration of allowing you to remove your vehicle from our premises prior to full payment of the underlying work order, the undersigned as authorized agent for **SALES ORDER # 0403554**, hereby agrees that if any litigation arises out of this transaction the prevailing party shall be entitled to reimbursement for court costs and attorney's fees.

****QUOTE VALID FOR 30 DAYS****



ROYAL TRUCK BODY

24200 S. MAIN STREET
CARSON, CA 90745
PHONE: 562-633-9951
FAX: 866-346-6103

QUOTATION		0403554	
DATE ENTERED	TRUCK ORIGIN	DATE REQUESTED	
11/19/2019	DLR-Drop		
WRITTEN BY	SALESMAN	TERR	DATE PROMISED
BCD	BCD	BCD	8/14/2022
END USER (IF DIFFERENT THAN SOLD TO)			

S DOWNTOWN FORD O 525 NORTH 16TH ST. L SACRAMENTO, CA 95814 D				CUSTOMER NO: DOWFORD S DOWNTOWN FORD H 525 NORTH 16TH ST. I SACRAMENTO, CA 95814 P			
CUST ORDER NO		TERMS	SHIP VIA	TRUCK ETA	CUSTOMER NAME		CUSTOMER PHONE NO
		02	TRANS				
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	AUX TANK CONFIG	DEF TANK LOC	AXLE TYPE
Ford	19	F350		56			4X2 DRW
STOCK NO.	V.I.N. NO.		BED WIDTH	COMPT DEPTH	OA WIDTH	FUEL TYPE	CAB TYPE
			49	22	93		
QTY	PART NO./DESCRIPTION					UNIT PRICE	EXT PRICE
1	STREET SIDE: VDO CURB SIDE: VDO WITH BRACKET FOR MOUNTED LIGHTBAR ON TOP 62411-008 WHELEN #JY2AAAA 56" JUSTICE LIGHTBAR FULLY LOADED w/ WCC9SUB CONTROLLER MOUNTED ON CAB GUARD, CONTROLLER INSTALLED IN CAB						
8	62411-007 WHELEN #WIONSMA 10N WIDE ANGLE SURFACE MOUNT SERIES 4" SUPER-LED FLASHERS INSTALLED (2) ON REAR END PANELS, (2) IN GRILLE OF CAB, & (1) ABOVE EACH FENDER FLARE WIRED TO (1) UPFITTER SWITCH						

THANK YOU FOR CHOOSING ROYAL TRUCK BODY!!!

RECEIVED BY (PRINT NAME) _____
 RECEIVED BY (SIGN) _____ DATE _____

In Consideration of allowing you to remove your vehicle from our premises prior to full payment of the underlying work order, the undersigned hereby agrees that if any litigation arises out of this transaction the prevailing party shall be entitled to reimbursement for court costs and attorney's fees.

SALES ORDER # 0403554

Freight:	
Net Order:	
Sales Tax:	
GRAND TOTAL:	

QUOTE GOOD FOR 30 DAYS

QUOTE # Q-26827
DATE 1/31/2020
EXPIRES 3/16/2020



Bill To:

Royal Truck Body - Carson
24200 Main Street
Carson CA 90745
Attn: Royal Truck Body - Carson Billing
Phone: (562) 633-9951

Ship To:

Royal Truck Body - Carson
24200 Main Street
Carson CA 90745
Attn: Royal Truck Body - Carson Shipping
Phone: (562) 633-9951

	Description	Weight	Qty.
	63710-003	*	1
	25w x 29.82h x 19d		
	Blue Streak		
	Painted Shelf		
	Telescoping Shelf		
	Shelf Slot Spacing : 9.5		
	MotionLatch Drawers		
	3 inch [Liner]		
	4 inch [Liner]		
	5 inch [Liner]		
	5 inch [Liner]		
	7 inch [Liner]		
	Bottom Space : 4.508		
	Bottom Notch		
	11h x 3.5d		
	63710-033	*	2
	32w x 10.625h x 19d		
	Blue Streak		
	Painted Shelf		
	Flat Shelf		
	MotionLatch Drawers		
	4 inch [Liner]		
	4 inch [Liner]		
	Bottom Space : 2.5		

7501 COMMERCE DRIVE WESTON, WI 54476



MADE IN THE USA

* Weight does not include drawer contents: Liners, Dividers, Molded Part Trays, etc
** Price does not include freight or Custom Finish Powdercoating Charge

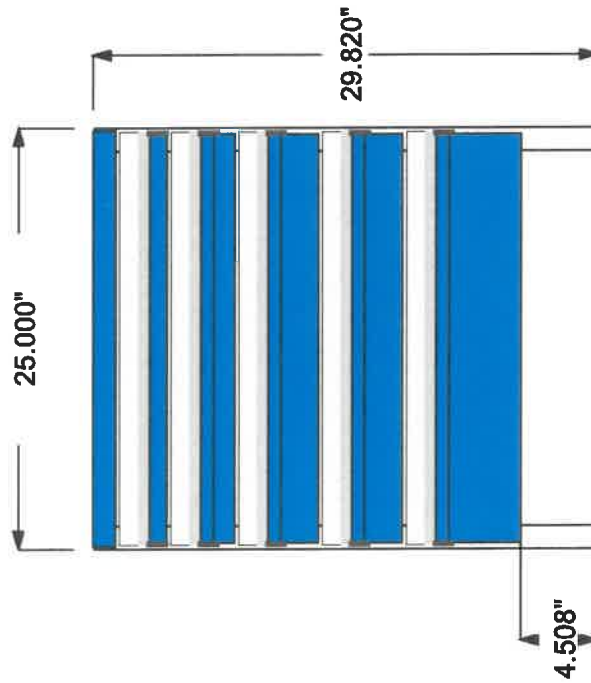
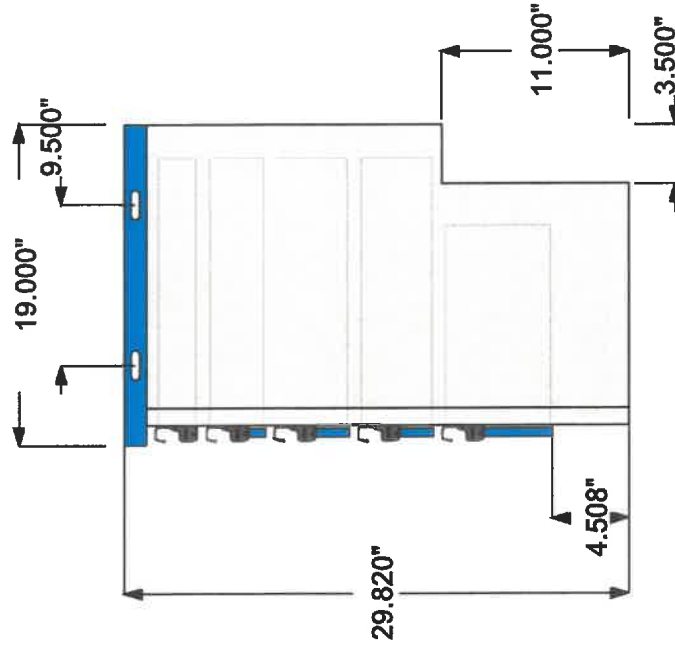
Description**Weight****Qty.****TOTAL****0 lbs*****3**

7501 COMMERCE DRIVE WESTON, WI 54476**MADE IN THE USA**

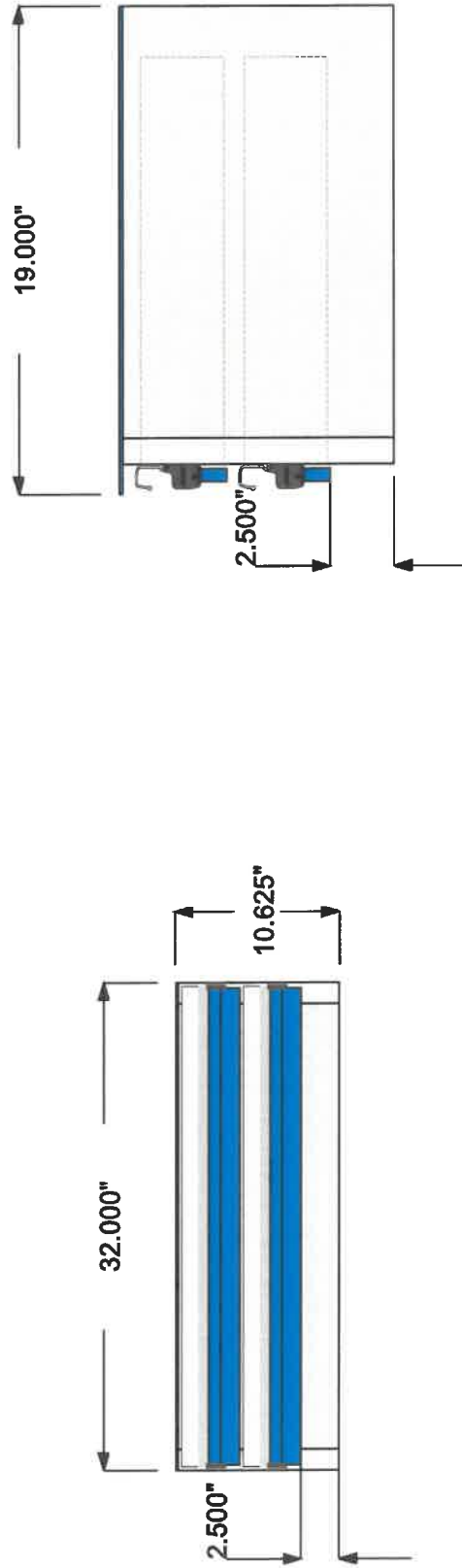
* Weight does not include drawer contents: Liners, Dividers, Molded Part Trays, etc
** Price does not include freight or Custom Finish Powdercoating Charge

63710-003

CTECH DRAWER INSERT



63710-033



RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE PURCHASE OF A REPLACEMENT FORD F350 SERVICE TRUCK
FOR THE PUBLIC WORKS DEPARTMENT**

WHEREAS, the purchase will be funded from the older truck's replacement reserve account; and

WHEREAS, the City Staff initiated a competitive bidding procedure and obtained a proposal from Downtown Ford in the amount of \$61,187.74 for one fully-outfitted Ford F350 service truck, and

WHEREAS, the local Ford dealership decided not to submit a proposal for this particular bid opportunity; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND: hereby authorizes the purchase of one (1) replacement Ford F350 Service Truck from Downtown Ford for a total amount of \$61,187.74.

PASSED AND ADOPTED by the City Council on this 18th day of February 2020, 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: February 18, 2020
ITEM #: H.10
SUBJECT: FEMA Assistance to Firefighters Grant (AFG)

Recommendation for Action: Staff recommends that the City Council authorize the Fire Department to:

1. Submit a FEMA Assistance to Firefighters Grant (AFG) application for self-contained breathing apparatus (SCBAs) and related equipment;
2. Approve City of Woodland to be host agency and to create a MOU with partner agencies including UC Davis Fire Department, Dunnigan Fire Protection District, Capay Fire Protection District, West Plainfield Fire Protection District and the City of Dixon Fire Department. Where in partner agencies agree to pay matching funds as required by FEMA (10%) for their portion of the requested equipment;
3. Submit a FEMA Assistance to Firefighters Grant (AFG) Micro-grant application for Cancer Screenings.

Staff Contact:

Eric Zane, Interim Fire Chief- (530) 661-5861, eric.zane@cityofwoodland.org

Fiscal Impact:

The AFG award reimburses 90% of equipment costs, requiring a 10% recipient match. Should the grant be awarded, the City of Woodland would be responsible for the initial purchase, approximately \$1,495,196, as the Host Agency. Of this, 90% will be reimbursed by FEMA and each partner agency will then be required to make a 10% match for their share of the equipment as outlined by the MOU and required by FEMA.

The partner agencies, UC Davis Fire Department, Dunnigan Fire Protection District, Capay Fire Protection District, West Plainfield Fire Protection District and the City of Dixon Fire Department., will be requesting SCBAs and related equipment that will total approximately \$937,500 with a combined match of \$93,750, all which will be reimbursed to the City of Woodland by FEMA and the partner agencies.

The Woodland Fire Department will also be requesting a new SCBAs and related equipment totaling approximately \$557,695. The matching funds required for the City of Woodland's cost share will be approximately \$55,770. This would be the only non-reimbursable cost to the City of Woodland.

Additionally, the Woodland Fire Department will be requesting funding for cardiovascular and cancer screenings through the AFG Micro-grant. This would allow the Woodland Fire Department to provide early detection screenings to all personnel totaling \$35,040. The cost share for this award would be approximately \$3,504.

The Fire Department is requesting a one-time General Fund appropriation as part of FY21 budget process for both of these expenditures.

Background:

The primary goal of the Assistance to Firefighters Grants (AFG) is to enhance the safety of the public and firefighters with respect to fire-related hazards by providing direct financial assistance to eligible fire departments, nonaffiliated Emergency Medical Services organizations, and State Fire Training Academies. This funding is for critically needed resources to equip and train emergency personnel to recognized standards, enhance operations efficiencies, foster interoperability, and support community resilience.

SCBA's

A self-contained breathing apparatus (SCBA) is a type of respiratory protection equipment that contains breathable compressed air. It is typically used by the firefighters and rescue workers while operating in areas of immediate danger to life and health, such as inside a structure fire or areas that contain a toxic atmosphere.

Cardiovascular and Cancer Screenings

Cardiovascular disease accounts for roughly 40-50% of annual duty related fatalities in the fire service and according to NIOSH firefighters face a 9% increase in cancer diagnoses and a 14% increase in cancer-related deaths, compared to the general population. Fire Departments across the United States are recognizing the need for early detection amongst their members, Woodland is no exception. Comprehensive screenings can be completed at the station to minimize impact of emergency services.

Discussion:

The Fire Department submitting an AFG application in order to replace our aging self-contained breathing apparatus. These units are over 10-years old and no longer meet current National Fire Protection Association (NFPA) standards. Additionally, these units are not compatible with other departments in the County or region. These Departments have newer units that operate at a higher pressure than the ones currently used by the Woodland Fire Department. With the age of the Department's SCBA's, there has been a noticeable increase in maintenance costs and downtime of these units which puts the safety of our Firefighters at risk. If awarded, this grant will allow the Department to replace all of the SCBA's currently in service with the latest version, meeting the current NFPA standard and gaining standardization within the County and the region.

Woodland Fire Department will be requesting 54 new SCBA's, 108 SCBA bottles, 46 SCBA masks and 46 epic 3 voice amps. Totaling approximately \$557,695

UC Davis Fire Department will be requesting 17 SCBA's, 34 SCBA bottles, 21 SCBA masks and 21 epic 3 voice amps. Totaling approximately \$181,213.

Capay Fire District will be requesting 12 SCBA's 24 bottles, 13 masks and 13 epic 3 voice amps. Totaling approximately \$126,336.

Dunnigan Fire District will be requesting 26 SCBA's, 52 bottles, 28 masks and 28 epic 3 voice amps. Totaling approximately \$273,585.

West Plainfield Fire District will be requesting 4 SCBA's, 8 SCBA Bottles, 5 SCBA masks and 5 epic 3 voice amps. Totaling approximately \$42,689.

Dixon Fire Department will be requesting 30 SCBA's, 60 SCBA Bottles, 30 SCBA masks and 30 epic 3 voice amps. Totaling approximately \$313,677.

Additionally, the Woodland Fire Department will be requesting funding for cardiovascular and cancer screenings through the AFG Micro-grant. This would allow the Woodland Fire Department to provide early detection screenings to all personnel totaling \$35,040.

Conclusion:

Staff recommends that the City Council authorize the Fire Department to:

1. Submit a FEMA Assistance to Firefighters Grant (AFG) application for self-contained breathing apparatus (SCBAs) and related equipment;
2. Approve City of Woodland to be host agency and to create MOU with partner agencies including UC Davis Fire Department, Dunnigan Fire Protection District, Capay Fire Protection District, West Plainfield Fire Protection District and the City of Dixon Fire Department. Where in partner agencies agree to pay matching funds as required by FEMA (10%) for their portion of the requested equipment;
3. Submit a FEMA Assistance to Firefighters Grant (AFG) Micro-grant application for Cancer Screenings.

Prepared By: Erik Komula, Fire Captain

Reviewed By: Eric Zane, Interim Fire Chief



Paul Navazio
City Manager

Attachments:

1. MOU Regional FY19 AFG

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WOODLAND FIRE DEPARTMENT, THE UC DAVIS FIRE DEPARTMENT, CITY OF DIXON FIRE DEPARTMENT AND THE FIRE PROTECTION DISTRICTS OF WEST PLAINFIELD, CAPAY VALLEY AND DUNNIGAN.

I. Purpose

To establish a cooperative agreement between the City of Woodland and its Fire Department (hereinafter "WFD") and its Regional Partners, in order to provide Self Contained Breathing Apparatus (SCBA), and associated equipment for fire departments in the Yolo County region, and meet the requirements of the Assistance to Firefighters Grant (AFG), Operations and Safety component for Personal Protective Equipment (PPE).

These partners include the UC Davis Fire Department (hereinafter UCDFD), Capay Valley Fire Protection District (hereinafter CVFD), Dunnigan Fire Protection District (hereinafter DFPD), West Plainfield Fire Protection District Department (hereinafter "WPFD) and the City of Dixon Fire Department (hereinafter "DFD).

The WFD, UCDFD, CVFD, DFPD, WPFD and DFD accept and agree to abide by the terms and conditions of the grant, including those in Notice of Funding Opportunity number DHS-19-GPD-044-00-99. All parties agree that Federal funds under this award will be used to supplement, but not supplant, State or local funds for first responder preparedness.

II. Definitions

Regional Partners – refers to fire service agencies including WFD, UCDFD, CVFD, DFPD and WPFD, which collectively represent some of the fire agencies in Yolo County.

Self-Contained Breathing Apparatus (SCBA) Equipment – refers to SCBA and all associated equipment including harnesses, air cylinders, face masks, and voice amplifiers utilized as Personal Protective Equipment (PPE) by firefighting personnel during Immediately Dangerous to Life and Health (IDLH) atmospheres. Associated SCBA support equipment may also include Air Fill Stations and compressors, which refill SCBA cylinders. The SCBA equipment purchased through this grant will meet or exceed national and state standards.

Host Applicant/Agency – refers to an individual fire department who applies for a regional project on behalf of itself and any number of neighboring fire departments.

III. Background to the Assistance to Firefighters Grant Project

Problem Statement: Many of the fire departments within the region lack adequate SCBA equipment in their inventory that are less than ten old years old and two National Fire Protection Agency (NFPA) cycles, as well as the financial resources to replace them.

Purpose: The purpose of the AFG Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. Regional program activities should achieve cost effectiveness, and support regional efficiency and resilience. The AFG Regional Project reflects the DHS overall investment strategy priorities.

- A. Enhancing National Capabilities** - grant funding will assist in moving the Regional Partners closer to meeting one of the national priorities under the National Preparedness Goal by strengthening a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
- B. Interoperability**- grant funding will assist the Regional Partners with replacing obsolete SCBA equipment with cost-effective, sustainable and interoperable SCBA. WFD and its Regional

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WOODLAND FIRE DEPARTMENT, THE UC DAVIS FIRE DEPARTMENT, CITY OF DIXON FIRE DEPARTMENT AND THE FIRE PROTECTION DISTRICTS OF WEST PLAINFIELD, CAPAY VALLEY AND DUNNIGAN.

Partners will build and/or leverage on existing resources to strategically invest in enhancing future regional breathing air fill stations in order to support the SCBA equipment.

- C. **National Fire Protection Agency Standards** – grant funding will assist the Regional Partners in meeting all current NFPA standards.

IV. Responsibilities of the City of Woodland Fire Department

As the host/lead agency for the Regional FY2019 Assistance Firefighters Grant (AFG) award, WFD will:

- A. Provide funding for 10% (for its share) of the matching cost for equipment to be purchased.
- B. Oversee the grant implementation and coordinate with grantor.
- C. Act as the fiscal agent for the grant including:
 - 1. Invoice Regional Partners for cost share of equipment,
 - 2. Arrange payment to vendor,
 - 3. Prepare and submit fiscal and program reports for grantor, and
 - 4. Audit and track grant funds and deliverables.
- D. Manage grant activities including, but not limited to, project and fiscal reports for grantor.
- E. Coordinate with the Regional Partners throughout the grant term.
- F. After receiving input from Regional Partners, make the final determination of the SCBA Equipment to be ordered for the Regional Partners.
- G. Coordinate procurement of the SCBA Equipment and make final procurement decisions.
- H. Procure the SCBA Equipment in compliance with local and Federal procurement policies and requirements.
- I. Deliver the SCBA Equipment to participating Regional Partners.
- J. Maintain documentation of any changes to the award and/or distribution, compared to the original application.
- K. Ensure payment and compliance of all partners included in the grant.
- L. Ensure that all activities comply with the terms of the Notice of Funding Opportunity, Award, federal regulations, laws, and Executive Orders as applicable.

