



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

May 5, 2020
6:00 PM

CITY COUNCIL

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

PLEASE NOTE: The May 5, 2020 Woodland City Council will be conducted pursuant to the Governor's Executive Order N-29-20.

1. The meeting will be held via teleconference and Council members will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public.
2. The public is encouraged to listen to the City Council meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings.
3. If you wish to make a comment during general public comment or on a specific agenda item, there are two ways to do that. You may leave a voice mail message at (530) 661-5900. All voice mail messages received by 6:00 p.m. will be played during the City Council meeting and read into the record at the appropriate time. Any member of the public watching the live stream who wishes to make a comment on an item as it is being heard may submit an email to the City Clerk at CouncilMeetings@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

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

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

1. SUBJECT: Long Range Calendar

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

F. MINUTES

2. SUBJECT: City Council Meeting Minutes of April 7, April 14 and April 21, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of April 7, 2020 and April 21, 2020 and the Special City Council Meeting Minutes of April 14, 2020.

G. CONSENT CALENDAR

3. SUBJECT: Sacramento-Yolo Mosquito & Vector Control District Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a written update from Gary Goodman, District Manager for the Sacramento-Yolo Mosquito & Vector Control District regarding current mosquito control issues and what can be expected in the upcoming months relating to mosquitoes and West Nile virus.

4. SUBJECT: Woodland Police Officer Association (WPOA) Side Letter

RECOMMENDATION FOR ACTION: Staff recommends that the City Council authorize the City Manager to sign the attached Side Letter, which clarifies the collection of Dues by the Woodland Police Officer Association (WPOA) and brings the collection into compliance with current law.

5. SUBJECT: First Amendment to Sports Park Concession Stand Contract

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a First Amendment to the Amended and Restated Lease Agreement between City of Woodland and Las Brasas Express, LLC for the Operation of the Woodland Sports Park Concession Stand.

6. SUBJECT: Consultant Agreement for Construction Management and Inspection Services for Improvements Associated with Spring Lake Central Phase 3 Subdivision and Parkland Avenue Extension Improvements

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services agreement for construction management and inspection with Associated Engineering Consultants, Inc. in the amount of \$303,110.00 for the Spring Lake Central Phase 3 Subdivision and Parkland Avenue Extension Improvements; and authorize the City Manager to execute the agreement and amendments up to 15% of the agreement amount.

7. SUBJECT: Authorize an Electric Vehicle Charging Network Easement for PG&E at 655 North Pioneer Avenue, Woodland, CA

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute an Electric Vehicle Charging Network "EVCN" Easement for Pacific Gas and Electric "PG&E" at 655 North Pioneer Avenue, Woodland, CA as part of PG&E's EV Fleet Electrification Program.

8. SUBJECT: Letter to Governor Newsom related to COVID-19 Fiscal Impact on California Cities

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve a letter requesting Governor Newsom establish a city revenue stabilization fund for direct aid to all cities; allocate a share of the State's CARES Act fund for cities with populations under 500,000 and create a COVID-19 financing vehicle that all cities can access to support immediate cash flow needs.

9. SUBJECT: Continued Emergency Action for Interim Shelter Project

RECOMMENDATION FOR ACTION: Staff recommends that the City Council determine by a four-fifths vote that there is a need to continue the emergency action to construct a temporary homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050.

10. SUBJECT: Resolution Ratifying Amendments to the Extended Limited Term COVID-19 Administrative Leave Policy

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, Ratifying Amendments to the Extended Limited Term COVID-19 Administrative Leave Policy adopted on April 14, 2020.

11. SUBJECT: Quarterly Treasurer's Investment Report for the Quarter Ended March 31, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended March 31, 2020.

H. REPORTS OF THE CITY MANAGER

12. SUBJECT: Approval of Measure J Spending Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No.____, approving the updated Measure J Spending Plan.

13. SUBJECT: Approval of the Measure E Spending Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No.____, approving the updated Measure E Spending Plan.

14. SUBJECT: Approval of Measure F Spending Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No.____, approving the updated Measure F Spending Plan.

15. SUBJECT: Fiscal Year 2020/21 – FY2023/24 Capital Improvement Program (CIP)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation regarding the City's fiscal year 2020/21 – FY2023/24 Capital Improvement Program (CIP).

I. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority of the City of Woodland scheduled for Tuesday, May 5, 2020 was posted on Friday, May 1, 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: May 5, 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.

A handwritten signature in black ink, appearing to read "Ken Hiatt".

Ken Hiatt
Interim City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

MAY 19TH

REGULAR MEETING

Consent Calendar

Fire Department Quarterly Report
Police Department Quarterly Report
Cannabis License Fee Update
Approve contract for WPCF Master Plan, CIP #14-07
Award the WPCF Biosolids Pond #11 Project, CIP #20-13
SCBA Fixed Fill Station System
Contract for W. Woodland Safe Routes to School Project, CIP 17-09
EV Charging Station MOU – Electrify Yolo Project
NOC I-5/CR102 Landscape Project, CIP 11-24
Crawford Park Design
Extension of Emergency Interim Shelter

Public Hearing

Intent to Levy L&L (total of 6)

Reports of the City Manager

Update on COVID-19
FY2020/21 Budget Recommendations

JUNE 2ND

REGULAR MEETING

Presentation

IT Presentation

Consent Calendar

Homeless Shelter Bid Award and Operating Agreement
Contract for CR25A (Miekle Ave. to Promenade Dr.), CIP 19-09 and E. Heritage Parkway Mid-Block Crossing Project, CIP 19-10

Public Hearing

Merritt DA - ??

Regular Calendar

Traffic Calming Update – Pilot Projects
Presentation: FY2020/21 Proposed Budget

Woodland Research & Tech Park – Specific Plan
Apprenticeship / Workforce Development Programs
Adoption FY 2020/21 Budget
Ballot Language – Meas. J Renewal
Board and Commission Appointments
Resolution Calling an Election for November 3, 2020
Waste Mgmt Delinquent Garbage/Refuse Accounts – Call for Public Hearing

Public Hearing

E. Main Street Mini-Storage Conditional Use Permit - ??

Future Topics / Study Sessions:

July Waste Management PH – July 21 PH Levy Assessment SL and Gateway	August Council Recess 7/22 – 8/17
September	TBD Comprehensive Zoning Update (Fall) Flood Project Certification of Final EIR (Fall) Gang Task Force MOU



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: F.2
SUBJECT: City Council Meeting Minutes of April 7, April 14 and April 21, 2020

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of April 7, 2020 and April 21, 2020 and the Special City Council Meeting Minutes of April 14, 2020.

Staff Contact:

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

A handwritten signature in black ink, appearing to read "Ken Hiatt", is written over a horizontal line.

Ken Hiatt
Interim City Manager

Attachments:

1. 04_07_2020 DRAFT CC Mins
2. 04_14_2020 DRAFT CC Mins
3. 04_21_2020 DRAFT CC Mins

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, April 7, 2020

6:00 PM

City Council

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

PLEASE NOTE: The April 7, 2020 Woodland City Council will be conducted pursuant to the Governor's Executive Order N-29-20.

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A. CALL TO ORDER

Meeting called to order at 06:02 PM.

B. ROLL CALL

All Council Members present via roll call vote.

Present: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Council Member Rodriguez.

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.

Voicemail and two (2) e-mail messages from Bruce Jacks were read into the record.

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

1. SUBJECT: Long Range Calendar

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

F. MINUTES

2. SUBJECT: City Council Meeting Minutes of March 3, March 17, March 24 and March 31, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of March 3, 2020 and March 17, 2020 and the Special City Council Meeting Minutes of March 17, March 24, 2020 and March 31, 2020.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Fernandez and carried unanimously on a roll call vote of 5-0, Council Members adopted the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of March 3, 2020 and March 17, 2020 and the Special City Council Meeting Minutes of March 17, March 24, 2020 and March 31, 2020.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

G. CONSENT CALENDAR

3. SUBJECT: Proclaim April as Child Abuse Prevention Month

RECOMMENDATION FOR ACTION: Staff recommends that the City Council recognize April 2020 as Child Abuse Prevention Month.

Council Members recognized April 2020 as Child Abuse Prevention Month.

4. SUBJECT: Second Reading of Interim Zoning Ordinance 2020 and Amendment to Section 17.92.020 Table 3 of the Zoning Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct second reading and adopt Ordinance No._____, approving the proposed adoption of the Interim Zoning Ordinance 2020 and amending Section 17.92.020 Table 3 of the Zoning Ordinance.

Adopted ORDINANCE NO. 1661, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING THE INTERIM ZONING ORDINANCE 2020, AND AMENDMENT TO SECTION 17.92.020 TABLE 3 OF THE ZONING ORDINANCE, THEREBY ENSURING CONFORMANCE WITH THE 2035 GENERAL PLAN AND 2035 CLIMATE ACTION PLAN.

5. SUBJECT: Second Reading of Ordinance amending Section 15.16 of Chapter 15 of the Municipal Code relating to Affordable Housing

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct second reading and adopt Ordinance No. _____, amending Section 15.16 of Chapter 15 of the Municipal Code relating to Affordable Housing.

Adopted ORDINANCE NO. 1662, AN ORDINANCE OF THE CITY OF WOODLAND AMENDING SECTIONS 15.16.050, 15.16.080, 15.16.110, 15.16.140, AND 15.16.200 OF CHAPTER 15.16 OF THE CITY OF WOODLAND MUNICIPAL CODE RELATED TO AFFORDABLE HOUSING.

6. SUBJECT: Approve Plans & Specifications, and Authorize Bid Advertisement for WPCF Pond #11 Biosolids Drying and Removal Project, CIP #20-13

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to: 1) create a new capital project, WPCF Pond #11 Biosolids Drying and Removal Project, CIP 20-13; and 2) approve the plans & specifications and authorize bid advertisement.

Adopted RESOLUTION NO. 7427, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE PLANS AND SPECIFICATIONS AND AUTHORIZE BID ADVERTISEMENT FOR THE WPCF POND #11 BIOSOLIDS DRYING AND REMOVAL PROJECT, CIP #20-13.

7. SUBJECT: Water Pipeline License Agreement with Sierra Northern Railway for the North Regional Pond & Pump Station Project, CIP 17-21

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

Adopte RESOLUTION NO. 7428, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A WATER PIPELINE CROSSING AGREEMENT WITH SIERRA NORTHERN RAILROAD FOR INSTALLATION OF THE FORCE MAIN PIPELINE ACROSS THE RAILROAD.

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

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute Amendment #12 to the consultant services agreement with Wood Rodgers for the Lower Cache Creek Feasibility Study for an additional amount up to \$50,000.

Ado RESOLUTION NO. 7429, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENT #12 WITH WOOD RODGERS FOR ENGINEERING CONSULTING SERVICES.

9. SUBJECT: Amend the FY 20/21 Capital Budget to appropriate funds to the 2020 Road Rehabilitation Project, CIP 19-05

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, amending the FY 20/21 Capital Budget to appropriate Road Maintenance and Rehabilitation Account funds to the 2020 Road Rehabilitation Project, CIP 19-05.

Adopted RESOLUTION NO. 7430, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO AMEND THE FY 20/21 CAPITAL BUDGET TO APPROPRIATE ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA) FUNDING TO THE 2020 ROAD REHABILITATION PROJECT, CIP 19-05.

10. SUBJECT: Authorize a \$17,058 increase to the Vehicle Replacement Budget (Fund 012) Towards the Purchase of a New Ford F350 Service Truck for the Spring Lake Lighting and Landscaping District

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the purchase of a new Ford F350 Service Truck and required equipment for a total purchasing price of \$67,058; and award the vehicle purchase to Team Ford of Woodland for being the lowest bidder; and authorize an additional appropriation of \$17,058 from the Spring Lake Lighting and Landscape Fund (389) as a transfer to the Vehicle Replacement Fund to assist with the funding gap; and authorize an additional appropriation of \$17,058 from the Vehicle Replacement Reserve Fund (012) to allow for the full purchase of the vehicle.

Adopted RESOLUTION NO. 7431, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE PURCHASE OF A NEW FORD F350 SERVICE TRUCK AND REQUIRED EQUIPMENT, AWARDED PURCHASE TO TEAM FORD, AND AUTHORIZING ADDITIONAL APPROPRIATIONS FROM THE SPRING LAKE L&L AND VEHICLE REPLACEMENT FUNDS.

11. SUBJECT: Approve Consultant Agreement for Construction Inspection for the 2020 Sewer & Water Repair & Replacement Project, CIP #20-07

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant agreement for construction inspection services with UNICO Engineering in an amount up to \$182,000, authorize a contingency of up to 10% (\$18,200), and authorize the City Manager to execute the agreement.

Adopted RESOLUTION NO. 7432, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSULTANT AGREEMENT WITH UNICO ENGINEERING FOR CONSTRUCTION INSPECTION FOR CIP 20-07, THE 2020 SEWER & WATER REPAIR & REPLACEMENT PROJECT.

12. SUBJECT: Designate Agents for Submission of Disaster Related Reimbursement Claims

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, Designation of Applicant's Agent Resolution for Non-State Agencies, and designate the City Manager and Finance Officer as the City's Authorized Agents.

Adopt RESOLUTION 7433, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DESIGNATING APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES.

13. SUBJECT: Construction Contract for Community Center HVAC Project, CIP 19-21

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to award the construction contract in the amount of \$111,200 to Hometown Construction, Inc. ("Hometown") and authorize the City Manager to execute the construction contract for the Community Center HVAC Project, CIP 19-21 ("Project").

Adopted RESOLUTION NO. 7434, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AWARDED A CONSTRUCTION CONTRACT FOR THE COMMUNITY CENTER HVAC PROJECT, CIP 19-21.

On a motion by Council Member Fernandez, seconded by Council Member Barajas and carried unanimously on a roll call vote of 5-0, Council Members approved Consent Calendar Items No. 3 through 13.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

H. REPORTS OF THE CITY MANAGER

14. SUBJECT: Update on COVID-19 Response and Preparedness

RECOMMENDATION FOR ACTION: Receive an update and discuss next steps.

Received an update on COVID-19 from Interim City Manager Ken Hiatt.

I. ADJOURN

Meeting adjourned at 7:04 PM. Mayor Lansburgh extended condolences to the City of New York, Connecticut and New Jersey.

Respectfully submitted,

**Ana B. Gonzalez
City Clerk**

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, April 14, 2020

6:00 PM

City Council

CITY COUNCIL

SPECIAL CITY COUNCIL MEETING

6:00 PM

PLEASE NOTE: The April 14, 2020 Woodland City Council will be conducted pursuant to the Governor's Executive Order N-29-20.

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A. CALL TO ORDER

Meeting called to order at 6:01 PM.

B. ROLL CALL

All Council Members present via roll call vote.

Present: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Mayor Pro Tem Stallard.

D. COMMUNICATIONS - PUBLIC COMMENT

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

None.

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

Council Members agreed to go back to regular City Council meetings on the first and third of each month.

1. SUBJECT: Long Range Calendar

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

F. CONSENT CALENDAR

2. SUBJECT: Funding Adjustment for Community Development Block Grant Construction Activity

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving a \$12,000 CDBG funding increase for the Yolo Wayfarer Center's emergency shelter rehabilitation project.

Adopted RESOLUTION NO. 7435, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A \$12,000 FUNDING INCREASE FOR THE YOLO WAYFARER CENTER'S EMERGENCY SHELTER REHABILITATION PROJECT.

3. SUBJECT: Housing for Healthy California Funding Application

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving an additional appropriation of \$24,000 to the Housing Trust (Fund 326) for preparation of a Housing for Healthy California program funding application; and authorize the City Manager to Execute Amendment #6 to the professional services agreement with Joan Planell for homeless consultation services.

Adopted RESOLUTION NO. 7436, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROPRIATING \$24,000 FOR PREPARATION OF A FUNDING APPLICATION THROUGH THE HOUSING FOR A HEALTHY CALIFORNIA PROGRAM AND AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT #6 TO THE PROFESSIONAL SERVICES AGREEMENT WITH JOAN PLANELL FOR HOMELESS CONSULTATION SERVICES.

4. SUBJECT: Resolutions Ratifying the FMLA Leave Expansion and Emergency Paid Sick Leave Policy and Extended Limited Term COVID-19 Administrative Leave Policy

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, Ratifying the FMLA Leave Expansion and Emergency Paid Sick Leave Policy and Resolution No. _____, Ratifying the Extended Limited Term COVID-19 Administrative Leave Policy approved by Interim City Manager Ken Hiatt on April 8, 2020.

Adopted RESOLUTION NO. 7437, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND RATIFYING THE FMLA EXPANSION AND EMERGENCY PAID SICK LEAVE POLICY ADOPTED BY THE INTERIM CITY MANAGER ON APRIL 8, 2020 AND RESOLUTION NO. 7438, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND RATIFYING THE EXTENDED LIMITED DURATION COVID-19 ADMINISTRATIVE LEAVE POLICY ADOPTED BY THE INTERIM CITY MANAGER ON APRIL 8, 2020.

G. REPORTS OF THE CITY MANAGER

5. SUBJECT: Update on COVID-19 Response and Preparedness and Presentation from Yolo County Health Officer

RECOMMENDATION FOR ACTION: Receive an update and discuss next steps.

Dr. Ron Chapman, Yolo County Health Officer provided an update regarding COVID-19 Response and Preparedness.

6. SUBJECT: Yolo COVID-19 Nonprofit Relief Initiative Support

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on the Yolo COVID-19 Nonprofit Relief Initiative and take the following actions:

1. Adopt Resolution No. _____, authorizing the City Manager to enter into an agreement for local funding support to the Yolo COVID-19 Nonprofit Relief Initiative; and
2. Authorize an appropriation toward this effort of \$25,000; and
3. Appoint a Council Member to serve as the City Council liaison on the Leadership Advisory group for the Initiative.

