



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

December 7, 2021
6:00 PM

CITY COUNCIL

PLEASE NOTE: The December 7, 2021 Woodland City Council meeting will be conducted pursuant to Government Code section 54953(e), which allows the City to hold meetings via teleconference during a proclaimed state of emergency, when state or local officials have imposed or recommended measures to promote social distancing.

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<https://zoom.us/j/99759026181>

Or Phone: US: +16699006833,,99759026181#

Or Telephone: Dial: US : +1 669 900 6833
Meeting ID: 997 5902 6181

CLOSED SESSION
5:45 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Section 54956.8
PROPERTIES: APN 057-170-003 (DWR parcel # YBSH-122)
AGENCY NEGOTIATOR: City Manager, Principal Utilities Civil Engineer, and City Attorney
NEGOTIATING PARTIES: State of California Department of Water Resources
UNDER NEGOTIATIONS: Price and Terms of Payment

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

C. CALL TO ORDER

D. ROLL CALL

E. PLEDGE OF ALLEGIANCE

F. COMMUNICATIONS - PUBLIC COMMENT

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

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

2. SUBJECT: Long Range Calendar

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

H. CONSENT CALENDAR

3. SUBJECT: City Council Meeting Minutes of November 2, 2021 and November 16, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of November 2, 2021 and November 16, 2021.

4. SUBJECT: Parks & Recreation Commission Meeting Minutes of September 27, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive September 27, 2021 Parks & Recreation Commission Meeting Minutes.

5. SUBJECT: Planning Commission Meeting Minutes May 20, 2021 and June 17, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the May 20, 2021 and June 17, 2021 Planning Commission Meeting Minutes

6. SUBJECT: Quarterly Treasurer's Investment Report for the Quarter Ended September 30, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2021.

7. SUBJECT: Appoint Member to the Planning Commission

RECOMMENDATION FOR ACTION: Staff recommends that the City Council appoint Michael McLaughlin to the Planning Commission

8. SUBJECT: Amended and Restated Employment Agreement for City Manager

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, Approving an Amended and Restated Employment Agreement between the City of Woodland and Ken Hiatt for the position of City Manager.

9. SUBJECT: Findings and Determinations under AB 361 for the Continuation of Virtual Meetings

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, making findings and determinations under AB 361 for the continuation of virtual meetings.

10. SUBJECT: Approve Plans and Specifications, and Authorize Bid Advertisement for the 2022 Sewer and Water Repair and Replacement Project, CIP 21-01.

RECOMMENDATION FOR ACTION: Staff recommends that City Council adopt Resolution No. _____, approving the project plans and specifications, and authorizing bid advertisement for the 2022 Sewer and Water Repair and Replacement Project, CIP 21-01.

11. SUBJECT: Contract Amendment with BSK Associates for 2022 Water Quality Testing Services

RECOMMENDATION FOR ACTION: Staff requests that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract with BSK Associates for the 2022 Water Quality Testing Services, for an amount up to \$71,984 and authorize a contingency of up to 10% (\$7,198)

12. SUBJECT: Fee Deferral Agreement - Staybridge Suites

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to enter into a Non-Residential Fee Deferral with Sah Investment, LLC.

13. SUBJECT: Approval of Fiscal Year 2021/22 Animal Services Contract

RECOMMENDATION FOR ACTION: Staff recommends that the City Council

approve Resolution No. _____, approving the Fiscal Year 2021/22 Animal Services Agreement with Yolo County in the amount of \$1,022,385.

I. PUBLIC HEARING

14. SUBJECT: PUBLIC HEARING - Water and Sewer Rates

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) conduct a public hearing, and (2) Upon close of the public hearing, tally the protest ballots, and (3) if the City does not receive a majority protest, introduce and waive the first reading of Ordinance No. _____, "Ordinance of the City Council of the City of Woodland, California, to Increase Rates for Water and Sewer Services."

J. REPORTS OF THE CITY MANAGER

15. SUBJECT: Intention to Establish City of Woodland Community Facilities District No. 2022-1 (Prudler Services) and to Annex Territory into the Existing Spring Lake Maintenance CFD (Sports Park CFD)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council (1) adopt Resolution No. _____, a Resolution of Intent to Establish a Community Facilities District, to Levy a Special Tax to Pay for Certain Services, and to Establish an Appropriations Limit for the Community Facilities District, and (2) adopt Resolution No. _____, a Resolution of Intention to Annex Territory into the Spring Lake Maintenance Community Facilities District and to Levy a Special Tax to Pay for Certain Maintenance Services.

16. SUBJECT: Proposed Changes to Tree Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council discuss proposed changes to the Tree Ordinance and direct staff to modify the ordinance and return to Council for a first reading of a proposed ordinance.

17. SUBJECT: SB 1383 Organic Waste Reduction Requirement Update and Ordinance First Reading

RECOMMENDATION FOR ACTION: Staff recommends the City Council:

1. Receive an update on SB 1383 - Organic Waste Reduction requirements; and
2. Introduce and waive first reading of an Ordinance amending Section 13.04.030 of Title 13, repealing and replacing Chapter 13.08 and Chapter 13.36 of Title 13, and adding Chapter 13.72 to Title 13 of the Woodland Municipal Code Relating to Solid Waste, Recycling, and Organic Waste Disposal Reduction as it relates to Senate Bill (SB) 1383.

18. SUBJECT: SB 1383 Edible Food Recovery Implementation and Budget Appropriation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on the City's implementation of the edible food recovery requirements under SB 1383 and adopt Resolution No. _____, authorizing an

additional FY 2021/22 appropriation of \$300,000 in the Recycling Fund (250) to assist with SB 1383 implementation.

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, December 7, 2021 was posted on Thursday, December 2, 2021 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

A handwritten signature in black ink, appearing to read 'Ana B. Gonzalez', with a stylized flourish at the end.

Ana B. Gonzalez
City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such requests must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.

Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: G.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", is written over the printed name and title.

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

DECEMBER 9TH

SPECIAL MEETING

Special City Council Meeting – Spring Lake Community Discussion (6:30pm)

DECEMBER 21ST

REGULAR MEETING

SB 1383 Food Recovery Ordinance – 2nd reading

Approve Engineering Consultant Amendment with MBK Engineers for LCCFS, CIP #09-15

Sympro Contract Approval

Permanent Supportive Housing; Approve budget appropriation and increase contract contingency, CIP #19-22

Amend the FY 21/22 Capital Budget for Transportation Grant Projects

Main Street Feasibility Study – Accept Grant and Amend FY 20/21 Capital Budget, CIP #22-13

Job description updates:

- CCTV Specialist and Tech (new)
- UMW 3-4 (Updated)
- Senior UMW (Updated)

SB 9 California Housing Opportunity and More Efficiency Act - Urgency Ordinance

AB1600 Annual Report

Sports Park CFD SB165 Annual Report

Measure J Annual Report

Measure F Annual Report

Council Committee Assignments

2022 Council Calendar / Meeting Schedule

JANUARY 4TH

REGULAR MEETING

Water/Sewer Rate Ordinance – 2nd reading

Woodland Regional Park Update

JANUARY 18TH

REGULAR MEETING

Public Hearings – Prudler Services CFD and Sports Park CFD Annexation

Woodland Research Technology Park – EIR Specific Plan Adoption

Future Topics / Study Sessions:

Commercial Cannabis Ordinance Amendment (TBD)
Presentation on 2020 Census Data (TBD)
Outdoor Dining Parklet - Temporary Ordinance (TBD)
Waste Management Residential Smart Truck (TBD)
Rule 20A Undergrounding District (TBD)
Comprehensive Zoning Update (Spring/Summer 2022)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: H.3
SUBJECT: City Council Meeting Minutes of November 2, 2021 and November 16, 2021

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of November 2, 2021 and November 16, 2021.

Staff Contact:

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

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

Ken Hiatt
City Manager

Attachments:

1. 11_02_2021 Minutes_DRAFT
2. 11_16_2021 Minutes_DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, November 2, 2021

6:00 PM

City Council

CITY COUNCIL

PLEASE NOTE: The November 2, 2021 Woodland City Council meeting will be conducted pursuant to Government Code section 54953(e), which allows the City to hold meetings via teleconference during a proclaimed state of emergency, when state or local officials have imposed or recommended measures to promote social distancing.

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

A. CALL TO ORDER

Meeting called to order at 6:00 pm.

B. ROLL CALL

All Council Members present via roll call vote.

PRESENT: Members Fernandez, Garcia-Cadena, Lansburgh, Vega and Mayor Stallard
ABSENT: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Public Works Director Craig Locke.

D. COMMUNICATIONS - PUBLIC COMMENT

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

A voicemail message regarding speed limit removal was played-back into the record.

E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal updates provided by Council Members/Staff.

1. SUBJECT: Long Range Calendar

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

F. CONSENT CALENDAR

2. SUBJECT: City Council Meeting Minutes of October 5, 2021 and October 19, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of September 7, 2021 and September 21, 2021.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of September 7, 2021 and September 21, 2021.

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

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

Recognized the month of November as Native American Heritage Month.

4. SUBJECT: Findings and Determinations under AB 361 for the Continuation of Virtual Meetings

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, making findings and determinations under AB 361 for the continuation of virtual meetings.

Adopted RESOLUTION NO. 7801, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR THE CONTINUATION OF VIRTUAL MEETINGS.

5. SUBJECT: West Woodland Safe Routes to School Project, CIP 17-09; Final Acceptance and Notification of Completion

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ to: 1) Appropriate \$107,000 of Measure F (507) fund balance to the West Woodland Safe Routes to School Project, CIP 17-09; and 2) Authorize a \$85,100 increase to the consultant services contract with Associated Engineering Consultants Inc, bringing the total contract to \$326,182; and 3) Authorize a \$9,000 increase to the construction contract contingency, bringing the total contract contingency to \$255,018; and 4) Accept the construction contract as complete and authorize the City Clerk to file a Notice of Completion.

Adopted RESOLUTION NO. 7802, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE WEST WOODLAND SAFE ROUTES TO SCHOOL PROJECT, CIP 17-09 CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

6. SUBJECT: Department of Water Resources (DWR) Grant Application, Aquifer Storage & Recovery (ASR) Well #31 Improvement Project, CIP #17-05

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ to: 1) Authorize the City Manager to prepare a complete DWR Grant Application, 2) Accept Grant Funding Approval, and 3) Execute the DWR Grant Application Funding Agreement upon Approval for the City of Woodland ASR Well #31 Improvement Project.

Adopted RESOLUTION NO. 7803, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO PREPARE A COMPLETE DWR GRANT APPLICATION, TO ACCEPT GRANT FUNDING APPROVAL, AND EXECUTE THE DWR GRANT APPLICATION FUNDING AGREEMENT UPON APPROVAL FOR THE CITY OF WOODLAND ASR WELL #31 IMPROVEMENT PROJECT.

7. SUBJECT: Installation of Housing Units at Permanent Supportive Housing Project Site

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing Friends of the Mission to install housing units (modular buildings) at the Permanent Supportive Housing project site located at the northwest corner of East Beamer Street and County Road 102.

Adopted RESOLUTION NO. 7804, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING FRIENDS OF THE MISSION TO INSTALL HOUSING UNITS (MODULAR BUILDINGS) AT THE PERMANENT SUPPORTIVE HOUSING PROJECT SITE.

On a motion by Council Member Lansburgh, seconded by Council Member Fernandez and carried unanimously on a 5-0 roll call vote, Council Members approved consent calendar items no. 2 through 7.

AYES: Members Fernandez, Garcia-Cadena, Lansburgh, Vega and Mayor Stallard
NOES: None

G. REPORTS OF THE CITY MANAGER

8. SUBJECT: Introduction and First Reading of Fireworks Ordinance

RECOMMENDATION FOR ACTION: Staff respectfully request that the City Council introduce and conduct first reading of Ordinance No. _____, An Ordinance of the City of Woodland amending Chapter 8.20 of the Woodland Municipal Code regarding fireworks.

On a motion by Council Member Lansburgh, seconded by Mayor Pro Tem Vega and carried unanimously on a 5-0 roll call vote, Council Members introduced and conducted the first reading of an ordinance of the City of Woodland amending Chapter 8.20 of the Woodland Municipal Code regarding fireworks.

AYES: Members Fernandez, Garcia-Cadena, Lansburgh, Vega and Mayor Stallard
NOES: None

9. SUBJECT: American Rescue Plan (ARP) Act Spending Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an update on the development of the City's American Rescue Plan (ARP) Act spending plan, receive results of the ARP citizen input survey, and provide feedback and direction to staff on the proposed allocation of the City's ARP funding

Received an update on the development of the City's American Rescue Plan (ARP) Act spending plan, received results of the ARP citizen input survey, and provided feedback and direction to staff on the proposed allocation of the City's ARP funding.

H. ADJOURN

Meeting adjourned at 7:22 pm in memory of Norm Calloway.

Respectfully submitted,

Ana B. Gonzalez, City Clerk

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, November 16, 2021

6:00 PM

City Council

**CITY COUNCIL - AMENDED TO ADD CLOSED SESSION AND ITEM NO. 15 RELATED TO
AB361**

PLEASE NOTE: The November 16, 2021 Woodland City Council meeting will be conducted pursuant to Government Code section 54953(e), which allows the City to hold meetings via teleconference during a proclaimed state of emergency, when state or local officials have imposed or recommended measures to promote social distancing.

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Meeting ID: 997 5902 6181

**CLOSED SESSION
5:00 PM**

A. CALL TO ORDER

B. CLOSED SESSION

1. Public Employee Performance Evaluation, Pursuant to Section 54957
Title: City Manager

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

C. CALL TO ORDER

Meeting called to order at 6:00 pm.

D. ROLL CALL

All Council Members present via roll call vote.

PRESENT: Members Fernandez, Garcia-Cadena, Lansburgh, Vega and Mayor Stallard
ABSENT: None

E. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Senior Management Analyst Lynn Johnson.

F. COMMUNICATIONS - PUBLIC COMMENT

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

Ron Ortel spoke regarding the proposed take over of the park by the Woodland Joint Unified School District.

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

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

Verbal Updates provided by Council Members/Staff.

2. SUBJECT: Long Range Calendar

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

H. CONSENT CALENDAR

3. SUBJECT: Small Business Saturday Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council proclaim Saturday, November 27, 2021 as "Small Business Saturday" in Woodland

Proclaimed Saturday, November 27, 2021 as "Small Business Saturday" in Woodland.

4. SUBJECT: Soropotomist International of Woodland Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation declaring November 16, 2021 as Soroptimist International of Woodland Day in Woodland, California.

Declared November 16, 2021 as Soroptimist International of Woodland Day in Woodland, California.

5. SUBJECT: Fire Department Quarterly Status Report for the Period of July 2021 through September 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Fire Department Quarterly Status Report for July 2021 through September 2021.

Accepted the Fire Department Quarterly Status Report for July 2021 through September 2021.

6. SUBJECT: Police Department Quarterly Status Report for the period of July 2021 through September 2021.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Police Department quarterly status report for July 2021 through September 2021.

Accepted the Police Department quarterly status report for July 2021 through September 2021.

7. SUBJECT: Adoption of Fireworks Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Ordinance No. 1676, An Ordinance of the City of Woodland amending Chapter 8.20 of the Woodland Municipal Code regarding fireworks.

Adopted ORDINANCE NO. 1676, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING CHAPTER 8.20 OF THE WOODLAND MUNICIPAL CODE REGARDING FIREWORKS.

8. SUBJECT: Consultant Agreement with UNICO Engineering for the 2021 Sewer & Water Repair & Replacement Project, CIP #20-14

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to approve amendment no. 1 to the consultant agreement for construction inspection services with UNICO Engineering for an amount of \$116,582.53 and authorize the City Manager to execute the agreement.

Adopted RESOLUTION NO. 7805, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AMENDMENT TO THE AGREEMENT WITH UNICO ENGINEERING FOR CONSTRUCTION INSPECTION FOR CIP 20-14, THE 2021 SEWER & WATER REPAIR & REPLACEMENT PROJECT.

9. SUBJECT: Storm Drainage Outfall Channel Outlet Structure Project, CIP 20-06

RECOMMENDATION FOR ACTION: Staff recommends that City Council adopt Resolution No. _____, approving the project plans and specifications, and authorizing bid advertisement for the Storm Drainage Outfall Channel Outlet Structure Project (the Yolo Bypass West Levee Culvert Replacement Project), CIP 20-06.

Adopted RESOLUTION NO. 7806, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE STORM DRAINAGE OUTFALL CHANNEL OUTLET STRUCTURE PROJECT (YBWL CULVERT REPLACEMENT PROJECT), CIP 20-06.

10. SUBJECT: Waste Management Annual Rate Adjustment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to: 1) receive the Waste Management 2022 rate adjustment information, 2) accept it as complete and adequate, and 3) deem the proposed 2022 rate adjustments approved.

Adopted RESOLUTION NO. 7807, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE REQUEST FOR THE 2022 ANNUAL RATE ADJUSTMENT BY WASTE MANAGEMENT.

11. SUBJECT: CalPERS Resolution Making Elections Under the Public Employees' Medical and Hospital Care Act (PECHMA) with respect to a recognized employee organization 701 Non-PERS City Council.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, Electing to be Subject to the Public Employees' Medical and Hospital Care Act (PECHMA) at an Equal Amount for Employees and Annuitants with respect to a recognized employee organization 701 Non-PERS City Council.

Adopted RESOLUTION NO. 7808, ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION 701 NON-PERS CITY COUNCIL.

12. SUBJECT: Amendment No. 2 to Communications Site Lease Agreement with MetroPCS, LLC

RECOMMENDATION FOR ACTION: Approve Amendment No. 2 to Communications Site Lease Agreement with MetroPCS, LLC

Adopted RESOLUTION NO. 7809, RESOLUTION OF THE CITY OF WOODLAND, CALIFORNIA AUTHORIZING THE CITY MANAGER TO EXECUTE THE COMMUNICATIONS SITE LICENSE AGREEMENT AMENDMENT NO. 2 WITH METROPCS CALIFORNIA, A DELAWARE LLC FOR METROPCS' CONTINUED USE OF CITY PROPERTY FOR A WIRELESS COMMUNICATION TOWER AS WELL AS A CONCRETE PAD, EMERGENCY BACK-UP GENERATOR AND OTHER APPURTENANT EQUIPMENT.

13. SUBJECT: Fee Deferral Agreement - Courtyard by Marriott

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to enter into a Non-Residential Fee Deferral Agreement with Woodland Partners I, LLC and Woodland Lodging.

Adopted RESOLUTION NO. 7810, A RESOLUTION AUTHORIZING THE CITY MANGER TO ENTER INTO A NON-RESIDENTIAL FEE DEFERRAL AGREEMENT WITH WOODLAND PARTNERS I, LLC AND WOODLAND LODGING, LLC.

14. SUBJECT: Fee Deferral Agreement - Hilton Home2 Suites

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to enter into a Non-Residential Fee Deferral Agreement with Woodland Partners II, LLC and Woodland Lodging.

Adopted RESOLUTION NO. 7811, A RESOLUTION AUTHORIZING THE CITY MANGER TO ENTER INTO A NON-RESIDENTIAL FEE DEFERRAL AGREEMENT WITH WOODLAND PARTNERS II, LLC AND WOODLAND LODGING.

15. SUBJECT: Findings and Determinations under AB 361 for the Continuation of Virtual Meetings

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, making findings and determinations under AB 361 for the continuation of virtual meetings.

Adopted RESOLUTION NO. 7812, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR THE CONTINUATION OF VIRTUAL MEETINGS.

On a motion by Council Member Lansburgh, seconded by Mayor Pro Tem Vega and carried unanimously on a 5-0 roll call vote, Council Members approved Consent Calendar Items No. 3 through 5.

**AYES: Members Fernandez, Garcia-Cadena, Lansburgh, Vega and Mayor Stallard
NOES: None**

I. PUBLIC HEARINGS

16. SUBJECT: Consideration of an Amendment to Chapter 17.110 of the City's Zoning Ordinance related to Commercial Cannabis Retail Use in the City of Woodland and an Amendment to Chapter 5.28 of the Municipal Code related to Cannabis Business Permits

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

1. Receive a Report;
2. Conduct a public hearing;
3. Find that neither of these Ordinances constitute a project subject to California Environmental Quality Act (CEQA) review pursuant to Section 15061 (b) (3) of Title 14 of the California Code of Regulations as set forth in this Ordinance;
4. Introduce and waive the first reading of Ordinance No._____, to amend Chapter 17.110 of the City of Woodland Zoning Code, Exhibit B of the Interim Zoning Code, and Table 8.1 of the Downtown Specific Plan;
5. Introduce and waive the first reading of Ordinance No. _____, to amend Chapter 5.28 of the City of Woodland Municipal Code related to Cannabis Business Permits; and
5. Adopt Resolution No. _____ to update Regulatory Permit Fees related to cannabis businesses.
6. Provide input and recommendation concerning the conditional use permit application evaluation process.

Mayor Tom Stallard recused himself from this item. On a motion by Council Member Lansburgh, seconded by Council Member Fernandez and carried on a 3-1 roll call vote, it was recommended that this item not be approved and instead deferred and continued to a later date. Staff will be circling-back with the Council sub-committee and meeting with Council members individually regarding concerns and take a closer look at locations proposed under the ordinance. Staff will also review the application criteria and feedback heard from the Council and comments from the public this evening. Staff will bring this item back for further consideration at a later date.