V. Responsibilities of All Participating Regional Partners

Each Regional Partner will:

- A. Provide funding for 10% (for its share) of the matching cost for equipment to be purchased. Share of cost shall be paid upon receipt of invoice from WFD, in advance of equipment procurement.
- B. Provide the following assigned liaison(s):
 - 1. Project Lead: primary point of contact, responsible for SCBA Equipment.
 - 2. Fiscal Lead: contact responsible for accounting, fiscal reporting and payments.
- C. Promptly provide any additional documentation to WFD as requested that may be necessary in *connection with the grant*.
- D. Ensure that all documents demonstrating programmatic completion are completed in a timely manner, are accurate, and forwarded to WFD contact.
- E. Maintain all SCBA Equipment and grant records, files, and supporting documentation in the event of an audit for three years after the official closeout.
- F. Ensure that all activities comply with the terms of the host/lead agency, Notice of Funding Opportunity, Award, federal regulations, laws, and Executive Orders as applicable.

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WOODLAND FIRE DEPARTMENT, THE UC DAVIS FIRE DEPARTMENT, CITY OF DIXON FIRE DEPARTMENT AND THE FIRE PROTECTION DISTRICTS OF WEST PLAINFIELD, CAPAY VALLEY AND DUNNIGAN.

VI. Duration of the MOU

- A. This MOU shall terminate when all AFG Program obligations requiring action by WFD have been completed upon closeout of the AFG Program grant.
- B. A Regional Partner may terminate its participation in the MOU with WFD any time prior to ordering the SCBA Equipment. To terminate the agreement, written notification must be received by the WFD Project Lead.
- C. Records are required to be maintained by the parties in the event of an audit for at least three years after the official closeout.

VII. Budget and Equipment Allocation

The preliminary budget for SCBA Equipment is based upon vendor quotation at time of the grant application and is attached as Exhibit A. Formal bids will be obtained if grant is awarded.

This agreement may be modified if FEMA modifies the scope of work and/or makes adjustments to the amount awarded. If this project is partially, but not fully, funded through the AFG, the funding will be distributed proportionally, unless otherwise agreed up by the participating partners.

VIII. Authority to Enter into MOU

The persons executing this MOU on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this MOU on behalf of the entity for which they sign.

IX. Amendments

This MOU may be amended by written agreement between the parties if approved in advance according to the grant terms and conditions.

X. Points of Contact

A list identifying each agencies Points of Contact shall be provided to and maintained by WFD. The signature page of this MOU indicates the initial points of contacts for each Regional Partner.

The primary point of contact for this project is:

Erik Komula
Fire Department – Fire Captain
1000 Lincoln Avenue
Woodland, CA 95695
Office 530-661-5860
Cell 530-304-4625
Fax 530-661-5869
erik.komula@cityofwoodland.org

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WOODLAND FIRE DEPARTMENT, THE UC DAVIS FIRE DEPARTMENT, CITY OF DIXON FIRE DEPARTMENT AND THE FIRE PROTECTION DISTRICTS OF WEST PLAINFIELD, CAPAY VALLEY AND DUNNIGAN.

XI. No Joint Venture

This MOU shall not create between the Agencies a joint venture, partnership, or any other relationship of association.

XII. No Grant of Agency

Except as the Agencies may specify in writing, no Agency shall have authority, expressed or implied, to act on behalf of the other Agencies in any capacity whatsoever as an agent. No Agency shall have any authority, express or implied, pursuant to this MOU, to bind the other Agency to any obligation whatsoever.

XIII. Indemnity

The UCDFD, CVFD, DFPD, WPF and DFD shall defend, indemnify and hold harmless the WFD, its officers, directors, agents, employees, subcontractors, and volunteers from and against all demands, claims, actions, liabilities, losses, damages, and costs, including payment of reasonable attorneys' fees, arising out of or resulting from the performance of the MOU, caused in whole or in part by the negligent or intentional acts or omissions of the UCDFD, CVFD, DFPD, WPF and DFD officers, directors, agents, employees, volunteers, or subcontractors.

The WFD shall defend, indemnify, and hold harmless the UCDFD, CVFD, DFPD, WPF and DFD, its officers, directors, agents, employees, subcontractors, and volunteers from and against all demands, claims, actions, liabilities, losses, damages and costs, including payment of reasonable attorneys' fees, arising out of or resulting from the performance of the MOU, caused in whole or in part by the negligent or intentional acts or omissions of the WFD, its officers, directors, agents, employees, volunteers, or subcontractors.

It is the intention of the UCDFD, CVFD, DFPD, WPF and DFD that where fault is determined to have been contributory, principles of comparative fault will be followed and each Agency shall bear the proportionate cost of any damage attributable to the fault of that Agency, its officers, directors, agents, employees, subcontractors, and volunteers.

The indemnity provisions of this MOU shall survive the termination of this MOU.

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WOODLAND FIRE DEPARTMENT, THE UC DAVIS FIRE DEPARTMENT, CITY OF DIXON FIRE DEPARTMENT AND THE FIRE PROTECTION DISTRICTS OF WEST PLAINFIELD, CAPAY VALLEY AND DUNNIGAN.

City of Woodland Fire Department
EIN #94-6000459

City of Dixon Fire Department
EIN # 94-6000321

Signature Date
Eric Zane, Interim Fire Chief

Signature Date
Greg Lewis, Fire Chief

UC Davis Fire Department
EIN #94-6036494

Signature Date
Nathan Trauernicht, Fire Chief

Capay Valley Fire Protection District
EIN #77-0722958

Signature Date
Dan Garrison, Fire Chief

Dunnigan Fire Protection District
EIN #94-6000548

Signature Date
Michael Urlaub, Fire Chief

West Plainfield Fire Protection District
EIN #94-6000548

Signature Date
Cherie Rita, Fire Chief

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WOODLAND FIRE DEPARTMENT, THE UC DAVIS FIRE DEPARTMENT, CITY OF DIXON FIRE DEPARTMENT AND THE FIRE PROTECTION DISTRICTS OF WEST PLAINFIELD, CAPAY VALLEY AND DUNNIGAN.

EXHIBIT A

Department	# SCBA,s	# Bottles	# Masks	# Voice	Sub Total	Tax 8%	Total	10% Match
Woodland FD	\$350,352.00	\$129,168.00	\$13,312.40	\$23,552.00	\$516,384.40	\$41,310.75	\$557,695.15	\$55,769.52
UDC FD	\$110,296.00	\$40,664.00	\$6,077.40	\$10,752.00	\$167,789.40	\$13,423.15	\$181,212.55	\$18,121.26
Capay Fire	\$77,856.00	\$28,704.00	\$3,762.20	\$6,656.00	\$116,978.20	\$9,358.26	\$126,336.46	\$12,633.65
Dunnigan Fire	\$168,688.00	\$62,192.00	\$8,103.20	\$14,336.00	\$253,319.20	\$20,265.54	\$273,584.74	\$27,358.47
West Plainfield Fire	\$25,952.00	\$9,568.00	\$1,447.00	\$2,560.00	\$39,527.00	\$3,162.16	\$42,689.16	\$4,268.92
Dixon Fire	\$194,640.00	\$71,760.00	\$8,682.00	\$15,360	\$290,442.00	\$23,235.36	\$313,677.36	\$31,367.74
Totals	\$927,784.00	\$342,056.00	\$41,384.20	\$73,216.00	\$1,384,440.20	\$110,755.22	\$1,495,195.42	\$149,519.56



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: H.11
SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP 09-15; Approve Contract Amendment #2 with Madrone Ecological Consulting for Environmental Consulting Services.

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. ____, authorizing the City Manager to execute the consultant services amendment with Madrone Ecological Consulting for the Lower Cache Creek Feasibility Study for an amount up to \$25,380 for the Lower Cache Creek Feasibility Study, CIP #09-15.

Staff Contact:

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

Fiscal Impact:

The original contract with Madrone was \$54,400, the contract amendment brings the total contract amount to \$109,180.

This Lower Cache Creek Feasibility Study is included in the Capital Budget approved by Council with \$5,050,000 being advanced from the sewer enterprise fund with a future repayment from the storm drain enterprise fund as approved by Council on July 2, 2019. The City expects to be reimbursed approximately \$600,000 through the Urban Flood Risk Reduction (UFRR) grant, including this contract amendment.

The Corps of Engineers received confirmation on February 10th that the remainder of the Federal funding necessary to complete the study has been secured. The City and California Department of Water Resources have already contributed the non-Federal funding necessary to complete the study and with the Federal funding in place, the study is on schedule with is sufficient funding to complete the study by June 30, 2021.

In addition, as part of the long-term financing plan for the project, the team will pursue cost-sharing, including project management services, with public agency and private property stakeholders with an interest in partnering on a flood solution for Lower Cache Creek.

Background:

The Corps has reactivated the Lower Cache Creek Feasibility Study and has recently completed the Tentatively Selected Plan (TSP) milestone in February 2019. The Corps has determined that a Supplemental Environmental Impact Statement (EIS) is required under the National Environmental Policy Act (NEPA) instead of the originally planned Environmental Assessment. The Corps also requested that the non-federal sponsors coordinate work between the Supplemental EIS and the Environmental Impact Report (EIR) required under the California Environmental Quality Act (CEQA). In coordination with the California Department of Water Resources (DWR), it was determined that this work would be creditable under UFRR grant.

The ongoing work continues with Alternative 2A as the Tentatively Selected Plan with local modifications. Alternative 2A collects floodwater that leaves Cache Creek, intercepts the water prior to entering Woodland,

and directs the flood water to the Yolo Bypass. Alternative 2A conveys the flood water into the Cache Creek Settling Basin (CCSB) and partially into the City's storm drainage system. The study has shown that with certain modifications to the Corps Alternative 2A there is no increase in flooding depth to the majority of structures north of the City and a reduction in the duration of flooding compared with the existing condition. Additionally, local modifications are necessary to enhance the Corps Alternative 2A to provide a 200-year level of flood protection as required by California SB-5.

The contract amendment with Madrone Ecological Consulting includes additional work items necessary to complete the necessary environmental work and analyses necessary to complete both the EIR and Supplemental EIS including assessment of the CCSB training levee degrade, haul route, and modifications to the Alternative 2A alignment. The scope of work includes both the biological assessment and the alternative analysis required under the Federal 404 permit process. The scope of work also includes coordination with the Corps, DWR, and the City's CEQA consultant throughout this process.

Discussion:

Madrone Ecological Consulting was selected through a Quality Based Selection Process in August 2018. Madrone's work focuses primarily on preparation of the environmental documentation and coordination with the flood management team. The schedule contemplates completion of the draft environmental documents by October 2019 for the Supplemental EIS and February 2020 for the EIR. The additional work included in this contract amendment includes preparation of the Biological Assessment to support consultation with the Corps and U.S. Fish & Wildlife Service in accordance with Section 7 of the federal Endangered Species Act and analyzing alternatives under the Clean Water Act 404(b)1.

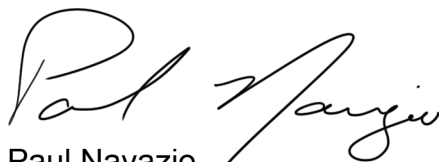
Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the consultant services amendment with Madrone Ecological Consulting for the Lower Cache Creek Feasibility Study for an amount up to \$25,380 for the Lower Cache Creek Feasibility Study, CIP #09-15.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

Reviewed by: Brent Meyer, City Engineer

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



Paul Navazio
City Manager

Attachments:

1. Resolution
2. Lower Cache Creek Change Order 2

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING CONTRACT AMENDMENT #2 WITH MADRONE ECOLOGICAL
CONSULTING FOR ENVIRONMENTAL CONSULTING SERVICES**

WHEREAS, the City of Woodland wishes to approve an engineering consulting services amendment with Madrone Ecological Consulting for Engineering Services (“Amendment”); and

WHEREAS, Madrone Ecological Consulting was selected through a quality based selection process in August 2018; and

WHEREAS, Madrone Ecological Consulting will provide environmental consulting services, including conducting a biological assessment, Federal 404 permit alternatives analysis, coordination with the Army Corps of Engineers, Department of Water Resources, and City consultants to advance the feasibility studies that are currently underway; and

WHEREAS, the contract amendment with Madrone Ecological Consulting authorizes an additional contract amount of \$25,380 to cover the scope of work. The current contract amount is \$83,800 and with this amendment, the new contract amount is \$109,180; and

WHEREAS, the City Council wishes to approve the Agreement and authorize its execution 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 Amendment with Madrone Ecological Consulting in the amount of \$25,380 for a total contract amount of \$109,180. The City Manager is hereby authorized and directed to execute the Amendment, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Amendment does not change.

Section 2. Copies of the Consultant Amendment for Design Services are available and on file in the City Clerk’s office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this 18th day of February 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



CHANGE ORDER TO PROVIDE ADDITIONAL SERVICES

I Project Name Lower Cache Creek Flood Damage Reduction Project

II Client Name City of Woodland
Attn: Mr. Tim Busch
300 1st Street
Woodland CA 95695

III Location Yolo County, California

IV Description of Services

This is Change Order Number 2 to the Proposal and Contract to Provide Services dated October 21, 2018, between Madrone Ecological Consulting, LLC (Madrone) and City of Woodland (herein, "Original Contract") for the Lower Cache Creek Flood Damage Reduction Project:

Biological Resources Assessment/CEQA Assistance

Additional funds are required for this task due to the addition of new Study components, including the Training Levee Degrade and associated haul route, and the revised Alternative 2A footprint. This includes additional field surveys required to map vegetation communities and aquatic features.

Biological Assessment

Additional funds are required to add the new Study component (Training Levee Degrade and associated haul route) to the Biological Assessment (BA) that has been prepared to support consultation between the U.S. Army Corps of Engineers (USACE) and the U.S. Fish and Wildlife Service (USFWS) in accordance with Section 7 of the federal Endangered Species Act. The addition of this component involved a field survey of the new Study area, significant edits to all BA figures (including addition of maps to several exhibits, and changing some figures to exhibits), and revision of text throughout the document.

Clean Water Act 404(b)(1) Alternatives Analysis

Additional funds are required due to the addition of the new Study component (Training Levee Degrade and associated haul route) to the Clean Water Act 404(b)(1) alternatives analysis. The field component of this task was conducted as part of the additional BA funds, and some of the figure edits were conducted under the BA task. However, some figure edits were necessary, and the new Study component had to be incorporated into the text of the document.

Upon completion of the Clean Water Act 404(b)(1) alternatives analysis, the USACE determined that they had provided an incorrect footprint for Alternative 6B. As a result, the analysis of Alternative 6B had to be completely redone, and the comparison of alternatives required to determine the Least Environmentally Damaging Practicable Alternative (LEDPA) had to be revised.

Assumptions

This assumes that there will be no further changes to the project boundary and/or description. Any additional changes to the project boundary/description will require another change order.

V Estimated Costs

Estimated costs for the tasks detailed above are as follows.

TASK	ESTIMATED COST
Biological Resources Assessment/CEQA Assistance	\$12,625
Biological Assessment	\$ 660
Alternatives Analysis	\$12,095
Total	\$25,380

Date: February 7, 2020 By: 
Ginger E. Fodge, Principal

I hereby authorize Madrone Ecological Consulting, LLC to proceed with the work as set forth in this Change Order under the terms of the Original Contract.

Date: _____ By: _____

Print Name: _____

Title: _____

Company: _____



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: H.12
SUBJECT: Facility Use and License Agreement Regarding Use of Community & Senior Center

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a facility use and license agreement between the City of Woodland and YMCA of Superior California regarding use of the City's Community & Senior Center.

Staff Contact: Christine Engel, Community Services Director (530) 661-2000, christine.engel@cityofwoodland.org

Fiscal Impact:

The YMCA would provide monthly utility payments to the City in an amount that is based upon the previous year's utility costs. For 2020, the monthly utility payment is \$1,369. In 2017, the City Council authorized a waiver of monthly lease payments from the YMCA for the use of the Fitness and Wellness Center as the YMCA does not break even for the facility operations. The City recognizes that the YMCA provides valuable recreational services to residents of the City, particularly to the senior citizens of Woodland. As such, and in exchange for the public benefits provided by YMCA and received by the City under the agreement, it is recommended that the City continue to waive lease payments.

Background:

The City entered into a lease agreement with the YMCA of Superior California for the YMCA to operate a Fitness and Wellness Center at the Community & Senior Center on March 1, 2010 (one five-year term and five one-year extensions). The lease agreement will expire on February 28, 2020.

The original five-year agreement included a lease payment of \$2,000 per month in addition to a monthly utility payment. In October 2011, the YMCA submitted a 60-day notice to terminate the lease due to the inability to generate sufficient revenue to cover monthly expenses. The City met with YMCA representatives and learned that, at that time, approximately 65% of the Fitness and Wellness Center members were seniors. In order to continue to provide these services to a primarily senior user group, the City Council authorized a reduced lease payment amount. Over the years, through additional council action, the lease payment was waived altogether.

The Fitness and Wellness Center currently has over 600 members, of which 70% of the members are senior citizens. While the Fitness and Wellness Center includes standard cardio equipment (treadmills, elliptical machines, etc.) that can be found at other health clubs, group exercise classes tailored to the needs of seniors are offered in a magnitude that is not available at other health clubs in the community. The YMCA offers over 20 group exercise classes each week that are suitable for seniors including beginning fitness, chair-balance, flexibility & strengthening, Pilates, tai chi, silver sneakers, and yoga. Staff supports the YMCA's efforts to continue to provide exercise classes that are tailored to the needs of senior citizens at a low cost.

Discussion:

A new contract between the City and the YMCA has been drafted that is very similar to the agreement that will expire on February 28, 2020. The initial term of the new agreement is for five-years with five one-year

extensions. However, the agreement also outlines a termination clause, which states that either party can terminate the agreement with a 60-day notice. The agreement identifies the hours of use and areas that can be used by the YMCA for their programming. It identifies which entity owns which items of equipment (essentially dependent on whether the City or YMCA purchased the equipment), and a formula for calculating the monthly utility payment by the YMCA to the City to reimburse the City for utility expenses.

The YMCA has been a collaborative partner with the City for sharing a common space at the Community & Senior Center. They are providing a valuable service to members of the community which is consistent with City Council goals for improving the quality of life for Woodland residents.

Conclusion: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a facility use and license agreement between the City of Woodland and YMCA of Superior California regarding use of the City's Community & Senior Center.



Paul Navazio
City Manager

Attachments:

1. WOODLAND_ YMCA Use Agreement Feb 2020
2. 2020 YMCA Contract Exhibit A
3. 2020 YMCA Contract Resolution

**FACILITY USE AND LICENSE AGREEMENT
BETWEEN THE CITY OF WOODLAND AND YMCA OF SUPERIOR CALIFORNIA
REGARDING USE OF THE CITY'S COMMUNITY AND SENIOR CENTER**

THIS USE AGREEMENT ("Agreement") is entered into this ____ day of February, 2020, by and between the CITY OF WOODLAND, a California municipal corporation ("City"), and the YMCA of Superior California, a California nonprofit corporation ("YMCA"), on the terms and conditions set forth below. City and YMCA may individually be referred to in this Agreement as "Party" and collectively as "Parties."

1. PROPERTY.

(A) The City owns the real property generally located at 2001 East Street in the City of Woodland, County of Yolo (the "Property"). On the Property, the City owns and operates a public community and health center, known and referred to as the City's Community and Senior Center ("Community and Senior Center").

(B) Subject to the terms and conditions set forth in this Agreement, the City grants to YMCA the right to use portions of the Community and Senior Center as follows: (i) the approximately 2,400 square foot fitness center located on the Property as depicted in Exhibit A ("Wellness Center"); (ii) the use of the approximately 5,000 square foot aerobics center located within the Property as depicted in Exhibit A ("Aerobics Center" [exercise and dance/aerobics]); and (iii) locker room facilities located on the Property as depicted in Exhibit A ("Locker Rooms") (collectively the "Licensed Area").

(C) City also hereby grants to YMCA and its employees, agents, and guests a license in, on, across and over the exterior portions of the Property for purposes of accessing and utilizing the Licensed Area, on the terms set forth in this Agreement. It is expressly understood that all rights granted to YMCA under this Agreement are irrevocable until this Agreement expires or is sooner terminated according to the provisions of this Agreement.

(D) Title to all fixtures and equipment purchased by the City shall remain in the City. Title to all fixtures and equipment purchased by the YMCA shall remain in the YMCA; provided, however, that abandoned fixtures and equipment remaining in the Licensed Area at the end of the term of this Agreement shall become property of the City unless otherwise agreed by the Parties.

2. LICENSED AREA.

(A) YMCA and its employees, agents, and guests shall be entitled to the exclusive use of the Wellness Center, including all fitness and audio visual equipment located in the area as of the Commencement Date of this Agreement.

(B) YMCA and its employees, agents, and guests shall be entitled to exclusive use of the Aerobics Center during the following hours: (i) 6:00 A.M. until 8:00 A.M.; (ii) 11:30 A.M. until 1:00 P.M.; and (iii) 5:00 P.M. until 8:00 P.M (collectively, "Primetime Use"), subject to the following conditions:

- (i) YMCA shall not be entitled to Primetime Use at days and/or times when the Wellness Center is not open, as determined pursuant to Section 5(E) of this Agreement; and
- (ii) If YMCA fails to utilize the Aerobics Center during Primetime Use, City shall have the right to use the Aerobics Center at such time, in City's discretion.

