



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

January 5, 2021
6:00 PM

CITY COUNCIL

PLEASE NOTE: The January 5, 2021 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

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

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

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

1. SUBJECT: Long Range Calendar

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

F. PRESENTATIONS

2. SUBJECT: Police Department Chief's Advisory Board (CAB)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation on the Woodland Police Department's Chief's Advisory Board regarding its utilization to assist in the formation of strategies, development of community policing concepts and increasing public awareness.

G. CONSENT CALENDAR

3. SUBJECT: City Council Meeting Minutes of December 1, 2020, December 8, 2020 and December 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 December 1, 2020 and December 15, 2020 and Special City Council Meeting of December 8, 2020.

4. 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.

5. SUBJECT: Public Works Quarterly Status Report for the period of September through November 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of September through November 2020.

6. SUBJECT: Salary Schedule effective January 1, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the City of Woodland Salary Schedule effective January 1, 2021.

7. SUBJECT: Communications Manager Job Description

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the Job Description for Communications Manager and authorizing its Inclusion in the List of Approved Positions for the FY2020/21 Budget.

8. SUBJECT: Security and Access Policy

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Security and Access Policy. This item is informational only.

9. SUBJECT: Nomination of SACOG Green Zones

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, authorizing the following actions: 1) Reaffirm the City's commitment to helping the State of California and the Sacramento Area Council of Governments (SACOG) region reach its current 19 percent greenhouse gas reduction goal through implementation of the Green Means Go pilot project; 2) Adopt the following named areas as Woodland Green Zones: Area 1: Main St. @ West St. to Cleveland St.; Area 2: Main St. @ 2nd St. to Cleveland St.; Area 3: Main St., Second St. to East St.; Area 4: East St., Main St. to Lemen Ave.; Area 5: East St. @ Lemen Ave. to E. Beamer St.; Area 6: East St. @ Main St. to Gum Ave.; Area 7: East St. @ Gum Ave. to County Fair Mall; and Area 8: Main St. @ West St. to County Road 98; 3) Authorize the City Manager to propose amendments to the adopted Greens Zones to the SACOG Executive Director.

10. SUBJECT: Beeghly Ranch Lot D & G Subdivision Improvements

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services agreement for construction management and inspection with Associated Engineering Consultants, Inc. in the amount of \$129,720.00 for the Beeghly Ranch Lot D & G Subdivision Improvements; and authorize the City Manager to execute the agreement and amendments up to 15% of the agreement amount.

11. SUBJECT: Professional Services Agreement for Housing Consultant Services with NeighborWorks Sacramento HomeOwnership Center

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving (1) an additional appropriation of \$20,000 from the Housing Assistance Fund (326), (2) a professional services agreement with NeighborWorks Sacramento HomeOwnership Center in the amount of \$50,000 to provide housing consultant services for the City's first time homebuyer loan assistance program, and (3) a new purchase price limit of \$390,000 for the City's loan assistance program.

12. SUBJECT: Professional Services Contract Amendment 1 for the Water Pollution Control Facility Master Plan (WPCF MP) Phase 1 Project, CIP 14-07

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to authorize the City Manager to approve Amendment 1 to the professional services contract in the amount not-to-exceed \$35,266 with Brown and Caldwell to expand the flow and loading scope of the WPCF MP Phase I contract.

H. REPORTS OF THE CITY MANAGER

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

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

14. SUBJECT: District Attorney's Five-Point Plan to Reduce Homelessness

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, supporting District Attorney Jeff Reisig's Five-Point Plan to Reduce Homelessness.

15. SUBJECT: Waste Management Service Issues Update and Annual Rate Adjustment (Continued from December 15, 2020)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on recent Waste Management service issues and adopt Resolution No. _____, to: 1) receive the Waste Management 2021 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2021 rate adjustments approved.

I. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, January 5, 2020 was posted on Wednesday, December 30, 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: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: E.1
SUBJECT: Long Range Calendar

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

Staff Contact

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

Background

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

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

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

JANUARY 19TH

REGULAR MEETING

Waste Management Residential Smart Truck Discussion
Presentation on SB 1383 – Short-Lived Climate Polutant Reduction
Mayor/Mayor Pro Tem Rotation Discussion

JANUARY 26TH

SPECIAL MEETING

Appoint new Council Member for District 3

FEBRUARY 2ND

REGULAR MEETING

City Council Meeting Minutes of January 5, 2021 and January 19, 2021
Accept North Regional Pond & Pump Station Project as complete; CIP #17-21
Certify EIR for Woodland Flood Risk Management Project, CIP #09-15
Award Contract for PSH Site Infrastructure Project #19-22
Investment Policy Workshop
Police Officer Job Descriptions
Review City Council Goals

FEBRUARY 16TH

REGULAR MEETING

Future Topics / Study Sessions:

TBD City Council Retreat / 2021-22 Goals Comprehensive Zoning Update Tree Ordinance Update Redistricting	
---	--



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: F.2
SUBJECT: Police Department Chief's Advisory Board (CAB)

Recommendation for Action: Staff recommends that the City Council receive a presentation on the Woodland Police Department's Chief's Advisory Board regarding its utilization to assist in the formation of strategies, development of community policing concepts and increasing public awareness.

Staff Contact:

Derrek Kaff, Chief of Police, (530) 661-7813, Derrek.Kaff@cityofwoodland.org

Fiscal Impact:

There is no new fiscal impact.

Background:

The Chief's Advisory Board is established under the direction of the Chief of Police. The board was created to act as a resource for the Chief in the formation of strategies, development of community policing concepts and increasing public awareness. The board is intended to provide a forum for discussions concerning community concerns and the goal is to have a broad spectrum of viewpoints represented. The CAB acts solely in an advisory capacity and will be driven by the creativity and vision of its members; it is intended to be an expression of the Woodland community's viewpoints.

To carry out its purpose, the board will address overcoming problems associated with police-community relations, the improvement of the Woodland Police Department's operations, and public safety issues in order to further enhance the quality of life in our community. The CAB will act as a sounding board for the Chief regarding community needs and concerns, keep the Chief apprised of the community's need for police services, and assist in educating the community at large about the function and role of the Woodland Police Department. The board consists of 10-15 key stakeholders, comprised of a diverse cross-section of active community members throughout the City of Woodland. Members are chosen to serve on the board for their professionalism, integrity and commitment to their community.

Conclusion:

Staff recommends that the City Council receive a presentation on the Woodland Police Department's Chief's Advisory Board regarding its utilization to assist in the formation of strategies, development of community policing concepts and increasing public awareness.

Prepared By: Trista Kennedy, Executive Assistant

Reviewed By: Derrek Kaff, Chief of Police



Ken Hiatt
City Manager

Attachments:

1. CAB Council Presentation



CHIEF'S ADVISORY BOARD

Woodland Police Department

The Woodland Police Department is committed to community policing.

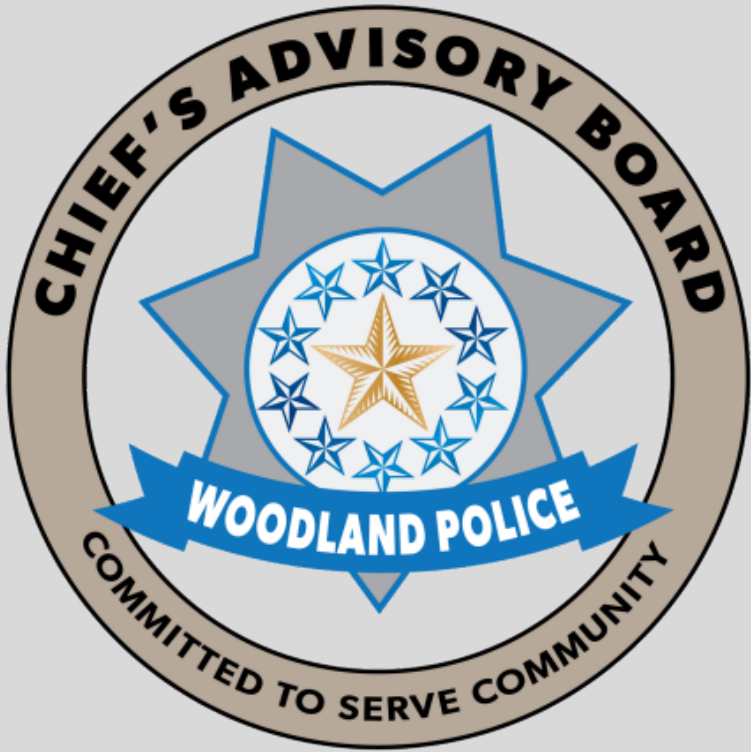
To that end, the mission of the CAB is to act as a resource for the Chief of Police in the formation of strategies, development of policing concepts, and increasing public awareness regarding policy issues.

Woodland PD Chief's Advisory Board

ESTABLISHED
UNDER THE
DIRECTION OF THE
CHIEF OF POLICE.



A FORUM FOR
DISCUSSIONS
CONCERNING
COMMUNITY
CONCERNS WITH A
BROAD SPECTRUM
OF VIEWPOINTS
REPRESENTED.

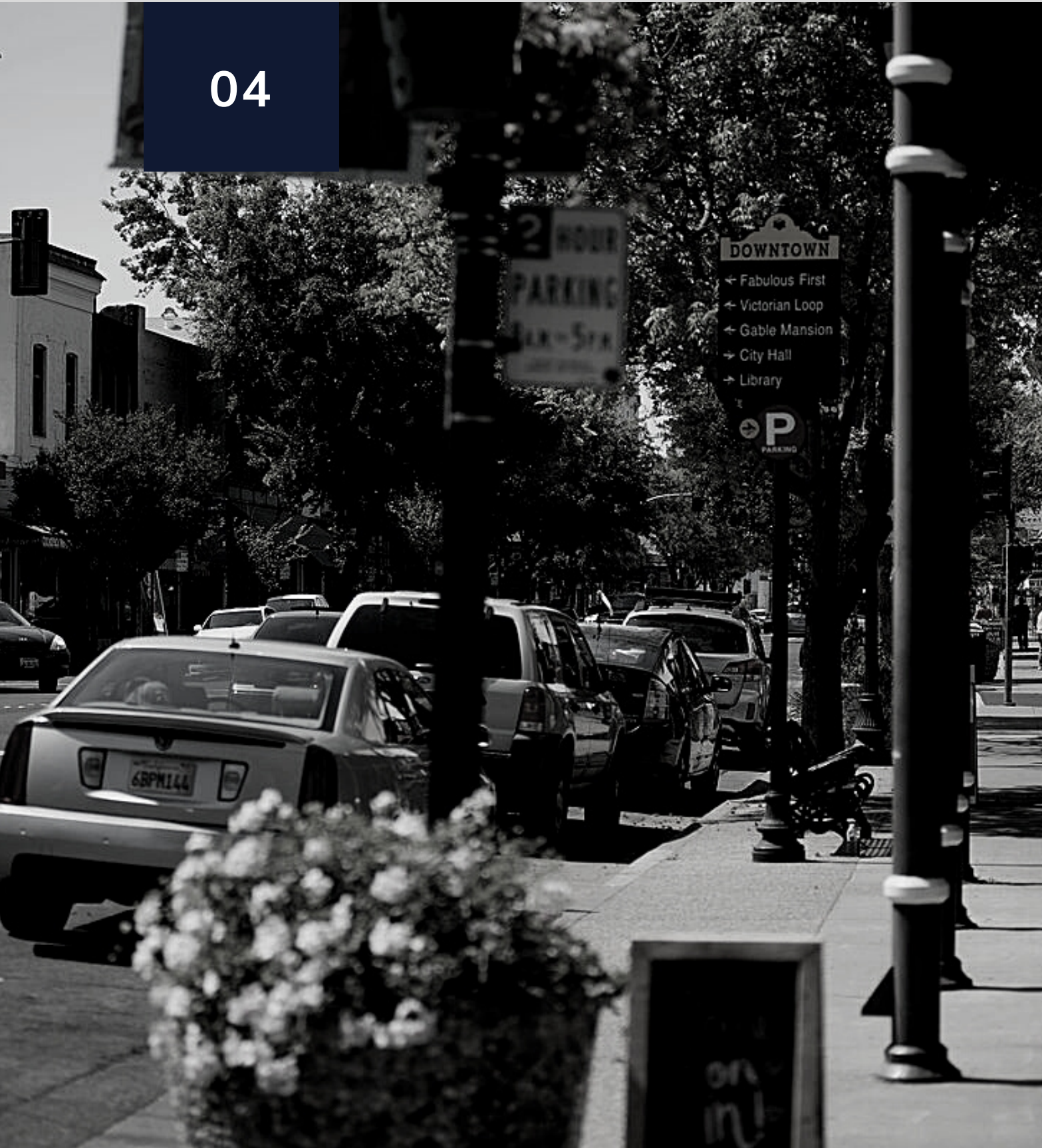


ACT AS A RESOURCE FOR THE CHIEF IN

- THE FORMATION OF STRATEGIES,
- DEVELOPMENT OF COMMUNITY
POLICING CONCEPTS AND
- INCREASING PUBLIC AWARENESS.



04



Woodland PD Chief's Advisory Board

The CAB acts solely in an advisory capacity and will be driven by the creativity and vision of its members; it is intended to be an expression of the Woodland community's viewpoints.

TO CARRY OUT ITS PURPOSE, THE BOARD WILL ADDRESS



OVERCOMING
PROBLEMS
ASSOCIATED WITH
POLICE-COMMUNITY
RELATIONS,



THE IMPROVEMENT
OF THE
WOODLAND POLICE
DEPARTMENT'S
OPERATION, AND



PUBLIC SAFETY ISSUES
IN ORDER TO FURTHER
ENHANCE THE
QUALITY OF LIFE IN
OUR COMMUNITY.

ALTHOUGH THE CAB IS
EXPECTED TO BE
PROACTIVE, IT WILL NOT
HAVE POWER OR
AUTHORITY TO
INVESTIGATE, REVIEW
OR OTHERWISE
PARTICIPATE IN
MATTERS INVOLVING
SPECIFIC POLICE
PERSONNEL OR SPECIFIC
POLICE-RELATED
INCIDENTS.



Composition of the CAB

THE BOARD CONSISTS OF 10-15 KEY STAKEHOLDERS, COMPRISED OF A DIVERSE CROSS-SECTION OF ACTIVE COMMUNITY MEMBERS.

THESE MEMBERS WILL REPRESENT A RANGE OF INTERESTS AND EXPERIENCE, INCLUDING BUSINESS OWNERS, EDUCATION, NON-PROFITS, PUBLIC RELATIONS, FAITH COMMUNITY, YOUTH REPRESENTATION, AND MORE.





2020-22



WoodlandPolice.org

CAB Meetings

- *Presentation on a Topic*
Examples: Hiring, recruiting, and promotion; Use of Force; Traffic; Homelessness, etc.
- *Feedback from members*
- *Open Discussion*





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: G.3
SUBJECT: City Council Meeting Minutes of December 1, 2020, December 8, 2020
and December 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 December 1, 2020 and December 15, 2020 and Special City Council Meeting of December 8, 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".

Ken Hiatt
City Manager

Attachments:

1. 12_01_20 DRAFT MINUTES_CORRECTED
2. 12_08_20 DRAFT MINUTES_SPECIAL_CORRECTED
3. 12_15_20 DRAFT MINUTES_CORRECTED

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, December 1, 2020

6:00 PM

City Council

CITY COUNCIL

PLEASE NOTE: The December 1, 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

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

A. CALL TO ORDER

Meeting called to order at 6:00 PM.

B. ROLL CALL

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

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Council Member Barajas.

D. COMMUNICATIONS - PUBLIC COMMENT

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

None

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

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 November 10, 2020 and November 17, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Special City Council Meeting of November 10, 2020 and the Joint Regular City Council/Woodland Finance Authority Meeting of November 17, 2020.

Adopted the minutes of the Special City Council Meeting of November 10, 2020 and the Joint Regular City Council/Woodland Finance Authority Meeting of November 17, 2020.

3. SUBJECT: Appropriate Project Funding for WPCF Pond 11 Biosolids Drying and Removal, CIP 20-13

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, (1) Approving the reallocation of \$25,000 of Sewer Enterprise Funds from WPCF Biosolids, CIP 10-11, to WPCF Pond 11 Biosolids Drying and Removal, CIP 20-13; and (2) Approving construction contingencies of up to \$120,000 (18.5% of the contract award amount of \$646,369) for a total contract amount of \$766,369.

Adopted RESOLUTION NO. 7600, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROPRIATE PROJECT FUNDING FOR THE WPCF POND 11 BIOSOLIDS DRYING AND REMOVAL PROJECT, CIP 20-13.

4. SUBJECT: Resolution Approving a Finding of Satisfaction of the Provisions of the Affordable Housing Ordinance Chapter 15.16 and Authorizing an Agreement for Payment of Affordable Housing In-Lieu Fees for 310 Main Street, Multifamily Housing Project

RECOMMENDATION FOR ACTION: Staff recommends that the City Council 1) adopt Resolution No. _____, approving a finding of satisfaction of the provisions of the affordable housing ordinance, Chapter 15.16 of the Woodland Municipal Code, and authorizing the City Manager to execute an agreement regarding payment of Affordable Housing In-Lieu Fees for a multi-family rental development at 310 West Main Street

Adopted RESOLUTION NO. 7601, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, APPROVING A FINDING OF SATISFACTION OF THE PROVISIONS OF THE AFFORDABLE HOUSING ORDINANCE, CHAPTER 15.16 OF THE WOODLAND MUNICIPAL CODE AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT REGARDING PAYMENT OF AFFORDABLE HOUSING IN-LIEU FEES, FOR A MULTIFAMILY RENTAL DEVELOPMENT PROPOSED AT 310 WEST MAIN STREET.

5. SUBJECT: Amendment #1 to the Security Professional Service Agreement with Allied Universal Security Services for the Woodland Public Library

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the first amendment to the Security Professional Service Agreement with Allied Universal Security Services for the Woodland Public Library. The total contract amount shall be \$53,238.

Adopted RESOLUTION NO. 7602, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE FY2020/21 SECURITY PROFESSIONAL SERVICE AGREEMENT WITH ALLIED UNIVERSAL SECURITY SERVICES.

6. SUBJECT: Approve Contract Amendment with BSK Associates for 2021 Water Quality Testing Services

RECOMMENDATION FOR ACTION: Staff requests that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract with BSK Associates for the 2021 Water Quality Testing Services, for an amount up to \$64,855 and authorize a contingency of up to 10% (\$6,486).

Adopted RESOLUTION NO. 7603, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH BSK ASSOCIATES FOR 2021 WATER QUALITY TESTING SERVICES.

7. SUBJECT: SUBJECT: Approve Plans and Specifications, and Authorize Bid Advertisement for the 2021 Sewer and Water Repair and Replacement Project, CIP 20-14.

RECOMMENDATION FOR ACTION: Staff recommends that City Council adopt Resolution No. _____, approving the project plans and specifications, and authorizing bid advertisement for the 2021 Sewer and Water Repair and Replacement Project, CIP 20-14

Adopted RESOLUTION NO. 7604, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2021 SEWER AND WATER REPAIR AND REPLACEMENT PROJECT, CIP #20-14.

8. SUBJECT: Sustainability Advisory Committee Minutes for October 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive minutes for the October 2020 meeting of the Sustainability Advisory Committee.

Received minutes for the October 2020 meeting of the Sustainability Advisory Committee.

G. PUBLIC HEARINGS

9. SUBJECT: PUBLIC HEARING - Landmark and Specimen Tree Nomination

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct a Public Hearing and adopt Resolution No. _____, designating Five Trees as Local Landmark Trees and Five Trees as Specimen Trees located in Public Land.

On a motion by Council Member Fernandez, seconded by Council Member Barajas and carried unanimously on a 5-0 roll call vote, Council Members adopted RESOLUTION NO. 7605, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DESIGNATING FIVE TREES AS LOCAL LANDMARK TREES AND FIVE TREES AS SPECIMEN TREES LOCATED ON PUBLIC LAND.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

H. ADJOURN

Meeting called to order at 7:06 PM in memory of Jim Scott.

Respectfully submitted,

**Ana B. Gonzalez
City Clerk**

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, December 8, 2020

6:00 PM

City Council

CITY COUNCIL

PLEASE NOTE: The December 8, 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

SPECIAL CITY COUNCIL MEETING

6:00 PM

A. CALL TO ORDER

Meeting called to order at 06:02 PM

B. ROLL CALL

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

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Mayor Lansburgh.

D. COMMUNICATIONS - PUBLIC COMMENT

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

None.

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

1. SUBJECT: Long Range Calendar

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

F. REPORTS OF THE CITY MANAGER

2. SUBJECT: Declaring Results of the November 3, 2020 Election

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

- 1) Adopt Resolution No. _____, declaring the results of the November 3, 2020 election related to the election of three (3) members of the City Council for Council Districts 2 (Stallard), 4 (Fernandez) and 5 (Vega) with terms expiring upon the election of their successor thereto at the Presidential General Election of 2024; and
- 2) Adopt Resolution No. _____, declaring the results of the November 3, 2020 election related to Measures R, S, T, U and V.

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Barajas and carried on a 4-0 roll call vote, Council Members adopted RESOLUTION NO. 7606, A RESOLUTION DECLARING THE RESULTS OF THE PRESIDENTIAL GENERAL ELECTION HELD IN THE CITY OF WOODLAND ON NOVEMBER 3, 2020.

AYES: Barajas, Lansburgh, Rodriguez and Stallard

NOES: None

ABSTAIN: Fernandez

On a motion by Mayor Pro Tem Stallard, seconded by Council Member Barajas and carried on a 5-0 roll call vote, Council Members adopted RESOLUTION NO. 7607, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND DECLARING THE RESULTS OF THE PRESIDENTIAL GENERAL ELECTION HELD ON NOVEMBER 3, 2020.

AYES: Barajas, Fernandez, Lansburgh, Rodriguez and Stallard

NOES: None

G. ADMINISTER OATH OF OFFICE TO NEW/RE-ELECTED COUNCIL MEMBERS - Tom Stallard (District 2), Victoria "Vicky" Fernandez (District 4) and Mayra Vega (District 5)

Oath of Office was administered to re-elected and new Council Members - Tom Stallard (District 2), Victoria "Vicky" Fernandez (District 4) and Mayra Vega (District 5).

H. MAYOR'S REMARKS

I. ADJOURN

Meeting adjourned at 7:06 PM.

Respectfully submitted,

Ana B. Gonzalez, City Clerk

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, December 15, 2020

6:00 PM

City Council

CITY COUNCIL

PLEASE NOTE: The December 15, 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

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

A. CALL TO ORDER

Meeting called to order at 6:03 PM.

B. ROLL CALL

All Council Members present via roll call vote.

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

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Council Member Mayra Vega.

D. COMMUNICATIONS - PUBLIC COMMENT

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

None

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

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: Parks & Recreation Commission Meeting Minutes for October 26, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the October 26, 2020 Parks & Recreation Commission Meeting Minutes.

Received the October 26, 2020 Parks & Recreation Commission Meeting Minutes.

3. SUBJECT: Amendment of the Conflict of Interest Code Pursuant to the Political Reform Act of 1974

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

Adopted RESOLUTION NO. 7608, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974.

4. SUBJECT: Annual Measure E Report for Fiscal Year Ending June 30, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Measure E Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Approved the Measure E Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

5. SUBJECT: Annual Measure F Report for Fiscal Year Ending June 30, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Measure F Report for the fiscal year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Approved the Measure F Report for the fiscal year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

6. SUBJECT: Annual Measure J Report for Fiscal Year Ending June 30, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Annual Measure J Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

Approved the Annual Measure J Report for Fiscal Year ending June 30, 2020 and direct staff to publish the required excerpts of the report in the Daily Democrat and on the City's website.

7. SUBJECT: Annual AB1600 Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____, accepting the AB1600 Annual Report for the year ended June 30, 2020.

Adopted RESOLUTION NO. 7609, A RESOLUTION OF THE CITY OF WOODLAND ACCEPTING THE FISCAL YEAR 2019/20 ANNUAL REPORT OF DEVELOPMENT FEES (AB1600 REPORT).

8. SUBJECT: Spring Lake Maintenance CFD Annual Accountability Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Spring Lake Maintenance Community Facilities District Local Agency Special Tax and Bond Accountability Report for the Fiscal Year Ended June 30, 2020.

Accepted the Spring Lake Maintenance Community Facilities District Local Agency Special Tax and Bond Accountability Report for the Fiscal Year Ended June 30, 2020.

9. SUBJECT: Final Acceptance and Notice of Completion for the Woodland Downtown Suites Project (Subdivision Final Map #5141)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, accepting the public improvements associated with the Woodland Downtown Suites Project (Subdivision Final Map 5141), completed by SZ Downtown Partners, LLC, a California Limited Liability Company, as complete and authorize the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 7610, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ACCEPTING PUBLIC IMPROVEMENTS FOR SUBDIVISION MAP NUMBER 5141 (WOODLAND DOWNTOWN SUITES).

10. SUBJECT: Final Acceptance and Notice of Completion for Emergency Shelter Project, CIP 20-12

RECOMMENDATION FOR ACTION: Staff recommends that the City Council take the following actions (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; (2) Adopt Resolution No. _____, accepting as complete and authorizing the City Clerk to file a Notice of Completion for the Emergency Shelter Project, CIP 20-12 construction contract with Broward Builders, Inc.; (3) Approve an increase in Broward Builders, Inc.'s Shelter construction contract contingency in an amount not to exceed \$24,962 which will increase the total contract amount to \$2,075,344.

Adopted RESOLUTION NO. 7611, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE EMERGENCY SHELTER PROJECT, CIP 20-12 CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

11. SUBJECT: Re-Certification of the Sewer System Management Plan (SSMP)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the 2020 Revised SSMP.

Adopted RESOLUTION NO. 7612, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE 2020 REVISED SEWER SYSTEM MANAGEMENT PLAN.

12. SUBJECT: Internal Audit of the City of Woodland's Sewer System Management Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past two reporting years of July 1, 2018 to June 30, 2020.

Certified the Internal Audit of the Sewer System Management Plan (SSMP) for the past

two reporting years of July 1, 2018 to June 30, 2020.

13. SUBJECT: Contract with Empower Yolo 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 a contract with Empower Yolo in an amount not-to-exceed \$18,000 for food supply services to assist Woodland individuals sheltered through Project Roomkey (PRK).

Adopted RESOLUTION NO. 7613, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONTRACT WITH EMPOWER YOLO TO SUPPLY FOOD FOR INDIVIDUALS SHELTERED THROUGH PROJECT ROOMKEY.

14. SUBJECT: Approve Contract with Laugenour and Meikle for the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to: (1) Authorize the City Manager to execute a consultant agreement with Laugenour & Meikle in the amount of \$265,800 for the design of the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01; and (2) Authorize a contingency of up to 10% (\$26,580) for the design of the 2022 Water & Sewer Repair & Replacement Project, CIP #21-01.

Adopted RESOLUTION NO. 7614, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH LAUGENOUR AND MEIKLE FOR ENGINEERING CONSULTING SERVICES FOR THE 2022 SEWER & WATER REPAIR & REPLACEMENT PROJECT, CIP# 21-01.

15. SUBJECT: Letter of Support related to AB 14 (Internet for All Act of 2021)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve a letter of support regarding AB 14 (Internet for All Act of 2021) which prioritizes the deployment of broadband infrastructure in California's most vulnerable, unserved, and underserved rural and urban communities by extending the ongoing collection of funds deposited into the California Advanced Services Fund (CASF) to provide communities with grants necessary to bridge the digital divide.

Approved a letter of support regarding AB 14 (Internet for All Act of 2021) which prioritizes the deployment of broadband infrastructure in California's most vulnerable, unserved, and underserved rural and urban communities by extending the ongoing collection of funds deposited into the California Advanced Services Fund (CASF) to provide communities with grants necessary to bridge the digital divide.

16. SUBJECT: Council Committee / Liaison Appointments

RECOMMENDATION FOR ACTION: Staff recommends that the Council provide direction relative to 2020-2022 Council appointments to Inter-Jurisdictional Boards, Agencies, Liaison Committees as well as City Council

subcommittees.

Approved the 2020-2022 Council appointments to Inter-Jurisdictional Boards, Agencies, Liaison Committees as well as City Council subcommittees.

17. SUBJECT: City Council Meeting Schedule for 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve its meeting schedule for 2021.

Approved the City Council meeting schedule for 2021.

18. SUBJECT: Revisions to Police Officer Job Description Series

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the revisions to Police Officer Job Description Series.

Approved the revisions to Police Officer Job Description Series.

19. SUBJECT: Use of Affordable Housing In-Lieu Fees for Permanent Supportive Housing Project at East Beamer Way Development

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving an additional appropriation of \$582,000 from the Affordable Housing In-Lieu Fees Fund (327) for construction of the Permanent Supportive Housing Project at the East Beamer Way Development and appropriate the same \$582,000 from the Homeless Housing Fund (331) where the expense will be incurred for the project.

Adopted RESOLUTION NO. 7615, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN ADDITIONAL APPROPRIATION OF \$582,000 FROM THE AFFORDABLE HOUSING IN-LIEU FEES FUND FOR CONSTRUCTION OF THE PERMANENT SUPPORTIVE HOUSING PROJECT AT THE EAST BEAMER WAY DEVELOPMENT.

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 approved Consent Calendar Items No. 2 through 19.

AYES: Barajas, Fernandez, Lansburgh, Stallard and Vega

NOES: None

G. PUBLIC HEARINGS

20. SUBJECT: Public Hearing and Adoption of Amendment #2 to the Fiscal Year 2019/20 Community Development Block Grant Action Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) Hold a public hearing to receive community input on the proposed amendment to the City's Fiscal Year 2019/20 Community Development Block Grant Action Plan; (2) Adopt Resolution No. _____, approving Amendment #2 to the City's FY 2019/20 CDBG Action Plan with the funding allocation

recommended by staff, an additional appropriation of \$422,831 to the CDBG Fund (320) for a tenant rental assistance program, a subrecipient agreement with Yolo County Housing in the amount of \$422,831 to administer the City's rental assistance program for low-income tenants, and program description/guidelines in substantially the same form presented to the City Council; (3) Direct staff to complete the necessary paperwork to process Amendment #2, as well as any other related paperwork required by the U.S. Department of Housing and Urban Development (HUD), incorporating the adopted funding allocation along with any public input received during the public comment period and tonight's public hearing; (4) Direct staff to forward the completed Amendment #2 and related documents to HUD; (5) Authorize the City Manager to execute any agreements, contracts or related/required documents with the appropriate entities to carry out the CDBG funding activities; and (6) Authorize the Finance Officer to make the budget allocation as specified.

On a motion by Council Member Barajas, seconded by Council Member Vega and carried unanimously on a 5-0 roll call vote, Council Members adopted RESOLUTION NO. 7616, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE AMENDMENT #2 TO THE FISCAL YEAR 2019/20 CDBG ACTION PLAN.

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

H. REPORTS OF THE CITY MANAGER

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

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

Received an update and discussed next steps.

22. SUBJECT: Conveyance of Shelter Property at 1903 East Beamer Street to Friends of the Mission

RECOMMENDATION FOR ACTION: Staff recommends that the City Council Adopt Resolution No. _____, (1) approving the sale and conveyance of ownership of the Shelter property at 1903 East Beamer Street to Friends of the Mission; (2) approve an Agreement and Declaration of Covenants Related to Use of Property with Friends of the Mission in substantially the same form as presented to the City Council; and Adopt Resolution No. _____ (3) approving the ownership transfer of four commercial modular trailers purchased by the City for the Emergency Shelter Project to Friends of the Mission (FOM).

On a motion by Council Member Barajas, seconded by Council Member Vega and carried unanimously on a 5-0 roll call vote, Council Members adopted RESOLUTION NO. 7617, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE SALE AND CONVEYANCE OF OWNERSHIP OF THE SHELTER PROPERTY AT 1903 EAST BEAMER STREET TO FRIENDS OF THE MISSION AND

APPROVING THE AGREEMENT AND DECLARATION OF COVENANTS and RESOLUTION NO. 7618, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO TRANSFER OWNERSHIP OF COMMERCIAL MODULAR TRAILERS PURCHASED FOR THE EMERGENCY SHELTER PROJECT TO FRIENDS OF THE MISSION.

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

23. SUBJECT: Waste Management Service Issues Update and Annual Rate Adjustment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on recent Waste Management service issues and adopt Resolution No. _____, to: 1) receive the Waste Management 2021 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2021 rate adjustments approved.

This resolution was not adopted. On a motion by Mayor Pro Tem Stallard, seconded by Council Member Barajas and carried unanimously on a 5-0 roll call vote, Council Members agreed to table this item to the January 5, 2021 Council Meeting.

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

24. SUBJECT: Designation and Rotation of Mayor and Mayor Pro Tempore

RECOMMENDATION FOR ACTION: Staff recommends that the City Council designate the Council members to serve as Mayor and Mayor Pro Tempore for the next twelve months, pursuant to Article II of the Woodland Municipal Code and provide direction to staff on whether to return with amendments to the Municipal Code as necessary to make any adjustments to the rotation.

On a motion by Council Member Fernandez, seconded by Council Member Barajas and carried unanimously on a 5-0 roll call vote, Council Members appointed Mayor Pro Tem Stallard as Mayor and Council Member Vega as Mayor Pro Tempore for 2021. Further discussion regarding the rotation of Mayor and Mayor Pro Tempore will continue at the January 5, 2021 Council meeting.

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

25. SUBJECT: Filling of City Council District 3 Vacancy

RECOMMENDATION FOR ACTION: Staff recommends that the City Council discuss options for filling the pending vacancy of Council District 3 and provide direction to staff on next steps.

Discussed options for filling the pending vacancy of Council District 3 and provided direction to staff on next steps.

At 9:01 PM, a motion was made by Mayor Stallard, seconded by Council Member Barajas and carried unanimously on 5-0 roll call vote to extend the meeting for 45-minutes.

AYES: Barajas, Fernandez, Lansburgh, Stallard and Vega

NOES: None

On a motion by Council Member Barajas, seconded by Mayor Pro Tem Vega and carried unanimously on a 5-0 roll call vote, Council Members appointed Mayor Stallard and Council Member Fernandez on the ad-hoc sub-committee.

AYES: Barajas, Fernandez, Lansburgh, Stallard and Vega

NOES: None

I. ADJOURN

Meeting adjourned at 9:09 PM in memory of Jessie Murrieta.

Respectfully submitted,

**Ana B. Gonzalez
City Clerk**



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: G.4
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 Planning Commission Meeting Minutes of September 17, 2020.

Staff Contact:

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

Reviewed By: Cindy Norris, Principal Planner



Ken Hiatt
City Manager

Attachments:

1. 9.17.2020 PCMinutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting - Via Teleconference –

Thursday, September 17, 2020

6:30 PM

A. SPECIAL COMMENT:

PLEASE NOTE: The September 17, 2020 Woodland Planning 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 Planning 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 Planning 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) Leave a voice mail message at (530) 661-5900, press Option 1. All voice mail messages received by 6:30 p.m. will be played during the Planning Commission 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 Planning Commission at the following link planningcommissionmeetings@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.

Instructions are provided at the end of the agenda.

Please click the link below to join the Public Comment portion of the meeting:

<https://zoom.us/j/92170095836>

Or Telephone: Dial 669-900-6833

Webinar ID: 921 7009 5836

B. CALL TO ORDER

Meeting called to order at 6:30 PM

Staff Present: Cindy Norris, CDD Principal Planner, Anna Canales, CDD Assistant Planner and J Kimura, COW IT Sr. Application Analyst

C. ROLL CALL

Planning Commission Members Present: Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst.

Absent: Planning Commission Member Steven Wong

Excused: Planning Commission Member Steve Harris

D. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commission Member Chris Holt.

E. STAFF AND COMMISSIONER COMMENTS

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

Verbal updates provided by Planning Commission Members/Staff.

F. SUBCOMMITTEE REPORTS

None

G. COMMUNICATIONS FROM THE PUBLIC

None

H. APPROVAL OF MINUTES

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

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of August 20, 2020.

On a motion by Planning Commission Vice-Chairperson Marco Lizarraga, seconded by Planning Commission Member Chris Holt and carried unanimously, Planning Commission Meeting Minutes of August 20, 2020 approved by the following votes:

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

Noes: None

Absent: Planning Commission Member Steve Harris, Planning Commission Member Steven Wong

I. PUBLIC HEARING

2. 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 Planning Commission:

1. Receive a staff report;
2. Conduct a Public Hearing;

3. Adopt Resolution No. PC# 20-12, recommending that the City Council:
- a) confirm the previously certified Turn of the Century EIR as the appropriate environmental review document in accordance with the California Environmental Quality Act;
 - b) approve a Planned Development Overlay and Conditional Use Permit;
 - c) approve Tentative Subdivision Maps #5196 and #5197 Beeghly Ranch Lot D and Lot G;
 - d) approve Site Plan and Architectural Design Review, and
 - (e) approve the Development Agreement between the City of Woodland and TL Partners X, L.P., to use and develop the two Beeghly Ranch R-15 project areas located within the Spring Lake Specific Plan Area with Conditions of Approval.

On a motion by Planning Commission Vice-Chairperson Marco Lizarraga, seconded by Planning Commission Member Fred Lopez and carried unanimously, 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; with the addition that pigeon proofing on roof.

Friendly Amendment by Chris Holt:

- To direct staff to clarify the Development Impact Fee note on Exhibit E to the Development Agreement
- To add a condition that the applicant add appropriate speed humps on Hunt Street subject to the review and approval of the City Engineer.

Ayes: Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst
Noes: None

Absent: Planning Commission Member Steve Harris, Planning Commission Member Steven Wong

3. SUBJECT: Tentative Parcel Map No. 5203 for 1546 and 1556 Hutchison Valley Drive

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission (1) receive the staff report; (2) conduct the public hearing; and (3) adopt resolution No.20-13 approving the 3-lot, Tentative Parcel Map No. 5203 and confirming that the project is exempt from environmental review consistent with California Environmental Quality Act Class 15 Minor Land Division Exemption.

On a motion by Planning Commission Member Chris Holt, seconded by Planning Commission Vice-Chairperson Marco Lizarraga and carried unanimously, SUBJECT: Tentative Parcel Map No. 5203 for 1546 and 1556 Hutchison Valley Drive; with

amendment no. 33 as recommend by staff.

**Ayes: Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst
Noes: None**

Absent: Planning Commission Member Steve Harris, Planning Commission Member Steven Wong

J. BUSINESS ITEMS

None

K. STAFF OR COMMISSIONER COMMENTS

None

L. ADJOURNMENT

Meeting adjourned at 8:32 PM.

Adopted by Planning Commission 10/1/2020



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: G.5
SUBJECT: Public Works Quarterly Status Report for the period of September through November 2020

Recommendation for Action: Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of September through November 2020.

Staff Contact:

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

Background:

This quarterly report covers the period of September through November 2020. The report presents a summary of Service Requests and Work Orders received, and also contains a narrative description of major work performed and/or notable department highlights.

Conclusion:

Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of September through November 2020.

Prepared By: Johanna Currie, Senior Management Analyst

Reviewed By: Craig Locke, Public Works Director



Ken Hiatt
City Manager

Attachments:

1. Sept-Nov 20 PW Quarterly Report



Public Works Department
Quarterly Status Report
September through November 2020
Public Works
Service and Work Order Requests

For the Months of Sept-Nov 2020		
Division	Service Requests	Work Orders
Administration	232	-
Electrical	112	49
Facilities	120	183
Fleet	-	299
Pretreatment	-	145
Sewer	59	198
Signs & Markings	5	150
Storm Drain	2	64
Streets	71	153
WPCF	-	103
Water	252	516
Grand Total	853	1,860

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

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

Total for Calendar Year 2020 Through 11/30/20	
Service Requests 3,487	Work Orders 6,821

66 Working Days This Quarter = **13 Requests for Service per Day**

*****NOTE:** Environmental Services transferred to Community Development Department (CDD) starting FY 21. Please see CDD’s quarterly report for Environmental Services information.

Fleet & Facilities Division

- **Fleet Services:** New Electric Vehicle (EV) charging stations have been installed at the Municipal Service Center to prepare for the incoming electric work trucks. The City qualified for an incentive under the PG&E Fleet Program for installing necessary electrical infrastructure upgrades. The City will also be reimbursed \$200,000 from the Sacramento Metropolitan Air Quality Management District (SMAQMD) per our Grant Agreement once the trucks are delivered at the end of the year. An additional EV station was installed at City Hall for City-owned vehicles.

- Facilities Services: City Hall got a makeover with a major roof rehab and a fresh new coat of paint on the exterior. Next in the queue is the renewal of the walls and lighting in the front lobby, with the intention of being complete by the end of Holiday break.

Right-of-Way Division

Due to the COVID-19 Pandemic, Right-of-Way projects have been hindered. Though most full time employees were able to continue working from the office or home, temporary employees were unable to do so, causing a decline in project completion. As we all start working towards a new normal, we continue moving forward to complete our goals.

- Geographic Information System (GIS): The GIS group has completed 90% of the creation of new informational maps for Admin, Electrical, Facilities/Parks, Sewer/Storm, Signs & Markings, and Water. These maps provide all City departments with current Public Works asset and division information.
- Blight: Working closely with Code Enforcement, the Police Department, and shopping cart retrieval services such as CarTrac, we have started documenting and reporting blight throughout the City. Reported blight includes noncompliant driveway approaches, graffiti, illegal dumping and camping, shopping carts, and noncompliant right-of-way clearance. In doing so, we have been able to create a map to begin gathering data that will indicate high blight areas throughout the City.
- GIS - Signs & Markings: The GIS group is working with Signs & Markings to add all Japa, Inc. pucks and signs to the City map. Having completed 80%, we expect to complete this by the end of 2020.
- GIS - Sewer/Storm: Working with Sewer, the GIS group has completed 100% of Sewer Tap video verification. All incorrect and incomplete information was compiled and sent to Sewer; they now have a complete list of problem areas, which underground video must verify. The GIS group has added to the map all known weed abatement locations for Sewer/Storm. The map will be updated as new locations arise.
- GIS - Streets: The GIS group is working closely with Streets to verify and compile information to assist with the Sidewalk Replacement Project. We have also sorted through and compiled lists of locations for trip hazards, which need to be shaved, as well as other varying issues. These lists may be given to City employees and contractors in order to address said issues. In addition, the GIS group has added to the map all known weed abatement locations for Streets. The map will be updated as new locations arise.
- GIS - Electrical
The GIS and Electrical groups have completed adding all cameras, as well as camera related assets, to our utilities map. This will not only allow the Utilities group access to facility cameras, but Fire and Police Departments as well. Cameras have been installed at variously locations throughout the City (e.g., Library, MSC and City Hall).

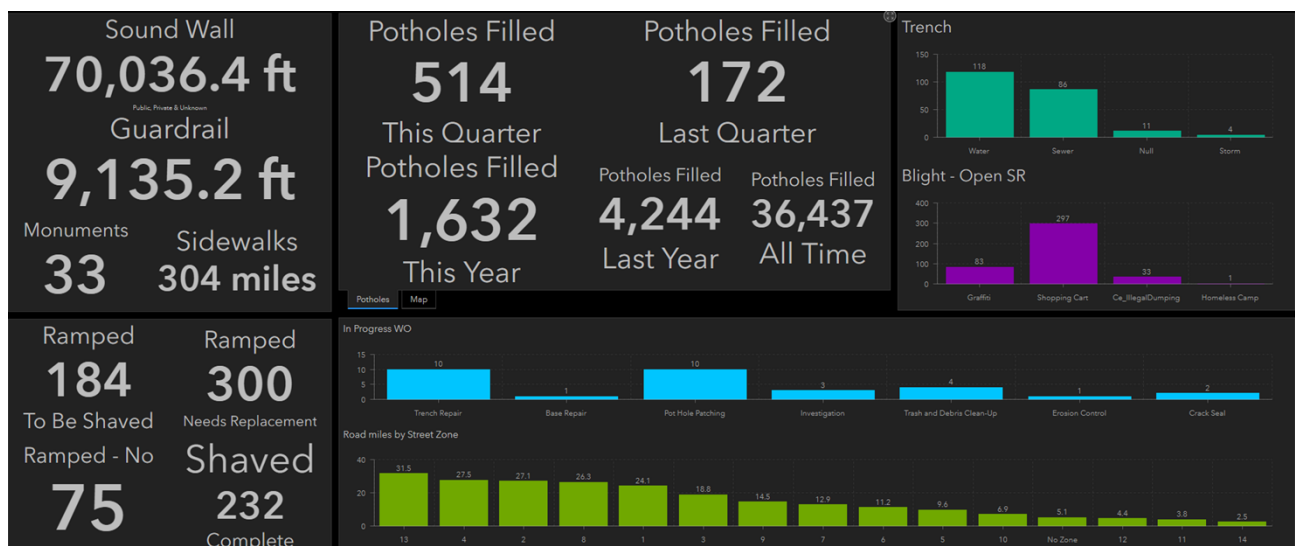
- GIS Underground Service Alerts:

USA Tickets for Calendar Year 2020
Quarter September 2020-November 2020 5,325

- Electrical – LED Upgrade
The Electrical Group installed 12 new LED fixtures to replaced existing HPS bulbs at Cross and East Street.
- Electrical – Street Light Underground Utility Boxes
Installed 22 underground utility boxes in conjunction with the Gibson Water/Sewer project. Utility boxes will be used to upgrade antiquated street light infrastructure over the mile long section of roadway and the adjacent neighborhoods.
- Electrical - City Hall Electric Vehicle Charger: The Electrical group installed new infrastructure at City Hall capable of powering three (3) Level 2 electric vehicle chargers in the City Hall parking area behind the building. One complete Level 2 charger was installed and is currently operational serving the Environmental Services division, which was relocated from the Water Pollution Control Facility (WPCF) to City Hall in July 2020 as part of their reassignment to the Community Development Department.
- Electrical - Electrical Gate Operators: The Industrial Electrical group has been working with the Utilities group and a contractor to install electric powered gate operators at two locations; Sutter Yard and Storm Lift Station 103. The use of automatic gates will increase security as well as allow staff more efficient access to and from these sites. The Storm Lift Station gate is 100% complete and the Sutter Yard gate is scheduled for completion in early 2021.
- Electrical – CIP/Development Projects: The ROW Electrical group is currently overseeing the inspection of five separate projects ranging from streetlight installations to the installation of new Traffic Signal equipment. The project closest to completion is the West Court project, with an estimated turn-on date of Winter 2020/21.
- Signs & Markings - Sign Knockdowns: The Signs & Markings group responded to, and repaired, 9 knocked down signs this Quarter.
- Signs & Markings - Routine Street Markings Maintenance:
 - Painted over white K-rails along Railroad Ave to cover extensive graffiti
 - Painted EV charging stalls at MSC for the Water group's future service truck charging stations
 - Added two new green curb (20 min. parking stalls) along First St. at Main St., as well as painting red curb at bus stop along Pioneer Ave.
 - Installed two Pre-form Thermoplastic (THERMO) EV Parking Stalls behind City Hall,
 - Updated existing Handicap Stalls with Pre-form Thermo at the Library, Solar covered parking lot on College St., and City Hall.
 - Refreshed 5,698 sq. ft. of white Thermo STOP bars, crosswalks and bike symbols at various locations throughout the City.

-Refreshed 5,087 sq. ft. of yellow Thermo school crosswalks and six SLOW SCHOOL XINGS near Douglas Jr. High.

- Signs & Markings – Japa, Inc. Installations: Completed the installation of approximately 151 new Japa, Inc. pucks along with all corresponding signage at all requested downtown locations. While using the Japa app, visitors to the City of Woodland will have the ability to see real time parking availability. City employees will also be able to use this information to help with traffic control and provided documentation when planning future projects in Japa supported areas.
- Signs & Markings - Yolo County Project
Assisted Yolo County in the purchase and installation of 5 overhead signs on CR 8 and CR 99W in Dunnigan.
- Streets – Sidewalk Maintenance: Temporarily fixed 36 known trip hazards that were reported by the public. The Streets group has begun our annual sidewalk shaving project.
- Streets – Utility Trench Repair: Repaired 18 utility trenches. The Streets group has also completed 4 locations in need of base repair due to water main breaks.
- Streets – Pothole Patching: Responded to, and filled, 458 potholes throughout the City.
- Streets – Skin Patching: Skin patched 3,656 sq. ft. at four different locations.
- Streets – Trash and Debris clean up: Assisted HOST with clean-up of 12 Homeless encampments. Responded to 47 different calls about trash and debris that was abandoned or dumped in various locations throughout the City.
- Streets / Signs and Markings: In coordination with the Signs & Markings group, completed rehabilitation of the intersection of Lincoln Ave and California Street to enable the Signs & Markings group to complete the new “STOP” markings and crosswalks.
- Streets Group Dashboard: Created a dashboard that is continuously updated whenever data is entered into the City’s GIS software. The data allows the Streets group to instantly view real time information without filtering through countless work orders and service requests manually. The information below is a dataset filled with all Streets group maintained infrastructure along with reporting requirements. Below is a screenshot of data as of 12/17/20. The ROW Division is in the process of implementing dashboards for all maintained infrastructure (Streets, Signs & Markings, Electrical, Facilities, Underground Service Alerts, etc.).



Utilities Collections - Sewer and Storm Divisions

The Collections group has been working closely with the Utilities Engineering on multiple Capital Improvement Projects (CIP), as well as with Community Development and Transportation Engineering on various projects in the Spring Lake Development, including final warranty inspections and plan review.

Staff worked diligently cleaning, mowing and removing tullies in over 13 miles of open Storm ditch in preparation for the winter season. Additionally, over 200 Storm Drain Inlets were vacuumed out throughout the City. Storm Lift Stations were cleaned up along with the Pumps and Motors, and Generators were fully serviced.

Preventive Maintenance crews have continued their High Velocity Vacuum Cleaning (HVVC) and Closed Circuit Television recording (CCTV) of the City's Collections Infrastructure System. The total footage covered this quarter are as follows:

Sewer

- **HVVC Footage:** 32,476
- **CCTV Footage:** 10,307
- **Lateral Inspection Footage:** 2,726
- **Lateral Rodding Footage:** 307

Storm:

- **HVVC Footage:** 7,465
- **CCTV Footage:** 5,110

Service Calls:

- **Service Request Generated:** 61
- **Sanitary Sewer Overflows:** 6

Utilities - Water Production and Distribution Division

- **Wells:** All groundwater wells are currently off or in the "standby" position.
- **ASR:** Aquifer Storage and Recovery (ASR) Wells 28 & 29 are "active" and currently pumping minimal flows.
- **Distribution Division:** Crews continue working on system repairs and improvements.
- **Preventive Maintenance:** Crews are wrapping up valve exercising and fire hydrant maintenance, and we have reached our 2020 goals. Crews were able to exercise over 1,500 valves and paint and maintain over 500 fire hydrants.
- **Water Main Breaks:** 35
- **Valves, Fire Hydrants and Services Replaced:** 36
- **Water Main Valves Exercised:** 485
- **Water Meters Tested:** 206
- **Water Meters Replaced:** 40
- **Water Quality Calls:** 17

Wastewater Operations Division

Laboratory:

- The Lab is currently operating under the April 2019-2021 Lab Certification that is posted at the Water Pollution Control Facility (WPCF).
- The Lab has earned a 'Certificate of Excellence' for achieving a 100% on their State required unknown testing.
- Staff continues to test final effluent for coliform bacteria 7-days/week in support of the Recycled Water project.
- Staff have been attending trainings and preparing for the National Environmental Laboratory Accreditation (NELAC) Institute (TNI) regulations and the California Quality Management Systems regulations taking effect January 2021.
- Staff performed fourth quarter Toxicity Testing for 2020.
- Annual Proficiency Testing and Discharge Monitoring Report-Quality Assurance (DMRQA) studies were efficiently performed for 2020.

Pretreatment:

- Performed Local Limits Monitoring for the fourth quarter of 2020.
- Conducted non-contact inspections of local businesses.
- Issued new Wastewater Discharge Permits and renewals for the Pollution Prevention Program.
- Participated in the Yolo County Environmental Task Force.
- Worked on public outreach with Collections for storm drain door hangers to be distributed later in the year.
- Worked with Code Enforcement to resolve compliance issues with industrial customers.

Regulatory Compliance:

- Prepared and submitted quarterly and monthly reports to the Regional Board in accordance with our National Pollutant Discharge Elimination System (NPDES) Permit.
- Continued participation in the Central Valley Clean Water Association (CVCWA) special studies on Methyl Mercury, Freshwater Mussels, and Low-Level Toxicity.
- Continued issuing an information binder with all new pretreatment permits with relevant information to the specific discharger.
- Completed multiple public outreach reminders from the Sewer group regarding wipes clogging pipes. Also had some great social media events where prizes were awarded.

Water Pollution Control Facility

- **Plant Operations:** Operations & Maintenance have been working on preventative maintenance, including replacing ultra violet (UV) lamps, oil, cleaning and replacing high speed blower air filters. Worked with Electrical & Instrumentation staff on replacing process meters and the installation of new meters by adding inputs to Supervisory Control and Data Acquisition (SCADA) for continuous online monitoring. The City has contracted with Ramcon to remove solids from south pond 11 this Summer/Fall; they have completed work for the season and will continue with the project in the Spring (weather permitting).
- **Recycled Water Delivery:** City Staff from Wastewater Operations, Water Distribution/ Production, and Utilities Engineering continue to work together to provide our customers with recycled water. Utilities Engineering is researching additional storage capacity, and Operations is fine-tuning the system in order to better serve our customers and to ensure a consistent and reliable recycled water supply. Water Production has been monitoring offsite infrastructure and maintaining surge tanks.

Currently, recycled water is only being delivered to the City's Parks Department as Biomass is working on a new contract with PG&E.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: G.6
SUBJECT: Salary Schedule effective January 1, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the City of Woodland Salary Schedule effective January 1, 2021.

Staff Contact:

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

Fiscal Impact:

The action to approve the salary schedule has no direct fiscal impact.

Background:

The California Public Employees' Retirement System (CalPERS) now requires that the City Council adopt and approve the salary schedule on a quarterly basis, and this staff report serves to meet the CalPERS requirement for the quarter effective January 1, 2021.

Discussion:

CalPERS requires that the salary schedule be reviewed and updated by City Council action on a quarterly basis.

This Salary schedule reflects changes based on the Collective Bargaining agreements between the Confidential Unit and Mid-Management Professional Association, (MMPA) as well as equity increases agreed per the Bargaining Agreement. In addition, the schedule reflects an increase for all part time seasonal job classifications, as the minimum wage has increased to \$14.00 per hour. Note: This salary schedule reflects the addition of the Communications Manager, a recent job classification that has been added to MMPA. Additionally, the proposed salary schedule incorporates adjustments to the salary ranges for several Department Head positions based on recent salary comparisons with surrounding similarly sized jurisdictions.

Conclusion:

Staff recommends that the City Council approve the City of Woodland Salary Schedule effective January 1, 2021.

Prepared By: Sheila McShane, Human Resources Manager

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

Ken Hiatt
City Manager

Attachments:

1. 01-01-21 Salary Schedule

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2021
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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
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	\$6,036.10	\$6,337.91	\$6,654.81	\$6,987.55	\$7,336.92	\$7,703.77		
Assistant Planner *	118	MM	\$5,077.96	\$5,331.86	\$5,598.45	\$5,878.39	\$6,172.30	\$6,480.91		
Associate Civil Engineer *	131	MM	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
Associate Engineer *	127	MM	\$6,341.68	\$6,658.77	\$6,991.70	\$7,341.30	\$7,708.36	\$8,093.78		
Associate Planner *	124	MM	\$5,888.89	\$6,183.33	\$6,492.50	\$6,817.12	\$7,157.98	\$7,515.88		
Building Inspection Services Manager *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,306.00	\$8,721.30	\$9,157.37		
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	\$8,742.08	\$9,179.18	\$9,638.14	\$10,120.05	\$10,626.05	\$11,157.36		
Chief Collection Systems Operator *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
Chief Plant Operator *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
Chief Project Engineer *	145	MM	\$9,890.87	\$10,385.40	\$10,904.68	\$11,449.91	\$12,022.40	\$12,623.52		
Chief Water Systems Operator *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,306.00	\$8,721.30	\$9,157.37		
Children's Librarian II *	118	MM	\$5,077.96	\$5,331.86	\$5,598.46	\$5,878.39	\$6,172.30	\$6,480.91		
City Clerk *	Contract		\$7,630.73				\$10,598.24			
City Engineer *	145	MM	\$9,890.87	\$10,385.40	\$10,904.68	\$11,449.91	\$12,022.40	\$12,623.52		
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		
Communications Manager	131	MM	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
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		\$11,305.55				\$14,682.50			
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	\$4,716.13	\$4,951.93	\$5,199.74	\$5,459.73	\$5,732.70			
Community Risk Reduction Specialist II	Base	F	\$5,071.38	\$5,324.97	\$5,591.21	\$5,870.77	\$6,164.32			
Community Risk Reduction Specialist Senior	Base	F	\$5,451.74	\$5,724.34	\$6,010.56	\$6,311.08	\$6,626.65			
Community Services Director	Contract		\$11,305.55				\$14,682.50			
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	\$6,036.10	\$6,337.91	\$6,654.81	\$6,987.55	\$7,336.92	\$7,703.77		
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	\$6,662.73	\$6,995.87	\$7,345.66	\$7,712.95	\$8,098.59	\$8,503.52		
Crime Prevention Specialist *	Base	P	\$3,998.46	\$4,198.38	\$4,408.29	\$4,628.72	\$4,860.16	\$5,103.17		
Deputy Chief ** (aka 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
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	\$7,919.89	\$8,315.89	\$8,731.69	\$9,168.27	\$9,626.68	\$10,108.01		
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		

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2021
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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Engineering Assistant	56	GS	\$5,573.66	\$5,852.34	\$6,144.96	\$6,452.20	\$6,774.81	\$7,113.55		
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	\$6,341.69	\$6,658.77	\$6,991.70	\$7,341.30	\$7,708.36	\$8,093.77		
Environmental Sustainability Manager *	131	MM	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
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	\$4,426.80	\$4,648.15	\$4,880.56	\$5,124.58	\$5,380.81	\$5,649.86		
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	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
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	\$7,919.89	\$8,315.89	\$8,731.69	\$9,168.27	\$9,626.68	\$10,108.01		
Fire Battalion Chief	Flat	FM	\$9,448.70	\$9,921.12	\$10,417.18	\$10,938.04	\$11,484.94			
Fire Captain	Base	F	\$7,475.86	\$7,849.64	\$8,242.12	\$8,654.24	\$9,086.94			
Fire Chief **	Contract		\$11,305.55				\$14,682.50			
Fire Engineer	Base	F	\$6,488.22	\$6,812.64	\$7,153.28	\$7,510.94	\$7,886.48			
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 Reduc	Base	F	\$4,716.13	\$4,952.15	\$5,199.74	\$5,459.73	\$5,732.70			
Fire Prevention Specialist II (aka Community Risk Reduc	Base	F	\$5,071.38	\$5,324.97	\$5,591.21	\$5,870.77	\$6,164.32			
Firefighter	Base	F	\$5,716.96	\$6,002.79	\$6,302.93	\$6,618.09	\$6,948.98			
Firefighter Recruit	Base	F	\$5,145.26							
Fleet & Facilities Manager *	131	MM	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
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	\$5,386.30	\$5,655.62	\$5,938.40	\$6,235.32	\$6,547.08	\$6,874.44		
Human Resources Analyst II		C	\$6,094.10	\$6,398.81	\$6,718.75	\$7,054.69	\$7,407.42	\$7,777.79		
Human Resources Clerk		C	\$3,400.45	\$3,570.48	\$3,749.01	\$3,936.45	\$4,133.28	\$4,339.95		
Human Resources Manager		C	\$8,605.69	\$9,035.98	\$9,487.77	\$9,962.16	\$10,460.27	\$10,983.29		
Human Resources Technician I		C	\$4,042.06	\$4,244.17	\$4,456.36	\$4,679.19	\$4,913.14	\$5,158.80		
Human Resources Technician II		C	\$4,506.84	\$4,732.18	\$4,968.79	\$5,217.22	\$5,478.08	\$5,751.99		
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	\$8,320.84	\$8,736.87	\$9,173.72	\$9,632.40	\$10,114.03	\$10,619.73		
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	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
Junior Engineer *	121	MM	\$5,468.42	\$5,741.83	\$6,028.93	\$6,330.37	\$6,646.90	\$6,979.25		
Junior Planner *	113	MM	\$4,488.18	\$4,712.59	\$4,948.22	\$5,195.63	\$5,455.42	\$5,728.19		

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2021
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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Laboratory & Environmental Compliance Mgr *	129	MM	\$6,662.73	\$6,995.87	\$7,345.66	\$7,712.95	\$8,098.59	\$8,503.52		
Laboratory Supervisor *	127	MM	\$6,341.69	\$6,658.76	\$6,991.70	\$7,341.30	\$7,708.36	\$8,093.77		
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	\$4,600.39	\$4,830.41	\$5,071.93	\$5,325.52	\$5,591.79	\$5,871.38		
Librarian II *	118	MM	\$5,077.96	\$5,331.86	\$5,598.46	\$5,878.39	\$6,172.30	\$6,480.91		
Librarian III *	122	MM	\$5,605.12	\$5,885.37	\$6,179.66	\$6,488.63	\$6,813.07	\$7,153.72		
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	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Management Analyst II *	125	MM	\$6,036.10	\$6,337.92	\$6,654.81	\$6,987.55	\$7,336.92	\$7,703.77		
Marketing and Business Relations Specialist *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
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	\$4,715.40	\$4,951.16	\$5,198.72	\$5,458.66	\$5,731.59	\$6,018.17		
Operations and Maintenance Superintendent *	137	MM	\$8,117.90	\$8,523.80	\$8,949.99	\$9,397.48	\$9,867.36	\$10,360.73		
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	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
Park Superintendent *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
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	\$8,742.08	\$9,179.18	\$9,638.14	\$10,120.05	\$10,626.05	\$11,157.36		
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	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
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	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
Principal Planner *	136	MM	\$7,919.89	\$8,315.89	\$8,731.69	\$9,168.27	\$9,626.68	\$10,108.01		
Principal Utilities Civil Engineer *	141	MM	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
Public Works Director *	Contract		\$11,305.55				\$14,682.50			
Public Works O&M Infrastructure Admin	141	MM	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
Purchasing Manager *	123	MM	\$5,745.25	\$6,032.51	\$6,334.14	\$6,650.85	\$6,983.39	\$7,332.55		
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	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
Recreation Supervisor	50	GS	\$4,806.15	\$5,046.45	\$5,298.77	\$5,563.71	\$5,841.89	\$6,133.99		

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2021
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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Redevelopment & Housing Analyst I *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Redevelopment & Housing Analyst II *	124	MM	\$5,888.89	\$6,183.33	\$6,492.50	\$6,817.12	\$7,157.98	\$7,515.88		
Redevelopment Manager *	136	MM	\$7,919.89	\$8,315.89	\$8,731.69	\$9,168.27	\$9,626.68	\$10,108.01		
Secretary to City Manager		C	\$4,540.31	\$4,767.33	\$5,005.70	\$5,255.98	\$5,518.78	\$5,794.72		
Senior Accountant *	125	MM	\$6,036.10	\$6,337.91	\$6,654.81	\$6,987.55	\$7,336.92	\$7,703.77		
Senior Application Analyst *	132	MM	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
Senior Associate Civil Engineer *	134	MM	\$7,538.28	\$7,915.19	\$8,310.95	\$8,726.48	\$9,162.82	\$9,620.96		
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	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Senior Civil Engineer *	138	MM	\$8,320.84	\$8,736.87	\$9,173.72	\$9,632.40	\$10,114.03	\$10,619.73		
Senior Construction Project Manager *	131	MM	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
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	\$7,008.22	\$7,358.63	\$7,726.56	\$8,112.89	\$8,518.54	\$8,944.46		
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	\$7,000.03	\$7,350.03	\$7,717.54	\$8,103.41	\$8,508.59	\$8,934.02		
Senior Planner *	132	MM	\$7,175.03	\$7,533.79	\$7,910.46	\$8,306.00	\$8,721.30	\$9,157.37		
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	\$7,175.03	\$7,533.79	\$7,910.47	\$8,305.99	\$8,721.30	\$9,157.37		
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	\$7,175.03	\$7,533.79	\$7,910.46	\$8,306.00	\$8,721.30	\$9,157.37		
Sports Manager *	125	MM	\$6,036.10	\$6,337.91	\$6,654.81	\$6,987.55	\$7,336.92	\$7,703.77		
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	\$7,538.28	\$7,915.19	\$8,310.95	\$8,726.48	\$9,162.82	\$9,620.96		
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	\$8,117.90	\$8,523.80	\$8,949.99	\$9,397.48	\$9,867.36	\$10,360.73		
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	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
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	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
Water / Wastewater Instrumental Technician	62	GS	\$6,463.73	\$6,786.92	\$7,126.26	\$7,482.58	\$7,856.71	\$8,249.54		

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2021
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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Water Pollution Control Facility Superintendent *	141	MM	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
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		
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	\$8,960.64	\$9,408.66	\$9,879.10	\$10,373.06	\$10,891.71	\$11,436.30		
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.										
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	25.65	26.94	28.28	29.70	31.18	32.74		
Accountant II *	120	MM	28.32	29.73	31.22	32.78	34.42	36.14		
Accounting Technician	45	GS	22.55	23.67	24.86	26.10	27.41	28.78		
Administrative Clerk I	28	GS	14.82	15.56	16.34	17.15	18.01	18.91		
Administrative Clerk II	32	GS	16.36	17.17	18.03	18.93	19.88	20.88		
Administrative Clerk III	36	GS	18.05	18.96	19.90	20.90	21.95	23.04		
Administrative Secretary	42	GS	20.94	21.98	23.08	24.24	25.45	26.72		
Administrative Supervisor	47	GS	23.69	24.87	26.12	27.42	28.79	30.23		
Aquatics Coordinator	32	GS	16.36	17.17	18.03	18.93	19.88	20.88		
Aquatics Supervisor	48	GS	24.28	25.49	26.77	28.11	29.51	30.99		
Assist City Manager/Comm & Econ Dev Dir *	Contract		66.15				84.93			
Assistant Engineer *	125	MM	32.04	33.64	35.32	37.09	38.94	40.89		
Assistant Planner *	118	MM	26.95	28.30	29.72	31.20	32.76	34.40		
Associate Civil Engineer *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
Associate Engineer *	127	MM	33.66	35.34	37.11	38.97	40.91	42.96		
Associate Planner *	124	MM	31.26	32.82	34.46	36.18	37.99	39.89		
Building Inspection Services Manager *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Building Inspector I	49	GS	24.89	26.13	27.44	28.81	30.25	31.76		
Building Inspector II	53	GS	27.47	28.85	30.29	31.80	33.39	35.06		
Chief Building Official *	140	MM	46.40	48.72	51.16	53.72	56.40	59.22		
Chief Collection Systems Operator *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Chief Plant Operator *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Chief Project Engineer *	145	MM	52.50	55.12	57.88	60.77	63.81	67.00		
Chief Water Systems Operator *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Children's Librarian II *	118	MM	26.95	28.30	29.72	31.20	32.76	34.40		
City Clerk *	Contract		40.50				56.25			
City Engineer *	145	MM	52.50	55.12	57.88	60.77	63.81	67.00		
City Manager *	Contract		0.00				111.46			
Code Compliance Officer I	46	GS	23.11	24.27	25.48	26.75	28.09	29.50		
Code Compliance Officer II	50	GS	25.51	26.79	28.12	29.53	31.01	32.56		
Communication Manager	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
Community Development Clerk I	32	GS	16.36	17.17	18.03	18.93	19.88	20.88		

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2021
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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Community Development Clerk II	37	GS	18.51	19.43	20.40	21.42	22.49	23.62		
Community Development Director *	Contract		60.01				77.93			
Community Development Technician I	42	GS	20.94	21.98	23.08	24.24	25.45	26.72		
Community Development Technician II	46	GS	23.11	24.27	25.48	26.75	28.09	29.50		
Community Risk Reduction Specialist I	Base	F	25.03	26.28	27.60	28.98	30.43			
Community Risk Reduction Specialist II	Base	F	26.92	28.26	29.68	31.16	32.72			
Community Risk Reduction Specialist Senior	Base	F	28.94	30.38	31.90	33.50	35.17			
Community Services Director	Contract		60.01				77.93			
Community Services Officer *	Base	P	21.22	22.28	23.40	24.57	25.80	27.09		
Community Services Program Manager *	125	MM	32.04	33.64	35.32	37.09	38.94	40.89		
Conservation Coordinator	46	GS	23.11	24.27	25.48	26.75	28.09	29.50		
Construction Project Manager *	129	MM	35.36	37.13	38.99	40.94	42.99	45.13		
Crime Prevention Specialist *	Base	P	21.22	22.28	23.40	24.57	25.80	27.09		
Deputy Chief ** (aka Police Captain)	Base	PM	57.83	60.72	63.75	66.94	70.29	73.80	77.49	81.37
Deputy Director of Community Development *	Contract		52.69				67.55			
Deputy Fire Chief	Flat	FM	57.21	60.07	63.07	66.23	70.10			
Economic Development Manager *	136	MM	42.04	44.14	46.35	48.66	51.10	53.65		
Electrical / Signs & Markings Supervisor	67	GS	38.82	40.76	42.80	44.94	47.18	49.54		
Electrician's Assistant	43	GS	21.46	22.53	23.66	24.84	26.09	27.39		
Engineering Aide I	33	GS	16.77	17.60	18.48	19.41	20.38	21.40		
Engineering Aide II	37	GS	18.51	19.43	20.40	21.42	22.49	23.62		
Engineering Assistant	56	GS	29.58	31.06	32.62	34.25	35.96	37.76		
Engineering Technician I	44	GS	22.00	23.10	24.25	25.46	26.74	28.07		
Engineering Technician II	48	GS	24.28	25.49	26.77	28.11	29.51	30.99		
Engineering Technician III	52	GS	26.80	28.14	29.55	31.03	32.58	34.21		
Environmental Compliance Inspector I	39	GS	19.44	20.41	21.44	22.51	23.63	24.81		
Environmental Compliance Inspector II	43	GS	21.46	22.53	23.66	24.84	26.09	27.39		
Environmental Compliance Specialist	49	GS	24.89	26.13	27.44	28.81	30.25	31.76		
Environmental Resources Analyst *	127	MM	33.66	35.34	37.11	38.97	40.91	42.96		
Environmental Sustainability Manager *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
Equipment Service Clerk	32	GS	16.36	17.17	18.03	18.93	19.88	20.88		
Equipment Service Worker	34	GS	17.18	18.04	18.95	19.89	20.89	21.93		
Executive Assistant - Confidential		C	23.50	24.67	25.90	27.20	28.56	29.99		
Facility Maintenance Worker I	35	GS	17.61	18.49	19.42	20.39	21.41	22.48		
Facility Maintenance Worker II	41	GS	20.43	21.45	22.52	23.65	24.83	26.07		
Facility Maintenance Worker III	45	GS	22.55	23.67	24.86	26.10	27.41	28.78		
Finance Clerk I	32	GS	16.36	17.17	18.03	18.93	19.88	20.88		
Finance Clerk II	37	GS	18.51	19.43	20.40	21.42	22.49	23.62		
Finance Clerk III	41	GS	20.43	21.45	22.52	23.65	24.83	26.07		
Finance Director *	Contract		50.75				65.15			
Finance Officer *	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Finance Specialist	41	GS	20.43	21.45	22.52	23.65	24.83	26.07		
Finance Supervisor	54	GS	28.16	29.57	31.04	32.60	34.23	35.94		
Financial Services Manager	136	MM	42.04	44.14	46.35	48.66	51.10	53.65		
Fire Battalion Chief	Flat	FM	50.15	52.66	55.29	58.06	60.96			
Fire Captain	Base	F	39.68	41.66	43.75	45.93	48.23			
Fire Chief **	Contract		60.01				77.93			
Fire Engineer	Base	F	34.44	36.16	37.97	39.87	41.86			
Fire Marshal	Flat	FM	50.15	52.66	55.29	58.06	60.96			
Fire Prevention Specialist I	Base	F	25.03	26.28	27.60	28.98	30.43			
Fire Prevention Specialist II	Base	F	26.92	28.26	29.68	31.16	32.72			

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2021
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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Firefighter	Base	F	30.34	31.86	33.45	35.13	36.88			
Firefighter Recruit	Base	F	27.31							
Fleet & Facilities Manager *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
GIS Analyst	62	GS	34.31	36.02	37.82	39.72	41.70	43.79		
GIS Technician I	49	GS	24.89	26.13	27.44	28.81	30.25	31.76		
GIS Technician II	53	GS	27.47	28.85	30.29	31.80	33.39	35.06		
Heavy Equipment Mechanic	46	GS	23.11	24.27	25.48	26.75	28.09	29.50		
Human Resources Analyst I		C	28.59	30.02	31.52	33.10	34.75	36.49		
Human Resources Analyst II		C	32.35	33.96	35.66	37.44	39.32	41.28		
Human Resources Clerk		C	18.05	18.95	19.90	20.89	21.94	23.04		
Human Resources Manager		C	45.68	47.96	50.36	52.88	55.52	58.30		
Human Resources Technician I		C	21.45	22.53	23.65	24.84	26.08	27.38		
Human Resources Technician II		C	23.92	25.12	26.37	27.69	29.08	30.53		
Industrial Electrical/Electronics Technician	58	GS	31.08	32.64	34.27	35.98	37.78	39.67		
Information Technology Analyst	60	GS	32.65	34.29	36.00	37.80	39.69	41.68		
Information Technology Manager *	138	MM	44.17	46.37	48.69	51.13	53.68	56.37		
Information Technology Technician I	48	GS	24.28	25.49	26.77	28.11	29.51	30.99		
Information Technology Technician II	52	GS	26.80	28.14	29.55	31.03	32.58	34.21		
Infrastructure O & M Superintendent *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Junior Engineer *	121	MM	29.03	30.48	32.00	33.60	35.28	37.04		
Junior Planner *	113	MM	23.82	25.01	26.26	27.58	28.96	30.40		
Laboratory & Environmental Compliance Mgr *	129	MM	35.36	37.13	38.99	40.94	42.99	45.13		
Laboratory Supervisor *	127	MM	33.66	35.34	37.11	38.97	40.91	42.96		
Laboratory Technician I	43	GS	21.46	22.53	23.66	24.84	26.09	27.39		
Laboratory Technician II	47	GS	23.69	24.87	26.12	27.42	28.79	30.23		
Librarian I *	114	MM	24.42	25.64	26.92	28.27	29.68	31.16		
Librarian II *	118	MM	26.95	28.30	29.72	31.20	32.76	34.40		
Librarian III *	122	MM	29.75	31.24	32.80	34.44	36.16	37.97		
Library Services Director *	Contract		42.49				54.55			
Library Technical Assistant I	29	GS	15.19	15.95	16.75	17.58	18.46	19.38		
Library Technical Assistant II	33	GS	16.77	17.60	18.48	19.41	20.38	21.40		
Library Technical Assistant III	37	GS	18.51	19.43	20.40	21.42	22.49	23.62		
Light Equipment Mechanic	41	GS	20.43	21.45	22.52	23.65	24.83	26.07		
Literacy Coordinator	46	GS	23.11	24.27	25.48	26.75	28.09	29.50		
Maintenance Supervisor	53	GS	27.47	28.85	30.29	31.80	33.39	35.06		
Maintenance Worker I	35	GS	17.61	18.49	19.42	20.39	21.41	22.48		
Maintenance Worker II	40	GS	19.93	20.92	21.97	23.07	24.22	25.43		
Maintenance Worker III	44	GS	22.00	23.10	24.25	25.46	26.74	28.07		
Management Analyst I *	120	MM	28.32	29.73	31.22	32.78	34.42	36.14		
Management Analyst II *	125	MM	32.04	33.64	35.32	37.09	38.94	40.89		
Marketing and Business Relations Specialist *	120	MM	28.32	29.73	31.22	32.78	34.42	36.14		
Meter Services Technician	46	GS	23.11	24.27	25.48	26.75	28.09	29.50		
Office Manager *	115	MM	25.03	26.28	27.59	28.97	30.42	31.94		
Operations and Maintenance Superintendent *	137	MM	43.09	45.24	47.50	49.88	52.37	54.99		
Park Maintenance Technician	46	GS	23.11	24.27	25.48	26.75	28.09	29.50		
Park Maintenance Worker I	35	GS	17.61	18.49	19.42	20.39	21.41	22.48		
Park Maintenance Worker II	39	GS	19.44	20.41	21.44	22.51	23.63	24.81		
Park Maintenance Worker III	43	GS	21.46	22.53	23.66	24.84	26.09	27.39		
Park Planner *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Park Superintendent *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Park Supervisor	51	GS	26.15	27.46	28.83	30.27	31.78	33.37		

CITY OF WOODLAND - SALARY SCHEDULE
Effective January 1, 2021
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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Planning Manager *	140	MM	46.40	48.72	51.16	53.72	56.40	59.22		
Police Captain ** (aka Deputy Chief)	Base	PM	57.83	60.72	63.75	66.94	70.29	73.80	77.49	81.37
Police Chief **	Contract		70.91				92.50			
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	28.32	29.73	31.22	32.78	34.42	36.14		
Police Records Specialist *	Base	P	18.84	19.78	20.77	21.81	22.90	0.00		
Police Records Supervisor	Base	PS	26.29	27.60	28.98	30.43	31.95	0.00		
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	23.11	24.27	25.48	26.75	28.09	29.50		
Principal Civil Engineer *	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Principal Planner *	136	MM	42.04	44.14	46.35	48.66	51.10	53.65		
Principal Utilities Civil Engineer *	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Public Works Director *	Contract		60.01				77.93			
Public Works O&M Infrastructure Admin	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Purchasing Manager *	123	MM	30.49	32.02	33.62	35.30	37.07	38.92		
Recreation Coordinator	36	GS	18.05	18.96	19.90	20.90	21.95	23.04		
Recreation Superintendent *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
Recreation Supervisor	50	GS	25.51	26.79	28.12	29.53	31.01	32.56		
Redevelopment & Housing Analyst I *	120	MM	28.32	29.73	31.22	32.78	34.42	36.14		
Redevelopment & Housing Analyst II *	124	MM	31.26	32.82	34.46	36.18	37.99	39.89		
Redevelopment Manager *	136	MM	42.04	44.14	46.35	48.66	51.10	53.65		
Secretary to City Manager		C	24.10	25.30	26.57	27.90	29.29	30.76		
Senior Accountant *	125	MM	32.04	33.64	35.32	37.09	38.94	40.89		
Senior Application Analyst *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Senior Associate Civil Engineer *	134	MM	40.01	42.01	44.11	46.32	48.63	51.07		
Senior Building Inspector	57	GS	30.32	31.84	33.43	35.10	36.86	38.70		
Senior Building Plans Examiner	58	GS	31.08	32.64	34.27	35.98	37.78	39.67		
Senior Center Manager *	120	MM	28.32	29.73	31.22	32.78	34.42	36.14		
Senior Civil Engineer *	138	MM	44.17	46.37	48.69	51.13	53.68	56.37		
Senior Construction Project Manager *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
Senior Engineering Assistant	58	GS	31.08	32.64	34.27	35.98	37.78	39.67		
Senior Equipment Mechanic	50	GS	25.51	26.79	28.12	29.53	31.01	32.56		
Senior Human Resources Analyst		C	37.20	39.06	41.01	43.06	45.21	47.48		
Senior Maintenance Worker	45	GS	22.55	23.67	24.86	26.10	27.41	28.78		
Senior Management Analyst *	131	MM	37.15	39.01	40.96	43.01	45.16	47.42		
Senior Planner *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Senior Police Records Specialist *	Base	P	20.72	21.76	22.84	23.99	25.19	0.00		
Senior Signs and Markings Technician	45	GS	22.55	23.67	24.86	26.10	27.41	28.78		
Senior Systems Analyst *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Senior Traffic Signal/Street Lighting Tech	60	GS	32.65	34.29	36.00	37.80	39.69	41.68		
Senior Tree Trimmer	45	GS	22.55	23.67	24.86	26.10	27.41	28.78		
Senior Utilities Maintenance Worker (Sewer)	54	GS	28.16	29.57	31.04	32.60	34.23	35.94		
Senior Utilities Maintenance Worker (Water)	54	GS	28.16	29.57	31.04	32.60	34.23	35.94		
Senior Water Pollution Control Operator	67	GS	38.82	40.76	42.80	44.94	47.18	49.54		
Senior Water System Operator	50	GS	25.51	26.79	28.12	29.53	31.01	32.56		
Senior Water/Wastewater Instrumentation Tech	66	GS	37.87	39.76	41.75	43.84	46.03	48.33		
Signs and Markings Tech I	39	GS	19.44	20.41	21.44	22.51	23.63	24.81		
Signs and Markings Tech II	43	GS	21.46	22.53	23.66	24.84	26.09	27.39		

CITY OF WOODLAND - SALARY SCHEDULE

Effective January 1, 2021

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	\$4,833.29	\$5,074.95	\$5,328.70	\$5,595.13	\$5,874.89	\$6,168.63		
Accountant II *	120	MM	\$5,335.04	\$5,601.79	\$5,881.87	\$6,175.97	\$6,484.77	\$6,809.01		
Social Services Manager *	132	MM	38.08	39.99	41.99	44.09	46.29	48.61		
Sports Manager *	125	MM	32.04	33.64	35.32	37.09	38.94	40.89		
Stock Clerk	32	GS	16.36	17.17	18.03	18.93	19.88	20.88		
Storekeeper	35	GS	17.61	18.49	19.42	20.39	21.41	22.48		
Traffic Signal / Street Lighting Technician	56	GS	29.58	31.06	32.62	34.25	35.96	37.76		
Transportation Engineer *	134	MM	40.01	42.01	44.11	46.32	48.63	51.07		
Treatment Plant Mechanic	54	GS	28.16	29.57	31.04	32.60	34.23	35.94		
Treatment Plant Superintendent	137	MM	43.09	45.24	47.50	49.88	52.37	54.99		
Tree Trimmer I	39	GS	19.44	20.41	21.44	22.51	23.63	24.81		
Tree Trimmer II	43	GS	21.46	22.53	23.66	24.84	26.09	27.39		
Underground Utility Service Locator	46	GS	23.11	24.27	25.48	26.75	28.09	29.50		
Utilities Administrator*	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Utilities Maintenance Supervisor	53	GS	27.47	28.85	30.29	31.80	33.39	35.06		
Utilities Maintenance Worker I	37	GS	18.51	19.43	20.40	21.42	22.49	23.62		
Utilities Maintenance Worker II	42	GS	20.94	21.98	23.08	24.24	25.45	26.72		
Utilities Maintenance Worker III (Sewer)	46	GS	23.11	24.27	25.48	26.75	28.09	29.50		
Utilities Maintenance Worker III (Water)	46	GS	23.11	24.27	25.48	26.75	28.09	29.50		
Utilities Maintenance Worker IV (Sewer)	50	GS	25.51	26.79	28.12	29.53	31.01	32.56		
Utilities Maintenance Worker IV (Water)	50	GS	25.51	26.79	28.12	29.53	31.01	32.56		
Wastewater Systems Administrator *	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Water / Wastewater Instrumental Technician	62	GS	34.31	36.02	37.82	39.72	41.70	43.79		
Water Pollution Control Facility Superintendent *	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Water Pollution Control O-I-T	40	GS	19.93	20.92	21.97	23.07	24.22	25.43		
Water Pollution Control Operator I	51	GS	26.15	27.46	28.83	30.27	31.78	33.37		
Water Pollution Control Operator II	55	GS	28.86	30.31	31.82	33.41	35.08	36.84		
Water Pollution Control Operator III	59	GS	31.86	33.45	35.12	36.88	38.72	40.66		
Water Pollution Control Operator IV	63	GS	35.17	36.92	38.77	40.71	42.74	44.88		
Water Systems Administrator *	141	MM	47.56	49.94	52.44	55.06	57.81	60.70		
Water Systems Operator I	40	GS	19.93	20.92	21.97	23.07	24.22	25.43		
Water Systems Operator II	45	GS	22.55	23.67	24.86	26.10	27.41	28.78		

TEMPORARY PART-TIME EMPLOYEES - HOURLY WAGES

			A STEP	B STEP	C STEP	D STEP	E STEP			
Activity Leader I			\$14.00	\$14.25	\$14.50	\$14.75	\$15.00			
Activity Leader II			\$14.75	\$15.00	\$15.25	\$15.50	\$15.75			
Activity Manager			\$15.25	\$15.50	\$15.75	\$16.00	\$16.25			
Cashier			\$14.00	\$14.25	\$14.50	\$14.75	\$15.00			
Counselor			\$14.00	\$14.25	\$14.50	\$14.75	\$15.00			
Intern			\$14.00	\$14.50	\$15.00	\$15.50	\$16.00			
Library Page			\$14.00	\$14.25	\$14.50	\$14.75	\$15.00			
Lifeguard / Aide			\$15.25	\$15.50	\$15.75	\$16.00	\$16.25			
Lifeguard / Instructor			\$15.75	\$16.00	\$16.25	\$16.50	\$16.75			
Pool Manager			\$17.00	\$17.25	\$17.50	\$17.75	\$18.00			
Recreation Facility Aide			\$16.75	\$17.00	\$17.25	\$17.50	\$17.75			
Special Program Coordinator			\$16.50	\$16.75	\$17.00	\$17.25	\$17.50			
Swim Instructor Aide			\$14.00	\$14.25	\$14.50	\$14.75	\$15.00			

Approved by City Council: December 15, 2020



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: G.7
SUBJECT: Communications Manager Job Description

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the Job Description for Communications Manager and authorizing its Inclusion in the List of Approved Positions for the FY2020/21 Budget.

Staff Contact

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

Fiscal Impact

There is no fiscal impact in the FY2020/21 Budget. Funding for this position is available from a combination of vacant positions included in the budget.

Discussion

The preparation of the FY2020/21 budget included assumptions that staffing at the management level in the City would remain unchanged, despite the retirement of the previous City Manager in the spring. Since that time, staffing and structural changes have been considered and are being slowly implemented to backfill internal promotions, primarily the Assistant City Manager position.

For the last several years, the City Council has discussed the desire and need for a position that can assist with and coordinate the City's communications with the community. The City's efforts to maintain transparent, timely and helpful information to the community has not been housed in a single department, but rather decentralized to the various City departments, or ultimately become the responsibility of the City Manager's office. Given the ever increasing workload and importance of frequent communications, staff is proposing the creation of a job description for, and authorization to fill, a Communications Manager position.

In addition to coordination of overall communication plans and strategies for the City, this position will also be tasked to assist with strategic special projects for the City including; helping to promote and advance sustainability and other future oriented initiatives, conducting policy analysis and advocacy, and serving as a resource for legislative tracking as necessary.

While the creation of this position does add another full-time equivalent (FTE) position to the City's budget, other staffing changes throughout the City, including reallocation of environmental services positions, changes in administrative positions in Community Development will ultimately result in other proposed reductions in vacant positions that will leave the overall FTE count unchanged. The funding for this position will likewise be addressed through these same adjustments and reallocations, and no additional appropriations are necessary to accommodate its creation.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the Job Description for Communications Manager and authorizing its Inclusion in the List of Approved Positions for the FY2020/21 Budget.



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. Communications Manager Job Description 1.5.21

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING A JOB DESCRIPTION FOR COMMUNICATIONS MANAGER IN
THE CITY MANAGER'S OFFICE**

WHEREAS, the City seeks to create a position to assist with and coordinate the City's communications with the community; and

WHEREAS, the position will help improve the City's ability to maintain transparent, timely and helpful information to the community; and

WHEREAS, authorization of the position will not result in an adverse impact on the Fiscal Year 2020/2021 budget.

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

Section 1. Authorize the job description of a Communications Manager within the City Manager's Office.

PASSED AND ADOPTED by the City Council this 5th day of January, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney



COMMUNICATIONS MANAGER

DEFINITION

To develop, implement, and manage the City's comprehensive communication plans, public outreach and media strategies. Develop, coordinate and assist with City-wide strategic initiatives, programs, and special projects; government relations and coordination of legislative advocacy; and to provide highly responsible and complex analytical support to the City Manager's Office.

DISTINGUISHING CHARACTERISTICS

This is a single mid-management level classification that reports to the City Manager or his/her designee and is responsible for maintaining contact and open channels of communication with City officials, media, and the public regarding operations and objectives of City government.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Responsibilities may include direct and indirect supervision of assigned professional, clerical and technical staff. Exercises discretion and independent judgement with respect to assigned duties.

ESSENTIAL JOB FUNCTIONS - The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

- Develop and execute strategic communication and public outreach plans in consultation with City management and City Council to promote initiatives and priorities of the City; work with all City departments to coordinate and manage all external and internal communications.
- Provide advice and support to City staff and elected/appointed officials regarding public and media relations, including goals, strategies, tactics and tools, as appropriate; assists City management and City Council on developing and implementing the most effective approach to communicate with the public and staff about matters of importance and sensitivity.
- Plan, develop, and implement comprehensive communication and public information programs for the City's written, oral, and multi-media communications with the public, news media, social media platforms, and City staff.
- Develop and maintain effective branding strategies for City's communications.
- Respond to requests for information and coordinate its dissemination to the media, community groups, and the general public or designates another information source.

- Assist City staff and elected officials with appropriate written, oral and multi-media communications; prepare talking points, key messages, media alerts, public announcements, presentations and other informational materials related to public information.
- Organize and update emergency public information communications strategies during a local disaster or other crisis situations; may participate in an active emergency operation center (EOC).
- Develop, manage and provide oversight of the City's overall social media strategy and presence.
- Arrange, promote, and participate in special events including dedication ceremonies, appreciation events, and city/community functions.
- Develop and implement methods and materials promoting special events sponsored by the City.
- Plan, conduct and coordinate public opinion research and surveys to determine interest and communicate results to management or staff; identify trends and monitor public information legislation, advise on trends and make recommendations.
- Provide management oversight of the City's external website and intranet; ensures website content is appropriate and aligns with City communication plans, strategies and website design standards; establish best practices and guidelines for maintaining the website and other electronic communications, such as social media.
- Research, conceptualize, plan, communicate and/or coordinate implementation of new strategic initiatives that promote a stronger more resilient city;
- Coordinate with other departments, for the preparation and implementation of the City's sustainability and climate resiliency efforts and projects.
- Establish and maintains positive working relationships with co-workers, other City employees, other public agencies, community groups, and the public using principles of good public relations and customer service; acts as liaison with the community and represents the City at meetings.
- Perform other duties as assigned.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks.

QUALIFICATIONS

Knowledge of:

- Principles, practices and problems related to public administration and local, state and federal government services;
- Current principles, procedures, and best practices related to communication, public information and media, and community and public relations in a local government environment;
- Techniques and methods used in evaluating the effectiveness of a public information program;

- Effective techniques for branding and marketing within a public agency environment;
- Current, relevant and emerging information sources in the fields of communication, marketing, public relations and public administration;
- Techniques for effectively representing the City in contact with governmental agencies, community groups, various businesses, professional, educational and regulatory organizations, and the public;
- Effective and accurate writing, editing, publishing procedures and media requirements for dissemination of information, including styles and techniques, concepts and practices of researching, interviewing, branding, marketing and graphic illustration;
- Fundamentals of web content design and development;
- Political issues, community development issues, and legislative developments of importance to the community and City;
- Legislative processes and principles;
- Emergency and crisis management techniques and practices;
- Effective principles and methods of staff evaluation and supervision.

Ability to:

- Plan, organize and coordinate the activities of a centralized communications and public relations function;
- Develop sound communications and public relations strategies and deliverables;
- Manage a variety of administrative operations, functions, and projects;
- Interpret and apply laws, regulations, policies and procedures related to communications and public relations in a municipal environment;
- Analyze complex problems, make decisions rapidly within the scope of authority and recommend solutions and strategies to the Department Heads, City Manager and/or City Council;
- Establish and maintain effective working relationships with City staff, Council members, the media, the public and various outside agencies;
- Communicate effectively, in a clear, concise and effective manner, both orally and in writing;
- Effectively use emergent technologies and methods related to communications and public relations;
- Operate computer software such as desktop publishing, presentation software, graphic design, spreadsheets and databases;
- Design, develop and manage web pages;
- Evaluate programs in terms of cost effectiveness and utility to City government;
- Anticipate and respond to public information/awareness needs;
- Break down complex issues in a manner that is easily communicated and understood by a diverse audience;
- Work around obstacles to develop and implement creative solutions to problems;
- Meet overlapping and conflicting deadlines and adapt well to last minute changes in assignments and priorities;
- Maintain composure in stressful situations, competing or conflicting demands, ambiguous assignments, interruptions and distractions;

- Prepare and administer a budget;
- Evaluate and supervise staff.

Education and Experience:

Any combination of experience and training that provides the required knowledge and abilities is qualifying. A typical way to acquire the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in communications, marketing, public relations, public administration or other related field. Masters Degree in a similar or related field highly desirable. A Master's degree may substitute for experience, (up to two (2) years).

Experience:

Four (4) years of progressively responsible, professional level experience in the field of public information, public relations, communications, journalism or marketing. Government experience is highly desirable.

License or Certificate:

- Requires possession of a valid Class C California driver's license.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, climbing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 25 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: G.8
SUBJECT: Security and Access Policy

Recommendation for Action: Staff recommends that the City Council receive the Security and Access Policy. This item is informational only.

Staff Contact

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

Fiscal Impact

There is no fiscal impact.

Background

Staff has reviewed various new legislation regarding reporting regulations as a result of the COVID-19 pandemic. The Senate passed SB1159, which requires the City to provide numbers of employees who enter various City facilities. The establishment of a Security and Access Policy allows the City to track the number of employees who enter various city Facilities.

Discussion

The COVID-19 Pandemic has resulted in additional reporting responsibilities of various businesses. Because of SB1159, the City needs to report the number of employees entering various City facilities. The purpose of the Security and Access Policy (SAP) is to establish organizational guidelines for protecting the property, privacy and security of city employees, volunteers and members of the public by regulating which persons are issued keycards for access to buildings owned and operated by the City of Woodland, as well as to comply with new legal requirements pertaining to the COVID-19 pandemic.

The City of Woodland developed the policy due to recent regulations in reference to managing the interest and business of the City. Further, in certain circumstances the City is required by law to be able to report the number of employees, volunteers, and contractors in a building facility and to make certain notifications to those present.

This policy applies to all City departments, City employees, volunteers and contracted providers who may need key or keycard access. This policy establishes the requirements for gaining secured access to City of Woodland facilities, as well as setting guidelines for access to all facilities for all persons who enter the facility.

Conclusion

Staff recommends that the City Council receive the Security and Access Policy. This item is informational only.



Ken Hiatt
City Manager

Attachments:

1. Security and Access Policy



SECURITY AND ACCESS POLICY

Policy No: 16- 307 **Effective Date:** January 5, 2021
Division: Human Resources **Distribution:** All Departments
Related Policies: **Last Revision:**

Subject: SECURITY AND ACCESS POLICY

POLICY:

The purpose of this policy is to establish organizational guidelines for protecting the property, privacy and security of city employees, volunteers and members of the public by regulating which persons are issued keycards for access to buildings owned and operated by the City of Woodland, as well as to comply with new legal requirements pertaining to the COVID-19 pandemic.

The City of Woodland may establish rules and regulations in reference to managing the interest and business of the City. Further, in certain circumstances the City is required by law to be able to report number of employee/volunteers/contractors in a building facility and to make certain notifications to those present.

APPLICABILITY:

This policy applies to all City departments, City employees, volunteers and contracted providers who may need key or keycard access.

This policy establishes the requirements for gaining secured access to City of Woodland facilities, as well as setting guidelines for access to all facilities for all persons who enter the facility.

APPROVALS			
Name	Date	Name	Date
City Manager	12/22/20	City Council	1/05/2021

SECURITY AND ACCESS POLICY

SUMMARY OF KEY POLICY GUIDELINES AND PROCEDURES:

All employees and volunteers are expected to review the full Policy in detail. In addition to compliance as stated in the Additional General Information section, the following key guidelines and procedures must be observed:

1. ID Keycards

- a. All employees will receive an ID Keycard upon hire. (Volunteers will receive a card once they have passed the City's background process, and volunteers are included in references to "employees" in this policy.) Such ID Keycards will also enable "swipe access" to various facilities to which the worker has been approved for access. Employees are granted access to City facilities (or to portions of facilities, or during particular hours) based on the City's needs and the employee's duties.
- b. At separation from service, ID Keycard access must be surrendered and building access will be removed.
- c. Misplaced or lost ID Keycards need to be reported to Department Access Coordinators **immediately upon an employee's discovery that the card is missing**. A new card will be issued.
- d. If an access card is found after it has been disabled, the old card must be submitted to the building access coordinator. The building access coordinator will destroy the card.

2. City Facilities Where Swipe Card Readers Are Available:

- a. ID cards must be used to access City facilities where "swipe card readers" are available, and an employee's ID card should be displayed at all times in City facilities.
- b. Each employee must use the employee's own ID card upon entering a secured "swipe access" facilities. Sharing of ID cards or "tailgating" in behind another employee who has swiped in (also known as "piggy backing") into facilities is not permitted.
- c. A sign-in log will also be available at facilities with Swipe Card Reader access. An employee who is temporarily without an ID card and enters without using the Swipe Card Reader must sign in on the log. Further, any City contractor or outside worker admitted to the facility must also sign in. The purpose of the log is to track the number of employees, contractors and workers in a facility on any given day, so that the City is able to comply with applicable reporting requirements.

3. City Facilities Without Swipe Card Readers:

- a. If there is not a swipe card reader at a particular City facility, employees must sign in on the designated sign-in log upon entering the facility each day.
- b. The City facilities without Swipe Card Reader access where use of the sign-in log is required include, but are not limited to:
 - i. Library

- ii. Fire Station 1
- iii. Fire Station 2
- iv. Fire Station 3
- v. Brooks Pool
- vi. Various city parks and their structures
- vii. All city vehicles

ADDITIONAL GENERAL INFORMATION

I. Definitions:

- a. Department Access Coordinator: An employee within a City department assigned by the department head or elected official to coordinate key and keycard access for employees of that department.
- b. Building Access Coordinator: An employee assigned to specify the access that an employee/volunteer is able to access.
- c. Keycard: An electronic key that is programmed to provide entry into specific doors and/or buildings at specific times. Throughout this policy, a keycard is also referred to as an ID Keycard.
- d. High Security Area: A building or area within a building that requires a greater level of security because it is subject to provisions of the Federal Bureau of Investigation Criminal Justice Information System (CJIS) security policy, or because the nature of the business operations within that building or area requires a heightened level of security.
- e. Identification Card: A City-issued identification card that displays an employee's or a volunteer's name, photograph and supervising department.
- f. Employee/Volunteer: All full time, temporary and part time employees, as well as volunteers who have passed the City background process.

II. Responsibilities:

All City employees and volunteers are responsible for becoming familiar with the Security and Access policy and procedures. Department heads are responsible for ensuring that employees and volunteers comply with the policy and procedures.

Facilities Management is responsible for maintenance and installation of all locks, card readers, and buildings owned or work locations by the City of Woodland. Facilities Management may delegate responsibility of the keycard systems to department.

Keycards are the exclusive property of the City of Woodland. No City keycard shall be duplicated by anyone other than Facilities Management personnel unless delegated to do so by Facilities Management.

Facilities Management will be responsible for maintaining citywide records for issuance and use of all keycards.

The City of Woodland reserves the right to deactivate keycards at any time without notice. The holder of a deactivated card shall promptly return it to the Department Access Coordinator. The department access coordinator shall return all keycards to Facilities Management as soon as they are no longer needed. Facilities Management may delegate to departments with specialized needs, including Public Works and the Police Department or other City departments, the authority and responsibility to collect and maintain all unused keys and keycards for their respective areas.

Keycard holders shall immediately notify their Department Access Coordinator if a keycard is misplaced, lost or stolen, or fails to grant approved access. Failure to immediately report a lost or stolen key or keycard may result in disciplinary action.

Individuals shall only use keycards that are officially assigned to them. No person shall allow the use of a keycard to give access to a person who does not have authority to be in the controlled space. Keycards may not be loaned or re-assigned except through City of Woodland Facilities Management or designated Building Access Coordinator. Misuse of a keycard may result in disciplinary action.

Department Access Coordinators are responsible for tracking keycards, and for maintaining accurate records.

III. Identification Cards:

The card keycards will also serve as an employee identification card. All employees and volunteers shall be issued a photo identification card, which they must keep with them while conducting City of Woodland business. Departments may establish requirements for displaying City identification while conducting City business or working in restricted areas. Departments may also establish policies requiring visitors, contractors or other persons to wear temporary visitor identification badges while unescorted in a department.

IV. Building Access:

Employees, volunteers, or other individuals are granted access to all City facilities as needed. Access within those facilities will be issued based on their job duties.

Human Resources will issue all access card keys and City Identification card keys. Department Access Coordinators may grant access to common or shared areas within a building occupied by one or more departments. When multiple departments occupy a single building, a building access coordinator shall be assigned to coordinate requests for access to the building to ensure consistent application of this policy and to resolve conflicting access issues.

Department Access Coordinator must immediately notify Facilities Management of any change in status or business arrangement that will result in restricting building access or terminating building access.

All employees will be granted access to various City properties. However, the access to certain areas may be restricted based on the specific needs of the employee.

V. High Security Access Areas and Buildings:

Designate specific buildings of the City of Woodland as high security access buildings (for example, the Police Department). Authority for high security areas and buildings remains with the department head charged with the security of that area.

Areas within City of Woodland buildings that are subject to the Criminal Justice Information Services (CJIS) security policy shall be designated as high security access. Department heads may request that certain areas are restricted.

Individuals whose positions require unescorted access into high security areas or buildings shall comply with the provisions of the CJIS security policy, including a fingerprint-based national records check. Individuals who do not receive CJIS clearance shall not be granted access to high security areas or high security buildings. Access to high security areas shall not be granted prior to CJIS clearance.

Employees, volunteers and members of the public who enter high security access buildings or areas must be escorted and must comply with the building security and access policy. Additional security requirements may exist for these buildings and will be referenced in the applicable building security and access procedures.

VI. Periodic Review:

The City of Woodland shall review this policy and corresponding procedures annually and update as needed.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: G.9
SUBJECT: Nomination of SACOG Green Zones

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, authorizing the following actions: 1) Reaffirm the City's commitment to helping the State of California and the Sacramento Area Council of Governments (SACOG) region reach its current 19 percent greenhouse gas reduction goal through implementation of the Green Means Go pilot project; 2) Adopt the following named areas as Woodland Green Zones: Area 1: Main St. @ West St. to Cleveland St.; Area 2: Main St. @ 2nd St. to Cleveland St.; Area 3: Main St., Second St. to East St.; Area 4: East St., Main St. to Lemen Ave.; Area 5: East St. @ Lemen Ave. to E. Beamer St.; Area 6: East St. @ Main St. to Gum Ave.; Area 7: East St. @ Gum Ave. to County Fair Mall; and Area 8: Main St. @ West St. to County Road 98; and 3) Authorize the City Manager to propose amendments to the adopted Greens Zones to the SACOG Executive Director.

Staff Contact:

Stephen Coyle, Deputy Community Development Director - (530) 661-5910;
Stephen.coyle@cityofwoodland.org

Fiscal Impact:

There is no fiscal impact associated with this action. Green Zone designations will enable these areas to be eligible for funding through SACOG's Green Means Go program if SACOG is awarded state funding to support the program in the future.

Background:

Green Means Go is a multi-year pilot program developed by the Sacramento Area Council of Governments (SACOG). The intent of the program is to lower greenhouse gas emissions in the six-county Sacramento region by accelerating infill development, reducing vehicle trips, and electrifying remaining trips. Local jurisdictions may participate by designating eligible Green Zones, in which they must take specific actions to promote infill development, reduce existing barriers, and provide new transportation options. SACOG is working to secure state funding to implement the Green Means Go Program. In order to be eligible for any future funding, the city must apply to SACOG review and approve eligibility of Woodland's nominated Green Zones.

There are two primary requirements for nominated Green Zones: (1) Green Zones must be within infill areas, defined by the 2020 MTP/SCS Community Type map as Center and Corridor Communities or Established Communities (which can be found in the MTP/SCS Chapter 3, page 19) and (2) Green Zones must be planned for growth or being considered for increased growth through current local planning work, such as specific plans or general plan updates and supported by local policies and actions that support increased development or redevelopment in the area. Examples of these policies and actions include: a specific plan, higher density zoning, public investment, nexus studies to facilitate fee reductions, economic development studies or plans, willingness to implement fee reductions and/or process streamlining for the area upon receiving funding for infrastructure improvements.

Discussion:

On March 5, 2019, the City Council adopted a resolution supporting the Green Means Go, Sacramento Region Green House Gas Reduction Pilot Program. The City has submitted a SACOG application nominating eight Green Zones illustrated on the attached maps, and representing a diversity of locations, land uses, buildings, and infrastructure: These areas were previously identified as meeting Green Means Go SACOG eligibility criteria through a pre-application process in March of 2019 (See Attachment 1, Exhibit A). SACOG eligibility approval of the City's nominated Green Zones was received on December 14, 2020. In March 2018, the California Air Resources Board established new SB 375 greenhouse gas emissions reduction targets for the SACOG region. The region's target for a 19 percent reduction by 2035 is conditional on the implementation of a new pilot program in the Sustainable Communities Strategy that addresses specific conditions and challenges relating to GHG emission reductions. If SACOG and the state do not secure funding and related policy commitments, CARB will reduce SACOG's target to 18 percent.

Green Zones, through a partnership of state funding and local government action, are intended to create areas targeted for infill and compact development, increasing housing and transportation options and promoting shorter, fewer, and cleaner vehicle trips. By designating Green Zones, local jurisdictions must take specific actions to promote infill development, reduce existing barriers, and provide new transportation options. SACOG is working to obtain the State funding needed to help implement these actions and further incentivize local development and housing production. Participation in the SACOG Green Zone pilot program aligns with existing City sustainability, housing and economic development policies and programs. The city's commitment to greenhouse gas reduction is demonstrated by adopting City goals that surpass those in the upcoming Metropolitan Transportation Plan/Sustainable Communities Strategy (target of 19% per capita greenhouse gas reduction by 2035). The City's 2035 Climate Action Plan (CAP), adopted with the General Plan in 2017, provides a set of community-generated strategies to guide the City, its residents, and local businesses in reducing GHG emissions consistent with State goals for addressing California's contributions to climate change. Implementation of the CAP requires that new development projects incorporate more sustainable design standards and implement applicable GHG reduction measures consistent with the CAP.

Conclusion:

Staff recommends the City Council adopt Resolution No. _____, authorizing the following actions: 1) Reaffirm the City's commitment to helping the State of California and the Sacramento Area Council of Governments (SACOG) region reach its current 19 percent greenhouse gas reduction goal through implementation of the Green Means Go pilot project; 2) Adopt the following named areas as Woodland Green Zones: Area 1: Main St. @ West St. to Cleveland St.; Area 2: Main St. @ 2nd St. to Cleveland St.; Area 3: Main St., Second St. to East St.; Area 4: East St., Main St. to Lemen Ave.; Area 5: East St. @ Lemen Ave. to E. Beamer St.; Area 6: East St. @ Main St. to Gum Ave.; Area 7: East St. @ Gum Ave. to County Fair Mall; and Area 8: Main St. @ West St. to County Road 98; and 3) Authorize the City Manager to propose amendments to the adopted Greens Zones to the SACOG Executive Director.

Prepared By: Stephen Coyle, Deputy Community Development Director

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



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. Area Maps

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
ACHIEVE GREEN ZONES RECOGNIZED BY THE SACRAMENTO AREA COUNCIL
OF GOVERNMENTS**

WHEREAS, the City of Woodland is a member of the Sacramento Area Council of Governments; and

WHEREAS, the region faces an ambitious state-mandated per capita greenhouse gas reduction target of 19 percent by 2035 for the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS), adopted November 18, 2019; and

WHEREAS, the City of Woodland is committed to helping the Sacramento region meet its 19 percent greenhouse gas reduction target by facilitating more housing and transportation choices and advancing economic prosperity; and

WHEREAS, SACOG and its member local governments must work in partnership with the state in order to support housing and transportation projects that will help the region and the state achieve our environmental goals; and

WHEREAS, the Green Means Go pilot project will be a meaningful and measurable effort to catalyze and advance projects and programs that accelerate infill housing, travel options, and electric vehicle deployment in targeted areas, called Green Zones; and

WHEREAS, SACOG has solicited its member local governments to nominate Green Zones that are 1) within infill areas, defined by the 2020 MTP/SCS Community Type map as Center and Corridor Communities or Established Communities, 2) within areas planned for growth or being considered for increased growth through current local planning work, and; 3) supported by local policies and actions that support increased development or redevelopment in the area; and

WHEREAS, SACOG acknowledges that Green Zones are areas where new growth is planned or being planned, and encourages, where applicable, outreach in disadvantaged communities, proactive anti-displacement policies and mitigation strategies in an attempt to reduce gentrification and displacement within Green Zones as they grow and transform; and

WHEREAS, SACOG understands that funding and priorities can change over time and will allow amendments to the Green Zones on an as-needed basis following discussions with local agency staff and at the discretion of the SACOG Executive Director; and

WHEREAS, SACOG has reviewed nominated Green Zones within City of Woodland and has accepted those nominations as having met the Green Means Go Green Zone eligibility requirements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland hereby:

Section 1. Reaffirms its commitment to helping the State of California and the SACOG region reach its current 19 percent greenhouse gas reduction goal through implementation of the Green Means Go pilot project.

Section 2. Adopts the following named areas as Green Zones: Area 1: Main St. @ West St. to Cleveland St.; Area 2: Main St. @ 2nd St. to Cleveland St.; Area 3: Main St., Second St. to East St.; Area 4: East St., Main St. to Lemen Ave.; Area 5: East St. @ Lemen Ave. to E. Beamer St.; Area 6: East St. @ Main St. to Gum Ave.; Area 7: East St. @ Gum Ave. to County Fair Mall; and Area 8: Main St. @ West St. to County Road 98.

Section 3. Authorizes the City Manager to propose amendments to the SACOG Executive Director for Greens Zones named herein.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 5th day of January, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney

Sacramento Area Council of Governments

City of Woodland Green Zones Nominations - GMG Green Zones

- Area 1: Main St. @ West St. to Cleveland St.
- Area 2: Main St. @ 2nd St. to Cleveland St.
- Area 3: Main St., Second St. to East St.
- Area 4: East St., Main St. to Lemen Ave.
- Area 5: East St. @ Lemen Ave. to E. Beamer St.
- Area 6: East St. @ Main St. to Gum Ave.
- Area 7: East St. @ Gum Ave. to County Fair Mall
- Area 8: Main St. @ West St. to County Road 98.



GMG Area 1:
Main @ West St.
to Cleveland St.

Legend

COWGIS

Parcels



Aerial Imagery with Labels - 2020

- Red: Band_1
- Green: Band_2
- Blue: Band_3

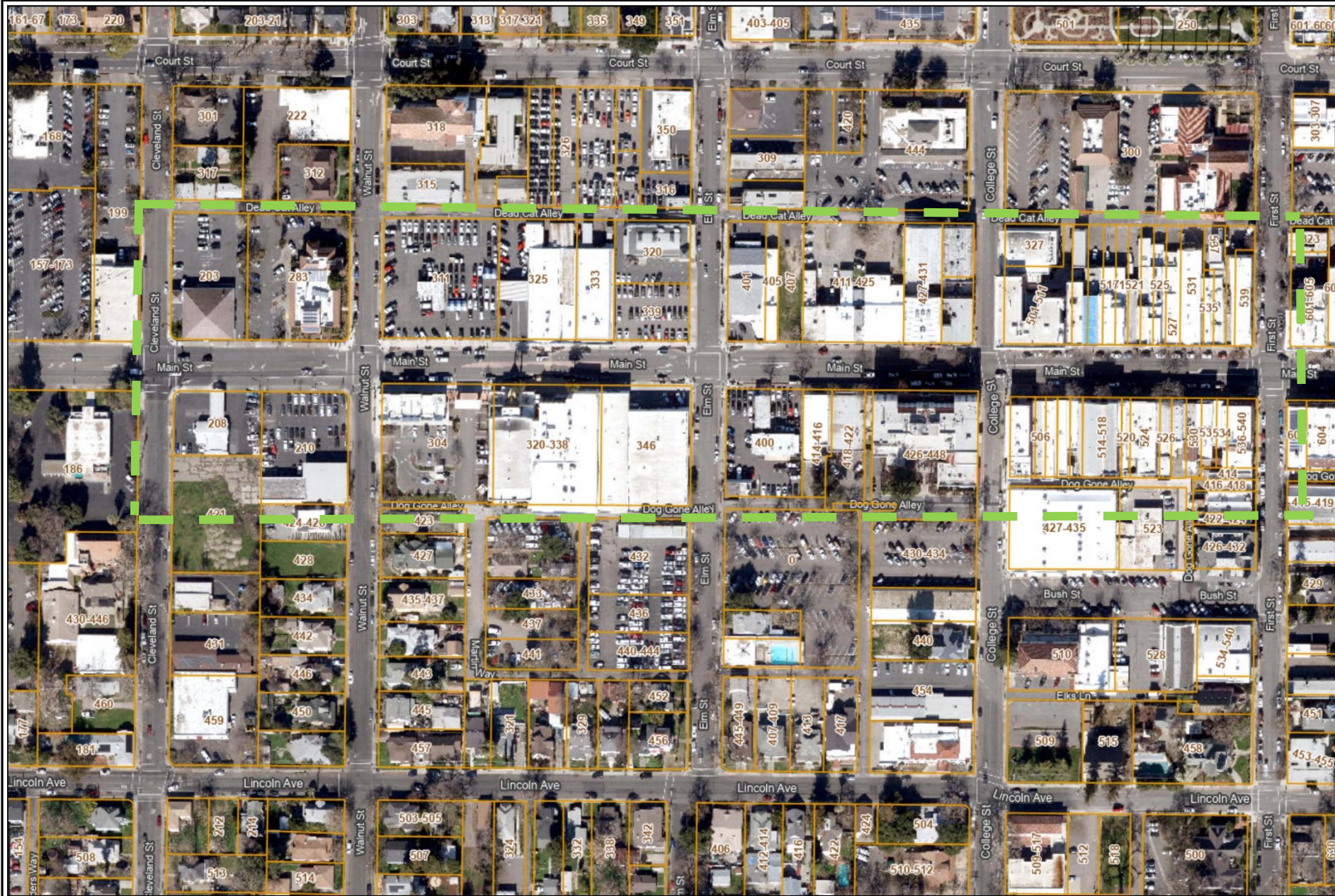


Notes



Green Means
Go “Green
Zones” Area 1
Symbol:





**Green Means
Go “Green
Zones” Area 2
Symbol:**

GMG Area 2:
Main @1st
St. to
Cleveland St.

Legend

COWGIS

Parcels



Aerial Imagery with Labels - 2020

Red: Band_1

Green: Band_2

Blue: Band_3



Notes





Green Means
Go “Green
Zones” Area 3
Symbol:



GMG Area 3:
Main @ East
St. to 2nd St.

Legend

COWGIS

Parcels



Aerial Imagery with Labels - 2020

- Red: Band_1
- Green: Band_2
- Blue: Band_3



Notes





GMG Area 4:
East St. @
Main St. to
Lemen Ave.

Legend

- COWGIS
- Parcels 
- Aerial Imagery with Labels - 2020
-  Red: Band_1
-  Green: Band_2
-  Blue: Band_3



Notes

Green Means
Go “Green
Zones” Area 4
Symbol:





GMG Area 5:
East St. Lemen
Ave. to E.
Beamer

Legend

COWGIS

Parcels



Aerial Imagery with Labels - 2020

- Red: Band_1
- Green: Band_2
- Blue: Band_3



Notes



Green Means
Go “Green
Zones” Area 5
Symbol:





GMG Area 6:
East St. @ Main
St. to Gum Ave.

Legend

COWGIS

Parcels



Aerial Imagery with Labels - 2020

- Red: Band_1
- Green: Band_2
- Blue: Band_3



Notes

Green Means
Go “Green
Zones” Area 6
Symbol:





Aerial Imagery with Labels - 2020

-  Red: Band_1
 Green: Band_2
 Blue: Band_3





GMG Area 8:
Main @ West St.
to CR 98

Green Means
Go “Green
Zones” Area 8
Symbol:



Legend

COWGIS

Parcels



Aerial Imagery with Labels - 2020

- Red: Band_1
- Green: Band_2
- Blue: Band_3



Notes





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: G.10
SUBJECT: Beeghly Ranch Lot D & G Subdivision Improvements

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services agreement for construction management and inspection with Associated Engineering Consultants, Inc. in the amount of \$129,720 for the Beeghly Ranch Lot D & G Subdivision Improvements; and authorize the City Manager to execute the agreement and amendments up to 15% (\$19,458) of the agreement amount.

Staff Contact:

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

Fiscal Impact:

Construction management and inspection of the Beeghly Ranch Lot D & G Subdivision Improvements are funded by fees paid by the developer for this purpose.

There is no impact to the general fund.

Background:

On October 20, 2020, the City Council approved the Beeghly Ranch Lot D & G Tentative Subdivision Map Nos. 5196 & 5197. The improvement plans for the Beeghly Ranch Subdivision Improvements are complete and construction is ready to begin.

Discussion:

The construction of the Beeghly Ranch Lot D & G Subdivision Improvement project includes improvements that will be City owned once complete. As such, the City is required to provide construction management and inspection for these projects. The recommended action to execute a consultant agreement will provide these construction services.

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

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to approve a consultant services agreement for construction management and inspection with Associated Engineering Consultants, Inc. in the amount of \$129,720 for the Beeghly Ranch Lot D & G Subdivision Improvements; and authorize the City Manager to execute the agreement and amendments up to 15% (\$19,458) of the agreement amount.

Prepared By: Miguel Chavez, Sr. Construction Project Manager

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

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. Resolution

RESOLUTION NO. _____

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

WHEREAS, On October 20, 2020, City Council approved the Beeghly Ranch Lot D & G Tentative Subdivision Map Nos. 5196 & 5197; and

WHEREAS, the Beeghly Ranch Lot D & G Subdivision Improvements are ready for construction;
and

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

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

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

Section 1. The City Council hereby approves the consultant services agreement with Associated Engineering Consultants Inc. and authorizes and directs the City Manager to execute the agreement in the amount of \$129,720.00 for the Beeghly Ranch Lot D & G Subdivision Improvements and amendments as necessary up to 15%(\$19,500.00) of the agreement amount, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

Section 2. An executed copy of the Agreement is available and on file in the City Clerk's office and is incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 5th day of January, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: G.11
SUBJECT: Professional Services Agreement for Housing Consultant Services with NeighborWorks Sacramento HomeOwnership Center

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving (1) an additional appropriation of \$20,000 from the Housing Assistance Fund (326), (2) a professional services agreement with NeighborWorks Sacramento HomeOwnership Center in the amount of \$50,000 to provide housing consultant services for the City's first time homebuyer loan assistance program and (3) a new purchase price limit of \$390,000 for the City's loan assistance program.

Staff Contact

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

Fiscal Impact

The agreement with NeighborWorks will be funded through a combination of non-General Fund sources from the Housing Assistance Fund (326), HOME Fund (323), and BEGIN Fund (324). HOME and BEGIN funds have been appropriated for FY21.

Background

NeighborWorks has provided housing consultant services for the City's loan assistance program since 2008. In this role, NeighborWorks has conducted the income determinations, taught homebuyer education sessions, completed the underwriting of loans, and prepared most of the loan documents. Currently, the purchase price limit for the City's loan assistance program is \$360,000 for new and resale homes.

Discussion

Approval of the professional services agreement will continue NeighborWorks as the housing services consultant for the City's loan assistance program. Under NeighborWorks' cost proposal, the City will be charged \$450/household for income determinations, \$350/household for homebuyer education sessions (U.S. Department of Housing and Urban Development compliant homebuyer education), and \$3,000/household for loan underwriting (underwriting and preparation of most of the loan documents required for closing the City loan). HUD compliant homebuyer education is required for first time homebuyer loans funded through federal and state sources. The City's program is funded through repaid housing loans based on grants originally received by the City through HOME (federal) and BEGIN and CalHome (both state) programs. The agreement with NeighborWorks will be for a three-year period starting this month or in February. Staff also recommends that the purchase price limits for the City's loan assistance program be increased to \$390,000 for new and resale homes from the existing limit of \$360,000. Changing the purchase price limits will increase the number of homes available for buyers participating in the loan assistance program. It is likely that borrowers will focus on resale homes as most new homes have sold at a cost of \$400,000-plus based on recent sales data.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving (1) an additional appropriation of \$20,000 from the Housing Assistance Fund (326), (2) a professional services agreement with NeighborWorks Sacramento HomeOwnership Center in the amount of \$50,000 to provide housing consultant services for the City's first time homebuyer loan assistance program and (3) a new purchase price limit of

\$390,000 for the City's loan assistance program.

Prepared by: Dan Sokolow, Senior Planner

Reviewed by: Evis Morales, Financial Services Manager

Reviewed by: Christine Engel, Community Services Director

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. Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH
NEIGHBORWORKS SACRAMENTO HOMEOWNERSHIP CENTER IN THE
AMOUNT OF \$50,000 TO PROVIDE HOUSING CONSULTANT SERVICES
FOR THE CITY'S FIRST TIME HOMEBUYER LOAN ASSISTANCE
PROGRAM AND INCREASING THE PROGRAM'S PURCHASE PRICE LIMIT
TO \$390,000**

WHEREAS, NeighborWorks Sacramento HomeOwnership Center has provided housing consultant services for the City's loan assistance program since 2008 by conducting income determinations, holding homebuyer education sessions, completing the underwriting of loans, and preparing most of the loan documents for program participants; and

WHEREAS, the current purchase price limit for the City's loan assistance program is \$360,000 for new and resale homes; and

WHEREAS, the City desires to continue NeighborWorks as the housing consultant for the City's loan assistance program and raise the purchase price limit to increase the number of homes available for program participants.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS: Approves (1) an additional appropriation of \$20,000 from the Housing Assistance Fund (326), (2) a professional services agreement with NeighborWorks Sacramento HomeOwnership Center in the amount of \$50,000 to provide housing consultant services for the City's first time homebuyer loan assistance program, and (3) a new purchase price limit of \$390,000 for the City's loan assistance program.

PASSED AND ADOPTED by the City Council this 5th day of January, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: G.12
SUBJECT: Professional Services Contract Amendment 1 for the Water Pollution Control Facility Master Plan (WPCF MP) Phase 1 Project, CIP 14-07

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to authorize the City Manager to approve Amendment Number 1 to the professional services contract in the amount not-to-exceed \$35,266 with Brown and Caldwell to expand the flow and loading scope of the WPCF MP Phase I contract.

Staff Contact:

Chris Fong, Senior Associate Civil Engineer, (530) 661-5972, chris.fong@cityofwoodland.org

Fiscal Impact:

Funding for preparation of the Water Pollution Control Facility Master Plan (WPCF MP) was programmed into CIP 14-07 as part of the FY 20/21 Capital Budget which was approved by City Council on June 16, 2020. The total budget in CIP 14-07 is \$591,500. The amendment to the professional services contract is for \$35,266. The new total cost for Phase I of the WPCF MP will be \$458,542.

There is no impact to the General Fund.

Background:

The City of Woodland owns, operates and maintains the Water Pollution Control Facility (WPCF) which provides tertiary-level wastewater treatment and disposal services in compliance with the Clean Water Act to more than 60,000 residents as well as all commercial and industrial businesses within the City. The original WPCF was designed in 1986, built in 1988, and has since been periodically upgraded and expanded to accommodate for changes in regulations, operations and population. Considerable investments have been made into the numerous assets that allow the WPCF to work as designed. All of these assets have a finite life before functionality languishes and either the asset needs to be replaced or the treatment process needs to be reevaluated. Wastewater treatment facilities like the WPCF utilize master plans to assist with this strategic replacement and evaluation of assets and to remain in compliance with regulatory requirements. The WPCF Master Plan has not been updated since the 1986 design of the original WPCF. Individual replacement projects have been identified and funded over several years through the ongoing Capital Improvement Project (CIP) No. 14-02 and planning efforts have occurred over the past several years for certain processes, such as the Aeration Retrofit Project, CIP No. 12-02. As a result, the WPCF contains assets of varying ages and is in need of a comprehensive evaluation in order to minimize operations and management costs while maintaining treatment standards and preparing for future growth of the City of Woodland.

Discussion:

On June 16, 2020, the City Council approved Resolution No. 7478 for the preparation of the WPCF MP Phase I project in an amount not to exceed \$423,276. At the time, City staff indicated anticipation of returning to City Council in FY 2020/21 for funding of the WPCF MP Phase II project to complete the WPCF MP. Phase II of the WPCF MP relies on groundwater analyses being conducted concurrently with the WPCF MP Phase I. City staff still anticipates returning to Council for the Phase II work but have found it necessary to advance a small

portion of the anticipated Phase II work to the Phase I portion of the project. The Master Plan will serve as guidance for wastewater treatment improvements needed to accommodate future shifts in population, regulations, and to maintain successful treatment processes. The resulting list of recommended projects that will come out of the WPCF MP will be the basis for future capital improvement projects at the WCPF, which will be authorized individually by City Council through the budget process.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to authorize the City Manager to approve Amendment 1 to the professional services contract in the amount not-to-exceed \$35,266 with Brown and Caldwell to expand the flow and loading scope of the WPCF MP Phase I contract.

Prepared By: Chris Fong, Senior Associate Civil Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. Scope Amendment 1 (BC)

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AMENDMENT 1 WITH BROWN AND CALDWELL TO THE
PROFESSIONAL ENGINEERING SERVICES CONTRACT TO PREPARE PHASE I
OF THE WATER POLLUTION CONTROL FACILITY MASTER PLAN, CIP #14-07**

WHEREAS, the **CITY OF WOODLAND** (the “City”) wishes to enter into Amendment Number 1 to the Consultant Services Agreement (the “Agreement”) with Brown and Caldwell (“BC”) for preparation of Phase I of the Water Pollution Control Facility Master Plan (“WPCF MP”) for the Sewer Collections System Wastewater Treatment Master Plan, CIP 14-07 (the “Project”), for an amount not to exceed \$35,266; and

WHEREAS, the City Council wishes to prioritize necessary maintenance and replacement projects throughout the City to ensure continuity of service; and

WHEREAS, the City Council wishes to actively manage continuous process improvements at the WPCF to facilitate expansion of the City and to protect and enhance the natural qualities of surface water resources; and

WHEREAS, the City identified the Sewer Collections System Wastewater Treatment Master Plan, CIP 14-07, to be a priority by its inclusion as part of the FY 2020/21 Capital Budget approved by the City Council on June 16, 2020; and

WHEREAS, BC was identified as the most qualified firm for preparation of the WPCF MP through a qualifications-based selection procedure; and

WHEREAS, BC is experienced in the planning, design, and evaluation of wastewater treatment facilities in the modern regulatory environment; and

WHEREAS, the City Council approved an Agreement with Brown and Caldwell for the Project and authorized its execution in the amount of \$423,276 through the adoption of Resolution No. 7478 on June 16, 2020; and

WHEREAS, the City Council wishes to approve Amendment 1 to the Project in the amount of \$35,266 for a total Project cost of \$458,542 and authorize its execution through the adoption of this Resolution.

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

Section 1. The above recitals are true and correct and incorporated as if fully set forth herein.

Section 2. The City Council hereby authorizes and directs the City Manager, or his or her designee, to execute Amendment 1 to the Consultant Agreement with Brown and Caldwell in the amount not to exceed \$35,266, subject to such additions or modifications thereto as the City Manager, or his or her designee, may deem necessary in the best interests of the City.

Section 3. This Resolution shall be effective as of the date of adoption.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 5th day of January, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney



City of Woodland

Water Pollution Control Facility (WPCF)

Master Plan

Scope of Services – Amendment 1

The following sections describe an amendment to Brown and Caldwell's Scope of Services for the WPCF Master Plan. A detailed fee estimate based upon this amendment is included as Attachment A.

Task 002 Capacity Evaluation

BC will evaluate the existing process performance and capacity of the secondary treatment process, including the oxidation ditches, secondary clarifiers, and return activated sludge (RAS) pumping station. BC will summarize the existing capacity and the projected capacity used in conjunction with the flow and loading analysis from Task 1. The purpose of this work is solely to identify the capacity of the secondary system. Therefore, BC will not evaluate other parts of the facility or any WPCF optimizations and operational improvements (this will be part of Phase 2, which will be scoped at a later time). In addition, the capacity will be assessed based on process capacity only; a hydraulic capacity evaluation is not part of this scope of work.

The key question that will be answered is when the fourth oxidation ditch needs to be converted to the MLE process and/or when the RAS pumping station needs to be upgraded. A one-hour workshop will be conducted via MS Teams to confirm redundancy requirements and discuss the capacity of the existing secondary treatment process. Up to three BC team members will participate in the workshop.

Subtask 002.001 Review and Evaluation of Plant Operational Data

City shall supply BC with all the information used to complete the WPCF process capacity evaluation and document the existing facility process performance. This data collection process will identify the baseline performance of the WPCF, process performance issues, WPCF flexibility, means by which WPCF staff have historically addressed operational issues, and historical elements of contingency and emergency operations. BC will interview WPCF staff to discuss the operation of the existing facilities, confirm redundancy requirements, and review the operational data.

At a minimum, the WPCF operational information will include:

1. Electronic copies of as-built drawings or the most recent design drawings of existing WPCF facilities to be evaluated.
2. WPCF operational data for the oxidation ditches and secondary clarifiers, including:
 1. Blower airflow rates
 2. Influent and effluent biochemical oxygen demand [BOD] concentration, total suspended solids [TSS], ammonia, and nitrate concentrations
 3. Solids retention time (SRT)
 4. Mixed liquor suspended solids (MLSS) concentration
 5. WAS flow and TSS
 6. RAS flow and TSS
 7. Sludge volume index (SVI)

The WPCF performance data will be used to evaluate the existing processes and the resulting analysis will be compared with the existing WPCF design criteria. It is assumed that the City will provide all redundancy requirements for use in the capacity determination.

Subtask 002.002 Evaluate Secondary System Capacity

The existing Biowin Model will be used in conjunction with state point analyses to determine secondary treatment capacity and this information will be compared to existing and future conditions (future conditions determined from the Flow and Load Evaluation). A Level 2 calibration (Melcer et al 2003) of the BioWin model will be performed based on historical, available data that the WPCF normally collects. There may be some limited, targeted sampling (i.e. secondary effluent water quality data) that is recommended if data gaps are identified as part of the evaluation. It is assumed the City will perform the sampling and analytical work for any recommended sampling and provide the data to BC for use in this evaluation.

Expansion triggers based on capacity needs for the ditches and RAS pumping station. Plant optimizations will not be developed until Phase 2 (not currently in this scope of work).

Subtask 002.003 Workshop (Workshop 2)

BC will present the results of the secondary treatment process capacity evaluation, confirm redundancy requirements for each unit process, discuss timing for the conversion of the oxidation ditch.

Deliverables

- Workshop Agenda and Presentation

Meetings

- Capacity Evaluation Workshop

Subtask 002.004 Prepare Draft Capacity Evaluation TM (TM No. 2)

A Draft TM will be prepared that presents the existing unit process treatment and hydraulic capacity redundancy requirements. Feedback from Workshop 2 will be incorporated into the TM. The TM will contain an outline of the Capacity Analysis for the entire WPCF, but only the sections related to the secondary treatment processes will be populated. The DRAFT TM will not be finalized until Phase 2 (future scope), when the remaining evaluation will be conducted and the remaining portions of the TM will be updated.

Deliverables

- Draft Capacity Evaluation TM

Meetings

- Review meeting with City staff and BC project manager and Task lead via Telephone

Schedule Assumptions

- Notice to proceed will be provided to BC in early December 2020 and the duration of this task will be 3 months.
- When BC requests information for the process capacity evaluation, City staff will provide the requested information within two weeks.
- Two-week turnaround for City comments on draft deliverables.
- No work completed between Christmas Day and New Year's Day Holidays.

Cost Assumptions

- \$8/hour additional project cost (APC) added to hourly rates.
- A 3% escalation will be applied to rates after 1/31/2021 if project duration is extended.

References

Melcer, Henryk. *Methods for wastewater characterization in activated sludge modelling*. IWA publishing, 2004.

Attachment A: Fee Estimate

City of Woodland WWTP Master Plan Fee Estimate																
		Zensius, David	Merlo, Rion P	Henneman, Seppi M	Romero Urbina, Mary Lou	Harrison, Michael J	Jimenez, Jose A	Schock, Dawn M	Sicora, Susan M					Total Expense Cost	Total Expense Effort	Total Effort
Phase	Phase Description	PM		Principal Engineer	Engineer III	Chief Engineer	Vice President	Word Processor IV	Sr. Marketing Graphic Designer	Total Labor Hours	Total Labor Effort	APC	Total ODCs			
		\$254.00	\$313.00	\$185.00	\$130.00	\$289.00	\$313.00	\$91.00	\$111.00							
002	Capacity Evaluation (2nd Cap Only)	6	16	64	72	6	12	2	2	180	33,626	1,440	200	200	1,640	35,266
001	Plant Oper. Data Evaluation	0	4	8	8	0	0	0	0	20	3,772	160	0	0	160	3,932
002	Evaluate 2ndary System Capacity	2	4	40	40	2	8	0	0	96	17,442	768	0	0	768	18,210
003	Conduct Workshop 2	2	4	8	8	2	0	0	0	24	4,858	192	200	200	392	5,250
004	Prepare Draft TM 2	2	4	8	16	2	4	2	2	40	7,554	320	0	0	320	7,874
GRAND TOTAL		6	16	64	72	6	12	2	2	180	33,626	1,440	200	200	1,640	35,266

Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: H.13
SUBJECT: Update on COVID-19 Response and Preparedness

Recommendation for Action: Staff recommends that the City Council receive an update and discuss the current status of the COVID-19 pandemic and the community's actions to prepare and respond to issues resulting from the emergency. As part of the update, Yolo County Health Officer, Dr. Amiee Sisson, will be providing updated information on the current Health Orders, status of the coronavirus cases in the community, as well as the latest information regarding distribution of the vaccines.



Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: H.14
SUBJECT: Yolo County District Attorney's Five-Point Plan to Reduce Homeless

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, supporting District Attorney Jeff Reisig's Five-Point Plan to Reduce Homelessness.

Staff Contact

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

Fiscal Impact

None

Background

At the December 8, 2020 Council meeting, Mayor Rich Lansburgh brought to the attention of the Woodland City Council, District Attorney Jeff Reisig's Five-Point Plan to Reduce Homelessness. Mayor Lansburgh called upon the Council to review the plan and to work towards workable, achievable and meaningful methods of reducing homelessness.

Mayor Lansburgh called upon council to review the plan prior to the January 5, 2021 regular council meeting.

Discussion

In response to the growing issues surrounding homelessness in Yolo County, District Attorney Jeff Reisig outlined a strategy to address the complex set of factors that contribute to the issues. The District Attorney's Plan is attached to this report and has been published to the Yolo County District Attorney website at <https://yoloda.org/> and includes the following strategies:

- (1) supporting amendments of Penal Codes in order to mandate state-funded treatment for seriously addicted drug users, including involuntary residential treatment, when appropriate;
- (2) supporting the expansion of conservatorship laws which can make it easier to allow the seriously mentally ill and addicted to be conserved by loved ones and health professionals;
- (3) supporting the establishment of permanent drug courts and mental health courts in every county, including Yolo County, where judges can collaborate with the health professionals and all the parties to oversee a comprehensive treatment and rehabilitation plan;
- (4) supporting the building of addiction and mental health facilities that can serve as secure treatment-focused sanctuaries, not jails or prisons; and
- (5) supporting the development of statewide chain of drop-in-centers to provide free ongoing support and Medication-Assisted Treatment (MAT) to those on the path to recovery.

Councilmember Lansburgh and Chief Kaff have reviewed these strategies with the District Attorney and

recommend the City Council consider adopting a resolution in support of the Plan. The City's support will be a critical step in garnering support at the State level to adopt these much needed strategies. The challenges surrounding homelessness are increasing and complex. Action is needed at all levels of government in order to address these challenges head on and begin to reduce homelessness across our communities. The strategies outlined in the District Attorney's Plan will fundamentally change the approach on how we manage these challenges and without such change, the problems will only continue to compound. These strategies align well with the initiative taken by the City in collaboration with the County and various community partners to establish East Beamer Way Campus, an integrated center of housing and support services for persons experiencing homelessness.

Conclusion: Staff recommends that the City Council adopt Resolution No. _____, supporting District Attorney Jeff Reisig's Five-Point Plan to Reduce Homelessness.

Prepared by: Trista Kennedy, Executive Assistant

Reviewed by: Derrek Kaff, Chief of Police



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. Yolo DA Five-Point Plan to Reduce Homelessness

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
SUPPORTING YOLO COUNTY DISTRICT ATTORNEY'S FIVE-POINT PLAN TO
REDUCE HOMELESSNESS**

WHEREAS, the challenges surrounding homelessness are increasing and complex. Action is needed at all levels of government in order to address these challenges head on and begin to reduce homelessness in our communities; and

WHEREAS, Yolo County District Attorney Jeff Reisig outlined a five-point plan to address the complex set of factors that contribute to the issues surrounding homelessness; and

WHEREAS, the District Attorney's plan includes the following strategies:

- (1) supporting amendments of Penal Codes in order to mandate state-funded treatment for seriously addicted drug users, including involuntary residential treatment, when appropriate;
- (2) supporting the expansion of conservatorship laws which can make it easier to allow the seriously mentally ill and addicted to be conserved by loved ones and health professionals;
- (3) supporting the establishment of permanent drug courts and mental health courts in every county, including Yolo County, where judges can collaborate with the health professionals and all the parties to oversee a comprehensive treatment and rehabilitation plan;
- (4) supporting the building of addiction and mental health facilities that can serve as secure treatment-focused sanctuaries, not jails or prisons;
- (5) supporting the development of statewide chain of drop-in-centers to provide free ongoing support and Medication-Assisted Treatment (MAT) to those on the path to recovery; and

WHEREAS, the City's support will be a critical step in garnering support at the State level to adopt these much needed strategies; and

WHEREAS, these strategies align well with the initiative taken by the City in collaboration with the County and various community partners to establish the East Beamer Way Campus, an integrated center of housing and support services for persons experiencing homelessness.

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

SECTION 1. That the City Council hereby support the Yolo County District Attorney's Five-Point Plan to Reduce Homelessness.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 5th day of January, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney

District Attorney Jeff Reisig's Five-Point Plan to Reduce Homelessness



Homelessness is an exploding humanitarian crisis affecting almost every community in California. Too many people suffering from severe mental illness and crippling addiction are being allowed to languish in filth and perish on our streets from disease, overdose and violence. They need help. Meanwhile, the quality of life for all Californians has dramatically declined as the crime and despair associated with the crisis has seeped across our state. There are real potential solutions to this crisis. They are not easy and they are not cheap. But, if California ever hopes to turn the tide, [dramatic action](#) is required.

Based on his decades of experience with the issues, including witnessing his own family members suffering from addiction, mental illness and homelessness, District Attorney Jeff Reisig has proposed a ‘Five-Point Plan to Reduce Homelessness.’ Enacting it will require groundbreaking legislation, funding and commitment from leaders and communities. We must act.

Five-Point Plan to Reduce Homelessness

1. Amend California law to **mandate** state-funded treatment for seriously addicted drug users, including involuntary residential treatment, when appropriate. ([See sample proposed law here](#))
2. Expand conservatorship laws – make it easier to allow the seriously mentally ill and addicted to be conserved by loved ones and health professionals.
3. Establish permanent [drug courts](#) and [mental health courts](#) in every county, where judges can collaborate with health professionals and all the parties to oversee a comprehensive treatment and rehabilitation plan.
4. Build addiction and mental health facilities that can serve as secure treatment focused sanctuaries, **not jails or prisons**.
5. Develop a statewide chain of drop-in-centers to provide free ongoing support and [Medication-Assisted Treatment \(MAT\)](#) to those on the path to recovery.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: January 5, 2021
ITEM #: H.15
SUBJECT: Waste Management Service Issues Update and Annual Rate Adjustment

Recommendation for Action: Staff recommends that the City Council receive an update on recent Waste Management service issues and adopt Resolution No. _____, to 1) receive the Waste Management 2021 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2021 rate adjustments approved.

Staff Contact:

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

Fiscal Impact:

Waste Management provides a 15% franchise fee to the City. If the customer base remains similar to the current customer base, the 2021 rate adjustment would result in an increase of approximately \$15,000-\$20,000 in franchise fees in calendar year 2021.

Background:

Waste Management provides collection and disposal of trash, recyclables, and organic waste, and street sweeping services for the City of Woodland pursuant to the terms of the amended franchise agreement between the City and Waste Management dated July 1, 2011. With regard to rate adjustments, the agreement allows Waste Management to (1) increase its service rates in accordance with changes in the U.S. City Average Consumer Price Index (CPI) for All Urban Consumers in the most recent 12-month period for which data are available, up to a maximum of 5%, and (2) incorporate any increase in landfill disposal fees above the previous year's disposal fees. The base rates may be adjusted each year by these amounts.

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

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

Discussion:

In accordance with the terms of the franchise agreement, Waste Management has submitted a request to implement an annual adjustment to its customer rates, effective January 1, 2021. The 2021 rate request includes adjustments for the following:

- (1) the 1.31% CPI increase for the 12-month period ending August 2020;
- (2) a 1.47% increase in the Yolo County Central Landfill (YCCL) solid waste disposal fee, from \$51.88 to \$53.32 per ton, implemented in July 2020;
- (3) a 1.82% increase in the YCCL organics (mixed green waste and food waste) disposal fee, from \$64.00 to \$66.00 per ton, implemented in July 2020;
- (4) a 9.40% increase in the YCCL clean green waste disposal fee, from \$56.00 to \$62.00 per ton, implemented

in July 2020;

(5) a 10.69% increase in the YCCL construction and demolition (C&D) disposal fee, from \$62.50 to \$70.00 per ton, also implemented in July 2020.

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

These adjustments will raise the rates for an average Woodland household by \$0.56 per month, from \$33.90 to \$34.46. Charges for commercial waste services will generally increase by about 1.6% over the commercial customer rates for 2020, depending on container size and frequency of service. Charges for C&D service hauls will increase from \$14-42 per load.

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

Recent Service Issues

Considerable number of complaints have been received by the city over the past several months regarding the inconsistency of Waste Management services. Due to issues surrounding COVID-19, Waste Management has staffing resources have been impacted. Staff has been working with Waste Management to remedy these issues and push out communication to customers regarding temporary adjustments in service scheduling. Staff and Waste Management representatives will provide the Council and community an update on these matter as part of the item.

Committee Review

The Sustainability Advisory Committee reviewed the proposed rates at their December 13 special meeting.

City Council Discussion - December 15, 2020

At their December 15th City Council meeting, the Council received a presentation from staff and Waste Management representatives regarding the recent service disruptions as well as the proposed annual rate increase. Councilmembers voiced their concerns with the service issues and inadequate communication with customers. To provide time for Waste Management to consider suggestions from City Council regarding suggestions to make up for service missed as well as potential deferral of the proposed rate increase, Council voted to continue the item to the January 5th meeting. Waste Management will be prepared to discuss and offer a response to the Council's concerns at the meeting.

Conclusion:

Staff recommends that the City Council receive an update on recent Waste Management service issues and adopt Resolution No. _____, to 1) receive the Waste Management 2021 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2021 rate adjustments approved.



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. Final City of Woodland Annual PI 2021 Rates

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE
REQUEST FOR THE 2021 ANNUAL RATE ADJUSTMENT BY WASTE MANAGEMENT**

WHEREAS, the Legislature of the State of California, by enactment of California Public Resources Code Sections 40000 et seq. and California Public Resources Code Section 49300, declares that it is within the public interest to authorize and require local agencies to make adequate provision for Solid Waste handling within their jurisdictions; and

WHEREAS, the Council has determined that the public health, safety and well-being of its residents requires that Solid Waste collection and disposal, including, but not limited to, the frequency of collection, the means of collection and the transportation, scope, charges and fees, location, and extent of such services, be provided by an exclusive contract; and

WHEREAS, Waste Management provides collection and disposal of trash, recyclables, and organic waste, and street sweeping services for the City of Woodland pursuant to the terms of the amended franchise agreement between the City and Waste Management dated July 1, 2011; and

WHEREAS, the agreement allows Waste Management to (1) increase its service rates in accordance with changes in the U.S. City Average Consumer Price Index (CPI) up to a maximum of 5%, and (2) incorporate any increase in landfill disposal fees above the previous year's disposal fees; and

WHEREAS, Waste Management has provided appropriate supporting documentation to support its request.

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

Section 1. The City Council hereby receives the Waste Management 2021 rate adjustment information and accept it as complete and adequate.

Section 2. Deem the proposed 2021 rate adjustment approved.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 5th day of January, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney



**Waste Management of Woodland
City of Woodland
Residential Rate Adjustment Effective 1/1/21**

CPI % Change	1.31%	A
MSW Disposal Increase	1.47%	B1
Mixed Food Increase	1.82%	B2
MSW Disposal Capture	2.78%	C1
Mixed Food Disposal Capture	3.13%	C2

	Current Monthly Rate Effective 1/1/2020	Previous Period Disposal Catch Up (7/1/19 through 12/31/19)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month Disposal Catch Up (7/1/20 through 12/31/20)	New Monthly Rate w/ Disposal Catchup eff 1/1/2021
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	L=J+K
Garbage Rates									
35 Gallons	\$12.75	\$0.03	\$12.72	\$0.17	\$1.87	\$0.03	\$12.92	\$0.03	\$12.95
64 Gallons	\$15.02	\$0.05	\$14.97	\$0.20	\$3.73	\$0.05	\$15.22	\$0.05	\$15.27
96 Gallons	\$26.16	\$0.08	\$26.08	\$0.34	\$5.62	\$0.08	\$26.50	\$0.08	\$26.58
Extra bag pickup	\$2.41	\$0.00	\$2.41	\$0.03	\$0.35	\$0.01	\$2.45	\$0.00	\$2.45
Extra toter pickup	\$7.71	\$0.03	\$7.68	\$0.10	\$1.84	\$0.03	\$7.81	\$0.03	\$7.84

Low income (10% discount from base)									
35 Gallons	\$11.48	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$11.66
64 Gallons	\$13.52	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$13.74
96 Gallons	\$23.54	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$23.92

Green Waste / Street Sweeping									
Small Lot*	\$13.10	\$0.06	\$13.04	\$0.17	\$3.83	\$0.07	\$13.28	\$0.06	\$13.34
1-96 Gallon Toter	\$16.50	\$0.06	\$16.44	\$0.22	\$3.83	\$0.07	\$16.73	\$0.06	\$16.79
2-96 Gallon Toters	\$16.50	\$0.06	\$16.44	\$0.22	\$3.83	\$0.07	\$16.73	\$0.06	\$16.79
3-96 Gallon Toters	\$21.11	\$0.10	\$21.01	\$0.28	\$6.31	\$0.11	\$21.40	\$0.10	\$21.50
4-96 Gallon Toters	\$21.11	\$0.10	\$21.01	\$0.28	\$6.31	\$0.11	\$21.40	\$0.10	\$21.50
Each add'l toter after 4	\$4.70	\$0.04	\$4.66	\$0.06	\$2.50	\$0.05	\$4.77	\$0.04	\$4.81

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

Street Sweeping (only)									
Residential/Condominium	\$4.70	\$0.00	\$4.70	\$0.06	\$0.00	\$0.00	\$4.76	\$0.00	\$4.76
Apartments/Mobile Home Parks (per unit)	\$2.55	\$0.00	\$2.55	\$0.03	\$0.00	\$0.00	\$2.58	\$0.00	\$2.58

Recycling									
Residential Curbside	\$1.68	\$0.00	\$1.68	\$0.02	\$0.00	\$0.00	\$1.70	\$0.00	\$1.70

Ancillary / Misc Fees									
Side Yard Assisted Service - medically justified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Side Yard Assisted Service - no medical justification	\$6.16	\$0.00	\$6.16	\$0.08	\$0.00	\$0.00	\$6.24	\$0.00	\$6.24
State Mandated Charge - Per Household	\$0.70	\$0.00	\$0.70	\$0.00	\$0.00	\$0.00	\$0.70	\$0.00	\$0.70
Bulky Waste Pickup - per pickup (limited to 5 yards)	\$78.08	\$0.13	\$77.95	\$1.02	\$9.62	\$0.14	\$79.11	\$0.13	\$79.24
Cart Replacement Charge ¹	Market Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Market Rate
Insufficient Funds / Returned Check Fee	\$30.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$30.00
Late Charge	2.5% of balance, \$5.00 minimum	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2.5% of balance, \$5.00 minimum
Non-Service Day Trip Charge	\$29.62	\$0.00	\$29.62	\$0.39	\$0.00	\$0.00	\$30.01	\$0.00	\$30.01
Residential Contamination Charge	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00
Residential Overage Charge	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00

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

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



Waste Management of Woodland
City of Woodland
Commercial Rate Adjustment Effective 1/1/21

CPI % Change	1.31%	A
MSW Disposal Increase	1.47%	B1
Mixed Food Increase	1.82%	B2
MSW Disposal Capture	2.78%	C1
Mixed Food Disposal Capture	3.13%	C2

	Current Monthly Rate Effective 1/1/2020	Previous Period Disposal Catch Up (7/1/19 through 12/31/19)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month Disposal Catch Up (7/1/20 through 12/31/20)	New Monthly Rate w/ Disposal Catchup eff 1/1/2021
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	L=J+K
Trash Cart Rates									
1-64 Gallon Can	\$29.50	\$0.10	\$29.40	\$0.39	\$7.49	\$0.11	\$29.90	\$0.10	\$30.00
1-96 Gallon Can	\$37.50	\$0.15	\$37.35	\$0.49	\$11.23	\$0.16	\$38.00	\$0.16	\$38.16
Extra bag pickup	\$2.41	\$0.00	\$2.41	\$0.03	\$0.35	\$0.01	\$2.45	\$0.00	\$2.45
Extra toter pickup	\$7.71	\$0.03	\$7.68	\$0.10	\$1.84	\$0.03	\$7.81	\$0.03	\$7.84
Trash 1 Yard Bin									
1 x Week	\$75.16	\$0.11	\$75.05	\$0.98	\$8.33	\$0.12	\$76.15	\$0.12	\$76.27
2 x Week	\$123.83	\$0.23	\$123.60	\$1.62	\$16.65	\$0.24	\$125.46	\$0.23	\$125.69
Trash 1.5 Yard Bin									
1 x Week	\$94.62	\$0.17	\$94.45	\$1.24	\$12.50	\$0.18	\$95.87	\$0.17	\$96.04
2 x Week	\$160.28	\$0.34	\$159.94	\$2.10	\$24.99	\$0.37	\$162.41	\$0.35	\$162.76
3 x Week	\$225.36	\$0.51	\$224.85	\$2.95	\$37.49	\$0.55	\$228.35	\$0.52	\$228.87
Trash 2 Yard Bin									
1 x Week	\$114.68	\$0.23	\$114.45	\$1.50	\$16.65	\$0.24	\$116.19	\$0.23	\$116.42
2 x Week	\$194.66	\$0.46	\$194.20	\$2.54	\$33.32	\$0.49	\$197.23	\$0.46	\$197.69
3 x Week	\$274.71	\$0.69	\$274.02	\$3.59	\$49.97	\$0.73	\$278.34	\$0.69	\$279.03
4 x Week	\$354.67	\$0.91	\$353.76	\$4.63	\$66.64	\$0.98	\$359.37	\$0.92	\$360.29
5 x Week	\$434.70	\$1.14	\$433.56	\$5.68	\$83.27	\$1.22	\$440.46	\$1.16	\$441.62
6 x Week	\$514.19	\$1.37	\$512.82	\$6.72	\$99.94	\$1.46	\$521.00	\$1.39	\$522.39
Trash 3 Yard Bin									
1 x Week	\$147.69	\$0.34	\$147.35	\$1.93	\$24.99	\$0.37	\$149.65	\$0.35	\$150.00
2 x Week	\$258.59	\$0.69	\$257.90	\$3.38	\$49.97	\$0.73	\$262.01	\$0.69	\$262.70
3 x Week	\$369.30	\$1.03	\$368.27	\$4.82	\$74.97	\$1.10	\$374.19	\$1.04	\$375.23
4 x Week	\$454.75	\$1.37	\$453.38	\$5.94	\$99.94	\$1.46	\$460.78	\$1.39	\$462.17
5 x Week	\$590.96	\$1.72	\$589.24	\$7.72	\$124.96	\$1.83	\$598.79	\$1.73	\$600.52
6 x Week	\$701.87	\$2.06	\$699.81	\$9.17	\$149.93	\$2.20	\$711.18	\$2.08	\$713.26
Trash 4 Yard Bin									
1 x Week	\$185.70	\$0.46	\$185.24	\$2.43	\$33.32	\$0.49	\$188.16	\$0.46	\$188.62
2 x Week	\$329.15	\$0.91	\$328.24	\$4.30	\$66.64	\$0.98	\$333.52	\$0.92	\$334.44
3 x Week	\$472.74	\$1.37	\$471.37	\$6.17	\$99.94	\$1.46	\$479.00	\$1.39	\$480.39
4 x Week	\$616.15	\$1.83	\$614.32	\$8.05	\$133.26	\$1.95	\$624.32	\$1.85	\$626.17
5 x Week	\$773.00	\$2.29	\$770.71	\$10.10	\$166.59	\$2.44	\$783.25	\$2.31	\$785.56
6 x Week	\$903.23	\$2.74	\$900.49	\$11.80	\$199.89	\$2.93	\$915.22	\$2.77	\$917.99
Trash 6 Yard Bin									
1 x Week	\$243.64	\$0.69	\$242.95	\$3.18	\$49.97	\$0.73	\$246.86	\$0.69	\$247.55
2 x Week	\$440.70	\$1.37	\$439.33	\$5.76	\$99.94	\$1.46	\$446.55	\$1.39	\$447.94
3 x Week	\$645.76	\$2.06	\$643.70	\$8.43	\$149.93	\$2.20	\$654.33	\$2.08	\$656.41
4 x Week	\$896.81	\$2.74	\$894.07	\$11.71	\$199.89	\$2.93	\$908.71	\$2.77	\$911.48
5 x Week	\$1,120.96	\$3.43	\$1,117.53	\$14.64	\$249.85	\$3.66	\$1,135.83	\$3.47	\$1,139.30
6 x Week	\$1,368.19	\$4.12	\$1,364.07	\$17.87	\$299.85	\$4.39	\$1,386.33	\$4.16	\$1,390.49
Trash 8 Yard Bin									
1 x Week	\$298.08	\$0.90	\$297.18	\$3.89	\$65.61	\$0.96	\$302.03	\$0.91	\$302.94
2 x Week	\$545.86	\$1.80	\$544.06	\$7.13	\$131.25	\$1.92	\$553.11	\$1.82	\$554.93
3 x Week	\$809.28	\$2.70	\$806.58	\$10.57	\$196.86	\$2.89	\$820.04	\$2.73	\$822.77
4 x Week	\$1,163.89	\$3.60	\$1,160.29	\$15.20	\$262.48	\$3.85	\$1,179.34	\$3.64	\$1,182.98
5 x Week	\$1,452.01	\$4.50	\$1,447.51	\$18.96	\$328.11	\$4.81	\$1,471.28	\$4.55	\$1,475.83
6 x Week	\$1,812.04	\$5.40	\$1,806.64	\$23.67	\$393.73	\$5.77	\$1,836.08	\$5.46	\$1,841.54
Recycling Carts/Bins - All Sizes*									
1 x Week - per month/per bin	\$30.55	\$0.00	\$30.55	\$0.40	\$0.00	\$0.00	\$30.95	\$0.00	\$30.95
2 x Week - per month/per bin**	\$61.10	\$0.00	\$61.10	\$0.80	\$0.00	\$0.00	\$61.90	\$0.00	\$61.90
3 x Week - per month/per bin**	\$91.65	\$0.00	\$91.65	\$1.20	\$0.00	\$0.00	\$92.85	\$0.00	\$92.85
4 x Week - per month/per bin**	\$122.20	\$0.00	\$122.20	\$1.60	\$0.00	\$0.00	\$123.80	\$0.00	\$123.80
5 x Week - per month/per bin**	\$152.75	\$0.00	\$152.75	\$2.00	\$0.00	\$0.00	\$154.75	\$0.00	\$154.75
Mixed Organics - 35 Gallon									
1 x Week	\$24.60	\$0.17	\$24.43	\$0.32	\$10.78	\$0.20	\$24.95	\$0.17	\$25.12
2 x Week	\$49.14	\$0.34	\$48.80	\$0.64	\$21.53	\$0.39	\$49.83	\$0.34	\$50.17
3 x Week	\$73.74	\$0.51	\$73.23	\$0.96	\$32.31	\$0.59	\$74.78	\$0.50	\$75.28
4 x Week	\$98.34	\$0.68	\$97.66	\$1.28	\$43.09	\$0.78	\$99.72	\$0.67	\$100.39
5 x Week	\$122.93	\$0.86	\$122.07	\$1.60	\$53.86	\$0.98	\$124.65	\$0.84	\$125.49
Mixed Organics - 64 Gallon									
1 x Week	\$34.18	\$0.31	\$33.87	\$0.44	\$19.70	\$0.36	\$34.67	\$0.31	\$34.98
2 x Week	\$68.36	\$0.63	\$67.73	\$0.89	\$39.40	\$0.72	\$69.34	\$0.62	\$69.96
3 x Week	\$102.53	\$0.94	\$101.59	\$1.33	\$59.09	\$1.07	\$103.99	\$0.92	\$104.91
4 x Week	\$136.72	\$1.25	\$135.47	\$1.77	\$78.80	\$1.43	\$138.67	\$1.23	\$139.90
5 x Week	\$170.89	\$1.57	\$169.32	\$2.22	\$98.49	\$1.79	\$173.33	\$1.54	\$174.87
2 Yard Mixed Organics Bin									
1 x Week	\$174.73	\$0.54	\$174.19	\$2.28	\$34.13	\$0.62	\$177.09	\$0.53	\$177.62
2 x Week	\$297.42	\$1.09	\$296.33	\$3.88	\$68.28	\$1.24	\$301.45	\$1.07	\$302.52
3 x Week	\$420.11	\$0.00	\$420.11	\$5.50	\$100.89	\$1.83	\$427.44	\$1.58	\$429.02
3 Yard Mixed Organics Bin									
1 x Week	\$240.09	\$0.81	\$239.28	\$3.13	\$51.21	\$0.93	\$243.34	\$0.80	\$244.14
2 x Week	\$421.34	\$1.63	\$419.71	\$5.50	\$102.42	\$1.86	\$427.07	\$1.60	\$428.67
3 x Week	\$602.57	\$0.00	\$602.57	\$7.89	\$151.41	\$2.75	\$613.21	\$2.37	\$615.58

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

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

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

Extra Pickup Fees									
Overloaded Container - First Cubic Yard (No Dismount Required)	\$7.77	\$0.03	\$7.74	\$0.10	\$1.89	\$0.03	\$7.87	\$0.03	\$7.90
Overloaded Container - Each Cubic Yard in excess of 1 (No Dismount Required)	\$3.07	\$0.03	\$3.04	\$0.04	\$1.89	\$0.03	\$3.11	\$0.03	\$3.14
Additional Pickup, 1 Cubic Yard Bin	\$44.55	\$0.03	\$44.52	\$0.58	\$1.89	\$0.03	\$45.13	\$0.03	\$45.16
Additional Pickup, 1.5 Cubic Yard Bin	\$46.06	\$0.04	\$46.02	\$0.60	\$2.83	\$0.04	\$46.66	\$0.04	\$46.70
Additional Pickup, 2 Cubic Yard Bin	\$47.57	\$0.05	\$47.52	\$0.62	\$3.76	\$0.06	\$48.20	\$0.05	\$48.25
Additional Pickup, 3 Cubic Yard Bin	\$50.67	\$0.08	\$50.59	\$0.66	\$5.66	\$0.08	\$51.33	\$0.08	\$51.41
Additional Pickup, 4 Cubic Yard Bin	\$53.51	\$0.10	\$53.41	\$0.70	\$7.56	\$0.11	\$54.22	\$0.10	\$54.32
Additional Pickup, 6 Cubic Yard Bin	\$59.76	\$0.16	\$59.60	\$0.78	\$11.29	\$0.17	\$60.55	\$0.16	\$60.71
Additional Trip to Customer Location at Customer Request	\$29.62	\$0.00	\$29.62	\$0.39	\$0.00	\$0.00	\$30.01	\$0.00	\$30.01
Temporary Bin									
3 Yard Temporary Bin	\$175.84	\$0.08	\$175.76	\$2.30	\$5.66	\$0.08	\$178.14	\$0.08	\$178.22
Ancillary / Misc Fees									
State Mandated Fee - per yard times 4.3 (weeks per month)	\$0.25	\$0.00	\$0.25	\$0.00	\$0.00	\$0.00	\$0.25	\$0.00	\$0.25
Dismount and Push Charge per Bin Serviced per Week	\$6.27	\$0.00	\$6.27	\$0.08	\$0.00	\$0.00	\$6.35	\$0.00	\$6.35
Key Charge per Bin Serviced per Week	\$7.45	\$0.00	\$7.45	\$0.10	\$0.00	\$0.00	\$7.55	\$0.00	\$7.55
Enclosure Charge per Bin Serviced per Week	\$8.22	\$0.00	\$8.22	\$0.11	\$0.00	\$0.00	\$8.33	\$0.00	\$8.33
Gate Service Charge per Bin Serviced per Week	\$8.22	\$0.00	\$8.22	\$0.11	\$0.00	\$0.00	\$8.33	\$0.00	\$8.33
Long Walk (more then 20 feet) per Bin Serviced per Week	\$19.68	\$0.00	\$19.68	\$0.26	\$0.00	\$0.00	\$19.94	\$0.00	\$19.94
Maximum Additional Weekly Charges per Bin Serviced per Week	\$25.50	\$0.00	\$25.50	\$0.33	\$0.00	\$0.00	\$25.83	\$0.00	\$25.83
Scout Truck (Container Truck) Container Pull Out	\$35.55	\$0.00	\$35.55	\$0.47	\$0.00	\$0.00	\$36.02	\$0.00	\$36.02
Extra per yard charge for Customers Pre-compacting Trash	\$23.33	\$0.10	\$23.23	\$0.30	\$7.56	\$0.11	\$23.64	\$0.10	\$23.74
Commercial Sweeping Charge	\$7.76	\$0.00	\$7.76	\$0.10	\$0.00	\$0.00	\$7.86	\$0.00	\$7.86
Bad / Returned Check Fee	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
Snapshot Fee - Per Occurrence ¹	\$53.83	\$0.00	\$53.83	\$0.71	\$0.00	\$0.00	\$54.54	\$0.00	\$54.54
Inactivity Fee - Per Day (No activity for over 14 days) ²	\$12.12	\$0.00	\$12.12	\$0.16	\$0.00	\$0.00	\$12.28	\$0.00	\$12.28
Inactivity Fee - Maximum per month ²	\$181.84	\$0.00	\$181.84	\$2.38	\$0.00	\$0.00	\$184.22	\$0.00	\$184.22
Reactivation Fee - due to non-payment ³	\$37.68	\$0.00	\$37.68	\$0.49	\$0.00	\$0.00	\$38.17	\$0.00	\$38.17
Container Exchange Fee ⁴	\$161.48	\$0.00	\$161.48	\$2.12	\$0.00	\$0.00	\$163.60	\$0.00	\$163.60
Delivery Fee ⁵	\$161.48	\$0.00	\$161.48	\$2.12	\$0.00	\$0.00	\$163.60	\$0.00	\$163.60
Late Charge	2.5% of balance, \$5.00 minimum	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2.5% of balance, \$5.00 minimum
Contamination Charge - per occurrence ⁶	\$101.19	\$0.00	\$101.19	\$1.33	\$0.00	\$0.00	\$102.52	\$0.00	\$102.52
Cart Swap / Cleaning Charge	\$58.59	\$0.00	\$58.59	\$0.77	\$0.00	\$0.00	\$59.36	\$0.00	\$59.36
Bin Swap / Cleaning Charge	\$133.16	\$0.00	\$133.16	\$1.74	\$0.00	\$0.00	\$134.90	\$0.00	\$134.90

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

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

[2] The Inactivity service fee would be charged if a Customer has a Debris Box, temporary Bin, or Compactor longer than the 14-day rental period without scheduling a pickup. On the 15th day and going forward, the customer would be charged an additional \$12.28 per day. The maximum fee per month is \$184.22.

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

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

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

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



**Waste Management of Woodland
City of Woodland
Debris (RO) Box Rate Adjustment Effective 1/1/21**

CPI % Change	1.31%	A
MSW Disposal Increase	1.47%	B1
Green Waste Disposal Increase	9.40%	B2
Mixed Food Increase	1.82%	B3
C&D Disposal Increase	10.69%	B4
MSW Disposal Capture	2.78%	C1
Green Waste Disposal Capture	10.71%	C2
Mixed Food Disposal Capture	3.13%	C3
C&D Disposal Capture	12.00%	C4

Current Disposal Costs	
Municipal Solid Waste	\$53.32
Green Waste	\$62.00
Mixed Food / Green	\$66.00
C&D	\$70.00
Clean Wood	\$0.00
Mixed Wood	\$62.00
OCC	\$0.00
Recycle	\$0.00

	Current Monthly Rate Effective 1/1/2020	Previous Period Disposal Catch Up (7/1/19 through 12/31/19)	Current Monthly Base Rate	CPI Increase	Disposal Portion of the Current Base Rate	Disposal Increase	New Monthly Base Rate w/o Disposal Catchup	Six Month - Disposal Catch Up (7/1/20 through 12/31/20)	New Monthly Rate w/ Disposal Catchup eff 1/1/2021
	D	E	F=D-E	G=F*A	H	I=H*B	J=F+G+I	K=(H*C)/2	L=J+K
MSW - Haul Rate									
20 Yards - Includes 2 tons	\$251.88	\$1.28	\$250.60	\$3.28	\$93.48	\$1.37	\$255.25	\$1.30	\$256.55
25 Yards - Includes 2.5 tons	\$315.01	\$1.60	\$313.41	\$4.11	\$116.83	\$1.71	\$319.23	\$1.62	\$320.85
30 Yards - Includes 3 tons	\$377.64	\$1.92	\$375.72	\$4.92	\$140.20	\$2.05	\$382.69	\$1.95	\$384.64
40 Yards - Includes 4 tons	\$503.54	\$2.57	\$500.97	\$6.56	\$186.91	\$2.74	\$510.27	\$2.59	\$512.86
50 Yards - Includes 5 tons	\$613.82	\$3.21	\$610.61	\$8.00	\$233.65	\$3.42	\$622.03	\$3.24	\$625.27
Green Waste - Haul Rate									
20 Yards - Includes 2 tons	\$247.46	\$1.72	\$245.74	\$3.22	\$94.83	\$8.92	\$257.88	\$5.08	\$262.96
25 Yards - Includes 2.5 tons	\$309.48	\$2.15	\$307.33	\$4.03	\$118.54	\$11.15	\$322.51	\$6.35	\$328.86
30 Yards - Includes 3 tons	\$371.03	\$2.58	\$368.45	\$4.83	\$142.26	\$13.38	\$386.66	\$7.62	\$394.28
40 Yards - Includes 4 tons	\$494.74	\$3.45	\$491.29	\$6.44	\$189.67	\$17.84	\$515.57	\$10.16	\$525.73
50 Yards - Includes 5 tons	\$602.80	\$4.31	\$598.49	\$7.84	\$237.08	\$22.30	\$628.63	\$12.70	\$641.33
Mixed Wood - Haul Rate									
20 Yards - Includes 2 tons	\$258.61	\$1.91	\$256.70	\$3.36	\$105.13	\$9.89	\$269.95	\$5.63	\$275.58
25 Yards - Includes 2.5 tons	\$323.43	\$2.39	\$321.04	\$4.21	\$131.42	\$12.36	\$337.61	\$7.04	\$344.65
30 Yards - Includes 3 tons	\$387.76	\$2.86	\$384.90	\$5.04	\$157.70	\$14.83	\$404.77	\$8.45	\$413.22
40 Yards - Includes 4 tons	\$517.04	\$3.82	\$513.22	\$6.72	\$210.27	\$19.77	\$539.71	\$11.26	\$550.97
50 Yards - Includes 5 tons	\$630.70	\$4.77	\$625.93	\$8.20	\$262.85	\$24.72	\$658.85	\$14.08	\$672.93
C&D - Haul Rate									
20 Yards - Includes 2 tons	\$281.34	\$4.24	\$277.10	\$3.63	\$94.79	\$10.13	\$290.86	\$5.69	\$296.55
25 Yards - Includes 2.5 tons	\$351.85	\$5.30	\$346.55	\$4.54	\$118.49	\$12.67	\$363.76	\$7.11	\$370.87
30 Yards - Includes 3 tons	\$421.86	\$6.36	\$415.50	\$5.44	\$142.19	\$15.20	\$436.14	\$8.53	\$444.67
40 Yards - Includes 4 tons	\$562.51	\$8.48	\$554.03	\$7.26	\$189.59	\$20.27	\$581.56	\$11.38	\$592.94
50 Yards - Includes 5 tons	\$687.52	\$10.60	\$676.92	\$8.87	\$236.97	\$25.33	\$711.12	\$14.22	\$725.34
Clean Wood - Haul Rate									
20 Yards	\$131.70	\$0.00	\$131.70	\$1.73	\$0.00	\$0.00	\$133.43	\$0.00	\$133.43
25 Yards	\$164.77	\$0.00	\$164.77	\$2.16	\$0.00	\$0.00	\$166.93	\$0.00	\$166.93
30 Yards	\$197.36	\$0.00	\$197.36	\$2.59	\$0.00	\$0.00	\$199.95	\$0.00	\$199.95
40 Yards	\$263.19	\$0.00	\$263.19	\$3.45	\$0.00	\$0.00	\$266.64	\$0.00	\$266.64
50 Yards	\$313.40	\$0.00	\$313.40	\$4.11	\$0.00	\$0.00	\$317.51	\$0.00	\$317.51
Old Corrugated Cardboard (OCC) - Haul Rate									
20 Yards	\$131.70	\$0.00	\$131.70	\$1.73	\$0.00	\$0.00	\$133.43	\$0.00	\$133.43
25 Yards	\$164.77	\$0.00	\$164.77	\$2.16	\$0.00	\$0.00	\$166.93	\$0.00	\$166.93
30 Yards	\$197.36	\$0.00	\$197.36	\$2.59	\$0.00	\$0.00	\$199.95	\$0.00	\$199.95
40 Yards	\$263.19	\$0.00	\$263.19	\$3.45	\$0.00	\$0.00	\$266.64	\$0.00	\$266.64
50 Yards	\$313.40	\$0.00	\$313.40	\$4.11	\$0.00	\$0.00	\$317.51	\$0.00	\$317.51
Recycle - Haul Rate									
20 Yards	\$131.70	\$0.00	\$131.70	\$1.73	\$0.00	\$0.00	\$133.43	\$0.00	\$133.43
25 Yards	\$164.77	\$0.00	\$164.77	\$2.16	\$0.00	\$0.00	\$166.93	\$0.00	\$166.93
30 Yards	\$197.36	\$0.00	\$197.36	\$2.59	\$0.00	\$0.00	\$199.95	\$0.00	\$199.95
40 Yards	\$263.19	\$0.00	\$263.19	\$3.45	\$0.00	\$0.00	\$266.64	\$0.00	\$266.64
50 Yards	\$313.40	\$0.00	\$313.40	\$4.11	\$0.00	\$0.00	\$317.51	\$0.00	\$317.51
Concrete / Dirt									
15 Yards - no included tonnage	\$180.83	\$0.00	\$180.83	\$2.37	\$0.00	\$0.00	\$183.20	\$0.00	\$183.20
Compactor Rates									
Haul Rate - Per Yard - includes tonnage	\$21.50	\$0.03	\$21.47	\$0.28	\$1.88	\$0.03	\$21.78	\$0.03	\$21.81

Ancillary / Misc Fees									
State Mandated Fee - Per yard times 4.3 weeks/month	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25	\$0.00	\$0.25
Debris Box Roll-Top Fee Per Haul	\$26.64	\$0.00	\$26.64	\$0.35	\$0.00	\$0.00	\$26.99	\$0.00	\$26.99
Bad / Returned Check Fee	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
Snapshot Fee - Per Occurrence ¹	\$53.83	\$0.00	\$53.83	\$0.71	\$0.00	\$0.00	\$54.54	\$0.00	\$54.54
Trip Charge ²	\$106.57	\$0.00	\$106.57	\$1.40	\$0.00	\$0.00	\$107.97	\$0.00	\$107.97
Inactivity Fee - Per Day (No activity for over 14 days) ³	\$12.12	\$0.00	\$12.12	\$0.16	\$0.00	\$0.00	\$12.28	\$0.00	\$12.28
Inactivity Fee - Maximum per month ³	\$181.84	\$0.00	\$181.84	\$2.38	\$0.00	\$0.00	\$184.22	\$0.00	\$184.22
Reactivation Fee - due to non-payment ⁴	\$37.68	\$0.00	\$37.68	\$0.49	\$0.00	\$0.00	\$38.17	\$0.00	\$38.17
Container Exchange Fee ⁵	\$161.48	\$0.00	\$161.48	\$2.12	\$0.00	\$0.00	\$163.60	\$0.00	\$163.60
Delivery Fee ⁶	\$161.48	\$0.00	\$161.48	\$2.12	\$0.00	\$0.00	\$163.60	\$0.00	\$163.60
Late Charge	2.5% of balance, \$5.00 minimum	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2.5% of balance, \$5.00 minimum
Debris Box Fuel Surcharge ⁷	See below	N/A	N/A	N/A	N/A	N/A	N/A	N/A	See below
Contamination Fee ⁸	See below	N/A	N/A	N/A	N/A	N/A	N/A	N/A	See below

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

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

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

[3] The Inactivity service fee would be charged if a Customer has a Debris Box, temporary Bin, or Compactor longer than the 14-day rental period without scheduling a pickup. On the 15th day and going forward, the customer would be charged an additional \$12.28 per day. The maximum fee per month is \$184.22.

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

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

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

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

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



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

CPI ADJUSTMENT CALCULATION		
CPI Adjustment 2019 to 2020:		
Consumer Price Index (CPI for <i>All Urban Consumers</i>) ¹		
Index August 2020	259.918	A
Index August 2019	256.558	B
Percentage change of index	1.31%	C = (A-B)/B
Contractually allowed maximum % of CPI (Section 7.3)	5%	I
Allowed Price Adjustment: Lower of Annual CPI Adjustment (C) or contractually allowed max. % increase (I)	1.31%	J
Internet Hyperlink to Indices:		
http://data.bls.gov/cgi-bin/srgate		



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

Consumer Price Index - All Urban Consumers

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Aug-20	259.918
Aug-19	256.558

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	240.007
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	245.12
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	251.107
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918					

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

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

Yolo County Landfill - MSW Disposal Adj Calc		
2020 Disposal Rate - 7/1/20	\$53.32	A
2019 Disposal Rate - 7/1/19	\$51.88	B
Inc (Dec) in Disposal Rate	\$1.44	C=A-B
% Inc (Dec) in Disposal Rate	2.78%	D=C/B
CPI Adj %	1.31%	E
% Inc (Dec) in Disposal Rate Adjustment	1.47%	F=D-E

Yolo County Landfill - Green Waste Disposal Adj Calc		
2020 Disposal Rate - 7/1/20	\$62.00	A
2019 Disposal Rate - 7/1/19	\$56.00	B
Inc (Dec) in Disposal Rate	\$6.00	C=A-B
% Inc (Dec) in Disposal Rate	10.71%	D=C/B
CPI Adj %	1.31%	E
% Inc (Dec) in Disposal Rate Adjustment	9.40%	F=D-E

Yolo County Landfill - Mixed Green / Food Waste		
2020 Disposal Rate - 7/1/20	\$66.00	A
2019 Disposal Rate - 7/1/19	\$64.00	B
Inc (Dec) in Disposal Rate	\$2.00	C=A-B
% Inc (Dec) in Disposal Rate	3.13%	D=C/B
CPI Adj %	1.31%	E
% Inc (Dec) in Disposal Rate Adjustment	1.82%	F=D-E

Yolo County Landfill - C&D Disposal Adj Calc		
2020 Disposal Rate - 7/1/20	\$70.00	A
2019 Disposal Rate - 7/1/19	\$62.50	B
Inc (Dec) in Disposal Rate	\$7.50	C=A-B
% Inc (Dec) in Disposal Rate	12.00%	D=C/B
CPI Adj %	1.31%	E
% Inc (Dec) in Disposal Rate Adjustment	10.69%	F=D-E

Yolo County Landfill - MSW Disposal History	
Year	Disposal Rate
2020 Disposal Rate - 7/1/20	\$53.32
2019 Disposal Rate - 7/1/19	\$51.88
2nd 2018 Disposal Rate - 11/04/18	\$50.48
1st 2018 Disposal Rate - 7/1/18	\$46.55
2017 Disposal Rate - 7/1/17	\$45.20
2016 Disposal Rate - 7/1/16	\$43.87
2015 Disposal Rate - 7/1/15	\$42.72
2014 Disposal Rate - 7/1/14	\$41.71
2013 Disposal Rate - 7/1/13	\$40.58
2012 Disposal Rate - 7/1/12	\$39.63
2011 Disposal Rate - 7/1/11	\$38.78

Yolo County Landfill - Green Waste Disposal History	
Year	Disposal Rate
2020 Disposal Rate - 7/1/20	\$62.00
2019 Disposal Rate - 7/1/19	\$56.00
2018 Disposal Rate - 7/1/18	\$54.00
2017 Disposal Rate - 7/1/17	\$54.00
2016 Disposal Rate - 7/1/16	\$52.00
2015 Disposal Rate - 7/1/15	\$36.00

Yolo County Landfill - Mixed Green / Food History	
Year	Disposal Rate
2020 Disposal Rate - 7/1/20	\$66.00
2019 Disposal Rate - 7/1/19	\$64.00
2018 Disposal Rate - 7/1/18	\$62.00
2017 Disposal Rate - 7/1/17	\$54.00
2016 Disposal Rate - 7/1/16	\$52.00
2015 Disposal Rate - 7/1/15	\$36.00

Yolo County Landfill - C&D Disposal History	
Year	Disposal Rate
2020 Disposal Rate - 7/1/20	\$70.00
2019 Disposal Rate - 7/1/19	\$62.50
2018 Disposal Rate - 7/1/18	\$57.00
2017 Disposal Rate - 1/1/17	\$69.50
2016 Disposal Rate - 7/1/16	\$57.00
2015 Disposal Rate - 7/1/15	\$49.00