AYES: Members Fernandez, Lansburgh and Mayor Pro Tem Vega

NOES: Member Garcia-Cadena

ABSTAIN: None

ABSENT: Mayor Stallard

J. REPORTS OF THE CITY MANAGER

17. **SUBJECT: Sale and Related Documents for the Woodland Finance Authority, Water Revenue Bonds, Series 2021**

RECOMMENDATION FOR ACTION: Staff recommends that (1) the City Council adopt Resolution No. _____, Approving the Issuance by the Woodland Finance Authority of Water Revenue Refunding Bonds; Approving the Forms of and Authorizing Execution and Delivery of a Third Supplemental Installment Purchase Contract, a Bond Purchase Contract, and a Continuing Disclosure Certificate; and Authorizing Related Actions and Matters, and (2) that the Board of the Woodland Finance Authority adopt Resolution No. _____, Approving the Forms of and Authorizing the Execution and Delivery of the Third Supplemental Installment Purchase Contract, the Fourth Supplemental Trust Agreement, and the Bond Purchase Contract; Authorizing the Issuance of Bonds; Approving the Form of the Official Statement and the Distribution Thereof, and Approving Other Actions Related to the Woodland Finance Authority Water Revenue Refunding Bonds, Series 2021.

On a motion by Council Member Lansburgh, seconded by Council Member Garcia-Cadena and carried unanimously on a 5-0 roll call vote, Council members adopted RESOLUTION NO. 7813, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE ISSUANCE BY THE WOODLAND FINANCE AUTHORITY OF WATER REVENUE REFUNDING BONDS; APPROVING THE FORMS OF AND AUTHORIZING EXECUTION AND DELIVERY OF A THIRD SUPPLEMENTAL INSTALLMENT PURCHASE CONTRACT, A BOND PURCHASE CONTRACT, AND A CONTINUING DISCLOSURE CERTIFICATE; AND AUTHORIZING RELATED ACTIONS AND MATTERS.

AYES: Members Fernandez, Garcia-Cadena, Lansburgh, Vega and Mayor Stallard

NOES: None

18. **SUBJECT: Fiscal Year 2021/22 Quarterly Budget Update**

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an informational report representing the FY2021/22 First Quarter Budget Update.

Received an informational report from Financial Services Manager Evis Morales representing the FY2021/22 First Quarter Budget Update.

At 8:59 pm, Mayor Stallard suggested that the Council meeting be extended by 15 minutes. The motion was made by Mayor Pro Tem Vega, seconded by Council Member Fernandez and carried unanimously on a 5-0 roll call vote.

AYES: Members Fernandez, Garcia-Cadena, Lansburgh, Vega and Mayor Stallard

NOES: None

19. SUBJECT: Rotation of Mayor and Mayor Pro Tempore

RECOMMENDATION FOR ACTION: Staff recommends that the City Council designate the Council members to serve as Mayor and Mayor Pro Tempore for the following year, effective at the first meeting in December 2021.

On a motion by Mayor Stallard, seconded by Council Member Lansburgh and carried unanimously on a 5-0 roll call vote, Council members designated Mayra Vega as Mayor and Vicky Fernandez as Mayor Pro Tempore effective December 7, 2021.

AYES: Members Fernandez, Garcia-Cadena, Lansburgh, Vega and Mayor Stallard

NOES: None

K. ADJOURN

Meeting adjourned at 9:04 pm.

Respectfully submitted,

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: H.4
SUBJECT: Parks & Recreation Commission Meeting Minutes of September 27, 2021

Recommendation for Action: Staff recommends that the City Council receive the September 27, 2021 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 its last meeting on November 22, 2021. At this meeting, the Parks & Recreation Commission approved the minutes from the September 27, 2021 Parks & Recreation Commission meeting.

Conclusion:

Staff recommends that the City Council receive the September 27, 2021 Parks & Recreation Commission Meeting Minutes.

Prepared by: Kris Bain, Community Services Program Manager

Ken Hiatt
City Manager

Attachments:

1. Parks & Recreation Commission Minutes September 27, 2021

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, September 27, 2021

6:30 PM

A. PLEASE NOTE: The September 27, 2021 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 Kris Bain at krista.bain@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line. <https://zoom.us/j/97037739346> Or Dial: +1 669 900 6833 Meeting ID: 970 3773 9346

B. CALL TO ORDER

Meeting called to order at 06:35 PM

C. ROLL CALL

Council Members Present: Chairperson Rashid Ali, Commissioner Jon-Paul Valcarenghi, Parks & Recreation Commissioner Henry Murrieta

Absent: Vice Chairperson Magalean Martin, Commissioner Carla White-Snyder
Excused:

D. PLEDGE OF ALLEGIANCE

Pledge of Allegiance

E. COMMUNICATIONS - PUBLIC COMMENT

No public comment received by staff.

F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

Commissioner Valcarenghi updated the Commission on the proposed improvements to the Spring Lake Parks.

G. PRESENTATION

None

H. BUSINESS ITEMS

I. COMMITTEE REPORTS

1. Standing Committee Report

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

Verbal updates provided by Commission Members.

J. CONSENT CALENDAR

2. Approve Minutes for July 26, 2021

On a motion by Commissioner Jon-Paul Valcarenghi, seconded by Commissioner Henry Murrieta and carried unanimously on a roll call vote, Commission Members Approve Minutes for July 26, 2021.

Ayes: Chairperson Rashid Ali, Commissioner Jon-Paul Valcarenghi, Commissioner Henry Murrieta

Noes: None

Absent: Vice Chairperson Magalean Martin, Commissioner Carla White-Snyder

K. OTHER BUSINESS

3. Election of Officers

Tabled

4. Committee Assignments

Tabled

5. Discuss and Review Workplan

Tabled

6. Commission Absence Request

No requests at this meeting.

L. REPORT OF THE STAFF

7. Community Services Staff report for September 27, 2021

Verbal updates provided by Staff.

M. NEXT MEETING

October, 25, 2021

N. ADJOURN

On a motion by Commissioner Henry Murrieta, seconded by Commissioner Jon-Paul Valcarenghi and carried unanimously on a roll call vote, Commission Members

Ayes: Chairperson Rashid Ali, Commissioner Jon-Paul Valcarenghi, Parks & Recreation Commissioner Henry Murrieta

Noes: None

Absent: Vice Chairperson Magalean Martin, Commissioner Carla White-Snyder



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: H.5
SUBJECT: Planning Commission Meeting Minutes May 20, 2021 and June 17, 2021

Recommendation for Action: Staff recommends that the City Council receive the May 20, 2021 and June 17, 2021 Planning Commission Meeting Minutes

Staff Contact:

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

Prepared by: Debbie Flemmer, Administrative Supervisor

Reviewed by: Cindy Norris, Principal Planner

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

Ken Hiatt
City Manager

Attachments:

1. 5.20.2021 FINAL PC Minutes
2. 6.17.2021 FINAL PC Minutes

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, May 20, 2021

6:30 PM

A. SPECIAL COMMENT:

PLEASE NOTE: The May 20, 2021 Woodland Planning Commission will be conducted pursuant to the Governor's Executive Order N-29-20.

The meeting will be held via teleconference and Commission members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the Planning Commission meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings.

If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom Planning Commission meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) Leave a voice mail message at (530) 661-5900, press Option 1. All voice mail messages received by 6:30 p.m. will be played during the Planning Commission meeting and read into the record at the appropriate time; 3) If you are watching the live stream and wish to make a comment on an item as it is being heard, you may submit an email to the Planning Commission at the following link planningcommissionmeetings@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.

Instructions are provided at the end of the agenda.

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

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

Or Telephone: Dial 669-900-6833

Webinar ID: 921 7009 5836

B. CALL TO ORDER

Meeting called to order at 6:30 p.m.

Staff Present: Cindy Norris, Principal Planner; Lynn Johnson, Senior Analyst; J Kimura, IT, Application Analyst

C. ROLL CALL

Council Members Present: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst
Absent: None

D. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commission Member Steve Harris

E. STAFF AND COMMISSIONER COMMENTS

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

1. SUBJECT: Planning Commission Long Range Calendar

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission Review the attached Long Range Calendar

Verbal updates provided by Cindy Norris, Principal Planner.

F. SUBCOMMITTEE REPORTS

None

G. COMMUNICATIONS FROM THE PUBLIC

None

H. APPROVAL OF MINUTES

None

I. PUBLIC HEARING

None

J. BUSINESS ITEMS

2. SUBJECT: City of Woodland 2021/22 - 2024/25 Capital Improvement Program

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission 1.) Review the proposed City of Woodland Capital Improvement Program (CIP) for 2021/22 - 2024/25 and 2.) Make a finding that the proposed CIP for 2021/22 - 2024/25 is in conformity with the 2035 General Plan

On a motion by Planning Commission Vice-Chairperson Marco Lizarraga to review the proposed City of Woodland Capital Improvement Program (CIP) for 2021/22 - 2024/25; and make a finding that the proposed CIP for 2021/22 - 2024/25 is in conformity with the 2035 General Plan, seconded by Planning Commission Member Fred Lopez and carried unanimously on a roll call vote as follows:

Ayes: Members Harris, Holt, Vice-Chair Lizarraga, Lopez, Chair Wells and Hurst

Noes: None

K. STAFF OR COMMISSIONER COMMENTS

None

L. ADJOURNMENT

Meeting adjourned at 7:15 p.m.

Minutes adopted by Planning Commission on 10/7/2021

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, June 17, 2021

6:30 PM

A. SPECIAL COMMENT:

PLEASE NOTE: The June 17, 2021 Woodland Planning Commission will be conducted pursuant to the Governor's Executive Order N-29-20.

The meeting will be held via teleconference and Commission members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the Planning Commission meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings.

If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom Planning Commission meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) Leave a voice mail message at (530) 661-5900, press Option 1. All voice mail messages received by 6:30 p.m. will be played during the Planning Commission meeting and read into the record at the appropriate time; 3) If you are watching the live stream and wish to make a comment on an item as it is being heard, you may submit an email to the Planning Commission at the following link planningcommissionmeetings@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.

Instructions are provided at the end of the agenda.

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

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

Or Telephone: Dial 669-900-6833

Webinar ID: 921 7009 5836

B. CALL TO ORDER

Meeting called to order at 6:30 p.m.

Staff Present: Ken Hiatt, City Manager; Brent Meyer, Community Development Director/ City Engineer; Erika Bumgardner, Business Development Liaison; J Kimura, IT, Application Analyst

C. ROLL CALL

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

D. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commission Member Steve Harris

E. STAFF AND COMMISSIONER COMMENTS

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

Verbal updates provided by Planning Commission Members/Staff.

F. SUBCOMMITTEE REPORTS

None

G. COMMUNICATIONS FROM THE PUBLIC

None

H. APPROVAL OF MINUTES

None

I. PUBLIC HEARING

None

J. BUSINESS ITEMS

1. SUBJECT: Public Review Draft Woodland Research and Technology Park Specific Plan and Draft Environmental Impact Report

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission: 1) receive a staff report regarding the proposed Woodland Research and Technology Park Specific Plan ("Specific Plan") and Draft Environmental Impact Report ("EIR"); accept public comments on the Draft EIR; and provide comments on the Public Review Draft Specific Plan and the Draft EIR.

The Planning Commission: received a staff report regarding the proposed Woodland Research and Technology Park Specific Plan ("Specific Plan") and Draft Environmental Impact Report ("EIR"); and accepted public comments on the Draft EIR; and provided comments on the Public Review Draft Specific Plan and the Draft EIR.

K. STAFF OR COMMISSIONER COMMENTS

None

L. ADJOURNMENT

Meeting adjourned at 8:01 p.m.

Minutes adopted by Planning Commission on 10/7/2021



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: H.6
SUBJECT: Quarterly Treasurer's Investment Report for the Quarter Ended September 30, 2021

Recommendation for Action: Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2021.

Staff Contact:

Evis Morales, Finance Officer, (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact:

There is no impact on the City funds in association with the information contained herein. This report is for informational purposes only.

Background:

Each quarter, staff is required to provide the City Council with a report from the City Treasurer on the status of investments. The purpose of this report is to provide the Council with information regarding liquidity, monthly cash flow and expected cash disbursements.

The City manages its investment portfolio in accordance with the guidelines established by the Council-approved Investment Policy. In managing the city's investment portfolio, preservation of principal is the primary objective, followed by liquidity and finally yield on investments.

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

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

Discussion:

As of September 30, 2021, the City treasury consisted of investments with a total book value of \$180,254,383. During the quarter, the City reached its maximum investment capacity with the Local Agency Investment Fund (LAIF) and therefore invested the excess funds in the California Asset Management Program (CAMP). CAMP utilizes the seven-day yield method for estimating the annualized yield of their fund, which is the industry standard for money market funds. The seven-day yield for CAMP was 0.05% as of September 30, 2021. The yield on the Local Agency Investment Fund (LAIF) balance for the quarter ending September 30, 2021 was 0.24% and the average yield on the City of Woodland's investments as of September 30, 2021 was 1.29%. This results in an overall portfolio yield, combining all investments, CAMP, and LAIF of 0.89%.

The City Investment Policy has established a benchmark equal to the 90-day U.S. Treasury bill, which for the quarter ending September 2021 was 0.04%. The City exceeded its benchmark by 0.85%.

The City's investment strategy is to maintain 35% of the portfolio in highly liquid funds, to achieve an overall

effective duration for investments of 1.75 years, and to achieve a market rate of return of 0.15% based on the parameter of allowable investments. As of September 30, 2021, the City maintained 38% of the investment portfolio in highly liquid funds, achieved an overall effective duration for investments of 1.57 years, and achieved a market rate of return of 0.89%. The City exceeded its target yield by 0.72%.

In response to the COVID19 Pandemic, the Federal Reserve reduced its benchmark rate to a target range of 0-0.25%. This unexpected decrease in the Federal Reserve's benchmark rate has led to a significant increase in the amount of "calls" on the City's investments. An investment is "called" when the institution that issued the investment security redeems it (or cashes it out), typically at par value, plus accrued interest, prior to the maturity date. Investment calls are common and staff projects when we expect them to occur as part of our investment planning, but these calls occur much more frequently when investment rates are declining, as has been the case since March 2020. The City forecasts that approximately \$2,000,000 of investments will be called over the next quarter. The yield on the City's called investments is usually significantly greater than the yield on investments available to the City for reinvestment, which means overall interest rates will be reduced in the future.

Over the next quarter, the City will continue its focus on its objectives of safety, liquidity, and return on investment. The City will continue to invest in high-quality credit worthy securities and will continue to implement and evaluate its investment strategy. The investments will be made with the goal of increasing the overall effective duration of investments to twenty-one months and increasing the City's return on investment while maintaining compliance with the City's adopted Investment Policy.

Staff continues to explore opportunities to implement a Community Reinvestment component within the overall investment portfolio. The City has become a participant in the CalRise program offered by the California Statewide Communities Development Act (CSCDA), but that program has been largely inactive since its inception. Staff also continues to evaluate direct investment opportunities with local banks within the community.

The attached report provides a summary of the City's current investments, including the investment interest rates as they have matured, and current rates for new investments. All activities comply with the existing Investment Policy approved by the City Council. Additionally, a glossary of investment terminology and a report titled "Cash with Fiscal Agent" is included which lists the most recent information available regarding investments for the assessment districts/bond reserve fund dollars. The source of this information is monthly reports from the various district/bond trustees.

Conclusion:

Staff recommends that the City Council accept the quarterly Treasurer's Investment Report for the quarter ended September 30, 2021.

Prepared by: Evis Morales, Finance Officer

Reviewed by: Kim McKinney, Administrative Services Director



Ken Hiatt
City Manager

Attachments:

1. Investment Report-1st Quarter FY2021/22

CITY OF WOODLAND INVESTMENT REPORT

September-21

SUMMARY OF INVESTMENTS

TYPE OF INVESTMENT	AMOUNT	TOTAL
Local Agency Investment Fund (LAIF)	\$57,036,132	31.6%
California Asset Management Program (CAMP)	\$11,001,856	6.1%
Certificates of Deposit	\$1,500,000	0.8%
US Government Agency Securities	\$54,748,625	30.4%
Non US Government Agency Securities	\$2,500,000	1.4%
Corporate Securities	\$45,296,293	25.1%
Municipal Securities	\$8,171,477	4.5%
TOTAL	\$180,254,383	100.0%

	Maturity Date	Interest	Call Date	PAR Amount	Principal Amount	Current Market Value	Security ID
DNB First Bank	6/16/2022	1.95	N/a	\$250,000	\$250,000	N/a	25590AAF7
Goldman Sachs Bank	6/21/2022	2.35	N/a	\$250,000	\$250,000	N/a	68148PKX4
Marine Bank	6/29/2022	1.95	N/a	\$250,000	\$250,000	N/a	56817TAA9
Marlin Business Bank	6/29/2022	1.95	N/a	\$250,000	\$250,000	N/a	57116APK8
Discover Bank	7/26/2022	2.30	N/a	\$250,000	\$250,000	N/a	2546726C7
Wells Fargo Bank	7/28/2022	2.30	N/a	\$250,000	\$250,000	N/a	949763JU1
Total Certificates of Deposit				\$1,500,000	\$1,500,000		
Federal National Mortgage Association	6/4/2025	0.71	9/4/2021	\$3,000,000	\$3,000,000	\$2,993,568	3136G4WA7
Federal Home Loan Mortgage Corp	6/25/2025	0.70	6/25/2022	\$2,000,000	\$2,000,000	\$1,990,328	3134GVR26
Federal Farm Credit Bank	7/29/2025	0.58	7/29/2022	\$2,000,000	\$2,000,000	\$1,989,388	3133ELZ80
Federal Farm Credit Bank	8/4/2025	0.68	7/5/2021	\$2,000,000	\$2,000,000	\$1,991,838	3133EL2U7
Federal National Mortgage Association	8/26/2025	0.60	8/26/2021	\$2,000,000	\$2,000,000	\$1,988,176	3136G4X32
Federal National Mortgage Association	10/20/2025	0.58	10/27/2021	\$2,000,000	\$2,000,000	\$1,979,248	3135G06A6
Federal Home Loan Mortgage Corp	10/27/2025	0.54	10/27/2022	\$2,000,000	\$2,000,000	\$1,972,606	3134GW4Z6
Federal National Mortgage Association	11/25/2025	0.58	11/25/2022	\$3,000,000	\$3,000,000	\$2,966,868	3135GA5H0
Federal Farm Credit Bank	12/1/2025	0.56	12/1/2022	\$2,000,000	\$2,000,000	\$1,981,944	3133EMJCT7
Federal Farm Credit Bank	12/23/2025	0.50	7/5/2021	\$2,000,000	\$2,000,000	\$1,965,628	3133EMLR1
Federal National Mortgage Association	12/30/2025	0.64	12/30/2021	\$2,000,000	\$2,004,000	\$1,985,444	3135G06Q1
Federal Home Loan Bank	2/12/2026	0.52	8/12/2021	\$2,000,000	\$1,999,000	\$1,973,534	3130AKWA0
Federal Home Loan Bank	2/23/2026	0.58	2/23/2022	\$1,750,000	\$1,745,625	\$1,729,898	3130ALBX1
Federal Farm Credit Bank	3/9/2026	0.80	3/9/2023	\$3,000,000	\$3,000,000	\$2,982,039	3133EMSU7
Federal Home Loan Bank	3/30/2026	1.03	9/30/2021	\$3,000,000	\$3,000,000	\$3,007,587	3130ALV68
Federal Farm Credit Bank	5/4/2026	1.00	8/4/2021	\$3,000,000	\$3,000,000	\$2,990,904	3133EMYE6
Federal Home Loan Bank	5/18/2026	1.00	11/18/2021	\$3,000,000	\$3,000,000	\$2,991,678	3130AMFD9
Federal Home Loan Bank	6/16/2026	0.95	3/16/2022	\$3,000,000	\$3,000,000	\$2,987,739	3130AMPJ5
Federal Home Loan Bank	6/30/2026	0.86	3/30/2022	\$5,000,000	\$5,000,000	\$4,966,595	3130AMWB4
Federal Home Loan Bank	7/13/2026	1.02	1/13/2022	\$5,000,000	\$5,000,000	\$4,983,055	3130AN2L3
Federal Home Loan Bank	9/14/2026	0.93	3/14/2022	\$2,000,000	\$2,000,000	\$1,994,168	3130ANU73
Total US Government Agency Securities				\$54,750,000	\$54,748,625	\$54,412,233	
International Finance Corporation	1/15/2025	1.63	1/15/2022	\$2,500,000	\$2,500,000	\$2,476,913	45950VNR3
Total Non US Government Agency Securities				\$2,500,000	\$2,500,000	\$2,476,913	
JPMorgan Chase & Co	1/24/2022	4.50	N/a	\$500,000	\$535,990	\$506,816	46625HJD3
Apple (APPL)	2/9/2022	2.50	N/a	\$500,000	\$509,485	\$503,183	037833CM0
Chevron	3/3/2022	2.41	N/a	\$500,000	\$506,350	\$502,885	166764AT7
Pepsico	5/2/2022	2.25	N/a	\$500,000	\$504,250	\$505,071	713448DT2
Visa	9/15/2022	2.15	N/a	\$1,000,000	\$1,015,480	\$1,017,207	92826CAG7
JP Morgan Chase	9/23/2022	3.25	N/a	\$500,000	\$504,580	\$514,970	46625HJE1
Visa	12/14/2022	2.80	N/a	\$1,000,000	\$1,008,090	\$1,026,207	92826CAC6
Toyota	1/11/2023	2.70	N/a	\$1,000,000	\$1,002,790	\$1,030,822	89236TEL5
Charles Schwab	1/25/2023	2.65	N/a	\$1,000,000	\$1,011,190	\$1,029,159	808513AT2
John Deere	1/27/2023	2.80	N/a	\$1,000,000	\$1,015,930	\$1,031,558	24422ERT8
Berkshire Hathaway	3/15/2023	2.75	N/a	\$500,000	\$501,445	\$515,672	084670BR8
TJX Companies	5/15/2023	2.50	N/a	\$500,000	\$507,615	\$514,867	872540AP4
Chevron	6/24/2023	3.19	N/a	\$1,000,000	\$1,013,720	\$1,042,077	166764AH3
Bank of America	7/21/2023	2.82	7/21/2022	\$1,000,000	\$1,004,840	\$1,019,210	06051GGQ6
Toyota	9/20/2023	3.45	N/a	\$1,000,000	\$1,025,110	\$1,060,857	89236TFN0
Citibank	1/23/2024	3.65	N/a	\$1,000,000	\$1,036,710	\$1,067,597	17325FAS7
Citibank	1/23/2024	3.65	N/a	\$569,000	\$604,710	\$607,463	17325FAS7
Charles Schwab	2/1/2024	3.55	N/a	\$600,000	\$623,478	\$639,506	808513AY1
US Bancorp	2/5/2024	3.38	N/a	\$1,000,000	\$1,026,700	\$1,062,514	91159HHV5
Apple	2/9/2024	3.00	N/a	\$500,000	\$505,235	\$527,274	037833CG3
IBM	2/12/2024	3.63	N/a	\$500,000	\$528,850	\$535,546	459200HU8
Home Depot	2/15/2024	3.75	N/a	\$1,000,000	\$1,074,300	\$1,069,375	437076BC5