(C) YMCA shall be entitled to request use of the Aerobics Center at any other time ("Non-Primetime Use"). City shall endeavor to provide YMCA with preferred scheduling subject to applicable Community and Senior Center rules and regulations for any requested Non-Primetime Use. YMCA shall provide the City with reasonable notice prior to any requested Non-Primetime Use. YMCA understands and agrees that all Non-Primetime Use is subject to facility availability.

(C) YMCA and its employees, agents, and guests shall be entitled to the nonexclusive use of the Locker Rooms during the Community and Senior Center's normal business hours, which shall be determined and may be changed in the City's sole and complete discretion. YMCA shall comply with all applicable City Community and Senior Center rules and regulations regarding use of Locker Rooms.

(D) YMCA and its employees, agents, and guests shall access the Licensed Area through the exterior door of the Community and Senior Center located adjacent to the portion of the Property commonly known as the "Wellness Center" as depicted in Exhibit A.

3. TERM.

The initial term of this Agreement ("Initial Term") shall be for five (5) years commencing on February 29, 2020 ("Commencement Date"). Upon the written mutual consent of the Parties, which may be withheld in the sole and absolute discretion of either Party, the Agreement may be renewed for up to five (5) additional terms (each a "Renewal Term") of one (1) year each.

4. CONSIDERATION.

(A) Public Benefit. The Parties understand and mutually agree that the YMCA provides valuable recreational services to the City, particularly to the senior citizens of Woodland. As such, and in exchange for the public benefits provided by YMCA and received by the City under this Agreement, the City agrees to waive YMCA's payment of rent for use of the Licensed Area.

(B) Electric and Gas Utilities. YMCA shall be responsible for paying its prorated share of the gas and electric utilities ("Utility Cost") for the Community and Senior Center. YMCA shall pay the Utility Cost in advance on the first day of each and every calendar month, without demand, deduction, offset or abatement. Payments shall be made to the City of Woodland, 300 First Street, Woodland, CA 95695, or such other address provided by the City.

The Utility Cost shall be calculated pursuant to the following formula: the product of (i) 1.056, representing a premium for Sunday use, and (ii) the sum of (a) the applicable per square foot utility cost for the entire Community and Senior Center ("Square Foot Cost") multiplied by the number of square feet in the Wellness Center and (b) the Square Foot Cost multiplied by the number of square feet in the Aerobics Center multiplied by the ratio of Primetime Use of the Aerobics Center based on a fourteen hour day. Any fractional amount above shall be expressed to the thousandth.

The Square Foot Cost shall be calculated each calendar year based on the preceding calendar year's usage by (i) totaling the previous twelve months of gas and electric bills for the Community and Senior Center, subtracting any light usage fees attributable to the Sports Park; (ii) then dividing the total by twelve; and (iii) dividing this amount by 51,000 representing the total interior square foot area of the Community and Senior Center.

The Utility Cost for 2020 shall be \$1,369. As an example of the formula above, this was calculated based on (i) a Square Foot Cost of \$.29; (ii) 2,400 square feet for the Wellness Center; (iii) 5,000 square feet for the Aerobics Center, and (iv) a ratio of Primetime Use of the Aerobics Center of .464 based on 6.5 hours of usage in a fourteen hour day. The mathematical expression of the formula is $\$1,369 = ((.29 * 2400) + (.29 * 5000 * (6.5/14)))$. This expression is for reference purposes only and does not include the "Sunday" premium/multiplier as no Sunday usage is currently proposed.

(C) Late Payment Charges. YMCA acknowledges that in the event YMCA fails to pay the Utility Cost within five (5) business days of when due, such failure will cause City to incur costs not contemplated in this Agreement, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing, personnel and accounting costs. Accordingly, if any such payment is not received by City when due, YMCA shall pay City a late payment charge equal to ten percent (10%) of the overdue payment as well as interest on the outstanding amount due that shall accrue at the rate of ten percent (10%) per annum. In no event shall the late charge exceed the maximum allowable by law. YMCA agrees that this late charge represents a fair and reasonable estimate of the costs City will incur by reason of YMCA's late payment. City's acceptance of such late charge shall in no event constitute a waiver by City of YMCA's default with respect to the overdue payment, nor prevent City from exercising any of the other rights or remedies granted to City under this Agreement, at law, or in equity.

5. USE OF LICENSED AREA.

(A) Purpose and General Practices. In exchange for the use of the Licensed Area, it is expressly agreed by the Parties that YMCA shall utilize the Licensed Area as a social and recreational facility for its members and nonmembers. YMCA shall strive to provide unique and/or special-interest programs to optimize health, recreation, fitness and well-being opportunities for the City and its residents ("Special Interest Programs"). YMCA use of the Licensed Area shall comply with all applicable laws and regulations, including, but not limited to, the Community and Senior Center rules and regulations. YMCA may establish practices and policies applicable to Licensed Area, provided that they are consistent with the terms and conditions of this Agreement. YMCA may delegate the authority to conduct and oversee programs offered In the Licensed Area to the Yolo County YMCA Service Area Advisory Board.

(B) The Licensed Area shall be known as the City of Woodland / YMCA Wellness Center. This name may be changed with the Parties' mutual written consent.

(C) YMCA shall not charge users of the Licensed Area any fee, charge or rate except as allowed by this section or approved in writing in the sole discretion of the City.

(i) YMCA may charge users a Wellness Center membership fee or Wellness Program introductory fee. The amount of these fees may be set in YMCA's reasonable discretion and shall include both a monthly membership option and a daily use rate ("Use Rates").

(ii) YMCA may also set and charge users fees for Special Interest Programs it offers in the Licensed Area ("Special Interest Program Rates"). The amount of these fees may be set in YMCA's reasonable discretion.

(iii) In its discretion, YMCA may subsidize the Use Rates or Special Interest Program Rates based on an individual's financial situation.

(D) YMCA and City agree to meet annually, or more often as needed, to discuss program offerings, including any Special Interest Programs. YMCA shall not offer programs in the Licensed Area which compete with existing or future City programs. YMCA will provide City with list of programs/new programs to be offered quarterly. City will make every reasonable attempt to approve the program offerings submitted by the YMCA. If the City denies a program offering being proposed by the YMCA, the City shall provide a written rationale demonstrating that the City is currently or has been considering offering a competing program.

(E) YMCA shall operate the Wellness Center on a daily schedule mutually agreed upon between the City and the YMCA. The initial schedule of operating hours shall be from 6:00 A.M. to 8:00 P.M. on Mondays through Fridays; 7:00 A.M. to 4:00 P.M. on Saturdays; and 11:00 A.M. to 4:00 P.M. on Sundays. YMCA and the City may mutually agree to close the Wellness Center on any federal, state or City holiday.

(F) Subject to the City's sole discretion regarding placement, size and content, YMCA may install outdoor and indoor signage on the Property. All signs shall comply with all applicable laws, including the Woodland Municipal Code. The City agrees to provide reasonable advertisements of YMCA events inside the Licensed Area on the electronic marquee on the Property.

(G) YMCA shall be solely responsible and liable for any costs incurred in preparing the Licensed Area for its use pursuant to this Agreement.

(H) YMCA shall not commit or allow any waste, nuisance, or other such act or omission to occur in the Licensed Area, and shall not commit any act or allow in the Licensed Area any condition which may disturb the quiet enjoyment of those occupying the surrounding properties, including without limitation any other tenants, users or occupants of the Property.

(I) YMCA and its customers, employees, guests, students and invitees are hereby granted the right to use any parking spaces on the Property. Such parking spaces shall be used for

parking by vehicles no larger than full-size passenger automobiles, pick-up trucks or sport utility vehicles.

(J) YMCA agrees that it shall not allow for the sale or use of alcoholic beverages in the Licensed Area at any time, or in any manner, without first obtaining prior written consent of the City, and any other applicable regulatory agency, allowing for such sale and/or use, which consent may be withheld and/or conditioned upon compliance with the Woodland Municipal Code and the City's rules and regulations. Notwithstanding anything in this Agreement to the contrary, YMCA's failure to strictly adhere to this provision shall be considered an immediate material breach of this Agreement.

(K) YMCA agrees not to, or allow anyone else to, conduct any religious or sectarian activities or expound any religious or sectarian message in the Licensed Area or on the Property. YMCA further agrees not to use or allow anyone else to use the Licensed Area for any religious or sectarian purposes or uses.

6. OTHER UTILITIES.

YMCA shall be solely responsible for all telephone, cable television, internet or other utilities not subject to subsection 4(C) of this Agreement that are provided to the Licensed Area.

7. MAINTENANCE AND ALTERATIONS.

(A) YMCA shall maintain the Licensed Area, and every part thereof, in a safe, clean and sanitary condition; shall maintain the Licensed Area in good repair, ensuring the Licensed Area and all equipment is structurally sound and free from fire hazards; and shall repair all damage. YMCA shall also maintain and repair all fitness, audio visual or other equipment located in the Licensed Area, regardless of whether such equipment is owned by YMCA or City. YMCA's maintenance obligations set forth in this section shall be at YMCA's sole cost and expense.

(B) YMCA may not make any alterations, improvements or additions in, on or about any of the Licensed Area without first obtaining the City's prior written consent, which may be withheld in the City's sole discretion.

8. RECORDS.

YMCA shall accurately maintain all records relating to its use of the Licensed Area. YMCA shall maintain complete accounting records pertaining to billing and revenue ("Accounting Records") prepared on an accrual basis in accordance with generally accepted accounting principles for at least four (4) years. The City shall have the right, upon five business days' advance notice, to inspect and/or audit Accounting Records, and other like materials of YMCA that reasonably relate to YMCA's compliance with the provisions of this agreement. Such records shall be made available to City at a location within Yolo County.

9. DISCRIMINATION.

YMCA covenants by and for itself, its heirs, executors, administrators, and assigns, and all persons claiming under or through it, and this Agreement is made and accepted upon and subject

to the requirement that there shall be no discrimination against or segregation of any person or group of persons, on account of race, color, creed, religion, sex, sexual orientation, marital status, national origin, or ancestry, in the leasing, use, occupancy, tenure, or enjoyment of the Licensed Area, nor shall the YMCA itself, or any person claiming under or through it, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use, or occupancy, of users, operators, suboperators, or vendees in the Licensed Area.

10. POSSESSORY INTEREST TAX.

YMCA hereby recognizes and understands that this Agreement may create a possessory interest subject to property taxation, and that YMCA may be subject to the payment of property taxes levied on such interest. Any such imposition of a possessory interest tax shall be a tax liability of YMCA solely, and shall be paid for by the YMCA; and any such tax payment shall not reduce any payment due and payable to the City. In addition, YMCA shall pay any personal property taxes that may become due for equipment, fixtures, inventory, or other personal property installed, maintained, or present in the Licensed Area.

11. INDEMNIFICATION.

YMCA shall indemnify, hold harmless and defend City and its elected officials, officers, agents, employees and volunteers (“Indemnified Persons”) against all liability (including without limitation court costs and reasonable attorneys’ fees), claims, losses, demands or actions for injury to, or death of a person or persons, or damage to property relating to, arising out of, alleged to arise out of or in consequence of YMCA’s possession of or activity in the Licensed Area, to the extent such liability, claims, losses, demands or actions are caused by or result from the negligent or intentional acts or omissions of YMCA, its representatives, officers, agents, employees, invitees, spectators or participants in YMCA events or other activities in the Licensed Area, or others permitted or allowed in the Licensed Area by YMCA.

12. INSURANCE.

(A) YMCA and its contractor(s) and subcontractor(s) shall maintain in full force and effect during the term of this Agreement a comprehensive general liability and property damage insurance policy issued by a reputable insurance company acceptable to City. This policy shall be in an amount of not less than \$2,000,000 (two million dollars) combined single limit for all bodily injury and property damage claims. YMCA shall name City and all Indemnified Persons as additional insureds on such insurance policy. YMCA shall, prior to signing this Agreement, provide City with complete certified copies of all required policies, including endorsements evidencing the coverage and shall be subject to the satisfaction of the City Attorney. YMCA insurance shall be a primary policy and not contributory to or in excess of any policy of City. Said insurance policy shall provide that it shall not be cancelled or reduced in amount of coverage until thirty (30) days’ written notice of cancellation or reduction in coverage has been mailed to City.

(B) YMCA shall furnish City with an insurance endorsement prior to the exercise of any of the rights and privileges granted by this Agreement and each subsequent year of this

Agreement. Upon request of City, YMCA shall provide City with a copy of its insurance policy evidencing the issuance of the foregoing policy.

(C) If YMCA employs any individual on the premises or contracts for services to be rendered by a contractor's employee in the Licensed Area, any such employee in the Licensed Area shall be covered by applicable workers' compensation insurance as required by law. YMCA shall submit proof of current, effective workers' compensation insurance to City both annually and upon request by City.

13. ENTRY AND INSPECTION.

City shall have the right to enter and inspect the Licensed Area at any time for any reason, including, but not limited to, facility maintenance, information technology or audio visual equipment access and use.

14. SURRENDER.

YMCA shall, at the expiration or on sooner termination of this Agreement, surrender the Licensed Area, remove all improvements and property within sixty (60) days and give peaceable possession of the Licensed Area to the City, in satisfactory condition as determined by the City Manager.

15. TERMINATION.

(A) Either Party may terminate this Agreement upon sixty (60) days written notice.

(B) City may also terminate this Agreement prior to its expiration upon the happening of one or more of the following events, and the occurrence of any such event shall constitute an event of default:

- (i) YMCA remains in arrears in any payments required by section 4 for a period of at least five (5) days following receipt of written notice of such arrearage from City;
- (ii) YMCA fails or refuses to:
 - (1) Pay any fees required to be paid by it within fifteen (15) days following receipt of written notice of such arrearage from City;
 - (2) Obtain or maintain the insurance required by this Agreement;
 - (3) Maintain the Licensed Area as set forth in this Agreement;
- (iii) YMCA files a voluntary petition in any proceedings in Bankruptcy Court;
- (iv) Abandonment of the Licensed Area by YMCA.
- (v) Except as otherwise provided, default by YMCA in the performance of any promise, term, condition, duty or covenant required of it hereunder,

provided YMCA fails to cure such default within thirty (30) days following receipt of written notice of such default from City.

Early termination by City pursuant to this subsection (B) shall be upon not less than fifteen (15) days advance written notice to YMCA. This notice shall state both the basis of such termination and the effective date thereof. Thereafter, City, upon the effective date of such termination, may take possession of the Licensed Area, without further notice or demand to YMCA unless YMCA has cured the default by the effective date of the termination.

Failure to serve notice of termination upon the happening of any of the events described in this subsection (B) shall not operate to bar or otherwise cause the waiver of City's right to thereafter declare such termination upon the subsequent happening of any such event.

16. ASSIGNMENT AND SUBLICENSE.

YMCA shall not assign or transfer any of its rights or duties under this Agreement or assign or sublicense the Licensed Area without the prior written consent of City. Notwithstanding the provisions of California Civil Code sections 1995.260 and 1995.270, the City may grant or withhold such approval in its sole and complete discretion.

17. COMPLIANCE WITH LAWS

YMCA shall comply with all applicable federal, state and local laws, regulations and standards that are or may become applicable to YMCA's occupancy and/or activities in the Licensed Area. The judgment of any court of competent jurisdiction, or the admission of YMCA in a proceeding brought against it by any governmental entity, that YMCA has violated any such statute, ordinance, regulation, or requirement shall be conclusive as between the City and YMCA and shall constitute grounds for declaration of default, material breach, forfeiture, and termination of this Agreement by the City.

18. NONWAIVER OF RIGHTS.

No waiver of default by either Party hereto of any of the terms, promises, covenants or conditions hereof to be performed, kept and observed by the other Party shall be construed as, or shall operate as, a waiver of any subsequent default by such Party.

19. SAFETY AND ENVIRONMENTAL PROTECTION.

(A) YMCA shall operate and maintain the Licensed Area so as to avoid injury or damage to any person or property. In carrying out its work, YMCA shall at all times, exercise all necessary precautions for the safety and environmental protection of the Licensed Area and Property, and be in compliance with all federal, state and local statutory and regulatory requirements including State of California, Division of Industrial Relations (Cal/OSHA) regulations, Cal/EPA, and US/EPA (as applicable).

(B) YMCA shall defend, indemnify and hold harmless the City and its partners, affiliates, agents and employees against any and all losses, liabilities, claims and/or costs (including reasonable attorneys' fees and costs) arising from any breach of any representation,

warranty or agreement contained in this section. This section shall survive the termination of this Agreement.

20. NOTICES.

All notices shall be in writing, and delivered in person or transmitted by mail, postage prepaid.

Notices required to be given to City shall be addressed as follows:

City of Woodland
ATTN: Community Services Director
300 First Street
Woodland, CA 95695

Notices required to be given to YMCA shall be addressed as follows:

YMCA of Superior California
ATTN: President
1926 V Street
Sacramento, CA 95818

21. SEVERABILITY.

Should any provision of this Agreement be deemed unlawful, that provision shall be severed, and the remaining terms shall continue to be valid and fully enforceable.

22. AMENDMENT.

This Agreement may be amended only by further written agreement of the Parties. Mutually agreed changes shall be incorporated as written amendments to this Agreement.

23. COMPLETE AGREEMENT.

This Agreement supersedes any and all agreements, either oral or in writing, between the Parties with respect to the subject matter herein. Each Party to this Agreement acknowledges that no representation by any Party which is not embodied herein or any other agreement, statement or promise not contained in this Agreement shall be valid and binding.

24. AUTHORITY TO EXECUTE.

Each signatory to this Agreement warrants that he or she is authorized to enter into this Agreement on behalf of his or her principal.

25. INTERPRETATION.

The Parties hereto acknowledge and agree that each has been given the opportunity to

independently review this Agreement with legal counsel, and/or has the requisite experience and sophistication to understand, interpret and agree to the particular language of the provisions of the Agreement.

In the event of a controversy or dispute between the Parties concerning the provisions herein, this Agreement shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsmanship of such provision.

26. APPLICABLE LAW.

The Parties hereto understand and agree that the terms of this Agreement have been negotiated and executed within the State of California and shall be governed by and construed under the laws of the State of California.

In the event of a dispute concerning the terms of this Agreement, the Parties hereto expressly agree that the venue for any legal action shall be with the appropriate court in the County of Yolo, State of California.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective on the day and year first written above.

CITY OF WOODLAND
ASSOCIATION

YMCA OF SUPERIOR CALIFORNIA

By: _____

By: _____

City Manager

President

Date Signed: _____

Date Signed: _____

Attest:

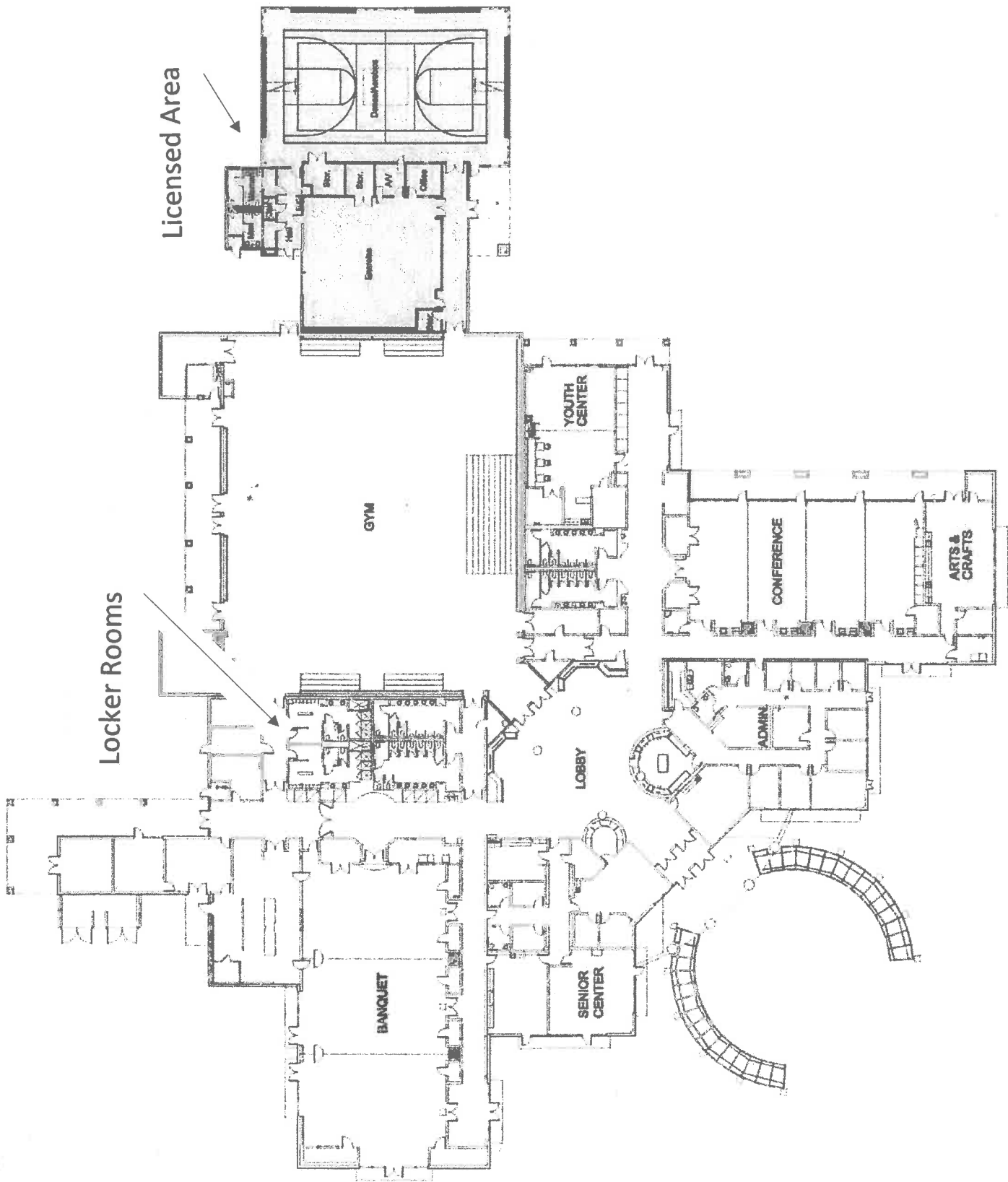
Approved as to Form:

Ana Gonzalez
City Clerk

Kara K. Ueda
Best Best & Krieger LLP
City Attorney

Exhibit “A”

Map of the Community and Senior Center Depicting Licensed Area



CITY OF WOODLAND

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING A FACILITY USE AND LICENSE AGREEMENT AT THE COMMUNITY
& SENIOR CENTER

WHEREAS, the YMCA has operated a Fitness and Wellness Center under a use agreement with the City of Woodland at the Community & Senior Center since March 1, 2010; and

WHEREAS, the YMCA provides opportunities for residents to improve the quality of their life through using the Fitness and Wellness Center and attending group exercise classes; and

WHEREAS, the use agreement will expire on February 28, 2020 and the YMCA desires to continue to provide these services; and

WHEREAS, the City desires to continue to lease the space to the YMCA in order for them to provide these services to the community.

