



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

November 10, 2020
6:00 PM

CITY COUNCIL

PLEASE NOTE: The November 10, 2020 Woodland City Council will be conducted pursuant to the Governor's Executive Order N-29-20.

The meeting will be held via teleconference and Council members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. 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.

If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom City Council meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) Leave a voice mail message at (530) 661-5900, press Option 1. 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; 3) If you are watching the live stream and wish to make a comment on an item as it is being heard, you 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.

Please click on link below to join the public comment portion of the meeting:
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Meeting ID: 997 5902 6181

SPECIAL CITY COUNCIL MEETING

6:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

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

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

1. SUBJECT: Long Range Calendar

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

F. CONSENT CALENDAR

2. SUBJECT: City Council Meeting Minutes of October 6, 2020 and October 20, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of October 6, 2020 and October 20, 2020.

3. SUBJECT: Parks & Recreation Commission Meeting Minutes for September 28, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the September 28, 2020 Parks & Recreation Commission Meeting Minutes.

4. SUBJECT: Sustainability Advisory Committee Meeting Minutes for August and September 2020

RECOMMENDATION FOR ACTION: Recommendation for Action: Staff recommends that the City Council receive minutes for the August and September 2020 meetings of the Sustainability Advisory Committee.

5. SUBJECT: Recognize the Month of November as Native American Heritage Month

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation recognizing the month of November as Native American Heritage Month.

6. SUBJECT: Revised Quarterly Salary Schedule effective October 1, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the revised Quarterly Salary Schedule effective October 1, 2020.

7. SUBJECT: Renaming of Camarena Field 2 to Buchignani Field

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the renaming of Camarena Field 2 to Buchignani Field.

8. SUBJECT: Subrecipient Agreement with the Yolo Wayfarer Center (dba Fourth and Hope) Funded through the 2019 Continuum of Care Program

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a subrecipient agreement in substantially the same form presented to the City Council with the Yolo Wayfarer Center (dba Fourth and Hope) funded through the 2019 Continuum of Care program competition in the amount of \$28,472 and authorizes the Finance Officer to amend the budget as necessary.

9. SUBJECT: CARES Act Subrecipient Agreement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, (1) Authorizing the City Manager to sign the CARES Act Subrecipient Agreement with Yolo County for homeless non-congregant sheltering and services, and (2) Appropriate \$500,000 to the Homeless Housing Fund (Fund 331).

10. SUBJECT: Letter of support for Woodland Biomass Power

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve a letter in support of California Public Utilities Commission (CPUC) approval of an advice letter with Pacific Gas and Electric regarding Woodland Biomass Power (Woodland BP).

G. REPORTS OF THE CITY MANAGER

11. SUBJECT: Fiscal Year 2020/21 Quarterly Budget Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an informational report representing the FY2020/21 First Quarter Budget Update.

H. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for Special City Council Meeting of the City of Woodland scheduled for Tuesday, November 10, 2020 was posted on Wednesday, November 4, 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

In order to minimize the spread of the COVID-19 virus, the City of Woodland is providing multiple alternatives to viewing City Council meetings and providing comments on items on the agenda. These alternatives allow the City to adhere to social distancing requirements, follow the Governor's Executive Order N-29-20 (which suspends certain requirements of the Brown Act), and provide a way for the public to provide public comment live during the meeting.

VIEWING MEETINGS ONLINE

You are able to view meetings online here: <https://www.cityofwoodland.org/meetings>

Click on the meeting to view the video. It will say LIVE next to the meeting.

SUBMITTING COMMENTS BY E-MAIL

If you wish to make a comment during general public comment or on a specific agenda item, please submit your comment via email to CouncilMeetings@cityofwoodland.org prior to Public Comment on that item. Emails 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.

SUBMITTING COMMENTS BY VOICE MAIL

If you wish to leave a voice mail message, please dial (530) 661-5900, press Option 1. 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. Voice mail messages should be three (3) minutes in length.

VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING

The City of Woodland is now offering the ability to view and participate in City Council meetings via video meetings and telephonic conferencing via "Zoom" video conferencing computer technology. Instructions for participating via Zoom are provided below.

How do I join the City Council meeting via Zoom Video Conferencing?

Please visit: <https://zoom.us/j/99759026181> from a smart phone or computer. You will be prompted to install the Zoom app on your smart phone or computer. From a computer there is an option to view the meeting within the browser without installing the app. You are now ready to join the meeting.

If you have previously installed the Zoom app, you can enter the following meeting ID to join the meeting: 997 5902 6181

I don't have a computer or smart phone; can I still use Zoom?

If you do not have a smart phone or computer to access the meeting via Zoom, no problem! You can participate on the phone.

Call 1-669-900-6833 (Toll Free) and enter meeting ID 997 5902 6181.

How can I provide Public Comment on Zoom?

The Mayor will request public comment during the Public Comment period on the agenda and during each Public Hearing and Regular Calendar Item. Once the Mayor has announced the public comment period, please do one of the following:

USING A COMPUTER OR SMART PHONE:

- Click on the "Raise Hand" feature in the webinar controls. This will notify City staff that you have raised your hand.
- City staff will unmute your microphone when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted and then you will have three (3) minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

USING A REGULAR PHONE:

- Dial *9 (star 9), this will notify City staff that you have "raised your hand" for public comment.
- City staff will unmute your microphone when it is your turn to provide public comment.
- You will hear "you are unmuted" and then you will have three (3) minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?

Yes, please visit Zoom's website support page on helpful tips to prepare for the meeting:

<https://support.zoom.us/hc/en-us/categories/201146643>

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: Special City Council Meeting
DATE: November 10, 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", is written over the printed name and title.

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

NOVEMBER 17TH

REGULAR MEETING

Fire Department Quarterly Report
Police Department Quarterly Report
SCBA Authorization – Accept bid and make purchase
Sports Park Girls Fastpitch Lease Agreement
COVID-19 Small Business Support Program
Shop Small Proclamation
Finding of Consistency w/Affordable Housing Ord for 310 Main Street, Multifamily Housing Project
Woodland Research & Tech Park – Specific Plan Release

DECEMBER 1ST

REGULAR MEETING

Homeless Shelter / NPLH Final Agreements
Council Reorganization (Pending Certification of Election Results)

DECEMBER 15TH

REGULAR MEETING

City Council Meeting Calendar for 2021
Council District 3 – Filling of Vacancy Discussion
Council Committee/Liaison Appointments – Mosquito Vector – Animal Services
Adopt Conflict of Interest Code
Presentation on Police Chief's Advisory Board
Apprenticeship/Workforce Development Programs

Future Topics / Study Sessions:

TBD City Council Retreat / 2021-22 Goals Investment Policy Workshop Comprehensive Zoning Update Waste Management Services	
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TO: THE HONORABLE MAYOR AND CITY COUNCIL

AGENDA: Special City Council Meeting

DATE: November 10, 2020

ITEM #: F.2

SUBJECT: City Council Meeting Minutes of October 6, 2020 and October 20, 2020

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of October 6, 2020 and October 20, 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
City Manager

Attachments:

1. 10_06_2020 DRAFT MINUTES
2. 10_20_2020 DRAFT MINUTES

DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, October 6, 2020

6:00 PM

City Council

CITY COUNCIL

PLEASE NOTE: The October 6, 2020 Woodland City Council will be conducted pursuant to the Governor's Executive Order N-29-20.

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Meeting ID: 997 5902 6181

CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS,
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: City Manager, Human Resources
Manager and City Attorney
Employee Organization(s): Woodland Professional Firefighters' Association
and Fire Mid-Management Employees

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

C. CALL TO ORDER

Meeting called to order at 6:04 PM.

D. ROLL CALL

All Council Members present via roll call vote.

Present: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

Absent: None

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Council Member Angel Barajas.

F. COMMUNICATIONS - PUBLIC COMMENT

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G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provide by Council Members/Staff.

2. SUBJECT: Long Range Calendar

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

H. PRESENTATION

3. SUBJECT: November 3, 2020 Election Update

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an informational update from Jesse Salinas Yolo County Clerk-Recorder/Assessor regarding the upcoming November 3, 2020 Election.

Received an informational update from Jesse Salinas Yolo County Clerk-Recorder/Assessor regarding the upcoming November 3, 2020 Election.

I. CONSENT CALENDAR

4. SUBJECT: City Council Meeting Minutes of September 1, 2020 and September 15, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of September 1, 2020 and September 15, 2020.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of September 1, 2020 and September 15, 2020.

5. SUBJECT: Parks & Recreation Commission Meeting Minutes for July 27, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the July 27, 2020 Parks & Recreation Commission Meeting Minutes.

Received the Parks & Recreation Meeting Minutes of July 27, 2020.

6. SUBJECT: Planning Commission Meeting Minutes of Planning Commission Meeting Minutes of August 20, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the minutes of the Planning Commission Meeting Minutes of August 20, 2020.

Received the Planning Commission Meeting Minutes of August 20, 2020.

7. SUBJECT: Proclaim October 6-10, 2020 as Fire Prevention Week

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt a proclamation and join the National Fire Protection Association in proclaiming October 6-10, 2020 as Fire Prevention Week.

Mayor Lansburgh had a request that after the Fire Prevention Week Proclamation is signed, that it be published on social media pages.

Proclaimed October 6-10, 2020 as Fire Prevention Week.

8. SUBJECT: Quarterly Salary Schedule

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Quarterly Salary Schedule.

Approved the Quarterly Salary Schedule.

9. SUBJECT: Gracie Hiddleson Park Expansion Project Grant Application and CEQA Exemption

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the filing of an application for the Statewide Park Development and Community Revitalization Program Grant Funds and adopt Resolution No. _____, approving a notice of exemption for filing of an application for the Statewide Park Development and Community Revitalization Program for the Gracie Hiddleson Park Expansion Project, and Resolution No. _____, approving the application for the Statewide Park Development and Community Revitalization Program Grant Funds.

Adopted RESOLUTION NO. 7567, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A NOTICE OF EXEMPTION FOR FILING OF AN APPLICATION FOR THE STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM FOR THE GRACIE HIDDLESON PARK EXPANSION PROJECT and RESOLUTION NO. 7568, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE APPLICATION FOR STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM GRANT FUNDS.

10. SUBJECT: Contract with JWC Environmental for parts to repair influent screenings system at the Water Pollution Control Facility

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing a contract with JWC Environmental for washer/compactor/screen and other associated parts for the repair of the influent screens and washer from JWC Environmental with an amount not-to-exceed \$115,000.

Adopted RESOLUTION NO. 7569, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONTRACT WITH JWC ENVIRONMENTAL FOR THE REPAIR OF WASHER/COMPACTOR AND BAND SCREEN IN AN AMOUNT NOT-TO-EXCEED \$115,000.

11. SUBJECT: Storm Drainage Outfall Channel Outlet Structure Project, CIP 20-06; Approve Contract Amendment #1 with Mead & Hunt for Professional Design, Environmental and Permitting Services.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) authorizing the City Manager to execute an interfund loan agreement for \$200,000 between the Sewer Enterprise Fund (Fund 220) and Storm Drain Enterprise Fund (Fund 221); and (2) approving an appropriation of \$200,000 to CIP Project #20-06 as an interfund loan from the Sewer Enterprise Fund (Fund 220) to the Storm Drain Enterprise Fund; and (3) authorizing the City Manager to execute Amendment #1 to the professional services agreement with Mead & Hunt for the Storm Drainage Outfall Channel Culvert Structure Project for an additional amount up to \$193,682 and up to 5% contract contingency of \$20,371 of the total contract amount.

Adopted RESOLUTION NO. 7570, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A PROFESSIONAL SERVICES AMENDMENT FOR THE STORM DRAINAGE OUTFALL CHANNEL OUTLET STRUCTURE PROJECT, CIP 20-06.

12. SUBJECT: Amendment to the consultant agreement for construction inspection with UNICO Engineering 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 amendment no. 1 to the consultant agreement for construction inspection services with UNICO Engineering in an amount of \$100,000 and authorize the City Manager to execute the agreement.

Adopted RESOLUTION NO. 7571, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AMENDMENT TO THE AGREEMENT WITH UNICO ENGINEERING FOR CONSTRUCTION INSPECTION FOR CIP 20-07, THE 2020 SEWER & WATER REPAIR & REPLACEMENT PROJECT.

13. SUBJECT: Tree Pruning and Service Maintenance Contract with West Coast Arborist, Inc.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute the FY21 tree pruning and maintenance service contract to West Coast Arborists, Inc. (WCA) in the amount not-to-exceed \$260,000.

Adopted RESOLUTION NO. 7572, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE THE FY2021 CONTRACT FOR TREE PRUNING AND MAINTENANCE SERVICES WITH WEST COAST ARBORISTS, INC.

14. SUBJECT: Lower Cache Creek Flood Feasibility Study, CIP #09-15; Approve Contract Amendment #7 with MBK Engineers for Consulting Services.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute Amendment #7 to the consultant services agreement with MBK Engineers (MBK) for the Lower Cache Creek Feasibility Study for an additional amount up to \$50,000 for the Lower Cache Creek Feasibility Study, CIP #09-15.

Adopted RESOLUTION NO. 7573, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENT #7 WITH MBK FOR ENGINEERING CONSULTING SERVICES.

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

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute Amendment #1 to the consultant services agreement with ICF for the Lower Cache Creek Feasibility Study for an additional amount up to \$53,900.

Adopted RESOLUTION NO. 7574, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENT #1 WITH ICF FOR ENGINEERING CONSULTING SERVICES.

16. SUBJECT: Housing Element and Comprehensive Zoning Code Project Contracts

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

1. adopt Resolution No. _____, to:

a) re-allocate \$83,000 of funding from the Local Early Action Planning (LEAP) Grant Project (CIP# 21-08) to the Zoning Ordinance and CEQA Project (CIP#07- 07) - Fund 325; and

b) authorize the City Manager to execute an Agreement with the State Department of Housing and Community Development for the LEAP Planning Grant Program funds; and

c) authorize the City Manager to execute contract amendment No.2 with Lisa Wise Consulting, Inc. (LWC) for Planning Services for the Comprehensive Zoning Code Update, for \$36,160; and

2) adopt Resolution No. _____, to:

a) appropriate \$20,000 of grant funding from the Sacramento Area Council of Governments (SACOG) Regional Early Action Planning grant program to the Local Early Action Planning (LEAP) Grant Project (CIP# 21-08)-Fund 325; and

c) authorize the City Manager to execute a contract with Lisa Wise Consulting, Inc. (LWC) in the amount of \$107,205 to prepare the 6th Cycle Housing Element.

Adopted RESOLUTION NO. 7575, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND RE-ALLOCATING \$83,000 IN FUNDS FROM THE LOCAL EARLY ACTION PLANNING (LEAP) PROJECT CIP# 21-08 TO THE ZONING ORDINANCE & CEQA PROJECT (CIP# 07-07) AND APPROVE THE SECOND AMENDMENT TO THE CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES FOR LISA WISE CONSULTANTS, INC. TO PREPARE A COMPREHENSIVE ZONING CODE UPDATE and RESOLUTION NO. 7576, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROPRIATE \$20,000 FROM THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS REGIONAL EARLY ACTION GRANT PROGRAM (REAP) TO CIP# 21-08 AND APPROVE THE PROFESSIONAL SERVICES CONTRACT WITH LISA WISE CONSULTANTS, INC. TO PREPARE THE 6TH CYCLE HOUSING ELEMENT UPDATE.

17. SUBJECT: Appropriation of CARES Act Community Development Block Grant Funds for Emergency Shelter Project (CIP 20-12)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

- 1) 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; and
- 2) Adopt Resolution No. _____, approving an appropriation of \$302,041 to the Homeless Housing Fund (331) and a project budget increase of the same amount to the Emergency Shelter Project (CIP 20-12) for the purchase of commercial modular trailers.

Adopted RESOLUTION NO. 7577, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE APPROPRIATION OF ADDITIONAL FUNDS FOR THE EMERGENCY SHELTER PROJECT, CIP #20-12.

18. SUBJECT: Memorandum of Understanding Agreement with the Friends of the Mission

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopts Resolution No. _____ authorizing the City Manager to execute a Memorandum of Understanding with the Friends of the Mission for the preparation of infrastructure necessary for the Permanent Supportive Housing (PSH) at East Beamer Way (EBW).

Adopted RESOLUTION NO. 7578, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A MEMORANDUM OF UNDERSTANDING CONCERNING INFRASTRUCTURE DESIGN WORK FOR EAST BEAMER WAY PERMANENT SUPPORTIVE HOUSING PROJECT.

19. SUBJECT: Project Specific Maintenance Agreement (PSMA) for the E. Main Street Improvement Project, CIP 13-05

RECOMMENDATION FOR ACTION: Staff recommends that the Council adopt Resolution No. _____, authorizing the City Manager to execute the Project Specific Maintenance Agreement (PSMA) with State of California Department of Transportation (Caltrans) for the E. Main Street Improvement project, CIP 13-05.

Adopted RESOLUTION NO. 7579, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A PROJECT SPECIFIC MAINTENANCE AGREEMENT WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION.

On a motion by Council Member Barajas, seconded by Council Member Rodriguez and carried unanimously on a 5-0 roll call vote, Council Members approved Consent Calendar Items No. 4 through 19.

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

J. PUBLIC HEARINGS

20. SUBJECT: Spring Lake Specific Plan, Beeghly Ranch Lot D and Lot G (PLNG 20-0001) – Request to approve two Tentative Subdivision Maps (TSM #5196 Lot D and #5197 Lot G), to allow Planned Development Overlay, a Conditional Use Permit, Site Plan and Design Review, and an Amended and Restated Development Agreement for two parcels of land located within the Spring Lake Specific Plan Area to develop 72 single-family lots; 62 on Lot D, and 10 on Lot G, consistent with the Medium Density General Plan land use designation and multi-family R-15 Spring Lake Specific Plan designation.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

1. Receive a staff report; 2. Conduct a Public Hearing; a) adopt Resolution No. _____, confirming the previously certified Turn of the Century EIR as the appropriate environmental review document in accordance with the California Environmental Quality Act; b) adopt Resolution No. _____, approving a Planned Development Overlay and Conditional Use Permit; c) adopt Resolution No. _____, approving Tentative Subdivision Maps #5196 and #5197 for Beeghly Ranch Lot D and Lot G; d) adopt Resolution No. _____, approving Site Plan and Architectural Design Review; and (e) introduce and waive the first reading of Ordinance No. approving the Development Agreement between the City of Woodland and TL Partners X, L.P to use and develop the Beeghly Ranch R-15 project areas located within the Spring Lake Specific Plan Area with Conditions of Approval.

Council Member Fernandez recused himself from this item. He left the Zoom meeting and logged back on after item had concluded.

On a motion by Mayor Lansburgh, seconded by Council Member Barajas and carried on a 4-0 roll call vote, Council Members adopted RESOLUTION NO. 7580, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND CONFIRMING CONSISTENCY WITH THE TURN OF THE CENTURY EIR; RESOLUTION NO. 7581, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A PLANNED DEVELOPMENT OVERLAY, AND CONDITIONAL USE PERMIT FOR THE BEEGHLY RANCH R-15 PROJECT LOT D AND LOT G; RESOLUTION NO. 7582, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVAL OF TENTATIVE SUBDIVISION MAP NOS. 5196 AND 5197 FOR THE BEEGHLY RANCH R-15 PROJECT IN SPRING LAKE, IN ACCORDANCE WITH THE CONDITIONS OF APPROVAL; RESOLUTION NO. 7583, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND FOR APPROVAL OF THE DESIGN REVIEW FOR THE BEEGHLY RANCH R-15 PROJECT LOT D AND LOT G PROPOSAL; and introduced and waived first reading of an ordinance approving the Development Agreement between the City of Woodland and TL Partners X, L.P. to use and develop the Beeghly Ranch R-15 project areas located within the Spring Lake Specific Plan Area with Conditions of Approval.

AYES: Barajas, Lansburgh, Rodriguez and Stallard

NOES: None

ABSTAIN: None

ABSENT: Fernandez

K. REPORTS OF THE CITY MANAGER

21. SUBJECT: California Statewide Communities Development Authority (CSCDA) JPA Community Improvement Authority

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving a Joint Exercise of Powers Agreement creating the CSCDA Community Improvement Authority, and authorizing certain other related actions.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Fernandez and carried unanimously on a 5-0 roll call vote, Council Members adopted RESOLUTION NO. 7584, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A JOINT EXERCISE OF POWERS AGREEMENT CREATING THE CSCDA COMMUNITY IMPROVEMENT AUTHORITY, AND AUTHORIZING CERTAIN OTHER RELATED ACTIONS.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

22. SUBJECT: Carry-Over of FY2019/20 to FY2020/21 Unencumbered Appropriations

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the carry-over of unencumbered appropriations from fiscal year 2019/20 to fiscal year 2020/21 totaling \$1,968,256.

On a motion by Council Member Fernandez, seconded by Council Member Barajas and carried unanimously on 5-0 roll call vote, Council Members adopted RESOLUTION NO. 7585, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENTS TO THE FISCAL YEAR 2020-2021 ANNUAL BUDGET.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

L. ADJOURN

Meeting adjourned at 8:19 PM.

Respectfully submitted,

Ana B. Gonzalez, City Clerk

D R A F T

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, October 20, 2020

6:00 PM

City Council

CITY COUNCIL - AMENDED AGENDA - New Items added - Consent Calendar #12 and #13

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

The meeting will be held via teleconference and Council members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. 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.

If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom City Council meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) Leave a voice mail message at (530) 661-5900, press Option 1. 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; 3) If you are watching the live stream and wish to make a comment on an item as it is being heard, you 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.

**Please click on link below to join the public comment portion of the meeting:
<https://zoom.us/j/99759026181>**

Or Phone: US: +16699006833,,99759026181# or +13462487799,,99759026181#

Or Telephone: Dial: US : +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Meeting ID: 997 5902 6181

CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION,
Significant exposure to litigation
Pursuant to Government Code Section 54956.9(b): One case

2. CONFERENCE WITH LABOR NEGOTIATORS,
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: City Manager, Human Resources
Manager and City Attorney
Employee Organization(s): Woodland Professional Firefighters' Association
and Fire Mid-Management Employees

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

C. CALL TO ORDER

Meeting called to order at 6:01PM.

D. ROLL CALL

All Council Members present via roll call vote.

Present: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

Absent: None

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Council Member Rodriguez. Council Member Rodriguez will be leaving early to serve our country.

F. COMMUNICATIONS - PUBLIC COMMENT

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

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

3. SUBJECT: Long Range Calendar

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

H. PRESENTATIONS

4. SUBJECT: Cache Creek Flood Capacity presentation of study conducted by the State of California Department of Water Resources.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation from the State of California Department of Water Resources on Cache Creek flood capacity.

Received a presentation from the State of California Department of Water Resources on Cache Creek flood capacity.

I. CONSENT CALENDAR

5. SUBJECT: Planning Commission Meeting Minutes of Planning Commission Meeting Minutes of September 17, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the minutes of the Planning Commission Meeting Minutes of September 17, 2020

Received the minutes of the Planning Commission Meeting Minutes of September 17, 2020.

6. SUBJECT: Amendment #1 to Agreement with the Yolo Food Bank to Supply Food for Individuals Sheltered through Project Roomkey

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute amendment #1 to the agreement with the Yolo Food Bank for food supply services to assist Woodland individuals sheltered through Project Roomkey and increase the compensation by \$42,600.

Adopted RESOLUTION NO. 7586, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENT #1 TO THE AGREEMENT WITH THE YOLO FOOD BANK TO SUPPLY FOOD FOR INDIVIDUALS SHELTERED THROUGH PROJECT ROOMKEY.

7. SUBJECT: Spring Lake Specific Plan, Beeghly Ranch Lot D and Lot G (PLNG 20-00001) - Second Reading and adopt Ordinance approving the Project Development Agreement between TL Partners X, LP, (Tim Lewis Consulting) and the City of Woodland

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct the second reading and adopt Ordinance No. _____, approving the project Development Agreement between TL Partners X, LP, (Tim Lewis Consulting) and the City of Woodland.

Council Member Fernandez recused himself from this item.

Mayor Lansburgh had a few questions for Mr. Aaron Ross-Swain regarding the corrections that the City asked for. Mr. Swain indicated that they worked with staff and presented a couple alternatives that require further refinement regarding Lot G - on-site parking and additional traffic calming measures in and around Lot G. City Planner Cindy Norris indicated that the items need to be reviewed with staff before they are finalized. Conditions have been written in such a way that it allows exploration of appropriate resolution to achieve desired intent and Cindy's recommendation is to move forward with second reading.

Adopted ORDINANCE NO. 1668, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA APPROVING AN AMENDED AND RESTATED DEVELOPMENT AGREEMENT BETWEEN THE CITY OF WOODLAND AND TL PARTNERS X, LP, TO USE AND DEVELOP THE BEEGHLY RANCH R-15 PROJECT SITE LOCATED WITHIN THE SPRING LAKE SPECIFIC PLAN AREA.

AYES: Barajas, Lansburgh, Rodriguez and Stallard

NOES: None

ABSTAIN: None

ABSENT: Fernandez

8. SUBJECT: Authorize the Purchase of Ultraviolet (UV) Lamps and Associated Parts for Effluent Disinfection Purposes at the Water Pollution Control Facility.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution NO. _____ authorizing the Purchase of UV lamps, wiper system components, sleeves and other system parts from DC Frost Associates, Inc. with an amount not-to-exceed \$300,000.

Adopted RESOLUTION NO. 7587, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING AND APPROVING THE PURCHASE OF ULTRA VIOLET LAMPS AND ASSOCIATED PARTS FROM DC FROST ASSOCIATES, INC., IN AN AMOUNT NOT-TO-EXCEED \$300,000.

9. SUBJECT: Authorize City Manager to Execute Railroad Agreements and Permits in support of the Gibson Road Bicycle/Pedestrian Mobility Project; CIP 20-01

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute railroad agreements and permits with Union Pacific Railroad (UPRR) and Genesee & Wyoming for wireline crossing improvements associated with the Gibson Road Bicycle/Pedestrian Mobility Project – East to West Street, CIP 20-01, for amounts not exceeding the City Manager's signature authority per the Purchasing Ordinance.

Adopted RESOLUTION NO. 7588, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO AUTHORIZE THE CITY MANAGER TO EXECUTE AGREEMENTS AND PERMITS WITH UNION PACIFIC RAILROAD AND GENESEE & WYOMING FOR THE GIBSON ROAD BICYCLE/PEDESTRIAN MOBILITY PROJECT – EAST TO WEST STREET, CIP 20-01.

10. SUBJECT: Authorization to Bid East Beamer Way Infrastructure for Housing

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ approving Plans and Specifications and authorizing Public Bid Advertisement for the East Beamer Way (EBW) Site Infrastructure Work for the Permanent Supportive Housing (PSH) Project CIP 19-22.

Adopted RESOLUTION NO. 7589, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE PUBLIC BID ADVERTISEMENT FOR THE SITE INFRASTRUCTURE WORK FOR THE EAST BEAMER WAY PERMANENT SUPPORTIVE HOUSING PROJECT.

11. 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.

Determined 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.

12. SUBJECT: Side Letter of Agreement with the Woodland Professional Firefighters' Association

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Side Letter of Agreement with the Woodland Professional Firefighters' Association.

Approved the Side Letter of Agreement with the Woodland Professional Firefighters' Association.

13. SUBJECT: Easement with Pacific Gas & Electric (PG&E) for the Emergency Shelter Project

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ approving the grant of a public utility easement to PG&E over a portion of the property located at 1901 E. Beamer St., to give PG&E the ability to extend gas and electrical service to the Emergency Shelter Project CIP 20-12, and authorize and direct the City Manager to execute an Easement Deed granting the easement to PG&E.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Barajas and carried on a 5-0 roll call vote Consent Calendar Item No. 5, 6 and 8 through 13 were approved. Council Member recused himself from Item No. 7.

Adopted RESOLUTION NO. 7590, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE GRANT OF AN EASEMENT WITH PACIFIC GAS & ELECTRIC (PG&E) TO PROVIDE GAS AND ELECTRIC SERVICE FOR THE EMERGENCY SHELTER PROJECT, CIP #20-12, AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE EASEMENT DEED.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

J. REPORTS OF THE CITY MANAGER

14. SUBJECT: Traffic Calming Program Update

RECOMENDATION FOR ACTION: Staff recommends that the City Council 1) receive an update on the City's Traffic Calming Program and 2) provide direction to staff to proceed with evaluation of two traffic calming projects.

Received an update on the City's Traffic Calming Program and provided direction to staff to proceed with evaluation of two traffic calming projects.

15. SUBJECT: Waste Management Smart Truck Program Presentation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an informational update from Kayla Rodriguez, Public Sector Manager for Waste Management of Woodland, regarding the Smart Truck program and the implementation of a residential-only pilot program on November 1, 2020

Council Member Rodriguez left the Council meeting at 7:18 PM.

This item was removed from the agenda. Will come back to Council at a later date.

16. SUBJECT: Council discussion regarding November 3, 2020 Council Meeting

RECOMMENDATION FOR ACTION: Staff recommends that the City Council discuss options for the November 3, 2020 Council meeting.

Council Members discussed options for the November 3, 2020 Council meeting. It was decided that the November 3rd Council meeting will be cancelled and a Special City Council meeting on Tuesday, November 10th.