**CITY OF WOODLAND
INVESTMENT REPORT**

	<i>Maturity Date</i>	<i>Interest</i>	<i>Call Date</i>	<i>PAR Amount</i>	<i>Principal Amount</i>	<i>Current Market Value</i>	<i>Security ID</i>
Illinois Tool Works	3/1/2024	3.50	N/a	\$1,000,000	\$1,050,720	\$1,067,366	452308AT6
Pepsico	3/1/2024	3.60	N/a	\$1,000,000	\$1,069,750	\$1,063,807	713448CM8
Apple	5/6/2024	3.45	N/a	\$1,000,000	\$1,037,300	\$1,074,122	037833AS9
Bank of New York Mellon	5/15/2024	3.40	N/a	\$1,000,000	\$1,039,920	\$1,070,081	06406HCV9
HSBC	6/23/2024	3.50	N/a	\$500,000	\$527,365	\$536,104	40434CAD7
American Honda Finance	6/27/2024	2.40	N/a	\$500,000	\$505,140	\$522,287	02665WCZ2
US Bancorp	7/30/2024	2.40	N/a	\$500,000	\$509,055	\$523,759	91159HHX1
US Bancorp	7/30/2024	2.40	N/a	\$500,000	\$506,245	\$523,759	91159HHX1
US Bancorp	7/30/2024	2.40	N/a	\$1,000,000	\$1,029,250	\$1,047,518	91159HHX1
Air Products & Chemicals	7/31/2024	3.35	N/a	\$1,000,000	\$1,059,210	\$1,070,447	009158AV8
Amazon	8/22/2024	2.80	N/a	\$500,000	\$517,425	\$529,843	023135AZ9
United Parcel Service	9/1/2024	2.20	N/a	\$500,000	\$502,340	\$522,648	911312BT2
Coke	9/6/2024	1.75	N/a	\$500,000	\$499,285	\$518,915	191216CL2
JP Morgan Chase	11/24/2024	2.30	11/27/2021	\$1,000,000	\$1,000,000	\$1,000,429	48128GM49
Estee Lauder	12/1/2024	2.00	N/a	\$1,000,000	\$1,014,350	\$1,039,578	29736RAN0
Estee Lauder	12/1/2024	2.00	N/a	\$1,000,000	\$1,004,020	\$1,039,578	29736RAN0
Toyota	2/13/2025	1.80	N/a	\$1,000,000	\$1,001,380	\$1,026,501	89236TGT6
WW Grainger	2/15/2025	1.85	N/a	\$1,500,000	\$1,545,900	\$1,542,222	384802AE4
Precision Castpart	6/15/2025	3.25	N/a	\$1,000,000	\$1,111,990	\$1,077,120	740189AM7
Wells Fargo	6/17/2025	1.50	6/17/2022	\$1,000,000	\$1,000,000	\$992,001	95001DAD2
JPMorgan Chase & Co	6/23/2025	1.05	6/23/2024	\$1,000,000	\$1,000,000	\$975,196	48128GU40
Bank of America	11/25/2025	0.65	11/25/2021	\$1,000,000	\$1,000,000	\$979,714	06048WK41
JPMorgan Chase & Co	12/22/2025	0.83	12/22/2023	\$1,000,000	\$1,000,000	\$951,842	48128GY53
United Health Group	1/15/2026	1.25	N/a	\$1,000,000	\$1,016,620	\$1,006,335	91324PDW9
Public Storage	2/15/2026	0.88	1/15/2026	\$2,000,000	\$1,984,600	\$1,974,558	74460WAA5
JP Morgan Chase	2/17/2026	0.50	2/17/2023	\$1,000,000	\$1,000,000	\$979,627	46632FRV9
Caterpillar	3/2/2026	0.90	N/a	\$1,200,000	\$1,195,920	\$1,187,968	14913R2K2
United Health Group	5/15/2026	1.15	4/15/2026	\$500,000	\$501,660	\$500,110	91324PEC2
Bank of America	8/26/2026	1.25	8/26/2022	\$2,000,000	\$2,000,000	\$1,957,126	06048WN22
Total Corporate Securities				\$44,369,000	\$45,296,293	\$45,630,392	
California ST GO UNLT TXBL-High Speed Passenger Train-Series	4/1/2022	2.37	N/a	\$415,000	\$425,371	\$419,528	13063DAD0
University of California CA REV TXBL-Series BA	5/15/2023	3.30	N/a	\$830,000	\$880,273	\$870,072	91412HBK8
Los Angeles CA GO TXBL REF-Series A	9/1/2023	2.64	N/a	\$1,925,000	\$2,020,596	\$2,007,140	544351KS7
San Francisco City & County CA Public Utility Company REV TXBL	11/1/2023	2.81	N/a	\$455,000	\$485,799	\$476,385	79765R3V9
Sacramento County CA TXBL REV Sanitation District FA REF-Series	12/1/2023	3.20	N/a	\$450,000	\$477,329	\$474,530	786134VD5
Los Angeles CA GO TXBL REF-Series A	9/1/2024	2.84	N/a	\$1,000,000	\$1,079,870	\$1,062,870	544351KT5
California ST Municipal FA REV TXBL Harvey Mudd College	12/1/2024	1.85	N/a	\$595,000	\$603,520	\$613,261	13048VNZ7
University of California REV TXBL Limited Project REF-Series J	5/15/2025	3.36	N/a	\$2,000,000	\$2,198,720	\$2,170,240	91412GXQ3
Total Municipal Securities				\$7,670,000	\$8,171,477	\$8,094,025	
Total of LAIF Funds & Investments Detail					\$180,254,383		
Check Total (Should be zero)					\$0		

CASH ACCOUNTS as of 09/30/21

Bank Accounts with U.S. Bank	\$5,423,815
Petty Cash	\$2,778
Cash with Fiscal Agent	\$8,721,428
Funds Held By Section 115 Pension Trust	\$10,479,384

**CITY OF WOODLAND
INVESTMENT REPORT**

	<i>Maturity Date</i>	<i>Interest</i>	<i>Call Date</i>	<i>PAR Amount</i>	<i>Principal Amount</i>	<i>Current Market Value</i>	<i>Security ID</i>
INTEREST SUMMARY							
Prior Quarters Interest Earned - Investments			\$0				
Prior Quarters Interest Earned - LAIF			\$0				
Total Interest Received			<u>\$0</u>				
Interest Received from July 1, 2021 to September 30, 2021			<u>\$627,128</u>				
Total Fiscal Year-to-Date Interest Received			<u>\$627,128</u>				

The interest received does not always represent the interest earned. LAIF records interest on a quarterly basis but does not report it until the 15th of the month following the end of the quarter. The interest received on Treasury Notes is received every six months either on the 15th or the last day of the month. Bond interest is posted every six months to the date of settlement.

**CITY OF WOODLAND
ACTIVITY REPORT**

DATE	DESCRIPTION	DEBIT	CREDIT	DEBITS
LAIF TREASURER				
07/01/21	Month Beginning Balance			\$65,999,493
07/08/21	Withdrawl from LAIF		\$1,000,000	\$64,999,493
07/13/21	Withdrawl from LAIF		\$5,000,000	\$59,999,493
07/14/21	Deposit into LAIF-Quarterly Interest	\$54,639		\$60,054,132
07/23/21	Withdrawl from LAIF		\$6,000,000	\$54,054,132
07/26/21	Withdrawl from LAIF		\$2,000,000	\$52,054,132
07/28/21	Deposit into LAIF	\$8,000,000		\$60,054,132
07/29/21	Withdrawl from LAIF		\$4,000,000	\$56,054,132
08/16/21	Deposit into LAIF	\$4,000,000		\$60,054,132
08/30/21	Withdrawl from LAIF		\$7,518,000	\$52,536,132
09/01/21	Withdrawl from LAIF		\$2,000,000	\$50,536,132
09/03/21	Withdrawl from LAIF		\$1,500,000	\$49,036,132
09/30/21	Deposit into LAIF	\$8,000,000		\$57,036,132
09/30/21	Month End Balance			\$57,036,132
CAMP PFM Asset Management LLC				
07/01/21	Month Beginning Balance			\$11,000,440
07/01/21	Accrual Income Dividend Reinvestment	\$473		\$11,000,913
08/01/21	Accrual Income Dividend Reinvestment	\$484		\$11,001,398
09/01/21	Accrual Income Dividend Reinvestment	\$458		\$11,001,856
09/30/21	Month End Balance			\$11,001,856
Bonds and Other Investments				
07/01/21	Month Beginning Balance			\$117,506,294
07/13/21	Purchased FHLB 3130AN2L3	\$5,000,000		\$122,506,294
07/26/21	Called Toyota Motor Credit 89236TGD1		\$1,300,000	\$121,206,294
07/28/21	Called FHLB 3130AJRN1		\$3,000,000	\$118,206,294
08/09/21	Maturity Caterpillar Finl Service 14912L6U0		\$500,000	\$117,706,294
08/24/21	Maturity FHLB Step Up 3130A93A7		\$2,000,000	\$115,706,294
08/26/21	Purchase Bank of America 06048WN22	\$2,000,310		\$117,706,604
09/07/21	Called Pepsi Co 713448DL9		\$500,000	\$117,206,604
09/16/21	Called FHLB 3130AAMMP4		\$3,000,000	\$114,206,604
09/20/21	Purchased FHLB 3130ANU73	\$2,000,000		\$116,206,604
09/27/21	Called Federal Farm Credit Bank 3133EKU20		\$2,000,000	\$114,206,604
09/27/21	Called FHL Mortg Corp 3134GUDP2		\$2,000,000	\$112,206,604
09/30/21	Month End Balance			\$112,206,604
END OF MONTH TOTAL DEBITS				\$180,244,592
Transactions w/LAIF		12		
Transactions w/CAMP		3		
Purchase of New Bonds		3		
Bonds Called		6		
Purchase of New CD		0		
CD Matured		0		
Bonds Sold		0		
Bonds Matured		2		

Cash with Fiscal Agent

<u>2014 Wastewater Revenue Bonds</u>	
Revenue fund	\$614,424.56
Interest fund	\$0.44
Principal Fund	\$0.86
Redemption fund	\$0.00
Rebate Fund	\$0.00
<u>CFD - Gibson Ranch</u>	
Revenue fund	\$6.72
Interest fund	\$0.02
Principal Fund	\$0.00
Reserve fund	\$225,829.46
Redemption fund	\$0.00
Sinking Fund	\$0.00
<u>Spring Lake 2013</u>	
Special Tax Fund	\$11,859.46
Interest Fund	\$0.00
Principal Fund	\$0.00
Reserve fund	\$2,064,496.43
Prepayment Fund	\$0.00
Rebate Fund	\$0.00
<u>Spring Lake 2016</u>	
Special Tax Fund	\$10,663.63
Interest Fund	\$0.09
Principal Fund	\$0.26
Reserve Fund	\$1,033,033.82
Proceeds Fund	\$0.20
<u>Spring Lake 2019</u>	
Special Tax Fund	\$0.00
Interest Fund	\$0.00
Principal Fund	\$0.00
Reserve Fund	\$1,442,456.67
Capitalized Interest Fund	\$150,106.07
Proceeds Fund	\$0.00
<u>Water Revenue Bonds 2011</u>	
Revenue Fund	\$11.24
Interest Fund	\$0.30
Principal Fund	\$0.17
Reserve Fund	\$1,324,400.00
Redemption Fund	\$0.00
Surplus Fund	\$0.00
<u>Safe Drinking Water State Revolving Fund 2014</u>	
Payment Fund	\$5.53
Reserve fund	\$138,781.83
<u>ARRA 2011</u>	
Payment Fund	\$1,306,819.65
Reserve fund	\$398,530.77
<u>TOTAL</u>	
	<u><u>\$8,721,428.18</u></u>

Investment Glossary

Call date - the date on which a bond can be redeemed before maturity. If the issuer feels there is a benefit to refinancing the issue, the bond may be redeemed on the call date at par or at a small premium to par.

Current market value (CMV) - the resale valuation attached to a security held long in an investor's margin account. The current market value is usually taken as the closing price for listed securities.

CUSIP (Security ID) - stands for Committee on Uniform Securities Identification Procedures. Formed in 1962, this committee developed a system (implemented in 1967) that identifies securities, specifically U.S. and Canadian registered stocks, and U.S. government and municipal bonds. The CUSIP number consists of a combination of nine characters, both letters and numbers, which act as a sort of DNA for the security - uniquely identifying the company or issuer and the type of security. The first six characters identify the issuer and are assigned in an alphabetical fashion; the seventh and eighth characters (which can be alphabetical or numerical) identify the type of issue; and the last digit is used as a check digit.

Interest rate - the amount charged, expressed as a percentage of principal, by a lender to a borrower for the use of assets. Interest rates are typically noted on an annual basis, known as the annual percentage rate (APR).

Maturity date - the date on which the principal amount of a note, draft, acceptance bond or another debt instrument becomes due and is repaid to the investor and interest payments stop.

Par - In its most common usage, par value applies to bonds. The term refers to the face value of the bond, that is, the value at which the issuer will redeem the bond at maturity.

Principal - is used to refer to the original amount of investment. A bond's principal is the amount of money the bond-issuer owes to the bondholder upon maturity.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: H.7
SUBJECT: Appoint Member to the Planning Commission

Recommendation for Action: Staff recommends that the City Council appoint Michael McLaughlin to the Planning Commission.

Staff Contact:

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

Discussion

The Planning Commission has a current vacancy created by the resignation of Kirby Wells. The recommendation is to fill the vacancy with the appointment of Michael McLaughlin.

Mr. McLaughlin submitted an application on September 22, 2021 to be considered for an opening on the Planning Commission. Upon review of his application and consultation with the Council Sub-committee, it is the staff's recommendation that Mr. McLaughlin be appointed to fill the vacancy left by Mr. Wells for the unexpired term that ends on June 30, 2024.

Prepared By: Ana B. Gonzalez, City Clerk

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

Ken Hiatt
City Manager

Attachments:

1. McLaughlin_Michael

Employment experience: ***Current position: Housing Representative, LA Region, Project Homekey, California Department of Housing and Community Development***

For additional employment, please see attached resume

Educational background and other training: ***Please see attached resume***

Organization and community activity experience: ***Please see attached application supplement.***

Other background information that you believe adds to your qualifications to serve on this Board, Commission or Advisory Committee: _____

Please see attached Application supplement.

(You may include a resume or supplemental information to support your application.)

Please provide two personal or professional references:

Name

Address

Phone No.

Sonny Bains, 2197 Glenrio Way, Sacramento, CA 95695 (510) 717-1911

Matt Devine, 22840 Oxnard Street, Woodland Hills, CA 91367 727.808.3263

Signature of Applicant

09/21/21

Date

City Use: Received _____ Eligibility _____ Disposition _____

Notes:

Mike McLaughlin

Urban Researcher, Producer, Consultant. I believe in adapting gracefully and in honor above all.

 [MichaelNM](#) | Woodland, CA | 323.457.0808 | michaelnm@berkeley.edu

Education

1

Master of City Planning, U.C. Berkeley (2012)

Housing, Community & Economic Development concentration
Parks and public space, affordable housing, land use entitlements, parking and traffic demand, TOD/ active transportation, urban design and civic participation methodology



2

Bachelor of Arts, U.C. Berkeley

B.A. International Political Economy & B.A. Cognitive Neuroscience (IFS)



Work Experience

1

Director, Hanoi Urban Lab | Aug 2018 - Present

Hanoi, Vietnam

> Principal Investigator on multi-year public space re-design site specific study in collaboration with the National Architecture and City Planning University and the Hanoi City Planning Department

> Direct operations, including supervising 12 part-time staff. Observed hundreds of hours of timelapse photography and live action video, surveys, interviews, and data scraping; present preliminary findings to academics, technical professionals and city leaders; Mentor/taught >100 students, created and presented workshops & lectures on city planning & design



2

Planning Consultant, Our Backyard Homes | July 2015 - Dec 2019

Los Angeles, CA

> Founding board member of 501(c)3 changing ADU and alternative housing laws and building innovative homes to fight housing insecurity among students and the working poor

> Advised on research strategy for GIS project mapping vacant lots and directed policy analysis and reporting; advocated policy and legislative changes at city and state level, such as AB68 & SB13



3

Impact Producer & Sales Director, Gathr Films | Feb 2015 - Sep 2016

Los Angeles, CA

> Led impact campaigns for more than 25 documentaries, generating more than \$1m in revenue, including Academy Award winning films and financial successes *Can You Dig This* (2014), *A Time to Choose* (2015), *Minimalism: A documentary* (2015), and *Bikes vs. Cars* (2015)

> Collaborated with designers to create marketing materials, supervised up to 15 outreach, sales and marketing staff; liaised with producers and distributors. Created 3 market GIS analysis maps with Carto, reducing \$70k annual costs and driving market opportunity insights



4

Video Producer, Planetizen, Inc | Nov 2012 - Sep 2014

Los Angeles, CA

> Developed, produced and published > 60 hours of architecture, urban planning and design online courses and media; Directed documentary series shot over 3 continents. Managed pre-production & development through post-production and channel distribution



Produced content on: Zoning principles, AICP ethics, form based codes, urban design, walkability scoring, bicycle infrastructure engineering, environmental planning, LEED, urban food systems, tactical /DIY urbanism, demographics, census and ArcGIS analysis, housing and land development economics, Hazard and mitigation planning, AutoCAD and other planning & design software

5

Researcher, UCB Global Metropolitan Studies | Jan 2011 - May 2012

Berkeley, CA

> Collaborated on Housing element, executed parking occupancy and demand study down the San Pablo Ave Corridor SB 375 re-design proposal; Co-presented final report for Berkeley, Alameda County, AC Transit and SF MTA authorities

> Managed 3 undergraduates performing data collection for UCB parking element of Transportation & Parking plan; Analyzed millions of parking occupancy and survey data points; Crafted narrative and generated tables and charts in recommendations



6

Producer & Founding Partner, Dilip! Productions | July 2011 - Present

Worldwide

> Produced, directed, wrote or consulted on more than 20 productions, documentaries and non-fiction films and media. Filmed on location in more than 15 countries; 2 film festival runs

Clients and Distribution include: Netflix, BBC, Great Big Story, Journeyman Films, TransForm California, Sony The Orchard, Environment For Nature Vietnam, World Wildlife Fund, Urbanist Hanoi / Saigoneer, Samsung, RayBan, UC Berkeley's Blum Center and College of Environmental Design, Tyrnauer Films, and Walk San Francisco Vision Zero



7

Congressional Aide, U.S. House of Representatives | May - Dec 2009

Washington, D.C.

> Supported legislative staff of Rep. Sam Farr by tracking and researching legislation, attending & writing more than 50 hearing, markup & briefing reports for assigned staff

> Wrote dozens of extended remarks speeches and drafted dozens of legislative correspondence to thousands of constituents



Skills

Languages: Spanish (fluent), Vietnamese (proficient)

Certifications: First Aid / CPR; AICP (2022 expected)

Software: Office essentials (Apple, Google, Microsoft), visualization (Tableau, Charts), web design (HTML, CSS, Wordpress), data scraping and coding (python), video & digital design (Adobe Premiere, Photoshop, InDesign, Canva), cartography (Carto, Mapbox, ArcGIS Storymaps), spatial analysis (CommunityVIZ), statistics (Excel, R)

Media Technology: DSLR & Digital video photography, Audio recording, On-set mixing (Tascam, Zoom), Green screen

Recommenders

Hoa Ta, Professor of City Planning and Architecture, NUCE Hanoi

Reuben Duarte, Senior Planner at Sheppard Mullin Richter & Hampton LLP

Elizabeth Deakin, Professor Emerita of City Planning, UC Berkeley

Matt Devine, Executive Director, Our Backyard Homes

Sanjeet Singh Bains, Product Owner, State of California

Why are you interested in serving on a City Board/Commission/Committee:

I would serve on the Planning Commission or another appropriate commission as my training, inclination and experience allow me to be a qualified voice in land use and urban planning proceedings of the city – such as the Woodland Research and Technology Park and the Woodland Housing elements discussed at recent Planning Commissions. Moreover, and more importantly, Woodland is where my family has lived for 5 generations. I am technically a new resident of Woodland. However, I grew up coming to Woodland every weekend from Sacramento. Among other relatives still here, my grandma still lives in the ranch house she and my grandpa moved into in 1944, first built in 1884. I would serve on the planning commission to balance the interests between historic preservation with sustainable, resilient growth.

Organization and community activity experience:

Over the last 20 years, I have served on Associated Student Governments, volunteered overseas on economic development projects, worked on Human Rights Campaign and canvassed for CalPIRG, Environment California and the Sierra Club. As a UC Berkeley student I volunteered in soup kitchens, and worked on several community justice, sustainability and peace and reconciliation clubs, and even performed charity theater. After graduating I also volunteered on President Obama's first election campaign and on Vice President Kamala Harris' campaign for Attorney General. While I have not spent much time on political campaigns over the past decade, I have instead dedicated my time to help scholastically rich, but resource poor students to access higher education system serving as an academic and college mentor.