NOW, THEREFORE, BE IT RESOLVED The City Council hereby authorizes the City Manager to execute a facility use and license agreement between the City of Woodland and the YMCA of Superior California regarding the use of the City's Community & Senior Center for five years with the ability to execute five one-year extensions. The City Attorney is hereby authorized to make clarifying and confirming changes in the Agreement.

PASSED AND ADOPTED this 18th day of February 2020, by the following vote:

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

Rich Lansburgh, Mayor

ATTEST:

Ana Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: H.13
SUBJECT: Modify Budgeted Building Inspector Position for FY 2020

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving position changes within the Community Development Department; authorizing the addition of a Senior Building Inspector position; and deleting the position of Building Inspector I/II

Staff Contact:

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

Fiscal Impact:

The fiscal impact for FY2019/20 is approximately \$2,000 depending on when a recruitment can be completed and an ideal candidate selected. The budget impact can be absorbed within the current approved budget due to the on-going building inspector position vacancy. The fiscal impact to the baseline budget for FY2020/21 is approximately \$14,000 in the General Fund.

Background:

After the retirement of the Chief Building Official (CBO) in March 2018, Joel Luevano, then Senior Building Inspector served as Acting CBO. In May 2019, Mr. Luevano was promoted to the position of CBO, leaving the Senior Building Inspector position vacant. Given the vacant position the City has contracted the majority of the building inspector workload to contract inspectors with oversight by the CBO.

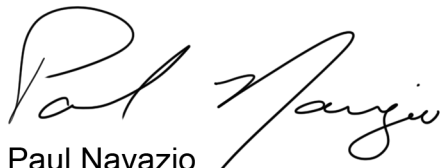
Discussion:

The FY2019/20 budget includes funding and authorization for a Building Inspector I/II position. Human Resources has completed two recruitments to fill this vacancy. While eligibility list have been robust, the department has been unsuccessful in securing the right candidate for the position. With the home building industry still going strong, this is a very competitive position, and it is essential that the Department fill this position at the higher level. By authorizing the Senior Building Inspector classification, the Department hopes to attract an applicant that has more experience in the industry and are interested working with the City of Woodland.

The increased cost for this position can be absorbed in the current year budget appropriation, but will need to be included in the baseline budget for FY2020/21.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving position changes within the Community Development Department; authorizing the addition of a Senior Building Inspector position; and deleting the position of Building Inspector I/II.



Paul Navazio
City Manager

Attachments:

1. Senior Building Inspector Reso

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING A POSITION CHANGE WITHIN THE COMMUNITY
DEVELOPMENT DEPARTMENT – BUILDING DIVISION**

WHEREAS, the Department has been unsuccessful in filling a vacant Building Inspector I/II position; and

WHEREAS, the Department requests the deletion of the Building Inspector I/II position from the FY2019/20 budget; and

WHEREAS, the Department requests the addition of a Senior Building Inspector position to the FY2019/20 budget.

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

Section1. The City Council authorizes the addition of one Senior Building Inspector position and deletion of one Building Inspector I/II position in the FY 2019/20 budget.

PASSED AND ADOPTED by the City Council this 18th day of February, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Landsburg, Mayor

ATTEST:

Ana B. Gonzalez



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: H.14
SUBJECT: Interim City Manager Employment Agreement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving an Employment Agreement for the position of Interim City Manager

Staff Contact:

Paul Navazio, City Manager, (530) 661-5802, paul.navazio@cityofwoodland.org

Fiscal Impact:

The Interim City Manager employment agreement provides for a base monthly salary of \$17,249.42, upon the effective date of the agreement. The agreement also provides for an increase in base salary as of July 1, 2020, consistent with the adjustment provided for in the existing employment agreement for the subject employee. Benefits will remain essentially unchanged. Funding for this new Interim City Manager agreement is provided within the adopted FY2019/20 budget and will be fully-covered by savings from the vacancy created by the incumbent City Manager.

Background:

With the pending retirement of the current City Manager, the City Council has appointed Ken Hiatt, Assistant City Manager / Community and Economic Development Director to serve as Interim City Manager, effective March 7, 2020. The City Council has reached agreement with Mr. Hiatt on the terms of an employment agreement for the period in which he is to serve as Interim City Manager. Ken Hiatt joined the City as Community Development Director in May of 2013 and assumed the role of Assistant City Manager / Community & Economic Development Director in August of 2016.

Discussion:

The Interim City Manager's Employment Agreement provides as follows:

- Mr. Hiatt will serve as the Interim City Manager and assume all duties of the City Manager, as of Saturday, March 7, 2020.
- He may hire a person, on an interim basis, to serve in his existing position of Assistant City Manager/Community and Economic Development Director
- Salary will be 10% more than his existing compensation for the duration of the agreement
- All benefits will be the same as his existing benefits except he will receive additional funds for professional and career development
- The Council expects to perform a performance evaluation in approximately 6 months

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving an Employment Agreement for the position of Interim City Manager.



Kara K. Ueda
City Attorney

Attachments:

1. Resolution Approving Interim CM Employment Agreement
2. Ken Hiatt Interim CM Feb 2020

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN EMPLOYMENT AGREEMENT WITH KEN HIATT FOR THE
POSITION OF INTERIM CITY MANAGER**

WHEREAS, ~~the~~ City Manager Paul Navazio will be retiring from Ccity service effective March 6, 2020; and

WHEREAS, the City Council has appointed Assistant City Manager / Community and Economic Development Director, Ken Hiatt, to serve as Interim City Manager, effective March 7, 2020 ~~term~~; and

WHEREAS, the attached Employment Agreement provides for a base monthly salary of \$17,249.42 per month upon the effective date of the Agreement, with an adjustment to \$17,853.14 on July 1, 2020; and

WHEREAS, the Agreement provides that benefits will remain largely unchanged from those provided to Mr. Hiatt under his existing employment agreement as Assistant City Manager / Community & Economic Development Director; and

WHEREAS, the City Council will anticipates undertaking a performance evaluation after approximately 6 months of appointment to the position of Interim City Manager.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Woodland hereby approves the Employment Agreement between the City of Woodland and Ken Hiatt covering the term of his role as Interim City Manager.

PASSED AND ADOPTED this 18th day of February, 2020, by the following vote:

AYES:

NOES:

ABSENT:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Attachment: Interim City Manager Employment Agreement

Employment Agreement

This Employment Agreement (“Agreement”) is between the City of Woodland, a California municipal corporation (“City”) and Ken Hiatt (“Employee”), an individual, both of whom agree as follows:

Section 1. Appointment

The City Council has appointed Employee as the Interim City Manager of the City, effective on Saturday, March 7, 2020. Employee accepts the appointment and employment, for an indefinite term. Prior to this appointment, Employee was Assistant City Manager/Community and Economic Development Director of the City.

Section 2. Duties and Authority

A. Employee shall perform the functions and duties of a city manager as provided for under state law and the Woodland Municipal Code, the City Manager job description, City Council direction, or as otherwise provided by law, ordinance, or regulation. Employee shall faithfully, diligently, and to the best of Employee’s abilities, perform all duties that may be required under this Agreement and shall devote his full energy, skill, ability, and productive time to the performance of his duties. Employee reports to, and serves at the pleasure of, the City Council.

B. Employee shall not engage in any employment, activity, or other enterprise, for compensation or otherwise, that is actually or potentially in conflict with, inimical to, or that interferes with the performance of Employee’s duties.

C. This Agreement is intended to supersede Employee’s current agreement for the Assistant City Manager/Community and Economic Development Director of the City (“ACM Agreement”) for the duration of Employee’s appointment as Interim City Manager and will apply so long as Employee is serving as the City’s Interim City Manager.

D. Employee agrees to maintain any licenses or certifications required by Employee’s job description.

E. Employee may hire an individual(s) on an interim basis during Employee’s appointment as Interim City Manager for the purpose of carrying out the duties of the Assistant City Manager/Community and Economic Development Director or to otherwise assist with Employee’s duties as the Interim City Manager provided that such costs do not exceed the cost budgeted for the Assistant City Manager/Community and Economic Development Director.

F. Both City and Employee understand and agree that City reserves its right to recruit for a new City Manager, and nothing in this Agreement precludes Employee from applying for or otherwise being considered as a candidate for permanent appointment as the City Manager.

Section 3. Hours of Work.

The Employee as Interim City Manager is an exempt position, and Employee is expected to engage in those hours of work necessary to fulfill the obligations of the position. Employee must be

available to other staff and members of the public during City's regular hours of business, and generally Employee is expected to be working during such regular hours of business. Employee's position also requires frequent time worked outside of customary business hours (e.g. to attend City Council meetings or other functions on City's behalf). As such, Employee's daily and weekly work schedule will vary in accordance with the work to be performed and in accordance with direction provided by the City Council.

Section 4. Performance Evaluation

The City Council will conduct a performance evaluation of Employee on or around September 8, 2020, or at a time mutually agreed upon by the City Council and Employee. The City Council shall evaluate Employee's performance and provide guidance and direction to Employee. The City Council and Employee may choose to have an initial meeting at or around the commencement of this Agreement to discuss Employee's performance goals as well as the City Council's goals, expectations, and objectives for Employee's performance.

Section 5. Compensation

A. City agrees to pay Employee a monthly gross base salary of \$17,249.42, effective upon commencement of this Agreement.

B. Provided this Agreement is still in effect, Employee's monthly gross base salary shall increase to \$17,853.14 as of July 1, 2020, which adjustment is consistent with Employee's ACM Agreement.

C. Nothing in this Agreement precludes the City Council from considering other salary adjustments for Employee. Further, if Employee is selected for the position of City Manager, such appointment shall be subject to a new and separate employment agreement, which shall set forth the salary and other compensation for such appointment.

D. Employee shall be paid at the same intervals and in the same manner as other management employees, and all wage payments are subject to applicable payroll taxes and withholdings.

E. The City of Woodland will match Employee's deferred compensation contribution up to two percent (2%) of Employee's base salary, subject to the limitations and restrictions imposed by law and by the City's 457 Plan. Only plans approved by the City in its deferred compensation program will be eligible for the City contribution. Employee is responsible to ensure that Employee's contribution and the City's matching contribution meet Internal Revenue Code Section 457 deferred compensation program requirements. In addition, as salary is adjusted, Employee will be responsible to make periodic changes to the amounts of compensation deferred.

Section 6. Health, Disability and Life Insurance Benefits

Employee will be eligible for, and shall receive, all regular benefits as are set forth in Employee's ACM Employment Agreement. Such benefits are as follows:

A. City agrees to provide Employee with access to the same City-sponsored health and welfare benefit programs (medical, dental, vision, long term disability, and life insurance), and the same City contributions to the costs of such programs, as are provided under the Miscellaneous Mid- Management Employee MOU (“Mid-Management MOU”), a copy of which is included as Exhibit A to this Agreement, except as otherwise specified in this Agreement. City will make the required premium payments for short term and long term disability insurance coverage for Employee during the Term of this Agreement. City shall also pay the amount due for term life insurance in an amount equal to \$50,000. Employee shall have the right to choose the beneficiary on such policy.

B. Employer agrees to provide and pay the City allowance for vision, dental and comprehensive medical insurance for Employee and his/her eligible dependents. The Employer’s contribution toward health insurance shall be equal to that which is provided to all other full-time miscellaneous mid-management employees of the Employer.

C. If Employee provides proof of coverage under an outside medical insurance program, Employee may decline to accept medical coverage, and will be eligible for cash-in- lieu payment of \$405 per month.

Section 7. Holidays, Vacation, Sick, and Administrative Leave

Employee and City agree that the same leave provisions as set forth in the ACM Agreement apply to this Agreement and are as follows:

A. Sick Leave. Employee shall accrue sick leave at the rate of one (1) day (i.e. 8 hours) for each month worked. Employee may use paid sick leave in accordance with the City’s sick leave policy, for those purposes specified in City policy and the California Labor Code. Sick leave is not eligible for cash-out at any time, and any remaining accrued sick leave at such time of Employee’s retirement from City service will be governed by the then-existing City contract with CalPERS.

B. Vacation. Employee shall accrue vacation leave at the rate of twenty (20) days for each year worked, earned on a pro rata basis per pay period. Employee shall also have 16 vacation hours added to vacation leave total as of July 1 each year.

Employees with ten (10) years of service or less may carry an unused vacation leave balance of no more than thirty-four (34) days (272 hours) past January 1st of each year. Employees with more than ten (10) years of service may carry an unused vacation leave balance of no more than forty-four (44) days (352 hours) past January 1st of each year.

Each calendar year Employee may, at his request, have up to eighty (80) accrued but unused vacation leave hours paid directly to him at his regular hourly rate of pay at the time of the request in lieu of time off; provided Employee has previously taken at least one (1) week of vacation time off in the same calendar year.

C. Holidays. Employee shall be entitled to those paid holidays recognized by the City in the Mid-Management MOU.

D. **Administrative Leave.** Employee shall receive an annual bank of ninety-six (96) hours administrative leave on July 1 each year. The City and Employee agree that Employee may cash out up to 80 hours of unused Administrative Leave anytime during each fiscal year, and that any remaining administrative leave in Employee's leave bank as of each June 30 will be forfeited.

Section 8. Payment of Expenses

A. City shall pay the cost of any fidelity or other bonds required by law or City policy. Further, City shall reimburse Employee at the standard IRS mileage rate for any business-related use of a personal vehicle for official business, excepting that Employee should always attempt to utilize a vehicle owned by City to avoid such expense whenever possible. Other business-related expenses Employee may incur are eligible for reimbursement under the terms of City's expense reimbursement policies.

B. Employee may expend up to \$6,500 without additional City Council authorization to assist him in career development, education, coaching, professional memberships and dues, subscriptions, equipment, software, certifications, or other special projects. City will allow Employee reasonable time away from the City to participate in professional conferences, trainings, and meetings.

Section 9. Cell Phone

Employee is eligible to receive the City Cell phone stipend, consistent with the current City Cell Phone Stipend policy.

Section 10. Retirement

City provides retirement benefits through the California Public Employees Retirement System ("CalPERS"). As a CalPERS "classic" member, Employee's retirement benefit is based on a 2%@60 formula with the highest three year average. Employee pays the 7% employee retirement contribution.

Employee will be eligible for retiree medical benefits, dependent on hire date, provided employee retires with 10 or more years of City service. The City's contribution will be the same retirement medical benefits that are offered to mid-management employees as specified in the Mid-Management MOU. The City shall contribute \$50 per month to the employee's Retiree Health Savings Plan (RHSP) account, and the employee shall contribute \$50 per month to their RHSP.

Section 11. Term, Employment, and Termination

A. Term. This Agreement shall begin on Saturday, March 7, 2020, and shall continue until terminated pursuant to this Section 11.

B. No Property Interest. Employee understands and agrees that he has no constitutionally protected property or other interest in his employment as Interim City Manager.

C. Termination By City. Employee's appointment is "at will," meaning that the employment can be terminated at any time, with or without cause. Should the City Council

terminate Employee from the Interim City Manager position, at any time and with or without cause, the City Council will return Employee to his prior position of Assistant City Manager/Community and Economic Development Director with thirty (30) days' notice. Nothing in this section or this Agreement precludes either the City from hiring Employee as, or Employee from accepting the position of, the permanent City Manager. If the City Council hires someone other than Employee to be the permanent City Manager, Employee will be returned to his prior job as Assistant City Manager/Community and Economic Development Director at the salary and benefits then pertaining to that position. Employee understands and agrees that Employee works at the will and pleasure of the City Council, and that Employee may be terminated as Interim City Manager, or asked to resign, at any time, with or without cause. Notice of termination shall be provided to Employee in writing.

D. Termination by Employee. Employee may voluntarily terminate his employment as Interim City Manager at any time by giving not less than thirty (30) days' notice, in which case Employee will return to his prior job as Assistant City Manager/Community and Economic Development Director.

Section 12. Indemnification

City shall indemnify and defend Employee in accordance with the California Government Claims Act. City's obligation to defend and indemnify Employee shall extend only to the entry of a final judgment by the trial court, and shall not extend to providing defense or indemnity in connection with an appeal of the judgment, except as otherwise specifically required by law. City will determine, in its sole discretion, whether to compromise and settle any such claim or suit against Employee, as well as the amount of any settlement or judgment rendered thereon.

Section 13. Notices

Notice pursuant to this Agreement shall be given by personal service, by overnight delivery service (e.g. Federal Express), or by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Employer: City of Woodland
300 First Street
Woodland, CA 95695
Attn: Ana Gonzalez, City Clerk

Employee: Ken Hiatt
1026 San Gallo Terrace
Davis, CA 95618

Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission by overnight delivery or by the United States Postal Service.

Section 14. General Provisions

A. Integration. This Agreement sets forth and establishes the entire understanding between City and Employee. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written Agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

B. Binding Effect. This Agreement shall be binding on City and Employee and shall not be assignable or transferable, in whole or in part, by either party. Any such purported transfer or assignment shall be null and void.

C. Effective Date. This Agreement shall become effective on March 7, 2020.

D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

E. Statutory Requirements. This Agreement shall be deemed to incorporate by reference the provisions of Sections 53243 *et seq.* of the Government Code, as it may be amended or renumbered.

F. Attorney's Fees. If any legal action or proceeding is brought to enforce or interpret this Agreement, the prevailing party, as determined by the court, shall be entitled to recover from the other party all reasonable costs and attorney's fees, including such fees and costs as may be incurred in enforcing any judgment or order entered in any such action. Nothing in this subsection shall be read to prevent the parties from agreeing to some alternative method of dispute resolution. If such a method is agreed to, any final determination shall include an award of attorney's fees and costs by the presiding officer.

G. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. Employee and City agree that venue for any dispute shall be in Yolo County, California.

H. Representation by Counsel. The parties acknowledge and agree that they were, or had the opportunity to be, represented individually by legal counsel with respect to the matters that are the subject of this Agreement and that they are fully advised with respect to their respective rights and obligations resulting from signing this Agreement.

I. Waiver. Any failure of a party to insist upon strict compliance with any term, undertaking, or condition of this Agreement shall not be deemed to be a waiver of such term, undertaking, or condition. To be effective, a waiver must be in writing, signed and dated by the parties.

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

EMPLOYER: CITY OF WOODLAND By: _____ Rich Lansburgh, Mayor	_____ Date
EMPLOYEE: _____ Ken Hiatt APPROVED AS TO FORM _____ Kara Ueda, City Attorney Best Best & Krieger LLP	_____ Date _____ Date



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: I.15
SUBJECT: Approval of Facility Naming for Proposed Girls' Fastpitch Complex

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving a facility name for the proposed Girls' Fastpitch Complex.

Staff Contact:

Christine Engel, Community Services Director (530) 661-2000; Christine.engel@cityofwoodland.org

Fiscal Impact:

The approval of a name for the proposed Girls' Fastpitch Complex at the Woodland Sports Park would not result in a financial impact. Naming of the facility, as a result of a donation received by the Woodland Recreation Foundation, does not obligate the City to contribute funding to the potential future construction of the facility.