K. ADJOURN

Meeting adjourned at 8:17PM in memory of Oscar Pacheco.

Respectfully submitted,

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: November 10, 2020
ITEM #: F.3
SUBJECT: Parks & Recreation Commission Meeting Minutes for September 28, 2020

Recommendation for Action: Staff recommends that the City Council receive the September 28, 2020 Parks & Recreation Commission Meeting Minutes.

Staff Contact:

Kris Bain, Community Services Program Manager, (530) 661-2002, krista.bain@cityofwoodland.org

Discussion:

The Parks & Recreation Commission held their last meeting on October 26, 2020. At this meeting the Parks & Recreation Commission approved the minutes from September 28, 2020.

Conclusion:

Staff recommends that the City Council receive the September 28, 2020 Parks & Recreation Commission Meeting Minutes.

Prepared by: Kris Bain, Community Services Program Manager

A handwritten signature in black ink, appearing to read "Ken Hiatt", is written over the printed name and title.

Ken Hiatt
City Manager

Attachments:

1. P & R Commission minutes 9282020

City of Woodland



Parks & Recreation Commission –

Monday, September 28, 2020

6:30 PM

- A. PLEASE NOTE:** The September 28, 2020 Parks & Recreation Commission will be conducted pursuant to the Governor's Executive Order N-29-20. The meeting will be held via teleconference and Commission members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the Parks & Recreation Commission meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings. If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom Commission meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) If you are watching the live stream and wish to make a comment on an item as it is being heard, you may submit an email to Krista Bain at krista.bain@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. <https://zoom.us/j/97037739346> Or Dial: +1 669 900 6833 Meeting ID: 970 3773 9346
- B. CALL TO ORDER**
Meeting called to order at 06:45 PM
- C. ROLL CALL**
Commission Members Present: Vice-Chairperson Rashid Ali, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder, Commissioner Magalean Martin
Absent: Chairperson Andrew Foraker
Excused:
- D. PLEDGE OF ALLEGIANCE**
- E. COMMUNICATIONS - PUBLIC COMMENT**
None
- F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS**
- G. PRESENTATION**
None
- H. BUSINESS ITEMS**

1. Recommend City Council Approval of the Filing of an Application for the Gracie Hiddleson Park Expansion Project

On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Commissioner Carla White-Snyder and carried unanimously, recommend City Council Approval of the Filing of an Application for the Gracie Hiddleson Park Expansion Project

Ayes: Vice-Chairperson Rashid Ali, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder, Commissioner Magalean Martin

Absent: Chairperson Andrew Foraker

Noes: None

I. COMMITTEE REPORTS

2. Standing Committee Report

- Facilities Committee
- Program & Department Evaluation
- Budget & Finance Committee
- Urban Forest Committee
- Volunteerism Committee

Verbal updates provided by Commission Members.

J. CONSENT CALENDAR

3. Commission Absence Requests

None

4. Approve Minutes for July 27, 2020

On a motion by Commissioner Carla White-Snyder, seconded by Commissioner Jon-Paul Valcarenghi and carried unanimously, Approve Minutes for July 27, 2020

Ayes: Vice-Chairperson Rashid Ali, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder, Commissioner Magalean Martin

Absent: Chairperson Andrew Foraker

Noes: None

K. OTHER BUSINESS

None

L. REPORT OF THE STAFF

5. Community Services Staff Report for September 28, 2020

Verbal updates provided by Staff.

M. NEXT MEETING

October 26, 2020

N. ADJOURN

Meeting adjourned at 7:23 PM on a motion by Commissioner Magalean Martin, seconded by Commissioner Carla White-Snyder and carried unanimously,

Ayes: Vice-Chairperson Rashid Ali, Commissioner Jon-Paul Valcarengi, Commissioner Carla White-Snyder, Commissioner Magalean Martin

Absent: Chairperson Andrew Foraker

Noes: None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: November 10, 2020
ITEM #: F.4
SUBJECT: Sustainability Committee Meeting Minutes for August and September 2020

Recommendation for Action: Staff recommends that the City Council receive minutes for the August and September 2020 meetings of the Sustainability Advisory Committee.

Staff Contact:

Ken Loman, Environmental Sustainability Manager, (530) 661-2060, ken.loman@cityofwoodland.org

Background:

City Council Resolution #7236 established the Sustainability Advisory Committee on March 5, 2019. The resolution charged the committee to hold regular, public meetings to:

- Provide comments, feedback, and recommendations to the City Council on sustainability policy and issues related to Climate Action Plan (CAP) implementation.
- Advise and assist staff on sustainability program design and implementation.
- Serve as a forum for public input and feedback on issues related to sustainability and CAP implementation.
- Assist staff in promoting community-wide CAP implementation.
- Such other duties as the Council may from time to time decide.

In compliance with the Brown Act, meeting agendas and minutes are publicly available on the City's Web site at <http://www.cityofwoodland.org/1115/Sustainability-Advisory-Committee>. Additionally, following the October 2020 meeting of the committee, staff will regularly transmit its minutes to Council. Items of greater urgency, or pertaining to matters already on their way to Council, will be transmitted separately or as part of the relevant staff report.

Discussion:

This staff report transmits minutes for the August and September 2020 meetings of the Sustainability Advisory Committee.

Two items of note are included with these minutes:

- The August 2020 meeting included a presentation by Kayla Rodrigues, Public Sector Manager for Waste Management of Woodland, regarding implementation of a residential "smart truck" pilot program. The minutes include the discussion following that presentation and comments from committee members.
- The September 2020 minutes include the committee's Year One Report for Council review.

Conclusion:

Staff recommends that the City Council receive minutes for the August and September 2020 meetings of the Sustainability Advisory Committee.

Prepared By: Ken Loman, Environmental Sustainability Manager

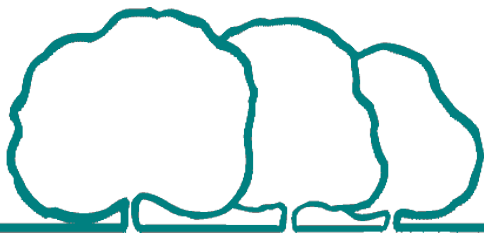
Reviewed By: Brent Meyer, Acting Community Development Director/ City Engineer



Ken Hiatt
City Manager

Attachments:

1. 2020 09-09 Minutes - Woodland Sustainability Advisory Committee
2. 2020 08-12 Minutes - Woodland Sustainability Advisory Committee



**SUSTAINABILITY ADVISORY COMMITTEE
SPECIAL MEETING
MEETING MINUTES – SEPTEMBER 9, 2020
VIA TELECONFERENCE**

1. Call to Order

Meeting called to order at 6:02 p.m.

2. Roll Call

Members Present: Mark Aulman, Rolf Frankenbach, Liza Grandia, Allison Martin, Catalina Munoz, Sara Schremmer, Raul Tadle, Robert Ullrey

Absent: None

Staff Present: Rosie Ledesma, Stephen Coyle, Christine Engel, Westley Schroeder, Jenna Moncrief, Michelle Blair-Medeiros

Special Guests: David Wilkinson, Ken Trott

3. Public comment

None.

4. Member reports

Aulman: Mark shared the email response from City Manager Ken Hiatt in regards to the resolution the committee passed in August, and ensured the committee that the City will continue to support sustainability programs and the committee's efforts towards meeting our Climate Action Plan goals. Mark also shared Ken Hiatt's response regarding procedures in submitting recommendations to City Council.

5. Staff reports

Rosie shared the recruitment process for applying to be on the committee. Will follow up with an email to the members. Rosie noted that the August minutes were not available due to staff absences. They will be on the October meeting agenda for approval. Rosie shared the City's clean-up event on September 19.

6. City of Woodland Urban Forestry Master Plan & Woodland Tree Foundation Presentations

Urban Forestry: Westley Schroeder and Michelle Blair-Medeiros presented on the City's Urban Forestry Master Plan. Their program is heavily focused on data collection and administration, which allows them to more efficiently schedule tree maintenance, report environmental benefits as it relates to the City's Climate Action Plan, and provide better community engagement and outreach on tree benefits and maintenance. This also helps to create and maintain better partnerships, such as with the Woodland Tree Foundation, Tree City USA, and CalFire Grant Programs.

**SUSTAINABILITY ADVISORY COMMITTEE
MEETING MINUTES – SEPTEMBER 9, 2020**

Woodland Tree Foundation: David Wilkinson, Ken Trott, and Rolf Frankenbach shared their presentation on the resources and outreach that the Woodland Tree Foundation provides, and the recent projects they have conducted. Since their start in 2000, they have planted over 5,400 trees, helping towards the City’s Climate Action Plan goals. One of their most recent projects was their oak study and mapping project, which identified and digitally mapped over 800 valley oak trees in Woodland. Through surveys conducted in 2019 and 2020, the results showed that valley oaks were favored over other trees, and that residents believe the City should do more to protect them. The Woodland Tree Foundation is looking for support from the committee to recommend to Council to consider the study findings and work towards strengthening the tree ordinance to protect such trees.

Members expressed interest in presenting a motion to support this idea; however, due to the agenda item being an informational item, no action was taken at this meeting. Will include this topic as an action item on the October meeting agenda.

7. Yolo County Sustainability Plan

Rosie shared the press release regarding the County’s solicitation for participation in developing a sustainability plan. The County will be hosting a workshop and online survey for input on sustainability planning and ideas. Discussed that it would be best to participate as individuals rather than as a group for the initial data gathering. Will email the direct links to the committee.

8. Work plan development sub-committee updates

1. Sustainability Policy and Climate Action Plan (CAP) Feedback to City Council:
Munoz (coordinator), Tadle, Ullrey
 - No update
2. Sustainability Program Design and Implementation Advisement and Assistance:
Aulman (coordinator), Tadle, Ullrey
 - Sub-committee will meet next week
3. Public Input and Feedback on Sustainability and CAP Implementation Issues & Community-Wide CAP Implementation Assistance:
Grandia (coordinator), Aulman, Munoz
 - Liza shared that they met with Cool Davis and that they created a list of outreach outlets

9. Review and discuss Sustainability Advisory Committee year one report

Committee reviewed and discussed draft report. No changes made.

On a motion by Aulman, seconded by Ullrey, and carried unanimously on an 8-0 vote, committee members approved the year one report for Council review.

Ayes: Aulman, Frankenbach, Grandia, Martin, Munoz, Schremmer, Tadle, and Ullrey

Noes: None

10. Select chair and vice chair

On a motion by Ullrey, seconded by Grandia, and carried unanimously on an 8-0 vote, committee members nominated Aulman as chair of the committee. Aulman accepted.

**SUSTAINABILITY ADVISORY COMMITTEE
MEETING MINUTES – SEPTEMBER 9, 2020**

Ayes: Aulman, Frankenbach, Grandia, Martin, Munoz, Schremmer, Tadle, and Ullrey

Noes: None

On a motion by Grandia, seconded by Aulman, and carried unanimously on an 8-0 vote, committee members nominated Munoz as vice chair of the committee. Munoz accepted.

Ayes: Aulman, Frankenbach, Grandia, Martin, Munoz, Schremmer, Tadle, and Ullrey

Noes: None

11. Discuss long-range calendar

Ullrey suggested holding a strategic planning workshop/retreat in January or sooner, separate from the regular meetings, to discuss goals for next year and discuss working with staff and City Council on committee recommendations.

12. Adjourn

Meeting adjourned at 7:53 p.m.

City of Woodland Sustainability Advisory Committee Year One Report

Prepared by C. Casey, chair July 11, 2020

Committee role and mission

The Committee was created by the City Council at its March 5, 2019 meeting. The stated purpose of the Sustainability Advisory Committee was to help the City achieve state mandated conservation goals and the goals of the City's CAP and provide recommendations to the City Council regarding sustainability policy. The full text of the Council charge is in Appendix I.

The CAP is the City's Climate Action Plan, which may be accessed [here](#).

The Committee was tasked with four functions to fulfill this purpose:

1. Provide comments, feedback, and recommendations to the City Council on sustainability policy and issues related to CAP implementation.
2. Advise and assist staff on sustainability program design and implementation.
3. Serve as a forum for public input and feedback on issue related to sustainability and CAP implementation.
4. Assist staff in promoting community-wide CAP implementation.

Committee work to date

The Committee has devoted most of our meetings to date towards developing a work plan based on the four functions assigned by the City Council. A draft of the work plan is in Appendix II. The committee created four ad hoc subcommittees at our December meeting, with each subcommittee tasked with developing a draft work plan for one of the functions.

In addition to subcommittee work, the Committee has covered other relevant items:

1. Held a Sustainability Study Session with the Woodland City Council.
2. Discussed and provided feedback on enhancements to the City's online waste and recycling collection calendar and disposal information, which can be found [here](#).
3. Discussed and provided feedback on Waste Management's roll out of Smart Truck technology and associated fees to deter improper use of green waste, recycling, and waste street collection bins.
4. Discussed and provided support for a letter to be sent by the Woodland City Council to the State legislature in support of SB54 and AB1080 if these bills are reactivated.
5. Discussed and prepared an Earth Day 2020 proclamation for City Council approval.
6. Received information about the City's 2020 Clean Air Funds grant application.
7. Received and discussed the work and deliverables of CivicSpark Fellow Jianelli Morones
 - a. Development of online tools and information on City progress towards Climate Action Plan implementation
 - b. Development of a foundation for a public outreach plan in the area of sustainability

Appendix I

Sustainability Advisory Committee Charge from Woodland City Council

RESOLUTION NO. 7236

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND CREATING THE SUSTAINABILITY ADVISORY COMMITTEE

WHEREAS, the City of Woodland is actively engaged regarding the issues of sustainability and climate change and seeks to establish itself as a leader in sustainability practices attuned to reducing greenhouse gas (GHG) emissions and increasing resiliency to the effects of climate change; and

WHEREAS, the City of Woodland's General Plan 2035 advocates responsible growth while seeking to conserve energy, water and other resources; reduce GHG emissions; promote infill, green and net-zero energy development; and build community resiliency to the effects of climate change; and

WHEREAS, the City of Woodland's 2035 Climate Action Plan (CAP) provides a community-based policy framework to address community-wide GHG emissions sources and, to be effective, CAP implementation requires a high level of public engagement; and

WHEREAS, the City Council Priority Goals highlight sustainability through fostering "a sustainable community for the next generation and (protecting and improving) the quality of the natural environment and human well-being through stewardship of land, water, air and energy resources and by providing all residents with opportunities to live active and healthy lifestyles;" and

WHEREAS, the City Council wishes to support the goals of the City's CAP, elevate the profile of sustainability community-wide, and expand public engagement around the City's sustainability efforts and CAP implementation; and

WHEREAS, the City Council wishes to establish a community advisory committee to assist the City Council and staff with the evaluation of sustainability policy, program design and implementation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland hereby creates the Sustainability Advisory Committee, as follows:

1. Purpose: The purpose of the Sustainability Advisory Committee is to help the City to achieve state mandated conservation goals and the goals of the City's CAP and provide recommendations to the City Council regarding sustainability policy.

2. Membership: The Sustainability Advisory Committee shall consist of at least five? but no more than nine? members to be appointed by the City Council. Staff shall recommend for appointment interested community members who represent a mix of backgrounds or expertise in areas related to CAP goals and sustainability efforts in Woodland, and knowledge of the community. Members of the committee shall serve at the pleasure of the City Council and may be removed from the committee by a majority vote of the City Council.

* 3. Term of Membership: Members of the committee shall serve for a term of four (4) years.

4. Vacancies: Vacancies on the Sustainability Advisory Committee shall be filled for the unexpired term in the same manner in which regular appointments are otherwise made.

5. Officers: The Sustainability Advisory Committee shall nominate a Chairperson, who shall call the meetings to order, serve as the presiding officer of the committee's meetings, and perform such other duties as may from time to time be prescribed by the committee. The Chairperson shall serve in that position at the pleasure of the City Council.

If it so desires, the committee may appoint a Vice Chairperson who shall have all of the powers and duties of the Chairperson in the event the Chairperson is absent or unable to act.

The committee may create and appoint members to subcommittees.

6. Meetings: The Sustainability Advisory Committee shall establish a regular time and place of meeting and shall hold regular meetings. Special meetings of the committee may be called by the Chairperson, or by a quorum of the committee. All meetings shall comply with the Ralph M. Brown Act.

7. Quorum: A quorum of the committee shall consist of a majority of the committee members appointed.

8. Functions of the Committee: The Sustainability Advisory Committee shall have the responsibilities as provided in this section and such other duties as the City Council may from time to time decide:

- A. Provide comments, feedback, and recommendations to the City Council on sustainability policy and issues related to CAP implementation.
- B. Advise and assist staff on sustainability program design and implementation.
- C. Serve as a forum for public input and feedback on issues related to sustainability and CAP implementation.
- D. Assist staff in promoting community-wide CAP implementation.

PASSED AND ADOPTED by the City Council this 5th day of March, 2019, by the following vote:

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



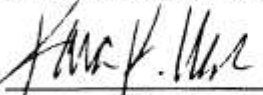
Xóchitl Rodríguez, Mayor

ATTEST:



Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:



Kara K. Ueda, City Attorney

Appendix II

Sustainability Advisory Committee Work Plan – Discussion Draft

Prepared by Reyna Piñon, City of Woodland, January 8, 2020

Committee Charge Item #1: Sustainability Policy and CAP Implementation Feedback

Provide comments, feedback, and recommendations to the City Council on sustainability policy and issues related to CAP implementation.

POTENTIAL GOALS:

- ☐ **Communication:** Develop and improve a communication network between the Committee and City Council
- ☐ **Council Sustainability Focus:** Ensure that sustainability remains a key issue for City Council
- ☐ **Sustainability Aspect of Policies and Procedures:** Ensure that sustainability is included as a component of all City policies and procedures

POTENTIAL SUPPORTING TASKS:

Communication
• Provide quarterly updates to City Council on Committee activities • Receive notice from City staff regarding pending City Council discussion on issues pertaining to sustainability policy and CAP implementation • Develop system for delivery of regular communications to the City Council
Council Sustainability Focus
• Designate committee member(s) to review City Council and City commission agendas and notify the committee regarding items of interest should they wish to comment as individuals
Sustainability Aspect of Policies and Procedures
• Research sustainability policies of comparable cities and make recommendations to City Council regarding best practices and policies consistent with the CAP • Assist in the development of sustainability policies and best practices that, at the very minimum, meet the standards and support the goals of the CAP • Develop a streamlined evaluation process examining how existing and proposed policies and projects demonstrate consistency with the CAP and issues related to adaptation and resilience in a quickly-changing climate. • Evaluate policies such as an electric vehicle charging policies, green fleet policies, transit policies, carbon neutrality policies, reach codes, etc. • Research model ordinances from other jurisdictions addressing urban heat island effects (cool roofs, cool pavement, green roofs, etc.)

Committee Charge Item #2: Sustainability Program Design and Implementation

Advise and assist staff on sustainability program design and implementation.

POTENTIAL GOALS:

- ☐ **Communication:** Create a communication system between the Committee and staff regarding ongoing and planned sustainability programs and activities
- ☐ **Program Development:** Create a process by which the Committee can assist in the development of programs to support CAP implementation
- ☐ **Program Development:** Building on research into best practices and community participation, contribute innovative ideas to City staff for projects and help advocate for resources to achieve those projects to support CAP implementation. When possible, favor projects that can make a difference in two or more categories.
- ☐ **Adaptation Strategies:** Integrate adaptation strategies into the City's planning, investing, and decision making, and community engagement processes

POTENTIAL SUPPORTING TASKS:

Communication
• Receive regular updates from staff regarding potential projects, programs, and ideas
Program Development
• Create sub-committees tasked with evaluating programs and culminating ideas • Identify funding and resource gaps for potential programs and projects that support the CAP • Provide recommendations for program implementation that make optimal use of funding • Explore program and project concepts such as promoting electrification in transportation and the built environment, maximizing renewable/carbon-free electricity available through Valley Clean Energy, incentives for replacing gas-powered landscaping equipment with electric equipment, promoting reduced single-occupancy motor vehicle trips, etc. • Seek state resources through grant opportunities and/or lobbying for new legislation • Identify locations for electric vehicle charging stations and apply for grant funds • Provide feedback on updates to the City's Bicycle Transportation Plan and support opportunities for improving the safety and availability of bicycle lanes • Assist in the development of projects and programs to improve solid waste reduction • Keep informed of pending legislation regarding solid waste reduction and provide feedback in support or opposition of relevant legislative bills and regulations • Support sustainability initiatives such as water-wise landscape conversion projects and the improvement of public transit service between Woodland and UC Davis • Support policies and projects related to minimizing and eliminating applications of and building materials containing environmental toxins indoors and outdoors • Identify opportunities for increased tree planting and community gardens • Develop a program to encourage residents and businesses to reduce VOC emissions • Create a nonprofit organization that can connect community residents, organizations, and coalitions with a common goal of adaptation. • Partner with existing organizations such as the Bike Campaign and the Woodland Tree Foundation to support CAP implementation

• Assist in the reduction of the reliance on fossil fuels
Adaptation Strategies
• Partner with the Capital Region Climate Readiness Collaborative and other jurisdictions to build resilience in the community and support the City's strategic initiatives • Partner with local community-based organizations to develop and launch a community resilience center program to connect residents with disaster preparedness and climate action services. • Develop a collective governance for decision-making to increase climate change resilience

Committee Charge Item #3: Forum for Public Input and Feedback on Sustainability and CAP Implementation

Serve as a forum for public input and feedback on issues related to sustainability and CAP implementation.

POTENTIAL GOALS:

- ☐ **Community Engagement:** Initiate, organize, and sustain community engagement through community involvement and seeking community input
- ☐ **Public Forums:** Organize and host public forums and meetings at which residents and businesses can discuss ideas and concerns related to sustainability and the Climate Action Plan
- ☐ **Follow-Up:** Demonstrate that public input and feedback has been heard, considered, and if appropriate, acted upon
- ☐ **Community Feedback Mechanisms:** Develop equity-based mechanisms for continuous feedback from the community

POTENTIAL SUPPORTING TASKS:

Community Engagement:
• Gather input from residents and businesses regarding ongoing and potential programs and projects • Communicate with various interest groups about participation in programs and projects • Designate a sub-committee in charge of outreach to gather ideas and input from the community • Develop mechanisms to gather community feedback on the Climate Action Plan and evolving ideas for the most effective and timely implementation strategies
Public Forums:
• Organize and hold public forms and meetings related to specific or overall themes
Follow-Up:
• Include community input in communications and updates to City Council
Community Feedback Mechanisms:
• Meet with community leaders and groups over the next year to develop understanding of community needs in alignment with CAP and resiliency

Committee Charge Item #4: Community-Wide CAP Implementation

Assist staff in promoting community-wide CAP implementation.

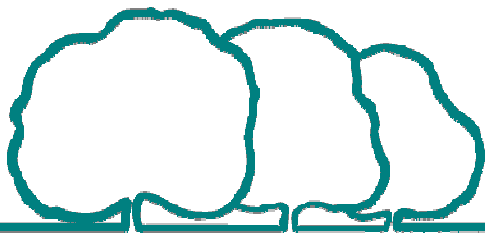
POTENTIAL GOALS:

- **Implementation Planning:** Propose, develop, and organize events, projects, activities, and community outreach materials to foster public awareness and engagement in CAP implementation, sustainability, and resilience throughout the community
- **Community Engagement:** Engage residents and businesses in CAP implementation in a manner that welcomes and encourages public involvement and participation
- **Progress Checks:** Analyze gaps, establish performance metrics, and track and report progress on CAP implementation
- **Supporting Groups:** Identify groups to support public outreach efforts, such as City Council, Chamber of Commerce, environmental groups, the Woodland Joint Unified School District, etc.
- **Audience Groups:** Identify audiences for public engagement throughout the community
- **Outreach Materials:** Create outreach materials and presentations to support the development of programs and projects for CAP implementation and generate public awareness

POTENTIAL SUPPORTING TASKS:

Implementation Planning:
• Develop a systematic and sustained communication and education program around the concept of resilience and develop an outreach and in-reach program to inform and gather information from the community • Establish systems for creating networks of individuals, groups, and interest groups to streamline communication regarding the same topics and issues • Coordinate and learn from nearby cities and counties on collaborative efforts to support CAP implementation • Research and advise on CAP Community Suggestions (Appendix A of the CAP) • Initiate a visioning process to establish a supported and integrated vision for climate adaptation • Develop a multi-year plan to engage 60% of residents to participate in climate action and adaptation community programs • Build on and/or launch pilot projects with concrete recommendations on how residents and businesses can support CAP goals
Community Engagement:
• Organize and hold public forums and meetings related to specific or overall themes • Organize and hold an event inviting leaders from across Woodland's business, non-profit, and civic communities to educate, inspire, and drive action • Organize and hold a community event such as a sustainability fair for the public to increase awareness and motivate behavior changes • Conduct presentations at community meetings and events • Host information/outreach booths at community events

• Leverage the 50th anniversary of Earth Day to launch a public awareness campaign around the CAP involving community groups, residents, and businesses. • Develop and promote “eco-home” tours to demonstrate sustainability actions that can be taken at home • Organize an “eco-car” show to promote alternative fuel vehicles and alternative modes of transportation • Organize sponsorship of eco-friendly prizes at prominent community events in support and promotion of CAP implementation
Progress Checks:
• Consider areas where CAP revisions and enhancements may be appropriate
Supporting Groups:
• Communicate with various interest groups about participation in programs and projects • Recruit and organize environmental professionals in the Woodland and nearby communities to update and involve them in sustainability actions and create opportunities for collaboration • Meet with local media, such as the Daily Democrat, to develop a plan for publicizing CAP programs and projects • Partner with the Alliance of Regional Collaboratives for Climate Adaptation to help increase local capacity for building resilience • Organize meeting spaces and opportunities where community groups can hold dinners and meetings around climate and sustainability issues
Audience Groups:
• Work with the City’s CivicSpark Fellow to identify audience groups throughout the community through the development of the Committee’s outreach plan
Outreach Materials:
• Establish a public domain such as a website publicizing ongoing work • Develop a social media strategy and coordinate with community members to help promote positive environmental messages



City of Woodland

**SUSTAINABILITY ADVISORY COMMITTEE
SPECIAL MEETING
MEETING MINUTES – AUGUST 12, 2020
VIA TELECONFERENCE**

1. Call to Order

Meeting called to order at 6:00 p.m.

2. Roll Call

Present: Mark Aulman, Christine Casey, Rolf Frankenbach, Liza Grandia, Allison Martin, Catalina Munoz, Sara Schremmer, Raul Tadle, Robert Ullrey

Absent: None

Staff Present: Ken Loman

3. Public comment

None.

4. Member reports

Aulman: Mark noted that at a meeting of the City Council in February, Liza and he addressed the Council on an item regarding athletic turf replacement at the Sports Park about the necessity of reviewing what chemicals are in such products and suggested the matter be referred to the SAC for review. At the July 21st City Council meeting Councilmember Xochi Rodriguez asked that input from the SAC be included in materials for similar items in the future. Mark expressed concern that there needs to be a mechanism in place for such referrals.

Frankenbach: Rolf informed the committee that the Woodland Tree Foundation recently completed a survey of Valley Oaks within the City.

Grandia: Liza spoke about the importance of representation of environmental issues on the Woodland School Board. She also reminded the committee of the upcoming League of Women Voters (LWV) forum for local office candidates. The LWV is soliciting questions for the candidates and Liza hoped that committee members would submit questions pertaining to sustainability.

Ullrey: Robert expressed agreement with Mark's concern regarding the need for opportunities for the committee to provide input into appropriate Council decisions.

5. Staff reports

Ken Loman acknowledged the importance of creating and maintaining channels for Committee input to City staff, but expressed concern that routing communications through staff could slow some communication. He noted that Committee minutes will now go to the City Council monthly. Raul Tadle asked if the Committee would have the opportunity to review the minutes before they went to City Council. Mark Aulman stated that this

**SUSTAINABILITY ADVISORY COMMITTEE
MEETING MINUTES – AUGUST 12, 2020**

review should be expedited so that the minutes were still timely when Council received them.

Ken also shared that he is working to finish reviews of both the Climate Action Plan Story Map and the Outreach Framework to be able to pass them along to the committee. The Outreach Framework in particular needs additional work to incorporate feedback from the Outreach Subcommittee on an overview of the framework presented to the subcommittee by CivicSpark Fellow Jianelli Morones.

6. Approve minutes for July 8, 2020

On a motion by Mark Aulman, seconded by Raul Tadle, and carried unanimously on a 9-0 vote, committee members approved the minutes for the July 8, 2020 meeting.

Ayes: Aulman, Casey, Frankenbach, Grandia, Martin, Munoz, Schremmer, Tadle, and Ullrey

Noes: None

7. Work plan development subcommittee updates

1. Work Plan Development for Sustainability Policy and Climate Action Plan (CAP) Implementation Feedback to City Council: Munoz (coordinator), Tadle, Ullrey

The subcommittee has not met since the last committee meeting.

2. Work Plan Development for Sustainability Program Design and Implementation Advisement and Assistance: Aulman (coordinator), Tadle, Ullrey

The subcommittee has been discussing ways to identify accidental climate and sustainability benefits stemming from the COVID-19 lockdown and how to sustain those past the pandemic. Subcommittee members have also spoken with Ken Loman about ways to include staff in subcommittee meetings and conversations to better understand City programs and resources. Ken will set up a zoom call with the subcommittee.

3. Work Plan Development for Public Input and Feedback on Sustainability and CAP Implementation Issues & Community-Wide CAP Implementation Assistance: Grandia (coordinator), Aulman, Munoz

The subcommittee recommended the committee combine subcommittees 3 and 4, and also discussed exploring ways to increase interactivity regarding the City's online presence, such as through social media.

8. Review and discuss Sustainability Advisory Committee year one report

The Chair indicated that she had created a draft year one report but had inadvertently neglected to send it out in time for the meeting and would include it in the next meeting.

9. Discuss Waste Management Smart Truck program for residential customers

Waste Management (WM) staff gave a presentation on the upcoming implementation of a residential pilot program using Smart Truck technology to identify overfilled and contaminated recycling and trash containers, and answered questions pertaining to the program. WM indicated that they plan to begin the pilot program on November 1, 2020 that would use the Smart Truck technology to generate letters to educate residents;

**SUSTAINABILITY ADVISORY COMMITTEE
MEETING MINUTES – AUGUST 12, 2020**

informing them if their containers are identified, what the problem is, what they can do to resolve recurring problems, and that overfilled and contaminated containers may be subject to a surcharge. Such surcharges would begin to be applied to residential accounts beginning on January 1, 2021.

Several Committee members expressed concern that WM's approach of charging fees to solve the problem seemed overly punitive and raised the idea of an appeal to civic responsibility and a program that rewarded correct bin usage. Waste Management staff stated that their experience has been that programs that reinforce appropriate behavior lose effectiveness over time.

Specific comments from committee members included (in the order of speaking):

Tadle: Raul stated that the auditing process used to assess contamination should be double-blind so that two auditors working independently should both find contamination before a fine is assessed. Waste Management staff indicated that they would look into auditing to determine if this is already being done, and that they would report this back to the Committee.

Martin: Allison asked if the education process would extend past the 60 day pilot phase of the program. WM staff replied that their goal is to eventually have educational labels on all containers, and that they would look into the possibility of including similar flyers with the notice letters.

Grandia: Liza expressed deep reservations about the punitive approach and that what's missing seems to be civic spirit, such as messaging to highlight that one bad cart can ruin a whole load and we all have to do our part.

Aulman: Mark said he had dropped material off at City Hall for staff related to a campaign he worked on in Santa Clara County some time ago that focused on positive messaging and reinforcement of desired behaviors.

Frankenbach: Rolf asked about geo-coding and the risk of carts being misidentified. WM staff replied that their goal is to have address labels on all carts, and that any cart without one will not be audited.

Munoz: Catalina asked about the timeframe to dispute charges and if WM would return to the committee after the pilot program and share the data they collect with the committee. WM staff replied that there is no specific time frame or limit on disputes and that they will be happy to return and share data after the pilot.

Ullrey: Robert shares Liza's concerns and stated that he understands about contamination, but is concerned about recycle carts because there is a lot of confusion and many people don't know what to do, so he would like a longer roll-out for contamination surcharges.

Casey: Christine stated that she felt 60 days isn't nearly long enough for the pilot/roll-out phase and that the program needs positive messaging and behavior reinforcement.

10. Discuss long-range calendar

The focus of the September meeting will be a presentation on the City's Urban Forest Master Plan and tree ordinance updates. Election of committee officers and discussion of the year one report were added to that meeting. Extending an invitation to Cool Davis staff to meet with committee and the return of WM with post pilot data were added to the list of unscheduled items for future meetings.

**SUSTAINABILITY ADVISORY COMMITTEE
MEETING MINUTES – AUGUST 12, 2020**

11. Consider proposed resolution related to exploration of alternatives to potential elimination of City staff positions

[This item was moved to the end of the meeting at the request of Ken Loman, who recused himself from it and left the meeting at this point]

In light of upcoming budget cuts, Mark Aulman prepared a statement supporting retention of City staff positions and function pertaining to environmental sustainability. The Committee discussed whether to send this statement to City Council for consideration. A change to the statement was proposed by Liza Grandia followed by a brief discussion. A motion to present the amended statement to City Council passed unanimously.

12. Adjourn

Meeting adjourned at 8:37 p.m.

A Resolution of the City of Woodland Sustainability Advisory Committee

August 12, 2020

WHEREAS, the City of Woodland is actively engaged regarding the issues of sustainability and climate change and seeks to establish itself as a leader in sustainability practices attuned to reducing greenhouse gas (GHG) emissions and increasing resiliency to the effects of climate change; and

WHEREAS, the City of Woodland's 2035 Climate Action Plan (CAP) provides a community-based policy framework to address community-wide GHG emission sources and, to be effective, Climate Action Plan implementation requires a high level of public engagement; and

WHEREAS, the City of Woodland Sustainability Advisory Committee has been chartered by the City Council to foster such community engagement; and

WHEREAS, the City of Woodland Sustainability Advisory Committee recognizes the adverse impacts of budgetary constraints on the City of Woodland; and

WHEREAS, elimination of certain city staff positions have been suggested as one means of potentially addressing these budgetary constraints; and

WHEREAS, these aforementioned City staff positions include the positions of Environmental Sustainability Manager and Deputy Director of Community Development, which are essential to the successful attainment of the City's sustainability goals and the implementation of the Climate Action Plan;

NOW, THEREFORE, BE IT RESOLVED that the City of Woodland Sustainability Advisory Committee strongly urges the City Council not to eliminate the positions of Environmental Sustainability Manager, Deputy Director of Community Development, and any and all other staff positions essential to the function of this Committee and to the attainment of Woodland's Climate Action Plan goals.

Ayes: 7

Noes: 0

Signed



Mark Aulman
Vice Chair



TO: THE HONORABLE MAYOR AND CITY COUNCIL

AGENDA: Special City Council Meeting

DATE: November 10, 2020

ITEM #: F.5

SUBJECT: Recognize the Month of November as Native American Heritage Month

Recommendation for Action: Staff recommends that the City Council adopt a Proclamation recognizing the month of November as Native American Heritage Month.

The Woodland City Council is being asked, by the Yocha Dehe Wintun Nation, to consider a proclamation recognizing and observing Native American Heritage Month in November by encouraging its public institutions and organizations to recognize Native American Heritage Month.

By acknowledging Native American Heritage Month, the City of Woodland will commit itself to promote the health, safety, and well-being of Woodland's indigenous and Native American populations.

A handwritten signature in black ink, appearing to read "Ken Hiatt", is written over the printed name and title.

Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: November 10, 2020
ITEM #: F.6
SUBJECT: Revised Quarterly Salary Schedule effective October 1, 2020

Recommendation for Action: Staff recommends that the City Council approve the revised Salary Schedule effective October 1, 2020.

Staff Contact:

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

Fiscal Impact:

The action to approve the revisions to the salary schedule has a direct fiscal impact on the Fiscal Year 2020/21 budget. The Woodland Professional Firefighters Association (WPFA) has agreed to rescind their 3% COLA that was negotiated into their Memorandum of Understanding (MOU) effective July 1, 2020.

Background:

The California Public Employees' Retirement System (CalPERS) now requires that the City Council adopt and approve the salary schedule on a quarterly basis. This staff report serves to meet the CalPERS requirement for the revised salary schedule effective October 1, 2020

Discussion:

To help address budget shortfalls as a result of the pandemic, the City has been working with its labor groups to reach agreement on concessions. The Woodland Professional Firefighters Association (WPFA) agreed to suspend the 3% COLA that was received on July 1, 2020 under its current contract effective October 1, 2020. The revised Salary Schedule reflects this adjustment. This adjustment will be in effect until June 30, 2021.

Conclusion:

Staff recommends that the City Council approve the revised Salary Schedule effective October 1, 2020.

Prepared by: Sheila McShane, Human Resources Manager

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

Ken Hiatt
City Manager

Attachments:

1. 10-01-20 salary schedule REVISED

CITY OF WOODLAND - SALARY SCHEDULE
Effective October 1, 2020 Revised
REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Accountant I *	116	MM	\$4,738.52	\$4,975.44	\$5,224.21	\$5,485.42	\$5,759.69	\$6,047.68		
Accountant II *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Accounting Technician	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		
Administrative Clerk I	28	GS	\$2,791.72	\$2,931.30	\$3,077.87	\$3,231.77	\$3,393.35	\$3,563.02		
Administrative Clerk II	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Administrative Clerk III	36	GS	\$3,401.44	\$3,571.51	\$3,750.10	\$3,937.61	\$4,134.49	\$4,341.22		
Administrative Secretary	42	GS	\$3,944.63	\$4,141.86	\$4,348.95	\$4,566.40	\$4,794.71	\$5,034.45		
Administrative Supervisor	47	GS	\$4,462.99	\$4,686.13	\$4,920.44	\$5,166.46	\$5,424.79	\$5,696.03		
Aquatics Coordinator	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Aquatics Supervisor	48	GS	\$4,574.55	\$4,803.28	\$5,043.45	\$5,295.63	\$5,560.40	\$5,838.42		
Assist City Manager/Comm & Econ Dev Dir *	Contract		\$12,463.47				\$16,001.30			
Assistant Engineer *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,552.71		
Assistant Planner *	118	MM	\$4,978.39	\$5,227.32	\$5,488.68	\$5,763.12	\$6,051.27	\$6,353.83		
Associate Civil Engineer *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,758.84		
Associate Engineer *	127	MM	\$6,217.34	\$6,528.21	\$6,854.61	\$7,197.35	\$7,557.22	\$7,935.08		
Associate Planner *	124	MM	\$5,773.42	\$6,062.09	\$6,365.19	\$6,683.45	\$7,017.63	\$7,368.51		
Building Inspection Services Manager *	132	MM	\$7,034.34	\$7,386.07	\$7,755.36	\$8,143.13	\$8,550.29	\$8,977.81		
Building Inspector I	49	GS	\$4,688.92	\$4,923.37	\$5,169.53	\$5,428.02	\$5,699.41	\$5,984.38		
Building Inspector II	53	GS	\$5,175.69	\$5,434.48	\$5,706.20	\$5,991.51	\$6,291.09	\$6,605.64		
Chief Building Official *	140	MM	\$8,570.67	\$8,999.20	\$9,449.16	\$9,921.62	\$10,417.70	\$10,938.59		
Chief Collection Systems Operator *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Chief Plant Operator *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Chief Project Engineer *	145	MM	\$9,696.93	\$10,181.76	\$10,690.87	\$11,225.41	\$11,786.67	\$12,376.00		
Chief Water Systems Operator *	132	MM	\$7,034.34	\$7,386.07	\$7,755.36	\$8,143.13	\$8,550.29	\$8,977.81		
Children's Librarian II *	118	MM	\$4,978.39	\$5,227.31	\$5,488.68	\$5,763.13	\$6,051.27	\$6,353.84		
City Clerk *	Contract		\$7,630.73				\$10,598.24			
City Engineer *	145	MM	\$9,696.93	\$10,181.77	\$10,690.87	\$11,225.40	\$11,786.67	\$12,376.00		
City Manager *	Contract						\$21,000.00			
Code Compliance Officer I	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Code Compliance Officer II	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Community Development Clerk I	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Community Development Clerk II	37	GS	\$3,486.48	\$3,660.80	\$3,843.84	\$4,036.04	\$4,237.83	\$4,449.72		
Community Development Director *	Contract		\$9,529.20				\$13,810.44			
Community Development Technician I	42	GS	\$3,944.63	\$4,141.86	\$4,348.95	\$4,566.40	\$4,794.71	\$5,034.45		
Community Development Technician II	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Community Risk Reduction Specialist I	Base	F	\$4,574.64	\$4,803.37	\$5,043.75	\$5,295.94	\$5,560.72			
Community Risk Reduction Specialist II	Base	F	\$4,919.24	\$5,165.22	\$5,423.48	\$5,694.65	\$5,979.39			
Community Risk Reduction Specialist Senior	Base	F	\$5,288.18	\$5,552.61	\$5,830.24	\$6,121.75	\$6,427.85			
Community Services Director	Contract		\$9,449.55				\$12,095.70			
Community Services Officer *	Base	P	\$3,998.46	\$4,198.38	\$4,408.29	\$4,628.72	\$4,860.16	\$5,103.17		
Community Services Program Manager *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,552.71		
Conservation Coordinator	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Construction Project Manager *	129	MM	\$6,532.09	\$6,858.69	\$7,201.62	\$7,561.71	\$7,939.80	\$8,336.79		
Crime Prevention Specialist *	Base	P	\$3,998.46	\$4,198.38	\$4,408.29	\$4,628.72	\$4,860.16	\$5,103.17		
Deputy Director of Community Development *	Contract		\$9,927.40				\$12,727.43			
Deputy Fire Chief	Flat	FM	\$10,778.28	\$11,317.20	\$11,883.06	\$12,477.21	\$13,207.68			
Economic Development Manager *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,909.82		
Electrical / Signs & Markings Supervisor	67	GS	\$7,313.12	\$7,678.78	\$8,062.71	\$8,465.85	\$8,889.14	\$9,333.60		
Electrician's Assistant	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Engineering Aide I	33	GS	\$3,158.58	\$3,316.50	\$3,482.33	\$3,656.44	\$3,839.26	\$4,031.22		
Engineering Aide II	37	GS	\$3,486.48	\$3,660.80	\$3,843.84	\$4,036.04	\$4,237.83	\$4,449.72		
Engineering Assistant	56	GS	\$5,573.66	\$5,852.34	\$6,144.96	\$6,452.20	\$6,774.81	\$7,113.55		

CITY OF WOODLAND - SALARY SCHEDULE
Effective October 1, 2020 Revised
REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Engineering Technician I	44	GS	\$4,144.32	\$4,351.54	\$4,569.12	\$4,797.58	\$5,037.46	\$5,289.33		
Engineering Technician II	48	GS	\$4,574.55	\$4,803.28	\$5,043.45	\$5,295.63	\$5,560.40	\$5,838.42		
Engineering Technician III	52	GS	\$5,049.46	\$5,301.93	\$5,567.03	\$5,845.38	\$6,137.65	\$6,444.53		
Environmental Compliance Inspector I	39	GS	\$3,662.97	\$3,846.12	\$4,038.44	\$4,240.35	\$4,452.37	\$4,674.99		
Environmental Compliance Inspector II	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Environmental Compliance Specialist	49	GS	\$4,688.92	\$4,923.37	\$5,169.53	\$5,428.02	\$5,699.41	\$5,984.38		
Environmental Resources Analyst *	127	MM	\$6,217.34	\$6,528.21	\$6,854.61	\$7,197.35	\$7,557.21	\$7,935.07		
Environmental Sustainability Manger *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,758.84		
Equipment Service Clerk	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Equipment Service Worker	34	GS	\$3,237.54	\$3,399.42	\$3,569.38	\$3,747.85	\$3,935.25	\$4,132.02		
Executive Assistant - Confidential		C	\$4,340.00	\$4,557.01	\$4,784.86	\$5,024.10	\$5,275.31	\$5,539.07		
Facility Maintenance Worker I	35	GS	\$3,318.47	\$3,484.40	\$3,658.62	\$3,841.55	\$4,033.64	\$4,235.32		
Facility Maintenance Worker II	41	GS	\$3,848.41	\$4,040.84	\$4,242.88	\$4,455.02	\$4,677.77	\$4,911.66		
Facility Maintenance Worker III	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		
Finance Clerk I	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Finance Clerk II	37	GS	\$3,486.48	\$3,660.80	\$3,843.84	\$4,036.04	\$4,237.83	\$4,449.72		
Finance Clerk III	41	GS	\$3,848.41	\$4,040.84	\$4,242.88	\$4,455.02	\$4,677.77	\$4,911.66		
Finance Director *	Contract		\$9,562.32				\$12,275.28			
Finance Officer *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Finance Specialist	41	GS	\$3,848.41	\$4,040.84	\$4,242.88	\$4,455.02	\$4,677.77	\$4,911.66		
Finance Supervisor	54	GS	\$5,305.08	\$5,570.34	\$5,848.85	\$6,141.30	\$6,448.36	\$6,770.78		
Financial Services Manager	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,909.82		
Fire Battalion Chief	Flat	FM	\$9,448.70	\$9,921.12	\$10,417.18	\$10,938.04	\$11,484.94			
Fire Captain	Base	F	\$7,251.58	\$7,614.15	\$7,994.85	\$8,394.61	\$8,814.33			
Fire Chief **	Contract		\$11,305.55				\$14,682.50			
Fire Engineer	Base	F	\$6,293.58	\$6,608.26	\$6,938.68	\$7,285.61	\$7,649.88			
Fire Marshal	Flat	FM	\$9,448.70	\$9,921.12	\$10,417.18	\$10,938.04	\$11,484.94			
Fire Prevention Specialist I (aka Community Risk R	Base	F	\$4,574.64	\$4,803.58	\$5,043.75	\$5,295.94	\$5,560.72			
Fire Prevention Specialist II (aka Community Risk F	Base	F	\$4,919.24	\$5,165.22	\$5,423.48	\$5,694.65	\$5,979.39			
Firefighter	Base	F	\$5,545.45	\$5,822.71	\$6,113.84	\$6,419.55	\$6,740.51			
Firefighter Recruit	Base	F	\$4,990.90							
Fleet & Facilities Manager *	131	MM	\$6,862.77	\$7,205.92	\$7,566.21	\$7,944.52	\$8,341.76	\$8,758.84		
GIS Analyst	62	GS	\$6,463.73	\$6,786.92	\$7,126.26	\$7,482.58	\$7,856.71	\$8,249.54		
GIS Technician I	49	GS	\$4,688.92	\$4,923.37	\$5,169.53	\$5,428.01	\$5,699.41	\$5,984.38		
GIS Technician II	53	GS	\$5,175.69	\$5,434.48	\$5,706.20	\$5,991.51	\$6,291.09	\$6,605.64		
Heavy Equipment Mechanic	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Human Resources Analyst I		C	\$5,280.69	\$5,544.72	\$5,821.96	\$6,113.06	\$6,418.71	\$6,739.18		
Human Resources Analyst II		C	\$5,974.61	\$6,273.34	\$6,587.01	\$6,916.36	\$7,262.18	\$7,624.73		
Human Resources Clerk		C	\$3,333.78	\$3,500.47	\$3,675.50	\$3,859.27	\$4,052.24	\$4,254.85		
Human Resources Manager		C	\$8,436.95	\$8,858.80	\$9,301.73	\$9,766.82	\$10,255.17	\$10,761.55		
Human Resources Technician I		C	\$3,962.81	\$4,160.95	\$4,368.98	\$4,587.44	\$4,816.81	\$5,057.65		
Human Resources Technician II		C	\$4,418.47	\$4,639.39	\$4,871.36	\$5,114.92	\$5,370.67	\$5,639.20		
Industrial Electrical/Electronics Technician	58	GS	\$5,855.82	\$6,148.61	\$6,456.04	\$6,778.85	\$7,117.79	\$7,473.68		
Information Technology Analyst	60	GS	\$6,152.27	\$6,459.89	\$6,782.88	\$7,122.03	\$7,478.13	\$7,852.04		
Information Technology Manager *	138	MM	\$8,157.68	\$8,565.56	\$8,993.85	\$9,443.53	\$9,915.72	\$10,411.50		
Information Technology Technician I	48	GS	\$4,574.55	\$4,803.28	\$5,043.45	\$5,295.63	\$5,560.40	\$5,838.42		
Information Technology Technician II	52	GS	\$5,049.46	\$5,301.93	\$5,567.03	\$5,845.38	\$6,137.65	\$6,444.53		
Infrastructure O & M Superintendent *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Junior Engineer *	121	MM	\$5,361.19	\$5,629.25	\$5,910.71	\$6,206.24	\$6,516.57	\$6,842.40		
Junior Planner *	113	MM	\$4,400.18	\$4,620.18	\$4,851.19	\$5,093.75	\$5,348.45	\$5,615.87		
Laboratory & Environmental Compliance Mgr *	129	MM	\$6,532.09	\$6,858.69	\$7,201.62	\$7,561.71	\$7,939.80	\$8,336.79		
Laboratory Supervisor *	127	MM	\$6,217.34	\$6,528.20	\$6,854.61	\$7,197.35	\$7,557.21	\$7,935.07		

CITY OF WOODLAND - SALARY SCHEDULE
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CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Laboratory Technician I	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Laboratory Technician II	47	GS	\$4,462.99	\$4,686.13	\$4,920.44	\$5,166.46	\$5,424.79	\$5,696.03		
Librarian I *	114	MM	\$4,510.19	\$4,735.70	\$4,972.48	\$5,221.10	\$5,482.15	\$5,756.26		
Librarian II *	118	MM	\$4,978.39	\$5,227.31	\$5,488.68	\$5,763.13	\$6,051.27	\$6,353.84		
Librarian III *	122	MM	\$5,495.22	\$5,769.97	\$6,058.49	\$6,361.40	\$6,679.48	\$7,013.45		
Library Services Director *	Contract		\$8,005.77				\$10,277.33			
Library Technical Assistant I	29	GS	\$2,861.51	\$3,004.59	\$3,154.82	\$3,312.56	\$3,478.19	\$3,652.10		
Library Technical Assistant II	33	GS	\$3,158.58	\$3,316.50	\$3,482.33	\$3,656.44	\$3,839.26	\$4,031.22		
Library Technical Assistant III	37	GS	\$3,486.48	\$3,660.80	\$3,843.84	\$4,036.04	\$4,237.83	\$4,449.72		
Light Equipment Mechanic	41	GS	\$3,848.41	\$4,040.84	\$4,242.88	\$4,455.02	\$4,677.77	\$4,911.66		
Literacy Coordinator	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Maintenance Supervisor	53	GS	\$5,175.69	\$5,434.48	\$5,706.20	\$5,991.51	\$6,291.09	\$6,605.64		
Maintenance Worker I	35	GS	\$3,318.47	\$3,484.40	\$3,658.62	\$3,841.55	\$4,033.64	\$4,235.32		
Maintenance Worker II	40	GS	\$3,754.55	\$3,942.29	\$4,139.39	\$4,346.36	\$4,563.68	\$4,791.87		
Maintenance Worker III	44	GS	\$4,144.32	\$4,351.54	\$4,569.12	\$4,797.58	\$5,037.46	\$5,289.33		
Management Analyst I *	120	MM	\$5,230.43	\$5,491.95	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Management Analyst II *	125	MM	\$5,917.74	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,552.71		
Marketing and Business Relations Specialist *	120	MM	\$5,230.43	\$5,491.95	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Meter Services Technician	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Office Manager *	115	MM	\$4,622.94	\$4,854.08	\$5,096.79	\$5,351.62	\$5,619.21	\$5,900.17		
Operations and Maintenance Superintendent *	137	MM	\$7,958.73	\$8,356.66	\$8,774.50	\$9,213.22	\$9,673.88	\$10,157.58		
Park Maintenance Technician	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Park Maintenance Worker I	35	GS	\$3,318.47	\$3,484.40	\$3,658.62	\$3,841.55	\$4,033.64	\$4,235.32		
Park Maintenance Worker II	39	GS	\$3,662.97	\$3,846.12	\$4,038.44	\$4,240.35	\$4,452.37	\$4,674.99		
Park Maintenance Worker III	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Park Planner *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Park Superintendent *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Park Supervisor	51	GS	\$4,926.30	\$5,172.62	\$5,431.25	\$5,702.81	\$5,987.95	\$6,287.35		
Planning Manager *	140	MM	\$8,570.67	\$8,999.20	\$9,449.16	\$9,921.62	\$10,417.70	\$10,938.59		
Police Captain **	Base	PM	\$10,894.49	\$11,439.23	\$12,011.18	\$12,611.75	\$13,242.33	\$13,904.45	\$14,599.68	\$15,329.67
Police Chief **	Contract		\$13,358.70				\$17,427.09			
Police Crime and Intelligence Analyst *	Base	PS	\$5,279.81	\$5,543.82	\$5,821.00	\$6,112.05	\$6,417.65			
Police Lieutenant **	Base	PM	\$9,912.24	\$10,407.85	\$10,928.25	\$11,474.67	\$12,048.41	\$12,650.83	\$13,283.37	\$13,947.54
Police Officer **	Base	P	\$6,074.57	\$6,378.29	\$6,697.21	\$7,032.08	\$7,383.68	\$7,752.86	\$8,140.51	
Police Officer Recruit (Non-Safety)	Base		\$5,467.11							
Police Records Manager *	120	MM	\$5,230.43	\$5,491.95	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Police Records Specialist *	Base	P	\$3,549.00	\$3,726.42	\$3,912.75	\$4,108.39	\$4,313.81			
Police Records Supervisor	Base	PS	\$4,952.81	\$5,200.44	\$5,460.47	\$5,733.53	\$6,020.21			
Police Sergeant **	Base	PS	\$7,237.73	\$7,599.62	\$7,979.60	\$8,378.58	\$8,797.52	\$9,237.40	\$9,699.27	\$10,184.23
Pool Facility Technician	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Principal Civil Engineer *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Principal Planner *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,909.82		
Principal Utilities Civil Engineer *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Public Works Director *	Contract		\$10,740.71				\$13,982.76			
Public Works O&M Infrastructure Admin	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Purchasing Manager *	123	MM	\$5,632.60	\$5,914.23	\$6,209.94	\$6,520.44	\$6,846.46	\$7,188.78		
Recreation Coordinator	36	GS	\$3,401.44	\$3,571.51	\$3,750.10	\$3,937.61	\$4,134.49	\$4,341.22		
Recreation Superintendent *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,758.84		
Recreation Supervisor	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Redevelopment & Housing Analyst I *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Redevelopment & Housing Analyst II *	124	MM	\$5,773.42	\$6,062.09	\$6,365.19	\$6,683.45	\$7,017.63	\$7,368.51		
Redevelopment Manager *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,909.82		

CITY OF WOODLAND - SALARY SCHEDULE
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CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Secretary to City Manager		C	\$4,451.28	\$4,673.85	\$4,907.55	\$5,152.92	\$5,410.57	\$5,681.10		
Senior Accountant *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,552.71		
Senior Application Analyst *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Senior Associate Civil Engineer *	134	MM	\$7,390.47	\$7,759.99	\$8,147.99	\$8,555.38	\$8,983.16	\$9,432.32		
Senior Building Inspector	57	GS	\$5,713.00	\$5,998.65	\$6,298.58	\$6,613.50	\$6,944.18	\$7,291.39		
Senior Building Plans Examiner	58	GS	\$5,855.82	\$6,148.61	\$6,456.04	\$6,778.85	\$7,117.79	\$7,473.68		
Senior Center Manager *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,675.50		
Senior Civil Engineer *	138	MM	\$8,157.68	\$8,565.56	\$8,993.85	\$9,443.53	\$9,915.72	\$10,411.50		
Senior Construction Project Manager *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,758.84		
Senior Engineering Assistant	58	GS	\$5,855.82	\$6,148.61	\$6,456.04	\$6,778.85	\$7,117.79	\$7,473.68		
Senior Equipment Mechanic	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Senior Human Resources Analyst		C	\$6,870.80	\$7,214.34	\$7,575.06	\$7,953.81	\$8,351.51	\$8,560.29		
Senior Maintenance Worker	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		
Senior Management Analyst *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,758.84		
Senior Planner *	132	MM	\$7,034.34	\$7,386.07	\$7,755.35	\$8,143.13	\$8,550.29	\$8,977.81		
Senior Police Records Specialist *	Base	P	\$3,903.88	\$4,099.07	\$4,304.03	\$4,519.25	\$4,745.22			
Senior Signs and Markings Technician	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		
Senior Systems Analyst *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,977.81		
Senior Traffic Signal/Street Lighting Tech	60	GS	\$6,152.27	\$6,459.89	\$6,782.88	\$7,122.03	\$7,478.13	\$7,852.04		
Senior Tree Trimmer	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		
Senior Utilities Maintenance Worker (Sewer)	54	GS	\$5,305.08	\$5,570.34	\$5,848.85	\$6,141.30	\$6,448.36	\$6,770.78		
Senior Utilities Maintenance Worker (Water)	54	GS	\$5,305.08	\$5,570.34	\$5,848.85	\$6,141.30	\$6,448.36	\$6,770.78		
Senior Water Pollution Control Operator	67	GS	\$7,313.12	\$7,678.78	\$8,062.71	\$8,465.85	\$8,889.14	\$9,333.60		
Senior Water System Operator	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Senior Water/Wastewater Instrumentation Tech	66	GS	\$7,134.75	\$7,491.48	\$7,866.05	\$8,259.35	\$8,672.32	\$9,105.93		
Signs and Markings Tech I	39	GS	\$3,662.97	\$3,846.12	\$4,038.44	\$4,240.35	\$4,452.37	\$4,674.99		
Signs and Markings Tech II	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Social Services Manager *	132	MM	\$7,034.34	\$7,386.07	\$7,755.35	\$8,143.13	\$8,550.29	\$8,977.81		
Sports Manager *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,552.71		
Stock Clerk	32	GS	\$3,081.53	\$3,235.61	\$3,397.39	\$3,567.26	\$3,745.62	\$3,932.90		
Storekeeper	35	GS	\$3,318.47	\$3,484.40	\$3,658.62	\$3,841.55	\$4,033.64	\$4,235.32		
Traffic Signal / Street Lighting Technician	56	GS	\$5,573.66	\$5,852.34	\$6,144.96	\$6,452.20	\$6,774.81	\$7,113.55		
Transportation Engineer *	134	MM	\$7,390.47	\$7,759.99	\$8,147.99	\$8,555.38	\$8,983.16	\$9,432.32		
Treatment Plant Mechanic	54	GS	\$5,305.08	\$5,570.34	\$5,848.85	\$6,141.30	\$6,448.36	\$6,770.78		
Treatment Plant Superintendent	137	MM	\$7,958.73	\$8,356.66	\$8,774.50	\$9,213.22	\$9,673.88	\$10,157.58		
Tree Trimmer I	39	GS	\$3,662.97	\$3,846.12	\$4,038.44	\$4,240.35	\$4,452.37	\$4,674.99		
Tree Trimmer II	43	GS	\$4,043.24	\$4,245.40	\$4,457.67	\$4,680.56	\$4,914.59	\$5,160.32		
Underground Utility Service Locator	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Utilities Administrator	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Utilities Maintenance Supervisor	53	GS	\$5,175.69	\$5,434.48	\$5,706.20	\$5,991.51	\$6,291.09	\$6,605.64		
Utilities Maintenance Worker I	37	GS	\$3,486.48	\$3,660.80	\$3,843.84	\$4,036.04	\$4,237.83	\$4,449.72		
Utilities Maintenance Worker II	42	GS	\$3,944.63	\$4,141.86	\$4,348.95	\$4,566.40	\$4,794.71	\$5,034.45		
Utilities Maintenance Worker III (Sewer)	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Utilities Maintenance Worker III (Water)	46	GS	\$4,354.13	\$4,571.84	\$4,800.43	\$5,040.45	\$5,292.47	\$5,557.09		
Utilities Maintenance Worker IV (Sewer)	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Utilities Maintenance Worker IV (Water)	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		
Wastewater Systems Administrator *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Water / Wastewater Instrumental Technician	62	GS	\$6,463.73	\$6,786.92	\$7,126.26	\$7,482.58	\$7,856.71	\$8,249.54		
Water Pollution Control Facility Superintendent *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Water Pollution Control O-I-T	40	GS	\$3,754.55	\$3,942.29	\$4,139.39	\$4,346.36	\$4,563.68	\$4,791.87		
Water Pollution Control Operator I	51	GS	\$4,926.30	\$5,172.62	\$5,431.25	\$5,702.81	\$5,987.95	\$6,287.35		
Water Pollution Control Operator II	55	GS	\$5,437.71	\$5,709.60	\$5,995.08	\$6,294.83	\$6,609.57	\$6,940.04		

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Water Pollution Control Operator III	59	GS	\$6,002.22	\$6,302.32	\$6,617.44	\$6,948.31	\$7,295.74	\$7,660.52		
Water Pollution Control Operator IV	63	GS	\$6,625.32	\$6,956.59	\$7,304.41	\$7,669.63	\$8,053.11	\$8,455.76		
Water Systems Administrator *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$11,212.06		
Water Systems Operator I	40	GS	\$3,754.55	\$3,942.29	\$4,139.39	\$4,346.36	\$4,563.68	\$4,791.87		
Water Systems Operator II	45	GS	\$4,247.93	\$4,460.33	\$4,683.34	\$4,917.52	\$5,163.39	\$5,421.56		

* Employee pays PERS Misc. Member Contribution of 8%

** Employee pays PERS Safety Member Contribution of 9%

Note: If Temporary Employee is hired into a regular classified position paying the PERS Member Share,
that Employee's salary is 8% less for Misc. or 9% less for Safety.