Other background information that you believe adds to your qualifications to serve on this Board, Commission or Advisory Committee:

As someone that has experienced homelessness and housing insecurity, I am very much pro-development and pro-housing first, however cognizant of the economic ramifications that rapid development can have on existing communities. Moreover, I see so much positive change in Woodland already happening (I'll eventually love the Gibson road diet!) and as Woodland celebrates her 150th anniversary, I would be proud to have been a small part in working with the city, residents and other public agencies to the plan for our bicentennial. Finally, I am an avid park-goer, cyclist, hiker and grill master. When I'm not working or working out, I'm adventuring with my wife, my parents, and pets.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: H.8
SUBJECT: Amended and Restated Employment Agreement for City Manager

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, Approving an Amended and Restated Employment Agreement between the City of Woodland and Ken Hiatt for the position of City Manager.

Staff Contact: Ethan Walsh, City Attorney, (916) 325-4000, ethan.walsh@bbklaw.com

Fiscal Impact:

Mr. Hiatt's new compensation would be \$22,600 per month, which is an increase from his current salary of \$19,600 per month, with a 3% annual increase for the duration of the Employment Agreement, which has a two year term with an option to extend for a third year. The new agreement is retroactive to August 1, 2021, which is the one-year anniversary of the original agreement, and the date by which the annual performance review was scheduled. His benefits will remain essentially unchanged as those provided in his existing City Manager Agreement, except that the City matching contribution to Mr. Hiatt's deferred compensation will be increased from 2% to 5%, resulting in a maximum potential annual matching contribution of \$13,560.

Background:

Mr. Hiatt has served as City Manager since August 1, 2020, after serving as Interim City Manager since Paul Navazio's retirement from the City in March 2020. Mr. Hiatt originally joined the City as the Community Development Director in May of 2013 and assumed the role of Assistant City Manager/Community & Economic Development Director in August of 2016.

The City Council recently completed Mr. Hiatt's annual performance review and found that his performance well exceeded expectations, and expressed to the City Attorney a desire to review Mr. Hiatt's compensation to ensure that was competitive with similar cities in the region and reflected Mr. Hiatt's excellent performance. The City Attorney, in consultation with the current Mayor and the immediate past Mayor, negotiated the terms of an amended and restated employment agreement between Mr. Hiatt and the City for the City Manager position, and the City Attorney prepared the attached Employment Agreement.

Discussion:

The City Manager Employment Agreement provides as follows:

- The Amended and Restated Agreement is effective as of Sunday, August 1, 2021 (i.e., the compensation adjustments are retroactive to that date).
- Mr. Hiatt will receive a monthly salary of Twenty-Two Thousand Six Hundred Dollars (\$22,600) per month.
- The Agreement has a two-year term starting August 1, 2021, with an option to extend for a third year.
- The City Council will conduct a performance evaluation each year on or around August 1.
- Assuming the Agreement is still in effect, Mr. Hiatt's salary will increase by three percent (3%) each year for the duration of the Agreement.
- The City match to Mr. Hiatt's contributions to the deferred compensation plan will be increased from 2% of Mr. Hiatt's base salary to 5% of Mr. Hiatt's base salary, subject to the limitations and restrictions in the City's 457 Plan.

- All other benefits will be the same as his existing benefits pursuant to his existing City Manager Agreement.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, Approving an Amended and Restated Employment Agreement between the City of Woodland and Ken Hiatt for the position of City Manager.

Prepared by: Ethan Walsh, City Attorney

Attachments:

1. COW Resolution Approving Hiatt CM A&R Employment Agreement-c1
2. COW_ Hiatt A&R City Manager Agreement 2021-c1

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND APPROVING AN AMENDED AND RESTATED
EMPLOYMENT AGREEMENT WITH KEN HIATT FOR THE
POSITION OF CITY MANAGER**

WHEREAS, Ken Hiatt has been serving as the City Manager since August 1, 2020, and prior to that time served as Interim City Manager since March 7, 2020; and

WHEREAS, the City Council recently completed its annual evaluation for the City Manager, and found that Mr. Hiatt well exceeded Council's expectations during the prior year and desires to amend Mr. Hiatt's employment agreement to provide compensation that is consistent with the compensation of city managers of comparable cities in the region; and

WHEREAS, the attached Amended and Restated Employment Agreement ("Agreement") provides for a base monthly salary of \$22,600.00 per month upon the effective date of August 1, 2021, which is the anniversary date of Mr. Hiatt's original employment agreement, with an adjustment of three percent annually for the duration of the Agreement, which has a term of two years with an option to extend it for an additional year; and

WHEREAS, the Agreement provides that benefits will remain largely unchanged from those provided to Mr. Hiatt under his existing employment agreement as City Manager except that the Agreement provides that the City will match Mr. Hiatt's deferred compensation contribution up to five percent (5%) of his base salary (for a maximum annual matching contribution of (\$13,560). This is an increase from the existing employment agreement's maximum matching contribution of two percent (2%); and

WHEREAS, the Agreement provides that the City Council will undertake an annual performance evaluation on or around August 1 of each year.

[continued on following page]

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Woodland hereby approves the Amended and Restated Employment Agreement between the City of Woodland and Ken Hiatt as City Manager.

PASSED AND ADOPTED this 7th day of December, 2021, by the following vote:

AYES:

NOES:

ABSENT:

Mayra Vega, Mayor

ATTEST:

APPROVED AS TO FORM

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney

Attachment: City Manager Amended and Restated Employment Agreement

Amended and Restated Employment Agreement

This Amended and Restated Employment Agreement (“Agreement”) is between the City of Woodland, a California municipal corporation (“City”) and Ken Hiatt (“Employee”), an individual, both of whom agree as follows:

Section 1. Appointment

The City Council appointed Employee as the City Manager of the City and Employee accepted appointment, effective on Saturday, August 1, 2020. City and Employee originally entered in to an Employment Agreement dated as of August 1, 2020 (“Original Agreement”). This Agreement amends, restates and supersedes the Original Agreement in its entirety.

Section 2. Duties and Authority

A. Employee shall perform the functions and duties of a city manager as provided for under state law and the Woodland Municipal Code, the City Manager job description, City Council direction, or as otherwise provided by law, ordinance, or regulation. Employee shall faithfully, diligently, and to the best of Employee’s abilities, perform all duties that may be required under this Agreement and shall devote his full energy, skill, ability, and productive time to the performance of his duties. Employee reports to, and serves at the pleasure of, the City Council.

B. Employee shall not engage in any employment, activity, or other enterprise, for compensation or otherwise, that is actually or potentially in conflict with, inimical to, or that interferes with the performance of Employee’s duties.

C. This Agreement is intended to, and does supersede Employee’s current Interim City Manager agreement with the City.

D. Employee agrees to maintain any licenses or certifications required by Employee’s job description.

Section 3. Hours of Work.

The Employee as City Manager is an exempt position, and Employee is expected to engage in those hours of work necessary to fulfill the obligations of the position. Employee must be available to other staff and members of the public during City’s regular hours of business, and generally Employee is expected to be working during such regular hours of business. Employee’s position also requires frequent time worked outside of customary business hours (e.g. to attend City Council meetings or other functions on City’s behalf). As such, Employee’s daily and weekly work schedule will vary in accordance with the work to be performed and in accordance with direction provided by the City Council.

Section 4. Performance Evaluation

The City Council will conduct a performance evaluation of Employee on or around August 1, 2022, or at a time mutually agreed upon by the City Council and Employee. The City Council

shall evaluate Employee's performance and provide guidance and direction to Employee. The City Council and Employee may choose to have an initial meeting at or around the commencement of this Agreement to discuss Employee's performance goals as well as the City Council's goals, expectations, and objectives for Employee's performance.

Section 5. Compensation

A. City agrees to pay Employee a monthly gross base salary of Twenty-Two Thousand Six Hundred Dollars (\$22,600.00), effective as of August 1, 2021. Employee shall receive a three percent (3%) annual salary increase effective August 1 for the term of this Agreement.

B. Nothing in this Agreement precludes the City Council from considering other salary adjustments for Employee.

C. Employee shall be paid at the same intervals and in the same manner as other management employees, and all wage payments are subject to applicable payroll taxes and withholdings.

D. The City of Woodland will match Employee's deferred compensation contribution up to five percent (5%) of Employee's base salary, subject to the limitations and restrictions imposed by law and by the City's 457 Plan. Only plans approved by the City in its deferred compensation program will be eligible for the City contribution. Employee is responsible to ensure that Employee's contribution and the City's matching contribution meet Internal Revenue Code Section 457 deferred compensation program requirements. In addition, as salary is adjusted, Employee will be responsible to make periodic changes to the amounts of compensation deferred.

Section 6. Health, Disability and Life Insurance Benefits

Employee will be eligible for, and shall receive, benefits as follows:

A. City agrees to provide Employee with access to the same City-sponsored health and welfare benefit programs (medical, dental, vision, long term disability, and life insurance), and the same City contributions to the costs of such programs, as are provided under the Miscellaneous Mid- Management Employee MOU ("Mid-Management MOU"), a copy of which is included as **Exhibit A** to this Agreement, except as otherwise specified in this Agreement. City will make the required premium payments for short term and long term disability insurance coverage for Employee during the Term of this Agreement. City shall also pay the amount due for term life insurance in an amount equal to \$50,000. Employee shall have the right to choose the beneficiary on such policy.

B. Employer agrees to provide and pay the City allowance for vision, dental and comprehensive medical insurance for Employee and his eligible dependents. The Employer's contribution toward health insurance shall be equal to that which is provided to all other full-time miscellaneous mid-management employees of the Employer.

C. If Employee provides proof of coverage under an outside medical insurance program, Employee may decline to accept medical coverage, and will be eligible for cash-in- lieu payment of \$405 per month.

Section 7. Holidays, Vacation, Sick, and Administrative Leave

Employee and City agree that Employee shall receive the following leave:

A. Sick Leave. Employee shall accrue sick leave at the rate of one (1) day (i.e. 8 hours) for each month worked. Employee may use paid sick leave in accordance with the City's sick leave policy, for those purposes specified in City policy and the California Labor Code. Sick leave is not eligible for cash-out at any time, and any remaining accrued sick leave at such time of Employee's retirement from City service will be governed by the then-existing City contract with CalPERS.

B. Vacation. Employee shall accrue vacation leave at the rate of twenty (20) days per year, earned on a pro rata basis per pay period. Employee shall also have 16 vacation hours added to vacation leave total as of July 1 each year. Employees with ten (10) years of service or less may carry an unused vacation leave balance of no more than thirty-four (34) days (272 hours) past January 1st of each year. Employees with more than ten (10) years of service may carry an unused vacation leave balance of no more than forty-four (44) days (352 hours) past January 1st of each year.

Each calendar year Employee may, at his request, have up to eighty (80) accrued but unused vacation leave hours paid directly to him at his regular hourly rate of pay at the time of the request in lieu of time off; provided Employee has previously taken at least one (1) week of vacation time off in the same calendar year.

C. Holidays. Employee shall be entitled to those paid holidays recognized by the City in the Mid-Management MOU.

D. Administrative Leave. Employee shall receive an annual bank of ninety-six (96) hours administrative leave on July 1 each year. The City and Employee agree that Employee may cash out up to 80 hours of unused Administrative Leave anytime during each fiscal year, and that any remaining administrative leave in Employee's leave bank as of each June 30 will be forfeited.

Section 8. Payment of Expenses

A. City shall pay the cost of any fidelity or other bonds required by law or City policy. Further, City shall reimburse Employee at the standard IRS mileage rate for any business-related use of a personal vehicle for official business, excepting that Employee should always attempt to utilize a vehicle owned by City to avoid such expense whenever possible. Other business-related expenses Employee may incur are eligible for reimbursement under the terms of City's expense reimbursement policies.

B. Employee may expend up to Six Thousand Five Hundred Dollars (\$6,500.00) without additional City Council authorization to assist him in career development, education,

coaching, professional memberships and dues, subscriptions, equipment, software, certifications, or other special projects. City will allow Employee reasonable time away from the City to participate in professional conferences, trainings, and meetings.

Section 9. Cell Phone

Employee is eligible to receive the City Cell phone stipend, consistent with the current City Cell Phone Stipend policy.

Section 10. Retirement

City provides retirement benefits through the California Public Employees Retirement System ("CalPERS"). As a CalPERS "classic" member, Employee's retirement benefit is based on a 2%@60 formula with the highest three year average. Employee pays the 7% employee retirement contribution.

Employee will be eligible for retiree medical benefits, dependent on hire date, provided employee retires with 10 or more years of City service. The City's contribution will be the same retirement medical benefits that are offered to mid-management employees as specified in the Mid-Management MOU. The City shall contribute \$50 per month to the employee's Retiree Health Savings Plan (RHSP) account, and Employee shall contribute \$50 per month to their RHSP.

Section 11. Term, Employment, and Termination

A. Term. This Agreement shall begin on Sunday, August 1, 2021, and shall continue for a term of two years unless earlier terminated pursuant to this Section 11. Prior to the expiration of the term, this Agreement may be extended for an additional year.

B. No Property Interest. Employee understands and agrees that he has no constitutionally protected property or other interest in his employment as City Manager.

C. Termination By City. Employee understands and agrees that Employee works at the will and pleasure of the City Council, and that Employee may be terminated, or asked to resign, at any time, with or without cause, by a majority vote of its members. Notice of termination shall be provided to the City Manager in writing. "Termination," as used in this Agreement, shall include (1) a request that the City Manager resign; (2) a reduction in salary or other financial benefits of the City Manager in a significant amount that is inconsistent with a reduction in salary or financial benefits for employees in the executive management unit; (3) a material reduction in the powers and authority of the City Manager (excluding placement on paid administrative leave); or (4) elimination of the City Manager's position. Any such notice of termination or act constituting termination shall be given at or effectuated at a duly noticed regular or special meeting of the City Council.

D. Termination Immediately Before or Following City Council Election. No action by the City Council to terminate Employee, other than for gross mismanagement or an act of moral turpitude (as described in 11.F. below), will be made within ninety (90) days either before a City Council election or immediately following a City Council election. Nothing in this

paragraph alters the “at will” status of Employee’s employment with City.

E. Severance Pay. If Employee is asked to resign or is terminated as City Manager, then Employee shall be eligible to receive a cash payment equivalent to the sum of Employee’s then-current monthly salary multiplied by six (6) (or the remaining number of months in the Agreement, whichever is less) and the cash value, as determined by the City, of Employee’s monthly non-salary COBRA-eligible benefits multiplied by six (6) (or [pursuant to Government Code section 53260] by the remaining number of months in the Agreement, whichever is less). This cash payment will be made on a pro-rated monthly basis over the number of months involved, subject to termination of the severance requirement set forth below. Employee shall also be paid for any accrued, but unused, annual leave, but not accrued sick leave. Eligibility for such severance payment is expressly conditioned upon Employee’s execution of (i) a waiver and release of any and all of Employee’s claims against City; and (ii) a covenant not to sue. All normal payroll taxes and withholdings as required by law shall be made with respect to any amounts paid under this section. Employee expressly agrees to provide notice to the City within two (2) business days of accepting employment elsewhere, and the City’s obligation to pay any severance benefit to Employee shall terminate upon Employee’s acceptance of such alternative employment.

F. Ineligibility for Severance Under Certain Conditions. If Employee’s termination is the result of gross mismanagement and/or an act(s) of moral turpitude, Employee shall not be paid any severance pay except as provided in the remainder of this subsection. In such an instance, Employee’s sole remedy shall be a judicial action in declaratory relief to determine whether there was substantial evidence of gross mismanagement and/or an act(s) of moral turpitude. If the court determines there was not substantial evidence, Employee shall receive the severance pay provided in this Section, but no other damages.

G. Termination by Employee. Employee may voluntarily terminate his employment as City Manager at any time by giving not less than thirty (30) days’ notice to City.

Section 12. Indemnification

City shall indemnify and defend Employee in accordance with the California Government Claims Act. City’s obligation to defend and indemnify Employee shall extend only to the entry of a final judgment by the trial court, and shall not extend to providing defense or indemnity in connection with an appeal of the judgment, except as otherwise specifically required by law. City will determine, in its sole discretion, whether to compromise and settle any such claim or suit against Employee, as well as the amount of any settlement or judgment rendered thereon.

Section 13. Notices

Notice pursuant to this Agreement shall be given by personal service, by overnight delivery service (e.g. Federal Express), or by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Employer: City of Woodland
300 First Street
Woodland, CA 95695
Attn: Ana Gonzalez, City Clerk

Employee: Ken Hiatt

Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission by overnight delivery or by the United States Postal Service.

Section 14. General Provisions

A. Integration. This Agreement sets forth and establishes the entire understanding between City and Employee. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written Agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

B. Binding Effect. This Agreement shall be binding on City and Employee and shall not be assignable or transferable, in whole or in part, by either party. Any such purported transfer or assignment shall be null and void.

C. Effective Date. This Agreement shall become effective on August 1, 2021.

D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

E. Statutory Requirements. This Agreement shall be deemed to incorporate by reference the provisions of Sections 53243 *et seq.* of the Government Code, as it may be amended or renumbered.

F. Attorney's Fees. If any legal action or proceeding is brought to enforce or interpret this Agreement, the prevailing party, as determined by the court, shall be entitled to recover from the other party all reasonable costs and attorney's fees, including such fees and costs as may be incurred in enforcing any judgment or order entered in any such action. Nothing in this subsection shall be read to prevent the parties from agreeing to some alternative method of dispute resolution. If such a method is agreed to, any final determination shall include an award of attorney's fees and costs by the presiding officer.

G. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. Employee and City agree that venue for any dispute shall be in Yolo County, California.

H. Representation by Counsel. The parties acknowledge and agree that they were, or had the opportunity to be, represented individually by legal counsel with respect to the matters that are the subject of this Agreement and that they are fully advised with respect to their respective rights and obligations resulting from signing this Agreement.

I. Waiver. Any failure of a party to insist upon strict compliance with any term, undertaking, or condition of this Agreement shall not be deemed to be a waiver of such term, undertaking, or condition. To be effective, a waiver must be in writing, signed and dated by the parties.

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

EMPLOYER: CITY OF WOODLAND By: _____ Mayra Vega, Mayor	_____ Date
EMPLOYEE: _____ Ken Hiatt APPROVED AS TO FORM _____ Ethan Walsh, City Attorney Best Best & Krieger LLP	_____ Date _____ Date

EXHIBIT A

[Mid-Management MOU]



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: H.9
SUBJECT: Findings and Determinations under AB 361 for the Continuation of Virtual Meetings

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. ____, making findings and determinations under AB 361 for the continuation of virtual meetings.

Staff Contact: Ana B. Gonzalez, City Clerk, (530) 661-5906, ana.gonzalez@cityofwoodland.org

Fiscal Impact:

There is no fiscal impact from this item.

Background:

On March 17, 2020, in the face of the COVID-19 pandemic, Governor Gavin Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means.

The provisions in the Brown Act that were suspended by the Governor's Executive Order are contained in Government Code Section 54953(b)(3) and require that when teleconferencing is used, outside of a statewide emergency, the following occur:

- An agenda is required to be posted at all locations, including any teleconference locations.
- Each teleconference location must be identified on the actual agenda.
- Each teleconference location shall be accessible to the public.
- A quorum of the legislative body must be in the jurisdiction.

With the Governor's Executive Order, the four above requirements were suspended, allowing councilmembers to not have to post an agenda at their teleconference location, not have to identify their location on the meeting agenda, not have to ensure public accessibility at the teleconference location, and the legislative body did not need a quorum in the jurisdiction. As the City Council is aware, this allowed the City Council and all other meetings of legislative bodies of the City to be conducted by Zoom with councilmembers, commission members, committee members, and staff all joining from remote locations.

The suspension of certain provisions of the Brown Act was further extended by the Governor on June 11, 2021 by the issuance of Executive Order N-08-21, which continued to allow for complete virtual meetings until September 30, 2021.

With the current pending expiration of the Governor's Executive Order, the State Legislature adopted Assembly Bill 361. On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided there is a state of emergency declared by the Governor, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees. The City Council first made these findings at its October 5 meeting. Staff will continue to bring this resolution forward for consideration at least every thirty days for so long as the City Council intends to continue remote meetings.

Discussion:

AB 361 preserves many of the provisions of the earlier executive orders, including the suspension of the four teleconferencing requirements noted above, while also adding new requirements to the management of remote and teleconference public meetings in order to better achieve the levels of transparency that the Brown Act demands. Specifically, AB 361 imposes two new rules on remote public meetings:

1. Local governments and agencies hosting teleconference meetings in lieu of traditional in-person public meetings must permit direct public comment during the teleconference, and must leave open the opportunity for public comment until the comment periods for a given item is closed during the ordinary course of the meeting. The opportunity to make public comment must be of a sufficient duration so as to allow actual public participation. The City already complies with this requirement, so it presents no change to our current practice.
2. Any action by the governing body during a public teleconference meeting must occur while the agency is actively and successfully broadcasting to members of the public through a call-in option or an internet-based service option. If a technical disruption within the agency's control prevents members of the public from either viewing the meeting of the public agency, or prevents members of the public from offering public comment, the agency must cease all action on the meeting agenda until the disruption ends and the broadcast is restored. Action taken during an agency-caused disruption may be challenged as a violation of the Brown Act.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the City Council must, within thirty (30) days of its first meeting under AB 361, and every thirty (30) days thereafter, make findings that (a) state or local officials recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees. State officials at Cal-OSHA have, through the adoption of certain regulations, recommended measures to promote social distancing throughout the state. Additionally, Yolo County Health Officer Dr. Aimee Sisson has, in a memo dated September 22, 2021, recommended the continuance of virtual meetings at the present time as a means of promoting social distancing, given the current high case rate of COVID-19 in Yolo County. Dr. Sisson has indicated that she will update the memo as circumstances change, and we will continue to monitor this issue to determine when it is appropriate to return to in-person meetings.

The enclosed resolution makes the necessary findings for the City Council and all subordinate legislative bodies of the City that are subject to the Brown Act to continue with virtual meetings for the time being. City staff will return to the City Council with a resolution every thirty days to allow for the continuance of virtual meetings for so long as the Council and staff believe that virtual meetings are necessary.