Background:

Efforts to develop potential additional sports facilities at the Woodland Sports Park began in June 2017. On March 6, 2018, the City Council received an update on the conceptual buildout of the Sports Park. Information provided at that time included a Woodland Community Sports Park Draft Master Plan for buildout of the Sports Park, with an associated overall project cost estimate of approximately \$16 million for design and construction of the new recreation facilities identified in the conceptual master plan (Tennis, Soccer, Fastpitch Softball, and Skate Park).

On October 2, 2018, the City Council received an update on the proposed cost and fundraising plan to construct fastpitch fields at the Sports Park by Woodland Girls' Fastpitch Softball Association (WGFSa). At this meeting, the City Council directed staff to continue to work with WGFSa and the soccer user groups on funding/phasing plans for the facilities each group proposed.

Staff is continuing to work with the WGFSa on their proposed plan to construct new fields. In addition, staff will provide an update to residents within the southeast growth area to update residents on project plans prior to returning to Council for approval of Sports Park facilities.

Discussion:

Since the October 2018 City Council meeting, Girls' Fastpitch has been to refine the layout of the proposed fastpitch fields, update project cost, and consider project phasing. However, in the meantime, the Woodland Recreation Foundation has successfully secured a \$200,000 private donation and is requesting Council concurrence to authorize the naming of the planned Girls' Fastpitch Complex after the donor "Dowling Fastpitch Complex".

Formal fundraising agreements recently executed between the City and other user groups working on plans for Sports Park recreation facilities include a provision related to naming opportunities, as follows:

"The user group and City shall work together to determine whether there are naming opportunities for donors."

If a determination is made that such naming opportunities are available, the user group shall provide a list of the donors and the items to be named to the City prior to the City's execution of a contract with the landscape architect. The user group shall have sole responsibility for determining the dollar amount required for each specific naming opportunity and for entering into any agreements with donors regarding naming opportunities. However, any decision to name the entire facility after a donor shall be made by both the City and the user group, and the City reserves the right to have such decision made by the City Council."

While the City and Girls Fastpitch Softball have not yet entered into a formal fundraising agreement, the City Council approving the naming of the Girls Fastpitch complex as "Dowling Fastpitch Complex" is consistent with the existing fundraising agreements with the other user groups as well as the agreement that staff anticipates entering into with Girls' Fastpitch.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving a facility name for the proposed Girls' Fastpitch Complex.



Paul Navazio
City Manager

Attachments:

1. Resolution Naming Fastpitch Complex 2020

CITY OF WOODLAND RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
TO NAME FUTURE FASTPITCH COMPLEX

WHEREAS, City owns certain real property commonly referred to as the City's Sports Park, located at 2001 East Street, Woodland, California; and

WHEREAS, City currently owns, maintains, and operates the entirety of the Sports Park; and

WHEREAS, Woodland Recreation Foundation and Woodland Girls' Fastpitch (User-Group) has an interest and desire to have a Fastpitch Complex constructed at the Sports Park ("Project"); and

WHEREAS, City similarly desires to have a Fastpitch Complex constructed but lacks the necessary financial resources to fund its entire construction, and desires to partner with the User Group in order to bring the Project to fruition at the Sports Park; and

WHEREAS, the City has not yet officially approved the construction of the Fastpitch Complex or committed funds to its construction; and

WHEREAS, Woodland Recreation Foundation has secured a donation and desires to name the entire complex "Dowling Fastpitch Complex" in the event the complex is constructed; and

WHEREAS, the naming of the Fastpitch Complex is not a project pursuant to CEQA because the approval to name the future complex does not authorize actual construction or a physical change in the environment, but to the extent it is a project, the City Council previously analyzed the impacts from the Sports Park in the Spring Lake Specific Plan Environmental Impact Report and Addendum Number 6 prepared for that EIR, which was adopted by the City Council on March 1, 2005.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

Section 1: The City Council hereby approves the naming of the Fastpitch Complex as "Dowling Fastpitch Complex"

Section 2. Notice of Exemption. The City Council hereby finds that the approval to name a proposed Fastpitch Complex is exempt from CEQA pursuant to CEQA Guideline 15183(a) and 15061(b)(3) because the complex naming is not a project under CEQA, but even if it is, the City previously analyzed the Sports Park in the Spring Lake Specific Plan EIR and Addendum Number 6 to that EIR, which was approved by the City Council on March 1, 2005.

PASSED AND ADOPTED by the City Council this 4th day of February, 2020, by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

Rich Lansburgh, Mayor

Attest:

Approved as to form:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: I.16
SUBJECT: Approval to Permit the Subordination of the Affordable Housing Covenant recorded for the Gracewood Commons Senior Citizens Housing Project to the Project's Pre-development Financing

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to permit subordination of the recorded affordable housing covenant for the Gracewood Commons senior citizens housing project to the project's pre-development financing and authorize the City Manager to execute the subordination agreement on the City's behalf.

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

Fiscal Impact:

There is no fiscal impact.

Background:

Non-profit Delta Senior Housing Communities, Inc. is partnering with its development partner, Neighborhood Partners, LLC, to construct a 146-unit senior citizen rental housing project (Gracewood Commons) for very low- and low-income households at a 4.66-acre R-25 site in the Oyang North Subdivision (Spring Lake Specific Plan). The site was the subject of a land dedication agreement executed between the City and the initial developer of Oyang South. Instead of accepting affordable housing in-lieu fees, the City had the Gracewood Commons site dedicated to Delta Senior Housing Communities, Inc. for a future senior citizens affordable housing rental development.

Discussion:

Neighborhood Partners is in the process of preparing a site plan and design for City approval of the Gracewood Commons project and plans to seek multiple financing sources this year to construct the first phase which will include the construction of 76 rental units. Pre-development costs of approximately \$600,000 will be incurred for various expenses including architectural design, civil engineering, energy engineering, City planning fees, legal, funding application fees, and real estate taxes. Neighborhood Partners will seek a loan from a private lender to cover the pre-development costs and the lender will require the City to subordinate its affordable housing covenant to the loan. The covenant does not address subordinations for pre-development financing. Subordinating the covenant to the pre-development loan does present a risk in the event that permanent financing sources cannot be secured and construction of the project does not move forward. However, it should be noted that the developer, Neighborhood Partners, has a successful track record of developing or serving as a consultant for affordable housing projects and developed the 44-unit Rochdale Grange affordable complex in the City's Spring Lake area. In addition, the subordination agreement will include a provision allowing the City to cure a default in the event that Neighborhood Partners defaults on the pre-development loan, assume the loan and title to the property, and obtain ownership of the plans/engineering documents prepared.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to permit subordination of the recorded affordable housing covenant for the Gracewood Commons senior citizens housing project to the project's pre-development financing and authorize the City Manager to execute the subordination agreement on the City's behalf.

Prepared by: Dan Sokolow, Senior Planner
Reviewed by: Christine Engel, CSD Director

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



Paul Navazio
City Manager

Attachments:

1. February 18, 2020 Resolution
2. Request from Neighborhood Partners
3. Affordable Housing Covenant

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE SUBORDINATION OF THE AFFORDABLE HOUSING COVENANT
RECORDED FOR THE GRACEWOOD COMMONS SENIOR CITIZENS HOUSING PROJECT
TO THE PROJECT'S PRE-DEVELOPMENT LOAN**

WHEREAS, a 4.66-acre multi-family, R-25 site in the Oyang South Subdivision of the Spring Lake Specific Plan area was dedicated to nonprofit Delta Senior Housing Communities, Inc. in 2019 for the construction of a senior citizens housing project (Gracewood Commons); and

WHEREAS, Delta's development partner Neighborhood Partners is in the process of preparing a site plan and design for City approval of the 146-unit Gracewood Commons project and plans to seek multiple financing sources to construct the first phase which will include 76 rental units; and

WHEREAS, Neighborhood Partners will need to obtain a loan from a private lender to cover pre-development costs that will include architectural design, civil engineering, energy engineering, City planning fees, legal, funding application fees, and real estate taxes; and

WHEREAS, the pre-development lender will require the City to subordinate its recorded affordable housing covenant to the pre-development loan and the covenant does include a subordination provision for pre-development financing.

NOW THEREFORE, BE IT RESOLVED, as follows:

The City Council does hereby approve the subordination of the recorded affordable housing covenant for the Gracewood Commons project to the project's pre-development financing and authorizes the City Manager to execute the subordination agreement on the City's behalf.

PASSED, APPROVED AND ADOPTED this 18th day of February, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana Gonzalez, City Clerk

Kara K. Ueda, City Attorney



Neighborhood Partners, LLC

February 7, 2020

Mayor Rich Lansburgh &
City Council Members
City of Woodland
300 First Street
Woodland, CA 95695

RE: Subordination of City Affordable Housing Covenant

Mayor Lansburgh and City Council Members:

I am working on the development of an affordable housing complex for senior citizen households (to be named Gracewood Commons) on a 4.66-acre site that KB Homes donated to Delta Senior Housing Communities, Inc. (DSHC) on 9/4/19. My firm, Neighborhood Partners, LLC (along with our partners DSHC and the John Stewart Company) is proposing to develop 146 units in two phases (with 76 units in Phase I).

We now wish to retain an architecture firm to create the design documents required for the City design review approval process. In order to finance these architectural fees, as well as other related professional fees, City design review application fees, annual property taxes and SLIF fees, and State Treasurer's Office low-income housing tax credit/tax-exempt bond reservation fees, we need to obtain a \$600,000 predevelopment loan from a local bank. The collateral for the loan will need to be a deed of trust secured by the property.

On 10/16/19, the City's Affordable Housing Covenant was recorded to ensure that the property provides units with rents at designated income levels. In order for a private sector bank to make the \$600,000 loan, the Covenant will need to be subordinated in lien position to that private predevelopment loan deed of trust, so that the bank can recoup its funds in the event that the borrower defaults on the loan.

Please authorize the City Manager to execute a subordination agreement and other legal documents necessary to allow the \$600,000 predevelopment loan agreement to be in first lien position ahead of the City Affordable Housing Covenant.

Respectfully,

Luke Watkins, Member
Neighborhood Partners, LLC



YOLO Recorder's Office
Jesse Salinas, County Recorder
DOC- 2019-0025807-00

Acct 119-City of Woodland
Wednesday, OCT 16, 2019 15:17:00
Ttl Pd \$0.00 Rcpt # 0001369826
EFS/X7/1-9

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

City of Woodland
300 First Street
Woodland, CA 95695
Attention: City Manager

No fee for recording pursuant to
Government Code Section 27383

**AFFORDABLE HOUSING COVENANT
(OYANG NORTH SENIOR CITIZEN SITE,
LOCATED IN THE SPRING LAKE SPECIFIC PLAN)**

For valuable consideration, the receipt of which is hereby acknowledged, this Affordable Housing Covenant (the "**Agreement**") is entered into as of 9/27, 2019, by and among the CITY OF WOODLAND ("**City**"), a California municipal corporation, and DELTA SENIOR HOUSING COMMUNITIES, INC., a California nonprofit public benefit corporation ("**Owner**"), with respect to that certain parcel of real property (the "**Site**") legally described on Exhibit A. The parties agree that the site and improvements to be constructed thereon, will be subject to the conditions, restrictions, and reservation and rights of City specified below:

1. USE. Owner hereby covenants and agrees, for itself, its lessees, successors and assigns, as follows:

A. Development. Owner shall promptly commence and diligently complete construction of the improvements on the site and develop at least 111 affordable one-bedroom apartment units (the "**Units**") and one manager's unit with one or two bedrooms (the "**Manager's Unit**"), as well as other improvements, including without limitation parking and landscaping improvements (the "**Housing Project**"). The Housing Project shall be developed in accordance with that certain City Development Agreement dated December 6, 2016, by and between City and Vacaville Land Investors, LLC, and recorded on December 8, 2016 in the Official Records of Yolo County as Document #2016-0037039 (the "**Development Agreement**").

B. Rent, Income and Age Restrictions. The Units shall be rented to and occupied by very low- and low-income senior households (each a "**Qualifying Tenant**") as follows:

i. Each Unit (excepting the Manager's Unit) shall be rented to a household composed of one (1) or more persons sixty-two (62) years of age or older or fifty-five (55) years of age in a senior citizen housing development (a "**Senior Citizen**") pursuant to California Civil Code Section 51.3 who intend to reside in the Unit as his or her primary residence on a permanent basis, and whose members that are not Senior Citizens are "**Qualified Permanent**

9

Residents” as that term is defined in California Civil Code Section 51.3(b), sub-sections (2) and (3), as such code sections may be amended, replaced or renumbered from time to time (“**Senior Households**”).

Not less than 23 Units shall be rented to and occupied by Senior Households whose gross monthly family income is at or below fifty percent (50%) of the Area Median Income, adjusted for household size appropriate to the Unit (“**Very Low-Income Households**”). For those Units to be occupied by Very Low-Income Households, the rents shall not be greater than thirty percent (30%) of the adjusted income of a household whose gross income equals fifty percent (50%) of the Area Median Income, minus an allowance for utility costs to be paid by the tenant household.

Not less than 88 Units shall be rented to and occupied by households whose gross monthly income family is at or below sixty percent (60%) of the Area Median Income, adjusted for household size appropriate to the Unit (“**Low-Income Households**”). For those Units to be occupied by Low-Income Households, the rents shall not exceed thirty percent (30%) of the adjusted income of a household whose gross income equals sixty percent (60%) of the Area Median Income, minus an allowance for utility costs to be paid by the tenant household.

Owner shall set aside the “**Manager’s Unit**” to be occupied by a person (or household) employed as an on-site resident manager, assistant manager or maintenance worker for the Project.

For purposes of this Agreement, “**Area Median Income**” shall mean the median income for households in Yolo County, California, as published from time to time by the United States Department of Housing and Urban Development (“**HUD**”) in a manner consistent with the determination of median gross income under Section 8 of the United States Housing Act of 1937, as amended. In the event that such income determinations are no longer published by HUD, or are not updated for a period of at least 18 months, City shall provide Owner with other income determinations that are reasonably similar with respect to methods of calculation to those previously published by HUD.

For purposes of this Agreement, the household size appropriate for each of the one-bedroom Units shall be two persons.

C. Reporting Requirements. Annual reports (or as often as are required by the terms of the Owner’s financing) and annual income certifications must be submitted to City. The reports, at a minimum, shall include the following information for each Unit:

- i. The number of persons per unit.
- ii. Tenant household name.
- iii. Initial occupancy date and date of most recent recertification.
- iv. Rent paid per month and calculated utility allowance.

- v. Tenant household gross annual income.
- ii. Percent of rent paid in relation to income.
- vii. Documentation that households who are leased project-designated special needs units meet all criteria for these units, as set forth by state funding agencies.
- viii. Current financial information for the Housing Project.

Housing Project tenant files shall be made available to City upon request and shall include annual income recertifications, including all documents used to certify eligibility of each tenant household. Owner shall provide City with copies of audits conducted on the Housing Project upon request. City may, from time to time during the term of this Agreement, request additional or different information and Owner shall promptly supply such information in the reports required hereunder. Owner shall maintain all necessary books and records, including property, personal and financial records, in accordance with requirements prescribed by City with respect to all matters covered by this Agreement. Owner, at such time and in such forms as City may require, shall furnish to City, as the case may be, statements, records, reports, data and information pertaining to matters covered by this Agreement. Upon request for examination by City, Owner at any time during normal business hours, shall make available all of its records with respect to all matters covered by this Agreement. Owner shall permit City, as the case may be, to audit, examine and make excerpts to transcripts from these records.

D. Annual Budget. City shall be provided the opportunity to review and approve the annual budget for the Housing Project at least thirty days prior to its adoption each year.

E. Inspection. City shall have the right to inspect the Housing Project on at least an annual basis to ensure compliance with this Agreement. City may require additional inspections as determined necessary by City based on monitoring results. City shall provide Owner with reasonable notice prior to any inspection.

F. Monitoring. To defray the City's cost for monitoring this Agreement, Owner shall pay an annual monitoring fee of \$900 pursuant to Section III of the Spring Lake Affordable Housing Plan, which monitoring fee shall be paid by Owner on or before the 30th day of April in each calendar year. Failure to pay the monitoring fee in a timely manner constitutes a material default under this Agreement. The monitoring fee shall be subject to an annual increase at the rate of two percent (2% compounded).

2. MAINTENANCE. Owner and all successors in interest, agree that they shall, pursuant to agreements to be reviewed and approved by City, maintain the improvements and landscaping on the Site in a clean and orderly conditional and in good condition and repair and keep the Site free from accumulation of debris and waste materials.

3. NO TRANSFER. Owner shall not make any sale, encumbrance, hypothecation, assignment, pledge, conveyance or transfer in any form of all or any part of, or any interest in,

the Site, or remove, replace or transfer the interests of the managing general partner, except with the prior written approval of the City, which shall not be unreasonably withheld. City hereby approves the following transfers: (i) a transfer to a limited partnership whose managing general partner is a California limited liability company, whose managing member is Owner, established for the purpose of financing the Housing Project with Low-Income Housing Tax Credits ("**Limited Partnership**"), provided that (1) no default exists hereunder, (2) Limited Partnership agrees in writing to assume all obligations of Owner under this Agreement, and (3) Limited Partnership agrees in writing to seek City's prior written approval of any and all of its management or ownership agreements, which approval shall not be unreasonably withheld; (ii) the granting of easements or permits to facilitate the development of the Project; and (iii) the leasing of Units after construction of the Project is complete.

4. MANAGEMENT. During the term of this Agreement, Owner shall promptly notify City in the event there is any anticipated change in management of the Housing Project. The City reserves the right to review, amend and approve all management agreements for the Housing Project. Any property management and maintenance agreement entered into with respect to the Site shall name City as a third-party beneficiary permitting City the right to enforce the Agreement. Owner shall submit a copy of such agreement to City, provided City shall not have the right to approve or disapprove such agreement except to ensure compliance of such agreement with the provisions of this paragraph 4.

5. NO DISCRIMINATION. Owner covenants by and itself any successors in interest that there shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, martial status, source of income, sexual orientation, physical handicap, medical condition, national origin or ancestry in the sale, lease, sublease, transfer, use, occupancy, tenure or employment of the Site, nor shall Owner itself or any person claiming under or through it establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use of occupancy of tenants, lessees, subtenants, sublessees or vendees in the Site.

6. NONDISCRIMINATION AND NONSEGREGATION CLAUSES. All deeds, leases or contracts made relative to the Site, the improvements thereon or any part thereof, shall contain or be subject to substantially the following nondiscrimination and nonsegregation clauses:

A. In deeds. The grantee herein covenants by and for himself or herself, his or her heirs, executors, administrators and assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, martial status, source of income, sexual orientation, physical handicap, medical condition, national origin or ancestry in the sale, lease, sublease, transfer, use, occupancy, tenure or enjoyment of the land herein conveyed, nor shall the grantee, or any person claiming under or through him or her, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, subtenants, sublessees or vendees in the land herein conveyed. The foregoing covenant shall run with the land.

B. In leases. The lessee herein covenants by and for himself or herself, his or her heirs, executors, administrations and assigns, and all persons claiming under or through him or her, and this lease and accepted upon and subject to the following conditions:

That there shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, marital status, source of income, sexual orientation, physical handicap, medical condition, national origin or ancestry in the leasing, subleasing, transferring, use, occupancy, tenure or enjoyment of the land herein leased, nor shall the lessee himself or herself, or any person claiming under or through him or her, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, sublessees, subtenants or vendees in the land herein leased.

C. In contracts. There shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, marital status, source of income, sexual orientation, physical handicap, medical condition, national origin or ancestry in the sale, lease, sublease, transfer, use, occupancy, tenure or enjoyment of the land, nor shall the transferee, or any person claiming under or through him or her, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, sublessees, subtenants or vendees in the land.

7. NO IMPAIRMENT OF LIEN. No violation or breach of the covenants, conditions, restrictions, provisions or limitations contained in this Agreement shall defeat or render invalid or in any way impair the lien or charge of any mortgage, deed of trust or other financing or security instrument; provided, however, that any successor of Owner to the Site shall be bound by such covenants, conditions, restrictions, limitations and provisions, whether such successor's title was acquired by foreclosure, deed in lieu of foreclosure, trustee's sale or otherwise.

8. DURATION. The covenants contained in this Agreement shall be deemed to run with the land and shall remain in effect in perpetuity.

9. SUCCESSORS AND ASSIGNS. The covenants contained in this Agreement shall be binding for the benefit of City and their respective successors and assigns and any successor in interest to the Site or any part thereof, and such covenants shall run in favor of City and such aforementioned parties for the entire period during which such covenants shall be in force and effect, without regard to whether City is or remains an owner or any land or interest therein to which such covenants relate. City and such aforementioned parties, in the event of any breach of any such covenants, shall have the right to exercise all of the rights and remedies, and to maintain any actions at law or suits in equity or other property proceedings to enforce the curing of such breach. The covenants contained in this Agreement shall be for the benefit of and shall be enforceable only by City and its respective successors and such aforementioned parties.