Effective July 1, 2019 for MMPA classifications, Step F will be 2.5% above Step E

TEMPORARY / PART-TIME / SEASONAL EMPLOYEES - HOURLY WAGES ***										
CLASSIFICATION			A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Accountant I *	116	MM	25.15	26.41	27.73	29.12	30.57	32.10		
Accountant II *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Accounting Technician	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		
Administrative Clerk I	28	GS	16.11	16.91	17.76	18.65	19.58	20.56		
Administrative Clerk II	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Administrative Clerk III	36	GS	19.62	20.61	21.64	22.72	23.85	25.05		
Administrative Secretary	42	GS	22.76	23.90	25.09	26.35	27.66	29.05		
Administrative Supervisor	47	GS	25.75	27.04	28.39	29.81	31.30	32.86		
Aquatics Coordinator	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Aquatics Supervisor	48	GS	26.39	27.71	29.10	30.55	32.08	33.68		
Assistant Engineer *	125	MM	66.15	0.00	0.00	0.00	84.93	0.00		
Assistant Planner *	118	MM	31.41	32.98	34.63	36.36	38.18	40.09		
Associate Civil Engineer *	131	MM	26.42	27.75	29.13	30.59	32.12	33.72		
Associate Engineer *	127	MM	36.43	38.25	40.16	42.17	44.28	46.49		
Associate Planner *	124	MM	33.00	34.65	36.38	38.20	40.11	42.12		
Assist City Manager/Comm & Econ Dev Dir *	Contract		30.64				37.25			
Building Inspection Services Manager *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Building Inspector I	49	GS	27.05	28.40	29.82	31.32	32.88	34.53		
Building Inspector II	53	GS	29.86	31.35	32.92	34.57	36.30	38.11		
Chief Building Official *	140	MM	45.49	47.77	50.15	52.66	55.30	58.06		
Chief Collection Systems Operator *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Chief Plant Operator *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Chief Project Engineer *	145	MM	51.47	54.04	56.74	59.58	62.56	65.69		
Chief Water Systems Operator *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Children's Librarian II *	118	MM	26.42	27.75	29.13	30.59	32.12	33.72		
City Clerk *	Contract		40.50				56.25			
City Engineer *	145	MM	51.47	54.04	56.74	59.58	62.56	65.69		
City Manager *	Contract						121.16			
Code Compliance Officer I	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Code Compliance Officer II	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Community Development Clerk I	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Community Development Clerk II	37	GS	20.11	21.12	22.18	23.29	24.45	25.67		
Community Development Director *	Contract		50.58				73.30			
Community Development Technician I	42	GS	22.76	23.90	25.09	26.35	27.66	29.05		
Community Development Technician II	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Community Risk Reduction Specialist I	Base	F	26.39	27.71	29.10	30.55	32.08	0.00		
Community Risk Reduction Specialist II	Base	F	28.38	29.80	31.29	32.85	34.50	0.00		
Community Risk Reduction Specialist Senior	Base	F	30.51	32.03	33.64	35.32	37.08	0.00		

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Community Services Director	Contract		54.52	0.00	0.00	0.00	69.78	0.00		
Community Services Officer *	Base	P	21.22	22.28	23.40	24.57	25.80	27.09		
Community Services Program Manager *	125	MM	31.41	32.98	34.63	36.36	38.18	40.09		
Conservation Coordinator	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Construction Project Manager *	129	MM	34.67	36.40	38.22	40.14	42.14	44.25		
Crime Prevention Specialist *	Base	P	21.22	22.28	23.40	24.57	25.80	27.09		
Deputy Director of Community Development *	Contract		57.27				73.43			
Deputy Fire Chief	Flat	FM	62.18	65.29	68.56	71.99	76.20			
Economic Development Manager *	136	MM	41.21	43.27	45.44	47.71	50.09	52.60		
Electrical / Signs & Markings Supervisor	67	GS	42.19	44.30	46.52	48.84	51.28	53.85		
Electrician's Assistant	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Engineering Aide I	33	GS	18.22	19.13	20.09	21.10	22.15	23.26		
Engineering Aide II	37	GS	20.11	21.12	22.18	23.29	24.45	25.67		
Engineering Assistant	56	GS	32.16	33.76	35.45	37.22	39.09	41.04		
Engineering Technician I	44	GS	23.91	25.11	26.36	27.68	29.06	30.52		
Engineering Technician II	48	GS	26.39	27.71	29.10	30.55	32.08	33.68		
Engineering Technician III	52	GS	29.13	30.59	32.12	33.72	35.41	37.18		
Environmental Compliance Inspector I	39	GS	21.13	22.19	23.30	24.46	25.69	26.97		
Environmental Compliance Inspector II	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Environmental Compliance Specialist	49	GS	27.05	28.40	29.82	31.32	32.88	34.53		
Environmental Resources Analyst *	127	MM	33.00	34.65	36.38	38.20	40.11	42.12		
Environmental Sustainability Manger *	131	MM	36.43	38.25	40.16	42.17	44.28	46.49		
Equipment Service Clerk	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Equipment Service Worker	34	GS	18.68	19.61	20.59	21.62	22.70	23.84		
Executive Assistant - Confidential		C	25.04	26.29	27.61	28.99	30.44	31.96		
Facility Maintenance Worker I	35	GS	19.15	20.10	21.11	22.16	23.27	24.43		
Facility Maintenance Worker II	41	GS	22.20	23.31	24.48	25.70	26.99	28.34		
Facility Maintenance Worker III	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		
Finance Clerk I	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Finance Clerk II	37	GS	20.11	21.12	22.18	23.29	24.45	25.67		
Finance Clerk III	41	GS	22.20	23.31	24.48	25.70	26.99	28.34		
Finance Director *	Contract		55.17	0.00	0.00	0.00	70.82	0.00		
Finance Officer *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Finance Specialist	41	GS	22.20	23.31	24.48	25.70	26.99	28.34		
Finance Supervisor	54	GS	30.61	32.14	33.74	35.43	37.20	39.06		
Financial Services Manager	136	MM	41.21	43.27	45.44	47.71	50.09	52.60		
Fire Battalion Chief	Flat	FM	54.51	57.24	60.10	63.11	66.26	0.00		
Fire Captain	Base	F	41.84	43.93	46.13	48.43	50.85	0.00		
Fire Chief **	Contract		65.23	0.00	0.00	0.00	84.71	0.00		
Fire Engineer	Base	F	36.31	38.13	40.03	42.03	44.13	0.00		
Fire Marshal	Flat	FM	54.51	57.24	60.10	63.11	66.26	0.00		
Fire Prevention Specialist I	Base	F	26.39	27.71	29.10	30.55	32.08	0.00		
Fire Prevention Specialist II	Base	F	28.38	29.80	31.29	32.85	34.50	0.00		
Firefighter	Base	F	31.99	33.59	35.27	37.04	38.89	0.00		
Firefighter Recruit	Base	F	28.79	0.00	0.00	0.00	0.00	0.00		
Fleet & Facilities Manager *	131	MM	36.43	38.25	40.16	42.17	44.28	46.49		
GIS Analyst	62	GS	37.29	39.16	41.11	43.17	45.33	47.59		
GIS Technician I	49	GS	27.05	28.40	29.82	31.32	32.88	34.53		
GIS Technician II	53	GS	29.86	31.35	32.92	34.57	36.30	38.11		
Heavy Equipment Mechanic	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Human Resources Analyst I		C	30.47	31.99	33.59	35.27	37.03	37.96		
Human Resources Analyst II		C	34.47	36.19	38.00	39.90	41.90	42.95		

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Human Resources Clerk		C	19.23	20.20	21.21	22.27	23.38	24.55		
Human Resources Manager		C	48.68	51.11	53.66	56.35	59.17	60.64		
Human Resources Technician I		C	22.86	24.01	25.21	26.47	27.79	29.18		
Human Resources Technician II		C	25.49	26.77	28.10	29.51	30.99	32.53		
Industrial Electrical/Electronics Technician	58	GS	33.78	35.47	37.25	39.11	41.06	43.12		
Information Technology Analyst	60	GS	35.49	37.27	39.13	41.09	43.14	45.30		
Information Technology Manager *	138	MM	43.30	45.46	47.74	50.12	52.63	55.26		
Information Technology Technician I	48	GS	26.39	27.71	29.10	30.55	32.08	33.68		
Information Technology Technician II	52	GS	29.13	30.59	32.12	33.72	35.41	37.18		
Infrastructure O & M Superintendent *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Junior Engineer *	121	MM	28.46	29.88	31.37	32.94	34.59	36.32		
Junior Planner *	113	MM	23.36	24.52	25.75	27.04	28.39	29.81		
Laboratory & Environmental Compliance Mgr *	129	MM	34.67	36.40	38.22	40.14	42.14	44.25		
Laboratory Supervisor *	127	MM	33.00	34.65	36.38	38.20	40.11	42.12		
Laboratory Technician I	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Laboratory Technician II	47	GS	25.75	27.04	28.39	29.81	31.30	32.86		
Librarian I *	114	MM	23.94	25.14	26.39	27.71	29.10	30.55		
Librarian II *	118	MM	26.42	27.75	29.13	30.59	32.12	33.72		
Librarian III *	122	MM	29.17	30.63	32.16	33.77	35.45	37.23		
Library Services Director *	Contract		42.49				54.55			
Library Technical Assistant I	29	GS	16.51	17.33	18.20	19.11	20.07	21.07		
Library Technical Assistant II	33	GS	18.22	19.13	20.09	21.10	22.15	23.26		
Library Technical Assistant III	37	GS	20.11	21.12	22.18	23.29	24.45	25.67		
Light Equipment Mechanic	41	GS	22.20	23.31	24.48	25.70	26.99	28.34		
Literacy Coordinator	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Maintenance Supervisor	53	GS	29.86	31.35	32.92	34.57	36.30	38.11		
Maintenance Worker I	35	GS	19.15	20.10	21.11	22.16	23.27	24.43		
Maintenance Worker II	40	GS	21.66	22.74	23.88	25.08	26.33	27.65		
Maintenance Worker III	44	GS	23.91	25.11	26.36	27.68	29.06	30.52		
Management Analyst I *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Management Analyst II *	125	MM	31.41	32.98	34.63	36.36	38.18	40.09		
Marketing and Business Relations Specialist *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Meter Services Technician	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Office Manager *	115	MM	24.54	25.76	27.05	28.41	29.83	31.32		
Operations and Maintenance Superintendent *	137	MM	42.24	44.36	46.57	48.90	51.35	53.91		
Park Maintenance Technician	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Park Maintenance Worker I	35	GS	19.15	20.10	21.11	22.16	23.27	24.43		
Park Maintenance Worker II	39	GS	21.13	22.19	23.30	24.46	25.69	26.97		
Park Maintenance Worker III	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Park Planner *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Park Superintendent *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Park Supervisor	51	GS	28.42	29.84	31.33	32.90	34.55	36.27		
Planning Manager *	140	MM	45.49	47.77	50.15	52.66	55.30	58.06		
Police Captain **	Base	PM	57.83	60.72	63.75	66.94	70.29	73.80	77.49	81.37
Police Chief **	Contract		77.07				100.54			
Police Crime and Intelligence Analyst *	Base	PS	28.02	29.43	30.90	32.44	34.06			
Police Lieutenant **	Base	PM	52.61	55.24	58.00	60.91	63.95	67.15	70.51	74.03
Police Officer **	Base	P	32.24	33.85	35.55	37.32	39.19	41.15	43.21	0.00
Police Officer Recruit (Non-Safety)	Base		29.02							
Police Records Manager *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Police Records Specialist *	Base	P	18.84	19.78	20.77	21.81	22.90			
Police Records Supervisor	Base	PS	26.29	27.60	28.98	30.43	31.95			

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Police Sergeant **	Base	PS	38.42	40.34	42.35	44.47	46.70	49.03	51.48	54.06
Pool Facility Technician	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Principal Civil Engineer *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Principal Planner *	136	MM	41.21	43.27	45.44	47.71	50.09	52.60		
Principal Utilities Civil Engineer *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Public Works Director *	Contract		57.01				74.22			
Public Works O&M Infrastructure Admin	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Purchasing Manager *	123	MM	29.90	31.39	32.96	34.61	36.34	38.16		
Recreation Coordinator	36	GS	19.62	20.61	21.64	22.72	23.85	25.05		
Recreation Superintendent *	131	MM	36.43	38.25	40.16	42.17	44.28	46.49		
Recreation Supervisor	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Redevelopment & Housing Analyst I *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Redevelopment & Housing Analyst II *	124	MM	30.64	32.18	33.79	35.47	37.25	39.11		
Redevelopment Manager *	136	MM	41.21	43.27	45.44	47.71	50.09	52.60		
Secretary to City Manager		C	25.68	26.97	28.31	29.73	31.22	32.78		
Senior Accountant *	125	MM	31.41	32.98	34.63	36.36	38.18	40.09		
Senior Application Analyst *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Senior Associate Civil Engineer *	134	MM	39.23	41.19	43.25	45.41	47.68	50.06		
Senior Building Inspector	57	GS	32.96	34.61	36.34	38.16	40.06	42.07		
Senior Building Plans Examiner	58	GS	33.78	35.47	37.25	39.11	41.06	43.12		
Senior Center Manager *	120	MM	27.76	29.15	30.61	32.14	33.74	35.43		
Senior Civil Engineer *	138	MM	43.30	45.46	47.74	50.12	52.63	55.26		
Senior Construction Project Manager *	131	MM	36.43	38.25	40.16	42.17	44.28	46.49		
Senior Engineering Assistant	58	GS	33.78	35.47	37.25	39.11	41.06	43.12		
Senior Equipment Mechanic	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Senior Human Resources Analyst		C	39.64	41.62	43.70	45.89	48.18	49.39		
Senior Maintenance Worker	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		
Senior Management Analyst *	131	MM	36.43	38.25	40.16	42.17	44.28	46.49		
Senior Planner *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Senior Police Records Specialist *	Base	P	22.52	23.65	24.83	26.07	27.38	0.00		
Senior Signs and Markings Technician	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		
Senior Systems Analyst *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Senior Traffic Signal/Street Lighting Tech	60	GS	35.49	37.27	39.13	41.09	43.14	45.30		
Senior Tree Trimmer	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		
Senior Utilities Maintenance Worker (Sewer)	54	GS	30.61	32.14	33.74	35.43	37.20	39.06		
Senior Utilities Maintenance Worker (Water)	54	GS	30.61	32.14	33.74	35.43	37.20	39.06		
Senior Water Pollution Control Operator	67	GS	42.19	44.30	46.52	48.84	51.28	53.85		
Senior Water System Operator	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Senior Water/Wastewater Instrumentation Tech	66	GS	41.16	43.22	45.38	47.65	50.03	52.54		
Signs and Markings Tech I	39	GS	21.13	22.19	23.30	24.46	25.69	26.97		
Signs and Markings Tech II	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Social Services Manager *	132	MM	37.34	39.20	41.16	43.22	45.38	47.65		
Sports Manager *	125	MM	31.41	32.98	34.63	36.36	38.18	40.09		
Stock Clerk	32	GS	17.78	18.67	19.60	20.58	21.61	22.69		
Storekeeper	35	GS	19.15	20.10	21.11	22.16	23.27	24.43		
Traffic Signal / Street Lighting Technician	56	GS	32.16	33.76	35.45	37.22	39.09	41.04		
Transportation Engineer *	134	MM	39.23	41.19	43.25	45.41	47.68	50.06		
Treatment Plant Mechanic	54	GS	30.61	32.14	33.74	35.43	37.20	39.06		
Treatment Plant Superintendent	137	MM	45.92	48.21	50.62	53.15	55.81	58.60		
Tree Trimmer I	39	GS	21.13	22.19	23.30	24.46	25.69	26.97		
Tree Trimmer II	43	GS	23.33	24.49	25.72	27.00	28.35	29.77		
Underground Utility Service Locator	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		

CITY OF WOODLAND - SALARY SCHEDULE
Effective October 1, 2020 Rvsed
REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Utilities Administrator*	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Utilities Maintenance Supervisor	53	GS	29.86	31.35	32.92	34.57	36.30	38.11		
Utilities Maintenance Worker I	37	GS	20.11	21.12	22.18	23.29	24.45	25.67		
Utilities Maintenance Worker II	42	GS	22.76	23.90	25.09	26.35	27.66	29.05		
Utilities Maintenance Worker III (Sewer)	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Utilities Maintenance Worker III (Water)	46	GS	25.12	26.38	27.70	29.08	30.53	32.06		
Utilities Maintenance Worker IV (Sewer)	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Utilities Maintenance Worker IV (Water)	50	GS	27.73	29.11	30.57	32.10	33.70	35.39		
Wastewater Systems Administrator *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Water / Wastewater Instrumental Technician	62	GS	37.29	39.16	41.11	43.17	45.33	47.59		
Water Pollution Control Facility Superintendent *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Water Pollution Control O-I-T	40	GS	21.66	22.74	23.88	25.08	26.33	27.65		
Water Pollution Control Operator I	51	GS	28.42	29.84	31.33	32.90	34.55	36.27		
Water Pollution Control Operator II	55	GS	31.37	32.94	34.59	36.32	38.13	40.04		
Water Pollution Control Operator III	59	GS	34.63	36.36	38.18	40.09	42.09	44.20		
Water Pollution Control Operator IV	63	GS	38.22	40.13	42.14	44.25	46.46	48.78		
Water Systems Administrator *	141	MM	46.63	48.96	51.41	53.98	56.68	59.51		
Water Systems Operator I	40	GS	21.66	22.74	23.88	25.08	26.33	27.65		
Water Systems Operator II	45	GS	24.51	25.73	27.02	28.37	29.79	31.28		

TEMPORARY PART-TIME EMPLOYEES - HOURLY WAGES

	A STEP	B STEP	C STEP	D STEP	E STEP
Activity Leader I	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Activity Leader II	\$13.75	\$14.00	\$14.25	\$14.50	\$14.75
Activity Manager	\$14.25	\$14.50	\$14.75	\$15.00	\$15.25
Cashier	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Counselor	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Intern	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00
Library Page	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Lifeguard / Aide	\$14.25	\$14.50	\$14.75	\$15.00	\$15.25
Lifeguard / Instructor	\$14.75	\$15.00	\$15.25	\$15.50	\$15.75
Pool Manager	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00
Recreation Facility Aide	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75
Special Program Coordinator	\$15.50	\$15.75	\$16.00	\$16.25	\$16.50
Swim Instructor Aide	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00

Approved by City Council: October 5, 2020



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: November 10, 2020
ITEM #: F.7
SUBJECT: Renaming of Camarena Field 2 to Buchignani Field

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the renaming of Camarena Field 2 to Buchignani Field.

Staff

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

Contact:

Fiscal

Impact:

This action will not result in a fiscal impact aside from creating a new sign to be installed at the field (this will be funded with the existing park facility operations budget).

Background:

For over thirty years, Woodland Little League (WLL) has used Buchignani Field, located at the Yolo County Fairgrounds (1300 East Gum Avenue), for some of their games and practices. This field was dedicated to Bob Buchignani in 1983. The use of the field by WLL is accomplished via two agreements: the City has a lease agreement to utilize the land from the 40th District Agricultural Association of Yolo County, and then WLL has a lease agreement with the City to use the field.

WLL also utilizes three fields at Camarena Fields (Christiansen Park) to meet the needs for their approximately 400 youth participant league. Camarena Fields include: two full-size fields (referred to as "Camarena" and "Cam 2") and a t-ball field (Pedoria Field). Initially, Camarena Fields only consisted of one field, thus when the second full-size field was built the fields were then differentiated by "Camarena" and "Cam #2". The Pedoria Family donated funds to construct Cam 2.

Discussion:

Approximately five years ago, staff at Yolo County Fairgrounds informed the City that they would be repurposing the area where Buchignani Field was located and that the use of the ballfield by WLL would no longer be possible. Yolo County Fairgrounds continued to work with City staff and WLL to extend the agreement as long as possible. The lease agreement for the use of this property expired on June 30, 2020.

Staff and WLL have been working together since the beginning of 2020 to identify solutions to ensure that the loss of use of Buchignani Field will not affect their organization. Staff is upgrading the baseball field at Gracie Hiddleston Park as well as working with WLL on improvements to Cam 2 and will also be purchasing a portable fence for use at Cam 2.

In addition to working on solutions resulting from the loss of a field, WLL has proposed renaming Cam 2 to honor Bob Buchignani, since the field that was named after him will be demolished. Mr. Buchignani was born in Woodland in 1927 and passed away in 2016. He is known for his dedication to youth sports, especially Little League and umpiring which he did for 50 plus years.

WLL representatives reached out to Mr. Buchignani's family and they indicated they would be grateful to have Mr. Buchignani's memory carried forward at Camarena Fields. WLL representatives also reached out to the Pedoria family as they provided funding to construct Cam 2. They also support the field being named after Mr.

Buchignani.

Currently, WLL intends to relocate the dedication plaque that was at Buchignani Field to Cam 2 and hold a ceremony to rename the field on opening day 2021 (however, this is all dependent on state and local requirements as it relates to COVID-19).

Commission

Recommendation:

This item was considered at the Parks & Recreation Commission meeting on October 26, 2020. The Commission supports the recommendation to rename Camarena Field 2 to Buchignani Field.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the renaming of Camarena Field 2 to Buchignani Field.

Prepared by: Christine Engel, Community Services Director



Ken Hiatt
City Manager

Attachments:

1. Buchignani Field Naming 2020

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE RENAMING OF CAMARENA FIELD 2 TO
BUCHIGNANI FIELD**

WHEREAS, the City of Woodland offers fields to recreation leagues for youth soccer, baseball, and girls fast pitch practices and games; and

WHEREAS, Woodland Little League has utilized fields at Christiansen Park and Buchignani Field at the Yolo County Fairgrounds; and

WHEREAS, the City historically leased Buchignani Field from the 40th District Agricultural Association of Yolo County (Fairgrounds) and subleased the field to Woodland Little League; and

WHEREAS, the City's lease with the Fairgrounds for Buchignani Field has expired and the leasing of the field is no longer an option as it will be demolished; and

WHEREAS, the City and Woodland Little League desire to continue to honor Bob Buchignani for his contributions to youth recreation and umpiring especially for his contributions to Woodland Little League; and

WHEREAS, Camarena Field 2 was named Camarena Field 2 to only differentiate it from the original Camarena Field that is still used.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND that Camarena Field 2 shall be renamed Buchignani Field.

PASSED AND ADOPTED by the City Council of the City of Woodland at a special meeting of the City Council held on the 10th day of November, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: November 10, 2020
ITEM #: F.8
SUBJECT: Subrecipient Agreement with the Yolo Wayfarer Center

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a subrecipient agreement in substantially the same form presented to the City Council with the Yolo Wayfarer Center (dba Fourth and Hope) funded through the 2019 Continuum of Care program competition in the amount of \$28,472 and authorizes the Finance Officer to amend the budget as necessary.

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

Fiscal Impact:

The Department of Housing and Urban Development (HUD) will provide a portion of the grant, approximately \$1,876, for administration in order to defray the City's costs in administering the grant.

Background:

The City has been receiving Continuum of Care (CoC) grants from HUD since at least 1994 to provide permanent supportive and transitional housing programs for individuals and families. In most instances the programs have been operated by the Yolo Wayfarer Center.

Discussion:

HUD awarded the City two renewal grants and one bonus grant through the 2019 Continuum of Care Competition: Reallocation (2015) Permanent Supportive Housing for Chronically Homeless 2019 (\$165,547 award) and Consolidated Permanent Supportive Housing for Chronically Homeless 2019 (\$99,509 award), and Bonus Permanent Supportive Housing for Chronically Homeless 2019 (\$28,472 award). The awarded grants will be used by the Yolo Wayfarer Center to provide permanent supportive housing for chronically homeless individuals and families. All of the individuals assisted by the grants will receive supportive services.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a subrecipient agreement in substantially the same form presented to the City Council with the Yolo Wayfarer Center (dba Fourth and Hope) funded through the 2019 Continuum of Care program competition in the amount of \$28,472 and authorizes the Finance Officer to amend the budget as necessary.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Christine Engel, CSD Director



Ken Hiatt
City Manager

Attachments:

1. CC Reso Sub Agmt Nov 10, 2020
2. Subrecipient Agreement

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WOODLAND TO EXECUTE A SUBRECIPIENT
AGREEMENT WITH THE YOLO WAYFARER CENTER FOR 2019 CONTINUUMM OF
CARE PROGRAM GRANT**

WHEREAS, the Continuum of Care Program is authorized by Title IV, Subtitle C, of the McKinney-Vento Homeless Assistance Act of 1987, as amended;

WHEREAS, the City of Woodland has received Continuum of Care Program grants since at least 1994;

WHEREAS, the Continuum of Care grants received by the City assist with the funding of the Yolo Wayfarer Center's permanent supportive housing programs for families and individuals.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1: This City Council hereby authorizes the City Manager to execute a subrecipient agreement in substantially the same form as presented to the City Council with the Yolo Wayfarer Center in the following amount and any other documents necessary to implement this program.

1. Bonus Permanent Supportive Housing for Chronically Homeless 2019, \$28,472 grant award

Section 2: This City Council hereby authorizes the Finance Officer to amend the budget and make all changes necessary to accomplish the foregoing;

Section 3: This Resolution shall take effect from and after the date of its passage and adoption.

PASSED AND ADOPTED this 10th day of November 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

SUBRECIPIENT AGREEMENT

By and Between

THE CITY OF WOODLAND

and

YOLO WAYFARER CENTER

for the

**2019 CONTINUUM OF CARE PROGRAM
(Bonus, Permanent Supportive Housing for Chronically Homeless 2019)**

funded by the

McKinney-Vento Act

SUBRECIPIENT AGREEMENT

(CONTINUUM OF CARE PROGRAM)

This **SUBRECIPIENT AGREEMENT** (this “Agreement”), dated for purposes of identification only this _____ day of _____, 2020 (the “Date of Agreement”), is made and entered into by and between the **CITY OF WOODLAND**, a municipal corporation and charter city, (“WOODLAND”) and **YOLO WAYFARER CENTER**, a California non-profit corporation (“SUBRECIPIENT”).