It is important too that AB 361 does not require the City to continue with virtual meetings, but simply gives the Council that option. If, at any time, the City Council desires to return to in-person meetings, the Council can agendaize that topic for discussion and direct staff to initiate the transition back to in-person or hybrid meetings. However, at this time, City staff is recommending adoption of the resolution to allow the City Council and all other Commission, Committee, and other Brown Act meetings to continue to be held remotely in order to ensure social distancing consistent with the recommendations of state and local officials.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, making findings and determinations under AB 361 for the continuation of virtual meetings.

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

Ken Hiatt
City Manager

Attachments:

1. Resolution AB 361 Recurring -c1

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR THE CONTINUATION OF VIRTUAL MEETINGS

WHEREAS, the Ralph M. Brown Act (Gov. Code § 54950 *et seq.*) generally requires local agencies meeting via teleconference, including through other virtual or electronic means to, among other things, provide public access at each location in which members of the legislative body are teleconferencing; and

WHEREAS, the Legislature recently enacted Assembly Bill 361 (AB 361), which amended Government Code section 54953 to allow local agencies to meet fully virtually, without fully adhering to the rules otherwise applicable to teleconferencing, during a proclaimed state of emergency if state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Governor issued a proclamation declaring a state of emergency on March 4, 2020 due to the COVID-19 pandemic, pursuant to section 8625 of the California Emergency Services Act, and this proclaimed state of emergency currently remains in effect; and

WHEREAS, state or local officials continue to recommend measures to promote social distancing to prevent the spread of COVID-19, and in particular, Cal-OSHA regulation 3205 recommends physical distancing in the workplace generally and regulates a “close contact,” defined as being within 6 feet of another under certain circumstances, and Yolo County Health Officer Dr. Aimee Sisson has recommended that local public agencies refrain from holding in person public meetings, as a means of promoting social distancing; and

WHEREAS, the continuation of virtual meetings will allow for full participation by members of the public and compliance with the recommendations of state and local officials with regard to social distancing; and

WHEREAS, the City Council of the City of Woodland desires that all City legislative bodies continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES HEREBY RESOLVE AND FIND AS FOLLOWS:

- 1) The recitals set forth above are found to be true and correct and are incorporated herein by reference.
- 2) The City Council has reconsidered the circumstances of the state of emergency.
- 3) As stated in the recitals, state or local officials continue to recommend measures to promote social distancing.

- 4) The City Council and all other legislative bodies of the City of Woodland who are required to hold public meetings shall continue to meet virtually in accordance with Government Code section 54953(e) and without compliance with section 54953(b)(3), based upon the findings and determinations hereby made by the City Council.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 7th day of December, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayra Vega, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: H.10
SUBJECT: 2022 Sewer and Water Repair and Replacement Project, CIP 21-01

Recommendation for Action: Staff recommends that City Council adopt Resolution No. _____, approving the project plans and specifications, and authorizing bid advertisement for the 2022 Sewer and Water Repair and Replacement Project, CIP 21-01.

Staff Contact:

Mark Miller, Associate Engineer - (530) 661-5968, mark.miller@cityofwoodland.org

Fiscal Impact:

The engineer's estimate of construction cost is \$5.5 million. The estimated total project cost is \$6.3 million and includes construction, construction contingency, design, inspection, and construction management costs.

Funding for the 2022 Sewer and Water Repair and Replacement Project, CIP 21-01, is split between Sewer and Water Enterprise Funds. The estimate at this time is that the split will be \$3.5 million from the Water Enterprise Fund and \$2.8 million from the Sewer Enterprise Fund. These costs are subject to change based on actual bid prices. An updated budget analysis will be prepared after receiving the bids. CIP 21-01 is currently funded in the Capital Budget with \$3.1 million of Water Enterprise Funding and \$1.6 million of Sewer Enterprise Funding, which was approved by City Council on June 15, 2021. The current funding in CIP 21-01 is the annual allocation for water and sewer replacement and was allocated prior to finalizing the scope of work included in the Project. Award of the Construction Contract will be presented to Council for approval at a future date, at which time the necessary additional water and sewer funding will be requested.

There is no impact to the General Fund.

Background:

Set to break ground in spring of 2022, CIP 21-01 was scoped as the third and final construction phase of a sewer capacity reallocation program planned to alleviate a problematic area of the City's sewer system on College and Pendegast Streets. This area was identified by maintenance staff as needing additional depth of cover for adequate sewer flows and to decrease the frequency of blockages. CIP 21-01 will construct a new eight-inch diameter sewer main within this area of Woodland and connect to the trunk interceptor installed in the two previous years of sewer and water replacement projects, CIPs 20-07 and 20-14.

CIP 21-01 will also address existing defects in the sewer infrastructure within the project limits. Sewers in this area were constructed between 1900 and 1964 and have a large number of defects according to the City's regularly updated condition assessment program. The Project will not repair these defects in their current location. Instead, it will replace the existing sewer mains with a deeper sewer, including new service laterals for residences along the route.

The 2022 Project will also replace aging water mains and services along the sewer collector alignment and beyond. The existing water mains on College, Pendegast, Elm and 4th Streets were constructed between 1936 and 1977 and are between 44 to 85 years old. Most are made of cast iron and have a design service life of 50 years. The Project will construct a new eight-inch diameter PVC main in the street and connect residences along the route with new polyethylene services.

Discussion:

The existing sewer system on Pendegast Street between College Street and McKinley Avenue consists of six-inch and eight-inch diameter vitrified clay mainlines in the street. These mains were constructed with inadequate burial depth such that many service laterals from nearby residences had to be built with almost no slope and the street surface had to be crowned over the sewer to lessen the traffic loading experienced by the pipelines. The Project will replace the system with more than 3,100 feet of eight-inch diameter main on an average of four feet deeper than the existing pipelines to better facilitate sewer flow. Additionally, 44 sewer laterals within the project limits will be replaced with improved burial depths and slopes. City residences in the area will also be contacted for the opportunity to lower their own private sewer lateral in tandem with the Project's efforts to reduce the frequency of private blockages and overflows.

In conjunction with the sewer replacement, approximately 6,200 feet of mainline water pipe will be replaced on College, Pendegast, Elm, and Fourth Streets. This is an area of the City with antiquated two-inch diameter cast iron water mains located behind sidewalks and six-inch and eight-inch diameter cast iron mains in the street. These mains are notorious for problems such as breaks and leaks. Once completed, the Project will result in more reliable water pressure and uninterrupted water service for 111 residences.

Furthermore, the Project is part of regular maintenance of the City's utilities and is necessary to remain in compliance with State Water Resources Control Board and Regional Water Quality Control Board requirements for water distribution and sewer collection systems, respectively.

Conclusion:

Staff recommends that City Council adopt Resolution No. _____, approving the project plans and specifications, and authorizing a bid advertisement for the 2022 Sewer and Water Repair and Replacement Project, CIP 21-01.

Prepared by: Mark Miller, Associate Engineer

Reviewed by: Tim Busch, P.E., Principal Utilities Civil Engineer
Brent Meyer, P.E., Community Development Director/ City Engineer

A handwritten signature in black ink, appearing to read 'Kimberly McKinney', with a large, stylized loop at the end.

Kimberly McKinney
Director of Administrative Services

Attachments:

1. Resolution
2. CIP 21-01 Vicinity Map

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE PLANS AND SPECIFICATIONS AND AUTHORIZING
ADVERTISEMENT FOR BIDS FOR THE 2022 SEWER AND WATER REPAIR AND
REPLACEMENT PROJECT, CIP #21-01.**

WHEREAS, the City Council wishes to ensure the City's infrastructure is maintained in compliance with local, State and Federal regulations; and

WHEREAS, the 2022 Sewer and Water Repair and Replacement Project, CIP #21-01 (the "Project"), will replace water and sewer pipelines that are deficient or have exceeded their service life, resulting in more reliable system pressures and less interruptions of service for nearby residences; and

WHEREAS, the Project will complete the third and final construction phase of a sewer capacity reallocation program planned to alleviate a problematic area of the City's sewer system; and

WHEREAS, the City Council has the authority to approve projects for bid; and

WHEREAS, the City Council wishes to approve the plans and specifications and authorize bid advertisement for the Project through adoption of this Resolution.

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

Section 1. The City Council hereby approves the plans and specifications for the 2022 Sewer and Water Repair and Replacement Project, CIP #21-01, which will be available on file with the City Clerk.

Section 2. The City Council hereby authorizes staff to advertise for bids for the 2022 Sewer and Water Repair and Replacement Project, CIP #21-01.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 7th day of December 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

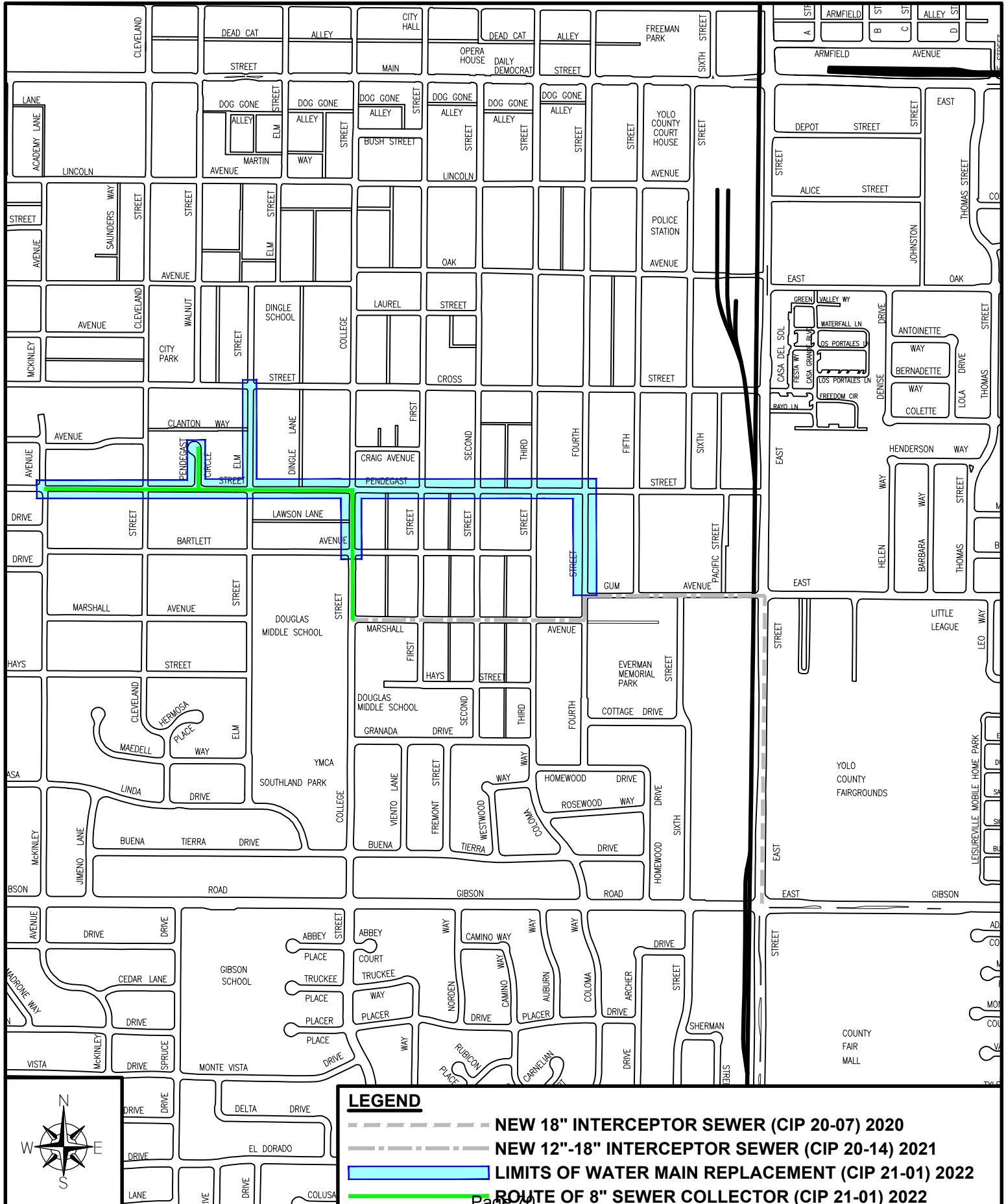
Mayra Vega, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



2022 WATER & SEWER REPAIR & REPLACEMENT PROJECT CIP 21-01





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: H.11
SUBJECT: Contract Amendment with BSK Associates for 2022 Water Quality Testing Services

Recommendation for Action: Staff requests that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract with BSK Associates for the 2022 Water Quality Testing Services, for an amount up to \$71,984 and authorize a contingency of up to 10% (\$7,198).

Staff Contact:

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

Fiscal Impact:

The funding source for the annual water quality testing is the Water Enterprise Fund. The budget for this work is included under Operation and Maintenance Contract Services for the Water Distribution System.

There is no impact to the General Fund.

Background:

The City of Woodland's (COW's) water system utilizes primarily treated Sacramento River water from the Woodland-Davis Clean Water Agency (WDCWA) Regional Water Treatment Facility (RWTF) and is supplemented by several wells, including the three aquifer storage & recovery (ASR) wells. The State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) requires extensive water quality testing of the water system within the distribution system, at each well (including standby and active wells), and the WDCWA compliance points. This testing includes weekly, monthly, quarterly, and annual testing of numerous constituents.

In September 2018, staff released a Request for Qualification (RFQ) for Labs to perform water quality sampling and testing services for various wells and sample stations in the City as required by the DDW. Three labs responded and staff reviewed, scored and ranked the proposals received. The Water Quality Specialist from Solano Irrigation District assisted in review and ranking of the proposals. BSK was the top ranked firm in responsiveness to the request for proposals and they were also lowest in cost. The City contracted with BSK for the 2019, 2020, and 2021 calendar years.

City Staff anticipated issuing another RFQ for water quality lab services in 2021 but extenuating circumstances lead to a different decision. The RWTF is currently in the process of changing its coagulant due to a National ferric chloride shortage. Due to the shortage, the RWTF, COW, and State Water Resource Control Board (SWRCB) regulators have agreed on a temporary permit to allow the use of aluminum sulfate (alum) as a coagulant. The process change will be accompanied by additional water quality monitoring for the City of Woodland. City staff is extremely reluctant to change water quality labs during this process and deviate from BSK, who is also contracted by RWTF for their water quality testing. One of the main concerns with water quality (as a result of the coagulant change) is regarding disinfection by-products (DBPs), which are already strictly monitored by BSK and COW due to the potential for DBP formation as a consequence of the City's aquifer storage and recovery program.

BSK has collected samples and tested water quality for the City of Woodland since 2005. They already have a strong presence within the city and the WDCWA uses BSK as well. Their knowledge and experience makes

them a logical choice to provide lab services for required water quality monitoring. It is to the City's benefit for BSK to provide continued lab services for the city's water infrastructure. It is impractical and risky to change water quality labs during the additional water quality monitoring associated with the temporary permit. Therefore City Staff intend to issue the RFQ for water quality lab services in 2022 and use the selected lab for calendar years 2023, 2024, and 2025.

Discussion:

The request for proposals stated that the term of the contract is for three years and that a contract or contract amendment would be prepared annually because testing requirements vary each year. A budget contingency is included to provide a budgetary allowance for unplanned testing. For example, in 2018 the DDW required that all water utilities test for 1, 2, 3 TCP (trichloropropane). The chemical is a groundwater contaminant that is not present in Woodland; however, DDW mandated testing early in 2018. The City intends to have more monitoring wells drilled in 2022, which may result in additional testing not factored into this budget.

Water quality testing costs for 2022 are slightly more than 2021 for a couple of reasons. One reason has to do with price increases for testing. Bacteriological tests cost \$16 in 2022 whereas they cost \$15 in 2021, for example. The City conducts over 1,000 bacteriological tests per year through BSK. Another reason has to do with additional testing. Woodland is on a triennial sampling plan for lead and copper testing, coming due for the next round of sampling in 2022. The additional costs for sampling compared to the previous year are still relatively minor. Whereas the water quality lab contract amount is \$71,984, it is only 11% higher than the 2021 contract amount of \$64,855 and there is more sampling involved in 2022 compared to 2021.

Several wells were placed on "standby" or "inactive" status over the past few years, which reduced the amount of testing required. Some of these wells have not been used in the past few years and serve only as an emergency backup supply. Seven wells, including the three aquifer storage & recovery (ASR) wells, are maintained as "active" and can be used at any time for water supply if needed. The 2022 budget accounts for extensive use and testing of ASR wells. The contract factors in 6 months of use at each of the 3 ASR wells, which is a conservative estimation by City staff to prepare for the possibility of continued water right curtailments in 2022. The 2022 BSK Costs spreadsheet is attached and shows a detailed breakdown of the water quality tests, frequency, and cost.

Conclusion:

Staff requests that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract with BSK Associates for the 2022 Water Quality Testing Services, for an amount up to \$71,984 and authorize a contingency of up to 10% (\$7,198).

Prepared By: Tim Busch, Principal Utilities Civil Engineer

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



Ken Hiatt
City Manager

Attachments:

1. Reso_BSK 2022 Contract
2. 2022 BSK Costs

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN AGREEMENT WITH BSK ASSOCIATES FOR 2022 WATER
QUALITY TESTING SERVICES**

WHEREAS, retaining a water quality testing services laboratory is necessary for compliance with the State Water Resources Control Board – Division of Drinking Water regulations; and

WHEREAS, BSK Associates was selected to provide water quality testing services for a period of three years based on the selection process conducted in Fall 2018; and

WHEREAS, City Staff intended to issue an RFQ for water quality testing services in 2021 but now recommends issuing the RFQ in 2022 due to extenuating circumstances that make changing water quality labs for 2022 impractical and risky for compliance with the State Water Resources Control Board regulations; and

WHEREAS, the budget for funding the water quality testing services is included under Operations and Maintenance Contract Services budget for the Water Distribution System; and

WHEREAS, BSK Associates is experienced in water quality testing and has a certified laboratory; and

WHEREAS, the City of Woodland wishes to enter into a 2022 Water Quality Testing Services Agreement with BSK Associates for an amount up to \$71,984 (“Agreement”); and

WHEREAS, City Council wishes to approve the 2022 Water Quality Testing Services Agreement with BSK Associates and authorize its execution through the adoption of this resolution; and

WHEREAS, the City Council wishes to approve a contingency of up to 10% (\$7,198) and authorize its execution through the adoption of this Resolution.

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

Section 1. The City Council hereby approves the Agreement with BSK Associates in the amount of \$71,984 and approves a ten percent (10 %) contingency in the amount of \$7,198. The City Manager is hereby authorized and directed to execute the Agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

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

PASSED AND ADOPTED this 7th day of December 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayra Vega, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

City of Woodland Water Quality Monitoring 2022

Frequency	Constituents	Sites	Sample Schedule	# of Samples	Unit Cost	Total Cost	Comments
Weekly	Bacteriological & Chlorine Residual	18 Sites: Distribution System - SS 1-16, 23, 26	Mondays - except Holidays then Tuesday	936	\$16	\$14,976	
Monthly	Bacteriological (Raw Water)	5 Sites: Wells 14, 15S, 16, 24, 26	Thursdays - except Holidays then Tuesday, 3rd week of the month	60	\$16	\$960	
	ASR List B	5 Sites: Monitoring Wells 3C, 4C, 29C, 30C, 30D	BSK coordinate pickup with City Staff	60	\$30	\$1,800	
Quarterly	Nitrate	2 Sites - Wells 16 and 24	Thursdays - except Holidays then Tuesday, 3rd week of the month	8	\$16	\$128	
	Chromium VI	3 Sites - Wells 16, 24, 26	3rd Week on Thursdays, except Holidays then Tuesday - September	12	\$50	\$600	
	THMs	8 Sites: SS 1,3,5,7,8,10,13,14	3rd Week on Thursdays, except Holidays then Tuesday - March, June, September, December	32	\$70	\$2,240	
	HAA5s	8 Sites: SS 1,3,5,7,8,10,13,14	3rd Week on Thursdays, except Holidays then Tuesday - March, June, September, December	32	\$100	\$3,200	
Bi-Annual	General Water Quality	10 Sites - SS 2, 3, 5, 6, 7, 8, 9, 12, 13, 16	3rd Week on Thursdays, except Holidays then Tuesday - March, September	20	\$55	\$1,100	
	1,2,3-TCP	Well 19	March 17th and June 16th	2	\$95	\$190	
Annual	Nitrate	1 Site - Well 26	September 15th	2	\$16	\$32	
	IOC	3 sites - Wells 14, 24, 26	September 15th	3	\$325	\$975	
	Secondary	3 Sites - Wells 14, 24, 26	September 15th	3	\$350	\$1,050	
	VOC	5 Sites - Wells 14, 15S, 16, 24, 26	September 15th	5	\$85	\$425	
	SOC	5 Sites - Wells 14, 15S, 16, 24, 26	June 16th	5	\$1,250	\$6,250	
	Copper & Lead (Cu & Pb)	30 Residential Homes	Late August	30	\$30	\$900	
Total				1210		\$34,826	

Note: Wells 28, 29, 30 are ASR wells

City of Woodland ASR Water Quality Monitoring 2021

Frequency	Constituents	Sites	Sample Schedule	# of Samples	Unit Cost	Total Cost	Comments
Beginning, End, and Biweekly during Recovery	ASR List A	3 Sites: Well 28, 29, 30	To Be Determined	54	\$595	\$32,130	
Weekly during Recovery	ASR List B	5 Sites: Monitoring Well 3C, 4C, 29C, 30C, 30D	To Be Determined	120	\$30	\$3,600	City staff collects samples and coordinates delivery with Contractor
Before and Monthly During Recovery	ASR List C	3 Sites: ASR Wells 28, 29, 30	To Be Determined	18	\$16	\$288	City staff collects samples and coordinates delivery with Contractor
Once	1,2,3-TCP	2 Sites: ASR Wells 29, 30	4 consecutive quarters (or simulation of it)	12	\$95	\$1,140	
Total				204		\$37,158	