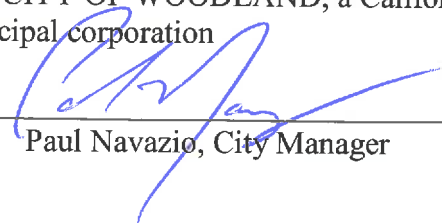
10. COUNTERPARTS. This Agreement may be signed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, City and Owner have caused this instrument to be executed on their behalf by their respective officers thereunto duly authorized, as of the date first written above.

CITY:

THE CITY OF WOODLAND, a California
municipal corporation

By: 

Paul Navazio, City Manager

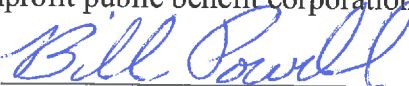
ATTEST:



Ana Gonzalez, City Clerk

OWNER:

DELTA SENIOR HOUSING
COMMUNITIES, INC., a California
nonprofit public benefit corporation

By: 

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT CIVIL CODE 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)

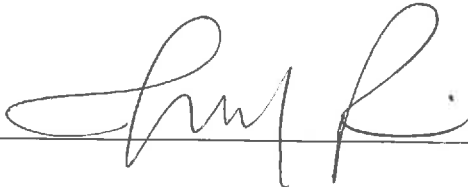
COUNTY OF YOLO)

On October 3, 2019, before me, JENNIFER ROBINSON, Notary Public, personally appeared Paul Navazio, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

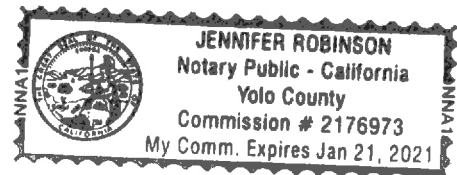


My Commission Expires:

1/21/2021

Notary Commission No.

2176973



Place Notary Seal Above

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT CIVIL CODE 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)

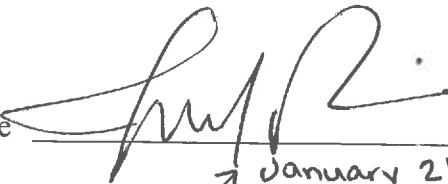
COUNTY OF YOLO)

On September 27, 2019, before me, JENNIFER ROBINSON, Notary Public, personally appeared Bill Powell, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

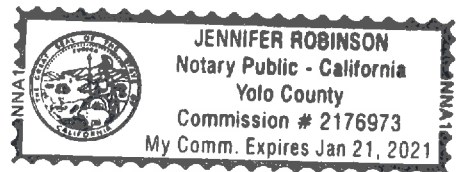


January 21, 2021

My Commission Expires:

2176973

Notary Commission No. _____



Place Notary Seal Above

Exhibit A

Legal Description

Real property in the City of Woodland , County of Yolo, State of California, described as follows:
LOT 113, AS SHOWN ON MAP ENTITLED "SUBDIVISION MAP NO. 5091, OYANG NORTH" FILED FOR
RECORD AUGUST 28, 2018, IN BOOK 2018 OF MAPS, AT PAGES 110 THROUGH 116, YOLO COUNTY
RECORDS.

APN: 041-301-007-000

END OF DOCUMENT



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: I.17
SUBJECT: West Woodland Safe Routes to School Project, CIP 17-09; Approve Plans and Specifications and Authorize Bid Advertisement, Accept Contract Termination for Convenience with McGuire & Hester

Recommendation for Action: Staff recommends that the City Council 1) Adopt Resolution No. _____, accepting construction contract termination for convenience by mutual agreement of both parties with McGuire and Hester for the West Woodland Safe Routes to School Project, CIP 17-09; and 2) Adopt Resolution No. _____, approving the project plans and specifications and authorizing bid advertisement for the West Woodland Safe Routes to School Project, CIP 17-09.

Staff Contact

Miguel Chavez, Construction Project Manager – (530) 661-5952, miguel.chavez@cityofwoodland.org

Fiscal Impact

The approved Capital Budget includes \$5,364,000 in funding for the project consisting of \$1,592,000 Active Transportation Program (ATP) and Congestion Mitigation and Air Quality (CMAQ) funds awarded through SACOG grants, \$1,972,000 Measure E, \$475,000 Water Enterprise, \$75,000 Sewer Enterprise funding and \$1,250,000 Measure F.

To date, \$3.6M has been expended on soft costs and completed construction efforts leaving \$1.8M available to complete the project. The engineer's estimate of probable construction costs to complete the project is \$2.5M. Staff will return to council after bid opening with final bid costs and identified source of funding, as necessary to complete the project. Staff anticipates the additional funding will be able to be re-programmed from existing road rehabilitation program funds.

Background

The West Woodland Safe Routes to School Project will improve bicycle and pedestrian access to schools on the west side of Woodland. This includes bicycle and pedestrian improvements on various corridors promoting safe routes to school and the City's Bike Loop. The project also rehabilitates W. Court Street between West Street and Ashley Avenue.

A contract for construction of the project was awarded to McGuire and Hester Construction on May 15, 2018, in the amount of \$3.8M. To date, \$2.5M has been paid for completion of the following improvements:

- Resurface and stripe bicycle lanes on W. Woodland Avenue and California Street.
- Construct ADA corner ramps on W. Woodland Avenue and Court Street.
- Install new sewer, water and storm drain utilities on Court Street.
- Stripe Shared Lane Markings ('Sharrows') and bike route signage along the City's Bike Loop corridors.
- Install bike lanes on Court St. between Walnut and West St.

In late 2018, the project was put on hold due to unforeseen utility conflicts that were discovered during construction, and the uncertainty with the timely relocation of the private utilities. At that time City staff

anticipated the utility companies could address the conflicts quickly and the project would resume in early 2019, however, relocations were not able to be completed until late 2019.

The project team (city staff, consultant and contractor) met multiple times to discuss the best path to move the project forward. Given the uncertainty about the timing of utility relocations, the high change order costs associated with the utility delays and difficulties with future contractor scheduling, it was determined that the best path forward was to terminate the contract for convenience and by mutual agreement of both parties.

Ending the contract leaves the following unfinished work to be complete with a new construction contract. The project plans and specifications recommended for approval tonight address this remaining work including:

- Roadway rehabilitation on W. Court Street between West St. and Ashley Ave.
- Installation of bicycle lanes between West St. and Ashley Ave. on Court Street.
- Complete traffic signal improvements on W. Court Street to provide bicycle/pedestrian actuation and timing to improve street crossings.
- Lower city owned shallow utilities found on Court Street.

Discussion

The City's standard contract allows for "Termination for Convenience" in the event that circumstances beyond the City or Contractors control result in a need to end the contract before the work is complete. In this situation, the City pays the contractor for work completed and then rebids the balance of the project.

New plans and specifications have been prepared for the completion of the project and the estimate of construction costs is \$2.5M. The cost to complete the project is estimated to be greater than the amount remaining within the budget due to (re)mobilization (bonds, insurance, equipment, etc.), traffic control, and storm water control measures.

While it is possible to allocate additional funding at this time, staff feels it is most prudent to allocate budget after bidding based on actual costs rather than estimates. This will help ensure the proper amount of funding is allocated to the project. Staff anticipates requesting additional Measure F funding to balance the project budget.

Upon Council authorization, the new plans and specifications for the project will be advertised for bidding. Staff anticipates opening bids in March and returning to Council in April for budget adjustment and construction contract award. Construction is anticipated to start in June and be complete by the end of 2020.

The start date for Court Street is slated for June to coordinate with the completion of the Main Street Reconstruction Project which is anticipated to be complete in June. The contractor is currently working to complete all underground utilities on the north (closed) side of the road which should be complete by the end of February. The reconstruction of the north side of the roadway is anticipated to begin by early April, weather permitting and is estimated to be complete in June. There will be minimal work on the project between the completion of the underground utilities in February and the start of roadway work as we wait for projected spring rain to pass before the road subgrade is exposed.

Conclusion

Staff recommends that the City Council: Staff recommends that the City Council 1) Adopt Resolution No. _____, accepting construction contract termination for convenience by mutual agreement of both parties with McGuire and Hester for the West Woodland Safe Routes to School Project, CIP 17-09; and 2) Adopt Resolution No. _____, approving the project plans and specifications and authorizing bid advertisement for the West Woodland Safe Routes to School Project, CIP 17-09.

Prepared by: Miguel Chavez, Construction Project Manager

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



Paul Navazio
City Manager

Attachments:

1. Resolution - Re Bidding
2. Resolution - Termination

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE PLANS AND SPECIFICATIONS FOR THE WEST WOODLAND
SAFE ROUTES TO SCHOOL PROJECT, CIP 17-09, AND AUTHORIZING BID
ADVERTISEMENT**

WHEREAS, the City of Woodland has applied for and received a Regional Active Transportation Grant in the amount of \$1,592,000, consisting of Active Transportation Program (ATP) and Congestion Mitigation and Air Quality (CMAQ) funds from the Sacramento Area Council of Governments (SACOG); and

WHEREAS, the project is included the approved Capital Budget as the West Woodland Safe Routes to School Project, CIP 17-09 with a total budget of \$5,364,000; and

WHEREAS, the project was previously bid and awarded on May 15th 2018 to McGuire and Hester; and

WHEREAS, subsequent to the termination of the initial Construction contract for convenience and by mutual agreement of both parties, the City desires to complete the remainder of the construction project; and

WHEREAS, the plans and specifications have been updated for re-bidding to reflect the remaining work on the project; and

WHEREAS, the Project has been reviewed in accordance with the California Environmental Quality Act (CEQA), and the Project is to be exempt under CEQA Guidelines; and

WHEREAS, the Project has been reviewed in accordance with the National Environmental Policy Act (NEPA), and the State has determined that this project is cleared as defined by NEPA Guidelines

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

Section 1. The City Council hereby approves the plans and specifications for the West Woodland Safe Routes to School Project, CIP 17-09, which are available on file with the City Clerk.

Section 2. The City Council authorizes staff to advertise the West Woodland Safe Routes to School Project, CIP 17-09 for bids.

PASSED AND ADOPTED this 18th day of February 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburg, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
TERMINATING THE CONSTRUCTION CONTRACT FOR CONVENIENCE FOR THE
WEST WOODLAND SAFE ROUTES TO SCHOOL PROJECT, CIP 17-09**

WHEREAS, the project is included the approved Capital Budget as the West Woodland Safe Routes to School Project, CIP 17-09 with a total budget of \$5,364,000; and

WHEREAS, the project was previously bid and awarded on May 15th 2018 to McGuire and Hester; and

WHEREAS, due to unforeseen private utility conflicts discovered during construction and delays associated with addressing the utility relocations, it is in the best interest to the City and Contractor to terminate the construction contract; and

WHEREAS, the City's standard contract allows for "Termination for Convenience" in the event that circumstances beyond the City of Contractors control result in a need to end the contract before the work is complete.

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

Section 1. The City Council terminates the construction contract with McGuire and Hester for convenience per the terms of the construction contract.

PASSED AND ADOPTED this 18th day of February 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Rich Lansburg, Mayor

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: I.18
SUBJECT: SUBJECT: Fiscal Year 2019/20 Mid-Year Budget Update

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

Staff Contact:

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

Fiscal Impact:

This informational item represents the Citywide revenue and expenditure results through the first six (6) months of fiscal year 2019/20, as well as updated General Fund projections through the end of the fiscal year.

Discussion:

Attached to this report is an analysis of the results for the first half of fiscal year 2019/20 (FY20) for all City funds, as well as a discussion specifically of the General Fund. In addition to showing actual activity for the year, this report includes projected revenue and expenditure results through the remainder of the fiscal year for the General Fund. Each year, following adoption of the budget, items are identified that may require correction, or unanticipated needs arise. Proposed budget adjustments have been presented to Council under a separate report; the attached reports include reference the "Projected Budget", which assumes the recommended budget augmentations will be approved.

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

- All Funds revenues through the second quarter of fiscal year 2019/20 are \$72.03 million, or 44% of the amended budget. Better than anticipated property tax, sales tax and development related activity are contributing to positive trends in several of the fund categories.
- All Funds expenditures through the second quarter of fiscal year 2019/20 are \$76.02 million, or 33% of the amended budget. Funds appear to be spending consistent with approved budgets.
- All Funds Expenditures by Department - At the end of the second quarter of FY2019/20, the majority of the departments appear to be tracking closely to budget.
- General Fund revenues for the first six months of activity show \$16.62 million of \$53.84 million budgeted in revenues received; however, staff is projecting that revenues will exceed the amended budget by \$3.27 million by fiscal year end. As discussed in more detail in the attachment, better than expected property taxes, sales taxes and some one-time revenues are contributing to the positive projection for FY2019/20.
- Through the second quarter of FY2019/20, General Fund expenditures total \$23.05 million, or 41% of the amended budget. The projected budget, including recommended adjustments to Council, will be in line with expected fiscal year-end expenditures. Overall expenditure savings is anticipated to be just

over \$200,000 for the General Fund.

- Based on information presented herein, the General Fund unreserved fund balance is projected to \$14.26 or 28% of revenue by end of FY2019/20. This compares favorably with City Council's reserve policy of 20% and would exceed the reserve target by \$4.1 million by the end of the fiscal year. The FY2019/20 adopted budget assumed an unreserved fund balance of \$12.18 million or 25.2% of revenues and an excess fund balance of \$1.72 million.
- Staff anticipates a detailed discussion of the budget, forecast and fund balance during the Spring Budget workshop leading to the FY2020/21 Preliminary/Adopted budget.

Conclusion:

Information purposes only; no action required.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

1. Mid-year Budget Report - FY20 Attachment A-B

ATTACHMENT A

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Revenues by Fund

FY2019/20 Revenues					
	Original Budget		Amended Budget		Year-to Date
				Actuals	%
General Fund	\$	53,800,560	\$	53,846,678	\$ 16,622,799 31%
Special Revenue	\$	14,396,663	\$	15,742,103	\$ 3,312,762 21%
Debt Service	\$	1,545,364	\$	1,545,364	\$ - 0%
Development/Capital	\$	10,633,444	\$	10,633,444	\$ 6,166,111 58%
Spring Lake	\$	7,044,150	\$	7,044,150	\$ 9,931,867 141%
Enterprise Funds	\$	50,008,522	\$	50,058,522	\$ 28,354,784 57%
Internal Service	\$	17,986,744	\$	18,186,744	\$ 7,564,263 42%
Successor Agency	\$	900,000	\$	900,000	\$ 21,082 2%
Agency	\$	5,187,164	\$	5,187,164	\$ 52,469 1%
Total All Funds	\$	161,502,611	\$	163,144,169	\$ 72,026,137 44%

- All Funds revenues through the second quarter of fiscal year 2019/20 are \$72.03 million, or 44% of the amended budget. General Fund revenues totaled \$16.62 million or 31% of the amended budget, with many of the City's major tax revenues yet to be collected.
- Special Revenue fund revenues include many special assessment districts (i.e. lighting and landscaping districts) that receive revenue disbursements with property taxes. The majority of this revenue is received by the City in January and May each year.
- Debt Service funds revenues are comprised of transfers from other City funds; these transfers generally happen at the end of the fiscal year.
- Revenues for Development/Capital funds are \$6.17 million or 58% of amended budget.
 - Revenue included in these funds are made up mostly of development impact fees that are trending higher than expected due to increased residential/commercial development.
 - Measure F funds: Sales tax revenues from Measure F are first received in the General Fund and then transferred to these capital funds; only a portion of revenues have been received and no transfers have been made to date.
- Spring Lake revenue fund is \$9.93 million or 141% of amended budget due to higher than expected residential development.
- Enterprise Fund revenues are tracking as projected and consistent with respective fee studies.

- Successor Agency revenues are \$21,082 or 2% of amended budget with the largest distribution of revenues to occur in January.
- Agency funds are primarily pass-through special assessment funds with revenues received with property taxes in January and May. The revenue collected year-to-date is related to interest income earned on bond reserve funds.

Table 2 – All Funds Expenditures by Fund

	FY2019/20 Expenditures			
	Original Budget	Amended Budget	Year-to Date	%
Internal Service	\$17,595,223	\$18,382,260	\$7,949,756	43%
General Fund	\$55,429,878	\$56,774,912	\$23,053,010	41%
Enterprise Funds	\$60,034,949	\$78,161,789	\$21,475,180	27%
Special Revenue	\$13,225,520	\$25,074,410	\$8,940,524	36%
Development/Capital	\$11,191,360	\$22,597,161	\$4,630,574	20%
Successor Agency	\$1,318,570	\$1,318,570	\$202,750	15%
Springlake	\$7,704,747	\$18,977,522	\$4,994,480	26%
Debt Service	\$1,545,364	\$1,545,364	\$770,183	50%
Agency	\$5,187,164	\$5,187,164	\$4,006,342	77%
Total All Funds	\$173,232,775	\$228,019,153	\$76,022,797	33%

- Through the second quarter of FY2019/20, All Funds expenditures totaled \$76.02 million, or 33% of the amended budget. General Fund expenditures totaled \$23.05 million, or 41% of the amended budget.
- Enterprise funds totaled \$21.48 million, or 27% of the amended budget. Ongoing operating activities are trending to be in-line with budget, but other large budgeted expenditures are contributing to the low percentage year for the first six months of the fiscal year:
 - Debt Service in Enterprise funds is budgeted at \$15.31 million. Of this amount, only \$6.72 million or 43% has been spent. Timing of debt service payments can vary depending debt service agreements and schedules:
 - Debt Service: \$2.54 million budget for the 2014 Wastewater Bond Refunding with only \$1.86 million spent through December 2019; \$1.37 million budget for the 2017 Water Bond Refunding with only \$469,682 spent through December 2019; and \$1.33 million budget for the 2011 Water Revenue Bonds with only \$462,281 or 34% spent through December 2019.
 - Depreciation is budgeted at \$8.7 million. There have been zero (\$0) expenditures year-to-date as depreciation is typically recorded at the end of the fiscal year.
 - Capital Projects have an amended budget totaling \$27.6 million with \$4.34 million spend through the second quarter of the fiscal year. There are some

capital projects with large budgets and low year-to-date expenditures. These include:

- ASR Well Projects with \$5.5 million remaining, Water System Maintenance Repairs project with \$5.38 million remaining, Annual Sewer Repair and Replacement with \$3.17 million remaining, and West Main Street Bicycle/Pedestrian Mobility and Safety Project with \$1.4 million remaining.
- Special Revenue fund expenditures totaled \$8.94 million, or 36% of the amended budget due to a number of programs and projects incurring little to no expenses. A major Capital Improvement Project that is largely contributing to the funds showing underspent is the East Main Street Improvement Project. This project alone is funded at \$3.33 million (grant funds) in FY2019/20, however it has only incurred minimal expenses through December 31, 2019. Other projects contributing to the lower than expected actuals for the first six months of activity include: W. Main Street Bicycle/Pedestrian Mobility and Safety project with \$1.63 million remaining, Gibson Road Rehabilitation (CR98 to West Street) with \$677,700 remaining, and the Permanent Supportive Housing project with \$640,218 remaining.
- Development/Capital funds include the majority of the funding for the City's Capital Improvement Projects. Through the second quarter of FY2019/20, expenditures totaled \$4.63 million, or 20% of the amended budget. Contributing to the low expenditures through the second quarter is a \$1.91 million as a transfer from the Sewer Development fund to the Wastewater fund for bond debt service, and a \$1.0 million transfer from Measure E to the Park Development fund to assist with debt service for the Community Center/Sports Park facility (This expenditure will also show up as a mid-year expenditure correction as the expense will now be recorded in Measure F instead of Measure E). These transfers have yet to be made and will likely occur towards the end of the fiscal year. Other major projects that are underspent this fiscal year include Sports Park Turf Replacement project with \$2.43 million remaining, West Woodland Safe Routes to School project with \$1.64 million remaining, and North Gibson Ponds Detention project with \$1.3 million remaining.
- Successor Agency fund expenditure totaled \$202,750, or 15% of amended budget with major debt service expenditures to occur later in the fiscal year.
- Spring Lake funds totaled \$4.99 million, or 26% of the amended budget. Major projects that are underspent this fiscal year include North Regional Pond & Pump Station with \$5.28 million remaining, Pioneer Avenue High School Entrance to Farmer's Central Road with \$2.3 million remaining, and Parkland Drive – Pioneer Avenue to Harry Lorenzo projects with \$2.94 million remaining.
- Debt Service expenditures occur in large payments at various times throughout the year, with the bulk of the payments occurring in September and March. Through the second quarter of FY2019/20 Debt Service funds totaled \$770,183 or 50% of amended budget.