RECITALS

- A.** WOODLAND is the recipient of (McKinney-Vento Act Funds) Homeless Assistance Funds from the United States Department of Housing and Urban Development (“HUD”) for the Calendar Year 2019 (payment year 2020/21).
- B.** SUBRECIPIENT proposes to provide the following scope of services for one Continuum of Care Program component: Permanent Supportive Housing for chronically homeless individuals, increasing the number of participants served in the SUBRECIPIENT’S Permanent Supportive Housing Program. The clients of the program will be provided with supportive services. The SUBRECIPIENT’S mailing address is as follows: Yolo Wayfarer Center, P.O. Box 1248, Woodland, California 95776, Attention: Chief Executive Officer.
- C.** SUBRECIPIENT submitted to WOODLAND an application to receive a grant of Homeless Assistance Funds for the Calendar Year 2019 to assist with the administration of a Permanent Supportive Housing Program as described in Recital B, above.
- D.** SUBRECIPIENT’s application for a grant of MCKINNEY-VENTO ACT Funds was approved by the City Council of the City of Woodland, subject to (i) approval by HUD of WOODLAND’s MCKINNEY-VENTO ACT Application for Calendar Year 2019 and (ii) the execution by WOODLAND and SUBRECIPIENT of an agreement containing substantially the terms and conditions set forth in this Agreement.
- E.** On or about March 13, 2020, HUD informed WOODLAND of approval of Homeless Assistance Funds available under the 2019 Continuum of Care Competition (McKinney-Vento Homeless Assistance Act).

- F. WOODLAND and SUBRECIPIENT (jointly, the “Parties”) desire to enter into this Agreement so that SUBRECIPIENT may receive a grant of Homeless Assistance Funds in consideration for SUBRECIPIENT’s provision of certain services to WOODLAND and the community.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL PROMISES, COVENANTS AND CONDITIONS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

Section 1. Definitions.

The following capitalized terms used in this Agreement shall have the following meanings:

“**Agreement**” means this Subrecipient Agreement by and between WOODLAND and SUBRECIPIENT.

“**MCKINNEY-VENTO ACT**” is defined in Recital A hereof.

“**MCKINNEY-VENTO ACT Funds**” is defined in Recital A hereof.

“**C.F.R.**” means the Code of Federal Regulations.

“**Community Services Director**” means the Director of Community Services for the City of Woodland, or designee.

“**Conditions to Disbursement**” is defined in Section 2.3.2 hereof.

“**Costs**” means personnel services and non-personnel services costs necessary to provide the homeless assistance services under the Continuum of Care Program.

“**Covenants Re: Use of Federal Funds**” means those additional covenants of SUBRECIPIENT required due to the federal source of the Grant Proceeds which are attached hereto as Exhibit C and incorporated herein by this reference.

“**Date of Agreement**” is defined in the initial paragraph of this Agreement.

“**Default**” is defined in Section 7.1 hereof.

“**Disbursement Schedule**” is defined in Section 2.3.1 hereof.

“**Effective Date**” is defined in Section 10.14 hereof.

“**Grant**” is defined in Section 2.1 hereof.

“**Grant Proceeds**” means the proceeds of the Grant.

“HUD” is defined in Recital A hereof.

“Operating Budget” is defined in Section 6 hereof.

“Parties” is defined in Recital F hereof.

“Salary and Benefits” means the reasonable salary and benefits paid by SUBRECIPIENT to Staff.

“Schedule of Performance” means the schedule pursuant to which SUBRECIPIENT shall provide the Services and the schedule which is attached hereto as Exhibit B and incorporated herein by this reference.

“Scope of Services” means the scope of services (i) which describes the Services to be provided by SUBRECIPIENT and (ii) which is attached hereto as Exhibit A and incorporated herein by this reference.

“Services” is defined in Section 4.1 of this Agreement.

“Staff” means each of the persons, individually, and all of the persons, collectively, hired by SUBRECIPIENT to provide the Services under this Agreement.

“SUBRECIPIENT” means the Yolo Wayfarer Center, a California non-profit corporation. The SUBRECIPIENT’s Representative shall represent SUBRECIPIENT in all matters pertaining to this Agreement. Whenever a reference is made herein to an action or approval to be undertaken by SUBRECIPIENT, the SUBRECIPIENT’s Representative is authorized to act on behalf of SUBRECIPIENT unless this Agreement specifically provides otherwise or the context should otherwise require.

“SUBRECIPIENT’s Representative” means Doug Zeck, Chief Executive Officer of the Yolo Wayfarer Center.

“WOODLAND” means the City of Woodland, a municipal corporation and general law city, and any assignee of or successor to the rights, powers, and responsibilities of WOODLAND. The City Manager of the City of Woodland, or designee (hereinafter defined as the “City Manager”), shall represent WOODLAND in all matters pertaining to this Agreement. Whenever a reference is made herein to an action or approval to be undertaken by WOODLAND, the City Manager is authorized to act on behalf of WOODLAND unless this Agreement specifically provides otherwise or the context should otherwise require.

Section 2. Grant.

2.1 Amount of Grant. WOODLAND agrees to grant to SUBRECIPIENT funds in the amount of Twenty-Eight Thousand, Four Hundred Seventy-Two Dollars

(\$28,472) (less administrative costs of \$1,876 retained by City) (the Grant”) subject to all of the terms, covenants, and conditions of this Agreement. SUBRECIPIENT shall use the Grant Proceeds to provide Permanent Supportive Housing for chronically homeless individuals as identified in Attachment A—Scope of Services.

2.2 Use of Federal Funds. SUBRECIPIENT acknowledges and agrees that the Grant is funded from McKinney-Vento Homeless Assistance Act of 1987, Title IV, Subtitle C, as amended, allocated to WOODLAND by the United States of America. Accordingly, SUBRECIPIENT hereby provides to WOODLAND those covenants set forth in the Covenants Re: Use of Federal Funds.

2.3 Disbursement of Grant Proceeds. Upon satisfaction of the Conditions to Disbursement or written waiver thereof by WOODLAND, WOODLAND shall distribute the Grant Proceeds in accordance with the Disbursement Schedule.

2.3.1 Schedule. The Grant Proceeds shall be disbursed in by WOODLAND in accordance with the following schedule (the “Disbursement Schedule”):

- A. The sum of Twenty-Eight Thousand, Four Hundred Seventy-Two Dollars (\$28,472) shall be distributed upon receipt by WOODLAND from SUBRECIPIENT periodic performance reports in accordance with the proposed program goals and accomplishments that are reasonably satisfactory to the Community Services Director.

2.3.2 Conditions Precedent to Disbursement. SUBRECIPIENT agrees further that WOODLAND shall not be obligated to make any disbursement of the Grant Proceeds unless and until SUBRECIPIENT has fulfilled all of WOODLAND’s customary conditions for a Grant (the “Conditions of Disbursement”). Such conditions include, for purposes of guidance and illustration, but are not limited to, the following:

- A. WOODLAND shall have received and approved the Operating Budget pursuant to and in accordance with Section 6 of this Agreement.
- B. WOODLAND shall have received all insurance certificates and endorsements required by it pursuant to and in accordance with Section 5.1 of this Agreement.
- C. WOODLAND shall have received evidence that SUBRECIPIENT is a corporation duly organized and existing as a California non-profit corporation presently in good standing; that SUBRECIPIENT has the power as a corporation to enter into this Agreement; that all documents executed by SUBRECIPIENT pertaining to the Grant are valid and binding obligations; and that the officers and agents executing such documents are duly empowered and authorized to execute them.

D. WOODLAND shall, if requested, receive copies of any and all licenses, permits, notices, and certificates required by WOODLAND pursuant to and in accordance with Section 4.6 of this Agreement.

The Community Services Director may waive or modify in writing any of the Conditions to Disbursement of the Grant Proceeds.

Section 3. Term.

The term of this Agreement (the “Term”) shall commence on April 1, 2020 and shall terminate on March 30, 2021 unless terminated earlier pursuant to Subsection 5.1.4 or Section 7 hereof.

Section 4. Services.

4.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, SUBRECIPIENT shall provide those services (the “Services”) as specified in the Scope of Services. SUBRECIPIENT represents and warrants that all Services to be provided hereunder shall be performed in a competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry for such services.

4.2 Time for Performance. Time is of the essence in the performance of this Agreement. SUBRECIPIENT shall perform and complete all Services hereunder in a timely and expeditious manner in accordance with the Schedule of Performance.

SUBRECIPIENT shall not be responsible for delays caused by circumstances beyond its control, provided that SUBRECIPIENT has delivered to WOODLAND written notice of the cause of any such delay within ten (10) days of the occurrence of such cause.

4.3 SUBRECIPIENT’s Application. The Scope of Services shall include the Services set forth in the SUBRECIPIENT’s application for the grant of McKinney-Vento Act funds which shall be incorporated herein by this reference as through fully set forth herein. In the event of any inconsistency between the terms of such application and this Agreement, the terms of this Agreement shall govern.

4.4 Compliance with Law. All Services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, regulations, and laws of the City and any Federal, State, or local governmental agency of competent jurisdiction.

4.5 Licenses, Permits, Fees, and Assessments. SUBRECIPIENT shall obtain, at SUBRECIPIENT’s sole cost and expense, any such licenses, permits, and approvals as may be required by law for the performance of the Services required by this Agreement. SUBRECIPIENT shall have the sole obligation to pay for any fees,

assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and which arise from or are necessary for the performance of the Services required by this Agreement. If requested by WOODLAND, SUBRECIPIENT shall provide copies of any and all licenses, permits, notices, and certificates required by law for the provision of the Services. Within (7) days of receipt by SUBRECIPIENT, SUBRECIPIENT shall provide WOODLAND with copies of any notices, audits, inspections, or other documents received by SUBRECIPIENT from any Federal, State, or local governmental body, arising out of or relating to the provision of the Services.

4.6 Nondiscrimination. SUBRECIPIENT agrees not to discriminate against any person or class of persons by reason of sex, color, race, creed, religion, marital status, handicap, ancestry, or national origin in its provision of Services. To the extent this Agreement provides that SUBRECIPIENT offer accommodations or services to the public, such accommodations or services shall be offered by SUBRECIPIENT to the public on fair and reasonable terms.

4.7 Familiarity with Work. By executing this Agreement, SUBRECIPIENT represents and warrants that SUBRECIPIENT (i) has thoroughly investigated and considered the work to be performed, (ii) has investigated the site of the work and fully acquainted itself with the conditions there existing, (iii) has carefully considered how the work should be performed, and (iv) fully understands the facilities, difficulties, and restrictions attending the performance of the work under this Agreement. Should the SUBRECIPIENT discover any latent or unknown conditions materially differing from those inherent in the work or as represented by WOODLAND, SUBRECIPIENT shall immediately inform WOODLAND of such fact and shall not proceed except at SUBRECIPIENT's risk until written instructions are received from WOODLAND.

4.8 Prohibition Against Subcontracting and Assignments. Neither the whole nor any interest in, nor any of the rights or privileges granted under this Agreement shall be assignable or transferable or encumbered in any way without the prior written consent of WOODLAND. Any such purported assignment, transfer, encumbrance, pledge, subuse, or permission given without such consent shall be void as to WOODLAND. This is a personal services contract and the SUBRECIPIENT was chosen on the basis of characteristics unique to the SUBRECIPIENT. WOODLAND shall have the right to unreasonably or arbitrarily withhold its consent to any such assignment, transfer, encumbrance, pledge, subuse, or permission.

4.9 Independent SUBRECIPIENT. SUBRECIPIENT and any agent or employee of SUBRECIPIENT shall act in an independent capacity and not as officers or employees of WOODLAND. WOODLAND assumes no liability for SUBRECIPIENT's actions and performance, nor assumes responsibility for taxes, bonds, payments, or other commitments, implied, or explicit, by or for SUBRECIPIENT. SUBRECIPIENT shall not have authority to act as an agent on behalf of WOODLAND unless specifically authorized to do so in writing.

SUBRECIPIENT acknowledges that it is aware that because it is an independent SUBRECIPIENT, WOODLAND is making no deduction from any amount paid to SUBRECIPIENT and is not contributing to any fund on its behalf. SUBRECIPIENT disclaims the right to any fee or benefits except as expressly provided for in this Agreement.

SUBRECIPIENT represents that SUBRECIPIENT has or will secure and maintain, at SUBRECIPIENT's sole cost and expense, all qualified and licensed personnel required to perform the Services. Staff and any additional personnel hired by SUBRECIPIENT shall be employees of SUBRECIPIENT. Such personnel shall not be deemed to be employees of WOODLAND or to have any contractual relationship with WOODLAND. Such personnel shall be authorized or permitted under State and local law to perform the Services.

4.10 Inspection. WOODLAND and its agents and representatives shall have the right at any reasonable time to observe the provision of the Services. WOODLAND is under no duty to supervise the provision of the Services. Any inspection or examination by WOODLAND is for the sole purpose of protecting and preserving WOODLAND's rights under this Agreement. No default of SUBRECIPIENT shall be waived by any inspection that there has been or will be compliance with this Agreement or that SUBRECIPIENT or Staff is in compliance with any Federal, State, and local laws, ordinances, regulations, and directives applicable to the performance of this Agreement or to the provision of the Services. SUBRECIPIENT shall make or cause to be made such other independent inspections as SUBRECIPIENT may desire for SUBRECIPIENT's own protection.

Section 5. Insurance and Indemnification.

5.1 Insurance. Without limiting WOODLAND's right to indemnification, SUBRECIPIENT shall secure prior to commencing any activities under this Agreement, and maintain during the Term of this Agreement, insurance coverage as set forth in this Section.

5.1.1 Required Insurance. SUBRECIPIENT shall secure and maintain the following coverage:

- A. Workers' Compensation Insurance as required by California statutes;
- B. Comprehensive General Liability Insurance, or Commercial General Liability Insurance, including coverage for Premises and Operations, Contractual Liability, Personal Injury Liability, Products/Completed Operations Liability, Broad-Form Property Damage, Independent SUBRECIPIENT's Liability and Fire Damage Legal Liability, in an amount of not less than One Million

Dollars (\$1,000,000) per occurrence, combined single limit, written on an occurrence form; and

- C. Comprehensive Automobile Liability coverage, including—as applicable—owned, non-owned, and hired autos, in an amount of not less than One Million Dollars (\$1,000,000) per occurrence, combined single limit, written on an occurrence form.

The City Manager, with the consent of WOODLAND’s Risk Manager, is hereby authorized to reduce the requirements set forth above in the event it is determined that such reduction is in WOODLAND’s best interest.

5.1.2 Required Clauses in Policies. Each insurance policy required by this Agreement shall contain the following clauses:

“This insurance shall not be canceled, limited in scope or coverage, or non-renewed until after thirty (30) days’ prior written notice has been given to the Secretary of the City of Woodland, 300 First Street, Woodland, CA 95695.”

“It is agreed that any insurance maintained by the City of Woodland shall apply in excess of and not contribute with insurance provided by this policy.”

Each insurance policy required by this Agreement, excepting policies for workers’ compensation and professional liability, shall contain the following clause:

“The City of Woodland, its officials, agents, employees, representatives, and volunteers are added as additional insured as respects of operations and activities of, or on behalf of the named insured, performed under contract with the City of Woodland.”

5.1.3 Required Certificates and Endorsements. Prior to commencement of any work under this Agreement, SUBRECIPIENT shall deliver to WOODLAND (i) insurance certificates confirming the existence of the insurance required by this Agreement, and including the applicable clauses referenced above and (ii) endorsements to the above-required policies, which add to these policies the applicable clauses referenced above. Such endorsements shall be signed by an authorized representative of the insurance company and shall include the signator’s company affiliation and title. Should it be deemed necessary by WOODLAND, it shall be SUBRECIPIENT’s responsibility to see that WOODLAND receives documentation, acceptable to WOODLAND, which confirms that the individual signing such endorsements is indeed authorized to do so by the

insurance company. Also, WOODLAND has the right to demand, and to receive within a reasonable time period, copies of any insurance policies required under this Agreement.

5.1.4 Remedies for Defaults Re: Insurance. In addition to any other remedies WOODLAND may have if the SUBRECIPIENT fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, WOODLAND may, at its sole option:

- A. Obtain such insurance and deduct and retain the amount of the premium for such insurance from any sums due under the Agreement;
- B. Order the SUBRECIPIENT to stop work under this Agreement and/or withhold any payment(s) which become due to the SUBRECIPIENT hereunder until the SUBRECIPIENT demonstrates compliance with the requirements hereof;
- C. Terminate this Agreement.

Exercise of any of the above remedies, however, is an alternative to other remedies WOODLAND may have and is not the exclusive remedy for the SUBRECIPIENT's failure to maintain insurance or secure appropriate endorsements.

Nothing herein contained shall be construed as limiting in any way the extent to which the SUBRECIPIENT may be held responsible for payment of damages to person or property resulting from the SUBRECIPIENT's or its subcontractor's performance of the work covered under this Agreement.

5.2 Indemnification. As respects acts, errors, or omissions in the performance of Services under this Agreement, SUBRECIPIENT agrees to indemnify and hold harmless WOODLAND, its officers, agents, employees, representatives, and volunteers from and against any and all claims, demands, defense costs, liability or consequential acts, errors, or omissions in the performance of Services under the terms of this Agreement.

As respects all acts or omissions which do not arise directly out of the performance of Services, including but limited to those acts or omissions normally covered by general and automobile liability insurance, SUBRECIPIENT agrees to indemnify, defend (at WOODLAND's option), and hold harmless WOODLAND, its officers, agents, employees, representatives, and volunteers from and against any and all claims, demands, defense costs, liability, or consequential damages of any kind or nature arising out of or in connection with SUBRECIPIENT's performance or failure to perform, under this Agreement; excepting those which arise out of the sole negligence of WOODLAND.

Section 6. SUBRECIPIENT's Operating Budget.

Concurrently with the submission to WOODLAND of copies of this Agreement executed by SUBRECIPIENT, SUBRECIPIENT shall submit to WOODLAND an operating budget (the "Operating Budget") which specifies how SUBRECIPIENT proposes that the Grant Proceeds be allocated among the following permitted uses: Salary, Benefits, and Costs. WOODLAND shall have the right to review and either approve or disapprove the proposed Operating Budget, in WOODLAND's sole discretion. In the event WOODLAND disapproves the proposed Operating Budget, Woodland shall deliver in writing the reasons for such disapproval. In such event, SUBRECIPIENT shall revise and resubmit the proposed Operating Budget to WOODLAND within thirty (30) days of such disapproval. WOODLAND shall either approve or disapprove the revised Operating Budget within fifteen (15) days of WOODLAND's receipt. The approved Operating Budget is included as Exhibit E of this Agreement.

Section 7. Enforcement of Agreement; Termination of Agreement.

7.1 Events of Default. For purposes of this Section 7, the word "Default" shall mean the failure of SUBRECIPIENT to perform any of SUBRECIPIENT's duties or obligations or the breach by SUBRECIPIENT of any of the terms and conditions set forth in this Agreement. In addition, SUBRECIPIENT shall be deemed to be in Default upon SUBRECIPIENT's (i) application for, consent to, or suffering of, the appointment of a receiver, trustee or liquidator for all or a substantial portion of its assets, (ii) making a general assignment for the benefit of creditors, (iii) being adjudged bankrupt, (iv) filing a voluntary petition or suffering an involuntary petition under any bankruptcy, arrangement, reorganization, or insolvency law (unless in the case of an involuntary petition, the same is dismissed within thirty (30) days of such filing), or (v) suffering or permitting to continue unstayed and in effect for fifteen (15) consecutive days any attachment, levy, execution, or seizure of all or a substantial portion of SUBRECIPIENT's assets or of SUBRECIPIENT's interests hereunder.

WOODLAND shall not be deemed to be in Default in the performance of any obligation required to be performed by WOODLAND hereunder unless and until WOODLAND has failed to perform such obligation for a period of thirty (30) days after receipt of written notice from SUBRECIPIENT specifying in reasonable detail the nature and extent of any such failure; provided, however, that if the nature of WOODLAND's obligation is such that more than thirty (30) days are required for its performance, then WOODLAND shall not be deemed to be in Default if WOODLAND shall commence to cure such performance within such thirty (30) day period and thereafter diligently prosecute the same to completion.

7.2 Institution of Legal Actions. In addition to any other rights and remedies, and subject to the restrictions otherwise set forth in this Agreement, either Party may institute an action at law or in equity to seek the specific performance of the terms of

this Agreement, to cure, correct, or remedy any Default, to recover damages for any Default, or to obtain any other remedy consistent with the purpose of this Agreement. Such legal actions must be instituted in the Superior Court of the County of Yolo, State of California, in an appropriate municipal court in Yolo County, or in the United States District Court for District of California in which Yolo County is located.

7.3 Acceptance of Service of Process. In the event that any legal action is commenced by the SUBRECIPIENT against WOODLAND, service of process on WOODLAND shall be made by personal service upon the Community Development Department Director or in such other manner as may be provided by law. In the event that any legal action is commenced by WOODLAND against the SUBRECIPIENT, service of process on the SUBRECIPIENT shall be made in such other manner as may be provided by law.

7.4 Rights and Remedies Are Cumulative. Except as otherwise expressly stated in this Agreement, the rights and remedies of the Parties are cumulative, and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same Default or any other Default by the other Party.

7.5 Inaction Not a Waiver of Default. Any failures or delays by either Party in asserting any of its rights and remedies to any Default shall not operate as a waiver of any Default or of any such rights or remedies, or deprive either such Party of its right to institute and maintain any actions or proceedings which it may deem necessary to protect, assert, or enforce any such rights or remedies.

7.6 Applicable Law. The laws of the State of California shall govern the interpretation and enforcement of this Agreement.

7.7 Attorneys' Fees. WOODLAND and SUBRECIPIENT agree that in the event of litigation to enforce this Agreement or terms, provisions, and conditions contained herein, to terminate this Agreement, or to collect damages for a Default hereunder, the prevailing party shall be entitled to all costs and expenses, including reasonable attorneys' fees, incurred in connection with such litigation.

7.8 Immediate Termination for SUBRECIPIENT's Default. In the event of any Default by SUBRECIPIENT, WOODLAND may immediately terminate this Agreement. Such termination shall be effective immediately upon receipt by SUBRECIPIENT of written notice from WOODLAND. In such event, SUBRECIPIENT shall have no further rights hereunder; WOODLAND shall have all other rights and remedies as provided by law.

7.9 Termination Without Cause. WOODLAND may terminate this Agreement at any time without the necessity of cause or Default by SUBRECIPIENT by giving fifteen (15) days notice in writing to SUBRECIPIENT. In such event,

SUBRECIPIENT shall have no further rights hereunder, except that SUBRECIPIENT shall be paid for all Services rendered prior to receipt of notice of such termination.

Section 8. Documents and Data.

8.1 Data to be Furnished by WOODLAND. WOODLAND shall furnish to SUBRECIPIENT such documents and materials pertinent to the provision of Services hereunder as WOODLAND may possess or acquire.

8.2 Ownership of Documents. All documents and materials furnished by WOODLAND to SUBRECIPIENT pursuant to Section 8.1 hereof shall remain the property of WOODLAND and shall be returned to WOODLAND upon termination of this Agreement.

Section 9. Audit of Records.

SUBRECIPIENT shall keep such books and records as shall be necessary to perform the Services required by this Agreement and to enable WOODLAND to evaluate the cost and the performance of such services. Books and records shall be kept and prepared in accordance with generally accepted accounting principles.

WOODLAND shall have the right to audit SUBRECIPIENT's records pertaining to this Agreement and the services to be performed hereunder at SUBRECIPIENT's office location as set forth in Section 10.2 hereof. SUBRECIPIENT agrees to make available all pertinent records for the purpose of conducting such an audit at that location, during normal business hours.

Section 10. Miscellaneous Provisions.

10.1 Waiver. Inaction by WOODLAND or SUBRECIPIENT with respect to a Default hereunder shall not be deemed to be a waiver of such Default. The waiver by either WOODLAND or SUBRECIPIENT of any Default hereunder shall not be deemed to be a waiver of any subsequent Default.

10.2 Notices. All notices, demands, or other writings to be made, given, or sent hereunder, or which may be so given or made or sent by either WOODLAND or SUBRECIPIENT to the other shall be deemed to have been given when in writing and personally delivered or if mailed on the third (3rd) day after being deposited in the United States mail, certified or registered, postage prepaid, and addressed to the respective Parties at the following addresses:

If to WOODLAND:

City Clerk
City of Woodland
300 First Street

Woodland, California 95695
FAX No. (530) 661-5813

With copies to: City of Woodland
Community Services Department
2001 East Street
Woodland, California 95776
FAX No. (530) 666-7257

If to SUBRECIPIENT: Yolo Wayfarer Center
P.O. Box 1248
Woodland, CA 95776

10.3 Relationship of Parties. Nothing contained herein shall be deemed or construed by the Parties, nor by and third party, as creating the relationship of principal and agent or of partnership or of joint venture between the Parties, it being understood and agreed that SUBRECIPIENT is and will be at all times an independent SUBRECIPIENT pursuant to this Agreement and shall not, in any way, be considered to be an officer, agent or employee of the Agency or the City.

10.4 Time of the Essence. Time is hereby expressly declared to be the essence of this Agreement and of each and every term, covenant and condition hereof which relates to a date or a period of time.

10.5 Remedies Cumulative. The remedies given to WOODLAND and SUBRECIPIENT herein shall be cumulative and are given without impairing any other rights given WOODLAND or SUBRECIPIENT by statute or other law now existing or hereafter enacted, and the exercise of any one (1) remedy by WOODLAND or SUBRECIPIENT shall not preclude the exercise of any other remedy.

10.6 Effect of Invalidity. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of its terms and provisions to persons and circumstances other than those to which it has been held invalid or enforceable shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

10.7 Successors and Assigns. This Agreement and the covenants and conditions contained herein shall be binding upon and inure to the benefit of and shall apply to the successors and assigns of WOODLAND and to the permitted successors and assigns of SUBRECIPIENT, and all references to "WOODLAND" or "SUBRECIPIENT" shall be deemed to refer to and include all permitted successors and assigns of such Party.

10.8 Entire Agreement. This Agreement and the exhibits hereto contain the entire agreement of WOODLAND and the SUBRECIPIENT with respect to the matters covered hereby, and no agreement, statement or promise made by any of the Parties

which is not contained herein, shall be valid or binding. No prior agreement, understanding, or representation pertaining to any such matter shall be effective for any purpose. No provision of this Agreement may be amended, modified, or added except by an agreement in writing signed by WOODLAND and SUBRECIPIENT.

10.9 Authority. Each individual executing this Agreement on behalf of a corporation, nonprofit corporation, partnership, or other entity or organization, represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of such entity or organization and that this Agreement is binding upon the same in accordance with its terms. SUBRECIPIENT shall, at WOODLAND's request, deliver a certified copy of its governing board's resolution or certificate authorizing or evidencing such execution.

10.10 Conflicts of Interest. No member, official, or employee of WOODLAND shall have any interest, direct or indirect, in this Agreement, nor shall any such member, official, or employee participate in any decision relating to this Agreement which affect his or her interests or the interests of any corporation, partnership, or association in which he or she is directly or indirectly interested.

10.11 Time for Acceptance of Agreement by WOODLAND. This Agreement, when executed by SUBRECIPIENT and delivered to WOODLAND, must be authorized, executed and delivered to WOODLAND on or before forty-five (45) days after the execution and delivery by the SUBRECIPIENT or this Agreement shall be void, except to the extent that SUBRECIPIENT and WOODLAND shall consent in writing to a further extension of time for the authorization, execution, and delivery of this Agreement.

10.12 Non-Liability of Members, Officials, and Employees of WOODLAND. No member, official, or employee of WOODLAND shall be personally liable to SUBRECIPIENT, or any successor in interest, in the event of any Default or breach by WOODLAND or for any amount which may become due to SUBRECIPIENT or SUBRECIPIENT's successors, or on any obligation under the terms of this Agreement. SUBRECIPIENT hereby waives and releases any claim SUBRECIPIENT may have against the members, officials, or employees of WOODLAND with respect to any Default or breach by WOODLAND or for any amount which may become due to SUBRECIPIENT or SUBRECIPIENT's successors, or any obligations under the terms of this Agreement. SUBRECIPIENT makes such release with the full knowledge of Civil Code Section 1542 and hereby waives any and all rights thereunder to the extent of this release, if such Section 1542 is applicable. Section 1542 of the Civil Code provides as follows:

“A general release does not extend claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.”

10.13 Controlling Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

10.14 Effective Date. This Agreement shall be effective on the date on which this Agreement is executed by WOODLAND and such date shall be the “Effective Date.”

**IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT
AS OF THE RESPECTIVE DATES SET FORTH BELOW.**

“WOODLAND”

CITY OF WOODLAND

a municipal corporation and general law city

Dated: _____

By: _____

Ken Hiatt
City Manager

ATTEST:

ANA GONZALEZ, CITY CLERK

By: _____

Ana Gonzalez
City Clerk

“SUBRECIPIENT”

YOLO WAYFARER CENTER

a California non-profit public benefit corporation

Dated: _____

By: _____

Doug Zeck
Chief Executive Officer

EXHIBIT A—SCOPE OF SERVICES

During the Term of this Agreement, SUBRECIPIENT shall diligently and continuously provide the following services (the “Services”):

Section 1. Maintain Office. Throughout the term of this Agreement, to provide the Services, SUBRECIPIENT shall manage and operate its proposed programs at the designated locations and provide its mailing address at P.O. Box 1248, Woodland, CA 95776 and maintain its office located at 201 Fourth Street, Woodland, CA 95695.

Section 2. Hours of Operation. SUBRECIPIENT shall provide staff to operate office continuously between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except on legal holidays.

Section 3. SUBRECIPIENT’s Reports. SUBRECIPIENT shall file reports on a quarterly basis in the format provided by WOODLAND, or in a format provided by SUBRECIPIENT that is acceptable to WOODLAND.

3.1 Schedule. All Quarterly Reports shall be filed in accordance with the format as set forth by the U.S. Department of Housing and Urban Development (HUD).

3.2 Contents. Each Quarterly Report shall contain, or be accompanied by, an itemized statement showing all information required by WOODLAND, including, without limitation:

- A.** The amount expended or incurred by SUBRECIPIENT and due and payable for Salary and Benefits, and Costs for such reporting quarter.
- B.** Evidence reasonably satisfactory to the Community Development Director showing that allowable costs and expenses for which SUBRECIPIENT seeks reimbursement were actually incurred in the reporting field.

3.3 Certification. Each Quarterly Report shall be certified as complete and correct by the Chief Executive Officer of SUBRECIPIENT.

Section 4. Permanent Supportive Housing Program Services. SUBRECIPIENT shall provide all costs and services associated with the one Permanent Supportive Housing Program components: Permanent Supportive Housing for chronically homeless individuals in the City of Woodland.

Section 5. Administration of Grant Funds. Throughout the term of this Agreement, WOODLAND shall administer the grant funds as well as review the Quarterly Reports submitted by SUBRECIPIENT. From the grant amount of Twenty-Eight Thousand, Four Hundred Seventy-Two Dollars (\$28,472), WOODLAND shall retain a total of One Thousand, Eight Hundred Seventy-Six Dollars (\$1,876) for its grant administration costs.

EXHIBIT B—SCHEDULE OF COMPENSATION

SUBRECIPIENT will be reimbursed for approved costs associated with the implementation of the Permanent Supportive Housing Program component (Bonus, Permanent Supportive Housing for Chronically Homeless 2019) following the submission of invoices with attached documentation in a format acceptable to WOODLAND. Total reimbursement for costs associated with the Supportive Housing Program shall not exceed the total grant amount of Twenty-Eight Thousand, Four Hundred Seventy-Two Dollars (\$28,472) less City administrative costs of (\$1,876) in the amounts listed in Exhibit E—Operating Budget.

EXHIBIT C—COVENANTS RE: USE OF FEDERAL FUNDS

SUBRECIPIENT acknowledges and agrees that the Grant is funded from McKinney-Vento Homeless Assistance Act of 1987, Title IV, Subtitle C, as amended, allocated to WOODLAND by the United States of America. Accordingly, SUBRECIPIENT covenants and agrees as follows:

Section 1. Non-Discrimination. SUBRECIPIENT shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, or ancestry.

Section 2. Civil Rights Act. SUBRECIPIENT shall comply with the Civil Rights Act of 1964, as amended, and all regulations applicable thereto.

Section 3. Compliance with OMB Circular No. A-122. SUBRECIPIENT shall comply with the requirements and standards of OMB Circular No. A-122 and with the Attachments A, B, C, F, H, N (as modified in accordance with the provisions of 24 C.F.R. 570.502 (b)(6)) and O.

Section 4. Reversion of Assets. Upon the expiration or termination of this Agreement, SUBRECIPIENT shall transfer to WOODLAND any McKinney-Vento Act funds on hand and any accounts receivable attributable to the use of McKinney-Vento Act funds. If at the time of the expiration or termination of this Agreement there is under the control of SUBRECIPIENT any real property that was acquired or improved in whole or in part with McKinney-Vento Act funds in excess of Twenty-Five Thousand Dollars (\$25,000), then such real property shall either be:

- A. Used to meet one (1) or more of the national objectives set forth in 24 C.F.R. 570.208 for not less than fifteen (15) years after the date of expiration or termination of this Agreement, or such longer period of time as determined appropriate by WOODLAND; or
- B. Disposed of, within five (5) years after the date of expiration or termination of this Agreement, in a manner which results in WOODLAND being reimbursed in the amount of the then current fair market value of said real property less any portion thereof attributable to expenditure of non-McKinney-Vento Act funds for said acquisition or improvement.

Section 5. Program Income. Any Program Income received by SUBRECIPIENT prior to the expiration of this Agreement shall either (i) be treated as additional grant proceeds subject to all applicable requirements governing the use of grant proceeds, or (ii) be returned to WOODLAND, as required by 24 C.F.R. 570.504(b). Any Program Income on hand when this Agreement expires or received after the expiration of this Agreement shall be paid to WOODLAND as required by 24 C.F.R. 570.503(8).

Section 6. Training and Employment Opportunities. SUBRECIPIENT acknowledges that the work to be performed under this Agreement is on a project assisted under a program providing direct Federal financial assistance from the U.S. Department of Housing and Urban Development (the “Department”), and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (“Section 3”). Section 3 requires, that to the greatest extent feasible, opportunities for training and employment be given to lower income residents and that contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by, persons residing in the area of the project. SUBRECIPIENT shall comply with the provisions Section 3 and the regulations issued pursuant thereto by the U.S. Secretary of Housing and Urban Development as set forth in 24 C.F.R. Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this Agreement.

Section 7. No Disability. SUBRECIPIENT certifies and agrees that it is under no contractual or other disability which would prevent it from complying with the laws and regulations referred to in this Exhibit C of the Agreement.

Section 8. Notice to Labor Organizations. SUBRECIPIENT shall send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising such labor organization or workers’ representative of its commitments under the Section 3 clause (set forth in Section 6 of this Exhibit C) and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

Section 9. Include in Subcontracts. SUBRECIPIENT shall include a Section 3 clause in every subcontract for work in connection with the project and shall, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the sub-contractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 C.F.R. Part 135. SUBRECIPIENT shall not subcontract with any sub-contractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. Part 135 and shall not let any subcontract unless the sub-contractor has first provided it with a preliminary statement of ability to comply with the requirements of said regulations.

Section 10. Sanctions. Compliance with the provisions of Section 3, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this Agreement shall be a conditional of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject SUBRECIPIENT, its sub-contractors, its successors, and assigns to those sanctions as are specified by 24 C.F.R. Part 135.

Section 11. Americans with Disabilities. SUBRECIPIENT shall not discriminate against handicapped persons in the provision of the Services and shall provide accessibility for handicapped persons to the Services provided under this Agreement. SUBRECIPIENT shall comply with all applicable requirements of the Americans with Disabilities Act of 1990 and implementing regulations (28 C.F.R. Parts 35-36), in order to provide handicapped accessibility to the extent readily achievable.

Section 12. Patents and Copyrights. SUBRECIPIENT acknowledges and agrees that HUD reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and otherwise use, and to authorize others to use, for Federal Government purposes:

- A. The copyright in any work developed under the Grant or this Agreement;
- B. Any rights of copyright to which SUBRECIPIENT purchases ownership with Grant Proceeds;
- C. The patent for any invention developed under the Grant or this Agreement; and
- D. Any rights in any patent to which SUBRECIPIENT purchases ownership with Grant Proceeds.

Section 13. Compliance with Law. SUBRECIPIENT hereby covenants and agrees that it has complied and will continue to comply with the Housing and Community Development Act of 1974 (“the Act”), and all applicable Federal, State, and local laws, ordinances, regulations, policies, guidelines, and requirements as they relate to acceptance and use of Federal funds for this Federally-assisted program. This Agreement is subject to all such laws, ordinances, regulations, policies, and guidelines, including, without limitation, the Act; 24 CFR Part 85; 24 CFR Part 570; and applicable U.S. Office of Management and Budget Circulars, including, without limitation, A-21, A-110, A-122, and A-133.

Section 14. Records Retention. Financial records, supporting documents, statistical records, and all other records pertaining to the use of the funds provided under this Agreement shall be retained by SUBRECIPIENT for a period of five (5) years, at a minimum, and in the event of litigation, claim, or audit, the records shall be retained until all litigation, claims, and audio findings involving the records have been fully resolved. Records for non-expendable property acquired with Federal funds provided under this Agreement shall be retained for five (5) years after the final disposition of such property.

Section 15. Monitoring. WOODLAND will conduct a monitoring review. This review will focus on the extent to which the planned program has been implemented

measurable goals achieved, effectiveness of program management, and impact of the program. Authorized representatives of WOODLAND and HUD shall have the right of access to all activities and facilities operated by SUBRECIPIENT under this Agreement. Facilities include all files, records, and other documents related to the performance of this Agreement. Activities include attendance, board of directors, advisory committee, and advisory board meetings and inspection by WOODLAND and HUD representatives. SUBRECIPIENT shall ensure that its employees and board members furnish such information as, in the judgment of WOODLAND and HUD representatives, may be relevant to the question of compliance with contractual conditions and HUD directives, or the effectiveness, legality, and achievements of the program.

Section 16. Program Reporting. SUBRECIPIENT agrees to prepare and submit financial, program progress, evaluations, and other reports as required by HUD, or WOODLAND per the terms of this Agreement. SUBRECIPIENT shall maintain such property, personnel, financial, and other records and accounts as are considered necessary by HUD or WOODLAND to assure proper accounting for all Grant funds. All SUBRECIPIENT records, with the exception of confidential information, shall be made available to representatives of WOODLAND and appropriate Federal agencies. SUBRECIPIENT is required to submit data necessary to complete the Annual Grantee Performance Report in accordance with HUD regulations in the format and at the time designated by WOODLAND.

Section 16.1 Federal Funding Accountability and Transparency Act. SUBRECIPIENT agrees to comply with the “Federal Funding Accountability and Transparency Act” through reporting required information at <https://www.fsrs.gov/>.

Section 17. Accounting. SUBRECIPIENT shall establish, and maintain on a current basis, an adequate accrual and accounting system in accordance with generally accepted accounting principles and standards.

Section 18. Audits. SUBRECIPIENT is required to arrange for an independent financial and compliance audit annually for each fiscal year Federal funds are received under this Agreement. Audits must be in compliance with O.M.B. Circular No. A-133. An audit may be conducted by Federal, State, or local funding source agencies as part of WOODLAND’s audit responsibilities. The results of the independent audit must be submitted to WOODLAND within thirty (30) days of completion. Within thirty (30) days of the submittal of said audit report, SUBRECIPIENT shall provide a written response to all conditions of findings reported in said audit report. The response must examine each condition or finding and explain a proposed resolution, including a schedule for correcting any deficiency. All conditions or finding corrective actions shall take place within six (6) months after receipt of the audit report. WOODLAND and its authorized representatives shall at all times have access for the purpose of audit or inspection to any and all books, documents, papers, records, property, and premises of SUBRECIPIENT.

SUBRECIPIENT staff will cooperate fully with authorized auditors when they conduct audits and examinations of SUBRECIPIENT's program.

If indications of misappropriation or misapplication of funds granted under this Agreement cause WOODLAND to require a special audit, the cost of the audit will be encumbered and deducted from the Grant. Should WOODLAND subsequently determine that the special audit was not warranted, the amount encumbered will be restored to the Grant. Should the special audit confirm misappropriation or misapplication of funds, SUBRECIPIENT shall promptly reimburse WOODLAND the amount of misappropriation or misapplication. In the event WOODLAND uses the judicial system to recover misappropriated or misapplied funds, SUBRECIPIENT shall reimburse CITY for legal fees and court costs incurred in obtaining the recovery.

Section 19. Certification Regarding Lobbying. SUBRECIPIENT certifies, to the best of its knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, SUBRECIPIENT shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. SUBRECIPIENT shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-subrecipients, sub-grants, and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

Section 20. Non-Expendable Property. A record shall be maintained by SUBRECIPIENT for each item on non-expendable property acquired for this program with Grant Proceeds. This record shall be provided to WOODLAND as well as being available for inspection and audit upon the request of WOODLAND. Non-expendable property means tangible personal property having a useful life of more

than one (1) year and an acquisition cost of Three Hundred Dollars (\$300.00) or more per unit. SUBRECIPIENT shall not purchase or agree to purchase non-expendable property without the prior written approval of WOODLAND. Upon completion or early termination of this Agreement, WOODLAND reserves the right to determine the final disposition of such non-expendable property in compliance with applicable laws and regulations. Such disposition may include, but is not limited to, WOODLAND taking possession of such non-expendable property.

Section 21. Expendable Property. Expendable property refers to all tangible personal property other than non-expendable personal property. SUBRECIPIENT shall not purchase or agree to purchase expendable personal property at a cost of Three Hundred Dollars (\$300.00) or more per unit without the prior written approval of WOODLAND.

Section 22. Purchase or Lease of Non-Expendable Property or Equipment. SUBRECIPIENT shall obtain three documented bids prior to purchasing or leasing any non-expendable property or equipment over Three Hundred Dollars (\$300.00) in unit value. SUBRECIPIENT shall purchase or lease from the lowest responsive and responsible bidder. All equipment that has a purchase or lease price of over Fifty Dollars (\$50.00) in unit-value and life expectancy of more than one (1) year shall be properly identified and inventoried and shall be charged at its actual price. Such inventory shall be provided to WOODLAND as well as being available for inspection and audit upon the request of WOODLAND.

Section 23. Travel and Conference Restrictions. SUBRECIPIENT covenants and agrees that travel and conference expenses will not be paid for by funds provided through this Agreement.

Section 24. Privacy. SUBRECIPIENT agrees and shall ensure that no information about or obtained from any person receiving services hereunder shall be voluntarily disclosed in any form identifiable with such person without first obtaining the written consent of such person.

Section 25. Drug Free Workplace.

26.1 Certification. SUBRECIPIENT hereby certifies to WOODLAND that SUBRECIPIENT will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in SUBRECIPIENT's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- B. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by sub-paragraph A.;
- C. Notifying the employee in the statement required by sub-paragraph A. that, as a condition of employment under the grant, the employee will:
 - i. Abide by the terms of the statement; and
 - ii. Notify SUBRECIPIENT of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction;
- D. Notifying WOODLAND within ten (10) days after receiving notice of a conviction under sub-paragraph C. ii. from an employee or otherwise receiving actual notice of such conviction;
- E. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by 41 U.S.C. 703; and
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of sub-paragraphs A., B., C., D., and E.

Section 26.2 Suspension. SUBRECIPIENT acknowledges and agrees that this Agreement shall be subject to suspension of payment or termination, or both, and SUBRECIPIENT shall be subject to suspension or debarment if the Community Development Director of WOODLAND or official designee determines, in writing, that:

- A. SUBRECIPIENT has made false certification under Section 26.1;
- B. SUBRECIPIENT violates such certification by failing to carry out the requirements of sub-paragraphs A., B., C., D., E., or F. of Section 26.1; or
- C. Such a number of SUBRECIPIENT's employees have been convicted of violations of criminal drug statutes for violation occurring in the workplace as to indicate that SUBRECIPIENT has failed to make a good faith effort to provide a drug-free workplace as required by Section 26.1.

EXHIBIT D—SCHEDULE OF PERFORMANCE

Services to be provided in accordance with this Agreement including Permanent Supportive Housing shall be performed within the term of this Agreement commencing on April 1, 2020 and terminating on March 30, 2021.

EXHIBIT E—OPERATING BUDGET

The following table illustrates SUBRECIPIENT's Operating Budget as approved by WOODLAND and the United States Department of Housing and Urban Development.

	CoC Request	Applicant Cash+	Total Project Budget+
1. Real Property Leasing	16,104		
2 Supportive Services*	10,492		
3. Operations**	0.00		
4. HMIS ***	0.00		
5. SHP Request (subtotal lines 1 thru 4)	26,596		
6. Administration	1,876		
7. Total CoC Request (total lines 5 and 6)	28,472		

* By law, CoC can pay no more than 80% of the total supportive services budget.

** By law, CoC can pay no more than 75% of the total operating budget.

*** By law, CoC can pay no more than 5% of the total HMIS request.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: November 10, 2020
ITEM #: F.9
SUBJECT: CARES Act Subrecipient Agreement

Recommendation for Action: Staff recommends that the City Council approve Resolution No. ____ (1) Authorizing the City Manager to sign the CARES Act Subrecipient Agreement with Yolo County for homeless non-congregant sheltering and services, and (2) Appropriate \$500,000 to the Homeless Housing Fund (Fund 331)

Staff Contact:

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

Fiscal Impact:

The allocation of \$500,000 is CARES Act funding from the County will allow for the City to complete construction of the interim homeless shelter on East Beamer Way. Funding for the East Beamer Way project, including the interim shelter and permanent supporting housing, comes from a variety of potential funding sources from multiple participating agencies. Partial funding was included in the capital improvement plan approved by Council with the final budget. The additional allocation of CARES Act money will allow the City to (1) complete funding of the interim shelter, (2) expend the money within the timeframe restrictions required of CARES Act, and (3) meet the County's intent to provide services to meet the needs for homeless housing and support services. The \$500,000 requires an appropriation from the Homeless Housing Fund.

Background:

The COVID-19 public health emergency has created a need for non-congregate and supportive sheltering for individuals experiencing homelessness. Much of the City and County's homeless population falls under the high risk categories for COVID-19, including either being elderly or having underlying health conditions, thereby heightening the need for social distancing and supportive services. The State allocated CARES Act funding to counties and municipalities as part of their FY2020/21 budget to address the impacts of COVID-19. Assistance to the homeless population is a qualifying expenditure category for these funds, with the restriction that the funds be fully spent by the end of December 2020. The County has been providing services through Project Roomkey, but was also looking for ways to utilize CARE funds to support city efforts to develop permanent supporting housing. To explore various options, County staff met with the cities within the County and identified a number of potential options for utilizing the funds. Ultimately the County decided that allocating funds to each City and allowing them to determine how to best spend the CARES funding would be the best approach.

The City has been planning for and working on relocating the homeless shelter to East Beamer Way. The \$500,000 in CARES Act money will allow the City to complete construction on the interim shelter, which will meet the timeline restriction for expenditure of the CARES funding, as well as meet the County's goal of developing permanent supportive housing.

Discussion:

Under the terms of the subrecipient agreement, the County will award \$500,000 to the City to perform activities to aid homeless individuals, with an emphasis on projects that provide permanent supportive housing and/or increase the capacity for sheltering for supportive services. The City agrees to engage the Homeless Plan Executive Commission to ensure collaboration among entities in the region, and provide reports detailing the projects and activities funded with CARES Act funds. Any funding not expended by December 30, 2020 will be returned to the County.

Conclusion:

Staff recommends that the City Council approve Resolution No. ____ (1) Authorizing the City Manager to sign the CARES Act Subrecipient Agreement with Yolo County for homeless non-congregant sheltering and services, and (2) Appropriate \$500,000 to the Homeless Housing Fund (Fund 331).

Prepared By: Kim McKinney, Finance Officer



Ken Hiatt
City Manager

Attachments:

1. Reso CARES Act Subrecipient Agreement Nov 10 2020-Fin

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND AUTHORIZING THE CITY MANAGER TO SIGN THE
CARES ACT SUBRECIPIENT AGREEMENT AND APPROVING THE
APPROPRIATION OF ADDITIONAL FUNDS FOR THE EMERGENCY
SHELTER PROJECT, CIP #20-12**

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

WHEREAS, the City Council subsequently continued its emergency action at its May 5, 2020, May 19, 2020, June 2, 2020, June 16, 2020, July 7, 2020, July 21, 2020, August 18, 2020, September 1, 2020, September 15, 2020, and October 20 meetings;

WHEREAS, the State of California awarded CARES Act funds to Yolo County; and

WHEREAS, Yolo County wishes to allocate \$500,000 of its CARES Act award to the City of Woodland for use in activities or projects that promote shelter and services for homeless individuals; and

WHEREAS, the City will use the CARES Act funds to complete construction of the emergency homeless shelter through project CIP#20-12;

WHEREAS, the terms of the allocation of CARES Act funds are outlined in the sub recipient agreement; and

WHEREAS, use of the CARES Act funding for CIP #20-12 requires an additional appropriation.

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

Section 1: Authorizes the City Manager to sign the CARES Act Subrecipient Agreement with Yolo County for homeless non-congregant sheltering and services; and

Section 2: Approves an appropriation of \$500,000 to the Homeless Housing Fund (331) and a project budget increase of the same amount to the Emergency Shelter Project (CIP 20-12).

PASSED AND ADOPTED by the City Council this 10th day of November, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: November 10, 2020
ITEM #: F.10
SUBJECT: Letter of support for Woodland Biomass Power.

Recommendation for Action: Staff recommends that the City Council approve a letter in support of California Public Utilities Commission (CPUC) approval of an advice letter with Pacific Gas and Electric regarding Woodland Biomass Power (Woodland BP).

Staff Contact:

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

Fiscal Impact:

No fiscal impact.

Discussion:

Woodland BP is the primary customer of the City's recycled water. Closure of their facility would result in significant loss of revenue to the water and sewer enterprise fund. The Woodland BP property also generates substantial property tax revenue which could be largely eliminated if the facility were to close.

Background:

Woodland BP is a 25-Megawatt (MW) biomass electric power facility on Kentucky Avenue in Woodland, California that takes high hazard fuelwood (from cities like Paradise and across Butte County) and agriculture and urban construction waste and converts it into carbon-neutral electric power for PG&E customers. The facility employs roughly 30 people and contributes a quarter of a million dollars annually through property taxes, and enabling local programs on water recycling, wood waste collection, and other services.

The Woodland BP purchase agreement with PG&E expired earlier this year. Efforts to negotiate a new contract have been ongoing for over a year and agreement has been reached. The CPUC must approve all contracts by PG&E and often takes months or years to achieve approval. Unfortunately, Woodland BP cannot reopen until the CPUC approves its contract with PG&E.

Woodland BP approached City representatives requesting the City urge the CPUC's approval of a recently submitted Advice Letter from Pacific Gas and Electric which would allow Woodland BP to continue operations. Continued operation would not only maintain the 30 plus jobs at the facility but also has the potential to reduce wildfire risk by processing dead trees and other potential fire fuels.

Conclusion:

Staff recommends that the City Council approve a letter in support of California Public Utilities Commission (CPUC) approval of an advice letter with Pacific Gas and Electric regarding Woodland Biomass Power (Woodland BP).

Prepared by: Jennifer Robinson, Secretary to the City Manager

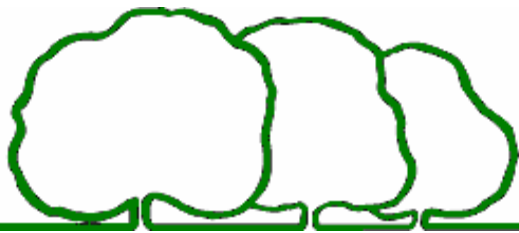
Reviewed by: Ana B. Gonzalez, City Clerk

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

Ken Hiatt
City Manager

Attachments:

1. Biomass CPUC support letter 11.10.20



City of Woodland

CITY COUNCIL

300 FIRST STREET

WOODLAND, CALIFORNIA 95695

(530) 661-5800

FAX: (530) 661-5813

Rich Lansburgh, Mayor

Tom Stallard, Mayor Pro Tempore

Angel Barajas, Council Member

Enrique Fernandez, Council Member

Xochitl Rodriguez, Council Member

November 10, 2020

Commissioner Rechtschaffen
California Public Utilities Commission
505 Van Ness Avenue
San Francisco, CA 94102
(cliff.rechtschaffen@cpuc.ca.gov)

RE: Approval of PG&E Advice Letter with Woodland Biomass Power

Dear Commissioner Rechtschaffen:

The City of Woodland joins California Senator Dodd, California Assemblymember Aguilar-Curry, the Yolo County Board of Supervisors, the City of Paradise and others to urge the California Public Utility Commission's (CPUC) to approve Advice Letter E-4977 submitted by Pacific Gas and Electric (PG&E) on October 27th, which would allow Woodland Biomass Power (WBP), a biomass power plant in Yolo County that has diverted millions of tons of wood and agricultural waste from landfills and open burning, to continue operations. In addition, the City joins a long list of agriculture organizations supporting the continued operation of WBP like the Western Agricultural Processors Association, and Agricultural Energy Consumers Association.

The need for the CPUC's expedited approval is twofold. WBP is a sizeable employer in our community and the living-wage jobs it supports are important to our community, ever more so given the unprecedented economic uncertainty. Furthermore, WBP can process dead tree residue and other potential fire fuels augmenting our region's ability to reduce wildfire risks, while generating renewable power. The Council's approval of PG&E's Advice Letter will yield economic and environmental benefits to our community while also providing state-wide energy and wildfire mitigation benefits.

We urge the CPUC to approve PG&E's Advice Letter with WBP. Please contact City Manager, Ken Hiatt with any questions about the City's support and interest in the approval of PG&E's Advice Letter.

Sincerely,

Richard Lansburgh
Mayor

Cc: President Marybel Batjer (marybel.batjer@cpuc.ca.gov)
Commissioner Martha Guzman Aceves (mga@cpuc.ca.gov)
Commissioner Liane M. Randolph (liane.randolph@cpuc.ca.gov)
Commissioner Genevieve Shiroma (Genevieve.shiroma@cpuc.ca.gov)
Rachel Peterson, Executive Director (Rachel.peterson@cpuc.ca.gov)
Edward Randolph, Deputy Executive Director (edward.randolph@cpuc.ca.gov)
CPUC Tariff Unit (EDTariffUnit@cpuc.ca.gov)
PG&E Tariff Unit (PGETariffs@pge.com)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Special City Council Meeting
DATE: November 10, 2020
ITEM #: G.11
SUBJECT: SUBJECT: Fiscal Year 2020/21 Quarterly Budget Update

Recommendation for Action: Staff recommends that the City Council receive an informational report representing the FY2020/21 First Quarter Budget Update.

Staff Contact:

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

Fiscal Impact:

This informational item represents City-wide revenue and expenditures for (1) unaudited results for all periods of activity in fiscal year (FY) 2019/20 and (2) results through the first three periods of fiscal year 2020/21.

Discussion:

The 2019/20 fiscal year can be characterized as unique and challenging as the City dealt with the operational and budgetary impact of the COVID-19 pandemic. Typically revenue projections provided during the midyear update to Council are fairly accurate and consistent with actual results for a fiscal year; this was not the case for FY2019/20. Revenue projections for FY2019/20 were revised, forecast and budget for the FY2020/21 required significant adjustments, and contingency plans to respond to unknown and constantly changing financial challenges were discussed and ultimately approved by the Council.

As the pandemic continues to affect the City's businesses, hotels and recreational activities, FY2020/21 will continue to be affected as well. During the preparation of the FY2020/21 budget, the best information available to staff was used to forecast revenues and expenses. As the fiscal year continues to progress, staff will continually be reviewing and updating projections as information becomes available. This information will also inform the development of the FY2021/22 budget, which begins development in November 2020.

This report and the related attachments summarize All Funds revenue and expenditure results through the fourth quarter of fiscal year 2019/20 and through the first quarter of fiscal year 2020/21. In addition, the report highlights revenues and expenditures specifically in the General Fund through the fourth quarter of fiscal year 2019/20 and through the first quarter of fiscal year 2020/21.

Highlights of the fiscal year 2019/20 results (Attachment A) include the following:

- All Funds revenues through fiscal year-end FY2019/20 were \$180.0 million or 107% of the amended budget.
- General Fund revenues totaled \$56.4 million, \$672,588 less than the amended/projected budget (from the mid-year budget update in February 2020).
 - Assessed property value in development of the budget for FY2019/20 was anticipated to increase by 4% and were amended during the mid-year budget projection in February to be closer to 7%. Actual property tax results yielded a 6.17% increase. As a result, property tax revenues generated an additional

\$112,282 less than the amended/projected budget.