On a motion by Council Member Rodriguez, seconded by Council Member Fernandez and carried unanimously on a 5-0 roll call vote, Council Members adopted RESOLUTION NO. 7439, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND FOR CITY SUPPORT OF THE YOLO COVID-19 NONPROFIT RELIEF INITIATIVE.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

On a motion by Council Member Fernandez, seconded by Mayor Pro Tem Stallard and carried unanimously on a 5-0 roll call vote, Council Members appointment Council Member Barajas and Council Member Rodriguez to serve as City Council liaisons on the Leadership Advisory Group for the Yolo COVID-19 Nonprofit Relief Initiative.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

7. SUBJECT: Amended and Restated Urgency Ordinance regarding Temporary Moratorium on Evictions

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt an Amended and Restated Urgency Ordinance No. _____, an Urgency Ordinance of the City Council of the City of Woodland Enacting a Temporary Moratorium on Evictions Due to Non-Payment of Rent for Commercial Tenants Where the Failure to Pay Rent Results from Business Income Loss Resulting From the Novel Coronavirus (COVID-19) and Setting Forth the Facts Constituting Such Urgency.

On a motion by Council Member Rodriguez, seconded by Council Member Barajas and carried unanimously on a 5-0 roll call vote, Council Members adopted ORDINANCE NO. 1663, AN AMENDED AND RESTATED URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND ENACTING A TEMPORARY MORATORIUM ON EVICTIONS DUE TO NON-PAYMENT OF RENT FOR COMMERCIAL TENANTS WHERE THE FAILURE TO PAY RENT RESULTS FROM BUSINESS INCOME LOSS RESULTING FROM THE NOVEL CORONAVIRUS (COVID-19) AND SETTING FORTH THE FACTS CONSTITUTING SUCH URGENCY.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

H. ADJOURN

Meeting adjourned at 7:05 PM in memory of the individual that we lost in the rest home.

Respectfully submitted,

**Ana B. Gonzalez
City Clerk**

City of Woodland

City Hall
Council Chambers
300 First Street
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Regular Meeting Minutes

Tuesday, April 21, 2020

6:00 PM

City Council

CITY COUNCIL

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

PLEASE NOTE: The April 21, 2020 Woodland City Council will be conducted pursuant to the Governor's Executive Order N-29-20.

1. **The meeting will be held via teleconference and Council members will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public.**
2. **The public is encouraged to listen to the City Council meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings.**
3. **If you wish to make a comment during general public comment or on a specific agenda item, there are two ways to do that. You may leave a voice mail message at (530) 661-5900. All voice mail messages received by 6:00 p.m. will be played during the City Council meeting and read into the record at the appropriate time. Any member of the public watching the live stream who wishes to make a comment on an item as it is being heard may submit an email to the City Clerk at CouncilMeetings@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.**

A. CALL TO ORDER

Meeting called to order at 6:00 PM.

B. ROLL CALL

All Council Members present via roll call vote.

Present: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Council Member Enrique Fernandez.

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.

An e-mail received from Meg Stallard regarding Big Day of Giving was read into the record.

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

1. SUBJECT: Long Range Calendar

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

F. CONSENT CALENDAR

2. SUBJECT: Community Services Department Quarterly Status Report for the period of January through March 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Community Services Department Quarterly Status Report.

Received the Community Services Department Quarterly Status Report for the period of January through March 2020.

3. SUBJECT: Earth Day Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation recognizing April 22, 2020 as the 50th annual celebration of Earth Day.

Adopted a proclamation recognizing April 22, 2020 as the 50th annual celebration of Earth Day.

4. SUBJECT: Proclaim May 7, 2020 as BIG Day of Giving

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation recognizing May 7, 2020 as BIG Day of Giving.

Adopted a proclamation recognizing May 7, 2020 as BIG Day of Giving.

5. SUBJECT: Final Acceptance and Notice of Completion for Water Pollution Control Facility (WPCF) South Pond Pump Station (SPPS) Rehabilitation, CIP #18-07

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, accepting the Water Pollution Control Facility (WPCF) South Pond Pump Station (SPPS) Rehabilitation, CIP #18-07, as complete and authorizing the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 7440, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION FOR WATER POLLUTION CONTROL FACILITY (WPCF) SOUTH POND PUMP STATION (SPPS) REHABILITATION (CIP #18-07).

6. SUBJECT: Final Acceptance and Notice of Completion for 2019 ADA Improvement Project, CIP 19-08

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the 2019 ADA Improvement Project, CIP 19-08, as complete and authorizing the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 7441, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE 2019 ADA IMPROVEMENT PROJECT (CIP 19-08) CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

7. SUBJECT: Emergency Interim Shelter Project

RECOMMENDATION FOR ACTION: Consideration and adoption of Resolution No. _____, Declaring Condition of Emergency and Authorizing the Performance of an Emergency Interim Shelter Project Without Public Bidding and Determining that the Interim Shelter Project is Exempt from the Requirements of the California Environmental Quality Act as a Project Undertaken to Prevent or Mitigate an Emergency.

Adopted RESOLUTION NO. 7442, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DECLARING CONDITION OF EMERGENCY AND AUTHORIZING THE PERFORMANCE OF AN EMERGENCY INTERIM SHELTER PROJECT WITHOUT PUBLIC BIDDING AND DETERMINING THAT THE INTERIM SHELTER PROJECT IS EXEMPT FROM THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AS A PROJECT UNDERTAKEN TO PREVENT OR MITIGATE AN EMERGENCY.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Barajas and carried unanimously on a 5-0 roll call vote, Council Members approved Consent Calendar items number 2 through 7.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

G. REPORTS OF THE CITY MANAGER

8. SUBJECT: Update on COVID-19 Response and Preparedness

RECOMMENDATION FOR ACTION: Receive an update and discuss next steps.

Interim City Manager Ken Hiatt provided an update on COVID-19 Response and Preparedness.

9. SUBJECT: Spring Budget Workshop

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct a workshop to inform development of the City's upcoming annual FY2020/21 Budget

Workshop was conducted to inform development of the City's upcoming annual FY 2020/21 Budget.

10. SUBJECT: Discussion of Extension of Measure J ¼ Cent Sales Tax

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation and provide direction regarding the extension of the Measure J ¼ cent sales tax measure.

Received a presentation and provided direction regarding the extension of the Measure J ¼ cent sales tax measure.

H. ADJOURN

Meeting adjourned at 8:38 PM in memory of Mary Holmes.

Respectfully submitted,

**Ana B. Gonzalez
City Clerk**



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: G.3
SUBJECT: Sacramento-Yolo Mosquito & Vector Control District Update

Recommendation for Action: Staff recommends that the City Council receive a written update from Gary Goodman, District Manager for the Sacramento-Yolo Mosquito & Vector Control District regarding current mosquito control issues and what can be expected in the upcoming months relating to mosquitoes and West Nile virus.

Staff Contact:

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

A handwritten signature in black ink, appearing to read "Ken Hiatt", is written over a horizontal line.

Ken Hiatt
Interim City Manager

Attachments:

1. Report to Woodland City Council Sac-Yolo Mosquito and Vector Control District

Sacramento Yolo-Mosquito & Vector Control District

2020 Current Issues and Challenges Related to Mosquito Control

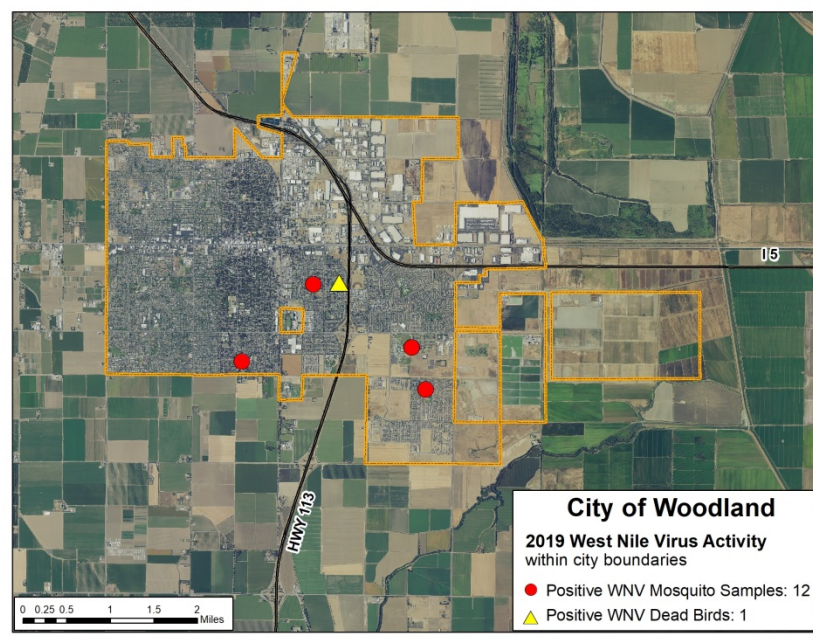
OVERVIEW

Due to Covid-19, in lieu of an annual presentation to the city council, the Sacramento-Yolo Mosquito & Vector Control District (District) is submitting this written update to inform council members and city staff of current mosquito control issues and what can be expected in the upcoming months relating to mosquitoes and West Nile virus.

The mission of the District is to provide safe, effective and economical mosquito control to protect the health and welfare of the District's residents. To achieve this, the District utilizes an Integrated Pest Management Approach that includes public information, surveillance of mosquito populations that can pose a threat, use of mosquitofish as a form of biological control, working with landowners to prevent mosquitoes from developing on their properties and chemical control to significantly reduce mosquito populations that pose a threat of disease.

WEST NILE VIRUS ACTIVITY

Mosquitoes can transmit a variety of debilitating diseases. Of ongoing concern is West Nile virus which is prevalent and well established in California and Yolo County since 2003. Last year in the city of Woodland there were 12 mosquito samples and 1 dead bird that tested positive for West Nile virus. Since Woodland is surrounded by a variety of agricultural sources, District mosquito control efforts include routine agricultural aerial spraying to control mosquitoes originating in surrounding rice fields. In 2020, we anticipate the same amount of rice acreage as in previous years. In addition, we will continue with ground mosquito control treatments in parks, greenbelts, pastures and other open areas to be performed as necessary in order to keep mosquito populations low.



NEW CHALLENGES

Since 2011 the *Aedes aegypti* mosquito, commonly known as the Yellow Fever mosquito, has been spreading rapidly throughout California. This mosquito is a public health threat because it can transmit multiple viruses including Zika, dengue and chikungunya. While these viruses are currently not being transmitted in California, every year there are many confirmed travel related cases.

In August 2019, the invasive mosquito *Aedes aegypti*, was found in Citrus Heights in Sacramento County. Upon the initial detection, the District conducted extensive door to door inspections in affected areas as well as comprehensive surveillance and control tactics to determine the extent of the infestation. This year our extensive control efforts continue with widespread trapping of mosquitoes throughout different areas. Fortunately to date, there have been no new detections.

MOVING FORWARD

Moving into the 2020 season, we are hard at work monitoring mosquito populations that can pose a threat to residents and implementing effective control strategies to help reduce overall abundance of mosquitoes. While Covid-19 has brought new challenges to our daily lives, mosquito control is an essential public health service and we continue to offer extensive surveillance of mosquitoes, inspections and control methods to protect all residents from West Nile virus and other mosquito transmitted diseases.

WHAT CAN RESIDENTS DO TO HELP FIGHT THE BITE?

- At least once a week check your property and drain standing water from plant saucers, buckets, kiddie pools, dog dishes, old tires, wheelbarrows and trash cans. Anything that can hold even a small amount of water can become a mosquito breeding source
- Remember to apply a good insect repellent when spending time outdoors, especially at dawn and dusk when mosquitoes are most active
- Repair leaky faucets and broken sprinklers
- Clean rain gutters that may be clogged with leaves

FREE DISTRICT SERVICES AVAILABLE FOR ALL RESIDENTS

- If you are having problems with mosquitoes, request a free home service inspection
- Mosquitofish are available for your pond, fountain or watering trough
- Mosquito repellent wipes for senior centers, neighborhood associations, service groups and homeowners

To request any of our services or to report a mosquito breeding problem visit www.FIGHTtheBITE.net or call us at 1-800-429-1022



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: G.4
SUBJECT: Woodland Police Officer Association (WPOA) Side Letter

Recommendation for Action: Staff recommends that the City Council authorize the City Manager to sign the attached Side Letter, which clarifies the collection of Dues by the Woodland Police Officer Association (WPOA) and brings the collection into compliance with current law.

Staff Contact

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

Fiscal Impact

There is no fiscal impact to the City.

Report in Brief

The City and the Woodland Police Officer Association (POA) met to discuss the collection of Association dues because of a recent court ruling. The Association is interested in replacing the current MOU language in Article XIII with the language below to be compliant with current law (i.e. Janus, SB 866, AB 119).

Discussion

The purpose of the side letter is to provide clarification for the City and WPOA on the collection of Dues. This Side letter allows WPOA members to elect and be represented by the WPOA. It sets clear explanation on the role of the City and the role of WPOA. The Janus Decision was rendered by the Court (June 27, 2018) after the current MOU (July 1, 2018 to June 20, 2012) had been ratified by the WPOA, thus the reason for the Side Letter.

Conclusion

Staff recommends that the City Council authorize the City Manager to sign the attached Side Letter, which clarifies the collection of Dues by the Woodland Police Officer Association (WPOA) and brings the collection into compliance with current law.

Prepared by: Sheila McShane, Human Resources Manager

A handwritten signature in black ink, appearing to read "Ken Hiatt".

Ken Hiatt
Interim City Manager

Attachments:

1. Police Officer Side letter final DOCX

City of Woodland

**And
The Woodland Police Officers' Association
Side Letter Agreement - Article XIII – Dues Deduction**

WPOA – Proposal 1

Offered: January 21, 2020

Subject: Article XIII - Dues Deduction

Association Interest:

The Association is interested in replacing the current MOU language in Article XIII with the language below to be compliant with current law (i.e. Janus, SB 866, AB 119).

Memorandum of Understanding Language:

ARTICLE XIII – DUES DEDUCTION

13. Employees in Association

13.1 The Association shall have exclusive right to payroll deduction of dues for its members of the Woodland Police Officers' Association (WPOA).

Following receipt of written certification from the WPOA that it has and maintains voluntary dues deduction authorization forms from members in the Association, the City shall make payroll deductions and transmit monthly to the Association dues in an amount to be determined by the Association and communicated to the City annually. Membership dues deductions shall be made in equal amounts each payroll period for the member employees identified by the Association, and a check for the total deductions shall be submitted to the WPOA monthly.

The written certification from the WPOA for Association dues deductions shall remain in full force and effect, unless revoked by written notice to the WPOA. Employee requests to cancel membership dues deductions must be directed to the Association. The Association agrees to process employee revocation requests, or other requests by employees for alterations to their deductions, within ten (10) business days of receipt, and to promptly notify the City of Association-approved changes thereafter. Upon written notification from the Association that an employee has revoked or altered membership dues deductions, the City shall accordingly cease or alter, within thirty (30) calendar days, Association dues deductions from the employee's paycheck.

An employee's earnings must be sufficient after legal and required deductions are made to cover the amount of the dues authorized. IF an employee is in a non-pay status for an entire pay period, no dues deduction will be made to cover the pay period from future earnings. Employees who are in a non-pay status during only part of a pay period, whose salary is not sufficient to cover the full

amount of the dues authorized, no dues deduction shall be made. All other legal and required deductions (including healthcare deductions) have priority over Associations dues. It shall be the sole responsibility of the Association to procure and enforce payroll deduction of dues.

Hold Harmless: The WPOA shall indemnify, defend, and hold harmless the City, its employees, and agents acting on its behalf from and against any and all losses, damages, costs, expenses, claims, demands, actions, suits, judgments and other forms of liability arising out of the application or enforcement of this Section. In no event shall the City be required to pay from its own funds Association dues which the employee was obligated to pay, but failed to pay regardless of the reasons.

The City will notify the Association not less than ten (10) calendar days prior to a new employee orientation and provide the association an opportunity to meet with the employee.

Tentative Agreement:

Date: _____

Ken Hiatt, City Manager

Brian Olson, Woodland Police
Officers' Association President

John Coburn, Labor Consultant,
Mastagni Law



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: G.5
SUBJECT: First Amendment to Sports Park Concession Stand Contract

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a First Amendment to the Amended and Restated Lease Agreement between City of Woodland and Las Brasas Express, LLC for the Operation of the Woodland Sports Park Concession Stand.

Fiscal Impact

During a calendar year, the City receives \$11,500 in revenue from Las Brasas Express, LLC to operate the concession stand at the sports park. The monthly lease payment varies depending on the time of year/level of sports park usage. During the months of January through September the monthly lease payment is \$1,150. During the months of October through December, the monthly lease payment is \$575 per month. Staff is recommending that the monthly lease payments be reduced on a prorated daily basis if the City closes the Sports Park, defined to mean two or more fields are closed at the same time for two or more weeks in a calendar month. Rent would be prorated on a daily basis consistent with existing lease terms for the portion of time that the Sports Park is closed. Depending on the length of closure, the City would forego revenue in the amount of \$575 to \$1,150 per month.

Background

The City contracts with Las Brasas Express to provide concession services to the Woodland Sports Park for City softball leagues, soccer games, and tournaments, pursuant to an Amended and Restated Lease Agreement entered into between the City and Las Brasas Express on March 5, 2019. The City temporarily closed the Sports Park and consequently cancelled all field use indefinitely as a result of the City's declaration of emergency and the Shelter-in-Place order from the Yolo County Public Health Officer issued on March 18, 2020 due to the COVID-19 pandemic. Las Brasas Express generates revenue from tournaments and soccer/softball games conducted at the Sports Park, and in turn pays the City a monthly lease payment. Accordingly, Las Brasas Express cannot generate revenue and pay the monthly lease payments if and when the City closes the Sports Park for an extended period of time.