Table 3 – All Funds Expenditures by Department

	FY2019/20 Expenditures		Year-to Date	
	Original Budget	Amended Budget	Actuals	%
Administrative Services	\$ 17,355,024	\$ 17,589,374	\$ 8,267,085	47%
Community Development	\$ 7,726,496	\$ 7,959,837	\$ 3,457,368	43%
Community Services	\$ 11,899,196	\$ 14,002,587	\$ 5,182,434	37%
Police	\$ 22,330,358	\$ 22,647,214	\$ 10,843,224	48%
Fire	\$ 11,655,361	\$ 11,891,362	\$ 6,020,191	51%
Library	\$ 2,140,160	\$ 2,183,638	\$ 997,519	46%
Public Works	\$ 32,160,441	\$ 33,231,667	\$ 9,586,319	29%
Capital Improvements	\$ 25,784,266	\$ 76,241,452	\$ 16,090,220	21%
Non-Departmental	\$ 42,181,473	\$ 42,272,023	\$ 15,578,438	37%
Total All Departments	\$ 173,232,775	\$ 228,019,153	\$ 76,022,797	33%

- At the end of the second quarter of FY2019/20, the majority of the departments appear to be tracking closely to budget.
- Fire Department appears to be slightly overspent in the first six month of activity largely due to over-time incurred by fire personnel to (1) assist with statewide Strike Teams and (2) fill shifts unoccupied due to staff on worker's compensation related injuries. Strike Team Operations are fully reimbursable and staff will be seeking approval to adjust the budget accordingly for this annual activity.
- Community Services is operating at 29% of amended budget through the first six months of activity. A few factors are contributing to the lower expenses when compared to other departments: replacement of the playground at Pioneer Park is still pending and has yet to incur expenses. This project has \$200,000 remaining and is being funded by Gibson Ranch Lighting and Landscaping District; Operating transfers have been budgeted at \$113,663 and many of these transfers will occur within the second half of the fiscal year; Supportive Housing grant expenditures incurred for the first six months of activity are \$95,121 with \$272,062 remaining.
- Public Works appears to underspent based on the first six months of activity primarily because of depreciation. Depreciation for Public Works programs is budgeted at \$9.69 million; however, depreciation is recorded only at the end of the fiscal year, which contributes to the low expenditures.
- Capital Improvements: timing of expenditures for capital projects can vary significantly throughout the year, and many of the projects are built during the spring/summer months. As a result, Capital Improvements totaled \$16.09 million, or 21% of the amended budget. See explanation under Table 2 for further discussion of projects.
- Non-Departmental expenditures are mostly debt service expenditures and transfers to other funds. Debt service expenditures occur in large payments scheduled periodically

throughout the year, and operating transfers are generally recorded at the end of the fiscal year when final year-end results are known. The largest debt service budgets without current year payments to date are \$6.17 million for the Surface Water loan and a \$2.54 million for Wastewater Revenue Bonds. Transfers not yet recorded include a General Fund transfer of \$5.5 million to the Measure F funds, OPEB pre-funding at \$1.0 million, \$442,000 to Storm Drain and Cemetery funds, and \$150,000 to the Facilities fund, \$1.9 million from Sewer Development to the Sewer enterprise fund, and \$1.1 million in assistance from Measure F to the Park Development fund.

ATTACHMENT B

GENERAL FUND REVENUES AND EXPENDITURES

Table 1 – General Fund Revenues

FY2019/20 General Fund Revenues						
	Original Budget	Amended Budget	Year-to Date Actuals	FY2019/20 Projection	Difference Favorable (Unfavorable)	
Property Tax	\$ 12,708,392	\$ 12,708,392	\$ 172	\$ 13,186,263	\$	477,871
Sales Tax	\$ 22,342,700	\$ 22,342,700	\$ 7,991,558	\$ 24,285,319	\$	1,942,619
Other Taxes	\$ 1,808,442	\$ 1,808,442	\$ 828,522	\$ 2,001,585	\$	193,143
Franchise Fees	\$ 2,561,410	\$ 2,561,410	\$ 803,601	\$ 2,529,415	\$	(31,995)
Licenses/Permits	\$ 2,786,123	\$ 2,786,123	\$ 1,822,862	\$ 2,684,843	\$	(101,280)
Fines/Forfeitures	\$ 283,500	\$ 283,500	\$ 68,574	\$ 293,000	\$	9,500
Service Charges	\$ 719,854	\$ 719,854	\$ 305,611	\$ 718,034	\$	(1,820)
Motor Vehicle In Lieu	\$ 5,392,957	\$ 5,392,957	\$ -	\$ 5,571,737	\$	178,780
Intergovernmental	\$ 251,678	\$ 251,678	\$ 13,162	\$ 307,118	\$	55,440
Lease/Interest Income	\$ 436,944	\$ 436,944	\$ 2,087,014	\$ 500,702	\$	63,758
Miscellaneous	\$ 4,508,560	\$ 4,554,678	\$ 2,655,683	\$ 5,040,895	\$	486,217
Transfers	\$ -	\$ -	\$ 46,041		\$	-
Total General Fund	\$ 53,800,560	\$ 53,846,678	\$ 16,622,799	\$ 57,118,912	\$	3,272,234

- General Fund actuals for the first six months of activity show \$16.62 million of \$53.84 million budgeted in revenues received; however, staff is projecting that revenues will exceed the amended budget by \$3.27 million by fiscal year end.
- The City receives its first installment of property taxes in January 2020, which is projected to have a 7% increase from the prior year (includes secured and unsecured); the FY2019/20 adopted budget assumed a 4% increase. This better than anticipated growth in property taxes also has a positive impact on Motor Vehicle In Lieu revenues.
- Included in the projected Sales Tax revenues for FY2019/20 is a positive variance of \$846,755 in Bradley Burns (1% local portion of uniform statewide rate), a favorable variance of \$393,812 in Measure J funds that will not be appropriated at this time, and a

favorable variance of \$702,052 in Measure F. Measure F tax revenues do not remain in the General Fund, but are transferred out to a separate fund (507) typically at the end of the fiscal year.

- Other Taxes are projected to end the year with \$150,445 over amended budget. This is due to \$188,056 better than expected in hotel Transit Occupancy Tax (TOT) and \$42,698 better than expected in Document Transfer Tax. This Document Transfer tax is collected by the County on behalf of the City every time real property exchanges hands or is sold through public records; a fee based on a percentage of sales price.
- Franchise Fees are tracking \$31,995 unfavorably compared to the amended budget.
- The unfavorable variance of \$101,280 in projected revenues from License/Permit fees is largely due Cannabis permits fees. The City is scheduled to receive permit fees on an annual basis once the businesses are operational, however, due to their late start in the fiscal year, these permit fees will be delayed until FY2020/21.
- The favorable variance of \$63,758 in projected revenues from Lease/Interest Income is largely due expected interest earned on investments.
- The positive variance in Miscellaneous Revenues is primarily as a result Federal/State reimbursement for Strike Team operations costs and the VCEA Loan Repayment, resulting in approximately \$486,217 over amended budget. These extra revenues were partially offset by a reduction in expected receipts of cannabis operating revenues; to date only minimum monthly payments have been received and staff is not projecting significant revenues in this area for the remainder of the year.

Table 2 – General Fund Expenditures by Category

	FY2019/20 General Fund Expenditures				FY2019/20		Variance
	Original Budget	Amended Budget	Year-to Date Actuals	%	Projected Budget	Expenditure Projections	Favorable/ (Unfavorable)
Personnel	\$ 31,526,074	\$ 31,543,006	\$15,767,960	50%	\$ 31,787,021	\$ 31,575,818	\$ 211,203
Supplies & Services	\$ 8,507,431	\$ 9,385,167	\$ 3,542,498	38%	\$ 9,582,637	\$ 9,582,637	\$ -
Education & Training	\$ 326,150	\$ 334,150	\$ 132,162	40%	\$ 338,234	\$ 338,234	\$ -
Capital Expenditures	\$ -	\$ 100,163	\$ -	0%	\$ 100,163	\$ 100,163	\$ -
Non-Discretionary	\$ 6,817,339	\$ 7,212,767	\$ 3,505,765	49%	\$ 7,036,228	\$ 7,036,228	\$ -
Operating Transfers	\$ 8,077,884	\$ 8,199,660	\$ 104,625	1%	\$ 8,899,651	\$ 8,899,651	\$ -
Total All Categories	\$ 55,254,878	\$ 56,774,912	\$23,053,010	41%	\$ 57,743,934	\$ 57,532,731	\$ 211,203

The “Projected Budget” represents anticipated budget amendments that have occurred after the first six months of operations and adjustments/amendments included in the “Mid-Year Budget Adjustments” report.

- Through the second quarter of FY2019/20, General Fund expenditures total \$23.05 million, or 41% of the amended budget. The projected budget, including recommended adjustments to Council, will be in line with projected fiscal year-end expenditures.

- Personnel costs are trending with the amended budget through the first six months of activity. The favorable projection through the end of the fiscal year in this category is a result of salary savings from several departments and in aggregate will total \$211,203.
- Supplies and Services, Education and Training, and Capital Expenditures are categories of expenditures that are considered “discretionary” to the departments. Timing of expenditures throughout the year can fluctuate, but departments all believe costs to be in line with the Projected Budget.
- Non-discretionary expenses are currently at 49% of amended budget or \$3.5 million. Examples of items included in this category are utilities, contributions for vehicle replacement and maintenance costs, technology services support, and indirect costs (City overhead). Costs in this category are expected to be in line with the Projected Budget.
- Operating Transfers consist primarily of the transfer of Measures F sales tax received to Measure F fund, as well as the subsidy for the Storm Drain and Cemetery operations. Because only a small portion of Measures F revenues have been received in the first six months of this fiscal year, the transfers have not yet been recorded. Other fund subsidies are typically recorded toward the end of the fiscal year, when more accurate information is available regarding the subsidies actually required. With the planned mid-year adjustments to the Operating Transfers budget, costs are projected to be in line with the Projected Budget.

Table 3 – General Fund Expenditures by Department

	FY2019/20 General Fund Expenditures					FY2019/20		Variance
	Original Budget	Amended Budget	Year-to Date Actuals	%		Projected Budget	Expenditure Projections	Favorable/ (Unfavorable)
Administrative Services	\$ 3,154,870	\$ 3,314,922	\$ 1,276,960	39%		\$ 3,314,922	\$ 3,356,645	\$ (41,723)
Community Development	\$ 3,329,539	\$ 3,562,880	\$ 1,590,483	45%		\$ 3,662,880	\$ 3,497,312	\$ 165,568
Community Services	\$ 6,663,607	\$ 7,143,882	\$ 2,961,833	41%		\$ 7,178,882	\$ 7,074,704	\$ 104,178
Police	\$ 21,156,203	\$ 21,329,514	\$ 10,243,173	48%		\$ 21,452,473	\$ 20,898,156	\$ 554,316
Fire	\$ 10,438,876	\$ 10,608,309	\$ 5,535,001	52%		\$ 10,779,366	\$ 11,039,452	\$ (260,086)
Library	\$ 2,006,693	\$ 2,050,171	\$ 934,477	46%		\$ 2,050,171	\$ 2,038,157	\$ 12,014
Public Works	\$ 649,375	\$ 649,520	\$ 295,777	46%		\$ 662,473	\$ 662,453	\$ 20
Non-Departmental	\$ 7,855,715	\$ 7,940,715	\$ 103,270	1%		\$ 8,642,767	\$ 8,965,851	\$ (323,085)
Total All Departments	\$ 55,254,878	\$ 56,599,912	\$ 22,940,972	41%		\$ 57,743,933	\$ 57,532,731	\$ 211,203

The “Projected Budget” represents anticipated budget amendments that have occurred after the first six months of operations and adjustments/amendments included in the “Mid-Year Budget Adjustments” report.

- General Fund expenditures by Department for the first six months of operations are \$22.94 million, or 41% of the amended budget. Actuals show all departments are spending in line with their General Fund budgets through the first six months of operations and FY2019/20 end-of-year projections indicate citywide expenditure savings of \$211,203.

- Administrative Services is expected to end the fiscal year with \$41,723 over the projected budget. This is mostly due to vacation time accrued cash-out/buy-out expected in March as a result of staff departures.
- With the planned mid-year adjustments, Community Development is expected to achieve savings of approximately \$165,568 over the projected budget due various personnel related items. The savings are a result of vacant position salary savings and other related personnel related savings.
- Community Services is expected to achieve savings of approximately \$104,178. While staff expects salary savings of \$97,119 for full-time staff and \$68,485 for temporary staff, there are other personnel costs that are expected to be over budget bringing the savings down to \$104,178.
- With the planned mid-year adjustments Police is expected to be under budget by \$554,316. Most of the savings are a result of vacancies in the police department. Police will often backfill shifts with existing staff creating unplanned costs in over-time, however, these costs are absorbed through vacancy salary savings.
- With the planned mid-year adjustments, Fire is expected to exceed the projected budget by \$260,086. This overage is mostly due to three (3) long-term worker's compensation related injuries which are causing existing Fire staff to backfill shifts. The backfill is creating unplanned over-time expenses.
- Library is expected to end the fiscal year with minimal savings. While staff expects salary savings of \$71,385, temporary staff wages and other personnel costs are projected to go over budget thereby reducing savings down to \$12,014.
- Public Works is expected to be in line with the Projected Budget by end of fiscal year.
- During development of the budget, staff assumed overall fund savings will occur in the Personnel category as a result of vacancies throughout the year. These savings were reflected as negative budgets in the Non-Departmental category. Because there are minimal actual expenditures to offset these budgeted savings, year-end results appear to be over budget. However, the savings are realized within each department category, as illustrated by savings in the personnel category for most departments.

Table 4- Fund Balance

	Unaudited Actuals	Adopted	Amended	Projected	
General Fund	FY2018/19	FY2019/20	FY2019/20	FY2019/20	Difference
Beginning Balances	\$ 13,406,967	\$ 12,830,267	\$ 14,935,929	\$ 14,935,929	\$ -
Revenues	\$ 56,175,114 9.41%	\$ 53,800,561 -4.23%	\$ 53,846,678	\$ 57,118,912	\$ 3,272,234
Expenditures (Includes Measure J)	\$ 52,671,858 1.8%	\$ 53,564,731 -1.3%	\$ 54,909,765	\$ 55,842,586	\$ 932,822
Annual Surplus/Deficit	3,503,256	235,829	(1,063,086)	1,276,326	2,339,412
General Fund One-Time	(490,000)	(690,147)	(690,147)	(690,147)	0
Measure J Unspent Fund Balance	(384,294)				
Fire Station	(1,100,000)	(1,000,000)	(1,000,000)	(1,000,000)	-
General Fund Loan Repayments					
Unreserved Fund Balance	\$ 14,935,929	\$ 11,375,949	\$ 12,182,696	\$ 14,522,108	\$ 2,339,412
Measure J Unappropriated Revenue				\$ (262,310)	
Ending Unreserved Fund Balance	\$ 14,935,929	\$ 11,375,949	\$ 12,182,696	\$ 14,259,798	\$ 2,077,102
Percentage (E.U.F.B./Revenues)	29.5%	23.6%	25.2%	28.0%	
Reserve Policy \$	\$ 10,120,678	\$ 9,658,492	\$ 9,667,716	\$ 10,181,752	\$ 514,036
Reserve Policy %	20.00%	20.00%	20.00%	20.00%	
"Excess" Fund Balance (over Reserve Target)	\$ 4,815,251	\$ 1,717,457	\$ 2,514,980	\$ 4,078,046	\$ 1,563,066

*Investment Fund (103) is included in previous General Fund table to due its reporting category. The above table excludes these expenses so only show true General Fund expenditure projections.

During development of the FY2019/20 adopted budget, revenues were assumed to be \$53.8 million, which remains consistent with the amended budget. Based on updated information, staff is projecting actual revenue to exceed the budget by \$3.2 million. As discussed in Table 1, most categories of revenues are higher than the original estimates, with particular emphasis in property taxes, sales tax, motor vehicle in-lieu, and miscellaneous revenues.

During development of the FY2019/20 adopted budget, expenditures were assumed to be \$53.56 million, however, since then Council has approved FY2018/19 to FY2019/20 budget carry-overs of \$1.06 million, along with other appropriations throughout the fiscal year. The amended budget reflects these changes and operating expenditures are projected to be \$54.9 million (this does not include the one-time \$1.9 million expenses). Staff is projecting year-end expenditures of \$55.84 million or \$932,822 more than the amended budget. Through a separate action, staff will be requesting appropriation adjustments to address corrections and updates to expenditures that will allow year-end projections to be within the approved budget.

Total ending Unreserved Fund Balance in the General Fund is projected to be \$14.26 million or 28% of revenue by end of FY2019/20. During development of the FY2019/20 budget, unreserved fund balance was expected to be \$12.18 million, or 25.2% of revenues. The improvement to the fund balance between the budget adoption and current projections results from both the actual results from FY2018/19 and the improved revenues in FY2019/20.

The City Council will receive an updated General Fund Five Year Forecast during the spring budget workshop in March. The General Fund reserve balance is an integral component of the forecast and will be discussed in more detail at that time.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: I.19
SUBJECT: SUBJECT: Fiscal Year 2019/20 Mid-Year Budget Amendments

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No._____, authorizing amendments to the Fiscal Year 2019/20 Budget totaling \$13,215,589, and authorizing the addition of a second Crime and Intelligence Analyst position.

Recommendation for Action: Staff recommends that the City Council adopt Resolution No._____, authorizing amendments to the Fiscal Year 2019/20 Budget totaling \$13,215,589, and authorizing the addition of a second Crime and Intelligence Analyst position.

Staff Contact:

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

Fiscal Impact:

The recommended action will authorize corrections and supplemental budget appropriations of \$13,215,589 to support operational expenditures across a variety of city funds. These funds and their respective budget adjustments include the following: Vehicle Replacement Fund \$223,592; General Fund \$1,059,021; Water Enterprise Fund \$33,748; Sewer Enterprise Fund (\$1,173); Storm Drain Enterprise Fund (\$3,050); Community Development Block Grant \$2,500; Off-site Affordable Housing Fund \$260,000; Housing Assistance Fund \$26,284; Affordable Housing In-Lieu Fund \$640,000; Homeless Housing Fund \$755,060; Transportation Fund (\$645,937); Gas Tax Fund (\$10,418); Gibson Ranch Lighting and Landscape District \$1,408; Spring Lake Lighting and Landscape District \$9,384; Gateway Lighting and Landscape District \$1,642; Measure E (\$989,750); Measure F \$1,191,439; Road Development Fund \$209,518; Sewer Development Fund \$615,183; Spring Lake Capital Fund \$9,821,946; and Special Revenue Fund \$15,193.

The addition of a second Crime and Intelligence Analyst position will increase the future annual General Fund budget by \$115,000. This position will be included in the General Fund "baseline" assumptions and forecast for future budget reviews.

Background:

On July 2, 2019 the City Council adopted the fiscal year 2019/20 (FY20) budget totaling \$173,232,775 in appropriations in support of citywide operations, Capital Improvement Projects, and expenses related to Woodland Finance Authority and the Successor Agency of the former Redevelopment Agency. During the first six months of FY20, the City Council approved \$54,786,378 in budget amendments, which include prior fiscal year carryovers (operations and capital projects), Capital Improvement project additional appropriations, and other staff requested budget augmentations and corrections.

Included as a separate item on the agenda, the City Council is receiving the FY2019/20 Mid-Year Report, representing revenue and expenditure results through the first six months of the fiscal year, along with updated projections for the remainder of FY20. In conjunction with the Mid-Year update, staff is requesting that the City Council authorize, by resolution, amendments to the FY2019/20 budget across various funds, as detailed

in the attachment and highlighted briefly herein.

Discussion:

Staff is requesting formal Council action for supplemental FY2019/20 budget appropriations totaling \$13,861,527 summarized by fund as depicted below. Of the \$13,861,527, staff expects \$1,862,399 in offsetting revenue.

Vehicle Replacement Fund: Increases budget by \$223,592 to allow for the purchase of various City vehicles need to be replaced. The replacements are a result of unforeseen accidents and department needs.

General Fund:

1. Building Plan Check: Due to the high volume of residential permit activity and two new planned hotels, staff in the Community Development Department require the assistance of contract services to complete necessary plan check on projects. A budget augmentation of \$100,000 is recommended.
2. Strike Team Operations: Fire Operations is expected to be over-budget in overtime/supplies & services. A significant part of this overage is due to \$168,328 resulting from Strike Team deployments. All costs incurred are offset by Federal/State agencies, there is no net impact to the General Fund, but appropriations are necessary to cover unanticipated costs.
3. Urban Research and Rescue: Fire has participated in Urban Research and Rescue operations this fiscal year affecting overtime, however, these expenses are fully reimburseable. Staff recommends \$2,729 in appropriations for staff overtime. These expenses have already been incurred.
4. Measure F Transfer: Measure F funds are received into the General Fund and subsequently transferred out (as an expense) to a separate fund for use on approved items. Because Measure F revenues will be better than expected by \$700,052, the corresponding transfer out will also be higher and requires additional appropriations.
5. Crime Analyst Position: With the increase in gang activity and other violent crimes, the Police Department is requesting the a part-time Community Services Officer position be converted to a full-time Crime Analyst position. The requested funding of \$35,000 is the cost difference between the two positions and what is needed to get through the entire fiscal year. In future budgets, this upgraded position will add approximately \$115,000 to the General Fund baseline expenditures.
6. Police Backgrounds/Recruitments: With an estimated 20 candidates that need to go through background to fill three (3) sworn officer and one (1) Civilian positions, Police will need additional funding of \$37,959 to complete the process.
7. Fiber Cable Project: Fiber Cable was installed at the Municipal Services Center (MSC), which also includes upgraded service from WAVE cable for the improved lines. This additional service increased costs by \$700/month (\$8,400 annual). The monthly cost will extend for two-years.
8. Police Equipment No. #PD08: Equipment was coded to the wrong program in error. This \$4,553 correction reflects the coding change. An equal amount will be subtracted from the Gas Tax fund.