- Sales Tax payments resulted in \$23.3 million or \$949,185 less than the amended/projected budget. Sales tax revenue received includes the City's 1% local share (known as Bradley Burns), Measure F, and Measure J. At mid-year, staff was projected \$15 million would be received in the City's local share of sales tax, however, the City received \$528,112 less than staff's projection. The City also received \$274,526 less revenue in Measure F and \$146,547 less revenue in Measure J compared to staff's mid-year revenue projections. These shortfalls are directly related to the economic impact of the statewide and County shut-downs due to COVID.
- Other Taxes category totaled \$1.5 million or \$532,604 less than the amended/projected budget. The variance was due primarily to less than expected Transit Occupancy Tax (TOT) collections due to both vacancies as well as deferral of payment of TOT until October 2020.
- Licenses and Permits revenues exceeded the amended/projected budget by \$393,253. The City issued more building permits than the budget anticipated, although this was partially offset by lower than expected revenues from engineering plan check and inspection.
- Service Charges, which primarily includes revenues from recreation and police programs, resulted in \$189,972 in less revenue than expected. Revenues were affected by reduced participation levels resulting from the COVID-19 pandemic. Specifically, programming at Brooks Swim Center collected \$90,743 less revenue than budgeted, Community Center programming resulted in \$40,125 less revenue, and the Sports Park was impacted with \$84,188 less revenue.
- Through the fourth quarter of fiscal year 2019/20, All Funds expenditures totaled \$168.9 million, or 69% of the amended budget. Most fund categories stayed within the amended budget, with significant savings related to capital project expenditures that can vary in timing and are often carried over between fiscal years.
- The General Fund ended the year with \$53.9 million in expenses, \$4.0 million less than the amended budget. During the mid-year budget review, staff projected that expenditures would total \$57.5 million, and actual expenditures came in \$3.6 million less than that estimate. The savings are largely due to \$1.8 million in discretionary Supplies & Services savings, \$1.0 million in a transfer intended to assist in funding a future fire station that City Council chose to defer, \$561,511 in personnel savings, and \$127,302 in utility savings. Although departments, citywide, were able to realize savings in FY2019/20, \$1.4 million of the \$1.8 million in savings was re-appropriated to FY2020/21 to complete prior year commitments and continue efforts on project priority goals that span multiple fiscal years. Due to this re-appropriation of funds to FY2020/21, actual savings for FY2019/20 is \$2.6 million.
- The General Fund ended the year with excess revenues over expenditures, and a related net increase in unreserved fund balance of \$682,522. In preparation of the fiscal year 2019/20 budget, a net increase of \$235,829 was assumed. The originally budgeted net increase in fund balance was attributed to estimated revenues coming in slightly over projected expenditures.

Highlights of the fiscal year 2020/21 first quarter results (Attachment B) include the following:

- All Funds revenues through the first quarter of fiscal year 2020/21 are \$32.6 million, or 18% of the amended budget.
- General Fund revenues are \$3.8 million or 7% of the amended budget, with many of the City's major tax revenues yet to be collected during the current fiscal year.
- Through the end of the first quarter of FY2020/21, General Fund revenues are \$3.8 million or 7% of the amended budget.
 - The City will not receive the first installment of property tax payments until January 2021.

Information received from Yolo County indicates that the total assessed value increased by 5.4% from the prior year; the FY2020/21 budget assumed a 4% growth factor.

- Sales Tax payments have not yet been received through the month of September. There is a timing delay for receipt of sales tax revenues, and projections for fiscal year activity are closely monitored by staff.
- Licenses and Permit revenue is trending higher than most categories due to housing and commercial development activity that is generally higher during the summer months.
- The Motor Vehicle In Lieu revenues are received in conjunction with the City's property tax revenues, which do not get distributed until January and May. These revenues trend in line with changes to assessed value, so annual change will be consistent with the property tax information noted above.
- Intergovernmental revenue is \$444,994 or 180% of the amended budget. This is due to reimbursements for Fire and Police Grants that were awarded in the previous fiscal year and carried-over to FY2020/21 due to timing of grant funding. While the expenses are re-appropriated, the revenue budgets have not yet been updated to reflect the reimbursements.
- Lease and Interest Income revenue was at \$930,383 or 244% of the amended budget due to interest received on the City's investment portfolio. The interest is accumulated in this fund until fiscal year end and will be allocated across all funds based on respective cash balances at that time.
- Through the first quarter of FY2020/21, All Funds expenditures totaled \$42.4 million, or 18% of the amended budget.
- Through the first quarter of FY2020/21, General Fund expenditures (not including encumbrances) total \$12.2 million or 22% of the amended budget.
- Operating expenditures appear to be tracking within budget for all categories.

Although the fiscal year 2019/20 ended the year slightly better than projected during development of the FY2020/21 budget, the City's General Fund Forecast will continue to be a challenge as city staff is still projecting a growing structural deficit through FY2024/25. Fund Balance will be an important factor in assisting with the development of balancing plans and targeted investment in high priority one-time funding needs.

The next budget update typically provided to the City Council would be the mid-year budget update, which provides updated projections through the remainder of the current fiscal year and informs development of the FY2021/22 budget. The fiscal year 2020/21 budget adopted by Council included different tiers of reductions that could be implemented, depending upon revenue performance during the fiscal year. The "tier two" and "tier three" reductions continue to be evaluated for potential implementation, if necessary, and would be discussed further with Council in connection with budget updates. Although this quarterly report does not provide updated projections for General Fund outcome in FY2020/21, staff continues to monitor revenue performance to determine if additional balancing actions are necessary. So far, revenue performance and indications of year-end outcomes are mixed. Some revenues, like TOT, investment earnings, recreation programs, program reimbursement, and parking fines are more impacted than previously estimated. Sales taxes, however, are performing better than expected. Staff continues to receive quarterly updates from our sales tax consultant and will receive another update prior to the end of the calendar year. These updated revenue forecast will inform continuation of some of the employee concessions agreed to by various side letters with employee groups.

Conclusion:

Staff recommends that the City Council receive an informational report representing the FY2020/21 First

Quarter Budget Update.

Prepared By: Evis Morales, Financial Services Manager

Reviewed By: Kimberly McKinney, Finance Officer



Ken Hiatt
City Manager

Attachments:

1. Quarterly Budget Update-FY20Q4 Attachment A
2. Quarterly Budget Update-FY21Q1 Attachment B

ATTACHMENT A

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Funds Revenues

FY2019/20 Revenues						
	Original Budget	Amended Budget	Year-to Date Actuals		Difference Favorable/ (Unfavorable)	%
General Fund	\$ 53,800,560	\$ 57,121,720	\$ 56,449,132	\$	(672,588)	99%
Special Revenue	\$ 14,396,663	\$ 16,526,996	\$ 19,679,651	\$	3,152,655	119%
Debt Service	\$ 1,545,364	\$ 1,545,364	\$ 1,542,876	\$	(2,488)	100%
Development/Capital	\$ 10,633,444	\$ 10,842,962	\$ 16,083,404	\$	5,240,442	148%
Springlake	\$ 7,044,150	\$ 7,044,150	\$ 13,916,396	\$	6,872,246	198%
Enterprise Funds	\$ 50,008,522	\$ 50,673,705	\$ 49,253,957	\$	(1,419,748)	97%
Internal Service	\$ 17,986,744	\$ 18,186,744	\$ 16,820,399	\$	(1,366,345)	92%
Successor Agency	\$ 900,000	\$ 900,000	\$ 891,375	\$	(8,625)	99%
Agency	\$ 5,187,164	\$ 5,187,164	\$ 5,413,410	\$	226,246	104%
Total All Funds	\$ 161,502,611	\$ 168,028,805	\$ 180,050,600	\$	12,021,795	107%

- All Funds revenues through fiscal year-end FY2019/20 were \$180.0 million or 107% of the amended budget.
- General Fund revenues totaled \$56.4 million, \$672,588 less than the amended/projected budget (from the mid-year budget update in February 2020). Table 4 provides more detail regarding General Fund revenues. Note that the General Fund revenues in Table 1 include numbers for an internal investment fund that is not reflected in Table 4.
- Special Revenue funds generated \$19.7 million or 119% of the amended budget. Revenue captured in this category is mostly based on grant reimbursements and follows project expenses throughout the fiscal year.
- Development/Capital funds generated \$16.1 million or \$5.2 million more than the amended budget, due in large part to better than expected Development Impact fees. This additional revenue assists in reducing interfund loan balances accumulated from assisting with debt service and helps to improve fund balance deficits created by advancing significant priority projects throughout the early 2000's.
- Spring Lake funds generated \$13.9 million or \$6.9 million more than the amended budget. These revenues are Spring Lake Infrastructure Fees (SLIF) that assist with completion of or reimbursement to developers for infrastructure projects in Spring Lake,

or are set aside for future completion of specified projects.

- Enterprise Funds collected \$49.3 million or 97% of the amended budget. Contributing to the shortfall in expected revenues are a pending reimbursement of \$1.8 million in Transportation Developing Act (TDA) funding that is received annually; and the Recreation Enterprise fund fell short of budget expectations by \$228,771 due to lack of allowable programming during the COVID-19 pandemic.
- Successor Agency revenues were \$891,375 or 99% of the amended budget. Successor Agency revenue is used to repay debt service on former Redevelopment Agency debt obligations.
- Internal Service fund revenues were \$16.8 million or 92% of the amended budget. The largest factor that contributed to the short-fall in revenues was a planned \$1.0 million General Fund transfer to the Facility Replacement fund for future construction of a fire station that City Council chose to defer as a result of the changed financial forecast related to the COVID pandemic.
- Agency funds are primarily pass-through special assessment funds. The revenues in these funds totaled \$5.4 million, slightly higher than the amended budget due more residential units than expected paying Mello Roos assessments.

Table 2 – All Funds Expenditures by Fund Type

FY2019/20 Expenditures					
	Original Budget	Amended Budget	Year-to Date Actuals	Difference Favorable/ (Unfavorable)	%
Internal Service	\$17,595,223	\$18,722,023	\$15,997,986	\$2,724,037	85%
General Fund	\$55,429,878	\$57,921,740	\$53,906,385	\$4,015,356	93%
Enterprise Funds	\$60,034,949	\$78,191,314	\$46,503,753	\$31,687,561	59%
Special Revenue	\$13,225,520	\$30,145,887	\$19,155,476	\$10,990,411	64%
Development/Capital	\$11,191,360	\$33,533,497	\$16,506,924	\$17,026,574	49%
Successor Agency	\$1,318,570	\$1,318,570	\$793,699	\$524,871	60%
Springlake	\$7,704,747	\$18,977,522	\$8,693,295	\$10,284,228	46%
Debt Service	\$1,545,364	\$1,545,364	\$1,540,366	\$4,998	100%
Agency	\$5,187,164	\$5,187,164	\$5,753,836	(\$566,672)	111%
Total All Funds	\$173,232,775	\$245,543,082	\$168,851,717	\$76,691,365	69%

- Through the fourth quarter of fiscal year 2019/20, All Funds expenditures totaled \$168.9 million, or 69% of the amended budget. Most fund categories stayed within the amended budget.
- The General Fund ended the year with \$53.9 million in expenses, \$4.0 million less than the amended budget. During the mid-year budget review, staff projected that expenditures would total \$57.5 million, and actual expenditures came in \$3.6 million less than that estimate. The savings are largely due to \$1.8 million in discretionary Supplies & Services savings, \$1.0 million in a transfer intended to assist in funding a future fire station that City Council chose to defer, \$561,511 in personnel savings, and \$127,302 in utility savings. Although departments, citywide, were able to realize savings in FY2019/20, \$1.4 million of the \$1.8 million in savings was re-appropriated to FY2020/21 to complete prior year commitments and continue efforts on project priority goals that span multiple fiscal years. Due to this re-appropriation of funds to FY2020/21, actual savings for FY2019/20 is \$2.6 million. Additional details for General Fund expenditures are discussed in Table 5.
- Enterprise Funds expenditures totaled \$46.5 million, or 59% of the amended budget. Enterprise funds were underspent compared to budget for several reasons, which include the following: \$19.5 million in savings from Capital Improvement Projects (CIP) that did not incur expenses compared to their approved budget (refer to the CIP Chart below for a listing of some these projects sorted by fund type); Depreciation of \$8.7 million that is pending and has not yet been recorded; \$1.9 million in personnel cost savings; \$1.6 million in planned contributions to the Woodland-Davis Clean Water Agency that were not necessary because of excess prior year funding available; and \$398,610 in Supplies & Services savings.
- Special Revenue fund expenditures totaled \$19.2 million or 64% of the amended budget. Special Revenue funds include a variety of fund types, but primarily include various federal grants, housing grants and programs, state allocated transportation funding, and special assessment districts (such as Lighting and Landscaping). Special Revenue funds were underspent for the following reasons: \$7.4 million in savings from Capital Improvement Projects (CIP) that did not incur expenses compared to their approved budget (refer to the CIP Chart below for a listing of some these projects sorted by fund type); \$1.7 million in Supplies and Services savings; \$822,000 in First-time Homebuyer assistance loans (funding has been carried-over to FY2020/21); \$677,686 in Personnel cost savings; and \$293,586 related to water savings in several Lighting and Landscaping districts.
- Development/Capital funds resulted in \$17.0 million or 49% of the amended budget. Development/Capital funds were underspent largely for the following reasons: \$11.5 million in savings due to many Capital Improvement Projects (CIP) that did not incur expenses compared to their approved budget (refer to the CIP Chart below for a listing of

some these projects sorted by fund type); and \$5.2 million in potential Spring Lake reimbursements to developers that did not occur in FY2019/20.

- Spring Lake funds ended the fiscal year with \$8.6 million in expenses or 46% of the amended budget. Spring Lake funds were underspent largely due to \$10.3 million in Capital Improvement Projects (CIP) expenses that were not incurred compared to their approved budget (refer to the CIP Chart below for a listing of some these projects sorted by fund type).
- Agency Funds reflect expenditures of \$5.8 million or 111% of the amended budget. Agency expenses are related to debt service payments for special districts.

*All CIP unspent budget will carry-forward to FY2020/21 and be available for planned expenses.

CIP Chart

	Project Name	Amended Budget	Year-to-Date Expenditures	Balance	Percent Spent
Enterprise Funds	ASR Wells #31	\$ 5,555,310	\$ 529	\$ 5,554,781	0.01%
	2020 Sewer/Water Main Replacement	\$ 5,454,819	\$ 1,951,326	\$ 3,503,493	36%
	Water System Replacement Repairs	\$ 2,731,386	\$ 53,997	\$ 2,677,389	2%
	Annual Sewer Repair and Replacement	\$ 2,073,416	\$ 16,869	\$ 2,056,547	1%
	WPCF Clarifier #3 Equipment Replacement	\$ 1,650,000	\$ 105,297	\$ 1,544,703	6%
	FloodSAFE Yolo/Cache Creek Feasibility	\$ 2,327,721	\$ 1,175,293	\$ 1,152,428	50%
	WPCF Pond #11 Biolsolids Removal	\$ 765,000	\$ 634	\$ 764,366	0%
	W. Main St. Bicycle/Pedestrian Mobility and Safety	\$ 2,576,503	\$ 1,960,621	\$ 615,882	76%
	Sewer Collection/Wastewater Master Plan	\$ 500,000	\$ 26,791	\$ 473,209	5%
	New ASR Well Construction	\$ 428,956	\$ 44,664	\$ 384,292	10%
	2021 Sewer/Water Repair & Replacement	\$ 400,000	\$ 115,140	\$ 284,860	29%
	W. Main St. Water Main Upgrade	\$ 917,590	\$ 693,535	\$ 224,054	76%
	2019 Sewer Infiltration Abatement	\$ 470,000	\$ 288,653	\$ 181,347	61%
	Preliminary Odor Abatement	\$ 134,934	\$ -	\$ 134,934	0%
	WPCF Pond #8 Biolsolids Removal	\$ 517,850	\$ 387,634	\$ 130,216	75%
Special Revenue Funds	East Main St. Improvement Project	\$ 3,333,575	\$ 349,743	\$ 2,983,832	10%
	Homeless Shelter	\$ 2,437,795	\$ 39,827	\$ 2,397,968	2%
	Permanent Supportive Housing Project	\$ 680,000	\$ 54,709	\$ 625,291	8%
	Gibson Road Rehabilitation-CR98 to West St.	\$ 677,700	\$ 88,510	\$ 589,190	13%
	Gibson Road Bicycle/Pedestrian Mobility	\$ 500,000	\$ 297,096	\$ 202,904	59%
	2020 ADA Improvements	\$ 205,000	\$ 4,748	\$ 200,252	2%
	2020 Road Maintenance Project	\$ 200,000	\$ -	\$ 200,000	0%
	Zoning Ordinance and CEQA	\$ 310,000	\$ 196,877	\$ 113,123	64%
	I-5/CR 102 Interchange Landscaping	\$ 1,909,418	\$ 1,820,808	\$ 88,610	95%
Development/ Capital Funds	Woodland Sports Park Turf Replacement	\$ 2,449,383	\$ 53,787	\$ 2,395,596	2%
	West Woodland Safe Routes to School	\$ 1,846,043	\$ 155,038	\$ 1,691,006	8%
	North Gibson Ponds Retention	\$ 1,305,000	\$ -	\$ 1,305,000	0%
	W. Main St. Bicycle/Pedestrian Mobility and Safety	\$ 3,182,918	\$ 2,333,377	\$ 849,541	73%
	Sports Park Drive Pedestrian Overcrossing	\$ 786,456	\$ 159,181	\$ 627,275	20%
	New Traffic Signal-Freeway Drive/East Main Street	\$ 450,000	\$ -	\$ 450,000	0%
	New Traffic Signal-Kentucky Avenue/Cottonwood Road	\$ 450,000	\$ 273	\$ 449,727	0%
	East Main Street Improvement Project	\$ 422,056	\$ 27,864	\$ 394,191	7%
	Kentucky Avenue Widening and Reconstruction	\$ 512,376	\$ 140,070	\$ 372,306	27%
	Regional Park Site	\$ 703,638	\$ 431,586	\$ 272,052	61%
	Annual In-House Road Program Support	\$ 767,933	\$ 554,292	\$ 213,641	72%
	Storm Drainage Outfall Channel Outlet	\$ 300,000	\$ 111,388	\$ 188,612	37%
	East Main Pump Station Storm Main Repair	\$ 543,726	\$ 370,301	\$ 173,425	68%
	Storm Water Quality Design Manual Update	\$ 107,029	\$ -	\$ 107,029	0%
	Traffic Calming Program	\$ 146,533	\$ 40,788	\$ 105,745	28%
	E. Gibson/Harry Lorenzo/Bourn Traffic Signal	\$ 100,000	\$ -	\$ 100,000	0%
	I-5/CR 102 Interchange Landscaping	\$ 151,858	\$ 56,339	\$ 95,519	37%
	2020 Road Maintenance Project	\$ 94,262	\$ -	\$ 94,262	0%
	FloodSAFE Yolo/Cache Creek Feasibility	\$ 229,000	\$ 154,776	\$ 74,224	68%
Spring Lake Funds	Pioneer Ave. High School Entrance to Farmer's Central	\$ 2,300,000	\$ -	\$ 2,300,000	0%
	Parkland Drive/Pioneer Avenue/Harry Lorenzo	\$ 2,294,000	\$ -	\$ 2,294,000	0%
	CR 25A - Mickle to Promenade	\$ 1,988,380	\$ 115,064	\$ 1,873,316	6%
	North Regional Pond & Pump Station	\$ 7,971,962	\$ 6,118,502	\$ 1,853,459	77%
	Harry Lorenzo/North Farmer's Central & Parkland	\$ 516,000	\$ -	\$ 516,000	0%
	Gibson Landscape Pioneer/Harry Lorenzo	\$ 400,000	\$ -	\$ 400,000	0%
	Spring Lake Park N1, Phase 2	\$ 300,000	\$ 2,991	\$ 297,009	1%
	Gibson Road Interchange Modification	\$ 199,725	\$ -	\$ 199,725	0%
	Heritage Parkway Pedestrian Crossing	\$ 153,512	\$ -	\$ 153,512	0%
	SR 113/CR 25 Interchange Modifications	\$ 177,192	\$ 73,185	\$ 104,007	41%
	North Gibson Ponds Retention	\$ 101,145	\$ -	\$ 101,145	0%
	Galvin Way Storm Drain	\$ 88,000	\$ -	\$ 88,000	0%

Table 3 – All Funds Expenditures by Department

FY2019/20 Expenditures						
	Original Budget	Amended Budget	Year-to Date Actuals		Difference Favorable/ (Unfavorable)	%
Administrative Services	\$ 17,355,024	\$ 17,589,374	\$ 16,445,726	\$	1,143,648	93%
Community Development	\$ 7,726,496	\$ 8,059,837	\$ 6,713,726	\$	1,346,111	83%
Community Services	\$ 11,899,196	\$ 16,315,106	\$ 12,967,878	\$	3,347,228	79%
Police	\$ 22,330,358	\$ 22,904,559	\$ 21,777,485	\$	1,127,074	95%
Fire	\$ 11,655,361	\$ 12,065,226	\$ 11,773,852	\$	291,373	98%
Library	\$ 2,140,160	\$ 2,198,831	\$ 2,100,916	\$	97,915	96%
Public Works	\$ 32,160,441	\$ 33,628,429	\$ 20,768,864	\$	12,859,564	62%
Capital Improvements	\$ 25,784,266	\$ 78,981,310	\$ 31,135,299	\$	47,846,011	39%
Non-Departmental	\$ 42,181,473	\$ 53,800,411	\$ 45,167,971	\$	8,632,440	84%
Total All Departments	\$ 173,232,775	\$ 245,543,082	\$ 168,851,717	\$	76,691,365	69%

- At the end of fiscal year 2019/20, department operating budgets were within the approved appropriations.
- Administrative Services ended with savings of \$1.1 million across all funds due primarily to savings in internal service funds and the General Fund. Due to lower than expected medical/dental/other premiums, the city's Benefit fund came in under budget by \$403,377. Technology Services also underspent their budget by \$245,947 to delayed equipment purchases and contracts. In the General Fund, savings were realized due to lower than expected City Attorney costs and lower than expected Finance contract services for a combined total of \$475,269; however, a portion of the Finance savings has been carried-over to FY2020/21 for commitments related to annual citywide audit and cannabis business audits.
- Community Development expenditures were under budget by 17% due to personnel savings of \$705,586 from various vacancies throughout the year. Supplies & Services came in under budget largely attributed to Economic Development/ Engineering supplies and contract services savings. The unexpended budget in Economic Development and Building Inspection contract services was rolled over to FY2020/21.
- Community Services ended FY2019/20 with \$13.0 million in expenditures across all funds or 79% of the amended budget. In the General Fund, \$1.3 million in savings results from personnel, supplies and services, and water usage. Measure J programs resulted in \$566,647 in savings across all programs. These savings are mostly attributed to reduced programming because of the COVID restrictions, and the related staff and supplies cost savings. A total of \$1.3 million was also unspent in First Time Homebuyer Program and Supportive Services federal funding; these savings were rolled over to

FY2020/21. The Gibson Ranch and Spring Lake Lighting and Landscape districts also had a combined savings and \$629,615 due the cost of water for landscaping being less than expected and savings in discretionary Supplies & Services.

- Police ended the year with \$21.8 million in expenditures or 95% of the amended budget. Police had position vacancies in FY2019/20 which contributed to \$594,612 in savings and also had \$326,557 in Supplies & Services savings (most of which were tied to commitments that have been carried over into FY2020/21). In addition, Police also received federal grants late in the fiscal year which show savings of approximately \$200,000. Due to the timing of the receipt of these grants, funds were not able to be spent and have also been carried-over into FY2020/21.
- Fire ended the year with \$11.8 million in expenditures or 98% of the amended budget. Fire also received federal grants late in the fiscal year of approximately \$254,000. Due to the timing of the receipt of these grants, funds were not able to be spent and have also been carried-over into FY2020/21.
- Library ended the year with \$2.1 million in expenditures across all funds or 96% of the amended budget. The majority of savings was realized in Personnel/Supplies & Services in the General Fund due to the facility closure required by the COVID restrictions. \$25,653 in book program funding was carried over and re-appropriated in FY2020/21.
- Public Works ended the year with \$20.8 million in expenditures across all funds or 62% of the amended budget. The majority of savings came from \$9.7 million in depreciation in Internal Service and Enterprise funds that is pending and has not yet been recorded; \$2.5 million in combined personnel vacancies and supplies in the Water/Sewer Enterprise, Gas Tax funds; and \$607,919 in budgeted vehicle/equipment purchases that were not made during FY2019/20 (which were carried over and re-appropriated in FY2020/21).
- Capital Improvements expenditures totaled \$31.1 million, which underspent the budget by \$47.8 million. Capital projects are typically long-term in nature and span multiple fiscal years, and because of this, remaining balances in funds have been carried-over to the fiscal year 2020/21 budget. Large project variances are illustrated in the CIP Chart above.

GENERAL FUND REVENUES AND EXPENDITURES

Table 4 – General Fund Revenues

FY2019/20 General Fund Revenues							
	Original Budget	Amended Budget	Projected Budget February 2019	Year-to Date Actuals	Difference from Amended Favorable/ (Unfavorable)	Difference from Projected Favorable/ (Unfavorable)	
Property Tax	\$ 12,708,392	\$ 13,186,264	\$ 13,186,263	\$ 13,073,981	\$ (112,283)	\$ (112,282)	
Sales Tax	\$ 22,342,700	\$ 24,285,319	\$ 24,285,319	\$ 23,336,134	\$ (949,185)	\$ (949,185)	
Other Taxes	\$ 1,808,442	\$ 2,001,585	\$ 2,001,585	\$ 1,468,981	\$ (532,604)	\$ (532,604)	
Franchise Fees	\$ 2,561,410	\$ 2,529,416	\$ 2,529,415	\$ 2,628,729	\$ 99,313	\$ 99,314	
Licenses/Permits	\$ 2,786,123	\$ 2,684,843	\$ 2,684,843	\$ 3,078,096	\$ 393,253	\$ 393,253	
Fines/Forfeitures	\$ 283,500	\$ 293,000	\$ 293,000	\$ 345,632	\$ 52,632	\$ 52,632	
Service Charges	\$ 719,854	\$ 718,034	\$ 718,034	\$ 528,062	\$ (189,972)	\$ (189,972)	
Motor Vehicle In Lieu	\$ 5,392,957	\$ 5,571,736	\$ 5,571,737	\$ 5,597,240	\$ 25,504	\$ 25,503	
Intergovernmental	\$ 251,678	\$ 307,118	\$ 307,118	\$ 371,863	\$ 64,745	\$ 64,745	
Lease/Interest Income	\$ 436,944	\$ 500,702	\$ 500,702	\$ 475,904	\$ (24,798)	\$ (24,798)	
Miscellaneous	\$ 4,508,560	\$ 5,043,703	\$ 5,040,895	\$ 5,217,784	\$ 174,081	\$ 176,889	
Transfers	\$ -	\$ -		\$ 115,922	\$ 115,922	\$ 115,922	
Total General Fund	\$ 53,800,560	\$ 57,121,720	\$ 57,118,912	\$ 56,238,327	\$ (883,393)	\$ (880,585)	

- Total General Fund revenues at fiscal year-end 2019/20 were \$883,393 less than the amended budget and \$880,585 less than the projected budget. The City received Property taxes in the amount of \$13.0 million which represents 99% of the amended/projected budget. Sales Tax, Hotel Transit Occupancy Tax (in “Other Taxes” category), and Service Charges were heavily impacted by the COVID-19 pandemic. Sales Taxes resulted in less revenue than the amended/projected budget by \$949,185 as a direct result of businesses being closed and due to the Shelter-in-Place order that was placed by Yolo County. Similarly, Other Taxes resulted in less revenue than the amended/projected budget by \$532,605 due to hotel/motel vacancies, as well as implementation of a deferral program that allowed hotels to defer remittance of TOT until October 2020. Service Charges were also affected as recreation programs were halted, with an immediate drop in participants that would have normally paid fees. This resulted in \$189,972 less revenue than the amended/projected budget. During the mid-year budget review, staff projected that revenues would be \$57.1 million; actual revenues were \$880,585 less than projected at mid-year.
- Assessed property value in development of the budget for FY2019/20 was anticipated to increase by 4%, but actual results showed a 6.17% increase. As a result, property tax revenues generated an additional \$112,282 less than the amended/projected budget as staff was estimating a 7% increase at mid-year. This shortfall is typically related to various property reassessments or tax disputes during the year, which aren’t known by staff until actual remittances are made.

- Sales Tax payments resulted in \$23.3 million or \$949,185 less than the amended/projected budget. Sales tax revenue received includes the City's 1% local share (known as Bradley Burns), Measure F, and Measure J. At mid-year, staff was projected \$15 million would be received in the City's local share of sales tax, however, the City received \$528,112 less than staff's projection. The City also received \$274,526 less revenue in Measure F and \$146,547 less revenue in Measure J compared to staff's mid-year revenue projections. These shortfalls are directly related to the economic impact of the statewide and County shut-downs due to COVID.
- Other Taxes category totaled \$1.5 million or \$532,604 less than the amended/projected budget. As mentioned previously, the variance was due primarily to less than expected Transit Occupancy Tax (TOT) collections due to both vacancies as well as deferral of payment of TOT until October 2020.
- Licenses and Permits revenues exceeded the amended/projected budget by \$393,253. The City issued more building permits than the budget anticipated, although this was partially offset by lower than expected revenues from engineering plan check and inspection.
- Service Charges, which primarily includes revenues from recreation and police programs, resulted in \$189,972 in less revenue than expected. As mentioned previously, revenues were affected by reduced participation levels resulting from the COVID-19 pandemic. Specifically, programming at Brooks Swim Center collected \$90,743 less revenue than budgeted, Community Center programming resulted in \$40,125 less revenue, and the Sports Park was impacted with \$84,188 less revenue.
- Lease/Interest Income resulted in \$24,798 in less revenue than the amended/projected budget, however, staff has not finished allocating interest earnings received amongst all funds and expects revenue in this category to fully meet or exceed budget projections.
- Miscellaneous revenues ended the year with \$5.2 million in revenue or \$174,081 better than the amended budget and \$176,889 better than the projected budget. Contributing to the positive revenue results are the Spring Lake fire district personnel and apparatus reimbursements totaling \$77,092 greater than the amended budget; Cannabis community fees that exceeded the amended budget by \$68,604; and Other Miscellaneous revenue that exceeded the amended budget by \$45,278.