Discussion

The current lease agreement between the City and Las Brasas Express does not include any provisions for the City to waive or reduce the monthly lease payment if the City closes the Sports Park. As a result of the City closing the Sports Park and cancelling tournaments, softball, and soccer games, Las Brasas Express has not been able to operate the concession stand since March 18, 2020, but monthly rent payments are still due under the terms of the Lease Agreement. The City also anticipates replacing turf at the Sports Park on several fields at one time in the future. If a turf replacement project were to happen, Las Brasas also would not be able to generate expected revenue in order to pay rent. The owners of Las Brasas Express informed City staff that it relies on a month of operations to pay the monthly lease amount.

Staff proposes to amend the lease agreement with Las Brasas Express to include a provision to reduce lease payments when the City closes the Sports Park for two or more weeks in a calendar month. Specifically, the

proposed amendment would include a provision that, effective March 1, 2020, the City shall reduce rent based on the portion of time that the Sports Park remains closed, which is defined to mean when two or more fields at the Sports Park are closed at the same time for two or more weeks in a calendar month. The weeks do not have to be consecutive to trigger the rent reduction, but one week means seven (7) consecutive days. The proposed amendment is structured this way based on an acknowledgment that any two weeks of closure in one month results in a hardship for Las Brasas Express, LLC, but there are many random individual days a month in which there may not be games or events unrelated to a planned closure. In times of closure, rent will be prorated on a daily basis to account for the closure, consistent with existing lease terms that prorate rent for partial months. The purpose of including the March 1, 2020 effective date in the text of the amendment is to allow staff to retroactively apply the rent reduction to the rent that was paid for the month of March, despite the park being closed since March 18. The portion of rent overpaid for March will apply as a credit towards the next applicable rent payment.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute a First Amendment to the Amended and Restated Lease Agreement between City of Woodland and Las Brasas Express, LLC for the Operation of the Woodland Sports Park Concession Stand.

Prepared By: Dallas Tringali, Community Services Manager

Reviewed By: Christine Engel, Community Services Director



Ken Hiatt
Interim City Manager

Attachments:

1. 2020 Las Brasas - Resolution
2. 2020 Las Brasas - First Amendment

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO
THE AMENDED AND RESTATED LEASE AGREEMENT BETWEEN THE CITY AND
LAS BRASAS EXPRESS, LLC FOR OPERATION OF THE WOODLAND SPORTS
PARK CONCESSION STAND**

WHEREAS, the City of Woodland operates a sports park at the Woodland Community & Senior Center (“Woodland Sports Park”) that includes a concession stand; and

WHEREAS, the City of Woodland has leased the concession stand to Las Brasas Express, LLC to provide sports park patrons with the ability to purchase food and refreshments, pursuant to that certain amended and restated lease agreement dated March 5, 2019 (“Lease Agreement”); and

WHEREAS, the Lease Agreement between the City and Las Brasas Express, LLC does not include a provision to waive or reduce the rent payments if the City closes the Woodland Sports Park, meaning two or more fields are closed at the same time for two or more weeks in a calendar month; and

WHEREAS, the City has temporarily closed the Woodland Sports Park for an indefinite period of time due to ongoing state and local emergencies caused by the COVID-19 pandemic, and Las Brasas Express, LLC cannot operate and cannot generate revenue at the Woodland Sports Park without active programs; and

WHEREAS, the City desires to continue a sustainable partnership with Las Brasas Express, LLC so that City and Lessee may resume operation under the Lease Agreement at a future date, and as such the City desires to amend the Lease Agreement to provide for a prorated reduction of rent in the event the City closes the Woodland Sports Park for extended periods of time.

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

Section 1. The City Council authorizes the City Manager to execute the First Amendment to Amended and Restated Lease Agreement Between City of Woodland and Las Brasas Express, LLC for Operation of the Woodland Sports Park Concession Stand (“First Amendment”), attached hereto as Attachment 1 and incorporated herein.

Section 2. A copy of the First Amendment is available and on file in the City Clerk’s office.

PASSED AND ADOPTED this 5th day of May, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Lansburgh, Mayor

ATTEST:

Ana Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

FIRST AMENDMENT TO
AMENDED AND RESTATED LEASE AGREEMENT BETWEEN CITY OF WOODLAND
AND LAS BRASAS TACOS Y SALSAS, LLC
FOR OPERATION OF THE WOODLAND SPORTS PARK CONCESSION STAND

THIS FIRST AMENDMENT TO AMENDED AND RESTATED LEASE AGREEMENT BETWEEN CITY OF WOODLAND AND LAS BRASAS EXPRESS, LLC FOR OPERATION OF THE WOODLAND SPORTS PARK CONCESSION STAND (“First Amendment”) is entered into on this 5th day of May, 2020, by and between the CITY OF WOODLAND, a California municipal corporation (“City”) and LAS BRASAS EXPRESS, LLC (“Lessee”), on the terms and conditions set forth below. The City and Lessee are sometimes individually referred to as a “Party” and collectively referred to as the “Parties” in this First Amendment.

WHEREAS, the City operates a sports park at the Woodland Community & Senior Center (“Woodland Sports Park”) that includes a concession stand; and

WHEREAS, the City of Woodland has leased the concession stand to Lessee to provide sports park patrons with the ability to purchase food and refreshments, pursuant to that certain amended and restated lease agreement entered into by and between City and Lessee on March 5, 2019 (“Lease Agreement”); and

WHEREAS, the Woodland City Council adopted Resolution No. 7397 on March 17, 2020, declaring a local state of emergency due to conditions or threatened conditions of the novel coronavirus COVID-19 in the City, and the City subsequently closed the Woodland Sports Park and cancelled its events and use pursuant to County, State, and Federal recommendations to restrict public gatherings; and

WHEREAS, Lessee cannot generate revenue at the Woodland Sports Park so long as active programs at the park are cancelled and/or closed; and

WHEREAS, the City desires to continue a sustainable partnership with Lessee during the current states of emergency so that City and Lessee may resume operation under the Lease Agreement at a future date; and

NOW, THEREFORE, for good and valuable consideration, the sufficiency and receipt of which the Parties hereby acknowledge, the Parties agree as follows:

Section 1. Amendment to Section 3.2 of the Lease Agreement. Section 3.2 of the Lease Agreement, entitled “Rent” is hereby deleted in its entirety and replaced with a new Section 3.2 to read in full as set forth below. Subsections 3.2.1 through 3.2.7 shall remain unchanged and in effect:

3.2 Rent. Lessee shall pay to City, on the first day of each calendar month during the term of this Agreement, the amounts set forth in this Section 3.2 as compensation for the concession rights, for the use of the Premises, and for associated reasonable electrical and water costs. Each payment

shall be delivered to the City at the address listed in Section 19.1 or at such other place as designated by written notice from City. The payment amount for any partial calendar months during the term of this Agreement shall be prorated on a daily basis. The rental payments set forth herein shall be in addition to all other costs and expenses set forth in this Agreement. Effective March 01, 2020, if City closes the Sports Park as later defined herein, City shall reduce Rent on a prorated daily basis for that portion of time that the Sports Park is closed. For purposes of determining when a Rent reduction is triggered, a closure shall be defined to mean when at least two or more fields at the Sports Park are closed to all games and events at the same time for any two weeks, or more, in the same calendar month, where one week means seven (7) consecutive days. Special events under Section 4.2 shall not be included for purposes of determining a closure. If closures are not known or noticed in advance of Rent being paid, any amount of Rent overpaid shall constitute a credit to be applied toward the next applicable monthly Rent. [By way of example and demonstration only, closures effective March 1, 2020 through March 8, 2020 and March 25, 2020 through April 11, 2020, would result in the minimum two weeks of closure in the month of March (total 15 days) to trigger prorated Rent for March in the amount of \$593.55 (\$1,150.00 monthly Rent, prorated on a daily basis to account for 16 total days of open operation). April Rent would be due in full due to closure for less than two weeks.]

Section 2. No Other Changes. Except as amended by this First Amendment, all other terms and conditions in the Lease Agreement shall remain unchanged and shall continue in full force and effect.

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

CITY OF WOODLAND

LESSEE

Ken Hiatt
Interim City Manager

Rodolfo Peniche
Las Brasas Express, LLC

Date

Date

Attest:

Ana B. Gonzalez
City Clerk

Approved as to Form:

Kara K. Ueda
Best Best & Krieger LLP
City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: G.6
SUBJECT: Consultant Agreement for Construction Management and Inspection Services for Improvements Associated with Spring Lake Central Phase 3 Subdivision and Parkland Avenue Extension Improvements

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services agreement for construction management and inspection with Associated Engineering Consultants, Inc. in the amount of \$303,110.00 for the Spring Lake Central Phase 3 Subdivision and Parkland Avenue Extension Improvements; and authorize the City Manager to execute the agreement and amendments up to 15% of the agreement amount.

Staff Contact:

Miguel Chavez, Construction Project Manager – (530) 661-5952, miguel.chavez@cityofwoodland.org

Fiscal Impact:

Construction management and inspection of the Spring Lake Central Phase 3 Subdivision and Parkland Avenue Extension Improvements are funded by fees paid by the developer for this purpose.

There is no impact to the general fund.

Background:

On May 19, 2015, the City Council approved the Spring Lake Central Phase 3 Tentative Subdivision Map No. 5027. The improvement plans for Spring Lake Central Phase 3 Subdivision and Parkland Avenue Extension Improvements are complete and construction is ready to begin.

Discussion:

The construction of the Spring Lake Central Phase 3 Subdivision and Parkland Avenue Extension Improvement projects includes improvements that will be City owned once complete. As such, the City is required to provide construction management and inspection for these projects. The recommended action to execute a consultant agreement will provide these construction services.

Associated Engineering Consultants, Inc. (AEC) is currently included on the City's list of firms pre-qualified to provide Construction Management and Inspection Services. After a review of the listed firms and the experience of each providing similar services it was determined that AEC was the most qualified to perform these services for the City at this time.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services agreement for construction management and inspection with Associated Engineering Consultants, Inc. in the amount of \$303,110.00 for the Spring Lake Central Phase 3 Subdivision and Parkland Avenue Extension Improvements; and authorize the City Manager to execute the agreement and amendments up to 15% of the agreement amount.

Prepared By: Miguel Chavez, Sr. Construction Project Manager

Reviewed By: Katie Wurzel, Principal Civil Engineer

Brent Meyer, Acting Community Development Director/ City Engineer

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a stylized, flowing script.

Ken Hiatt
Interim City Manager

Attachments:

1. Resolution
2. Proposal

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
APPROVE AN AGREEMENT WITH ASSOCIATED ENGINEERING CONSULTANTS,
INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**

WHEREAS, On May 19, 2015, City Council approved the Spring Lake Central Phase 3 Tentative Subdivision Map No. 5027; and

WHEREAS, the Spring Lake Central Phase 3 Subdivision and Parkland Avenue Extension Improvements are ready for construction; and

WHEREAS, the City desires to have the construction management and inspection of these improvements performed by an experienced consultant selected by a qualification based selection process; and

WHEREAS, the City Council wishes to approve the Agreement and authorize its execution through the adoption of this Resolution; and

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

Section 1. The City Council hereby approves the consultant services agreement with Associated Engineering Consultants Inc. and authorizes and directs the City Manager to execute the agreement in the amount of \$303,110.00 for the Spring Lake Central Phase 3 Subdivision and Parkland Avenue Extension Improvements and amendments as necessary up to 15%(\$45,466.00) of the agreement amount, 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. An executed 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 5th day of May 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

ASSOCIATED ENGINEERING CONSULTANTS, INC.
20179 Charlanne Drive-Redding, CA 96002 530-226-1616

CITY OF WOODLAND
SLC-Parkland Ave. Extension
CM & Inspection Cost Proposal

17-Mar-20

Table 1

Job No. 20-XX3

Tasks	Unit Fee	Units	Quantity	Fee
TASK- 1 Project Start-Up				
Construction Manager	\$ 160.00	hrs	12	\$ 1,920.00
Senior Construction Inspector	\$ 135.00	hrs	8	\$ 1,080.00
			Task Subtotal	\$ 3,000.00
TASK-2 Mix Designs/Submittal Reviews				
Construction Manager	\$ 160.00	hrs	16	\$ 2,560.00
			Task Subtotal	\$ 2,560.00
TASK-3 Pre-Job Meeting / Submittal Review				
Construction Manager	\$ 160.00	hrs	8	\$ 1,280.00
Senior Construction Inspector	\$ 135.00	hrs	4	\$ 540.00
			Task Subtotal	\$ 1,820.00
TASK-4 Construction Management & Inspection				
Construction Manager & Field Administration (Assumed 60 working days @ 2 hrs/day)				
Construction Manager	\$ 160.00	hrs	120	\$ 19,200.00
Construction Inspection (Assumed 60 working days @ 8 hrs/day)				
Senior Construction Inspector	\$ 135.00	hrs	480	\$ 64,800.00
			Task Subtotal	\$ 84,000.00
TASK-5 Report / Records-Project Close Out				
Construction Manager	\$ 160.00	hr	40	\$ 6,400.00
			Task Subtotal	\$ 6,400.00
Project Total				\$ 97,780.00

* Due to the dynamics of construction, AEC reserves the right to move unit qtys between tasks, as some tasks may require more time and some may require less.

* This cost estimate is based on our estimate of 60 working days along with Cunningham Engineering's "Opinion of Probable Construction Costs for this project dated 3-16-2018". Should this project exceed 60 working days, additional costs shall be assessed.

ASSOCIATED ENGINEERING CONSULTANTS, INC.
20179 Charlanne Drive-Redding, CA 96002 530-226-1616

CITY OF WOODLAND
Spring Lake Central Phase 3 Development
CM & Inspection Cost Proposal

17-Mar-20

Table 1

Job No. 20-XX2

Tasks	Unit Fee	Units	Quantity	Fee
TASK- 1 Project Start-Up				
Construction Manager	\$ 160.00	hrs	24	\$ 3,840.00
Senior Construction Inspector	\$ 135.00	hrs	24	\$ 3,240.00
			Task Subtotal	\$ 7,080.00
TASK-2 Mix Designs/Submittal Review				
Construction Manager	\$ 160.00	hrs	12	\$ 1,920.00
			Task Subtotal	\$ 1,920.00
TASK-3 Pre-Job Meeting / Submittal Review				
Construction Manager	\$ 160.00	hrs	12	\$ 1,920.00
Senior Construction Inspector	\$ 135.00	hrs	6	\$ 810.00
			Task Subtotal	\$ 2,730.00
TASK-4 Construction Management & Inspection				
<u>Construction Manager & Field Administration</u> (Assumed 120 working days @ 3 hrs/day)				
Construction Manager	\$ 160.00	hrs	360	\$ 57,600.00
<u>Construction Inspection</u> (Assumed 120 working days @ 8 hrs/day)				
Senior Construction Inspector	\$ 135.00	hrs	960	\$ 129,600.00
			Task Subtotal	\$ 187,200.00
TASK-5 Report / Records-Project Close Out				
Construction Manager	\$ 160.00	hr	40	\$ 6,400.00
			Task Subtotal	\$ 6,400.00
Project Total				\$ 205,330.00

* Due to the dynamics of construction, AEC reserves the right to move unit qtys between tasks, as some tasks may require more time and some may require less.

* This cost estimate is based on our estimate of 120 working days along with Cunningham Engineering's "Opinion of Probable Construction Costs for this project dated 6-5-2018". Should this project exceed 120 working days, additional costs shall be assessed.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: G.7
SUBJECT: Authorize an Electric Vehicle Charging Network Easement for PG&E at 655 North Pioneer Avenue, Woodland, CA

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute an Electric Vehicle Charging Network "EVCN" Easement for Pacific Gas and Electric "PG&E" at 655 North Pioneer Avenue, Woodland, CA as part of PG&E's EV Fleet Electrification Program.

Staff Contact:

Sherry Kimura, Engineering Assistant, (530) 661-5883, sherry.kimura@cityofwoodland.org

Fiscal Impact:

There is no cost associated in the execution and recording of the easement with Yolo County. There is no fiscal impact.

Background:

On November 5, 2019 the City of Woodland entered into an agreement with PG&E for the EV Fleet Program which is a cost sharing and incentive program for the design, construction, and maintenance of Electric Vehicles and EV chargers at a City facility. The Municipal Service Center (MSC) at 655 North Pioneer Avenue contains the City's fleet and Public Works Department and was selected as the site for the electric vehicles and electric chargers. The agreement requires an easement be executed by the City of Woodland allowing PG&E to access and maintain their equipment up to the meter at the MSC. The existing infrastructure will be upgraded based on the requirement of the electric vehicles and charges by PG&E's Contractor.

Discussion:

The EVCN easement document has been reviewed and approved by the City Attorney. The easement document is a requirement prior to start of PG&E construction at the MSC which is scheduled for May 11th.

Conclusion:

Staff recommends that the City Council authorize the City Manager to execute an Electric Vehicle Charging Network "EVCN" Easement for Pacific Gas and Electric "PG&E" at 655 North Pioneer Avenue, Woodland, CA as part of PG&E's EV Fleet Electrification Program.

Prepared By: Sherry Kimura, Engineering Assistant

Reviewed By: Craig Locke, Public Works Director



Ken Hiatt
Interim City Manager

Attachments:

1. 31478859_FLEET000876748_EVCN Easement
2. Reso_04-29-20

RECORDING REQUESTED BY AND RETURN TO:

PACIFIC GAS AND ELECTRIC COMPANY
245 Market Street, N10A, Room 1015
P.O. Box 770000
San Francisco, California 94177

Location: City/Uninc _____

Recording Fee \$ _____

Document Transfer Tax \$ _____

☐ This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911)

☐ Computed on Full Value of Property Conveyed, or

☐ Computed on Full Value Less Liens

& Encumbrances Remaining at Time of Sale

☐ Exempt from the fee per GC 27388.1 (a) (2); This document is subject to Documentary Transfer Tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

Signature of declarant or agent determining tax

LD# 2110-02-

EASEMENT DEED

CITY OF WOODLAND, a public body of the State of California,

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, the right from time to time to construct, reconstruct, install, inspect, maintain, replace, remove, and use facilities of the type hereinafter specified, together with a right of way therefor, within the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situate in the City of Woodland, County of Yolo, State of California, described as follows:

(APN 027-450-075-000)

The parcel of land described in the deed from Skyline Homes, Inc. to the City of Woodland dated November 19, 1987 and recorded as Document No. 27590, Yolo County Records.