GRAND TOTAL

1414

\$71,984

Inorganics (IOC)	Secondary	VOC	SOC	ASR List A	General Water Quality	Radiological
Aluminum (Al)	Aluminum (Al)	Benzene	Alachlor	Arsenic (filtered)	pH	Uranium
Antimony (Sb)	Color	Carbon Tetrachloride	Atrazine	Arsenic (unfiltered)	Alkalinity	Gross Alpha
Arsenic	Copper (Cu)	1,2-Dichlorobenzene	Bentazon	Chromium (total)	Orthophosphate	Radium -226
Asbestos	Foaming Agent (MBAS)	1,4-Dichlorobenzene	Benzo (a) pyrene	Chromium-6	Calcium	Radium -228
Barium (Ba)	Iron (Fe)	1,1-Dichloroethane	Carbofuran	Fluoride	Conductivity	
Beryllium (Be)	Manganese (Mn)	1,2-Dichloroethane	Chlordane	Turbidity	Water Temperature	
Cadmium (Cd)	Methyl tert-butyl ether	1,1-Dichloroethylene	2,4-D	Boron		
Chromium (Total Cr)	Odor	Cis-1,2-Dichloroethylene	Dalapon	Chloride	ASR List B	
Cyanide (CN)	Silver (Ag)	Trans-1,2-Dichloroethylene	1,2-Dibromo-3-chloropropane	Iron (total)	Boron	
Fluoride (F)	Thiobencarb	Dichloromethane	Di(2-ethylhexyl)adipate	Iron (dissolved)	Chloride	
Mercury (Hg)	Turbidity	1,2-Dichloropropane	Diethylhexylphthalate	Manganese (total)		
Nickel (Ni)	Zinc	1,3-Dichloropropene	Dinoseb	Manganese (dissolved)	ASR List C	
Selenium (Se)	TDS	Ethylbenzene	Diquat	Nitrate	E. Coli	
Thallium (Tl)	Specific Conductance	Monochlorobenzene	Endothall	Selenium	Total Coliform	
Nitrate (N)	Chloride (Cl)	Styrene	Endrin	Sulfate		
Nitrite (N)	Sulfate (as SO4)	1,1,2,2-Tetrachloroethane	Ethylene Dibromide	Total Dissolved Solids		
Total Nitrate/Nitrite (as N)	Bicarbonate	Tetrachloroethylene	Glyphosate	Aluminum		
Perchlorate	Carbonate	Toluene	Heptachlor	Ammonia		
	Hydroxide Alkalinity	1,2,4-Trichlorobenzene	Heptachlor Epoxide	Total Alkalinity		
	Calcium (Ca)	1,1,1-Trichloroethane	Hexachlorobenzene	Total Suspended Solids		
	Magnesium (Mg)	1,1,2-Trichloroethane	Hexachlorocyclopentadiene	Calcium		
	Sodium (Na)	Trichloroethylene (TCE)	Lindane	Magnesium		
	pH	Trichlorofluoromethane	Methoxychlor	Sodium		
	Hardness (as CaCO3)	Vinyl Chloride	Molinate	Potassium		
		Xylenes (total)	Oxamyl	Total Silica		
		1,1,2-Trichloro-1,2,2-Trifluoroethane	Pentachlorophenol	Total Hardness		
		Methyl-tertiary-butyl-ether	Picloram	Total Phosphorus		
			Polychlorinated Biphenyls	Orthophosphate		
			Simazine	Total Organic Carbon		
			Thiobencarb	Total Trihalomethanes		
			Toxaphene	Total Haloacetic Acids		
			2,3,7,8-TCDD			
			2,4,5-TP (Silvex)			



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: H.12
SUBJECT: Fee Deferral Agreement - Staybridge Suites

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to enter into a Non-Residential Fee Deferral with Sah Investment, LLC.

Staff Contact:

Erika Bumgardner, Business Development Liaison, (530) 661-5886, erika.bumgardner@cityofwoodland.org

Fiscal Impact:

There is a short-term fiscal impact on the City as a result of the recommended action to defer \$1,078,681.11 in Development Impact and Water Capacity Fees. The deferred fees will be amortized over a five (5) year period at 3.5 percent interest. The first payment will be due upon issuance of the certificate of occupancy or twelve (12) months from the date of building permit issuance, whichever is sooner. The applicant will then make four (4) successive annual payments that include principal and interest. The applicant will pay a total of \$115,857.76 in interest on the deferred fees for a total of \$1,194,538.87. The project will result in positive fiscal impacts to the city in the form of increased property, sales and transient occupancy tax. Additionally, the project will create new jobs and employment opportunities for local residents.

Background:

On September 21, 2021, City Council voted to approve an extended, non-residential fee deferral agreement with Sah Investments, LLC. Following the meeting, it was discovered that the hotel square footage calculation was incorrect and the resulting impact fee calculations were incorrect. This report serves to update and correct that error in the agreement. The project applicant is aware of the update and agreement amendments and has requested the agreement returned to City Council for consideration. No other substantive changes have been made to the agreement. The remainder of this background section and the following discussion section is carried forward from the September 21 staff report with an update on the anticipated hotel groundbreaking from Fall 2021 to first quarter 2022.

In August 2019, the City of Woodland approved a Zoning Administrator Permit for the 109 room, 4-story, 75,481 square foot extended stay Staybridge Suites hotel. The hotel, anticipated to break ground in the first quarter of 2022, will be located on the south side of Main Street between the State Route 113 southbound on- and off-ramps in the Community Commercial zoning district. Significant infrastructure improvements are required prior to development of the project, including the construction of a new sewer line resulting in the removal of the existing septic field located immediately north of the hotel site. The project will be required to coordinate with the City's East Main Street Capital Improvement project which is currently under construction.

Discussion:

The current cost of construction has made it difficult for businesses to secure bank loans to cover construction costs. Payment of the City's development impact fees and water capacity fees at time of building permit issuance adds additional financial burden, challenging the project's financial feasibility. The applicant has worked closely with the City and their financial lender to develop the fee deferral agreement terms necessary for the project to move forward this year. The owner/developer, Mr. Ram Sah, owns and manages the successful Comfort Suites hotel located on Freeway Drive, completed in 2015, and the California Market located immediately north of the Staybridge hotel site. Mr. Sah wishes to move forward with his second hotel in Woodland, bringing vitality to a longstanding vacant site at SR 113 and E. Main Street. The hotel project

will also improve the viability of adjacent sites. The Fee Deferral Agreement includes a Deed of Trust and Promissory Note that provides the City with payment security in the event of any issues with future loan repayment.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to enter into a Non-Residential Fee Deferral with Sah Investment, LLC.

Prepared By: Erika Bumgardner, Business Development Liaison

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

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

Ken Hiatt
City Manager

Attachments:

1. RESOLUTION
2. Staybridge Hotel Fee Deferral Agreement

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANGER TO ENTER INTO A NON-RESIDENTIAL FEE DEFERRAL AGREEMENT WITH SAH INVESTMENT, LLC

WHEREAS, Section 15.20.060(a) of the City of Woodland Municipal Code allows deferral of certain development impact fees under certain conditions; and

WHEREAS, Sah Investments, LLC has received all needed entitlements and approvals and is ready to begin construction and pull required building permits; and

WHEREAS, Sah Investments owns an undeveloped 2.42 acre parcel (APN: 066-030-054) that it wishes to develop as a new extended stay hotel site; and

WHEREAS, the new hotel will bring vitality to an underutilized development site within the City of Woodland, providing additional visitor amenities as well as local jobs; and

WHEREAS, the new hotel will result in positive fiscal impacts to the city in the form of increased property, sales and transient occupancy tax; and

WHEREAS, the City has estimated the proposed development impact fees and water capacity fees to be \$1,078,681.11; and

WHEREAS, the applicant has submitted all of the required documents in order to qualify for fee deferral; and

WHEREAS, under the terms of the Agreement, deferred fees will be amortized over a five (5) year period at 3.5 percent interest. The first payment will be due upon issuance of the certificate of occupancy or twelve (12) months from the date of building permit issuance, whichever is sooner; and

WHEREAS, Sah Investments, LLC, will then make four (4) successive annual payments that include principal and interest. The applicant will pay a total of \$115,857.76 in interest on the deferred fees for a total of \$1,194,538.87; and

WHEREAS, the fee deferral will be guaranteed by execution of a promissory note and deed of trust; and

WHEREAS, the action of fee deferral does not constitute a project as defined by California Environmental Quality Act Guidelines Section 15378; therefore, no further environmental review is required.

NOW THEREFORE, BE IT RESOLVED THAT the City Council of the City of Woodland determines that the attached Fee Deferral Agreement is approved between the City and Sah Investments, LLC.

NOW THEREFORE, BE IT FURTHER RESOLVED THAT the City Council authorizes the City Manager to execute a Fee Deferral Agreement document and take any other actions necessary to effectuate the fee deferral agreement.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 7th day of December 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayra Vega, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney

**RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:**

City of Woodland
300 First Street
Woodland, CA 95695
Attention: City Clerk

SPACE ABOVE THIS LINE FOR RECORDER'S USE
EXEMPT FROM RECORDING FEES PURSUANT TO GOV. CODE § 6103

DEVELOPMENT IMPACT FEE DEFERRAL AGREEMENT

between

**THE CITY OF WOODLAND
a California municipal corporation**

and

**SAH INVESTMENT, LLC
a Limited Liability Company**

Dated as of _____, 202__

DEVELOPMENT IMPACT FEE DEFERRAL AGREEMENT

This Development Impact Fee Deferral Agreement (“**Agreement**”) is entered into on this _____ day of _____, 202____, by and between the City of Woodland, a California municipal corporation (“**City**”), and Sah Investment, a Limited Liability Company (“**Owner**”). City and Owner are sometimes individually referred to herein as “**Party**” and together as “**Parties**.” This Agreement shall become effective (“**Effective Date**”) on the date following both approval by the City of Woodland City Council and execution of the Agreement by the appropriate authorities or officers of the City and Owner.

RECITALS

A. City imposes certain fees on development projects to offset the cost of providing services, which are commonly referred to as development impact fees, and are due at the time of building permit issuance.

B. The City has identified and designated certain projects throughout the City that are paid for with development impact fees and are referenced in the City’s Major Projects Financing Plan, which is updated from time to time, and is explained in more detail in the Major Projects Financing Plan Nexus Study.

C. Owner owns certain real property in the City of Woodland, California, with an address of 1484 E. Main Street, and further identified as Yolo County Assessor’s Parcel Number 066-030-054 (“**Property**”). The Property is legally described in **Exhibit “A”** attached hereto and incorporated herein by reference. The Property is currently planned to be developed to be an approximate 75,481 sq. ft, 109 room hotel (“**Project**”). At least 51% of the occupiable square footage of the Project will be used for non-residential purposes.

D. Owner has received all approvals for the Project, including site plan and design review, but has not yet received a building permit. Owner is obligated to pay to City certain development impact fees (“**DIF**”) prior to obtaining a building permit for the Project.

E. Owner is also obligated to pay a water capacity fee (“**WCF**”) upon application based on the size of water meter(s) needed for the Project.

F. Owner has requested that the total DIF and WCF amount of **ONE MILLION SEVENTY-EIGHT THOUSAND SIX HUNDRED EIGHTY-ONE DOLLARS AND ELEVEN CENTS (\$1,078,681.11)** (“**Loan Amount**”) due for Project be deferred for a total of five (5) years from the date of permit issuance or the date of certificate of occupancy, whichever occurs first.

F. The Loan Amount will be paid in annual installments of **TWO HUNDRED THIRTY-EIGHT THOUSAND NINE HUNDRED SEVEN DOLLARS AND SEVENTY-SEVEN CENTS (\$238,907.77)** over a five (5) year period with balance of Loan Amount due in the fifth installment, at three and a half percent (3.5%) interest, which City has determined based on its own independent investigation and review to constitute a market rate interest rate. Specific payment amounts are shown in **Exhibit “C”** attached. To secure payment of the outstanding DIF

and WCF owed to City, as further described in this Agreement, Owner agrees to provide the security as required herein.

G. On December 16, 2008, the City Council adopted Ordinance No. 1501 (“Fee Deferral Ordinance”) to allow for the deferral of certain development impact fees for market-rate residential and non-residential projects. Since 2008, the City Council has adopted ordinances extending the Fee Deferral Ordinance, including on June 20, 2017, when the City Council adopted Ordinance No. 1617 amending Section 6B-110 (recodified as Section 15.20.110) of the City of Woodland Municipal Code to extend the Fee Deferral Program through June 30, 2022, and on November 20, 2018, when the City Council adopted Ordinance No. 1640 amending the Woodland Municipal Code to expand the types of impact fees that may be eligible for deferral and to allow both in-fill residential and non-residential development to benefit from a fee deferral program.

H. The purpose of this Agreement is to set forth the terms and conditions upon which the City will allow Owner to defer payment of the DIF and WCF.

I. The Parties understand and agree that the obligations created under this Agreement will run with the land and be binding upon all successors and assigns to the Property, or any part thereof.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

AGREEMENT

1. Incorporation of Recitals. The recitals set forth above are true and correct and are incorporated into this Agreement by reference as though fully set forth herein.

2. Eligibility for Fee Deferral. Owner agrees that it has satisfied all of the conditions for eligibility for entering into this Agreement, as set forth in Section 15.20.060(a) of the City of Woodland Municipal Code, and Owner understands and agrees that City is relying on Owner’s representations in entering into this Agreement. Should Owner and/or the Property or Project be deemed at any time subsequent to the execution of this Agreement to be ineligible for a deferral of development impact fees pursuant to the Fee Deferral Ordinance, regardless of whether Owner intentionally or unintentionally misrepresented to the City that Owner was eligible for a deferral of fees, City may terminate this Agreement and require all subject fees to be immediately paid in full.

3. Total Fee Obligation. As a condition of building permit issuance for the Project, Owner is required to pay the estimated totality of DIF and WCF (as shown in detail in **Exhibit “B,”** attached hereto and incorporated herein), in a single lump sum payment, in the amount of **ONE MILLION SEVENTY-EIGHT THOUSAND SIX HUNDRED EIGHTY-ONE DOLLARS AND ELEVEN CENTS (\$1,078,681.11) (“Loan Amount”)**. The Parties have agreed to defer the fees initially for twelve (12) months from the date of permit issuance or the date of certificate of occupancy, whichever occurs first. The Loan Amount will then be paid in annual installments, over a period of five years, provided that an interest rate of three and one half percent (3.5%) shall be charged on the entire balance of the Original Loan Amount. The total

obligation shall be **ONE MILLION ONE HUNDRED NINETY-FOUR THOUSAND FIVE HUNDRED THIRTY-EIGHT DOLLARS AND EIGHTY-SEVEN CENTS (\$1,194,538.87).**

4. Termination if Building Permit Not Secured Within Twelve Months. City's agreement to defer the fees as set forth herein is conditioned upon Owner securing a building permit for the Project within twelve (12) months of the Effective Date of this Agreement. If Owner fails to secure a building permit for the Project within such twelve (12) month period, this Agreement shall automatically terminate, and the City shall have no further obligation to defer the DIF or WCF. Upon such termination, the City shall return the Promissory Note to Owner with confirmation that it has been cancelled, and shall take such steps as are necessary to release and reconvey the Deed of Trust to Owner.

5. Yearly Payments. Owner agrees to pay the total Loan Amount over five (5) years with the first installment of **TWO HUNDRED THIRTY-EIGHT THOUSAND NINE HUNDRED SEVEN DOLLARS AND SEVENTY-SEVEN CENTS (\$238,907.77)** due twelve (12) months from building permit issuance or with Certificate of Occupancy, whichever comes first. The amortization schedule is attached hereto and incorporated herein as Exhibit C, ("Yearly Installments"). Subsequent Yearly Installments shall be remitted to City on the anniversary date of payment of the first installment. A late fee of up to ten percent (10%) may be charged on any Yearly Installment not received by the due date.

6. No Pre-Payment Penalty. Owner may make an early payment to City without a pre-payment penalty as an alternative to making annual payments. The payment must be in a lump sum amount equal to the then remaining balance, including any accrued interest up to the date of payment, under this Agreement.

7. Personal Obligation; Obligation Runs with the Land. The Parties acknowledge and agree that payment of the DIF and WCF benefits the Property, and the obligation to pay the DIF and WCF in full shall run with the land and be binding on the Property and all successors and assigns thereto. Owner hereby further acknowledges and agrees that the obligation to pay the DIF and WCF shall continue and remain an obligation of Owner as well as (jointly and severally) any successors in interest of Owner, including, without limitation, any successor in interest to the Property or any portion of the Property.

8. Security. From and after the Effective Date, this Agreement shall contractually bind Owner to pay the DIF and WCF and shall constitute a lien against the Property in the amount of the DIF and WCF. City and Owner shall additionally execute that certain Promissory Note Secured by Deed of Trust ("Promissory Note"), and Deed of Trust, Assignment of Rents, Security Agreement, and Fixture Filing ("Deed of Trust"), which together are set forth in **Exhibit D**, attached hereto and incorporated herein by this reference. The amounts due under this Agreement and the Promissory Note shall be secured by the Deed of Trust, which shall be recorded in the Official Records of the County of Yolo, California concurrently with the recordation of this Agreement. Upon payment of the DIF and WCF to City in full, City shall execute and record in the Official Records of the County of Yolo, California a release of the Deed of Trust and any lien(s) from the Property in a form approved by the City Attorney. At Owner's request, City will

deliver a copy of the executed release form to Owner. The invalidity or unenforceability of any lien or security instrument provided for under this Agreement shall not affect the contractual obligation of Owner to pay any and all fees for the Property, nor shall the sale, lease, or any encumbrance of the Property release Owner of this contractual obligation.

9. City's Remedies For Owner's Default. Failure of Owner to pay the DIF and WCF pursuant to this Agreement shall be deemed an event of default hereunder, and City shall have the right, in addition to any other right or remedy in this Agreement, and in its sole discretion, to: (a) demand immediate payment in full by Owner or successors in interest of Owner of all outstanding amounts owed; (b) charge a late fee on all late and outstanding payments; (c) treat and collect all outstanding amounts as a lien against the Property; or (d) enforce any combination of the foregoing rights, in addition to any other right City may have in law or in equity.

10. Rights Not Granted Under Agreement. This Agreement is not, and shall not be construed to be, an approval or a granting of any right or entitlement (vested or otherwise) by City concerning any development on the Property, or any other project, development, or other construction by Owner within the City. This Agreement does not, and shall not be construed to, exempt Owner from paying any fees for any entitlements, permits, licenses, or other approvals that may be required by the City or other public entity with jurisdiction over the Property at the time required by the City or other public entity with jurisdiction over the Property, or any other project development or other construction by Owner. This Agreement does not, and shall not be construed to, exempt Owner from any requirement to obtain permits or other discretionary or non-discretionary approvals as may be necessary for the development, maintenance, or operation of the development on the Property or any other project, development, or other construction by Owner within the City. This Agreement does not, and shall not be construed to, exempt Owner or the Property from the application or exercise of the City's or any of its related agencies' power of eminent domain or is police powers, including, but not limited to, the regulation of land uses, and the taking of any actions necessary to protect the health, safety, and welfare.

11. Indemnification. Owner shall defend (with counsel of City's choice), indemnify and hold City, its officials, officers, employees, and agents free and harmless from any and all claims, liabilities, losses, costs, expenses, damages, or injuries to property or persons, including wrongful death, in any manner caused by any acts, omissions, or willful misconduct of Owner, its officials, officers, employees, agents, consultants, and contractors arising out of or in connection with this Agreement or the Fee Deferral Ordinance ("Claims"), including without limitation, the payment of all consequential damages, attorneys' fees, and other related costs and expenses. The indemnity provided herein shall include coverage of City under any warranty or guarantee implied by law or fact, or otherwise given to Owner. This indemnification provision shall not apply to any Claims arising out of or incident to the sole negligence or willful misconduct of City, its officials, officers, employees, or agents. In addition, this indemnity provision and any warranties or guarantees shall not limit any liability under law of any consultants or contractors of Owner. Without limiting the foregoing, this indemnity shall extend to any claims arising because Owner has failed to properly secure any necessary easements, land rights, contracts or approvals, or to comply with the Prevailing Wage Laws.

12. Notice to Subsequent Owners. The original of this Agreement will be recorded in the Official Records of the County of Yolo, California, and will provide notice to subsequent owners/occupants of the Property that the Property is subject to this Agreement and the conditions and obligations herein. Recordation of this Agreement shall provide constructive notice to all buyers and lessees of the existence of this Agreement and the obligations hereunder to pay the DIF obligation when and as due.

13. Cumulative Remedies. The rights or remedies of City, as provided in this Agreement, or pursuant to any applicable laws, rules, or regulations, may be pursued singly successively, together, or otherwise against the Property, Owner, or its transferees, successor(s), or assign(s) at the City's sole discretion. City's failure to exercise any such right or remedy shall in no event be construed as a waiver or release of such rights or remedies, or of the right to exercise them at a later time.

14. No Waiver. City or Owner's failure to insist on performance of any of the terms or conditions of this Agreement or to excuse any right, remedy, or privilege of City's or Owner's waiver of any breach hereunder shall not thereafter be deemed a subsequent waiver of any of the terms, conditions, or rights, remedies, or privileges, whether of the same or similar type. No party will be deemed to have waived any rights under this Agreement unless the waiver is made in writing and signed by the waiving party or that party's duly authorized representative. All rights and remedies provided for under this Agreement are cumulative.

15. Cooperation. The Parties agree to cooperate with each other in good faith and in furtherance of the purposes of this Agreement. The Parties hereby agree to take such other reasonable actions and execute such other documents as are consistent with this Agreement and as are reasonably necessary to effectuate this Agreement; provided, however, that the foregoing shall not require City to take any legislative act or exercise its discretion in any particular manner.