Table 5 – General Fund Expenditures by Category

FY2019/20 General Fund Expenditures							
	Original Budget	Amended Budget	Projected Budget February 2020	Year-to Date Actuals	Difference from Amended Favorable/ (Unfavorable)	Difference from Projected Favorable/ (Unfavorable)	
Personnel	\$ 31,526,074	\$ 31,792,021	\$ 31,787,021	\$ 31,230,509	\$ 561,512	\$ 556,512	
Supplies & Services	\$ 8,507,431	\$ 9,572,291	\$ 9,582,637	\$ 7,725,185	\$ 1,847,106	\$ 1,857,453	
Education & Training	\$ 326,150	\$ 322,734	\$ 338,234	\$ 269,286	\$ 53,448	\$ 68,948	
Capital Expenditures	\$ -	\$ 115,663	\$ 100,163	\$ 91,766	\$ 23,897	\$ 8,397	
Non-Discretionary	\$ 6,817,339	\$ 7,217,320	\$ 7,036,228	\$ 6,962,452	\$ 254,868	\$ 73,776	
Operating Transfers	\$ 8,077,884	\$ 8,901,712	\$ 8,899,651	\$ 7,627,186	\$ 1,274,526	\$ 1,272,465	
Total All Categories	\$ 55,254,878	\$ 57,921,740	\$ 57,743,934	\$ 53,906,385	\$ 4,015,356	\$ 3,837,549	

- End-of-year FY2019/20 General Fund expenditures totaled \$53.9 million, a savings of \$4.0 million from the amended budget, including \$566,647 in unspent Measure J funds. End-of-year expenditures also resulted in \$3.8 million less in expenditures than projected at mid-year. Although departments, citywide, were able to realize savings in FY2019/20, \$1.4 million was re-appropriated to FY2020/21 to complete prior year commitments and continue work on priority projects that span multiple fiscal years. Due to re-appropriation of funds to FY2020/21, actual General Fund expenditure savings is \$2.5 million compared to the Projected FY2019/20 Budget (determined at mid-year budget update).
- Personnel expenditures were underspent by \$556,512 due to various vacancies, including \$209,660 in unspent Measure J funds. Filling vacant positions during FY2019/20 was limited or delayed due in part to challenges presented by the shelter in place orders, as well as to assist with savings for budget impact of the anticipated revenue shortfalls. Staff had projected \$211,203 in savings at mid-year.
- Both Supplies & Services/ Education & Training categories resulted in combined savings of \$1.9 million, including \$277,988 in unspent Measure J funds. Of these savings, \$1.2 million were carried-over into FY2020/21 for use on approved activities.
- Capital Expenditures were underspent by \$23,897 compared to the amended budget and \$8,397 compared to the projected budget as a result of Fire's SCBA Fill Station purchase.
- Non-discretionary expenditures saved \$254,868 compared to the amended budget and \$73,776 compared to the projected budget. Savings were a result of less water used in City parks and facilities and funds set-aside for the Ag Tech Innovation project (which was carried over and re-appropriated in FY20/21).

- Operating Transfers ended the year at \$7.6 million or 85% of the amended budget. Savings were largely due to a \$1.0 million transfer intended to assist in funding a future fire station that City Council chose to delay due to the COVID-19 pandemic.

Table 6 – General Fund Expenditures by Department

FY2019/20 General Fund Expenditures							
	Original Budget	Amended Budget	Projected Budget February 2020	Year-to Date Actuals	Difference from Amended Favorable/ (Unfavorable)	Difference from Projected Favorable/ (Unfavorable)	
Administrative Services	\$ 3,154,870	\$ 3,487,861	\$ 3,314,922	\$ 3,183,381	\$ 304,480	\$ 131,541	
Community Development	\$ 3,329,539	\$ 3,662,880	\$ 3,662,880	\$ 3,227,292	\$ 435,588	\$ 435,588	
Community Services	\$ 6,663,607	\$ 7,178,882	\$ 7,178,882	\$ 5,852,367	\$ 1,326,515	\$ 1,326,515	
Police	\$ 21,156,203	\$ 21,457,026	\$ 21,452,473	\$ 20,594,862	\$ 862,164	\$ 857,611	
Fire	\$ 10,438,876	\$ 10,782,173	\$ 10,779,366	\$ 10,751,380	\$ 30,793	\$ 27,986	
Library	\$ 2,006,693	\$ 2,050,171	\$ 2,050,171	\$ 1,982,107	\$ 68,064	\$ 68,064	
Public Works	\$ 649,375	\$ 657,920	\$ 662,473	\$ 651,450	\$ 6,470	\$ 11,023	
Non-Departmental	\$ 7,855,715	\$ 8,644,828	\$ 8,642,767	\$ 7,663,546	\$ 981,282	\$ 979,221	
Total All Departments	\$ 55,254,878	\$ 57,921,740	\$ 57,743,933	\$ 53,906,385	\$ 4,015,356	\$ 3,837,548	

- For FY2019/20, all departments managed their budgets and ended the year within their approved appropriations.
- Administrative Services achieved savings of \$304,480 compared to the amended budget and \$131,541 compared to the projected budget. The savings were largely in the area of City Attorney's contract costs and Finance contract services. A portion of the Finance contract services savings has been carried-over to FY2020/21 to pay for commitments such as the citywide audit and cannabis business audits.
- Community Development saved \$435,588 compared to the amended/projected budget. Savings were a result of \$139,595 in Personnel vacancies, \$166,050 in Supplies & Services, and \$108,000 related to the Ag. Tech Innovation project (funding was carried-over to FY2020/21).
- Community Service's year-end savings of \$1,326,515 compared to the amended/projected budget was mostly a result of \$253,337 in Personnel, \$757,443 in Supplies & Services, \$186,359 in Utilities, and \$79,000 in Measure J fundraising seed funding. Of the total savings achieved by the department, \$566,647 were from Measure J. These savings are related to limited programming offered between March and June because of COVID restrictions, and redirecting of certain costs to available grant funds. Staff had projected \$104,178 in savings at mid-year. Unspent appropriations for the homelessness activities and Measure J fundraising seed funding have been carried-over into FY2020/21.

- Police ended the fiscal year with \$20.6 million in expenses. Year-end savings of \$857,611 compared to projected budget was mostly a result of \$594,612 in Personnel vacancy savings, and \$326,557 in Supplies & Services. Staff had projected \$554,316 in savings at mid-year. \$216,178 of these unspent appropriations have been carried-over into FY2020/21 to fund priority commitments made by the city.
- Fire had year-end savings of approximately \$30,000. Savings were mostly due to \$62,027 savings in Supplies & Services and \$20,448 as a result of the purchase of a SCBA Fill Station purchase that cost less than originally estimated. Most of the savings above were eroded as Personnel cost were over budget by \$51,667 mostly due to staff overtime needed to backfill vacancies from work related injuries.
- Library ended the fiscal year with \$2.0 million in expenses, which is \$68,064 less than amended/projected budget. Of these savings, \$25,653 for book purchases and \$7,481 for security services were carried-over to FY2020/2.
- Public Works ended the fiscal year with \$651,450 in expenses or \$6,470 less compared to the amended budget and \$11,023 less compared to the projected budget. Most of the savings were due to Supplies & Services.

Table 7 – General Fund Forecast

	Mid-Year Projected	Unaudited Actuals	Difference	Adopted Budget with Revised Fund Balance
General Fund	FY2019/20	FY2019/20		FY2019/20
Beginning Balances	\$ 14,935,929	\$ 14,935,929	\$ -	\$ 14,942,320
Revenues	\$ 57,118,912	\$ 56,122,405 -0.09%	\$ (996,508)	\$ 53,973,069
Expenditures (Includes Measure J)	\$ 55,842,586	\$ 53,587,512	\$ (2,255,074)	\$ 54,097,609
<i>Minus FY20 to FY21 Purchase Order Roll-Overs</i>		(602,545)	(602,545)	
<i>Minus FY20 to FY21 Carry-Over Requests</i>		(752,435)	(752,435)	
<i>Minus Measure J Unspent Fund Balance</i>	(262,310)	(483,375)	(221,065)	52,638
Annual Surplus/Deficit	1,014,016	696,538	(317,477)	(71,902)
General Fund One-Time	(690,147)	(690,147)	0	(432,140)
Fire Station	(1,000,000)	-	1,000,000	-
General Fund Loan Repayments				
Unreserved Fund Balance	\$ 14,259,798	\$ 14,942,320	\$ 682,523	\$ 14,438,279
Ending Unreserved Fund Balance	\$ 14,259,798	\$ 14,942,320	\$ 682,523	\$ 14,438,279
Percentage (E.U.F.B./Revenues)	28.0%	29.8%		29.9%
Reserve Policy \$	\$ 10,181,752	\$ 10,037,356	\$ (144,396)	\$ 9,665,738
Reserve Policy %	20.00%	20.00%		20.00%
"Excess" Fund Balance (over Reserve Target)	\$ 4,078,046	\$ 4,904,965	\$ 826,919	\$ 4,772,541

Fiscal Year 2019/20 Results:

The preliminary results for fiscal year 2019/20 show that the General Fund ended the year with excess revenues over expenditures, and a related net increase in unreserved fund balance of \$682,522. In preparation of the fiscal year 2019/20 budget, a net increase of \$235,829 was assumed. The originally budgeted net increase in fund balance was attributed to estimated revenues coming in slightly over projected expenditures.

During the development of the FY 2020/21 budget, projections were made for the ending of the fiscal year 2019/20 (Mid-year Projected); revenues were assumed to be \$57.1 million; actual results came in less than target by \$996,508. As discussed in other sections of this report, this variance resulted from less than expected revenue in sales tax, hotel occupancy tax, and service charges due to the COVID-19 pandemic.

Expenditures ended the year under the projected \$55.8 million by \$2.3 million from a variety of savings in personnel, discretionary supplies and services, as well as utilities. Of these savings,

\$1.4 million was carried-over for expenditure in FY2020/21. Also included in the expenditure savings are unspent Measure J allocations, which are monitored separately from the rest of the General Fund activities, but are reflected in total General Fund numbers.

Total ending fund balance in the General Fund was expected to be \$14.3 million for the fiscal year 2019/20 or 28% of revenues at the mid-year update. Actual fund balance at the end of FY2019/20 is \$14.9 million or 29.8%, an increase of \$682,523 million.

The General Fund forecast, presented with the adoption of the FY2020/21 budget, reflects projected operating deficits over the entire five year forecast timeline. The current fund balance will be a key factor in assisting the City to balance budgets throughout the forecast period and maintain reserves at the policy target of 20% of revenues. The City Council will continue to receive updates on the status of the forecast separately from and in connection with development of the FY2021/22 budget, including budget balancing measures and use of the current fund balance.

Lastly, the City Council adopted a General Fund reserve policy that will serve to guide staff with budget recommendations of excess fund balance through the development of the FY2021/22 budget. Priority for use of excess fund balance is given to payments toward unfunded liabilities and paying down accumulated fund deficits prior to spending money on new projects or initiatives. The guidelines outlined in the reserve policy will be used in developing recommendations as funding requests and opportunities arise throughout the fiscal year and with development of the FY21/22 budget.

ATTACHMENT B

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Funds Revenues

FY2020/21 Revenues					
	Original Budget	Amended Budget	Year-to Date Actuals	%	
General Fund	\$ 53,973,070	\$ 53,973,070	\$ 3,826,582	7%	
Special Revenue	\$ 20,246,321	\$ 21,172,386	\$ 6,937,694	33%	
Debt Service	\$ 1,547,854	\$ 1,547,854	\$ -	0%	
Development/Capital	\$ 15,347,484	\$ 15,347,484	\$ 2,831,936	18%	
Spring Lake	\$ 9,066,006	\$ 9,066,006	\$ 3,411,064	38%	
Enterprise Funds	\$ 50,613,486	\$ 50,613,486	\$ 13,927,879	28%	
Internal Service	\$ 19,198,553	\$ 19,198,553	\$ 1,668,537	9%	
Successor Agency	\$ 900,000	\$ 900,000	\$ 16,585	2%	
Agency	\$ 5,623,155	\$ 5,623,155	\$ 94	0%	
Total All Funds	\$ 176,515,929	\$ 177,441,994	\$ 32,620,371	18%	

- All Funds revenues through the first quarter of fiscal year 2020/21 are \$32.6 million, or 18% of the amended budget.
- General Fund revenues are \$3.8 million or 7% of the amended budget, with many of the City's major tax revenues yet to be collected during the current fiscal year.
- Special Revenue funds (for the most part) are grant funds that are reimbursed to the City as projects make progress or special assessments with revenues that are received with property tax installments in January and May.
- Revenues in Debt Service funds come from transfers from other funds, which are typically recorded at the end of the year.
- Development/Capital revenues are \$2.8 million or 18% of the amended budget through September 30, 2020. All of the revenues received are related to Development Impact fees collected. Measure F funds are included in the Development/Capital Projects fund category, but sales tax revenues associated with Measure F have not yet been received; other revenues are dependent upon development activity.
- Spring Lake revenues are \$3.4 million or 38% of the amended budget. All of the revenues received are related to Spring Lake Infrastructure Fees collected.

- Enterprise and Internal Service funds revenues are consistent with expected results for the fiscal year.
- Successor Agency revenues are received in two installments during January and May each year.
- Agency funds are primarily pass-through special assessment funds. The revenues in these funds are received with the City's property tax distributions in January and May.

Table 2 – All Funds Expenditures by Fund Type

FY2020/21 Expenditures				
	Original Budget	Amended Budget	Year-to Date Actuals	%
Internal Service	\$21,032,325	\$21,858,518	\$5,244,632	24%
General Fund	\$55,126,539	\$55,679,084	\$12,176,134	22%
Enterprise Funds	\$59,353,924	\$79,788,124	\$9,501,384	12%
Special Revenue	\$19,565,648	\$28,581,209	\$4,464,435	16%
Development/Capital	\$18,100,127	\$27,972,193	\$1,656,279	6%
Successor Agency	\$1,022,099	\$1,022,099	\$200,000	20%
Spring Lake	\$3,871,251	\$12,375,277	\$5,213,427	42%
Debt Service	\$1,547,854	\$1,547,854	\$769,181	50%
Agency	\$5,623,154	\$5,653,956	\$3,165,883	56%
Total All Funds	\$185,242,921	\$234,478,313	\$42,391,355	18%

- Through the first quarter of FY2020/21, All Funds expenditures totaled \$42.4 million, or 18% of the amended budget. General Fund expenditures totaled \$12.2 million, or 22% of the amended budget.
- Operating expenditures appear to be tracking within budget for all categories.
- Internal Service funds reflect expenditures of \$5.2 million, or 24% of the amended budget due mostly to up-front payments made for insurance premiums out of the Self Insurance fund and health insurance premium payments from the Benefits fund.
- Enterprise funds expenditures are \$9.5 million or 12% of the amended budget after three months of activity. This low percentage is due primarily to \$8.7 million in budgeted depreciation that is not recorded until the end of the fiscal year, \$12.5 million in debt service expenditures that generally occur in mid-fiscal year, and \$27.6 million in capital project expenses that are yet to be incurred due to timing and project schedules (see CIP Chart below).

- Special Revenue funds are at \$4.5 million or 16% of the amended budget. \$14.9 million in expenditures are remaining and are currently tracking lower than expected as a result of some projected that have not yet incurred costs (see CIP Chart below).
- Development/Capital funds are at \$1.7 million or 6% of the amended budget due to many of the planned capital projects budgeted within these funds that are slow in incurring expenses in the first three months of activity this fiscal year. There are \$17.6 million in planned project expenses that have yet to be incurred (see CIP Chart below).
- Spring Lake funds are at \$5.2 million or 42% of the amended budget. Spring Lake funds also include capital projects and developer reimbursements that vary in timing of expenditures.
- Debt Service fund expenditures are \$769,181 million or 50% of the amended budget due to payments for refunding of lease revenue bonds, with other payments due later in the year.
- Agency funds reflect expenditures totaling \$3.2 million or of 56% of the amended budget due to debt service payments made on certain bonds during the first quarter.

CIP Chart

	Project Name	Amended Budget	Year-to-Date		Percent
			Expenditures	Balance	
Enterprise Funds	ASR Wells #31	\$ 5,554,781	\$ -	\$ 5,554,781	0%
	2021 Sewer & Water Repair & Replacement	\$ 4,884,860	\$ 8,665	\$ 4,876,195	0%
	Water System Replacement Repairs	\$ 2,815,406	\$ 4,661	\$ 2,810,744	0%
	2020 Sewer & Water Main Replacement	\$ 3,503,493	\$ 718,130	\$ 2,785,363	
	Annual Sewer Repair and Replacement	\$ 2,056,547	\$ 2,373	\$ 2,054,174	0%
	WPCF Clarifier #3 Equipment Replacement	\$ 1,544,703	\$ 2,751	\$ 1,541,953	0%
	WPCF Pond #11 Biosolids Removal	\$ 1,528,732	\$ 50,901	\$ 1,477,831	
	FloodSAFE Yolo/Cache Creek Feasibility	\$ 1,152,428	\$ 126,678	\$ 1,025,751	11%
	Water Pollution Asset Replacement Project	\$ 850,000	\$ 3,395	\$ 843,904	
	Groundwater Monitoring Wells	\$ 755,000	\$ -	\$ 755,000	
	Treatment Plant Exp-Biosolids	\$ 579,233	\$ 639	\$ 578,595	0%
	Large Diameter WW Pipeline Repair/Replacement	\$ 530,000	\$ -	\$ 530,000	0%
Special Revenue Funds	Gibson Road Rehabilitation-CR98 to West St.	\$ 5,005,190	\$ 124,719	\$ 4,880,471	2%
	Gibson Road Bicycle/Pedestrian Mobility	\$ 4,135,904	\$ 111,119	\$ 4,024,784	3%
	East Main St. Improvement Project	\$ 3,483,832	\$ -	\$ 3,483,832	0%
	Homeless Shelter	\$ 2,716,809	\$ 1,931,876	\$ 784,934	71%
	Permanent Supportive Housing Project	\$ 591,256	\$ 29,792	\$ 561,464	5%
	Local Early Action Planning Grant (LEAP)	\$ 300,000	\$ -	\$ 300,000	0%
	2020 Road Maintenance Project	\$ 200,000	\$ -	\$ 200,000	0%
	2021 ADA Improvements	\$ 200,000	\$ -	\$ 200,000	0%
	2020 ADA Improvements	\$ 200,252	\$ 1,310	\$ 198,942	1%
	Zoning Ordinance and CEQA	\$ 113,123	\$ -	\$ 113,123	0%
	I-5/CR 102 Interchange Landscaping	\$ 88,610	\$ -	\$ 88,610	0%
	Crawford Park Rain Garden Demonstration	\$ 49,000	\$ -	\$ 49,000	0%
	Woodland Parkway Safe Routes & Connectivity	\$ 29,778	\$ -	\$ 29,778	0%
Development/ Capital Funds	Woodland Sports Park Turf Replacement	\$ 3,245,596	\$ 6,852	\$ 3,238,744	0%
	Sports Park Drive Pedestrian Overcrossing	\$ 2,777,275	\$ 39,862	\$ 2,737,413	1%
	West Woodland Safe Routes to School	\$ 2,891,006	\$ 395,316	\$ 2,495,690	14%
	Gibson Road Bicycle/Pedestrian Mobility	\$ 1,700,000	\$ -	\$ 1,700,000	0%
	East Main Street Improvement Project	\$ 1,594,191	\$ 26,528	\$ 1,567,664	2%
	North Gibson Ponds Detention	\$ 1,305,000	\$ -	\$ 1,305,000	0%
	Annual In-House Road Program Support	\$ 767,507	\$ 11,032	\$ 756,475	1%
	W. Main St. Bicycle/Pedestrian Mobility and Safety	\$ 849,541	\$ 287,377	\$ 562,165	34%
	Enterprise System Replacement	\$ 500,000	\$ -	\$ 500,000	0%
	New Traffic Signal-Freeway Drive/East Main Street	\$ 450,000	\$ -	\$ 450,000	0%
	New Traffic Signal-Kentucky Avenue/Cottonwood Road	\$ 449,727	\$ -	\$ 449,727	0%
	Kentucky Avenue Widening and Reconstruction	\$ 372,306	\$ 11,585	\$ 360,721	3%
	Gibson Road Rehabilitation-CR98 to West St.	\$ 300,000	\$ -	\$ 300,000	0%
	Regional Park Site	\$ 272,052	\$ 48,153	\$ 223,899	18%
	Storm Drainage Outfall Channel Outlet	\$ 188,612	\$ 31,695	\$ 156,917	17%
	Storm Water Quality Design Manual Update	\$ 107,029	\$ -	\$ 107,029	0%
	Traffic Calming Program	\$ 105,745	\$ 3,138	\$ 102,607	3%
	E. Gibson/Harry Lorenzo/Bourn Traffic Signal	\$ 100,000	\$ -	\$ 100,000	0%
	FloodSAFE Yolo/Cache Creek Feasibility	\$ 94,262	\$ -	\$ 94,262	0%
	2020 Road Maintenance Project	\$ 95,519	\$ 5,431	\$ 90,088	6%
	FloodSAFE Yolo/Cache Creek Feasibility	\$ 74,224	\$ -	\$ 74,224	0%
	Fire Station #3 Relocation	\$ 57,021	\$ -	\$ 57,021	0%
	Gibson Landscape Pioneer/Harry Lorenzo	\$ 57,000	\$ -	\$ 57,000	0%
	I-5/SR 113 Freeway to Freeway Conn, Ph 2	\$ 47,452	\$ -	\$ 47,452	0%

Table 3 – All Funds Expenditures by Department

FY2020/21 Expenditures						
	Original Budget		Amended Budget		Year-to Date	
					Actuals	%
Administrative Services	\$	17,082,369	\$	17,344,558	\$ 5,601,441	32%
Community Development	\$	7,883,659	\$	7,940,761	\$ 1,967,975	25%
Community Services	\$	12,117,212	\$	12,566,587	\$ 3,061,792	24%
Police	\$	23,046,440	\$	23,370,055	\$ 5,699,234	24%
Fire	\$	12,127,709	\$	13,057,251	\$ 3,396,743	26%
Library	\$	2,357,610	\$	2,365,091	\$ 398,594	17%
Public Works	\$	33,171,662	\$	34,263,915	\$ 4,586,414	13%
Capital Improvements	\$	33,690,478	\$	79,773,512	\$ 5,592,439	7%
Non-Departmental	\$	43,765,782	\$	43,796,584	\$ 12,086,724	28%
Total All Departments	\$	185,242,921	\$	234,478,313	\$ 42,391,355	18%

- As of the end of the first quarter of fiscal year 2020/21, all departments appear to be tracking closely to budget.
- Administrative Services is trending slightly above budget for the first three months of operations due to Insurance Premiums being paid at the beginning of the fiscal year. In addition to the timing of payments, insurance premiums will likely require a mid-year adjustment due to higher than expected allocations from YCPARMIA.
- Public Works is trending lower than other departments. This low percentage is due primarily to \$9.7 million in budgeted depreciation that is not recorded until the end of the fiscal year.
- Capital Improvements are dependent upon project activity, which has been fairly slow through the first quarter of FY2020/21 (refer to CIP Chart above for detailed analysis).
- Non-Departmental budgets include debt service payments and inter-fund transfers. The debt service payments are due periodically throughout the year, and the transfers are generally recorded at fiscal year-end, when operating results are known.

GENERAL FUND REVENUES AND EXPENDITURES

Table 4 – General Fund Revenues

FY2020/21 General Fund Revenues					
	Original Budget	Amended Budget	Year-to Date Actuals	% 	
Property Tax	\$ 13,573,501	\$ 13,573,501	\$ -	0%	
Sales Tax	\$ 21,791,673	\$ 21,791,673	\$ -	0%	
Other Taxes	\$ 1,939,284	\$ 1,939,284	\$ 43,288	2%	
Franchise Fees	\$ 2,580,004	\$ 2,580,004	\$ 304,174	12%	
Licenses/Permits	\$ 2,714,545	\$ 2,714,545	\$ 1,059,415	39%	
Fines/Forfeitures	\$ 293,002	\$ 293,002	\$ 16,802	6%	
Service Charges	\$ 705,045	\$ 705,045	\$ 47,045	7%	
Motor Vehicle In Lieu	\$ 5,608,676	\$ 5,608,676	\$ -	0%	
Intergovernmental	\$ 246,792	\$ 246,792	\$ 444,994	180%	
Lease/Interest Income	\$ 380,551	\$ 380,551	\$ 930,384	244%	
Miscellaneous	\$ 4,139,997	\$ 4,139,997	\$ 973,299	24%	
Transfers	\$ -	\$ -	\$ 7,180	0%	
Total General Fund	\$ 53,973,070	\$ 53,973,070	\$ 3,826,582	7%	

- Through the end of the first quarter of FY2020/21, General Fund revenues are \$3.8 million or 7% of the amended budget.
- The City will not receive the first installment of property tax payments until January 2021. Information received from Yolo County indicates that the total assessed value increased by 5.4% from the prior year; the FY2020/21 budget assumed a 4% growth factor.
- Sales Tax payments have not yet been received through the month of September. There is a timing delay for receipt of sales tax revenues, and projections for fiscal year activity are closely monitored by staff.
- Licenses and Permit revenue is trending higher than most categories due to housing and commercial development activity that is generally higher during the summer months.
- The Motor Vehicle In Lieu revenues are received in conjunction with the City's property tax revenues, which do not get distributed until January and May. These revenues trend in line with changes to assessed value, so annual change will be consistent with the property tax information noted above.

- Intergovernmental revenue is \$444,994 or 180% of the amended budget. This is due to reimbursements for Fire and Police Grants that were awarded in the previous fiscal year and carried-over to FY2020/21 due to timing of grant funding. While the expenses are re-appropriated, the revenue budgets have not yet been updated to reflect the reimbursements.
- Lease and Interest Income revenue was at \$930,383 or 244% of the amended budget due to interest received on the City's investment portfolio. The interest is accumulated in this fund until fiscal year end and will be allocated across all funds based on respective cash balances at that time.

Table 5 – General Fund Expenditures by Category

FY2020/21 General Fund Expenditures					
Year-to Date					
	Original Budget	Amended Budget	Actuals	%	
Personnel	\$ 31,960,131	\$ 31,960,131	\$ 8,193,372	26%	
Supplies & Services	\$ 8,169,036	\$ 8,700,483	\$ 2,029,594	23%	
Education & Training	\$ 328,350	\$ 328,350	\$ 61,244	19%	
Capital Expenditures	\$ -	\$ 13,395	\$ 13,395	100%	
Non-Discretionary	\$ 7,063,634	\$ 7,068,910	\$ 1,878,529	27%	
Operating Transfers	\$ 7,605,388	\$ 7,607,815	\$ -	0%	
Total All Categories	\$ 55,126,539	\$ 55,679,084	\$ 12,176,134	22%	

- Through the first quarter of FY2020/21, General Fund expenditures (not including encumbrances) total \$12.2 million or 22% of the amended budget.
- Personnel costs are trending to be on target with budget, at 26% of amended budget through the first quarter.
- Supplies & Services/Education & Training expenses are trending to be on target with budget, at 21% (combined) of amended budget through the first quarter. Expenses within these categories vary depending on when services are needed and when training takes place.
- Capital Expenditures are at 100% of budget due to a one-time banner cable system purchased by the Community Services department.

- Operating Transfers consist primarily of the transfer of Measure F sales tax received to the capital projects fund, as well as the subsidy for the Storm Drain and Cemetery operations. Fund transfers are typically recorded toward the end of the fiscal year, when more information that is accurate is available regarding required transfer amount.

Table 6 – General Fund Expenditures by Department

FY2020/21 General Fund Expenditures					
	Year-to Date				
	Original Budget	Amended Budget	Actuals	%	
Administrative Services	\$ 3,350,671	\$ 3,449,685	\$ 818,753	24%	
Community Development	\$ 3,349,317	\$ 3,403,420	\$ 853,917	25%	
Community Services	\$ 6,572,285	\$ 6,727,777	\$ 1,559,893	23%	
Police	\$ 21,503,433	\$ 21,719,611	\$ 5,280,847	24%	
Fire	\$ 10,873,729	\$ 10,894,006	\$ 3,095,606	28%	
Library	\$ 2,224,385	\$ 2,231,866	\$ 390,215	17%	
Public Works	\$ 637,397	\$ 637,397	\$ 139,673	22%	
Non-Departmental	\$ 6,615,322	\$ 6,615,322	\$ 37,230	1%	
Total All Departments	\$ 55,126,539	\$ 55,679,084	\$ 12,176,134	22%	

- After the first quarter of FY2020/21, most departments appear to be tracking in line with the amended budget amounts and will continue to be monitored and updated throughout the year.
- Non-Departmental expenditures consist primarily of the transfer of Measure F sales tax received to the capital projects fund, as well as the subsidy for the Storm Drain and Cemetery operations. There no expenditures to date. Expenses in this category consist mostly of transfers that are typically recorded toward the end of the fiscal year, when more information that is accurate is available regarding the transfer actually required.