Said facilities and easement area are described as follows:

Such underground conduits, pipes, manholes, service boxes, wires, cables, and electrical conductors; aboveground marker posts, risers, and service pedestals; underground and aboveground switches, fuses, terminals, and transformers with associated concrete pads; electric vehicle charging supply equipment, bollards and/or curbs or other associated safety equipment, associated signage; and fixtures and appurtenances necessary to any and all thereof, as Grantee deems necessary for the distribution of electric energy and communication purposes located within the strips of land of the uniform width of 10 feet, lying 5 feet on each side of the alignment of the facilities as initially installed hereunder. The approximate location of said facilities are shown upon Grantee's Drawing Number 31478859 attached hereto and made a part hereof.

Grantee agrees that on receiving a request in writing, it will at Grantor's expense, survey, prepare and record a "Notice of Final Description" referring to this instrument and setting forth a description of said strips of land.

Grantor further grants to Grantee the right, from time to time, to trim or to cut down any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor shall not erect or construct any building or other structure or drill or operate any well within said easement area.

Grantor further grants to Grantee the right to assign to another public utility as defined in Section 216 of the California Public Utilities Code the right to install, inspect, maintain, replace, remove and use communications facilities within said easement area (including ingress thereto and egress therefrom).

In the event upon termination of the electric vehicle charging station contract as set forth in said terms and conditions, Grantee shall upon written demand therefor execute and deliver to Grantor a good and sufficient quitclaim of said easement and right of way or such portion thereof conveyed in this document, at Grantor's expense.

The legal description herein, or the map attached hereto, defining the location of this utility distribution easement, was prepared by Grantee pursuant to Section 8730 (c) of the Business and Professions Code.

Grantee shall indemnify Grantor against any loss and damage which shall be caused by any negligent act or omission of Grantee or of its agents or employees in the course of their employment, provided, however, that this indemnity shall not extend to that portion of such loss or damage that shall have been caused by Grantor's comparative negligence or willful misconduct.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto.

In exercising its easement rights hereunder, Grantee shall not unreasonably interfere with, disrupt, or materially adversely affect Grantor's business operations or access rights at the property owned by Grantor.

CITY OF WOODLAND, a public body of the
State of California

Dated: _____, _____.

By _____

I hereby certify that a resolution was adopted
on the ____ day of _____, 20____, by the

authorizing the foregoing grant of easement.

By _____

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 _____)

On _____, before me, _____,
Here insert name and title of the officer
personally appeared _____

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

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

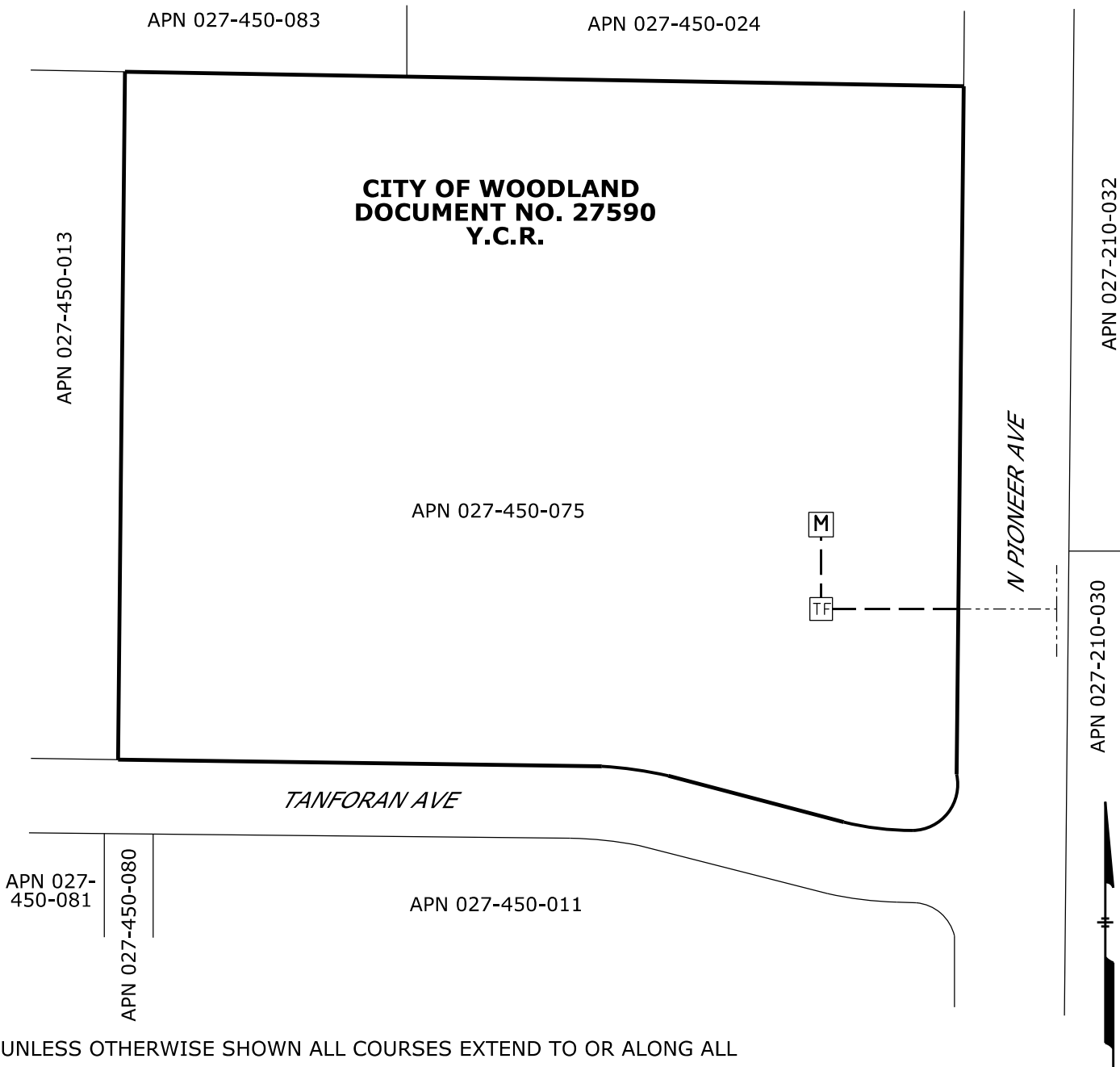
(Seal)

CAPACITY CLAIMED BY SIGNER

- ☐ Individual(s) signing for oneself/themselves
- ☐ Corporate Officer(s) of the above named corporation(s)
- ☐ Trustee(s) of the above named Trust(s)
- ☐ Partner(s) of the above named Partnership(s)
- ☐ Attorney(s)-in-Fact of the above named Principal(s)
- ☐ Other _____

LEGEND

- ELECTRIC FACILITIES
- SUBJECT PARCEL
- M ELECTRIC METER
- TF ELECTRIC TRANSFORMER
- — — — CENTERLINE OF ALIGNMENT OF FACILITIES
- Y.C.R. YOLO COUNTY RECORDS



UNLESS OTHERWISE SHOWN ALL COURSES EXTEND TO OR ALONG ALL BOUNDARIES OR LINES

Applicant: CITY OF WOODLAND 655 NORTH PIONEER AVE, WOODLAND					SCALE NOT TO SCALE	DATE 04/10/20
SECTION NE/SE/21	TOWNSHIP 10N	RANGE 2E	MERIDIAN MDM	COUNTY OF: WOODLAND	CITY OF: YOLO	
PLAT MAP REFERENCES				F.B.: N/A	DR.BY: LC	CH.BY: PRFB
ELECTRIC I1822				PG&E	SACRAMENTO DIVISION	31478859 AUTHORIZ
						31478859 DRAWING NO.

Attach to LD: 2110-02-
Area: 6; Sacramento Division
Land Service Office: Fresno
Line of Business: Electric Charging Station (95), Electric Distribution (43)
Business Doc Type: Easements
MTRSQ: 21.10.02.21.21
FERC License Number: N/A
PG&E Drawing Number: 31478859
Plat No.: Electric I1822
LD of Affected Documents: N/A
LD of Cross-Referenced Documents: N/A
Type of interest: Communication Easements (6), Electric Underground Easements (4), Utility
Easement (86)
SBE Parcel: N/A
% Being Quitclaimed: N/A
Order or PM: 31478859
JCN: N/A
County: Yolo
Utility Notice Number: N/A
851 Approval Application No: N/A; Decision: N/A
Prepared By: LC
Checked By: PRFB

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING AN ELECTRIC VEHICLE CHARGING NETWORK EASEMENT
FOR PG&E AT 655 NORTH PIONEER AVENUE, WOODLAND, CA.**

WHEREAS, the easement is identified as a requirement for the existing agreement for the EV Fleet Program between Pacific Gas and Electric “PG&E” and the City executed on November 5, 2019; and

WHEREAS, the City wishes to authorize a EVCN easement on City property, Municipal Service Center (MSC), 655 North Pioneer Avenue, Woodland, CA for access and maintenance by PG&E; and.

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

Section 1. The City Council hereby authorizes an electric vehicle charging network easement for PG&E at 655 North Pioneer Avenue, Woodland, CA. The City Manager is hereby authorized and directed to execute the easement.

PASSED AND ADOPTED this 5th day of May 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor
ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: G.8
SUBJECT: Letter to Governor Newsom related to COVID-19 Fiscal Impact on California Cities

Recommendation for Action: Staff recommends that the City Council approve a letter requesting Governor Newsom establish a city revenue stabilization fund for direct aid to all cities; allocate a share of the State's CARES Act fund for cities with populations under 500,000 and create a COVID-19 financing vehicle that all cities can access to support immediate cash flow needs.

Staff Contact:

Ken Hiatt, Interim City Manager, (530) 661-5800, ken.hiatt@cityofwoodland.org

Fiscal Impact:

No fiscal impact. The request would provide much needed relief to local jurisdictions with populations under 500,000.

Background:

Cities remain on the front line helping residents stay safe and in their homes, delivering emergency services, and supporting their local businesses and community organizations. As emergency costs continue to grow, city revenues to fund local services are plummeting. COVID-19 is having devastating impacts on city budgets and services statewide.

California cities are projecting a nearly \$7 billion general revenue shortfall over the next two fiscal years. This shortfall will grow by billions of dollars if stay-at-home orders to protect public health extend into the summer months and beyond.

Ninety percent of cities project that shortfalls will impact core city services, including police, fire, emergency management, and planning and housing, and anticipate lay-offs or furloughs, which will further impact core services for residents.

The League requests that the state:

1. Establish at least a \$7 billion city revenue stabilization fund for direct aid to all cities to address the general revenue shortfall over the next two fiscal years;
2. Allocate a share of the State's \$8.4 billion CARES Act funding for cities with populations under 500,000 to support COVID-19 expenses; and
3. Create a COVID-19 financing vehicle that all cities can access to support immediate cash flow needs.



Ken Hiatt
Interim City Manager

Attachments:

1. Gov Newsom LTR 5-1-20



City of Woodland

MAYOR

300 FIRST STREET

WOODLAND, CALIFORNIA 95695

(530) 661-5800
FAX: (530) 661-5813

May 1, 2020

Honorable Gavin Newsom Governor, State of California State Capitol
Sacramento, CA 95814
VIA E-mail: ExternalAffairs@gov.ca.gov

Dear Governor Newsom:

The City of Woodland thanks you for your leadership and efforts to protect and support Californians during this unprecedented public health crisis. Cities remain on the front line helping residents stay safe and in their homes, delivering emergency services, and supporting local businesses and community organizations. However, as emergency costs continue to grow, city revenues to fund local services are plummeting. COVID-19 is having devastating impacts on city budgets and services statewide.

Based on the League of California Cities analysis, California cities are projecting a nearly **\$7 billion general revenue shortfall** over the next two fiscal years. This shortfall will grow by billions of dollars if stay-at-home orders to protect public health extend into the summer months and beyond.

The City of Woodland projects that these shortfalls will impact our core city services including reductions in staffing and critical service capacities in:

- **Public Safety**
- **Homeless Assistance**
- **Emergency Management**
- **Housing and Job Creation**
- **Community Resiliency Planning**

Since the beginning of the COVID-19 crisis, the City of Woodland has stepped up to protect and serve our community. The necessary measures our city has taken are costly. In order to continue to be a full partner with the state in saving lives, protecting our communities, and ultimately recovering from this crisis, **we need your help.**

Woodland is calling on you to immediately support the following actions:

- Establish at least a \$7 billion city revenue stabilization fund for direct aid to all cities to address the general revenue shortfall over the next two fiscal years;

- Allocate a share of the State's \$8.4 billion CARES Act funding for cities with populations under 500,000 to support COVID-19 expenses; and
- Create a COVID-19 financing vehicle that all cities can access to support immediate cash flow needs.

The City of Woodland appreciates your consideration of our requests and look forward to further discussing in the coming days how together we can continue to best protect Californians and reopen our economy. Thank you again for your leadership and partnership during these uncertain times.

Sincerely,

Richard Lansburgh
Mayor

cc: Senator Bill Dodd c/o Ron Turner, ron.turner@asm.ca.gov
Assembly Member Aguilar-Curry c/o Jonathon Howard, Jonathon.howard@asm.ca.gov
Charles Anderson, League of California Cities, canderson@cacities.org
Meg Desmond, League of California Cities, cityletters@cacities.org



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: G.9
SUBJECT: Emergency Interim Shelter Project

Recommendation for Action: Staff recommends that the City Council determine by a four-fifths vote that there is a need to continue the emergency action to construct a temporary homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050.

Fiscal Impact:

There is no impact to the General Fund.

Background:

On April 21, 2020, the City Council declared conditions of emergency and authorized the performance of an emergency Interim Shelter project without public bidding and determined that the Interim Shelter Project is exempt from the requirements of the California Environmental Quality Act as a project undertaken to prevent or mitigate an emergency.

Discussion:

The City Council's emergency action on April 21 was taken in response to the sudden emergency of COVID-19 and the need to take immediate action so that unsheltered homeless people living in the City can have additional indoor shelter options as well as additional health and sanitation resources. Because these conditions persist, staff recommends that the City Council continue its emergency action.

Conclusion:

Staff recommends that the City Council determine by a four-fifths vote that there is a need to continue the emergency action to construct a temporary homeless shelter at County Road 102 and East Beamer Street in accordance with Public Contract Code Section 22050.

A handwritten signature in black ink, appearing to read "Ken Hiatt", is written over a horizontal line.

Ken Hiatt
Interim City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: G.10
SUBJECT: Resolution Ratifying Amendments to the Extended Limited Term COVID-19 Administrative Leave Policy

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, amending the Extended Limited Term COVID-19 Administrative Leave Policy Adopted by the City Council on April 14, 2020

Staff Contact:

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

Fiscal Impact:

The action to approve the Amended Extended Limited Term COVID-19 Administrative Leave Policy (Administrative Leave Policy) will have no direct fiscal impact as the FY2019-20 budget allows for full payment of salaries for all employees.

Background:

In response to the COVID-19 emergency and Shelter in Place order from the Yolo County Health Officer, and in an effort to mitigate impacts on those directed not to work at a City worksite, the City implemented a Limited Duration Teleworking Policy (Teleworking Policy) and the Limited Duration COVID-19 Administrative Leave Policy. The Teleworking Policy is still in effect and will continue throughout the County Shelter in Place order. The COVID-19 Administrative Leave Policy went into effect on March 19, 2020, was ratified by the City Council on March 24, 2020, and expired on April 7, 2020 and was extended. This policy once again has been extended until May 31, 2020 or when the shelter in place order expires, which ever is sooner.

Yolo County has extended the Shelter in Place Order until May 31, 2020, and therefore City facilities will remain closed to the public through that date or may open sooner if the order is lifted. Additionally, in response to the ongoing pandemic, the federal government approved new employee leave legislation to assist employees during this challenging time. Although the federal legislation does not cover every employer, City of Woodland employees are eligible.

Discussion:

The Interim City Manager issued two policies on April 7, 2020, which identified and addressed the Families First Coronavirus Response Act (FFCRA). These are the FMLA Leave Expansion and Emergency Paid Sick Leave Policy. The City developed an Extended Limited Term COVID-19 Administrative Leave Policy, which expired on May 1, 2020. This requested amended Extension Limited Term COVID-19 Administrative Leave Policy will be retroactive to April 2, 2020 and expire on May 31, 2020 or when the Shelter in Place order is lifted, whichever occurs first.

Extended Limited Duration COVID-19 Administrative Leave Policy

The Administrative Leave Policy is a temporary policy that allows City employees, under certain circumstances, to receive paid administrative leave up to 70 hours, as a result of changes to the City's operations caused by the COVID-19 pandemic. This policy is a follow-on policy to the Limited Duration

COVID-19 Administrative Policy approved on March 19, 2020, which expired April 7, 2020, and extended from April 8, 2020 to May 1, 2020. This new Administrative Leave Policy is only to be used if an employee is not eligible for the FFCRA Leaves. The FFCRA Leaves must be taken first. The Administrative Leave Policy is to provide assistance to employees during this time.

The new extended Administrative Leave Policy provides 70 hours of leave and expires on May 31, 2020. Employees who have been sent home or instructed not to report for duty due to lack of work and who are unable to work remotely are the typical qualifying employee for this specific leave. Those employees able to perform intermittent work may also qualify for this leave. The COVID-19 Administrative Leave has no cash value and may not be donated to other City employees. Specific details on the interface with the federal FFCRA leaves can be found in the Administrative Leave Policy.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, amending the Extended Limited Term COVID-19 Administrative Leave Policy Adopted by the City Council on April 14, 2020

Prepared By: Sheila McShane, Human Resources Manager



Ken Hiatt
Interim City Manager

Attachments:

1. RESO for Extended COVID 19 Admn Leave May 5 2020
2. Extended Limited Duration COVID-19 Admin Leave Policy - May 5 update final

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND RATIFYING THE CHANGES TO EXTENDED
LIMITED DURATION COVID-19 ADMINISTRATIVE LEAVE
POLICY ADOPTED BY THE CITY COUNCIL ON APRIL 14, 2020**

WHEREAS, the City has been and is taking all appropriate actions to protect public health and limit the spread of COVID-19, which has been determined by the World Health Organization to be a pandemic; and

WHEREAS, the Governor of the State of California declared a state of emergency on March 4, 2020, the Yolo County Board of Supervisors ratified a local and public health emergency on March 10, 2020, and the President of the United States declared a national emergency on March 13, 2020; and

WHEREAS, the City Council on March 17, 2020 declared a state of local emergency; and

WHEREAS, in compliance with the Yolo County Health Officer's shelter in place order of March 18, 2020, the City of Woodland began taking steps to reduce its operations and to only have essential City personnel remain at work and in the field; and

WHEREAS, beginning on March 19, 2020, many City employees began working remotely from home, but not all City employees have jobs that allow them to work from home and/or there is insufficient work available for them to do at home, and some City employees have been sent home and/or were directed not to report to their regularly scheduled work; and

WHEREAS, to help mitigate the financial effects of these actions related to COVID-19, the Interim City Manager issued the Limited Duration COVID-19 Administrative Leave Policy ("Policy"), which was ratified by the City Council on March 24, 2020, and was in effect from March 19, 2020 through April 7, 2020 the date the County's shelter in place order originally was set to expire; and

WHEREAS, the City Manager approved amendments to the Policy on April 8, 2020, which were ratified by the City Council on April 14, 2020, and extended the Policy to May 1, 2020 to coincide with the County's extended shelter in place order, and

WHEREAS, the County's shelter in place order has now been extended to May 31, 2020, and

WHEREAS, Families First Coronavirus Response Act (FFCRA) does not provide leave for all City employees, and may not be able to work (either at a City worksite or teleworking); and

WHEREAS, the City Council recognizes that this remains a time of significant economic stress for many residents of the City of Woodland as daily life has dramatically changed, schools have closed, events have been cancelled, businesses have closed, restaurants have either closed or offer take-out delivery only, and people have been laid off or had their hours reduced; and

WHEREAS, the City Council values its entire workforce and finds that providing additional paid leave to its employees who will remain on call to provide services to the City to either fulfill their own job duties or to serve as disaster service workers is critical to helping prevent the spread of a contagious virus that has become a global pandemic, and will help ensure that the City has a healthy workforce available to further assist in addressing critical City needs during the period of the local emergency, both of which serve a public purpose; and

WHEREAS, the City Council further finds that providing some paid administrative leave during this time of emergency serves a public purpose by helping ensure the seamless continuity of operations once City operations resume to normal conditions, and the City Council determines that providing Extended COVID-19 Administrative Leave through May 31, 2020, the date the County's shelter in place order expires, will assist employee morale during this challenging time.

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

Section 1. The City Council hereby ratifies the Extended Limited Duration COVID-19 Administrative Leave Policy that was issued by the Interim City Manager on April 8, 2020.

Section 2. As specified in the Policy, the policy went into effect on May 2, 2020, and shall remain in effect until the conclusion of the Shelter in Place order or May 31, 2020, whichever occurs first. All employees eligible for leave under the FFCRA, which went into effect on April 1, 2020, are required to use that leave first. Full-time City employees who were sent home or instructed not to report for duty due to lack of work and who are unable to work remotely due to a reduction in City operations and do not qualify for leave under the FFCRA are granted an additional 70 hours of leave between May 2 and May 31, 2020. This leave may be taken on an intermittent basis by employees who need to supplement their hours if they do not have enough work to do. If an employee exhausts the 70 hours, employees who are not working either at the City or remotely may use any available leave balance as wage replacement sources, including all accrued paid leave.

Section 3. As specified in the Extended Limited Duration COVID-19 Administrative Leave Policy, the COVID-19 Administrative Leave shall have no other cash value, may not be donated or used for any other purpose, and is only available for use during the time period specified in the Policy.

Section 4. The City Manager is hereby directed to implement the Policy.

Section 5. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 5th day of May, 2020, by the following vote

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None
ABSENT: None
ABSTAIN: None

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

ADMINISTRATIVE POLICY

Date Issued: May 1, 2020
Date Revised: None
Version No.: 2

Approved by: _____
Ken Hiatt, Interim City Manager

EXTENDED LIMITED DURATION COVID-19 ADMINISTRATIVE LEAVE POLICY (EFFECTIVE MAY 2, 2020)

PURPOSE AND BACKGROUND

This Extended Limited Duration COVID-19 Administrative Leave Policy (“Extended COVID-19 Administrative Leave”) is a temporary policy that allows City employees, under certain circumstances, to receive paid administrative leave as a result of changes to the City’s operations caused by the COVID-19 global pandemic. This policy is intended to take effect as of May 2, 2020 (following the original first Extended Limited Duration COVID-19 Administrative Leave Policy ratified by the City Council on April 7, 2020). This Extended COVID-19 Administrative Leave Policy is subject to ratification by the City Council on May 5, 2020.

The City Council declared a local emergency on March 17, 2020. The Yolo County Health Officer issued a Shelter In Place Order on March 18, 2020, effective as of 12:01 a.m., March 19, 2020. The Shelter in Place Order, among things, directs all residents to shelter in place except to, among other things, perform essential governmental functions. On April 1, 2020, the Yolo County Health Officer extended the Shelter in Place order to May 1, 2020. On April 29, 2020, the Yolo County Health Officer extended the Shelter in Place order to May 31, 2020.

As a part of the local emergency, in response to the Shelter In Place Order, and to help prevent the spread of COVID-19, the City has continued its steps to scale back City operations. In doing so, the City reduced available services to the public, which resulted in a reduction in the number of City employees who were needed to perform City services. While arrangements have been made, where possible, to have as many employees work remotely from home, this option is not available for all City employees.

Some City employees have been sent home and/or were directed not to report to their regularly scheduled workplace on March 19, 2020, due to these City-initiated operational changes. Requiring City employees to use their available leave balances may cause some City employees to experience significant financial impacts, in particular those employees with limited leave balances, and this policy is intended to help mitigate some of those impacts. This policy is also intended to help ensure that the City has a healthy workforce from which to draw upon, both to perform essential City functions as well as to perform work as disaster service workers, and to help ensure that the City is able to quickly return to normal operations as soon as possible.

following the termination of the local emergency caused by COVID-19. As this directive continues, the City needs to provide essential services and functions as outlined in the Shelter In Place Order. Unless the employee is eligible for one of the Federal leaves (Emergency Paid Sick Leave [ESPL] or Extended Family Medical Leave [EFMLA], or otherwise is using their leave bank, all City employees are expected to work as needed.

The City expects all City employees using COVID-19 Administrative Leave pursuant to this Policy to be available to report to work if called upon to do so during normal working hours, either to fulfill their assigned job functions or as a City disaster service worker. City employees must be able to be physically present at a City worksite within two (2) hours if called upon to do so. Employees must remain fit for duty, which means that they must not consume alcohol or drugs that would prevent them from being available to report to work during their normally scheduled hours. If an employee cannot serve as a disaster service worker due to illness, the employee must use any available sick leave. If an employee chooses not to be available as a disaster service worker, the employee will be required to use any available leave balance or take unpaid leave.

Employees who are eligible for Federal Leaves (EPSL or EFMLA Leave) are not simultaneously eligible for the COVID-19 Admin leave.

MANDATORY SICK LEAVE AND EXTENDED FMLA LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Effective April 1, 2020, the City has adopted a FMLA Leave Expansion and Emergency Paid Sick Leave policy intended to provide leave to all eligible employees in accordance with the Families First Coronavirus Response Act ("the FFCRA Leave Policy"). The terms of that policy provide employees with a bank of sick leave and paid expanded FMLA leave for certain enumerated reasons. This Extended COVID-19 Administrative Leave policy is intended to provide some paid leave to employees who are not eligible for leave provided under the FFCRA Leave Policy and to provide leave not otherwise provided.

ELIGIBILITY

Full-time City employees are eligible for paid leave under this Extended COVID-19 Administrative Leave Policy. Part-time employees are not eligible for paid leave under this policy (but are eligible for leave for qualifying reasons under the FFCRA Leave Policy). Full-time City employees who qualify for the COVID-19 Extended Administrative Leave include the following:

1. City employees who are sent home or instructed not to report for duty due to lack of work and who are unable to work remotely resulting from a reduction in City operations during the COVID-19 emergency. Some employees may be working a reduced schedule (whether on-site or remotely from home), not of their own choice. This Extended COVID-19 Administrative Leave Policy is intended to supplement some or all of those hours and to assist in making the employee whole for those time periods in

which the employee is not working. Once the employee has used all the available COVID-19 Admin Leave, the employee may use any accrued leave.

2. Effective April 1, 2020, if an employee is experiencing symptoms of COVID-19 according to the Center for Disease Control (CDC) and is seeking a medical diagnosis, the employee will be eligible for and will receive paid leave under the FFCRA Leave Policy (in lieu of Extended Administrative Leave).
3. Effective April 1, 2020, if an employee has been diagnosed with COVID-19 or advised by a healthcare provider to self-quarantine due to concerns related to COVID-19, the employee will be eligible for and will receive paid leave under the FFCRA Leave Policy (in lieu of Extended Administrative Leave).
4. Effective April 1, 2020, if an employee is caring for an individual who is subject to a quarantine order from a healthcare provider arising out of concerns related to COVID-19, the employee will be eligible for and will receive paid leave under the FFCRA Leave Policy (in lieu of Extended Administrative Leave).
5. Effective April 1, 2020, if an employee is unable to work or telework due to the need to care for a child whose school or place of care is unavailable due to COVID-19 precautions, the employee will be eligible for and will receive paid leave under the FFCRA Leave Policy (in lieu of Extended Administrative Leave).
6. Should an employee become ill and unable to work due to non-COVID-19 symptoms or for a condition that is not COVID-19, the employee can draw upon the employee's regular bank of sick leave. If an employee wants to take time off for personal reasons during this period of Extended Administrative Leave, the City's usual process for requesting and using vacation time applies. Should the employee need to care for a family member in circumstances not covered by the FFCRA Leave Policy, the employee can use accrued sick leave and, if the condition qualifies as a serious health condition and the employee is required to provide care, can request leave under the City's FMLA policy.
7. If an employee takes leave for a qualifying reason under the FFCRA Leave Policy, the employee will be returned to work. If the employee's job cannot be performed remotely and the employee is still advised not to report to their regularly scheduled workplace and the employee's job cannot be performed remotely, the employee has the option to use Extended COVID-19 Administrative Leave (subject to being called to report to work). Once the employee has used the seventy (70) hours of leave, the employee may use their accrued balances.

AMOUNT OF LEAVE

Effective May 2, 2020 to May 31, 2020, the City is granting an additional seventy (70) hours of Extended COVID-19 Administrative Leave to each full-time employee to supplement

hours of work that are reduced due to COVID-19 issues and to minimize the need for employees to draw on their own accrued leave balances. Employees are not eligible to use this leave for any other reason. Employees are expected to account for this leave on their timecards for any hours they are unable to work or telework and which hours are not compensable under the FFCRA Policy.

RELATIONSHIP WITH LEAVE UNDER FFCRA

When an individual is eligible for leave under the FFCRA Leave Policy, leave will be provided pursuant to (and subject to any limitations) of the FFCRA Leave Policy (i.e., the hours limitation and pay caps).

DURATION

The use of time between March 19, 2020 to April 7, 2020 is governed by the original Limited Duration COVID-19 Administrative Leave Policy. Version 2 of the Extended Limited Duration COVID-19 Administrative Leave Policy will apply from May 2, 2020, until the conclusion of the present Shelter in Placer Order or May 31, 2020, whichever occurs first.

LIMITATIONS

This policy authorizes Extended COVID-19 Administrative Leave for full-time City employees as a wage replacement for their full-time regularly scheduled work week hours.

Employees who have exhausted their applicable leave banks should consult with the Human Resources Manager to discuss their available options.

Extended COVID-19 Administrative Leave shall have no cash value. Extended COVID-19 Administrative Leave may not be donated or used for any other purpose and is only available for use during the time period specified above and may not be carried over from prior allocations.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: G.11
SUBJECT: Quarterly Treasurer's Investment Report for the Quarter Ended March 31, 2020

RECOMMENDATION FOR ACTION:

Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended March 31, 2020.

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 March 31, 2020, the City treasury consisted of investments with a total book value of \$153,883,178. The yield on the Local Agency Investment Fund (LAIF) balances for the quarter ending March 2020 was 1.89%, the average yield on the City of Woodland's investments as of March 31, 2020 was 2.18%. This results in an overall portfolio yield, combining all investments and LAIF of 2.07%.

The City Investment Policy has established a benchmark equal to the 90-day U.S. Treasury bill, which for the quarter ending March 2020 was 0.11%. The City exceeded its benchmark by 1.96%.

The City's investment strategy is to maintain 35% 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 1.58% based on the parameter of allowable investments. As of March 31, 2020, the City maintained 38.14% of the investment portfolio in highly liquid funds, achieved an overall effective duration for investments of thirteen months, and achieved a market rate of return of 2.07%. The City exceeded its target yield by 0.49%.

In response to the COVID-19 Pandemic, the Federal Reserve reduced its benchmark interest rate to a target range of 0-0.25%. This unexpected decrease in the Federal Reserve's benchmark rate has led to a significant increase in the amount of Calls on the City's investments. A "call" is when an investment is essentially cashed out prior to the ultimate maturity date, at the option of the investment seller. Investment calls are common when the market interest rate is lower than the rate the City is earning on the investment. The City forecasts approximately \$18,000,000 in investments will be called over the next quarter. The yield on the City's called investments is significantly greater than the yield on investments available to the City for reinvestment. Also due to the COVID-19 Pandemic, LAIF rates have begun to steadily decrease from 2.03% on January 1, 2020 to 1.73% as of March 31, 2020; LAIF rates will continue to decline over the next quarter and beyond. Given these circumstances, the City anticipates its overall portfolio yield will decrease over the next quarter.

Moving forward, the City's focus will remain on its objectives of safety, liquidity, and return on investment, continued investment in high-quality credit worthy securities, and evaluation and refinement of its investment strategy. Investments will be made with the goal of increasing the overall effective duration of the portfolio to twenty-one months, and increasing the City's return on investments while maintaining compliance with the adopted Investment Policy.

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 March 31, 2020.

Prepared By: Adam Devlin, Senior Accountant

Reviewed By: Kimberly McKinney, Finance Officer



Ken Hiatt
Interim City Manager

Attachments:

1. Q3 FY 2020 05.05.2020

**CITY OF WOODLAND
INVESTMENT REPORT**

March-20

SUMMARY OF INVESTMENTS

TYPE OF INVESTMENT	AMOUNT	TOTAL
Local Agency Investment Fund (LAIF)	\$56,359,474	36.6%
Certificates of Deposit	\$3,750,000	2.4%
US Government Agency Securities	\$47,708,880	31.0%
Non US Government Agency Securities	\$2,500,000	1.6%
Corporate Securities	\$43,564,824	28.3%
TOTAL	\$153,883,178	100.0%

	<i>Maturity Date</i>	<i>Interest</i>	<i>Call Date</i>	<i>PAR Amount</i>	<i>Principal Amount</i>	<i>Current Market Value</i>	<i>Security ID</i>
BMW Bank	6/16/2020	1.85	N/a	\$250,000	\$250,000	\$250,598	05580AJK1
Comenity Capital Bank	6/19/2020	1.75	N/a	\$250,000	\$250,000	\$250,569	20033AUE4
Merrick Bank	6/19/2020	1.80	N/a	\$250,000	\$250,000	\$250,597	59013JTV5
Ally Bank	6/22/2020	1.90	N/a	\$250,000	\$250,000	\$250,673	02006L3N1
Wex Bank	8/3/2020	1.85	N/a	\$250,000	\$250,000	\$250,964	92937CFV5
Bridgewater Bank	6/16/2021	1.85	N/a	\$250,000	\$250,000	N/a	108622FR7
Business Bank	6/23/2021	1.80	N/a	\$250,000	\$250,000	N/a	12325EHU9
First Financial Bank	6/29/2021	1.85	N/a	\$250,000	\$250,000	N/a	32021MEY1
Summitt Community Bank	6/30/2021	1.85	N/a	\$250,000	\$250,000	N/a	86604XLE7
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 Certificates of Deposit

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

Federal National Mortgage Association	4/27/2020	1.70	4/27/2020	\$2,000,000	\$2,005,000	\$2,001,562	3136G4NJ8
Federal National Mortgage Association	4/28/2020	1.50	4/28/2020	\$2,000,000	\$2,000,000	\$2,001,918	3136G2GR2
Federal National Mortgage Association	9/15/2020	1.38	9/15/2020	\$2,000,000	\$2,000,000	\$2,009,434	3136G3PK5
Federal National Mortgage Association	5/28/2021	1.50	5/28/2020	\$2,000,000	\$1,926,880	\$2,003,154	3136G33W3
Federal Home Loan Bank	8/24/2021	2.00	5/24/2020	\$2,000,000	\$2,000,000	\$2,042,508	3130A93A7
Federal Home Loan Bank	10/28/2021	1.25	4/28/2020	\$2,000,000	\$1,987,000	\$2,001,686	3130A9S85
Federal Farm Credit Bank	8/19/2022	1.82	8/19/2020	\$2,000,000	\$2,000,000	\$2,006,536	3133EKC20
Federal Home Loan Bank	9/28/2023	3.15	9/28/2020	\$2,000,000	\$1,999,000	\$2,024,944	3130AEX54
Federal Farm Credit Bank	3/12/2024	1.21	6/12/2020	\$3,000,000	\$3,000,000	\$2,995,251	3133ELST2
Federal Farm Credit Bank	3/12/2024	1.05	3/12/2021	\$3,000,000	\$3,000,000	\$3,006,699	3133ELSL9
Federal Home Loan Mortgage Corp	4/30/2024	2.70	4/30/2020	\$2,400,000	\$2,400,000	\$2,403,775	3134GTCQ4
Federal Farm Credit Bank	9/27/2024	1.89	9/27/2021	\$2,000,000	\$2,000,000	\$2,033,402	3133EJU20
Federal Home Loan Mortgage Corp	9/27/2024	1.81	9/27/2021	\$2,000,000	\$2,000,000	\$2,034,474	3134GUDP2
Federal Home Loan Mortgage Corp	11/12/2024	2.00	5/26/2021	\$3,000,000	\$3,000,000	\$3,041,601	3134GUTT7
Federal Home Loan Mortgage Corp	11/12/2024	2.00	5/12/2020	\$3,000,000	\$3,000,000	\$3,003,933	3134GUNG1
Federal Home Loan Mortgage Corp	11/19/2024	1.86	11/19/2020	\$2,400,000	\$2,400,000	\$2,418,708	3134GUTQ3
Federal Home Loan Mortgage Corp	1/6/2025	1.92	1/6/2021	\$2,000,000	\$2,000,000	\$2,018,738	3134GUP21
Federal Home Loan Mortgage Corp	1/8/2025	1.92	1/8/2021	\$2,000,000	\$2,000,000	\$2,018,652	3134GUP95
Federal Home Loan Mortgage Corp	1/17/2025	1.75	7/17/2020	\$3,000,000	\$2,991,000	\$3,009,111	3134GU3D0
Federal Home Loan Bank	1/21/2025	1.94	7/21/2020	\$2,000,000	\$2,000,000	\$2,006,444	3130AHWC3
Federal Home Loan Bank	3/18/2025	1.10	6/18/2020	\$2,000,000	\$2,000,000	\$1,993,178	3130AJE47

Total US Government Agency Securities

\$47,800,000 \$47,708,880 \$48,075,708

International Finance Corporation	1/15/2025	1.63	1/15/2022	\$2,500,000.00	\$2,500,000.00	\$2,546,960.00	45950VNR3
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Total Non US Government Agency Securities

2,500,000 2,500,000 2,546,960

**CITY OF WOODLAND
INVESTMENT REPORT**

	Maturity Date	Interest	Call Date	PAR Amount	Principal Amount	Current Market Value	Security ID
Pfizer	8/12/2020	5.20	N/a	\$500,000	\$571,167	\$504,920	717081DR1
United Parcel Service	1/15/2021	3.13	N/a	\$1,000,000	\$1,042,770	\$1,003,640	911312AM8
Johnson & Johnson	5/15/2021	3.55	N/a	\$500,000	\$531,000	\$516,854	478160AZ7
Google	5/19/2021	3.63	N/a	\$1,000,000	\$1,069,370	\$1,029,285	02079KAA5
United Health Group	6/15/2021	3.15	N/a	\$1,500,000	\$1,522,305	\$1,523,787	91324PDH2
Citibank	7/23/2021	3.40	N/a	\$1,000,000	\$1,023,790	\$1,012,207	17325FAQ1
Caterpillar	8/9/2021	1.70	N/a	\$500,000	\$501,113	\$496,139	14912L6U0
Pepsico	10/6/2021	1.70	N/a	\$500,000	\$488,785	\$504,446	713448DL9
JPMorgan Chase & Co	1/24/2022	4.50	N/a	\$500,000	\$535,990	\$516,412	46625HJD3
Apple (APPL)	2/9/2022	2.50	N/a	\$500,000	\$509,485	\$511,826	037833CM0
Costco	2/15/2022	2.25	N/a	\$500,000	\$499,745	\$502,790	22160KAH8
Chevron	3/3/2022	2.41	N/a	\$500,000	\$506,350	\$503,832	166764AT7
Pepsico	5/2/2022	2.25	N/a	\$500,000	\$504,250	\$509,784	713448DT2
IBM	9/8/2022	2.20	N/a	\$500,000	\$497,315	\$506,143	44932HAC7
Visa	9/15/2022	2.15	N/a	\$1,000,000	\$1,015,480	\$1,016,807	92826CAG7
JP Morgan Chase	9/23/2022	3.25	N/a	\$500,000	\$504,580	\$512,184	46625HJE1
Visa	12/14/2022	2.80	N/a	\$1,000,000	\$1,008,090	\$1,038,060	92826CAC6
Toyota	1/11/2023	2.70	N/a	\$1,000,000	\$1,002,790	\$1,006,100	89236TEL5
Charles Schwab	1/25/2023	2.65	N/a	\$1,000,000	\$1,011,190	\$1,008,430	808513AT2
John Deere	1/27/2023	2.80	N/a	\$1,000,000	\$1,015,930	\$1,019,510	24422ERT8
Berkshire Hathaway	3/15/2023	2.75	N/a	\$500,000	\$501,445	\$515,707	084670BR8
TJX Companies	5/15/2023	2.50	N/a	\$500,000	\$507,615	\$494,587	872540AP4
Chevron	6/24/2023	3.19	N/a	\$1,000,000	\$1,013,720	\$1,026,266	166764AH3
Bank of America	7/21/2023	2.82	7/21/2022	\$1,000,000	\$1,004,840	\$1,001,342	06051GGQ6
Oracle	9/15/2023	2.50	N/a	\$500,000	\$492,750	\$509,200	68389XBL8
Toyota	9/20/2023	3.45	N/a	\$1,000,000	\$1,025,110	\$1,029,790	89236TFN0
State Street	11/20/2023	3.70	N/a	\$1,000,000	\$1,043,780	\$1,007,983	857477AM5
Citibank	1/23/2024	3.65	N/a	\$1,000,000	\$1,036,710	\$1,036,994	17325FAS7
Citibank	1/23/2024	3.65	N/a	\$569,000	\$604,710	\$590,050	17325FAS7
Simon Property Group	2/1/2024	3.75	N/a	\$500,000	\$519,910	\$501,025	828807CR6
Charles Schwab	2/1/2024	3.55	N/a	\$600,000	\$623,478	\$628,982	808513AY1
US Bancorp	2/5/2024	3.38	N/a	\$1,000,000	\$1,026,700	\$1,057,303	91159HHV5
Apple	2/9/2024	3.00	N/a	\$500,000	\$505,235	\$526,575	037833CG3
IBM	2/12/2024	3.63	N/a	\$500,000	\$528,850	\$530,224	459200HU8
Home Depot	2/15/2024	3.75	N/a	\$1,000,000	\$1,074,300	\$1,055,725	437076BC5
Illinois Tool Works	3/1/2024	3.50	N/a	\$1,000,000	\$1,050,720	\$1,058,649	452308AT6
Pepsico	3/1/2024	3.60	N/a	\$1,000,000	\$1,069,750	\$1,063,070	713448CM8
Apple	5/6/2024	3.45	N/a	\$1,000,000	\$1,037,300	\$1,078,581	037833AS9
Bank of New York Mellon	5/15/2024	3.40	N/a	\$1,000,000	\$1,039,920	\$995,607	06406HCV9
HSBC	6/23/2024	3.50	N/a	\$500,000	\$527,365	\$502,705	40434CAD7
American Honda Finance	6/27/2024	2.40	N/a	\$500,000	\$505,140	\$488,660	02665WCZ2
Toyota	7/25/2024	2.41	7/25/2021	\$1,300,000	\$1,300,000	\$1,324,337	89236TGD1
US Bancorp	7/30/2024	2.40	N/a	\$500,000	\$509,055	\$499,697	91159HHX1
US Bancorp	7/30/2024	2.40	N/a	\$500,000	\$506,245	\$499,697	91159HHX1
US Bancorp	7/30/2024	2.40	N/a	\$1,000,000	\$1,029,250	\$999,394	91159HHX1
Air Products & Chemicals	7/31/2024	3.35	N/a	\$1,000,000	\$1,059,210	\$1,039,106	009156AV8
Amazon	8/22/2024	2.80	N/a	\$500,000	\$517,425	\$528,320	023135AZ9
United Parcel Service	9/1/2024	2.20	N/a	\$500,000	\$502,340	\$500,276	911312BT2
Coke	9/6/2024	1.75	N/a	\$500,000	\$499,285	\$508,668	191216CL2
Simon Property Group	9/13/2024	2.00	N/a	\$1,000,000	\$992,450	\$958,088	828807DG9
Simon Property Group	10/1/2024	3.38	N/a	\$500,000	\$528,970	\$490,804	828807CS4
JP Morgan Chase	11/24/2024	2.30	11/27/2021	\$1,000,000	\$1,000,000	\$911,559	48128GM49
Estee Lauder	12/1/2024	2.00	N/a	\$1,000,000	\$1,014,350	\$1,015,161	29736GRAN0
Estee Lauder	12/1/2024	2.00	N/a	\$1,000,000	\$1,004,020	\$1,015,161	29736GRAN0
Toyota	2/13/2025	1.80	N/a	\$1,000,000	\$1,001,380	\$951,785	89236TGT6

Total Corporate Securities

\$42,469,000 \$43,564,824 \$43,184,228

Total of LAIF Funds & Investments Detail

Check Total (Should be zero)

\$153,883,178

\$0

CASH ACCOUNTS as of 3/31/20

Bank Accounts with U.S. Bank	\$5,896,537
Petty Cash	\$2,778
Cash with Fiscal Agent	\$8,728,827
Funds Held By Section 115 Pension Trust	\$5,777,799

**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				\$1,012,683			
Prior Quarters Interest Earned - LAIF				\$809,606			
Total Interest Received				<u>\$1,822,290</u>			
Interest Received from January 1, 2020 to March 31, 2020				<u>\$893,062</u>			
Total Fiscal Year-to-Date Interest Received				<u>\$2,715,352</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			
01/01/20	Month Beginning Balance			\$60,999,826
01/14/20	Withdrawal from LAIF		\$2,000,000	\$58,999,826
01/15/20	Quarterly Interest	\$359,648		\$59,359,474
01/16/20	Withdrawal from LAIF		\$5,000,000	\$54,359,474
01/24/20	Withdrawal from LAIF		\$3,000,000	\$51,359,474
02/05/20	Deposit into LAIF	\$16,000,000		\$67,359,474
02/18/20	Withdrawal from LAIF		\$5,000,000	\$62,359,474
03/11/20	Withdrawal from LAIF		\$6,000,000	\$56,359,474
03/31/20	Month End Balance			\$56,359,474

Bonds and Other Investments

01/01/20	Month Beginning Balance			\$79,427,649
01/06/20	Purchase FHLMC 3134GUF21	\$2,000,000		\$81,427,649
01/08/20	Purchase FHLMC 3134GUP95	\$2,000,000		\$83,427,649
01/17/20	Purchase FHLMC 3134GU3D0	\$2,991,000		\$86,418,649
01/21/20	Purchase FHLB 3130AHWC3	\$2,000,000		\$88,418,649
01/27/20	Purchase International Finance Corp 45950VNR3	\$2,500,000		\$90,918,649
02/19/20	Purchase Estee Lauder 29736RAN0	\$1,014,350		\$91,932,999
02/19/20	Purchase Toyota 89236TGT6	\$1,001,380		\$92,934,379
02/19/20	Purchase Citibank 17325FAQ1	\$1,023,790		\$93,958,169
02/19/20	Purchase Visa 92826CAG7	\$1,015,480		\$94,973,649
02/19/20	Purchase US Bank 91159HHX1	\$1,029,250		\$96,002,899
02/20/20	Called HSBC 40435UGC2		\$1,000,000	\$95,002,899
02/24/20	Called FHLMC 3134GTMS9		\$3,001,500	\$92,001,399
03/12/20	Purchase FFCB 3133ELST2	\$3,000,000		\$95,001,399
03/12/20	Purchase FFCB 3133ELSL9	\$3,000,000		\$98,001,399
03/18/20	Purchase FHLB 3130AJE47	\$2,000,000		\$100,001,399
03/27/20	Called FHLMC 3134GS6X8		\$2,000,000	\$98,001,399
03/30/20	Purchase United Health Group 91324PDH2	\$1,522,305		\$99,523,704
02/19/20	Called FHLMC 3134GT2X0		\$2,000,000	\$97,523,704
03/31/20	Month End Balance			

END OF MONTH TOTAL DEBITS

\$153,883,178

Check Total (Should be Zero)

-

Transactions w/LAIF	7
Purchase of New Bonds	14
Bonds Called	4
Purchase of New CD	0
CD Matured	0
Bonds Sold	0
Bonds Matured	0

2014 Wastewater Revenue Bonds

Revenue fund	\$25.41	\$25.41	US Bank Mmkt 5 -Ct	\$25.41
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	\$0.00	\$0.00	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	\$229,568.09	\$229,568.09	Cash Mgmt-1st Am Treasury	\$190.00
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	\$18.92	\$18.92	Cash Mgmt-1st Am Govt Oblig	\$18.92
Interest Fund	\$28.48	\$28.48	Cash Mgmt-1st Am Govt Oblig	\$28.48
Principal Fund	\$0.15	\$0.15	Cash Mgmt-1st Am Govt Oblig	\$0.15
Reserve fund	\$2,164,595.35	\$2,164,595.35	Cash Mgmt-1st Am Govt Oblig	\$1,786.60
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	\$17.01	\$17.01	Cash Mgmt-1st Am Govt Oblig	\$17.01
Interest Fund	\$29.06	\$29.06	Cash Mgmt-1st Am Govt Oblig	\$29.06
Principal Fund	\$0.00	\$0.00	Cash Mgmt-1st Am Govt Oblig	\$0.00
Reserve Fund	\$1,123,421.03	\$1,123,421.03	Cash Mgmt-1st Am Govt Oblig	\$927.62
Proceeds Fund	\$0.19	\$0.19	Cash Mgmt-1st Am Govt Oblig	\$0.00

Spring Lake 2019

Special Tax Fund	\$13.64	\$13.64	Cash Mgmt-1st Am Govt Oblig	\$13.64
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	\$1,514,651.25	\$1,514,651.25	Cash Mgmt-1st Am Govt Oblig	\$1,250.17
Capitalized Interest Fund	\$1,170,991.14	\$1,170,991.14	Cash Mgmt-1st Am Govt Oblig	\$1,350.53
Proceeds Fund	\$0.00	\$0.00	Cash Mgmt-1st Am Govt Oblig	\$0.00

Water Revenue Bonds 2011

Revenue Fund	\$313.73	\$313.73	US Bank Mmkt 5 -Ct	\$6.00
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
Reserve Fund	\$1,324,562.50	\$1,324,562.50	US Bank Mmkt 5 -Ct	\$139.33
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	\$138,764.28	\$138,764.28	US Bank Mmkt 5 -Ct	\$14.60

ARRA 2011

Payment Fund	\$595,878.41	\$595,878.41	Cash Mgmt-1st Am Govt Oblig	\$407.34
Reserve fund	\$327,538.44	\$327,538.44	Cash Mgmt-1st Am Govt Oblig	\$260.45

CDBG

Savings Account	\$138,404.20	\$138,404.20	Bank of America - Quarterly Bank Statement	
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TOTAL	\$8,728,826.65			
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: May 5, 2020
ITEM #: H.12
SUBJECT: SUBJECT: Approval of Measure J Spending Plan

Recommendation for Action: Staff recommends that the City Council adopt Resolution No.____, approving the updated Measure J Spending Plan.

Staff Contact:

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

Fiscal Impact:

Measure J (MSJ) revenues are estimated to total \$21.25 million through the 8-year life of the sales tax measure. The spending plan remains balanced between annual revenues and expenditures, and ensures no interfund borrowing for city operations.

Actual appropriation of MSJ, which includes staffing and programming, will occur annually with the adoption of the City's budget.

Background:

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

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

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

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

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

MSJ was approved for an eight (8) year term, and will expire on September 30, 2022.

Discussion:

Over the life of MSJ, the proposed spending plan allocates revenues to four (4) major categories: Youth Programming, Library Programming, Crime Prevention, and Utility Assistance.

Youth Programming: The allocation in this category allows for the continuation of after-school programs at both middle schools, clubs/leagues for middle school youth during the summer, aquatics programming, and assists with the waiver of per-player fees for youth sports.

Library Programming: The allocation in this category allows the for the continuation of increased hours of operation from 44 hours a week to 51 hours a week. MSJ funds children and teen collections, including current print and electronic material, and also expands the collection in both print and electronic form. MSJ also provides funding for operations and programming of the Square One work space.

Crime Prevention: The allocation in this category allows for the continuation of the crime prevention program including Neighborhood Watch, will continue the expansion of the Volunteers In Policing (VIP) program, and continues funding activities in the youth diversion program.

Utility Assistance Program: Measure J provides funding subsidies to assist low-income families with payment of their utility bill. The program provides a subsidy of \$40 per month for up to twelve months in a fiscal year.

The proposed funding plan for FY2020/21 includes the following:

Youth Programming - \$1.34 million. This level of funding will continue the same programming and level of services to FY2019/20.

Library Programming - \$772,044. This level of funding will continue the same programming and level of services to FY2019/20 and a recommended addition of \$8,000 will allow for expanded evening hours for Square One. Staff is recommending a one-time allocation of \$150,000 for Library facility improvements that include: Library Main Floor; Literacy Office Expansion, and Teen Area Furnishings.

Crime Prevention - \$485,871. This level of funding will continue the same programming and level of services to FY2019/20 and also provide funding for the city's Graffiti Program. Funding of the Graffiti Program is currently paid by the General Fund and has been proposed for elimination as part of the balancing plan. Continuation of this program is important to the City and aligns with the goal of crime prevention and diversion; staff is proposing MSJ to absorb this program for the next two fiscal years at a cost of \$48,600 per fiscal year.

Utility Assistance Program - \$250,000. This level of will continue to provide the assistance program with the same existing subsidy level and qualifying criteria. Depending upon the timing of application for the program, this allocation will assist a minimum of 520 customers.

The MSJ revenue estimate for FY2020/21 is approximately \$2.8 million. Assumptions used for estimating sales taxes for MSJ are consistent with those used in the General Fund budget; these revenues are currently impacted by the COVID-19 pandemic, and may be subject to further fluctuation. Expenditures are estimated to be \$2.85 million; the excess over revenues is primarily resulting from one-time allocations and can be paid for by MSJ fund balance.

MSJ Funding by Category for FY2020/21:

Youth Programming	\$1,344,792
Library Programming	\$ 772,044

Crime Prevention	\$ 485,871
Utility Assistance	\$ 250,000
	<u>\$2,852,707</u>

It is estimated that through the 8-year life of the sales tax measure, and based on prior/proposed expenditures of the spending plan, that the following programming will be achieved and is closely aligned with MSJ advisory measures:

Youth Programming	56% (\$11.1 million)
Library Programming	21% (\$4.2 million)
Crime Prevention	14% (\$2.8 million)
Utility Assistance	8% (\$1.5 million)

The MSJ Spending Plan estimates \$1.47 million in fund balance remaining at the end of the sales tax measure's life. This balance is remaining after the existing allocations to the future Pool and Sports Park projects. Because MSJ expires in September 2022, no programming of costs are included in the last year of MSJ at this time. Utilization of fund balances and allocations during the year of expiration will likely be informed by the potential renewal of MSJ and can be deferred for future discussion.

Finally, as required by the resolution adopting MSJ, an annual report is prepared and provided to the City Council each year in December. This report details the activities paid for by MSJ, and well as information and statistics for residents who participate in and benefit from the MSJ programs. A summary of the FY2018/19 MSJ Annual Report, adopted December 19, 2019, is provided as an attachment.

Conclusion:

Staff recommends that the City Council adopt Resolution No.____, approving the updated Measure J Spending Plan.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer



Ken Hiatt
Interim City Manager

Attachments:

1. Measure J FY21 Spending Plan
2. FY21 MSJ RESOLUTION
3. MSJ FY19 Statistics - Summary

MEASURE J SPENDING PLAN										
	FY2014/15	FY2015/16	FY2016/17	FY2017/18	FY2018/19	Budgeted FY2019/20	Baseline FY2020/21	FY2021/22	FY2022/23*	Total
Revenues										
MSJ Annual Revenue Projection	\$ 1,724,611	\$ 2,467,809	\$ 2,483,241	\$ 2,528,885	\$ 2,772,407	\$ 2,848,098	\$ 2,798,294	\$ 2,883,870	\$ 742,867	\$ 21,250,082
Expenditures										
Utility Assistance	\$ 25,380	\$ 192,866	\$ 132,204	\$ 202,816	\$ 225,728	\$ 270,710	\$ 250,000	\$ 250,000	\$ -	\$ 1,549,705
General Recreation	140,947	469,829	329,274	409,562	395,596	576,365	483,769	507,958	0	\$ 3,313,301
Middle School Programs	118,534	270,447	316,551	175,456	191,675	225,800	221,942	233,039	0	\$ 1,753,445
Aquatics	5,703	116,340	161,344	180,225	211,828	270,803	270,803	284,343	0	\$ 1,501,390
Recreation Van	50,323	57,469	49,242	74,104	85,307	102,745	104,421	109,642	0	\$ 633,253
Summer Camp	48,196	96,298	123,114	100,982	119,928	164,377	157,856	165,749	0	\$ 976,500
Youth Advisory Committee & Academy	0	308	1,058	3,633	1,248	5,000	5,000	5,000	0	\$ 21,248
At-Potential Youth	1,716	165,808	312,161	205,137	185,784	317,032	316,032	331,834	0	\$ 1,835,504
Crime Prevention	48,115	103,952	110,552	125,268	128,583	134,443	126,927	133,273	0	\$ 911,114
GREAT Program (4th/7th Grades)	0	0	23,660	33,426	30,132	95,312	95,312	100,078	0	\$ 377,920
Library	252,671	439,387	453,203	530,075	562,303	568,111	614,044	644,746	0	\$ 4,064,539
Southeast Pool Area Project	0	0	0	0	250,000	0	0	0	0	\$ 250,000
Programming Subtotal	\$ 691,587	\$ 1,912,704	\$ 2,012,364	\$ 2,040,685	\$ 2,388,113	\$ 2,730,698	\$ 2,646,107	\$ 2,765,662	\$ -	\$ 17,187,919
Unallocated	0	0	0	0	0	77,604		0		77,604
Total Expenditures	\$ 691,587	\$ 1,912,704	\$ 2,012,364	\$ 2,040,685	\$ 2,388,113	\$ 2,808,302	\$ 2,646,107	\$ 2,765,662	\$ -	\$ 17,265,523
Proposed Additions										
Graffiti Program: GF Transfer - Budget Balancing							\$ 48,600	\$ 48,600		\$ 97,200
Library Square One Evening Hours							\$ 8,000	\$ 8,000		\$ 16,000
Library Improvements							\$ 150,000			\$ 150,000
Net Revenue/Expenditures	\$ 1,033,024	\$ 555,105	\$ 470,877	\$ 488,200	\$ 384,294	\$ 39,796	\$ (54,413)	\$ 61,608	\$ 742,867	\$ 3,721,359
Southeast Pool Reserve	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,250,000
Phase 2 Sports Park Build-Out Reserve	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Fund Balance	\$ 1,033,024	\$ 1,588,129	\$ 2,059,006	\$ 2,547,206	\$ 1,181,500	\$ 721,296	\$ 666,883	\$ 728,491	\$ 1,471,359	\$ 1,471,359

*Final Measure J Revenue/Program Year: Only one-quarter of revenue is received in FY2022/23

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE UPDATED MEASURE J SPENDING PLAN**

WHEREAS, in June 2014 the Woodland voters approved Measure J (MSJ) which extended the ¼ cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland; and

WHEREAS, the MSJ Spending Plan will provide funding for youth programming, library programming, crime prevention, and utility assistance for low-income households.

WHEREAS, the MSJ Spending Plan will be updated at least bi-annually; and

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

Section 1. That the attached MSJ Spending Plan is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Woodland this 5th day of May 2020, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Rich Lansburgh, Mayor

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM

Kara K. Ueda, City Attorney

FY2018/19 Measure J Statistics/Accomplishments

Youth Programming	
Camperships	Swim Lessons - 183 Participants Summertime Fun Club -67 Participants Lifeguard Training - 1 Participant Summer Teen Pack - 24 Participants
Player Fees	\$43,260 fees waived 2,163 youth assisted \$10,000 winter surcharge waived for Swim Team
Youth Sports Fee Rebates & Scholarships	\$880 was distributed to participating families
Events	Teen Game Nights Dive-In Movie Night at Pool Movie in the Park Valentine's Day Cookie Decorating 6th Grade Party Combined- Over 1,600 attendees
Outdoor Adventure Program	33 youth taken to Yosemite
After School Teen Pack (Douglass/Lee Middle Schools)	Overall attendance for FY2018/19 school year was 9,746
Aquatics	Public Swim – 13,401 participants Swim Lessons – 1,110 participants
Rec2Go	Attended 120 park and community events Reached over 5,800 community members
Summer Teen Pack	355 participants during nine (9) weeks of summer 35 sign-ins during one (1) week of drop-in
Other general programs	Baby & Me - 334 participants/sign-ins Boxing Club – 5,048 participants/sign-ins Night Hoops – 1,581 participants/sign-ins
Crime Prevention	
Crime Prevention Program	44 informational posts were shared on Nextdoor.com with topics including: <i>Teen Drivers and Cell Phone Law, Catalytic Converter Theft Prevention, PG&E Scam Alerts, Special Needs Alert Program (SNAP) and the 9PM Routine.</i> 33 outreach events including the National Night Out, Back to School, Dia De Los Niño's, Touch a Truck, REXPO, Movies on Main, Honey Festival, Yolo County Housing Spring Fling, Farmers Market and YMCA Healthy Kids Day. 10 Neighborhood Watch meetings 11 car seat inspections 23 presentations to various community organizations such as schools, churches, civic groups and neighborhoods

	11 Security assessments to residential and commercial properties 2 Educational Forums hosted at the Police Department (<i>Restraining Order Clinic and Responsible Server Training for Alcohol Licensees</i>)
Gang Resistance and Education Training (GREAT)	G.R.E.A.T. provided to all fourth grade classes (approximately 800 students) G.R.E.A.T. resulted in 400 seventh grade students graduating from the program
School Resource Officers (SRO)	SROs taught Active Shooter Training to staff members at all schools in school district SROs attended an updated version of school active shooter training called ALICE (Alert, Lockdown, Inform, Counter, Evacuate) SROs participated in Fill the Trunk, Christmas and Back to School Shop with a Cop, Coffee with a Cop, National Night Out, National Shake Out (earthquake drills at the schools), National Walk to School Day, Read Across America, and Red Ribbon Week. SROs participated in the School District Safety committee, SARB (Student Attendance Review Board), YTAC (Yolo Truancy Abatement Committee) and District Attorney Mediation.
Woodland Police Activities League	Continued with traditional programs such as the Junior Giants Baseball League Added a softball division to the Junior Giants program Entered into a partnership with Yolo County Probation to provide access to programs for specifically identified youths. Continued discussion with the San Francisco 49ers to implement a flag football program Continued discussion with Sacramento State University to start our counseling services in the fall of 2020 Developing basketball, floor hockey, soccer, and potentially a travel baseball programs
Library Programming	
Early Childhood Literacy	7,264 preschool children and caregivers attended 292 early childhood literacy programs (ages 0-5), which include story times in English and Spanish, STEM and arts programs, and special events.
Education and Lifelong Learning	14,109 school age children and their caregivers attended 333 school –age programs, which included coding classes, class visits and tours, Minecraft club, Lego club, STEM activities, crafts, tutoring, and special events. All first grade children in Woodland Joint Unified Schools receive a “My First Library Card” and a new book through class visits. 3,917 teens attended 210 teen programs, which included Teen Advisory Board meetings and workshops, creativity and art programs, outreach at Fourth and Hope, and the Youth Empowerment Summit, as well as Gallop Strengths Leadership training, and a SAT Boot Camp.
Education and Life Long Learning- Square One	205 Woodland 3rd graders have toured and experienced hands on learning in Square One 454 library patrons have taken a basic use and safety class or workshop 1,211 library patrons have worked independently in Square One
Civic and Community Engagement	Teen Advisory Board works to develop library programming for teens at the library, and connects with the community through outreach and partnerships
Summer Reading	1,285 registered participants 861 participants completed the program (read 5 books over the summer) 42, 490 minutes read 2,817 summer lunches served 3,562 people attended Summer @ the Library events and programs 615 teen volunteer hours completed
Utility Assistance Program	FY2018/19, the program provided funding of \$40 per month to 497 households representing 1,220 residents.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: H.13
SUBJECT: SUBJECT: Approval of the Measure E Spending Plan

Recommendation for Action: Staff recommends that the City Council adopt Resolution No.____, approving the updated Measure E Spending Plan.

Staff Contact:

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

Fiscal Impact:

Measure E (MSE) 1/2 cent revenue totaled \$52.32 million through the 12-year life of the sales tax measure. In addition, the MSE fund is also receiving supplemental funding from other funds totaling \$2.64 million. This additional funding represents small reimbursements from prior years and \$2.35 million in interfund loan payback from the Road Development fund (582) proposed for FY2020/21. Total MSE revenues are projected to total \$54.97 million and expenditures are projected to total \$54.85 million through FY2020/21. The spending plan remains balanced between annual revenues and expenditures.

Background:

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

Measure B allocated minimum of \$30.2 million or 45% of MSE for road rehabilitation;

Measure C approved funding for Community and Senior Center Phase II, Sports Park and renovation and improvement of parks, recreation facilities and pools;

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

The purpose of the MSE Spending Plan is to allocate the anticipated revenue between the various categories based on the advisory measures and overall community need. An update to the MSE Spending Plan is required based on voter desire to receive an update bi-annually and Council's request to update the MSE Spending Plan annually. Although collection of annual sales taxes through MSE ceased September 30, 2018, projects continue to utilize MSE fund balances and loan repayments; therefore an annual spending plan is still prepared.

In addition to the spending plan update being a requirement, the update is also necessary so the proposed MSE funded projects can be included in the FY2020/21 Capital Improvement Program.

Discussion:

No new projects have been added to the proposed MSE Spending Plan since the last approval. Several large projects funded by MSE are currently in progress or planned for the upcoming fiscal year, FY2020/21.

The following projects are included in the updated spending plan:

The West Woodland Safe Routes to School project will provide safety improvements to W. Court Street, W. Woodland Avenue, Southwood and California Streets. Approximately \$2.47 million of MSE funding will be used in conjunction with grant and other funds for a total project budget of \$5.93 million.

The East Main Street Improvement project will install bike lanes, curb/gutter, fencing, irrigation and storm drainage on the north side of East Main Street between Pioneer Avenue and East Street. The project also includes an off-street bike path from Pioneer Avenue to Matmor Road. Approximately \$1.65 million of MSE funding will be used in conjunction with with grant and other funds for a total project budget of \$5.7 million.

W. Gibson Road Rehabilitation project will repair and pave W. Gibson Road between West Street and County Road 98. Improvements include pavement rehabilitation, improved bike lanes, narrowed travel lanes, sidewalk repairs, ADA ramps, signal improvements, road diet and a pedestrian actuated lighted crossing at California Street. Approximately \$300,000 of MSE funding will be used in conjunction with with grant and other funds for a total project budget of \$5.59 million.

Sports Park Turf Replacement includes the removal and replacement of the turf at each of the five (5) fields with a pad under the turf that will allow the fields to meet State/Federal testing standards for an extended period of time. The project also includes the cost of an alternative fill material in order to eliminate the use of crumb rubber at these fields. Approximately \$2.97 million of MSE funding will be used in conjunction with \$300,000 Facility Maintenance fund reserves (specifically set aside for turf replacement) and \$330,000 in Measure F funding.

The life to date MSE revenue estimate (including sales tax and other miscellaneous revenue) is projected to be \$54.97 million through FY2019/20 of which \$45.46 million has already been spent , and another \$6.86 million is planned for the current FY2019/20 fiscal year. The revenue is consistent with the budget contained in the proposed FY2020/21 Operation and Maintenance budget.

Measure E continues to carry a \$9.8 million long-term loan to the Park Development Fund, for funds used to assist with debt service payments on bonds issued in 2005 to construct the Community Senior Center and Sports Park Complex. Measure F is now assisting with annual debt service payments, and the bonds will be fully paid off in FY2025/26. As development impact fees are collected after debt service is complete, MSE will receive loan repayments, and those funds will be available for allocation to future projects.

Conclusion:

Staff recommends that the City Council adopt Resolution No.____, approving the updated Measure E Spending Plan.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer



Ken Hiatt
Interim City Manager

Attachments:

1. 2021 Measure E Spending Plan
2. FY21 MSE RESOLUTION

Revenues

MSE Annual Revenue projections

Reimbursements/Transfers from Other Funds

Roads*Kentucky Avenue Widening & Recon Grant Match**O&M Road Maintenance - In House**Road Program Management**2017-2020 Road Maintenance Project**W. Main Street Bicycle/Ped Mobility & Safety**W. Woodland Safe Routes to School**Woodland Parkway Safe Routes to School**East Main Street Improvement Project**W. Gibson Road Rehabilitation**ADA Transition Plan**ADA Improvements**Corridor Safety**Contract Pavement Maintenance/Rehabilitation***Subtotal for Roads**

Opera House/State Theatre/City Hall Annex (for OH)

Sewer and Storm Repairs

Library

*Library Facility Improvements**Library Facility Needs Assessment***Subtotal for Library**

Facilities/City Hall/ADA Facilities

Community Senior Center/Sports Park Debt Service

Misc. Park Improvements

*Clark Field Improvements**Sports Park Turf Replacement**Charles Brooks Bleacher Project**Grant Match - Camarena Field**Sports Park Field Repairs**Park/Recreation Facility Planning**Parks Maintenance***Subtotal for Community Center/Sports Park/Park Maint.**

Overhead Allocation

Long Term Loan for Debt Service on the CCS/Sports Park*

Total Expenditures

Net Revenue/Expenditures

MSE Fund Balance

Prior Year							
Revenue	2017/18	2018/19	2019/20	2020/21	Totals		
\$ 45,591,623	\$ 5,211,712	\$ 1,521,130	\$ -	\$ -	\$ 52,324,465		
\$ 290,860				\$ 2,350,000	\$ 2,640,860		
Previous							
Expenditures	2017/18	2018/19	2019/20	2020/21	Totals	% of Total	
\$ 9,374,691	\$ -	\$ -					
\$ 887,048	\$ 323,927	\$ 443,353	\$ 946,376		\$ 2,600,704		
\$ 2,799,477	\$ 878,598	\$ 17,589	\$ 17,933		\$ 3,713,597		
\$ 433,807	\$ 16,825				\$ 450,632		
\$ 24,229	\$ 1,289,341	\$ 634,575	\$ 93,977		\$ 2,042,122		
\$ 8,570	\$ 380,149	\$ 525,363	\$ 1,032,918		\$ 1,947,000		
\$ 5,451	\$ 382,915	\$ 987,590	\$ 596,043	\$ 500,000	\$ 2,472,000		
\$ -	\$ 2,937	\$ 9,752	\$ 10,133				
\$ 19,462	\$ 3,755	\$ 4,728	\$ 422,056	\$ 1,200,000	\$ 1,650,000		
				\$ 300,000			
\$ 241	\$ 84,945	\$ 22,387	\$ 17,426		\$ 125,000		
\$ 7,754	\$ 19,153	\$ -	\$ 23,152		\$ 50,059		
\$ 1,517	\$ 32,134	\$ 3,982	\$ (8,632)		\$ 29,001		
\$ -							
\$ 13,562,247	\$ 3,414,679	\$ 2,649,319	\$ 3,151,383	\$ 2,000,000	\$ 24,777,627	45%	
\$ 1,480,692					\$ 1,480,692	3%	
\$ -	\$ 3,705	\$ 2,569	\$ 583,726	\$ -	\$ 590,000	1%	
\$ 273,688							
\$ 621,824							
\$ 111,924	\$ 12,436						
					\$ 1,019,872	2%	
\$ 329,455					\$ 329,455	1%	
\$ 7,151,543	\$ 106,090						
\$ 4,026,247							
\$ 548,427	\$ 15,000				\$ 563,427		
\$ -	\$ -	\$ 617	\$ 2,449,383	\$ 520,000	\$ 2,970,000		
\$ -			\$ 40,000		\$ 40,000		
\$ 25,000			\$ 25,000		\$ 50,000		
\$ 9,508	\$ 23,860				\$ 33,367		
\$ -	\$ 35,943	\$ 12,746	\$ 6,311	\$ 10,000	\$ 65,000		
\$ -	\$ -	\$ 110,890	\$ 603,359		\$ 714,250		
\$ 11,760,725	\$ 180,892	\$ 124,254	\$ 3,124,054	\$ 530,000	\$ 14,940,675	27%	
\$ 877,613	\$ 173,259	\$ 77,099			\$ 1,127,971	2%	
\$ 8,813,200	\$ 986,365	\$ 6,545			\$ 9,806,110	18%	
\$ 37,831,367	\$ 4,771,336	\$ 2,859,786	\$ 6,859,163	\$ 2,530,000	\$ 54,851,652		
\$ 8,051,115	\$ 440,376	\$ (1,338,656)	\$ (6,859,163)	\$ (180,000)			
\$ 8,051,115	\$ 8,491,492	\$ 7,152,836	\$ 293,673	\$ 113,673			