16. Entire Agreement. This Agreement contains the final and complete agreement between the Parties with respect to the matters herein discussed and supersedes all previous communications and agreements between them, either oral or written, to the extent such prior communications and agreements are inconsistent with this Agreement.

17. Assignment. This Agreement is not assignable by Owner without the prior written consent of City, and any attempt to make such assignment shall be void and shall constitute an incurable material default under this Agreement. Upon such unpermitted assignment, City shall be entitled, in addition to any other remedy provided in this Agreement, to immediately make demand upon the Note. Should a permitted assignment occur, the terms, conditions, and obligations created under this Agreement shall run with the Property in perpetuity from the Effective Date and shall be binding upon all successors and assigns to the Property.

18. Attorneys' Fees. If any action or proceeding is commenced between City and Owner to enforce or interpret any term of this Agreement, the prevailing party in such action or proceeding, in addition to all other relief to which it may be entitled, shall be entitled to recover from the other party the prevailing party's cost of suit and reasonable attorneys' fees. The attorneys' fees and costs shall include, without limitation, attorneys' costs and fees incurred on

appeal and those incurred in enforcing any judgment rendered in any such action or proceeding. Such attorneys' costs and fees may be recovered as an element of costs in the underlying action or proceeding or in a separate recovery action.

19. Prevailing Wages. Owner is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Owner agrees to fully comply with such Prevailing Wage Laws. Upon request, City shall provide Owner with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Owner shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Owner's principal place of business and at the project site. Owner shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Owner and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Section 1776), hours of labor (Labor Code Sections 1813 and 1815), contractor registration (Labor Code Sections 1725.5 and 1771.1), and debarment of contractors and subcontractors (Labor Code Section 1777.1). It shall be the sole responsibility of Owner to determine whether to comply with Prevailing Wage Laws for any or all work required by this Agreement. As a material part of this Agreement, Owner agrees to assume all risk of liability arising from any decision not to comply with Prevailing Wage Laws for work required by this Agreement.

20. Notices. All notices shall be in writing and shall be considered given: (i) when delivered in person to the receipt named below; or (ii) three days after deposit in the United States mail, postage prepaid, addressed to the recipient named below. All notices shall be addressed as follows:

If to City:

City Manager
City of Woodland
300 First Street
Woodland, California 95695
Telephone: (530) 661-5800

With Copies to:

Best Best & Krieger LLP
500 Capitol Mall, Suite 1700
Sacramento, CA 95814

Attn: Ethan Walsh
Telephone: (916) 325-4000

If to Owner:

**Sah Investment, LLC
Ram Sah
1731 Research Park Drive, Suite 101
Davis, CA 95618**

Either party may, by notice given at any time, require subsequent notices to be given to another person or entity, whether a party or an officer or representative of a party, or to a different address, or both. Notices given before actual receipt of notice of change shall not be invalidated by the change.

21. Governing Law. This Agreement and its provisions shall in all respects be interpreted, construed, enforced, and governed by and under the laws of the State of California, without regard to conflict of laws principles.

22. Consent to Jurisdiction, Venue. Any action or proceeding brought with regard to this Agreement shall be instituted and maintained in the Superior Court for the County of Yolo, California. Owner hereby forgoes and waives any provision of law providing for a change of venue from such court on the grounds that City is or may be a party to any such action or proceeding.

23. Modification. This Agreement may be modified only by another written instrument duly authorized and executed by both City and Owner.

24. Severability. The provisions of this Agreement are specifically made severable. If any clause, provision, rights, and/or remedy provided for herein is unlawful or unenforceable, the remainder of this Agreement shall remain in effect and be enforced as if such clause, provision, right, and/or remedy were not contained herein.

25. Headings. Section headings contained in this Agreement are for convenience only and shall not impact the construction or interpretation of any provision.

26. Rules of Construction. The language in all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning, and not strictly for or against either City or Owner. This Agreement is the product of mutual negotiation and drafting efforts. Accordingly, the judicial rule of construction that ambiguities in a document are to be construed against the drafter of that document shall have no application to the interpretation or enforcement of this Agreement.

27. No Third Party Beneficiaries. This Agreement and the performance of the City's and Owner's obligations hereunder are for the sole and exclusive benefit of the City and Owner. No person or entity who or which is not a signatory to this Agreement shall be deemed to be

benefited or intended to be benefited by any provision hereof, and no such person or entity shall acquire any rights or causes of action against either the City or Owner hereunder as a result of the City's or Owner's performance or nonperformance of their respective obligations under this Agreement.

28. Execution. This Agreement may be executed in one or more counterparts, each of which shall be an original and together shall constitute the entire agreement of the parties.

29. Authorization. Each person executing this Agreement represents and warrants that he or she has the full power and authority to execute this Agreement on behalf of the named parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY

**CITY OF WOODLAND,
a California Municipal Corporation**

OWNER

**Sah Investment,
A Limited Liability Company**

By: _____
Ken Hiatt
City Manager

By: _____
Ram Sah

Dated: _____

Dated: _____

ATTEST:

By: _____
Ana B. Gonzalez
City Clerk

APPROVED AS TO LEGAL FORM:

BEST BEST & KRIEGER LLP

By: _____
City Attorney

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

The land described herein is situated in the State of California, County of Yolo, City of Woodland, described as follows:

Parcel One:

A portion of Lots 3, 4 and 5 as said lots are shown on the Map of "Clanton's Subdivision of the West one-half of the Northeast quarter of Section 33, Township 10 North, Range 2 East, M.D.B. & M.", a map of which was filed on May 13, 1882, in Book 32 of Deeds at Page 75, Records of Yolo County. Said portion is all that part thereof lying within the following described boundaries:

Beginning at the Southeast corner of Lot 5 as said lot is shown on the Map of "Reiff Subdivision of Lots 1 and 2 of the D. R. Clanton's Subdivision", according to the official plat filed February 18, 1947, in Book 4 of Maps, at Page 8, Records of Yolo County; thence from said point of beginning, North 89° 34'27" West, 110.40 feet; thence South 01° 22'53" East, 239.29 feet; thence along a tangent curve to the left with a radius of 145.00 feet, through an angle of 171° 49'55", a length of 434.86 feet; thence North 06° 47'12" East, 252.22 feet to a point distant 152.58 feet Westerly, measured at right angles, from the "A3" line at Engineer's Station "A3" 651 + 63.61 of the Department of Public Works Survey on Road 03-Yol-113, Post Mile 6.3/10.5; thence North 89° 34'27" West, 214.12 feet to the point of beginning.

Parcel Two:

A non-exclusive easement for pedestrian and vehicular ingress and egress over the parcel of land described in Exhibit "D" of the Declaration of Covenants, Conditions and Restrictions recorded October 31, 2016, Instrument No. 2016-0032289, Official Records.

APN: 066-030-054-000

**EXHIBIT “B” TO
DEVELOPMENT IMPACT FEE DEFERRAL AGREEMENT**

Subject Fees for Building Permit No. BLDG-19-02152

The following development impact fees, in the total amount of **ONE MILLION SEVENTY-EIGHT THOUSAND SIX HUNDRED EIGHTY-ONE DOLLARS AND ELEVEN CENTS (\$1,078,681.11)** imposed on the Property by the City of Woodland upon issuance of City of Woodland Building Permit No. BLDG-19-02152 shall be deferred pursuant to the terms and conditions of this Agreement:

- (1) General City Development Impact Fees in the amount of \$44,609.27.
- (2) Police Development Impact Fees in the amount of \$36,457.32.
- (3) Water Capacity Fees in the amount of \$63,564.
- (4) Road Development Impact Fees in the amount of \$582,864.28.
- (5) Administration Development Impact Fees in the amount of \$7,472.62.
- (6) Storm Drain Water Development Impact Fee in the amount of \$7,143.84.
- (7) Fire Development Impact Fees in the amount of \$132,167.23.
- (8) Wastewater Development Impact Fees in the amount of \$204,402.55.

Total: \$1,078,681.11.

EXHIBIT "C"

Amortization Schedule

Staybridge Suites					
Loan Amount	\$ 1,078,681.11				
Annual interest rate (Compounding)	3.50%				
Loan period in years	5				
Number of payments per year	1				
Start of loan date	Permit Issuance				
Payment No.	Beginning Balance	Principal	Interest	Payment	Ending Balance
1 (due 12 months after permit issuance or certificate of occupancy, whichever is sooner)	\$ 1,078,681.11	\$ 201,153.93	\$ 37,753.84	\$ 238,907.77	\$ 877,527.18
2	\$ 877,527.18	\$ 208,194.32	\$ 30,713.45	\$ 238,907.77	\$ 669,332.86
3	\$ 669,332.86	\$ 215,481.12	\$ 23,426.65	\$ 238,907.77	\$ 453,851.74
4	\$ 453,851.74	\$ 223,022.96	\$ 15,884.81	\$ 238,907.77	\$ 230,828.78
5	\$ 230,828.78	\$ 230,828.78	\$ 8,079.01	\$ 238,907.79	\$ -
Total		\$ 1,078,681.11	\$ 115,857.76	\$ 1,194,538.87	

EXHIBIT D

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

City of Woodland
300 First Street
Woodland, CA 95695
Attn: City Clerk

Space above line for Recorder's use only
Exempt from Recording Fees pursuant to Govt. Code § 27383

CITY OF WOODLAND

DEED OF TRUST, ASSIGNMENT OF RENTS, SECURITY AGREEMENT AND FIXTURE FILING (Staybridge Suites, Sah Investments LLC)

This Deed of Trust, Assignment of Rents, Security Agreement, and Fixture Filing ("Deed of Trust") is dated _____, 2021, and recorded in the Official Records of Yolo County, executed by Sah Investment, a LLC, in favor of the City of Woodland.

This Deed of Trust is made as of _____, 202__, among Sah Investment, a Limited Liability Company ("**TRUSTOR**"), whose address is 1731 Research Park Drive, Suite 101, Davis, CA 95618; First American Title Company ("**TRUSTEE**"); and the CITY OF WOODLAND ("**BENEFICIARY**"), whose address is 300 First Street, Woodland, CA 95695.

Trustor irrevocably grants, conveys, transfers, and assigns to Trustee in trust, with power of sale and right of entry and possession, all of Trustor's estate, right, title, and interest in, to and under the following property (collectively, the "**Property**"): (a) the real property in Woodland, California, described on Exhibit 1 attached hereto and incorporated herein by this reference, together with all existing and future easements and rights affording access to it (the "**Land**"); (b) together with all buildings, structures, and improvements now existing or hereafter constructed thereon (the "**Improvements**"); (c) together with all articles of personal property now or hereafter attached to, placed upon for an indefinite term, or used in connection with the Land and/or Improvements, together with all goods and other property that are, or at any time become, so related to the Property that an interest in them arises under real estate law, or they are otherwise adjudged to be a "fixture" under applicable law (each a "**Fixture**," collectively "**Fixtures**"); (d) together with all other property and interests of any kind or character that may be reasonably necessary or desirable to promote the present and future beneficial use and enjoyment of such real property and improvements.

1. Secured Obligations. Trustor makes the grant, conveyance, transfer, and assignment herein for the purpose of securing the following obligation (the "**Secured Obligation**"): (a) payment of the sum of **ONE MILLION SEVENTY-EIGHT THOUSAND**

Exhibit D

SIX HUNDRED EIGHTY-ONE DOLLARS AND ELEVEN CENTS (\$1,078,681.11) according to the terms of a promissory note (the “**Note**”) of even date herewith, executed by Trustor in favor of Beneficiary, or order and any extension or renewals thereof, and (b) due, prompt and complete observance, performance and discharge of each and every monetary and non-monetary condition, obligation, covenant and agreement contained herein or contained in the Development Impact Fee Deferral Agreement entered into by and between Trustor and Beneficiary (the “**Fee Deferral Agreement**”) of even date herewith. The Agreement and the Note (collectively, “**Secured Obligations**”) and all of their terms are incorporated herein by reference and this conveyance shall secure any and all extensions, amendments, modifications or renewals thereof, however evidenced.

2. Maintenance and Repair. Trustor shall (a) keep the Property in good condition and repair; (b) complete or restore promptly and in good and workmanlike manner any building that may be constructed, damaged, or destroyed; (c) pay when due all claims for labor performed and materials furnished; (d) comply with all laws affecting the Property or requiring any alterations or improvements to be made; (e) not commit or permit waste; and (f) cultivate, irrigate, fertilize, fumigate, prune, and do all other acts which from the character or use of the Property may be reasonably necessary.

3. Insurance. Trustor shall maintain hazard insurance against loss by fire, hazards included with the term “**extended coverage**,” and any other hazards for which Beneficiary requires insurance, and liability insurance. The insurance carrier and the insurance policies and amounts of coverage shall be acceptable to Beneficiary, the policies shall name Beneficiary as a loss payee or an additional insured, as applicable, and the policies shall include Beneficiary as an additional insured, as applicable.

4. Defense of Security. Trustor shall appear in and defend any action or proceeding purporting to affect the security or the rights or powers of Beneficiary or Trustee. Trustor shall pay all costs and expenses, including costs of evidence of title and attorneys’ fees, in any such action or proceeding in which Trustee or Beneficiary may appear, and in any suit brought by Beneficiary to foreclose this Deed of Trust.

5. Payment of Taxes and Liens. Trustor shall pay (a) at least 10 days before delinquency, all non-abated taxes and assessments affecting the Property; (b) when due, all encumbrances, charges, and liens, with interest, on the Property, that are or appear to be prior or superior to this Deed of Trust; and (c) upon demand all reasonable and documented costs, fees, and expenses of this Deed of Trust. If Trustor fails to make any payment or to do any act provided for in this Deed of Trust after written notice of such failure by Beneficiary and a reasonable opportunity to cure, then Beneficiary or Trustee may, without obligation to do so, and with or without notice to or demand upon Trustor, and without releasing Trustor from any obligation under this Deed of Trust: (a) make or do the same in such manner and to such extent as either may deem necessary to protect the security, Beneficiary or Trustee being authorized to enter upon the Property for such purposes; (b) appear in or commence any action or proceeding purporting to affect the security, or the rights or powers of Beneficiary or Trustee; (c) pay, purchase, contest, or settle any encumbrance, charge, or lien, which in the judgment of either appears to be senior to this Deed of Trust; and (d) in exercising any such powers, pay allowable expenses, including attorneys’ fees.

6. **Reimbursement of Costs.** Trustor shall pay upon demand all reasonable and documented sums expended by Beneficiary or Trustee provided for in this Deed of Trust or allowed by law, and as provided in the Agreement and Note.

7. **No Waiver.** By accepting payment of any sum after its due date, Beneficiary does not waive its right either to require prompt payment when due of all other sums or declare a default for failure to pay.

8. **Reconveyance.** That upon written request of Beneficiary stating that all sums secured hereby have been paid, and upon surrender of this Deed of Trust and said note or notes to Trustee for cancellation and retention or other disposition as Trustee in its sole discretion may choose and upon payment of its fees, Trustee shall reconvey, without warranty, the property then held hereunder. The recitals of such reconveyance of any matters or facts shall be conclusive proof of the truthfulness thereof. The grantee in such reconveyance may be described as “**the person or persons legally entitled thereto.**”

9. **Assignment of Rents.** Subject to the rights of senior lenders, Trustor hereby absolutely and unconditionally assigns to Beneficiary all of the rents, issues, profits, royalties, revenues, income, and other benefits (collectively, the “**Rents**”) derived from the Property, whether now due, past due or to become due, and hereby gives to and confers upon Beneficiary, either directly or through a receiver, the right, power, and authority, but not the obligation, to collect the Rents, and to sue, either in the name of Trustor or Beneficiary, for all such Rents and to apply the same to the indebtedness secured hereby in such order as Beneficiary may determine in its sole discretion. This assignment of Rents is intended to create and shall be construed to create an absolute assignment to Beneficiary of all of Trustor’s right, title, and interest in the Rents. So long as no default exists by Trustor in the payment of any indebtedness secured hereby, or in any other covenant contained herein, or in said note or notes or in any other document evidencing or securing such indebtedness, Trustor shall have the right to collect all Rents from the Property and to retain, use, and enjoy the same. Upon the occurrence of such a default beyond any applicable notice and cure periods, without the necessity of demand or other notice to Trustor or any other act to enforce Beneficiary’s interest pursuant to this assignment, Trustor shall have no interest whatsoever in the Rents that are received by Trustor after a default, and all such Rents shall be received and held by Trustor in constructive trust for Beneficiary and delivered promptly to Beneficiary, or to a court-appointed receiver for the Property, without the necessity for further notice to, or demand upon, Trustor. Upon the occurrence of such a default, beyond any applicable notice and cure periods, and at any time thereafter during the continuance thereof, Beneficiary may, at its option, send any tenant of the Property a notice to the effect that: (a) a default has occurred; (b) Beneficiary has elected to exercise its rights under this assignment; and (c) such tenant is thereby directed to thereafter make all payments of Rents to or for the benefit of Beneficiary or as Beneficiary shall direct. Any such tenant shall be entitled to rely upon any notice from Beneficiary and shall be protected with respect to any payment of Rents made pursuant to such notice, irrespective of whether a dispute exists between Trustor and Beneficiary with respect to the existence of a default or the rights of Beneficiary hereunder. Any such tenant shall not be required to investigate or determine the validity or accuracy of such notice or the validity or enforceability of this assignment. Trustor hereby agrees to indemnify, defend, and hold any such tenant harmless from and against any and all losses, claims, damages or liabilities arising from or related to any payment of Rents by such tenant made in reliance on and pursuant to such notice.

10. Default and Foreclosure. Upon default by Trustor in payment or performance of any Secured Obligation, subject to any applicable notice and cure period, Beneficiary may declare all sums secured immediately due and payable by delivery to Trustee of a declaration of default and demand for sale and of a notice of default and of a notice of sale, which notice Trustee shall cause to be filed for record. Beneficiary also shall deposit with Trustee this Deed of Trust, said note or notes, and all documents evidencing expenditures secured by this Deed of Trust. Upon default of any obligation secured by this Deed of Trust and acceleration of all sums due, Beneficiary may instruct Trustee to proceed with a sale of the Property under the power of sale granted in this Deed of Trust, noticed and held in accordance with California Civil Code Sections 2924, et seq., as such statutes may be amended from time to time. Trustor waives all rights it may have to require marshaling of assets or to require sales of assets in any particular order, including any rights under California Civil Code Sections 2899 and 3455.

11. Substitution of Trustee. Beneficiary, or any successor in ownership of any indebtedness secured hereby, may from time to time, by instrument in writing, substitute a successor or successors to any Trustee named herein or acting hereunder, which instrument executed by the Beneficiary and duly acknowledged and recorded in the office of the recorder of the county or counties where the Property is situated, shall be conclusive proof of proper substitution of such successor Trustee or Trustees, who shall, without conveyance from the Trustee predecessor, succeed to all its title, estate, rights, powers, and duties. Said instrument must contain the name of the original Trustor, Trustee, and Beneficiary hereunder, the book and page where this Deed of Trust is recorded, and the name and address of the new Trustee.

12. Successors and Assigns. This Deed of Trust applies to, inures to the benefit of, and binds all parties hereto, their heirs, legatees, devisees, administrators, executors, successors, and assigns. The term “**Beneficiary**” shall mean the owner and holder, including pledgees, of the secured note or notes, whether or not named as Beneficiary herein.

13. Trustee Acceptance. Trustee accepts this trust when this Deed of Trust, duly executed and acknowledged, is made a public record as provided by law. Trustee is not obligated to notify any party hereto of pending sale under any other deed of trust or of any action or proceeding in which Trustor, Beneficiary or Trustee shall be a party unless brought by Trustee.

14. Further Assurances. Trustor shall, at its own cost and expense, do, execute, acknowledge, and deliver all and every such further acts, deeds, conveyances, mortgages, assignments, notices of assignments, transfers, and assurances as Trustee or Beneficiary shall from time to time reasonably require, for better assuring, conveying, assigning, transferring, and confirming unto Trustee the Property and rights hereby conveyed or assigned or intended now or hereafter so to be, or which Trustor may be or may hereafter become bound to convey or assign to Trustee, or for carrying out the intention or facilitating the performance of the terms of this Deed of Trust, or for filing, registering, or recording this Deed of Trust. Trustor shall, on demand, execute and deliver, and hereby authorizes Trustee and Beneficiary, or either of them, to execute in the name of Trustor, to the extent it may lawfully do so, one or more financing statements, chattel mortgages, or comparable security instruments, to evidence more effectively the lien hereof. Immediately upon the execution and delivery of this Deed of Trust, and thereafter from time to time, Trustor shall cause this Deed of Trust, and any security instruments creating a lien or evidencing the lien hereof upon any personal property and each instrument of further assurance,

to be filed, registered, or recorded in such manner and in such places as may be required by any present or future law in order to publish notice of and fully to protect the lien hereof upon, and the title of Trustee to, the Property encumbered hereby.