Water Enterprise Fund:

1. Pendegast Repair Project: A broken water main on Pendegast Street resulted in \$36,094 of costs to repair the line and roads; additional appropriations are needed for the unplanned repairs.

2. Vehicle Lease Correction: Lease coding for vehicle #581 was changed from FY2018/19 to FY2019/20. This (\$2,346) correction reflects the coding change.

Sewer Enterprise Fund: Vehicle Lease Correction - Lease coding for vehicle #581 was changed from FY2018/19 to FY2019/20. This (\$1,173) correction reflects the coding change.

Storm Drain Enterprise Fund: Vehicle Lease Correction - Lease coding for vehicle #581 was changed from FY2018/19 to FY2019/20. This (\$3,050) correction reflects the coding change.

Community Development Block Grant: \$2,500 in additional CDBG funds are needed to assist Empower Yolo complete fencing/gates work at Woodland facility.

Off-site Affordable Housing Fund: Supportive Housing Development - This appropriation of \$260,000 will reserve funds, per City Council's commitment (January 2019), for East Beamer Way permanent supportive housing development. Funds will be transferred to the Homeless Housing Fund, a new fund set up to segregate and account for monies used on the East Beamer Way project.

Housing Assistance Fund:

1. Pre-development Cost: Staff has identified the need for \$25,060 to continue with studies related to the interim relocation of Fourth & Hope's emergency shelter at the East Beamer Way site. Funds will then be transferred to the Homeless Housing Fund.

2. Community Development Block Grant Project Supplemental Funding: \$1,224 in funding will supplement FY20 Community Development Block Grant funds and will be used for public service activities.

Affordable Housing In-Lieu Fund: Supportive Housing Development - This appropriation of \$640,000 will reserve funds, per City Council's commitment (January 2019), for East Beamer Way permanent supportive housing development. Funds will then be transferred to the Homeless Housing Fund.

Homeless Housing Fund:

1. Emergency Shelter Predevelopment Costs: A new fund was created to capture all costs related to the East Beamer Way Homeless Projects. This \$75,060 appropriation will allow predevelopment contracts to be executed for the emergency shelter. The requested amount is based on a prior Council approved appropriation of \$50,000 plus the above referenced \$25,060 from the Housing Assistance Fund. With the appropriations in the correct fund, staff can now begin to incur expenses.

2. Partnership Heathplan Grant: Funding was initially received in FY2018/19 and temporarily appropriated to the Transportation Fund (351). This \$680,000 correction will allow funding to be appropriated to the correct fund and payback fund 351 for expenses incurred in FY2018/19.

Transportation Fund: Funding was initially received in FY19 and temporarily appropriated to the Transportation Fund (351). This correction will zero out the appropriation in the Transportation Fund for FY2019/20.

Gas Tax Fund:

1. Vehicle Lease Correction: Lease coding for vehicle #581 was changed from FY2018/19 to FY2019/20. This (\$5,865) correction reflects the coding change.
2. Police Equipment No. #PD08: Equipment was coded to the wrong program in error. This (\$4,553) correction reflects the coding change.

Gibson Ranch L&L: Vehicle Lease Correction - Lease coding for vehicle #581 was changed from FY2018/19 to FY2019/20. This \$1,408 correction reflects the coding change.

Spring Lake L&L: Vehicle Lease Correction: Lease coding for vehicle #581 was changed from FY2018/19 to FY2019/20. This \$9,384 correction reflects the coding change.

Gateway L&L: Vehicle Lease Correction: Lease coding for vehicle #581 was changed from FY2018/19 to FY2019/20. This \$1,642 correction reflects the coding change.

Measure E Fund:

1. Community Senior Center Debt Service Correction: An appropriation should have been made to Measure F fund but inadvertently \$1,011,750 in budget remained in Measure E.
2. Brooks Pool Heater Exchange: Brooks Pool heater is no longer safe to operate due to a gas leak. The \$22,000 requested is an estimate for a new unit. Measure E funds remain from previous reservations of fund balance for park maintenance projects.

Measure F Fund: Community Senior Center Debt Service Correction - An appropriation of \$1,191,439 should have been made to Measure F fund but inadvertently remained in Measure E. This number reflects the estimate of assistance Measure F may need to provide to the Park Development fund to assist with annual debt service payments. To the extent this money is not necessary to meet those obligations, the funds will remain in Measure F and be available for allocation to other park maintenance projects.

Road Development Fund: Repayment to Measure E - Road Development Fund (582) Transfer/Payment of \$209,518 to Measure E for road projects previously funded by Measure E that were intended to be paid from Fund 582.

Sewer Development Fund: Interfund Loan Payment - This appropriation request of \$615,183 represents a transfer excess cash balance from Sewer Development fund to pay down the previously authorized loan from Sewer Enterprise made to the Sewer Development fund to assist with debt service obligations.

Spring Lake Capital Fund: Reimbursement to Developers - This appropriation of \$9,821,946 will allow the City to reimburse developers for Spring Lake infrastructure oversizing agreements and Spring Lake Specific Plan.

Special Revenue Fund: Grant Funds- a grant was awarded to the Library in FY2018/19, however, funds will be spent in FY2019/20. The appropriation of \$15,193 is requested. Grant fund revenue has already been received by the City.

Conclusion:

Staff recommends that the City Council adopt Resolution No._____, authorizing amendments to the Fiscal Year 2019/20 Budget totaling \$13,215,589, and authorizing the addition of a second Crime and Intelligence Analyst position.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer



Paul Navazio
City Manager

Attachments:

1. FY20 Mid-Year Adjustments Listing-Exhibit A
2. FY20 Mid-Year Adjustments by Fund - Exhibit B
3. FY20 Mid-Year Amendments Budget Resolution

CITYWIDE FY20 MID-YEAR ADJUSTMENTS

Department	Fund	Description	Justification	Amount Requested	Offsetting Revenue	Net Impact
PW	Vehicle Replacement Fund	Unforeseen Vehicle Replacements/Purchases	Various City vehicles need to be replaced as a result of unforeseen accidents and department needs.	\$ 223,592		\$ 223,592
CDD	General Fund	Plan Check Consultant Services	Plan Check costs are running higher than previously estimated due to higher residential building and two new hotels.	\$ 100,000	\$ -	\$ 100,000
Fire	General Fund	Strike Team Expenses	Strike Team personnel overtime and wildland equipment related expenses.	\$ 168,328	\$ 175,347	\$ (7,019)
Fire	General Fund	USAR Overtime	Urban Research and Rescue overtime reimbursement.	\$ 2,729	\$ 2,729	\$ -
Non-Departmental	General Fund	Measure F Revenue Transfer	Measure F Revenue is exceeding projections. Revenue is received into the General Fund then transferred into the Measure F fund.	\$ 702,052	\$ 702,052	\$ -
PD	General Fund	Crime Analyst Position	Police is requesting that a Part-time Crime Analyst position be made full-time to assist in dealing with the increase in gang violence	\$ 35,000		\$ 35,000
PD	General Fund	Backgrounds/Recruitment	With an estimated 20 candidates that need to go through background to fill 3 Officer/1 Civilian positions, PD is projecting to need more funding for backgrounds.	\$ 37,959		\$ 37,959
PW	General Fund	Fiber Cable Project	Fibers Cable installed at the Municipal Services Center (MSC) increased cost of services by \$700/month. This is cost of the upgraded service due to WAVE for the improved lines and installation. The monthly cost will extend for two-years.	\$ 8,400		\$ 8,400
PW	General Fund	Equipment No. #PD08	Equipment was coded to the wrong program in error. This correction reflects the coding change.	\$ 4,553		\$ 4,553

PW	Water Enterprise Fund	Pendegast Repair Project	Unplanned road repairs for Pendegast Street carried out by Public Works required a cost of \$36,094	\$ 36,094		\$ 36,094
PW	Water Enterprise Fund	#581 Lease	Coding for this leased vehicle changed from FY2018/19 to FY2019/20. This correction reflects the coding change.	\$ (2,346)		\$ (2,346)
PW	Sewer Enterprise Fund	#581 Lease	Coding for this leased vehicle changed from FY2018/19 to FY2019/20. This correction reflects the coding change.	\$ (1,173)		\$ (1,173)
PW	Storm Drain Enterprise	#581 Lease	Coding for this leased vehicle changed from FY2018/19 to FY2019/20. This correction reflects the coding change.	\$ (3,050)		\$ (3,050)
CSD	Community Development Block Grant	Empower Yolo Fencing	Additional CDBG funds to assist Empower Yolo complete fencing/gates work at Woodland facility.	\$ 2,500	\$ 2,500	\$ -
CSD	Off-Site Affordable Housing	Supportive Housing Development	Reserving funding from January 2019 funding commitment made by City Council for East Beamer Way permanent supportive housing development. (Transfer to Fund 331)	\$ 260,000		\$ 260,000
CSD	Housing Assistance	Emergency Shelter Predevelopment Costs	Pre-development costs for the interim relocation of Fourth & Hope's emergency shelter at the East Beamer Way site. (Transfer to Fund 331)	\$ 25,060		\$ 25,060
CSD	Housing Assistance	CDBG Project Supplemental Funding	Funding will supplement FY20 Community Development Block Grant funds and will be used for public service activities.	\$ 1,224		\$ 1,224
CSD	Affordable Housing In-Lieu	Supportive Housing Development	Reserving funding from January 2019 funding commitment made by City Council for East Beamer Way permanent supportive housing development. (Transfer to Fund 331)	\$ 640,000		\$ 640,000
CSD	Homeless Housing	Emergency Shelter Predevelopment Costs	A new fund was created to capture all Homeless Projects. This appropriation will allow predevelopment contracts to be executed for the emergency shelter.	\$ 75,060	\$ 75,060	\$ -
CSD	Homeless Housing	Partnership Heathplan Grant	Funding was initially received in FY19 and temporarily appropriated to the Transportation Fund (351). This correction will allow funding to be appropriated to the correct fund and payback fund 351 for expenses incurred in FY19.	\$ 680,000	\$ 680,000	\$ -
CSD	Transportation Fund	Partnership Heathplan Grant	Funding was initially received in FY19 and temporarily appropriated to the Transportation Fund (351). This correction will zero out the appropriation in the Transportation Fund for FY2019/20.	\$ (645,937)		\$ (645,937)
PW	Gas Tax Fund	#581 Lease	Coding for this leased vehicle changed from FY2018/19 to FY2019/20. This correction reflects the coding change.	\$ (5,865)		\$ (5,865)
PW	Gas Tax Fund	#PD08	Equipment was coded to the wrong program in error. This correction reflects the coding change.	\$ (4,553)		\$ (4,553)
PW	Gibson Ranch L&L	#581 Lease	Coding for this leased vehicle changed from FY2018/19 to FY2019/20. This correction reflects the coding change.	\$ 1,408		\$ 1,408
PW	Spring Lake L&L	#581 Lease	Coding for this leased vehicle changed from FY2018/19 to FY2019/20. This correction reflects the coding change.	\$ 9,384		\$ 9,384
PW	Gateway L&L	#581 Lease	Coding for this leased vehicle changed from FY2018/19 to FY2019/20. This correction reflects the coding change.	\$ 1,642		\$ 1,642
Admin Services	Measure E	Community Senior Center Debt Service Correction	Appropriation should have been made to Measure F fund but inadvertently remained in Measure E.	\$ (1,011,750)	\$ -	\$ (1,011,750)
CSD	Measure E	Pool Heater Exchange	Brooks Pool Heater is no longer safe to operate due to a gas leak. The amount requested is an estimate for a new unit.	\$ 22,000		\$ 22,000
Admin Services	Measure F	Community Senior Center Debt Service Correction	Appropriation should have been made to Measure F fund but inadvertently remained in Measure E.	\$ 1,191,439	\$ -	\$ 1,191,439

Admin Services	Road Development Fund	Repayment to Measure E	Road Development fund Transfer/Payment to Measure E for road projects previously funded by Measure E that were intended to be paid from fund 582.	\$ 209,518	\$ 209,518	\$ -
Non-Departmental	Sewer Development	Interfund loan payment	Transfer excess cash balance from Sewer Development fund to pay down loan from Sewer Enterprise	\$ 615,183		\$ 615,183
Non-Departmental	Spring Lake Capital	Reimbursement to Developers	Spring Lake oversizing/infrastructure reimbursements	\$ 9,821,946		\$ 9,821,946
Library	Special Revenue Fund	Grant Funds	Grant was funding was awarded in FY2018/19, however, funds will be spent in FY2019/20	\$ 15,193	\$ 15,193	\$ -
Totals				\$ 13,215,589	\$ 1,862,399	\$ 11,353,190

CITYWIDE FY20 MID-YEAR ADJUSTMENTS BY FUND

Fund No.	Fund	Adjustment Recommendation
012	Vehicle Replacement Fund	\$ 223,592
101	General Fund	\$ 1,059,021
210	Water Enterprise Fund	\$ 33,748
220	Sewer Enterprise Fund	\$ (1,173)
221	Storm Drain Enterprise	\$ (3,050)
320	Community Development Block Grant	\$ 2,500
326	Off-Site Affordable Housing	\$ 260,000
326	Housing Assistance	\$ 26,284
327	Affordable Housing In-Lieu	\$ 640,000
331	Homeless Housing	\$ 755,060
351	Transportation Fund	\$ (645,937)
355	Gas Tax Fund	\$ (10,418)
381	Gibson Ranch L&L	\$ 1,408
389	Spring Lake L&L	\$ 9,384
392	Gateway L&L	\$ 1,642
506	Measure E	\$ (989,750)
507	Measure F	\$ 1,191,439
582	Road Development Fund	\$ 209,518
585	Sewer Development	\$ 615,183
594	Spring Lake Capital	\$ 9,821,946
917	Special Revenue Fund	\$ 15,193
TOTAL		\$ 13,215,589

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AMENDMENTS TO THE FISCAL YEAR 2019-2020 ANNUAL BUDGET**

WHEREAS, a balanced annual budget for the City of Woodland was prepared for fiscal year 2019-2020 and adopted by the City Council on July 2, 2019; and

WHEREAS, the adopted budget also included the fiscal year 2019-2020 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

WHEREAS, the budget for Capital Improvement Plan for fiscal year 2019-2020 was also prepared; and

WHEREAS, a revised annual budget has been prepared for fiscal year 2019-2020; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2019-2020 and any remaining amounts shall be credited against their respective fund balances, except for:

- a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
- b. Any appropriations for incomplete capital projects at the end of fiscal year 2019-2020; and

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

WHEREAS, a budget adjustment has been included to add a full-time Police Crime and Intelligence Analyst position to FY2019/20,

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

Section 1. The 2019-2020 Annual Revised Budget is hereby amended to include supplemental appropriations totaling \$13,215,589 as shown in Exhibit B.

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

Section 4. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2019-2020 Revised Budget, together with any non-substantive corrections to the preliminary budget adopted by this Council.

RESOLUTION NO: _____

Section 5. An additional Police Crime and Intelligence Analyst position is hereby approved.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2020.

STATE OF CALIFORNIA
COUNTY OF YOLO ss.
CITY OF WOODLAND

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2020, by the following vote:

AYES: Council members: _____

NOES: Council members: _____

ABSENT: Council members: _____

ABSTAIN: Council members: _____

Mayor, Rich Lansburgh

Attest:

City Clerk, Ana B. Gonzalez



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 18, 2020
ITEM #: I.20
SUBJECT: 2020 COPS Hiring Program

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager and the Police Department to submit an application for the 2020 COPS Hiring Program.

Staff Contact

Anthony Cucchi, Police Deputy Chief, anthony.cucchi@cityofwoodland.org

Fiscal Impact

The Department of Justice (DOJ) COPS grant program would provide up to \$125,000 per entry-level officer position over a 36-month grant period. The Woodland Police Department is proposing to apply for funding to support three new sworn officer positions. If awarded, the City would be responsible for local matching funds equal to the difference between funding provided by the grant and the full salary and benefit cost of each position, plus ancillary costs. At the conclusion of the 36 months of federal funding, grantees must retain all sworn officer positions awarded under the COPS grant for a minimum of 12 months.

Staff estimates that the cost of three new sworn officer positions will range from between \$506,000 (year 1) and \$592,000 (year 3). While the grant would provide up to \$125,000 per year (or \$375,000 over the three-year grant period), the city's General Fund would be required to provide the local matching funds. Funding required to support the grant in the context of the upcoming FY20/21 budget is estimated to be approximately \$255,000, assuming new officers are not hired until the second quarter of the fiscal year. The table below provides an estimate of the yearly match required of the City.

Fiscal Year	FY21	FY22	FY23	FY24*	FY25**
# Officers	3	3	3	3	3
# Months	9	12	12	12	3
Personnel Cost***	\$349,475	\$505,877	\$548,208	\$591,874	\$153,732
Grant Share	(\$93,750)	(\$125,000)	(\$125,000)	(\$31,250)	
City Share	\$255,725	\$380,877	\$423,208	\$560,624	\$153,732

*Federal fiscal year: Oct-Sept. Grant reimbursements will start Sep 2020 and end Oct 2023.

**Retention year (after grant ends) will be Oct 2024 through Sept 2025 so 3 months in FY25.

***Current MOU expires 06/30/21. Per MOU, salary increase of 4% effective 07/01/20. Assumed 3% increase starting FY22.

Background

The 2020 COPS Hiring Program is designed to increase the capacity of law enforcement agencies to implement community-policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers. The grant program provides funds directly to law enforcement agencies to hire new and/or rehire career law enforcement officers, in order to preserve jobs, increase their community policing capacities and support crime prevention efforts. The Woodland Police Department applied for and was awarded a COPS hiring grant in 2015 which funded three full time police officers at \$125,000 per officer for 36 months through June 2018.

As a requirement of the grant, new position(s) must be added to the grantee's law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant to meet the non-supplanting requirement of the grant. Applicants are required to affirm in their COPS grant application that their agency plans to retain any additional officer positions awarded following the expiration of the grant and identify their planned source(s) of retention funding.

Discussion

Sworn Police Officer staffing remains a City Council top priority. As the City continues to grow, the WPD calls for service increase year over year and the department is required to patrol an expanding geographic area. While the department currently operates a four beat deployment model, the goal has been to be able to fully-staff a fifth beat (requiring a total of six additional patrol officers). By increasing the number of beats, each patrol unit would have a smaller geographic area of coverage and a reduced number of calls per beat that contributes directly to improved ability to increase pro-active problem-solving policing.

The three officers to be requested via this grant application would provide an incremental staffing improvement within the Patrol Division (two officers), while a third officer is proposed to be added to our School Resource Officer unit. The latter position has been identified as a priority need and aligns with the stated goals of the 2020 COPS Hiring Grant Program.

While staff is mindful of the funding obligation that accompanies this grant application, we believe that given the priority placed on public safety and, specifically, the need to augment sworn staffing, the COPS grant program provides a unique opportunity to leverage outside funding to assist the city and the department in meeting its police staffing goals.

The grant application deadline is March 11, 2020. Time is critical for this application.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager and the Police Department to submit an application for the 2020 COPS Hiring Program (CHP) and to accept the grant if awarded.

Prepared by: Elle Murphy, Senior Management Analyst

Anthony Cucchi, Police Deputy Chief

Reviewed by: Derrek Kaff, Police Chief



Paul Navazio
City Manager

Attachments:

1. Resolution - 2020 COPS Hiring Program

RESOLUTION NO. _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER AND THE POLICE DEPARTMENT TO
SUBMIT AN APPLICATION FOR THE 2020 COPS HIRING PROGRAM (CHP) AND
TO ACCEPT THE GRANT IF AWARDED

WHEREAS, the 2020 COPS Hiring Program (CHP) is designed to increase the capacity of law enforcement agencies to implement community-policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers; and

WHEREAS, the CHP grant would provide up to \$125,000 per full-time officer for a 36-month grant period, with the balance of the personnel cost as the local cash match requirement; and

WHEREAS, grantees must retain all sworn officer positions awarded under the CHP grant for a minimum of 12 months at the end of the 36-month grant period; and

WHEREAS, the City Council recognizes the Police Department continues to be understaffed in sworn officers; and

WHEREAS, the City budget does not currently provide the flexibility to cover the full cost of additional sworn police officer positions; and

WHEREAS, the COPS Hiring Program grant is the among the best of a limited range of options available to the City to begin restoring police staffing levels; and

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

SECTION 1. That the City Council hereby authorizes the City Manager and the Police Department to submit a grant application for the 2020 COPS Hiring Program, and

SECTION 2. If awarded, the City Manager is hereby authorized to accept the grant and include required match funds in the appropriate budget years.

PASSED AND ADOPTED by the City Council this 18th day of February, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Lansburgh, Mayor

ATTEST:

Ana B. Gonzales, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney