



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

February 2, 2021
6:00 PM

CITY COUNCIL - AMENDED TO INCLUDE ITEM D. CEREMONIAL OATH OF OFFICE

PLEASE NOTE: The February 2, 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

CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Section 54956.8**
Properties: APN 041-080-013, 041-080-017, 041-080-002 and 041-080-015
Agency Negotiator: City Manager, Community Development Director, and City Attorney
Negotiating Parties: Foundation for Excellence at Woodland Christian Schools and Costalotta Partners, LLC
Under Negotiations: Price and Terms of Payment

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

C. CALL TO ORDER

D. CEREMONIAL OATH OF OFFICE FOR NEW COUNCIL MEMBER - TANIA GARCIA-CADENA

E. ROLL CALL

F. PLEDGE OF ALLEGIANCE

G. COMMUNICATIONS - PUBLIC COMMENT

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

H. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

2. **SUBJECT: Long Range Calendar**

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

I. CONSENT CALENDAR

3. SUBJECT: Parks & Recreation Commission Meeting Minutes for November 23, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the November 23, 2020 Parks & Recreation Commission Meeting Minutes.

4. SUBJECT: Designation of March 6, 2021 as Arbor Day

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, designating March 6, 2021 as Arbor Day in the City of Woodland.

5. SUBJECT: First Contract Amendment - FY21 Tree Pruning and Maintenance Services

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the first contract amendment to the professional service agreement for FY21 tree pruning and maintenance service with West Coast Arborist, Inc. (WCA) in the amount of \$65,000 for a contract total not to exceed \$325,000.

6. SUBJECT: Police Department Job Descriptions

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

7. SUBJECT: 2020 FEMA Assistance to Firefighters Grant (AFG)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager and the Fire Department to:

1. Submit a FEMA Assistance to Firefighters Grant (AFG) application for all band radios and related equipment;
2. Approve City of Woodland to be host agency and to create MOU with partner agencies including Willow Oak Fire Protection District and Yocha DeHe Fire Department. Where in partner agencies agree to pay matching funds as required by FEMA (10%) for their portion of the requested equipment.

J. REPORTS OF THE CITY MANAGER

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

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

9. SUBJECT: City of Woodland 150th (Sesquicentennial) Anniversary Celebration

RECOMMENDATION FOR ACTION: Staff recommends that the City Council discuss the City of Woodland's 150th (Sesquicentennial) Anniversary of Incorporation and consider establishing an ad-hoc committee to identify activities to commemorate the City's Sesquicentennial.

10. SUBJECT: City Council Study Session / Strategic Planning Retreat Discussion

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive a presentation from Mayor Stallard and Mayor Pro Tempore Vega on the proposed outline, format, and desired outcomes for the planned February 20 City Council Study Session and Strategic Planning Retreat.

K. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, February 2, 2021 was posted on Friday, January 29, 2021 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: February 2, 2021
ITEM #: H.2
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. City Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

FEBRUARY 16TH

REGULAR MEETING

Presentation

Freshman Leadership Academy

Consent Calendar

Police Officer Job Descriptions

Approval of Final Map 5106, SL Central 3

Approval of FM 5171, Cleveland Suites

Approve Contract Amendment with MBK for LCCFS, CIP #09-15

Approve Contract Amendment with ICF for LCCFS, CIP #09-15

Award 2021 Water/Sewer Replacement Project, CIP #20-14

E. Main Street Improvement Project, CIP #13-05

Public Hearing

Rescind Ord #1648 approving Merritt Ranch DA w/Darkhorse and approve Merritt Ranch DA

Regular Calendar

Certify EIR for Woodland Flood Risk Management Project, CIP #09-15

Mid-Year Budget Update

FEBRUARY 20TH

SPECIAL MEETING - COUNCIL RETREAT

Discussion and Development of Priority Goals and Strategic Plan (2021-22)

MARCH 2ND

REGULAR MEETING

Presentations

Youth Empowerment Program (Jesse Salinas)

Consent Calendar

City Council Meeting Minutes of February 2, 2021 and February 16, 2021

MARCH 16TH

REGULAR MEETING

Future Topics / Study Sessions:

TBD Investment Policy Workshop Comprehensive Zoning Update Tree Ordinance Update Redistricting	
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TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 2, 2021
ITEM #: I.3
SUBJECT: Parks & Recreation Commission Meeting Minutes for November 23, 2020

Recommendation for Action: Staff recommends that the City Council receive the November 23, 2020 Parks & Recreation Commission Meeting Minutes.

Staff Contact:

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

Discussion:

The Parks & Recreation Commission held their last meeting on January 25, 2021. At this meeting the Parks & Recreation Commission approved the minutes from the November 23, 2020 Parks & Recreation Commission meeting.

Conclusion:

Staff recommends that the City Council receive the November 23, 2020 Parks & Recreation Commission Meeting Minutes.

Prepared by: Kris Bain, Community Services Program Manager

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

Ken Hiatt
City Manager

Attachments:

1. Parks Rec Commission Minutes 112320

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission –

Monday, November 23, 2020

6:30 PM

A. NOTICE

1. PLEASE NOTE: The November 23, 2020 Parks & Recreation Commission will be conducted pursuant to the Governor's Executive Order N-29-20. The meeting will be held via teleconference and Commission members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the Parks & Recreation Commission meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings. If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom Commission meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) If you are watching the live stream and wish to make a comment on an item as it is being heard, you may submit an email to Krista Bain at krista.bain@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line. <https://zoom.us/j/97037739346> Or Dial: +1 669 900 6833 Meeting ID: 970 3773 9346

B. CALL TO ORDER

C. ROLL CALL

Commission Members Present: Vice Chairperson Magalean Martin, Commissioner Jon-Paul Valcarenghi, Commissioner Carla White-Snyder
Absent: Chairperson Rashid Ali
Excused:

D. PLEDGE OF ALLEGIANCE

E. PUBLIC COMMENT

Elizabeth Shih emailed two questions to Commission.

F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

Verbal updates provided by Staff.

Moving forward with new park in Spring Lake.

City Council approved MOU with Woodland Joint Unified School District's Youth Master Plan

Lease Agreement with Woodland Recreation Foundation and Woodland Girls Fast Pitch

G. COMMITTEE REPORTS

2. Standing Committee Report

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

No updates at this time

H. CONSENT CALENDAR

3. Approve Minutes for October 26, 2020

On a motion by Commissioner Jon-Paul Valcarenghi to approve Minutes for October 26, 2020 as written, seconded by Commissioner Carla White-Snyder and carried unanimously.

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

Noes: None

Absent: Chairperson Rashid Ali

I. OTHER BUSINESS

4. Commission Absence Requests

No absence requested at this meeting.

5. Future Parks and Recreation facility improvement projects

On a motion by Commissioner Carla White-Snyder to move forward with Future Parks and Recreation facility improvement projects, seconded by Vice Chairperson Magalean Martin and carried unanimously.

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

Noes: None

Absent: Chairperson Rashid Ali

J. REPORT OF THE STAFF

6. Community Services Staff Report for November 23, 2020

Verbal updates provided by Staff.

K. NEXT MEETING

January 25, 2021

7. January 25, 2021

L. ADJOURN



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 2, 2021
ITEM #: I.4
SUBJECT: Designation of March 6, 2021 as Arbor Day

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, designating March 6, 2021 as Arbor Day in the City of Woodland.

Staff Contact:

Westley Schroeder, Park Superintendent, (530) 661-5958, westley.schroeder@cityofwoodland.org

Fiscal Impact:

Expenses related to hosting a public Arbor Day and tree planting event is included in the department's operating budget.

Background:

Each year the City of Woodland celebrates Arbor Day in order to recognize the community benefits of trees and the community's heritage as "The City of Trees". Arbor Day is a nationally celebrated observance that encourages tree planting and care. The observance and celebration of Arbor Day is one of the requirements of Woodland's designation as a "Tree City USA".

Founded by J. Sterling Morton in Nebraska in 1872, National Arbor Day is usually celebrated each year on the last Friday in April. However, the date varies depending on the climate of the State in which it is being held. This is due to the planting season and climate for the area that the Arbor Day is being held in.

Discussion:

The observance of Arbor Day in Woodland on March 6, 2021 not only shows the City's commitment to its urban forest but also increases the awareness of the importance of trees in urban areas. It also provides educational opportunities to promote and improve the practice of urban tree planting and care.

As part of the day's activities, the City of Woodland Urban Forestry staff, Woodland Tree Foundation, and other volunteers will gather at 8:30 am at Crawford Park where there will be a quick celebration to commemorate this year's Arbor Day. After the celebration, volunteers will be broken up into COVID compliant family groups to assist with planting of approximately 50 trees. Some groups will go on to plant at Harris Park, Streng Pond, Woodside Park and Ferns Park. Environmental Services will also participate in the event by providing information on water conservation, green waste, composting, and other conservation related topics.

Celebrating Arbor Day illustrates the City's continuing commitment to the urban forest and the quality of life that trees provide to the community.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, designating March 6, 2021 as Arbor Day in the City of Woodland.

Prepared by: Westley Schroeder, Park Superintendent

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. Arbor Day Resolution 2021

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
DESIGNATING MARCH 6, 2021 AS ARBOR DAY IN THE CITY OF WOODLAND**

WHEREAS, in 1872 J. Sterling Morton proposed that a special day be set aside for the planting of trees; and,

WHEREAS, this holiday, Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and,

WHEREAS, 2021 is the 149th anniversary of the holiday, and Arbor Day is now observed throughout the nation and the world; and,

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and,

WHEREAS, trees are a renewable resource giving us paper, wood for building homes, fuel for our fires and beautifying our community; and,

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Woodland does hereby designate Saturday, March 6, 2021 as Arbor Day in the City of Woodland. The City urges all citizens to celebrate and support efforts to protect our trees and woodlands, to plant trees to gladden the heart and promote the well-being of this and future

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 2nd day of February, 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: February 2, 2021
ITEM #: I.5
SUBJECT: First Contract Amendment - FY21 Tree Pruning and Maintenance Services

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the first contract amendment to the professional service agreement for FY21 tree pruning and maintenance service with West Coast Arborist, Inc. (WCA) in the amount of \$65,000 for a contract total not to exceed \$325,000.

Staff Contact

Jenna Moncrief, Management Analyst, (530) 661-2023, Jenna.Moncrief@cityofwoodland.org

Fiscal Impact

This action will use funds already appropriated for contract services in the Community Service Department's approved FY21 budget from the general fund and Spring Lake lighting and landscape district.

Background

Cyclical tree pruning is a standard maintenance procedure that is performed by most agencies across the country in an effort to promote a healthy urban forest and mitigate potential liability. The City of Woodland Climate Action Plan, approved by Council in May 2017, identifies cyclical pruning as a strategy to maintain existing trees, and thus accomplish goals in the Urban Forest and Open Space focus area. Additionally, the Urban Forest Master Plan approved by Council in March of 2019 supports the ongoing, regular maintenance of the City's Urban Forest. Specifically, Goal #5 states that all public trees should be pruned and maintained on a 7-year cycle depending on funding and resources.

This task, in addition to reactive maintenance, cannot be completely accomplished with in-house staff. The City currently has two approved full-time positions in the Urban Forestry division. With over 15,000 City trees to maintain and limited Urban Forestry staff, it is necessary to contract out some tree pruning and maintenance services.

On October 6, 2020, City Council authorized the City Manager to execute a contract in the amount of \$260,000 with West Coast Arborist, Inc. on behalf of the City to provide FY21 tree pruning and maintenance services which would accomplish the City's cyclical pruning goals.

Discussion

Staff is requesting approval of an amendment to the professional services agreement with WCA, utilizing existing contract services funds already appropriated to the Department. The approved contract amount would increase by \$65,000 (from \$260,000 to \$325,000). Of the \$65,000, \$15,000 of the funds would come from the General Fund in order to address some reactive maintenance. The remaining \$50,000 would come from the Department's approved Spring Lake lighting and landscape district budget to specifically address increased maintenance needs in this neighborhood. With the urban forest expanding and maturing in the Spring Lake area, there has been a large demand to keep up with the required structural pruning. By doing this structural pruning now, it will lower the possibility of damaging failures in the future which will make for a healthier and

safer urban forest.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the first contract amendment to the professional service agreement for FY21 tree pruning and maintenance service with West Coast Arborist, Inc. in the amount of \$65,000 for a contract total not to exceed \$325,000.



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. First Amendment

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO
THE FY21 TREE PRUNING AND MAINTENANCE CONTRACT WITH WEST COAST
ARBORIST, INC.**

WHEREAS, the City performs annual cyclical pruning and tree maintenance on the urban forest to promote public safety and tree health; and

WHEREAS, the City and West Coast Arborists, Inc. entered into a professional services agreement dated October 8, 2020 to provide this tree pruning and maintenance service in the amount of \$260,000; and

WHEREAS, funding in support of this contract amendment is provided in the FY2021 annual budget previously approved by the Council; and

WHEREAS, the City and West Coast Arborist, Inc. now desire to amend the Agreement to increase compensation by \$65,000 for a total contract amount not to exceed \$325,000 in accordance with Section 3.1 of the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland hereby authorizes the City Manager to execute the First Amendment to the Agreement with West Coast Arborist, Inc. in an amount not to exceed three hundred twenty-five thousand dollars (\$325,000). The City Attorney is hereby authorized to make clarifying and confirming changes to the Agreement provided the total contract amount does not change.

PASSED AND ADOPTED by the City Council this 2nd day of February, 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

**FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
FOR TREE PRUNING AND MAINTENANCE**

THIS FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR FY21 TREE PRUNING AND MAINTENANCE SERVICES ("First Amendment") is entered into this ____ day 2021, by and between the CITY OF WOODLAND, a California municipal corporation ("City"), and WEST COAST ARBORISTS, INC., a California corporation ("Contractor"), on the terms and conditions set forth below.

WHEREAS, the City performs annual cyclical pruning and tree maintenance on the urban forest to promote public safety and tree health; and

WHEREAS, the City and West Coast Arborists, Inc. entered into a professional services agreement dated October 8, 2020 to provide this tree pruning and maintenance service in the amount of \$260,000; and

WHEREAS, funding in support of this contract amendment is provided in the FY2021 annual budget previously approved by the Council; and

WHEREAS, the City and West Coast Arborist, Inc. now desire to amend the Agreement to increase compensation by \$65,000 for a total contract amount not to exceed \$325,000 in accordance with Section 3.1 of the Agreement.

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

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

Section 2. Amendment to Section 3.1 of the Agreement. Section 3.1 entitled "Compensation" is hereby deleted in its entirety and replaced with a new Section 3.1 to read as follows:

3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "B" attached hereto and incorporated herein by reference. The total compensation shall not exceed three hundred sixty-five thousand dollars (\$365,000) without written approval of City Manager. Consultant shall not be reimbursed for any expenses unless authorized in writing by City. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

Section 4. Continuing Effect of Agreement. Except as amended by this First Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term "Agreement"

appears in the Agreement, it shall mean the Agreement and Amendments amended by this First Amendment.

IN WITNESS WHEREOF, the Parties have executed this First Amendment to the Professional Services Agreement for Tree Pruning and Maintenance Services effective on the day and year written above.

CITY OF WOODLAND

WEST COAST ARBORISTS, INC.

By: _____
Ken Hiatt
City Manager

By: _____
Title: _____

Date Signed: _____

Date Signed: _____

Attest:

Ana Gonzalez
City Clerk

Approved as to Form:

Ethan Walsh
Best Best & Krieger LLP
City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 2, 2021
ITEM #: I.6
SUBJECT: Police Department Job Descriptions

Recommendation for Action: Staff recommends that the City Council approve revisions to the Police Officer Job Description Series.

Staff Contact:

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

Fiscal Impact: None

Background:

In late 2020, City Council requested a review and update of the job descriptions related to the Police Department's sworn staff. Staff from the Police Department and Human Resources reviewed each job description for all sworn police ranks to include Police Officer Recruit, Police Officer, Police Sergeant, Police Lieutenant, Deputy Police Chief and Police Chief. Changes to each job description were made to improve the progression through the ranks of sworn police staffing and to comply with Government Code section 1031 which outlines the minimum requirements for peace officers in the State of California.

Each job description includes distinguishing characteristics, essential duties and responsibilities, knowledge qualifications, ability qualifications, skill qualifications, education, experience and special qualifications.

As presented at the December 15th Council meeting, these job descriptions are now also in compliance with AB846. ADA compliance language has been added as well.

Conclusion:

Staff recommends that the City Council approve revisions to the Police Officer Job Description Series.

Prepared By: Trista Kennedy, Executive Assistant

Reviewed By: Derrek Kaff, Chief of Police

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

Ken Hiatt
City Manager

Attachments:

1. Deputy Police Chief_2021
2. Police Chief_2021
3. Police Lieutenant_2021
4. Police Officer_2021

5. Police Officer Recruit_2021
6. Police Sergeant_2021



DEPUTY POLICE CHIEF

DEFINITION

Under executive direction, the Deputy Police Chief assists in performing administrative duties in planning, organizing, and directing the activities of the Police Department, Administrative Services, Operations, or Investigations; develops and implements goals and objectives, and evaluates programs and activities to ensure compliance; designs and implements crime prevention and other key programs.

DISTINGUISHING CHARACTERISTICS

This is a management-level classification populated with multiple incumbents. The Deputy Police Chief assists in the management of the Police Department and is responsible for the effective administration of the Bureaus consisting of professional police and technical staff personnel, both sworn and non-sworn, engaged in law enforcement work. Deputy Police Chief is distinguished from the next lower classification of Police Lieutenant, in that the Deputy Police Chief is responsible for the overall administration of the Police Department whereas the Police Lieutenant is responsible for the administration of a bureau or a division within the department.

SUPERVISION RECEIVED AND EXERCISED

Executive direction is provided by the Police Chief. Responsibilities include direct supervision of sworn and non-sworn personnel including Police Bureau Managers and Administrative Analysts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Provides executive leadership to and assumes administrative control of all persons employed within the Police Department; directs the preparation of a variety of records and reports relating to department activities; reviews and evaluates reports submitted by subordinate personnel; acts as a representative for the Police Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems; in the absence of the Police Chief, assumes an Acting role.
- Assists in developing and implementing departmental goals, objectives, policies, and procedures for the Police Department; assists in developing the departmental budget and provides administrative guidance for the control of budget expenditures; reviews and directs the department's fiscal, equipment, and human resources.
- Evaluates and modifies, as required, programs, activities, policies, procedures, rules, orders, and regulations to ensure compliance with the City's and department's mission, goals, and objectives and general law; designs, coordinates, and implements community organization and mobilization efforts to achieve the department's mission, goals, and objectives.

- Develops and implements contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Assists in the evaluation process of potential candidates for the ranks of officer, sergeant, and lieutenant; interviews candidates and makes recommendations to Police Chief; directs and evaluates the work of sworn and non-sworn subordinates; reviews investigations of officer and/or staff misconduct within the office and divisions assigned and recommends disciplinary action to the Police Chief.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.
- Performs other or related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Contemporary principles, practices, and techniques of Police Administration, organization, and operations, including fiscal and human resources management.
- Federal, State, and local laws, ordinances, and regulations affecting the activities of the department.
- Criminal law, with particular reference to community-based policing, the apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest, search and seizure, and rules of evidence.
- Contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Principles of organization, administration, supervision, and personnel development.
- Contemporary technology and its application in law enforcement, including various types of firearms, communication devices/systems, information systems, and vehicles.

Ability to:

- Analyze sensitive and complex law enforcement problems and adopt quick, effective, and reasonable course(s) of action.
- Develop, implement, and monitor budgets for an office and/or divisions assigned.
- Plan, organize, direct, monitor, and evaluate the work of the office and/or division of sworn and non-sworn staff.
- Prepare clear, concise, comprehensive reports and speak effectively before department staff, civic organizations, commissions, elected officials, and the general public.
- Develop and implement activities for an office and/or division assigned, including budget implementation and monitoring, and evaluating staff, technological, and material needs.
- Develop and implement contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Design and implement community organization and mobilization efforts that facilitate achievement of the department's mission, goals, and objectives.
- Identify and resolve difficult public and human relations problems.

- Establish and maintain cooperative and effective working relationships with the public, governmental officials, city departments, employees, and representatives of the press, television, and radio media.

Skill in:

- Use of computers, related computer applications and software.
- Driving a vehicle under hazardous conditions.
- Use of ancillary police weaponry and weaponless defense.
- Use of first-aid, including Cardiopulmonary Resuscitation techniques.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Bachelor's Degree from an accredited college or university with major course work in Criminal Justice, Public Administration, Business Administration, Political Science or a closely related field; a Master's Degree is desirable.

Completion of Command College, FBI National Academy, or comparable law enforcement executive training is desired.

Bilingual: Knowledge of a second language is beneficial.

Experience:

Three years of experience in a responsible middle management capacity in a municipal police department.

License or Certificate:

Possession of a POST Management Certificate is desirable.

SPECIAL QUALIFICATIONS

Age

Must be at least 21 years of age by the date of appointment.

Citizenship

Must be a citizen of the United States by the date of appointment.

Driver's License

Possession of a valid California Class C Driver's license at the time of appointment. Loss of the license is cause for discipline.

Certification

Must obtain appropriate POST Certificate within POST designated timeframes.

Respiratory Protective Equipment

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

Probationary Period

Employees must complete twelve (12) months of probation at the satisfactory performance level prior to gaining permanent status.

Candidates not employed by the Woodland Police Department must pass the following:

Background

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

Medical/Drug Test/Psychological Test

Must pass a medical examination, drug test, and psychological test.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or classroom setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

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.



POLICE CHIEF

DEFINITION

Under the City Manager, the Police Chief serves as the principal administrative officer for the Police Department; plans, directs, reviews, and manages Department activities and operations encompassing a wide range of law enforcement-related functions including neighborhood policing, patrol services, traffic services, court services, special forces, investigations, crime prevention, emergency preparedness, public information, staff training, and related administrative/technical services; assures Department compliance with and enforcement of applicable Federal, State, and local laws, ordinances, and codes; manages and supervises staff; serves as a member of the City's Executive Team.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The Police Chief's duties are administrative/managerial in nature, and the incumbent performs work that is very complex, with broad authority for overseeing the day-to-day operations of the Police Department as well as responsibility for Department strategic planning and goal setting. The incumbent has extensive contact with public officials, State/Federal/local agencies, other public/private organizations and the general public, and is responsible for developing, proposing, and implementing programs designed to provide quality police protection services, crime-solving and prevention services and maintain excellent customer service within the Department's jurisdiction. The classification of Police Chief is distinguished from the classification of Deputy Police Chief by its level and degree of responsibility for broad oversight of all Department functions.

SUPERVISION RECEIVED AND EXERCISED

Executive direction is provided by the City Manager. The incumbent has broad supervisory authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of police service-related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Plans, organizes, manages, leads, and directs the overall operations of the Police Department including, but not limited to, those services related to neighborhood policing, patrol, traffic, investigations, crime prevention, public information, and staff training, as well as related administrative/technical services.

- Selects, assigns, trains, directs, and evaluates subordinate staff, including subordinate managers, supervisors, sworn professionals and others; assures training and guidance for staff involved in various aspects of police service; oversees and implements disciplinary actions when necessary.
- Develops, plans, and implements Police Department goals and objectives in accordance with the core purpose, mission, vision, and values of the organization; develops, recommends, and administers policies and procedures; establishes priorities; monitors the efficiency and effectiveness of Department work products through quality control and related activities.
- Administers, directs, and participates in development of the Department budget; analyzes budget data to identify and project resource needs; obtains needed resources; develops strategies to increase Department funding; develops and monitors grant-funded programs; monitors and approves budget expenditures.
- Reviews legislation and assures Police Department compliance with appropriate law enforcement-related laws, regulations, statutes, and codes.
- Participates as a member of the City's Executive Team; provides assistance to the City Manager and the City Council on police service-related matters.
- Coordinates assigned activities with City officials, other City departments, and outside agencies as appropriate; maintains effective working relationships with City staff, Federal/State/local agencies, the general public and others; seeks to achieve positive public relations in all Department activities; participates on committees and boards and in community activities as assigned; attends meetings, conferences, and workshops as assigned; may testify in court and/or before legislative bodies.
- Coordinates with the Office of Emergency Services to ensure collaboration and joint efforts in planning and community preparedness efforts.
- Constantly strives to improve Departmental operation through training and professional development opportunities for employees and promotes inclusiveness and values diversity throughout the organization.
- Constantly strives to strengthen Police Department relationships within the community, and encourage positive relationships with the public and possesses a high degree of awareness of and sensitivity to the cultural diversity of the community.
- Prepares complex statistical and narrative reports, correspondence, and other documents.
- May participate in difficult investigations and/or crime scenes as necessary to help manage and/or oversee operations; may perform special projects.
- Serves as Acting City Manager as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern public administration including planning, organizing, staffing, leading, and controlling.
- Principles and practices of human resources management, supervision, and training.
- Public relations practices and techniques.
- Current principles, practices, methods, and techniques of policing and law enforcement with particular reference to community-based policing including administrative, operational, and investigative services; maintenance and use of modern law enforcement, weapons, and safety equipment.

- Current literature, laws, regulations, and developments, as well as various agencies that impact police-related services.
- Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.

Ability to:

- Lead, administer, and oversee a city Police Department; make decisions under pressure.
- Supervise subordinate personnel, including managers, supervisors, and sworn professional staff.
- Develop and implement police service-related strategic plans, policies, and procedures.
- Develop, administer, and control budgets.
- Read and interpret complex laws and regulations regarding police-related services.
- Establish effective working relationships with public officials, public/private agencies, and the general public on a variety of issues.
- Prepare complex narrative and statistical reports, correspondence, and other documents.
- Participate in or direct difficult investigations/crime scene activities if required.

Skill in:

- Use of modern office equipment, including computers, computer applications and software.
- Use of modern communication devices including radios and cell phones.
- Use of law enforcement weapons and other equipment.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Bachelor's Degree from an accredited college or university with major work in public/business administration, criminal justice or related field is required. A Master's Degree in business administration, criminal justice or related field is preferred.

Completion of Command College, FBI National Academy, or comparable law enforcement executive training is desired.

Bilingual: Knowledge of a second language is beneficial.

Experience:

Ten years of increasingly responsible experience in all major phases of municipal police work; at least three years of responsible administrative/management experience in a municipal police department.

License or Certificate

Possession of a POST Management Certificate is desirable

SPECIAL QUALIFICATIONS

Age

Must be at least 21 years of age by the date of appointment.

Citizenship

Must be a citizen of the United States by the date of appointment.

Driver's License

Possession of a valid California Class C Driver's license at the time of appointment. Loss of the license is cause for discipline.

Certification

Must obtain appropriate POST Certificate within POST designated timeframes.

Respiratory Protective Equipment

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

Candidates not employed by the Woodland Police Department must pass the following:

Background

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

Medical/Drug Test/Psychological Test

Must pass a medical examination, drug test, and psychological test.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or classroom setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

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.



POLICE LIEUTENANT

DEFINITION

Under limited direction, the Police Lieutenant performs difficult administrative duties in planning, organizing, and directing the activities of a large division and/or designated area while meeting the goals and objectives of the Police Department; assists in designing and implementing procedures, methods and programs; assumes command in emergency situations.

DISTINGUISHING

CHARACTERISTICS

This is a management-level classification populated with multiple incumbents. The Police Lieutenant is responsible for performing administrative work of considerable difficulty in managing a major functional unit or shift with the Police Department. This classification is distinguished from the next lower sworn classification of Police Sergeant in that the Police Lieutenant has responsibility for a large division or area that includes the supervision of Sergeants, while the Sergeant supervises the activities of a departmental unit.

SUPERVISION RECEIVED AND EXERCISED

Limited direction is provided by the Deputy Chief of Police or the Chief of Police. Responsibilities include direct and indirect supervision of sworn and non-sworn personnel including Sergeants, Officers, Community Service Officers, Record Specialists, and other personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending on assignment, duties may include, but are not limited to, the following:

- Develops and implements division or area goals, objectives, policies, and procedures in support of the department's mission, vision and values; evaluates division activities, policies, procedures, and departmental rules, orders, and regulations and makes recommendations as needed; assists in designing, coordinating, and implementing community education, organization and mobilization efforts.
- Assists in designing and implementing contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Assumes administrative control of all persons employed within a division or area assigned; reviews, directs, and develops the performance of assigned staff and support staff; organizes and coordinates the dissemination of support information to staff within the office, division, or area assigned; establishes and directs training programs for both sworn and non-sworn personnel; reviews investigations of officer and/or staff misconduct within the office, division or area assigned and recommends disciplinary action to the Deputy Chief of Police or the Chief of Police.

- Conducts inspections of the division or area assigned to ensure compliance with laws, department and City policies and procedures.
- Assists in developing, implementing, and monitoring a division's budget and provides administrative guidance for the control of budget expenditures.
- Acts as representative for the Police Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems; serves as Acting Deputy Chief of Police, as required.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.
- Performs other or related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Contemporary principles, practices, and techniques of Police administration, organization, and operations, including fiscal and human resources management.
- Laws, ordinances, and regulations affecting the activities of a division or area assigned, specifically; and the department, in general.
- Criminal law, with particular reference to community-based policing, the apprehension, arrest, and prosecution of persons committing misdemeanors and felonies, and of the laws of arrest, search and seizure, and rules of evidence.
- Contemporary technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Principles of organization, administration, supervision, and personnel development.
- Contemporary technology and its application in law enforcement, including various types of firearms, communication devices/systems, information systems, and vehicles.

Ability to:

- Analyze sensitive and complex law enforcement problems and adopt quick, effective, and reasonable courses of action.
- Plan, organize, direct, monitor, and evaluate the work of division or area, assigned sworn and non-sworn staff.
- Prepare clear, concise, comprehensive reports and speak effectively before department staff, civic organizations, commissions, elected officials, and the general public.
- Develop and implement technical and administrative methods of crime prevention, juvenile delinquency control, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Develop and implement activities for a division or area assigned, including budget implementation and monitoring; and evaluating staff, technological, and material needs.
- Design and implement community organization and mobilization efforts that facilitate achievement of the department's mission, goals, and objectives.
- Identify and resolve difficult public and human relations problems.
- Establish and maintain cooperative, effective working relationships with the public, governmental officials, city departments, employees, and representatives of newspaper, television, and radio media.

Skill in:

- Use of computers, related computer applications and software.
- Driving a vehicle under hazardous conditions.
- The use of ancillary police weaponry and weaponless defense.
- The use of first-aid, including Cardiopulmonary Resuscitation techniques.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Bachelor's Degree from an accredited college or university with major course work in Criminal Justice, Business Administration, Political Science or a closely related field. Must successfully complete the POST Management Course within 12-months of appointment to Lieutenant position.

Bilingual: Knowledge of a second language is beneficial.

Experience:

Four years of experience in law enforcement work within the City of Woodland including two years of experience in the rank of Police Sergeant, or five years of law enforcement experience including two years of experience in a position equivalent to Police Sergeant in the City of Woodland.

License or Certificate

Possession of a POST Supervisory Certificate is desirable.

SPECIAL QUALIFICATIONS

Age

Must be at least 21 years of age by the date of appointment.

Citizenship

Must be a citizen of the United States by the date of appointment.

Driver's License

Possession of a valid California Class C Driver's license at the time of appointment. Loss of the license is cause for discipline.

Certification

Must obtain appropriate POST Certificate within POST designated timeframes.

Respiratory Protective Equipment

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

Probationary Period

Employees must complete twelve (12) months of probation at the satisfactory performance level prior to gaining permanent status.

Candidates not employed by the Woodland Police Department must pass the following:

Background

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

Medical/Drug Test/Psychological Test

Must pass a medical examination, drug test, and psychological test.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

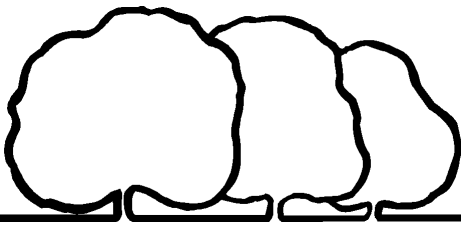
Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

May be assigned to bicycle patrol, and would require the skills to ride a bike.

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.



City of Woodland

POLICE OFFICER

DEFINITION

To provide services through the enforcement of laws and ordinances.

DISTINGUISHING CHARACTERISTICS

The classification of Police Officer is a journey level classification assigned full arrest and citation powers under the California Penal Code. Police Officer is distinguished from the Police Recruit classification in that it has full police authority to carry out the enforcement of laws and ordinances while the latter is a recruiting and training-level classification with no police authority. Police Officer is distinguished from the Police Sergeant classification in that it is a journey level classification which has no supervisory responsibilities except for training new employees while the latter has supervisory responsibility and directs work of subordinate personnel on a continual basis. Police Officers receive assignments and special instruction from higher ranking officers who also review the Police Officer's work.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher level sworn personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon assignments, duties may include, but are not limited to the following:

- Patrol a designated area of the city on foot, on a bicycle, on a motorcycle, or in a patrol car, jeep or van to preserve order, prevent crime and discover criminal acts, and make arrests.
- Answer radio dispatched or citizens' request for police services at accident scenes, domestic disputes, law violations, and peace disturbances.
- Conduct investigations, gather evidence, interview witnesses, take statements, make arrests, or write citations and make written reports at crime or accident scenes.
- Testify in court at criminal hearings and trials.
- Provide traffic control at accident scenes, fires, and congested areas.
- May work in plain clothes to conduct follow-up investigations, and to suppress vice or narcotics activities.
- Conduct lineups for identification of suspects.
- Attend community meetings to discuss crime problems.
- Evaluate and control violent situations and subjects.
- Order and direct emergency equipment at accident and disaster scenes.
- Search for missing subjects.
- Drive vehicles under hazardous and emergency conditions.
- Train new employees in proper police procedures.

- Provide first aid to injured or sick subjects.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, state, and city codes and ordinances relating to law enforcement.
- Modern approved principles and procedures of police work with particular reference to community-based policing.
- Department rules and regulations.
- General Orders and directives.
- City streets and principal locations.
- Court and evidence procedures.
- Court decisions affecting police practices.
- Radio procedures.

Ability to:

- Express him/herself in English in a clear, distinct, and understandable manner when speaking to individuals, to people of different socio-economic levels, before various public and community groups, and when testifying in court.
- Write clearly, accurately, concisely, and legibly using correct English, grammatical construction, and spelling.
- Read and interpret complex technical documents in English.
- Understand and carry out oral and written instructions.
- Observe, assimilate, remember, record, and recall pertinent facts and details.
- Read maps and mapped information.
- Apply selected knowledge (i.e., laws, statutes, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing a variety of information in order to decide on an appropriate and reasonable course of action.
- Deal with people of different socio-economic levels without arousing their antagonism.
- Analyze problems and rationally and calmly take effective action in emergency and stress situations.
- Plan and effectively present material orally to diverse groups.
- Deal courteously but firmly with the general public.
- Establish and maintain cooperative working relationships with co-workers and other City employees.
- Use firearms safely and accurately.
- Climb barriers, jump obstacles, and perform strenuous physical activities.
- Control resisting subjects with a minimum of force necessary to effect an arrest.

Skill in:

- Driving a vehicle under hazardous conditions.
- The use of ancillary police weaponry and weaponless defense.
- The use of first-aid, including Cardiopulmonary Resuscitation techniques.

Experience and Education:

Education:

Successful completion of a California P.O.S.T. Police Academy and High school diploma or G.E.D. equivalent

Lateral entry applicants must possess or be eligible to possess upon appointment a POST Basic Certificate.

Bilingual: Knowledge of a second language is beneficial.

SPECIAL QUALIFICATIONS

Age

Must be at least 21 years of age by the date of appointment.

Citizenship

Must be a citizen of the United States by the date of appointment.

Driver's License

Possession of a valid California Class C Driver's license at the time of appointment. Loss of the license is cause for discipline.

Respiratory Protective Equipment

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

Background

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

Medical/Drug Test/Psychological Test

Must pass a medical examination, drug test, and psychological test.

Probationary Period

Employees must complete twelve (12) months of probation at a satisfactory performance level prior to gaining permanent status.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering,

grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

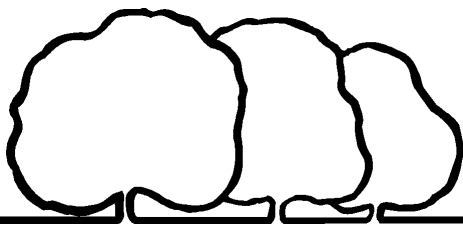
Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

May be assigned to bicycle patrol, and would require the skills to ride a bike.

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.



POLICE OFFICER RECRUIT

DEFINITION

Under close supervision, Police Officer Recruits participate in a basic law enforcement training program. Police Officer Recruits gain an understanding of police procedures, law enforcement techniques, first aid, and acquire physical and emotional skills needed to successfully complete the police academy and may perform non-sworn, non-hazardous duties in support of a variety of police operations.

DISTINGUISHING CHARACTERISTICS

The Police Officer Recruit is a non-career developmental classification used to recruit and train qualified candidates to learn the duties of a Police Officer. Incumbents of this class undergo a formal, comprehensive training program in a State of California Commission on Peace Officer Standards and Training (P.O.S.T.) Basic Police Academy to prepare for performing duties in support of police operations. Incumbents are expected to demonstrate satisfactory proficiency in the required physical agility testing component prior to and during the academy. On-going physical training will be a required skill set for any successful incumbent.

Upon satisfactory graduation from a P.O.S.T. Basic Course Police Academy, a Police Officer Recruit meeting the requirements of the Police Officer classification shall be advanced to the career classification of Police Officer.

Employees shall not be classified as Police Officer Recruit for more than one year from the date of hire unless the employee was unsuccessful in an Academy and the employee is invited to participate in an additional academy. Advancement to Police Officer is dependent upon satisfactory job performance. Failure to graduate from the Police Academy and/or failure to meet satisfactory progress within the prescribed training period will be cause for termination.

SUPERVISION RECEIVED AND EXERCISED

As a Police Officer Recruit, the Recruit will attend a Peace Officer Standards and Training (P.O.S.T.), a certified basic academy during regular academy hours and any other scheduled departmental and academy exercise activities. Successful completion of the academy is required to continue employment and be promoted to a Police Officer. General supervision will be provided from a high level Police Department personnel, both sworn and civilian, and P.O.S.T. Academy Staff. No direct supervision of staff is exercised.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the Police Officer Recruit job class, not an all-inclusive or limiting list:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Learn and apply knowledge of the Woodland Police Department's organization, chain of command, and rules and regulations.
- Learn, identify and emulate principles and techniques that promote community service, crime prevention, and appropriate behavior.
- Learn and apply knowledge of enforcement and procedural aspects of criminal law and the legal obligations inherent in enforcement of those laws.
- Learn and apply knowledge of proficient application of the rules of evidence. Receive training in and practice effective and professional communications through written, oral, and mechanical media.
- Learn to recognize vehicle violations, locating the violations in the Vehicle Code, and under supervision, safely and professionally contact the violator.
- Learn and apply basic criminal investigation processes and techniques, including the identification, collection, and preservation of evidence, courtroom testimony, and witness interrogation.
- Learn and practice physical fitness and defense techniques programs.
- Learn and practice first-aid, including Cardiopulmonary Resuscitation techniques.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.

QUALIFICATIONS

Ability to:

- Acquire, through training, knowledge of modern approved principles, practices, and procedures of police work, state laws, City ordinances, first-aid, the geography of the City, and the location of important buildings.
- Write clearly, accurately, concisely, legibly, and with correct English, grammatical construction and spelling.
- Read and interpret complex technical documents in English. Understand and carry out oral and written instructions.
- Observe, assimilate, remember, record, and recall pertinent facts and details. Read maps and mapped information.
- Apply selected knowledge (i.e., laws, statutes, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing a variety of information in order to decide on an appropriate and reasonable course of action.
- Analyze problems and have the potential to rationally and calmly take effective action in emergency and stress situations.
- Plan and effectively present material orally to diverse groups. Deal courteously but firmly with the general public.
- Establish and maintain cooperative working relationships with co-workers and other City employees.
- Undergo strenuous physical conditioning.

EXPERIENCE AND EDUCATION

Education:

High school diploma or G.E.D. equivalent

Experience:

No experience required.

Bilingual: Knowledge of a second language is beneficial.

SPECIAL QUALIFICATIONS

Age:

Must be at least 21 years of age by the time of appointment to Police Officer.

Citizenship:

Must be a citizen of the United States by the date of appointment.

Driver License:

Possession of a valid California Class C Driver License at the time of appointment.

Respiratory Protective Equipment:

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

Felony Convictions:

Free of felony convictions under California Government Code Section 1029.

Background:

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

Medical/Drug Test/Psychological Test:

Must pass a medical examination, drug test, and psychological test.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

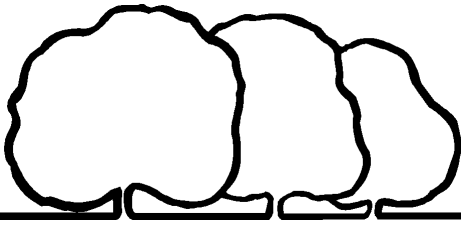
Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

May be assigned to bicycle patrol, and would require the skills to ride a bike.

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.



POLICE SERGEANT

DEFINITION

Under direction, to perform supervisory, specialized and complex duties within the Woodland Police Department.

DISTINGUISHING CHARACTERISTICS

Police Sergeant is distinguished from the Police Officer classification in that it is a supervisor level classification which supervises subordinate employees, including training, motivating, coaching, correcting, evaluating subordinate employees while the latter has no supervisory responsibility. Police Sergeants receive assignments and special instruction from higher ranking officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon assignments, duties may include, but are not limited to the following:

- Train, counsel, and evaluate subordinate employees; provide direct supervision in complex situations.
- Take appropriate action to correct substandard performance of subordinate employees.
- Keep records and prepare and review written reports.
- Maintain close and effective relationships with fellow employees, civic groups, and the general community and law enforcement agencies.
- Patrol a designated area of the city to preserve order, prevent crime and discover criminal acts, and make arrests, or write citations.
- Answer radio dispatched or citizens' request for police services.
- Conduct investigations, gather evidence, interview witnesses, take statements, and make arrests, or write citations.
- Apprehend, interrogate and make arrests of suspects.
- Testify in court at criminal hearings and trials.
- Provide traffic control at accident scenes, fires, and congested areas.
- May work in plain clothes to conduct follow-up investigations, and to suppress vice, narcotics or gang activities.
- Conduct lineups for identification of suspects.
- Attend community meetings to discuss crime problems.
- Evaluate and control violent situations and persons.
- Order and direct emergency equipment at accident and disaster scenes.
- Search for missing persons.
- Drive vehicles under hazardous and emergency conditions.

- Provide first aid to injured or sick persons.
- Provides exceptional customer service to those contacted in the course of work.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Knowledge of:

- Methods, principles, and practices of supervision and training.
- Federal, state, and city codes and ordinances relating to law enforcement.
- Modern approved principles and procedures of police work with particular reference to community-based policing.
- Department General Orders and directives.
- City geography, streets and principal locations.
- Court and evidence procedures.
- Court decisions affecting police practices.
- Radio procedures.

Ability to:

- Establish and maintain effective working relationships with co-workers, other City employees, and the community.
- Communicate in English in a clear, distinct, and understandable manner.
- Write clearly, accurately, concisely, and legibly using correct English, grammatical construction, and spelling.
- Read and interpret complex technical documents in English.
- Understand and carry out oral and written instructions.
- Observe, assimilate, remember, record, and recall pertinent facts and details.
- Read maps and mapped information.
- Apply selected knowledge (i.e., laws, statutes, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing a variety of information in order to decide on an appropriate and reasonable course of action.
- Analyze problems and rationally and calmly take effective action in emergency and stress situations.
- Plan and effectively present material orally to diverse groups.
- Deal courteously but firmly with the general public.
- Use firearms safely and accurately.
- Climb barriers, jump obstacles, and perform strenuous physical activities.
- Control resisting subjects with a minimum of force necessary to affect an arrest.
- Use modern computer equipment including in car mobile data computers, in car video and audio recording devices, electronic mapping and GPS equipment, and specialized tracking equipment.

Skill in:

- Driving a vehicle under hazardous conditions.
- The use of ancillary police weaponry and weaponless defense.
- The use of first-aid, including Cardiopulmonary Resuscitation techniques.

Education and ExperienceEducation:

Successful completion of a California P.O.ST. Police Academy and High school diploma or G.E.D. equivalent.

Bilingual: Knowledge of a second language is beneficial.

Experience:

Four years of experience equivalent to that of a Police Officer.

SPECIAL QUALIFICATIONS**Age**

Must be at least 21 years of age by the date of appointment.

Citizenship

Must be a citizen of the United States by the date of appointment.

Driver's License

Possession of a valid California Class C Driver's license at the time of appointment. Loss of the license is cause for discipline.

Respiratory Protective Equipment

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

Felony Convictions

Free of felony convictions under California Government Code Section 1029.

Probationary Period

Employees must complete twelve (12) months of probation at the satisfactory performance level prior to gaining permanent status.

Candidates not employed by the Woodland Police Department must pass the following:

Background

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

Medical/Drug Test/Psychological Test

Must pass a medical examination, drug test, and psychological test.

ADA Compliance

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

Physical Agility: Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

May be assigned to bicycle patrol, and would require the skills to ride a bike.

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: February 2, 2021
ITEM #: I.7
SUBJECT: 2020 FEMA Assistance to Firefighters Grant (AFG)

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager and the Fire Department to:

1. Submit a FEMA Assistance to Firefighters Grant (AFG) application for all band radios and related equipment;
2. Approve City of Woodland to be host agency and to create MOU with partner agencies including Willow Oak Fire Protection District and Yocha DeHe Fire Department. Where in partner agencies agree to pay matching funds as required by FEMA (10%) for their portion of the requested equipment.

Staff Contact:

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

Fiscal Impact:

The AFG award reimburses 90% of equipment costs, requiring a 10% recipient match. Should the grant be awarded, the City of Woodland would be responsible for the initial purchase, approximately \$721,414.07 as the Host Agency. Of this, 90% will be reimbursed by FEMA and each partner agency will then be required to make a 10% match for their share of the equipment as outlined by the MOU and required by FEMA.

The partner agencies, Willow Oak Fire Protection District and Yocha DeHe Fire Department will be requesting all band portable radios that will total approximately \$275,050.67 with a combined match of \$27,505.06. All of which will be reimbursed to the City of Woodland by FEMA and the partner agencies.

The Woodland Fire Department will be requesting new all band radios and related equipment, totaling approximately \$446,363.40. The matching funds required for the City of Woodland's cost share will be approximately \$44,636.34. This would be the only non-reimbursed cost to the City of Woodland. The Fire Department is requesting a one-time General Fund appropriation as part of FY22 budget process for the expenditures

Background:

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

Discussion:

The Woodland Fire Department is requesting approval to submit a regional AFG application in order to replace our aging portable and mobile radios. The "All Band" radio is a radio that can transmit and receive on 700/800 MHz, VHF and UHF. The Department's current portable radios, along with a few older mobile radios, only

transmit and receive VHF radio signals. Emergency scene communications are a top priority for firefighter safety and these radios will help firefighters communicate with mutual aid partners that are working on the 800 MHz platform while also being able to monitor all other radio frequencies and maintaining interoperability with agencies still utilizing VHF. Regional partner agencies currently utilizing 800 MHz include, City of Davis and UC Davis Fire Departments, West Sacramento Fire Department, Sacramento Fire Department, Sacramento International Airport Fire Department and Sacramento Metropolitan Fire Department. Currently, if responding to a department that is using the 800MHz platform firefighters must switch portable radios enroute to the emergency scene. With the Department's goal of region-wide interoperability and reducing maintenance costs the current model is not working. With these new radios, firefighters will be able to communicate across all platforms with one portable radio and ensure effective communications on emergency scenes and lower maintenance costs.

Woodland Fire Department will be requesting 61 new portable radios, 2 mobile radios, and 10 in-cab chargers, totaling approximately \$446,363.40

Willow Oak Fire Protection District will be requesting 21 new portable radios and 21 in-cab chargers, totaling approximately \$156,109.84

Yocha DeHe Fire Department will be requesting 16 portable radios and 16 in-cab chargers, totaling approximately \$118,940.83

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager and the Fire Department to:

1. Submit a FEMA Assistance to Firefighters Grant (AFG) application for all band radios and related equipment;
2. Approve City of Woodland to be host agency and to create MOU with partner agencies including Willow Oak Fire Protection District and Yocha DeHe Fire Department. Where in partner agencies agree to pay matching funds as required by FEMA (10%) for their portion of the requested equipment.

Prepared by: Erik Komula, Fire Battalion Chief

Reviewed by: Eric Zane, Fire Chief



Ken Hiatt
City Manager

Attachments:

1. AFG Grant Council Resolution- Radios
2. Radio Cost Breakdown

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION FOR
THE FEMA ASSISTANCE TO FIREFIGHTERS GRANT, ENTER INTO A MOU WITH
PARTNER AGENCIES AND, IF AWARDED, ACCEPT THE GRANT AND APPROVE
INITIAL EXPENDITURE.**

WHEREAS, the primary goal of the Assistance to Firefighters Grant (AFG) is to enhance the safety of the public and firefighters with respect to fire-related hazards by providing direct financial assistance to eligible fire departments by funding critically needed resources to equip and train emergency personnel; and

WHEREAS, the Woodland Fire Department is in critical need of all-band radio to replace aging portable and mobile radios in order to communicate safely and effectively with regional partner agencies operating on both 700/800 MHz, VHF, and UHF; and

WHEREAS, award of the AFG would reimburse 90% of the cost of the SCBAs with a 10% City match; and

WHEREAS, this collaborative endeavor with Willow Oak Fire Protection District and Yocha Dehe Fire Department further serves to continue the ongoing partnership in the region and enhance standardized operations and equipment while also providing the highest level of safety for our firefighters; and

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

SECTION 1. That the City Council hereby authorizes the City Manager or his designee to submit an application for the Assistance for Firefighters Grant for all band radios and related equipment; and

SECTION 2. Approves City of Woodland to be the Host Agency and authorized the City Manager or his designee to create a MOU with partner agencies including Willow Oak Fire Protection District and Yocha Dehe Fire Department, wherein the partner agencies agree to pay matching funds as required by FEMA for their portion of the requested equipment; and

SECTION 3. If awarded, the City Manager is hereby authorized to accept the grant and approve the initial expenditure of the total equipment costs of approximately \$721,415, of which approximately \$605,000 will be reimbursed by FEMA and partner agencies as outlined in the MOU and required by FEMA.

PASSED AND ADOPTED by the City Council this 2nd day of February, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzales, City Clerk

APPROVED AS TO FORM:

Ethan Walsh, City Attorney

Fire Department	Cost	Sub Total	Tax 8%	Total	10% Match
Woodland Fire	\$3,775.50	\$413,299.44	\$33,063.96	\$446,363.40	\$44,636.34
Willow Oak Fire	\$7,928.55	\$144,546.15	\$11,563.69	\$156,109.84	\$15,610.98
Yocha DeHe Fire	\$6,040.80	\$110,130.40	\$8,810.43	\$118,940.83	\$11,894.08
Totals	\$17,744.85	\$667,975.99	\$53,438.08	\$721,414.07	\$72,141.40



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 2, 2021
ITEM #: J.8
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.

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

Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 2, 2021
ITEM #: J.9
SUBJECT: City of Woodland 150th Anniversary Celebration - February 22, 2021

Recommendation for Action: Staff recommends that the City Council discuss the City of Woodland's 150th (Sesquicentennial) Anniversary of Incorporation and consider establishing an ad-hoc committee to identify activities to commemorate the City's Sesquicentennial.

Fiscal Impact:

There is no know fiscal impact at this time. Recommendations for future projects or activities in support of the 150th celebration of the city's incorporation that require allocation of funding not covered within the current FY20/21 Budget will be brought back to the Council for consideration.

Background:

The Town of Woodland was incorporated as a city on February 22, 1871 after the citizens of Woodland voted to assume responsibility for their own governance and there after no longer be governed under jurisdiction of the County. To commemorate this significant year in the City's history, staff is recommending the Council consider establishing an ad-hock committee of interested community members to help identify and execute various projects / events through out the year. Commemorative activities are anticipated to be initiatives of both the City as well as organizations within the community.

Conclusion:

Staff recommends that the City Council discuss the City of Woodland's 150th (Sesquicentennial) Anniversary of Incorporation and consider establishing an ad-hoc committee to identify activities to commemorate the City's Sesquicentennial.

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

Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 2, 2021
ITEM #: J.10
SUBJECT: City Council Study Session / Strategic Planning Retreat Discussion

Recommendation for Action: Staff recommends the City Council receive a presentation from Mayor Stallard and Mayor Pro Tempore Vega on the proposed outline, format, and desired outcomes for the planned February 20th City Council Study Session and Strategic Planning Retreat.

Background

Since 2012, the City Council has conducted retreats to review priority goals and discuss modifications / additions to City Council Priority Goals for the subsequent 2 years following each Council election. After each retreat and relevant Council sub-committee refinement, updated two-year Council Goals have been brought back to the full Council for formal adoption. Establishing explicit City Council goals and priorities for the next year (and beyond) is important in several respects. First, the goals set by the Council will continue to form the basis for assessing progress made in addressing the most important issues facing the City and community. In addition, clearly articulated Council priorities will assist in ensuring that the City's limited resources are focused on those initiatives and programs that contribute most directly to the outcomes envisioned in advancing city priorities.

The February 20th retreat is intended to provide the newly-seated City Council with an opportunity to discuss existing Council goals and engage in a discussion of additions and modifications as the next step in establishing consensus on the highest priorities for the City over the next two years. Mayor Stallard and Mayor Pro Tempore Vega have been working with staff to outline a full-day retreat that will build on prior Council Goals while developing a more targeted set of goals and strategies. These priority goals and strategies will be articulated in a strategic plan document that will direct the way we serve, invest, develop, and meet the needs of our community now and in the future. Specifically, the Strategic Plan that will contain:

1. Clearly defined priorities
2. Specific, Measurable, Attainable, Relevant, Time-Based Goals
3. Provides the Strategic Plan Framework (Goal Areas, Statements, & Strategies) so staff can effectively flesh out specific projects or initiatives needed in order to implement each strategy and achieve the outcomes outlined within each goal area.

The Strategic Plan will be the topic of future council meetings where we update residents on the progress towards achieving each goal area. It is envisioned that advancement of goals will be tracked using a quickly discernable and visual format to help communicate progress, or lack thereof, on these key priorities. To maximize the opportunity during the retreat for dialog among the Council around areas of most importance, a packet of background information will be provided for Council to review in advance.

Conclusion

Staff recommends the City Council receive a presentation from Mayor Stallard and Mayor Pro Tempore Vega on the proposed outline, format, and desired outcomes for the planned February 20th City Council Retreat.

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. CITY COUNCIL RETREAT OUTLINE 2019
2. Council Goals 2019-2020

CITY COUNCIL RETREAT
DRAFT
January 26, 2019
Community and Senior Center
8:30am – 12:30pm
Agenda Outline

☐ **Introduction / Agenda**

☐ **City Council Goals - Review / Update**

TAB 1

- Recommended Additions & Modifications for 2019-2020
- Next Steps

☐ **City Council Agenda Planning & Organization**

TAB 2

- Council Meeting Calendar
- Study Session Topics / Timeframe(s)
- Discussion of Potential Ballot Measures
- Council Officers / Organization
- Review Council Meeting Agenda / Rosenberg's Rules of Order
- Legislative Advocacy / Process

(Opportunity to plan our meetings and discuss meeting protocols – includes review Municipal Code governing conduct of meetings, selection of officers, Rosenberg's Rules of Order)

☐ **Council Standing Sub-committees / Inter-Jurisdictional Bodies**

TAB 3

- Roles / Direction / Report-out
- Inter-Jurisdictional Bodies and Linkage to Council Goals and Priorities

(Review role of sub-committees and inter-jurisdictional bodies; linkage to goals and priorities; expectations for reporting out to full Council)

☐ **Commissions / Advisory Bodies**

TAB 4

- Implementation of New Appointment Process
- Alignment of Commission work plan(s) to Council Goals and Priorities

☐ **Constituent & Staff Communications**

(Review of protocols for addressing constituent and Council referrals /staff engagement and follow-up)

☐ **Council member support**

TAB 5

- City Council Budget - Memberships / Meetings / Travel
- Mandated Training
- FPPC Reporting

(Review of City Council budget and expectations for city-covered travel, meetings, memberships and special events)

☐ **Brown Act**

TAB 6

Wrap-Up

**CITY COUNCIL
PRIORITY GOALS
2019-2020 (Draft)**



City Council Priority Goals

QUALITY OF LIFE
<i>Maintain and enhance Woodland's quality of life by promoting a wide range of parks and recreational facilities and activities, and provision of exceptional public services, consistent with community expectations.</i>
SUSTAINABILITY
<i>Foster a sustainable community for the next generation and protect and improve the quality of the natural environment and human well-being through stewardship of land, water, air and energy resources and by providing all residents with opportunities to live active and healthy lifestyles.</i>
STRENGTHEN DOWNTOWN
<i>Revitalize the Downtown district as the Heart of the City, and center of civic activity, by enhancing a mix of residential and commercial activity, while preserving its historic and cultural resources and small-town character.</i>
ECONOMIC DEVELOPMENT / JOB CREATION
<i>Provide for a diversified economic base with a range of employment opportunities by supporting growth of existing businesses, and providing expanded opportunities for new businesses through targeted infrastructure investments and leveraging existing community and regional assets.</i>
PUBLIC SAFETY
<i>Maintain and enhance Woodland's quality of life by ensuring the highest level of public safety.</i>
INFRASTRUCTURE
<i>Ensure that the City's physical infrastructure is planned, funded and maintained to provide for current and future community needs, in support of commercial, recreational and environmental requirements and standards, while managing the overall cost consistent with available resources.</i>
FISCAL RESPONSIBILITY
<i>Maintain structurally-balanced budget where current services can be sustained with ongoing, recurring revenues, while maintaining prudent reserves, adequately funding infrastructure maintenance and replacement needs, and addressing long-term unfunded liabilities and debt obligations.</i>
GOVERNANCE / ORGANIZATIONAL EFFECTIVENESS
<i>Promote a local government and city organization that is committed to meeting the needs of the community, encourages collaboration, civic participation, and promotes accountability and transparency in the effective delivery of services.</i>

CITY COUNCIL PRIORITY GOALS

Strategic Actions

QUALITY OF LIFE

Strategies

- Identify funding opportunities to further expand recreation programs and library services, to include focus on facility needs
- Ensure adequate funding to maintain parks, streetscapes, and other community amenities
- Update Bike Master Plan and implement projects to enhance bicycle and pedestrian friendly infrastructure and promote safe routes to school
- Implement traffic calming strategies to improve neighborhood livability
- Work collaboratively with WJUSD and WCC to support enhanced educational opportunities and academic achievement goals
- Assess park utilization and work to promote expanded programming and community events in neighborhood parks
- Promote new development and re-investment that continues to enhance Woodland's unique sense of place as a desirable place to live, learn, work and recreate
- Improve public outreach to all segments of the community related to city programming and services
- Implement programs and strategies to engage community around healthy active lifestyles
- Continue to implement programming consistent with the Measure J Spending Plan to expand recreational opportunities and increase Library hours of operation

SUSTAINABILITY

Strategies

- Implement the City's 2035 Climate Action Plan by supporting projects and programs that:
 - Reduce non-renewable energy demand and increase renewable energy supply
 - Reduce private motor vehicle dependency
 - Maintain, enhance, and improve the City's tree canopy
 - Reduce, reuse, and recycle solid waste
- Protect and enhance the natural quantity and qualities of surface water and groundwater resources, and expanded use of recycled water
- Support projects and programs that protect and enhance sensitive natural habitats
- Implement and support programs that promote the well-being of Woodland residents

STRENGTHEN DOWNTOWN

Strategies

- Update Downtown Specific Plan and project review procedures to streamline development consistent with General Plan Goals and Policies
- Improve Live/Work Balance in the Downtown district
- Seek to leverage remaining financing tools and tax credit programs to encourage reinvestment

- Continue efforts to enhance flexibility with regard to Code interpretations and fee structures for renovations of older downtown structures
- Continue to promote Special Events and Community Activities throughout the downtown
- Expand Arts & Entertainment Activities/Venues in Downtown
- Continue to make investments to enhance walkability and “Sense of Place”
- Effectively manage and allocate parking resources to maximize utilization of existing space

ECONOMIC DEVELOPMENT / JOB CREATION

Strategies

- Implement General Plan Policies that support diversification of economy
- Complete the Comprehensive Review of City Codes and Regulations to encourage new uses that increase jobs and fiscal benefits to the community
- Ensure the City has ample supply of “shovel ready” sites to attract new industry and retail services
- Develop Plan to Mitigate Flood Issues in City's Industrial Area
- Continue to Improve Business-Friendly Culture and Practices make City processes and procedures more “user friendly”
- Partner with existing food and agriculture Industry via the Food Front initiative to continue to reinforce Woodland’s reputation as the region’s epicenter of food and agriculture
- Support efforts to develop effective workforce readiness program(s) that provide the necessary skills and training to support the growth and evolution of our economy
- Market and promote targeted business opportunities in collaboration with local and regional agencies/organizations
- Ensure Woodland’s development fees and processes are regionally competitive

PUBLIC SAFETY

Strategies

- Ensure appropriate staffing and resource support of public safety departments to meet the current and future needs of our developing and growing community
- Expand Crime Prevention and Neighborhood Watch
- Implement Prevention and Intervention program for at-risk youth
- Review and update Fire Department Master Plan
- Explore opportunities for shared services and resources with neighboring agencies
- Enhance public education and outreach to all populations in support of public safety objectives
- Increase planning, preparedness, and technology to reduce community safety risks
- Increase transparency and trust by educating the community through the use of social media and special programs
- Improve traffic safety citywide

INFRASTRUCTURE

Strategies

- Sustainably manage City’s overall water supply to ensure long-term reliability, resilient to changes to climate and environmental regulations
- Manage existing infrastructure to reduce long-term cost of maintenance and replacement

- needs
- Seek support for securing Federal/State, regional and local funding for major infrastructure projects
- Actively manage continuous process improvements at Wastewater Treatment Facility to facilitate expanded use of recycled water
- Explore regional opportunities for sharing of infrastructure facilities, reduce environmental impacts and costs
- Complete Lower Cache Creek Flood Control Plan
- Update Facilities Mater Plan to include energy efficiency

FISCAL RESPONSIBILITY

Strategies

- Ensure ongoing expenditures are supported by ongoing revenues; one-time sources applied to one-time needs
- Maintain prudent reserves across all major operating funds
- Explore opportunities to expand and diversify citywide revenue sources
- Achieve agreement on fair and sustainable labor contracts
- Implement measures to address long-term unfunded liabilities
- Reduce burden of existing debt obligations

GOVERNANCE / ORGANIZATIONAL EFFECTIVENESS

Strategies

- Expand and strengthen collaborations with Yolo County and its cities
- Actively engage in advocacy at State/Federal level to support City interests
- Partner with community-based organizations to leverage community assets towards common objectives
- Empower city employees and work groups
- Enable appropriate alternative service-delivery models
- Increase transparency and public trust through effective community outreach, public information and constituent services
- Expand opportunities for increased community engagement and public participation in civic affairs

QUALITY OF LIFE

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Maintain and enhance Woodland's quality of life by promoting a wide range of parks and recreational facilities and activities, provision of exceptional public services, consistent with community expectations.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Identify funding opportunities to further expand recreation programs and library services, to include focus on facility needs
- B. Ensure adequate funding to maintain parks, streetscapes, and other community amenities
- C. Update Bike Master Plan and implement projects to enhance bicycle and pedestrian friendly infrastructure and promote safe routes to school
- D. Implement traffic calming strategies to improve neighborhood livability
- E. Work collaboratively with WJUSD and WCC to support enhanced educational opportunities and academic achievement goals
- F. Assess park utilization and work to promote expanded programming and community events in neighborhood parks
- G. Promote new development and re-investment that continues to enhance Woodland's unique sense of place as a desirable place to live, learn, work and recreate
- H. Improve public outreach to all segments of the community related to city programming and services
- I. Implement programs and strategies to engage community around healthy active lifestyles
- J. Continue to implement programming consistent with the Measure J Spending Plan to expand recreational opportunities and increase Library hours of operation

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Pursue No Place Like Home Program funding to advance City's Housing First Model addressing homelessness and expand collaboration with local and regional partners to expand housing options
- Develop funding options for a second community aquatics complex at Pioneer High School
- Complete improvements at the Woodland Regional Park to provide access to outdoor environmental resources as well as passive and active recreational opportunities
- Continue to work with user groups and the Woodland Recreation Foundation to advance new recreation facilities at the Sports Park
- Develop funding plan for continued work on short-term priority projects identified through the Library Master Plan
- Monitor impacts of legalized cannabis and review/update city and county's regulatory provisions for commercial cannabis uses
- Update criteria for neighborhood traffic calming program and implement traffic calming strategies to improve neighborhood livability
- Expand citywide Volunteer Program in support of community projects, events and programs

PENDING INITIATIVES

- Update Joint Use Agreement between the City and the WJUSD
- Identify means to increase funding for maintenance of parks and urban forest
- Establish Summer Internship Program matching students with local businesses

SUSTAINABILITY

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Foster a sustainable community for the next generation and protect and improve the quality of the natural environment and human well-being through stewardship of land, water, air, and energy resources and by providing all residents with opportunities to live active and healthy lifestyles.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Implement the City's 2035 Climate Action Plan by supporting projects and programs that:
 - Reduce non-renewable energy demand and increase renewable energy supply
 - Reduce private motor vehicle dependency
 - Maintain, enhance, and improve the city's tree canopy
 - Reduce, reuse, and recycle solid waste
- B. Protect and enhance the natural quantity and qualities of surface water and groundwater resources, and expanded use of recycled water
- C. Support projects and programs that protect and enhance sensitive natural habitats
- D. Implement and support programs that promote improving the well-being of Woodland residents

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Update City's Agricultural Mitigation Ordinance consistent with General Plan policy objectives
- Update of Urban Forest Master Plan
- Revise Tree Ordinance related to development projects as well as add new requirements related to protecting certain trees on residential property
- Expand the City's use of recycled water (Phase II/III)
- Update the City's Bike Master Plan / Active Transportation Plan
- Continue to maintain and improve the city's pedestrian and bikeway network
- Complete a habitat conservation easement on the Woodland Regional Park (WRP) site
- Secure grant funding and construct 20 acres permanent and seasonal wetland at the WRP
- Partner with Tuleyome and Yolo Explorit on planning, design and grant-funding to develop Environmental Education Center at the WRP
- Review and update Municipal Code sections related to sustainability
- Continue to implement communitywide health and wellness programs for youth, adults, and seniors
- Continue to implement youth and adult sport programs to promote physical fitness and improved well-being
- Improve energy efficiency of municipal facilities, vehicles and processes through integration of hybrid and electric vehicles
- Increase electric vehicle charging opportunities for City vehicles and the public

STRENGTHEN DOWNTOWN

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Revitalize the Downtown district as the Heart of the City and center of civic activity, by enhancing mix of residential, commercial & entertainment activity, while preserving its historic and cultural resources and small-town character.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Update Downtown Specific Plan and project review procedures to streamline development consistent with General Plan goals and policies
- B. Improve Live/Work Balance in the Downtown district
- C. Seek to leverage available financing tools and tax credit programs to encourage reinvestment
- D. Continue efforts to enhance flexibility with regard to Code interpretations and fee structures for renovations of older downtown structures
- E. Continue to promote Special Events and Community Activities throughout the downtown
- F. Expand Art & Entertainment Activities/Venues in Downtown
- G. Continue to make investments to enhance the walkability and “Sense of Place”
- H. Effectively manage and allocate parking resources to maximize utilization of existing space

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Update Downtown Specific Plan
- Complete Downtown Hotel Project
- Complete Wayfinding and Signage Upgrade
- Complete comprehensive downtown parking and access plan
- Develop strategies for advancing infill housing development on opportunity sites
- Establish development impact fees that encourage construction of new development downtown
- Identify deficiencies and develop plan to upgrade infrastructure in support of downtown revitalization and infill development.
- Evaluate establishment of Mills Act Program to provide tax incentives for renovation of historic structures
- Continue to make improvements to lighting, landscaping, and outdoor dining

PENDING INITIATIVES

- Targeted improvements/upgrades to alleys for circulation and activity
- Relocate and expand homeless services provided at Fourth and Hope to new facility
- Improve broadband service throughout downtown (1GB Service Goal)

- Complete the Tree House Music Venue
- Support establishment of a Property Based Business Improvement District
- Improve Heritage Plaza to support community events and function as community's central civic space

ECONOMIC DEVELOPMENT/JOBS

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Provide for a diversified economic base with a range of employment opportunities by supporting growth of existing businesses, and providing expanded opportunities for new business through targeted infrastructure investments and leveraging existing community and regional assets.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Implement General Plan Policies that support diversification of economy
- B. Complete the Comprehensive Review of City Codes and Regulations to encourage new uses that increase jobs and fiscal benefits to the community
- C. Ensure the City has ample supply of “shovel ready” sites to attract new industry and retail services
- D. Develop Plan to Mitigate Flood Issues in City's Industrial Area
- E. Continue to Improve Business-Friendly Culture and Practices make City processes and procedures more “user friendly”
- F. Partner with existing food and agriculture Industry via the Food Front initiative to continue to reinforce Woodland’s reputation as the regional epicenter of food and agriculture
- G. Support efforts to develop effective workforce readiness program(s) that provide the necessary skills and training to support the growth and evolution of our economy
- H. Market and promote targeted business opportunities in collaboration with local and regional agencies/organizations
- I. Ensure Woodland’s development fees and processes are regionally competitive

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Complete Entitlement Process and annex Woodland Research and Technology Park and Woodland Commerce Center
- Continue collaboration with hoteliers and YCVB to develop new strategies to promote Woodland as a destination
- Establish a robust local workforce development program that aligns educational/training programs with evolving industry needs
- Partner with local and regional workforce development organizations to develop coordinated and dynamic strategic plan to train workforce
- Complete Lower-Cache Creek Flood Study and Implementation Plan
- Develop economic development strategies to leverage Woodland’s proximity to UCD
- Support growth of AgStart as the region’s premier Ag Technology incubator/accelerator.
- Evaluate Development Impact Fee Program (MPFP) and set fees/establish programs to encourage job-generating development and expansion of existing companies

PENDING INITIATIVES

- Improve Infrastructure / Industrial Area
 - Industrial Area Capital Infrastructure and Financing Plan
 - Broadband Service
 - Aesthetics / Brand of Industrial District(s)

PUBLIC SAFETY

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Maintain and enhance Woodland's quality of life by ensuring the highest level of public safety.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Ensure appropriate staffing and resource support of public safety departments, programs and initiatives
- B. Expand Crime Prevention and Neighborhood Watch
- C. Implement prevention and intervention programs for at-risk youth
- D. Review and Update Fire Department Master Plan
- E. Explore opportunities for shared services with neighboring agencies
- F. Enhance public education and outreach to all populations in support of public safety objectives
- G. Increase planning, preparedness, and technology to reduce community safety risks
- H. Increase transparency and trust by educating the community through the use of social media and special programs
- I. Improve traffic safety citywide

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Complete Standard of Cover (SOC) and staffing review to assess the Fire Department capacity and needs in relation to community risks and service levels
- Staffing Plan:
 - Review, update, and support Police and Fire management succession plans
 - Seek means to enhance staffing resources in priority public safety areas
 - Expand and enhance cultural diversity in hiring and practices
- Finalize plans for new fire station to serve Southeast Area (Spring Lake) and identify funding sources for relocation of Fire Station 3 on acquired site
- Initiate youth and public outreach to include Juvenile Fire Setters Program, Fire Internship Program, and Community CPR programs
- Continue to strengthen and support the Police Volunteer Program Integrated technology to reduce staff workload to include Fire Tele-staff upgrade
- Initiate Lexipol for development of Fire Department standard operating procedures.
- Continue to advance cooperative Rescue Task for and iMCI training and programs with Fire, Police and regional partners
- Continue to support and expand YGRIP Program;
 - Implement next phase of GREAT program
 - Consider restoring Youth Diversion Program
 - Support and integrate Police Activities League (PAL)
 - Continue to implement at-risk youth mentoring programs

NEW INITIATIVES

- Evaluate expanding pilot Joint Fire Academy with partner fire agencies
- Prepare for and complete Insurance Services Office (ISO) review
- Migrate Fire Prevention program to Community Risk Reduction model
- Evaluate development of Community Emergency Response Team (CERT) program
- Explore increased communication capabilities and interoperability to include broadening YECA partnerships and 800mgh migration for P25 compliancy

INFRASTRUCTURE

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Ensure that the City's physical infrastructure is planned to be efficient and sustainable, funded and maintained to provide for current and future community needs, in support of commercial, recreational and environmental requirements and standards, while managing the overall cost consistent with available resources.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Sustainably manage City's overall water supply to ensure long-term reliability, resilient to changes to climate and environmental regulations
- B. Manage existing infrastructure to reduce long-term cost of maintenance and replacement needs
- C. Seek support for securing Federal/State, regional and local funding for major infrastructure projects
- D. Actively manage continuous process improvements at Wastewater Treatment Facility to facilitate expanded use of recycled water
- E. Explore regional opportunities for sharing of infrastructure facilities, reduce environmental impacts and costs
- F. Complete Lower Cache Creek Flood Control Plan
- G. Update Facilities Mater Plan to include energy efficiency

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

Flood Control / Storm water Management

- Complete LCC Feasibility Study to advance comprehensive flood solution(s) and funding plan to address flood risk from Lower Cache Creek and West Levee of the Yolo Bypass to protect the Industrial Area
- Develop a funding source that will sufficiently fund the requirements of current and future NPDES MS4 Storm Drain Permit requirements.
- Construct the south urban growth area drainage project including the North Gibson Pond detention basin and East Main Street pump station
- Revise the north area storm drainage master plan in order to facilitate development in the industrial area
- Perform preliminary design for the Outfall Channel Outlet Structure Project

Facilities

- Develop listing of facilities assets with lifecycle maintenance and replacement costs as a basis for prioritizing and funding building repairs and accruing an adequate reserve fund

Transportation

- Ensure regional transportation plans prioritize I-5/113 Interchange Project

- Complete Kentucky Avenue (East to West Streets) reconstruction project
- Complete/Advance major road projects:
 - West Woodland Safe Routes to School (2018 construction season)
 - West Main Street Road Rehabilitation (2019 construction season)
 - I-5/CR 102 landscaping project (2019 construction season)
 - East Main Street (2020 construction season)
 - Gibson Road Complete Streets Improvements (2021 construction season)
 - Matmor Road/Gum Avenue Road Rehabilitation
- Complete environmental document, right of way acquisition and pre-design and finalize funding plan for the Sports Park Drive Pedestrian Overcrossing Project
- Develop plan for downtown Transit Center and evaluate use of micro-transit services(s)
- Update the City's Bike Master Plan / Active Transportation Plan
- Pursue grant funding for complete street improvements and roadway maintenance
- Continue to evaluate opportunities for Rail Relocation project
- Adequately maintain the City's existing infrastructure to extend service life maximizing return on investment and ensure no reduction in service level which would require replacement
- Investigate new technologies for improved infrastructure performance and longevity including new marking methods, wheel rolled concrete pothole repair and other potential advances.

Parks

- Identify means to increase funding for maintenance of parks and urban forest
- Update Park/Facilities Joint Use Agreement with WJUSD

Utilities

- Continue annual projects to replace undersized 2" back of walk water mains, Orangeburg Sewer laterals and other infrastructure that is either undersized or beyond its useful life
- Develop ways of improving out-treatment processes for storm water and sewer discharges to keep abreast of ever more stringent requirements
- Further integrate ASR wells into the City's infrastructure and adapt the distribution system to larger point source supplies from diffuse neighborhood wells
- Develop and educate staff to operate increasingly complex processes and equipment to meet state and national objectives
- Continue to expand our recycled water program capabilities by installing purple pipe in all of our new developments
- Explore new technologies to increase efficiency and longevity of the City's infrastructure investment

FISCAL RESPONSIBILITY

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Maintain structurally-balanced budget where current services can be sustained with ongoing, recurring revenues, while maintaining prudent reserves, adequately funding infrastructure maintenance and replacement needs, and addressing long-term unfunded liabilities and debt obligations.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Ensure ongoing expenditures are supported by ongoing revenues; one-time sources applied to one-time needs
- B. Maintain prudent reserves across all major operating funds
- C. Achieve agreement on fair and sustainable labor contracts
- D. Implement measures to address long-term unfunded liabilities
- E. Reduce burden of existing debt obligations
- F. Explore opportunities to expand and diversify citywide revenue sources

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Implement a multi-year budget model to improve financial planning, enhance organizational stability, and align with Council two-year goals and initiatives
- Develop plan to manage impact of increasing CalPERS pension costs
- Continue to work with labor groups to address ongoing burden of unfunded liabilities while ensuring adequate benefits for active employees and retirees
- Review and update City User Fees to ensure that they are commensurate with actual costs of providing services
- Continue to pursue opportunities for restructuring existing debt obligations to minimize overall burden on existing community
- Review Development Impact Fee Program (MPFP) to ensure that current fees are consistent with long-term infrastructure requirements and development projections

PENDING INITIATIVES

- Review and update comprehensive budget and fiscal management policies

GOVERNANCE/ORGANIZATIONAL EFFECTIVENESS

Goal Statement/Objective(s) – *What are we trying to accomplish?*

Promote local government and city organization that is committed to meeting the needs of the community: encourages collaboration, civic participation, and promotes accountability and transparency in the effective delivery of services.

Goal Strategies - *How do we envision accomplishing this goal/objective(s)?*

- A. Expand and strengthen collaborations with Yolo County and its cities
- B. Actively engage in advocacy at State/Federal level to support City interests
- C. Partner with community-based organizations to leverage community assets towards common objectives
- D. Empower city employees and work groups
- E. Enable appropriate alternative service models
- F. Increase transparency and public trust through effective community outreach, public information and constituent services
- G. Expand opportunities for increased community engagement and public participation in civic affairs

Critical Initiatives/Special Projects – *What specific work plan efforts are most likely to advance this goal and related strategies?*

INITIATIVES IN PROGRESS

- Improve and enhance access to public information and constituent services
- Evaluate city's recruitment and retention of essential staff across all city departments
- Review and updates to city's electronic information and social media platforms
- Improve collaboration with partner agencies and community organizations to leverage resources toward evidenced-based programs
- Continue to engage and collaboration with employee bargaining groups
- Expand volunteer programs

PENDING INITIATIVES

- Transition City's Document Management System to digital format