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE UPDATED MEASURE E SPENDING PLAN**

WHEREAS, on June 6, 2006 the Woodland voters approved Measure E (MSE) which extended the ½ cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland; and;

WHEREAS, on February 6, 2007 the City Council adopted Resolution 4804 that approved a MSE Spending Plan and defined a strategy for financing and execution of projects as defined in the advisory ballot measures; and

WHEREAS, the MSE Spending Plan is updated at least bi-annually; and

WHEREAS, a revised MSE Spending Plan was approved by Council on May 13, 2008 and September 21, 2010; and

WHEREAS, as part of the September 21, 2010 Council action, the City Council requested that the Spending Plan be updated annually and that \$2 million of MSE revenue be set aside from project allocation as a reserve target to be programmed at the conclusion of the 12-year tax measure; and

WHEREAS, on March 20, 2012 Council authorized the use of MSE revenue as a loan to the Park Development Fund for the payment of debt service related to the Community Center and Sports Park facilities for FY2012 and directed staff to update project cost estimates and review the draft MSE Spending Plan with the Infrastructure Subcommittee prior to approving the Spending Plan; and

WHEREAS, on July 3, 2012 Council adopted Resolution No. 6085 authorizing the use of MSE revenue to cover on-going debt service requirements related to the Community and Senior Center and Sports Park up to \$2 million per year and directed that a loan be established from MSE to the necessary development fee fund to be repaid to MSE as revenue becomes available, and approved the updated MSE Spending Plan;

WHEREAS, on April 23, 2013 Council adopted Resolution No. 6125 approving the updated MSE Spending Plan; and

WHEREAS, on April 15, 2014 Council adopted Resolution No. 6227 approving the updated MSE Spending Plan; and

WHEREAS, on March 17, 2015 Council adopted Resolution No. 6405 approving the updated MSE Spending Plan.

WHEREAS, on April 19, 2016 Council adopted Resolution No. 6620 approving the updated MSE Spending Plan.

WHEREAS, on May 4, 2017 Council adopted Resolution No. 6823 approving the updated MSE Spending Plan.

WHEREAS, on May 15, 2018 Council adopted Resolution No. 7066 approving the updated MSE Spending Plan.

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

Section 1. That a change in the use of funds as recommended by the three advisory measures adopted on June 6, 2006 requires a vote of four members of the City Council during a regular meeting following a public hearing.

Section 2. That the attached MSE Spending Plan is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Woodland this 15th day of May 2018, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Rich Lansburgh, Mayor

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: H.14
SUBJECT: SUBJECT: Approval of Measure F Spending Plan

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. ____ approving the updated Measure F Spending Plan.

Staff Contact:

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

Fiscal Impact:

Measure F (MSF) revenues are estimated to total \$74.09 million through the 12-year life of the sales tax measure. The spending plan remains balanced between annual revenues and expenditures and ensures no inter-fund borrowing for the city operations and project execution.

Background:

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

The purpose of the MSF Spending Plan is to allocate the anticipated revenue between the various categories based on overall community need. A spending plan is required based on the ordinance adopted to implement the tax.

Preparation of a spending plan not only meets the requirements of the measure, but is also necessary so the proposed MSF funded projects and ongoing operating programs can be included in the FY2020/21 Capital Improvement Program and overall City operating budget.

Discussion:

Over the life of MSF, the proposed spending plan will allocate revenues to four major categories: Parks, Roads, Public Safety, and Economic Development.

Parks: The allocation in this category will primarily supplement park impact fees to assist with payment of required debt service on the bonds issued in 2005 to build the Community Center and Sports Park Complexes. A moderate amount of development activity is anticipated in each year, and MSF revenues are planned to cover remaining debt service. To the extent that the entire planned amount is not needed to cover debt service, additional funding would be available to direct to priority projects in existing Park facilities. The bonds will be fully repaid in FY2025/26, and the allocation to Parks subsequent to that year will be entirely available for projects.

Roads: The allocation in this category will provide for an ongoing subsidy to the City's road maintenance

program as well as funding for specific road projects. These projects will be identified each year through the Capital Budget process.

Public Safety: The allocation in this category provides funding for staffing in both Fire and Police departments. Fire staffing includes the Fire Chief and Fire Marshal; Police staffing includes three sworn officers as well as temporary civilian staffing to assist with records management and non-emergency services.

Economic Development: The allocation in this category funds one Marketing and Business Relations Specialist position and supports a few other administrative positions to assist with the City's economic development efforts. The allocation also includes funding for temporary staff. Supplemental non-personnel allocations in support of citywide economic development efforts are included in the General Fund budget.

The proposed funding plan for fiscal year 2020/21 includes the following:

Parks - \$1.19 million is allocated for the Community Center/Sports Park Complex debt service. To the extent that funds allocated for debt service are offset by collection of Park Impact Fees, additional MSF funds will become available to support other park improvement projects. In FY2019/20, not all the money set aside for debt service assistance is required, so \$330,000 will be allocated to the Sports Park Turf Replacement Project, to supplement funding also provided by Measure E. \$43,000 is proposed for park improvements; and \$15,000 supports annual Clark Field maintenance.

Roads - \$2.5 million in total allocations will fund the Gibson Road Bicycle/Pedestrian Mobility Project (East to West Street) for \$1.7 million, and \$750,000 to supplement other city revenues that do not fully cover the costs of the City's annual road maintenance efforts.

Public Safety - \$1.39 million is dedicated to Public Safety staffing. Specifically, the MSF baseline budget will provide funding for a Fire Chief, Fire Marshal, three (3) Police Officers, and three (3) temporary non-sworn positions. In addition to baseline funding, staff is proposing one-time allocations of MSF to provide a 10% match to AFG Grant funds for purchase Self-Contained Breathing Apparatus (\$55,770) and to provide Cardiac and Cancer Screenings (\$3,504) for the Fire Department. In conjunction with the balancing plan for the General Fund budget, staff is considering transferring an additional Police Officer position from the General Fund to MSF, which will add an additional \$213,141 in costs to public safety.

The MSF revenue estimate for FY2020/21 is approximately \$5.64 million; the estimate used for this spending plan is consistent with the assumptions used for the sales tax forecast in the FY2020/21 preliminary Operations and Maintenance (General Fund) budget, but may be subject to further changes as more information becomes known about overall economic impacts of the COVID-19 pandemic. Total recommended appropriations of \$5.78 million exceed revenues by \$138,396 due mostly to one-time programming of project costs for the Sports Park Turf Replacement project.

MSF Spending Plan by Category for FY2020/21:

Parks	\$1,580,000
Roads	\$2,500,000
Public Safety	\$1,393,619
Economic Development	\$ 250,000
<u>Administrative Overhead</u>	<u>\$ 59,158</u>
	\$5,782,777

Conclusion:

Staff recommends that the City Council adopt Resolution No. ____ approving the updated Measure F Spending Plan.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a long horizontal flourish extending to the right.

Ken Hiatt
Interim City Manager

Attachments:

1. Measure F Spending Plan
2. FY21 MSF RESOLUTION

MEASURE F SPENDING PLAN

	FY2018/19 Actual	FY2019/20 Planned	FY2020/21 Baseline	FY2021/22	FY2022/23	FY2023/24	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	Total
				Planned										
Revenues														Over 12 Years
MSF Annual Revenue Projection	4,053,546	5,746,936	5,644,380	5,817,006	5,993,058	6,169,111	6,345,163	6,521,215	6,521,215	6,527,736	6,540,792	6,560,414	1,645,024	74,085,596
Expenditures														
Parks														
Park Debt Service	-	861,439	1,187,232	1,182,939	1,178,561	1,174,096	1,169,541	1,164,895	-	-	-	-	-	7,918,702
Clark Field Maintenance	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	195,000
Sports Park Turf Replacement			330,000											
Other Park Projects	-	43,561	47,768	52,061	56,439	60,904	65,459	70,105	1,235,000	1,235,000	1,235,000	1,235,000	297,500	5,633,798
Parks Subtotal	15,000	920,000	1,580,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	312,500	13,747,500
Roads														
Measure F - Planning Management	19,142	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	12,500	581,642
Annual In-House Road Program Support	583,695	750,000	750,000	750,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	250,000	11,083,695
West Woodland Safe Routes to School	-	1,250,000	-	-	-	-	-	-	-	-	-	-	-	1,250,000
West Main St Bicycle/Ped Mobility & Safety Improvements	-	2,150,000	-	-	-	-	-	-	-	-	-	-	-	2,150,000
Gibson Road (West to East Streets)	-	-	1,700,000	-	-	-	-	-	-	-	-	-	-	1,700,000
2021 Pavement Maintenance	-	-	-	1,550,000	150,000	-	-	-	-	-	-	-	-	1,700,000
2022 Pavement Maintenance	-	-	-	150,000	1,550,000	-	-	-	-	-	-	-	-	1,700,000
Other Road Projects	285	-	-	-	-	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	621,875	12,522,160
Roads Subtotal	603,122	4,200,000	2,500,000	2,500,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	884,375	32,687,497
Public Safety														
Fire Staffing	437,748	522,632	510,108	560,453	613,316	668,821	730,447	795,461	864,052	936,414	1,012,757	1,093,299	294,568	9,040,076
Police Staffing	224,048	580,993	611,096	666,491	724,656	785,728	849,855	921,437	996,956	1,076,628	1,160,683	1,249,360	335,729	10,183,660
Public Safety Subtotal	661,796	1,103,625	1,121,204	1,226,944	1,337,971	1,454,550	1,580,301	1,716,898	1,861,007	2,013,043	2,173,440	2,342,659	630,296	19,223,736
Economic Development														
Economic Development Staffing	235,687	255,645	250,000	261,250	272,745	283,382	297,551	312,429	328,050	344,453	361,675	379,759	99,687	3,682,313
Overhead	20,947	33,621	59,158	60,932	62,760	64,643	66,582	68,580	70,637	72,756	74,939	77,187	79,503	812,248
Total Expenditures	1,536,552	6,512,891	5,510,362	5,299,126	5,673,477	5,802,575	5,944,435	6,097,907	6,259,695	6,430,252	6,610,055	6,799,606	2,006,361	70,483,293
Proposed Additions														
One (1) Police Officer: GF Transfer -Budget Balancing			213,141	225,503	236,327	245,780	255,366	265,325	275,672	286,424	297,594	309,200	80,315	2,690,647
AFG Grant Match for Fire (one-time)			59,274											59,274
Net Revenues/Expenditures	2,516,994	(765,955)	(138,396)	292,377	83,254	120,756	145,362	157,984	(14,152)	(188,939)	(366,857)	(548,392)	(441,652)	852,382
Reserve Set Aside														-
Project Reserve/Sports Park		500,000												
Fund Balance	2,516,994	1,251,039	1,112,643	1,405,019	1,488,274	1,609,030	1,754,392	1,912,375	1,898,223	1,709,284	1,342,426	794,034	352,382	

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE UPDATED MEASURE F SPENDING PLAN**

WHEREAS, on November 8, 2016 the Woodland voters approved Measure F (MSF) which extended the ½ cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland; and

WHEREAS, the MSF Spending Plan will fund general city services, including, but not limited to, street maintenance, parks and facility capital projects, and public safety; and

WHEREAS, the MSF Spending Plan will be updated at least bi-annually; and

WHEREAS, on April 16, 2019 Council adopted Resolution No. 7260 approving the updated MSF Spending Plan.

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

Section 1. That the attached MSF Spending Plan is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Woodland this 5th day of May 2020, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Rich Lansburgh, Mayor

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: May 5, 2020
ITEM #: H.15
SUBJECT: Fiscal Year 2020/21 – FY2023/24 Capital Improvement Program (CIP)

Recommendation for Action: Staff recommends that the City Council receive a presentation regarding the City's fiscal year 2020/21 – FY2023/24 Capital Improvement Program (CIP).

Staff Contact

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

Fiscal Impact

The City's Capital Improvement Program (CIP) represents the spending plan for major infrastructure improvements, and proposes expenditures of approximately \$70 million over the next four fiscal years. Funding for the City's proposed capital projects come from a variety of funding sources, many of which are restricted for certain types of projects, and limited project expenditures are included in discretionary funding sources. There are no capital projects planned to be paid for by the City's General Fund.

Background

Capital improvement are generally projects with long useful lives that install, maintain, upgrade or replace public infrastructure and facilities. It is essential for the long-term health of the City that infrastructure needs are addressed, as they can substantially affect the economic vitality and quality of services in the community. As the City's infrastructure ages and as needs change, capital programs and priorities must be adjusted. New construction may be required to accommodate increased demand or new development, while existing infrastructure requires periodic rehabilitation, replacement or other improvements to protect the City's investments.

The City defines a capital project as a facility alteration, improvement, new construction, or major maintenance/repair with a cost of \$30,000 or more, and a projected life of five or more years, a facility related engineering study of significant cost that will lead to a future capital project, or a project that is otherwise listed in the Major Projects Financing Plan (MPFP).

Projects within the adopted CIP are consistent with respective master plans, the MPFP, Measure E and Measure F Spending Plans, water and sewer rate studies, and other Council adopted plans. The CIP will be presented to the Planning Commission to show conformity with the City's General Plan, as required by Government code 65401.

The CIP presents the City's blueprint for funding capital projects based on available funding and prioritized infrastructure needs. Among the City Council approved Goals, Fiscal Responsibility, Infrastructure, and Quality of Life are addressed through the CIP.

Discussion

The CIP is organized around nine project categories: Fire, General, Library, Park Facilities, Sewer, Spring Lake, Storm Drainage, Transportation and Water.

The majority of the City's capital program is funded through a combination of utility user fees, Measures E and F sales taxes, grants and development impact fees. Years of limited funding and deferred maintenance have resulted in an aging City infrastructure that needs repair and improvement; these investment needs substantially eclipse current available resources. The CIP attempts to use our limited resources in a way that best preserves and maintains our existing infrastructure investments. Consistent with previous years, annual debt service requirements have been programmed to receive the highest priority of available cash within the CIP. Only projects that have been deemed as critical have been programmed using development fee revenue.

Below is a summary of the major projects included in each of the categories over the term of the CIP.

- *Fire* – funding for preliminary work related to design of a fire station to be located at E. Gibson Road and Bourn Drive.
- *General* – in addition to continued work on the City's Zoning Ordinance, permanent supportive housing, and the interim homeless shelter projects, the City received a State grant, Local Early Action Planning (LEAP), which will be used to do the 6th cycle housing element update.
- *Library* – the projects in this category include expansion of the book and media collection to meet increased demand as our community grows.
- *Park Facilities* – the projects in this category include land acquisition costs associated with Spring Lake Park (N1), as well as additional funding for turf replacement at the Sports Park.
- *Sewer* – the projects in this category include reconstruction of existing sewer mains and laterals, and various improvements to the Water Pollution Control Facility (WPCF). The largest of these projects include the replacement of large diameter sewer pipes and the removal of biosolids from several sewage ponds.
- *Spring Lake Infrastructure Fee (SLIF)* – projects in this category are funded by the developers building in the Spring Lake area and include the construction of various types of infrastructure necessary to support new residential development. The largest project scheduled for this year is the Gibson Road Interchange Modification.
- *Storm Drainage* – the projects in this area maintain or improve existing storm drain infrastructure. Funding for the Sports Park Drive storm drain channel improvements is included for FY21. Additionally, a project to address long-term flood protection from Cache Creek falls into this category.
- *Transportation* – the projects in this category provide for the study, design, maintenance, and construction of roadways, sidewalks, traffic signals, bikeways, street lighting, and general streetscape enhancements. The East Main Street Improvement project will move into the construction phase in FY 2021. Additionally, the reconstruction of Gibson Road between East and West Streets and between West St. and CR 98 will commence in FY21 along with the design of the Sports Park Drive Pedestrian Overcrossing. Limited funding continues to be available for review and implementation of traffic calming measures.
- *Water* – the projects in this category include water line repair and replacement in various locations throughout the community. Major water line repair will continue on Gibson Road between East Street and CR 98 in preparation of the major road reconstruction project in 2021. Additionally, several ground water wells are planned for demolition and additional groundwater monitoring wells will be installed.

Conclusion

Staff recommends that the City Council receive a presentation regarding the City's fiscal year 2020/21 – FY2023/24 Capital Improvement Program (CIP).

Prepared by: Kim McKinney, Finance Officer

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a long horizontal flourish extending to the right.

Ken Hiatt
Interim City Manager

Attachments:

None