15. Condemnation and Insurance Proceeds. Immediately upon obtaining knowledge of the institution of any proceedings for the condemnation or other taking of all or any portion of the Property, or knowledge of any casualty damage to the Property, or damage in any other manner, Trustor shall immediately notify Beneficiary thereof. Trustor hereby authorizes and empowers Beneficiary as attorney-in-fact for Trustor to make proof of loss, to adjust and compromise any claim under the insurance policies covering the Property, to appear in and prosecute any action arising from such insurance policies, to collect and receive insurance proceeds, and to deduct therefrom Beneficiary's expenses incurred in the collection of such proceeds; provided, however, that nothing contained in this Section shall require Beneficiary to incur any expense or take any action hereunder. Trustor hereby authorizes and empowers Beneficiary, at Beneficiary's option, as attorney-in-fact for Trustor, to commence, appear in, and prosecute, in Beneficiary's or Trustor's name, any action or proceeding relating to any condemnation or other taking of all or any part of the Property, whether direct or indirect, and to settle or compromise any claim in connection with such condemnation or other taking. The proceeds of any award payment or claim for damages, direct or consequential, in connection with any condemnation or other taking, whether direct or indirect, of the Property, or any part thereof, or for conveyances in lieu of the Property, or any part thereof, shall be paid to Beneficiary. The foregoing powers of attorney are coupled with an interest and are irrevocable. Trustor hereby authorizes Beneficiary to apply such awards, payments, proceeds or damages relating to condemnation of the Property and insurance covering the Property, after the deduction of Beneficiary's expenses incurred in the collection of such amounts, subject to the requirements of applicable law and the provisions hereof, to restoration or repair of the Property or to payment of the sums secured by this Deed of Trust. Beneficiary shall be under no obligation to question the amount of any compensation, awards, proceeds, damages, claims, rights of action, and payments relating to condemnation or other taking of the Property or insured casualty affecting the Property, and may accept the same in the amount in which the same shall be paid. Trustor shall execute such further evidence of assignment of any awards, proceeds, damages or claims arising in connection with such condemnation or taking or such insurance as Beneficiary may require. Notwithstanding the above, the Beneficiary shall release all insurance and condemnation proceeds to Trustor to be used to reconstruct the improvements on the Property provided that Beneficiary reasonably determines that such restoration, repair or rebuilding is economically feasible. If such insurance proceeds shall be insufficient for such purposes, Trustor shall make up the deficiency. If the Project is subject to a partial condemnation or taking, then the proceeds received therefrom shall be applied to restore the Project taken, provided the Beneficiary determines that such restoration is economically feasible and no default exists under the Secured Obligations following the expiration of all applicable cure periods. If the Project is subject to a total condemnation, or if Beneficiary determines that restoration of the Project is not feasible following a partial condemnation, or if a default exists then the proceeds from any condemnation award or claim for damages shall be used first to repay all sums under the Secured Obligations, with the excess, if any, paid to Trustor, subject to the rights of the senior lender.

16. Severability. If any one or more of the provisions contained in this Deed of Trust shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity,

illegality, or unenforceability shall not affect any other provisions of this Deed of Trust, but this Deed of Trust shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein or therein, but only to the extent of such invalidity.

17. Estoppel Certificate. Trustor shall, within thirty (30) days of a written request from Beneficiary, furnish Beneficiary with a written statement, duly acknowledged, setting forth the sums secured by this Deed of Trust and any right of set-off, counterclaim or other defense which exists against such sums and the obligations of this Deed of Trust.

18. California Uniform Commercial Code Security Agreement; Fixture Filing. Trustor hereby grants Beneficiary a security interest in all personal property of Trustor located on the Property and wherever located and used in any way in connection with or in any way relating to the Property, and whether now owned or hereafter in existence, acquired or created (including equipment, inventory, goods, documents, instruments, general intangibles, chattel paper, accounts, accounts receivable, deposit accounts, and contract rights), and all fixtures of Trustor now owned or hereafter in existence, acquired or created on, of or relating to the Property, and all substitutions, replacements, additions, accessions, and proceeds (including insurance proceeds) of all of the foregoing (collectively, the “**Personal Property**”). Beneficiary may file this Deed of Trust, or a reproduction hereof, in the real estate records or other appropriate index, as a financing statement for the Personal Property. Any reproduction of this Deed of Trust or of any other security agreement or financing statement shall be sufficient as a financing statement. In addition, Trustor shall execute and deliver to Beneficiary, upon Beneficiary’s request, any financing statements, as well as extensions, renewals, and amendments thereof, and reproductions of this Deed of Trust in such form as Beneficiary may require to perfect a security interest with respect to the Personal Property. Trustor shall pay all costs of filing such financing statements and any extensions, renewals, amendments, and releases thereof, and shall pay all reasonable costs and expenses of any record searches for financing statements Beneficiary may reasonably require. Upon Trustor’s breach of any covenant or agreement of Trustor contained in this Deed of Trust, including the covenants to pay when due all sums secured by this Deed of Trust, Beneficiary shall have the remedies of a secured party under the California Uniform Commercial Code and, at Beneficiary’s option, may also invoke any remedies provided in this Deed of Trust as to the Personal Property. In exercising any of such remedies, Beneficiary may proceed against the Property and any of the Personal Property separately or together and in any order whatsoever, without in any way affecting the availability of Beneficiary’s remedies under the California Uniform Commercial Code or the remedies provided in the Deed of Trust. This Deed of Trust also covers goods which are or which are to become fixtures on the Property and constitutes and is filed as a fixture filing under the California Uniform Commercial Code.

19. Due-On-Sale or Encumbrance. If all or any part of the Property, or any interest therein, or any beneficial interest in Trustor (if Trustor is not a natural person or persons but is a corporation, partnership, trust, limited liability company or other legal entity), is sold, transferred, mortgaged, assigned, pledged, or further encumbered, whether directly or indirectly, whether voluntarily or involuntarily, or by operational law, Beneficiary may, at Beneficiary’s option, declare all of the sums secured by this Deed of Trust to be immediately due and payable, and Beneficiary may invoke any remedies permitted by this Deed of Trust.

The undersigned Trustor requests that a copy of any Notice of Default and of any Notice of Sale hereunder be mailed to Trustor at Trustor's address hereinbefore set forth at its address set forth in the Fee Deferral Agreement.

TRUSTOR:

Sah Investments,
a Limited Liability Company

By: _____
Name: Ram Sah
Title: President

EXHIBIT 1

LEGAL DESCRIPTION OF PROPERTY

The land described herein is situated in the State of California, County of Yolo, City of Woodland, described as follows:

Parcel One:

A portion of Lots 3, 4 and 5 as said lots are shown on the Map of "Clanton's Subdivision of the West one-half of the Northeast quarter of Section 33, Township 10 North, Range 2 East, M.D.B. & M.", a map of which was filed on May 13, 1882, in Book 32 of Deeds at Page 75, Records of Yolo County. Said portion is all that part thereof lying within the following described boundaries:

Beginning at the Southeast corner of Lot 5 as said lot is shown on the Map of "Reiff Subdivision of Lots 1 and 2 of the D. R. Clanton's Subdivision", according to the official plat filed February 18, 1947, in Book 4 of Maps, at Page 8, Records of Yolo County; thence from said point of beginning, North 89° 34'27" West, 110.40 feet; thence South 01° 22'53" East, 239.29 feet; thence along a tangent curve to the left with a radius of 145.00 feet, through an angle of 171° 49'55", a length of 434.86 feet; thence North 06° 47'12" East, 252.22 feet to a point distant 152.58 feet Westerly, measured at right angles, from the "A3" line at Engineer's Station "A3" 651 + 63.61 of the Department of Public Works Survey on Road 03-Yol-113, Post Mile 6.3/10.5; thence North 89° 34'27" West, 214.12 feet to the point of beginning.

Parcel Two:

A non-exclusive easement for pedestrian and vehicular ingress and egress over the parcel of land described in Exhibit "D" of the Declaration of Covenants, Conditions and Restrictions recorded October 31, 2016, Instrument No. 2016-0032289, Official Records.

APN: 066-030-054-000

PROMISSORY NOTE
SECURED BY DEED OF TRUST

Woodland, California

_____, 202__

For value received, the undersigned (herein “Owner”, whether one or more), promises to pay to the CITY OF WOODLAND, a California municipal corporation (“City”), at 300 First Street, Woodland, California 95695, or at any other place that may be designated in writing by City, the principal sum of **ONE MILLION SEVENTY-EIGHT THOUSAND SIX HUNDRED EIGHTY-ONE DOLLARS AND ELEVEN CENTS (\$1,078,681.11)**. All sums due are payable in lawful money of the United States of America.

1. This Promissory Note Secured by Deed of Trust (“Promissory Note”) is made and delivered pursuant to and in implementation of that certain Development Impact Fee Deferral Agreement entered into by and between City and Owner of even date herewith (the “Fee Deferral Agreement”). The terms and conditions of the Fee Deferral Agreement are incorporated herein by this reference.

2. The Promissory Note (“Promissory Note”) is secured by a Deed of Trust Assignment of Rents, Security Agreement, and Fixture Filing of the same date as this Note, executed by Owner, as Trustor, in favor of City, as Beneficiary (“Deed of Trust”), and encumbering the real property described in the Deed of Trust (“Property”). The holder of this note will be entitled to the benefits of the security provided by the Deed of Trust and will have the right to enforce the covenants and agreements of Owner contained in the Deed of Trust.

3. Principal and interest under this Note are due and payable as set forth in Sections 3 and 4 of the Fee Deferral Agreement.

4. If Owner fails to make any required payment on or before ten (10) days following the date upon which it becomes due, Owner shall pay a late charge equal to ten percent (10%) of the amount of the unpaid payment. All payments on this Promissory Note will be applied first to the payment of any costs, fees, late charges, or other charges incurred in connection with the indebtedness evidenced by this Promissory Note; next, to the payment of accrued interest, then to the reduction of the principal balance.

5. If:

- (a) Owner fails to pay when due any sum payable under this Promissory Note; or,
- (b) Owner fails to pay any indebtedness secured by, or fails to perform any covenant or agreement under, the Deed of Trust; or,
- (c) Owner agrees to or actually sells, conveys, transfers, disposes of, or further encumbers the Property, or any part thereof, of any interest therein, without first obtaining the written consent of the holder of this Promissory Note,

Then Owner shall pay to City all sums owing under this Promissory Note without deduction, offset, or counterclaim of any kind. The relationship of Owner and City under this Promissory Note is solely that of borrower and lender, and the loan evidenced by this Promissory Note and secured by the Deed of Trust will in no manner make City the partner or joint venturer of Borrower.

6. In the event of a dispute arising under this Promissory Note, the prevailing party shall be entitled to reasonable attorneys' fees and costs in accordance with California Civil Code Section 1717. For purposes of this Promissory Note, a dispute shall be construed as arising under the Promissory Note if its subject matter pertains to one or more terms of the Promissory Note, the Deed of Trust, or any other document(s) pertaining to the indebtedness that is evidenced by this Promissory Note. Should either party be entitled to attorneys' fees as the result of a dispute arising under this Promissory Note, the Fee Deferral Agreement or the Deed of Trust, that party shall also be entitled to interest at a rate of ten percent (10%) per annum, which shall begin to accrue as of the date of the demand and shall continue until paid.

7. No previous waiver, failure, or delay by City in acting with respect to the terms of this Promissory Note, the Fee Deferral Agreement or the Deed of Trust shall constitute a waiver of any breach, default, or failure of condition under this Promissory Note, the Fee Deferral Agreement or the Deed of Trust. A waiver of any term of this Promissory Note, the Fee Deferral Agreement or the Deed of Trust must be made in writing and will be limited to the express written terms of the waiver. All notices required or permitted in connection with this Promissory Note will be in writing and will be given at the place provided in the Deed of Trust for the giving of notices.

8. Borrower may make principal prepayments on any installment due date in addition to the regularly scheduled payment mentioned above with no penalty for such prepayment.

9. If any term or provision of this Promissory Note is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provision or part thereof shall be stricken from this Promissory Note and such provision shall not affect the legality, enforceability, or validity of the remainder of this Promissory Note. If any provision or part of this Promissory Note is stricken in accordance with the provisions of this paragraph, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

Time is of the essence with respect to every provision of this Promissory Note. This Promissory Note will be construed and enforced in accordance with California law, except to the extent that Federal laws preempt State law, and all persons and entities in any manner obligated under this Note consent to the jurisdiction of any Federal or State Court within California having proper venue and also consent to service of process by any means authorized by California or Federal law.

The contents and effect of the instruments are acknowledged, understood, and accepted in full by Borrower.

Date: _____, 202____

By: Ram Sah
Its: President



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: H.13
SUBJECT: Approval of Fiscal Year 2021/22 Animal Services Contract

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the Fiscal Year 2021/22 Animal Services Agreement with Yolo County in the amount of \$1,022,385.

Staff Contact:

Kim McKinney, Director of Administrative Services, (530) 661-5849,
kimberly.mckinney@cityofwoodland.org

Fiscal Impact:

The proposed contract results in an annual cost of \$1,022,385 for animal services provided through a contract with Yolo County. This cost does not reflect an offset for licensing and other revenues collected specifically for Woodland by the Yolo County Sheriff's Office. Any revenues actually received throughout fiscal year 2021/22 will be credited against quarterly payments. Historically, revenue offsets average around \$210,000. The proposed contract for FY2021/22, net of average revenue estimates, would total \$810,480. This is consistent with the FY2021/22 adopted budget, and represents an increase of 8% from FY2020/21.

Background:

The County of Yolo, through the Sheriff's Department/Animal Control Division and under an agreement with the City of Woodland, provides animal control services to the Woodland community. Section 6.0.4 of the Woodland Municipal Code, adopted in 1974, delegates animal control responsibilities and authority to the County. The Animal Control Services Division of the Yolo County Sheriff's Office provides animal control services to all cities in the county, the University of California at Davis, and all unincorporated areas of the county. The Division staff includes animal control officers who respond to calls for service in our community, and animal shelter staff who maintain a safe and humane environment for animals that have been taken to the shelter. Additionally, the Division has and/or contracts for veterinary and other staff available to care for injured animals. The Division performs all animal control services for the City, including animal licensing, pick up of stray or injured animals, pick up of dead animals, quarantine of animals when required, and the sheltering, release and adoption of impounded animals. For health and safety reasons, some animal services such as vicious animal calls or dog bite reports are mandated.

The cost of providing these services is allocated between the County and the cities based upon an agreed-upon methodology that includes allocation of fixed annual costs, as well as a proportional share of "variable" costs, based on a three-year average of the number of service calls received from each jurisdiction (animal control) and the number of animals housed at the shelter (animal services). The County also collects and retains all fees (license fees collected from pet owners, redemption fees, neutering fees, etc.) for the animal control program. Each jurisdiction is, in turn, credited for the amount of fees collected. Previously, the contract amount for a fiscal year was calculated as the net amount of the total cost of service, less the anticipated fee revenues. Beginning in FY21/22, the contract cost is the total cost of service without credit for any revenues. Actual revenues received will be offset against quarterly invoiced costs.

The table below shows the ten-year history of the net cost paid by the City for animal control services:

Fiscal Year	Annual Contribution	% Change from Prior Year
FY2021/22*	810,480	8.2%
FY2020/21	748,836	1.3%
FY2019/20	739,560	18.0%
FY2018/19	626,553	3.0%
FY2017/18	608,303	9.6%
FY2016/17	555,192	5.0%
FY2015/16	528,756	13.6%
FY2014/15	465,302	0.0%
FY2013/14	465,302	-2.4%
FY2012/13	476,776	

*FY2021/22 assumes contract expenditures of \$1,022,385 offset by potential revenues of \$211,905

The City Council received the initial proposed agreement for Animal Services at the meeting on September 21, 2021. At that meeting, Council directed staff to bring back a contract that authorized nine months of the contract with Yolo County, with the remaining 3 months contingent on provision of additional information that will allow the City to better review and address increasing costs. The Council also requested to review in greater detail the cost allocation methodology between the participating agencies. The County has agreed to provide the requested information not later than February 1, 2022, and the revised agreement reflects the requirement to provide the requested information.

Discussion:

For FY2021/22, the overall cost of supporting the County's animal services functions was estimated at \$3,163,805, and the County anticipates collection of \$552,460 in revenue. The total net cost for animal services, based on the revenues assumed, would be \$2,611,346; this represents an increase over the FY20/21 budget of more than 11%. The cost allocated to the City of Woodland reflects both our proportionate share of this general increase, as well as adjustments made resulting from updating the three-year average of calls for service and animal intake at the shelter. As proposed, the City of Woodland's contract amount for FY2021/22 represents approximately 32% of the overall cost of countywide animal services. Animal Services Division statistics show that the City of Woodland is responsible for approximately 37% of all division workload. By comparison, the cities of West Sacramento and Davis provide 26.5% and 11.7% of program costs, respectively, while Yolo County accounts for 21%. The balance (4%) is allocated to UC Davis and the City of Winters.

The proposed contract between Yolo County and the City of Woodland for animal services from July 1, 2021 through June 30, 2022 results in an annual cost of \$1,022,385, with offsets for any revenue actually collected throughout the year. Any future changes to the overall Animal Services scope of work, contract services and/or amount will be executed through an amendment of the attached agreement.

The County and representatives from the participating jurisdictions have established a planning group to develop a strategic plan for the provision of animal services in Yolo County. The goal of establishing the working group was to provide an increased role for participating agencies in policy decisions that impact operating costs of the existing program, as well as to explore options for construction of a new animal shelter facility through a public/private partnership, and potentially form a joint powers authority (JPA).

Due to concerns raised by the City of Woodland, the working group has agreed to focus its efforts over the next several months on thoroughly reviewing the operational costs, including trends over the prior 5-10 years, cost allocation methodologies, and service levels. Upon receipt of the required information stipulated in the

amended contract, staff will agendize a presentation to the Council review the information and provide direction regarding strategies to better manage the costs for providing animal services in Woodland.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving the Fiscal Year 2021/22 Animal Services Agreement with Yolo County in the amount of \$1,022,385.

Prepared by: Kim McKinney, Director of Administrative Services

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

Ken Hiatt
City Manager

Attachments:

1. Resolution - FY22 Animal Services Contract
2. FY 2022 Animal Services Contract- Revised

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE FISCAL YEAR 2020/21 ANIMAL SERVICES AGREEMENT WITH
YOLO COUNTY**

WHEREAS, the County of Yolo, through the Sheriff-Coroner's Office, provides animal control services to the City of Woodland through a contractual agreement; and

WHEREAS, Section 6.0.4 of the Woodland Municipal Code adopted in 1974, delegates animal control responsibilities and authority to the County; and

WHEREAS, the cost of providing animal control services to the City of Woodland for FY2021/22 is \$1,022,385; and

WHEREAS, the City's portion of revenue collected by Yolo County for licensing and from other revenue sources will be reduced from quarterly invoices; and

WHEREAS, the County has agreed to provide additional reporting and expanded information not later than February 1, 2022;

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

Section 1. The Agreement between Yolo County and the City of Woodland for Animal Control Services for FY2021/22 is approved.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 7th day of December, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayra Vega, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

YOLO COUNTY AGREEMENT NO. _____

**AGREEMENT BETWEEN THE COUNTY OF YOLO
AND THE CITY OF WOODLAND FOR
ANIMAL CONTROL SERVICES**

This Agreement (“Agreement”) is made and entered into this 1st day of July, 2021, by and between the County of Yolo, a political subdivision of the State of California (“County”) and the City of Woodland, a municipality under the laws of the State of California (“City”).

RECITALS

WHEREAS, the City has a need for animal control services within its corporate limits;
and

WHEREAS, the County has been competently providing these animal control services to the City for several years; and

WHEREAS, the City has expressed its desire to have the County continue to provide animal control services within the City’s corporate limits subject to the terms of this Agreement;
and

WHEREAS, the County is willing to continue to provide animal control services within the corporate limits of the City subject to the terms of this Agreement.

NOW, THEREFORE, the City and the County agree as follows:

I. SERVICES TO BE PROVIDED BY THE COUNTY

A. Subject to the terms of this Agreement, the County shall provide animal control services, through the Animal Control Section of its Sheriff’s Office, within the corporate limits of the City.

Services provided shall include:

1. The pickup of stray animals not in the presence of their owners that may be injured or sick and require the provision of veterinary care per Penal Code section 597(f).
2. The provision of rabies control, including the quarantine of biting animals and the pickup of high-risk rabies animals for testing and licensing per Health and Safety Code sections 120210-121690.
3. Assistance to the Yolo County Coroner, fire departments, or other law enforcement agencies.

4. Response to vicious animals.
5. Response to free roaming or contained stray dogs.
6. Services provided by the County shall be limited as follows:
 - a. Response to Animal Complaint Reports such as barking dogs, trespassing animals, crowing foul or other nuisance complaints will be limited to receiving and forwarding complaints.
 - b. The County will not respond to calls regarding animals classified as wildlife unless there is a bat, skunk, or a rabies control issue.

B. Services shall be limited to 8:00 a.m. to 5:00 p.m., six days a week, Monday through Saturday. Services will be provided outside these hours only when authorized in advance by a representative of the City, except when required by Health and Safety Code sections 121595 and 121600 or Penal Code section 597f.

C. The County agrees to maintain its kennels and animal shelter in a sanitary condition at all times in accordance with the laws of the State of California.

D. The County shall provide all facilities, equipment, personnel, labor, supervision, supplies, and materials necessary to provide the animal control services required by this Agreement; however, in all instances where special supplies, stationary, notices, forms and the like must be issued in the name of the City, the same shall be supplied by the City at its own cost and expense.

II. COMPENSATION TO BE PAID BY THE CITY

A. City agrees to compensate the County annually, on a quarterly basis, in the following amount:

<u>Contract Year</u>	<u>Annual Compensation</u>	<u>Quarterly Payment</u>
07/01/2021-06/30/2022	\$ 1,022,385	\$255,596.25

B. Quarterly payment is due and payable by check within the first 30 days of each quarter to prevent Agreement termination.

C. Quarterly Payment Credit - In further consideration of the rendition of the foregoing services by the County, the City agrees that the County shall be entitled to any and all license and other fees provided for in the Yolo County Code and/or the Municipal Animal Ordinance. A review of revenue collected from licensing and other revenue sources from within the City's jurisdiction will be conducted on a quarterly basis. The City's portion of revenue for licensing and from other revenue sources will be reduced

from the quarterly invoice from the County.

D. Hourly Rates – The County may bill the City, in addition to the annual agreed compensation, an additional hourly fee for extraordinary incidents. An “Extraordinary Incident” is defined as an incident that requires more than ten (10) county staff hours. The hourly rate for Extraordinary Incidents is \$47.00 per hour. The County will bill these charges quarterly.

E. Savings – Any unspent portion of annual payment resulting from unanticipated animal services savings will be placed in an “Animal Services Trust” for future shelter projects, animal services equipment and/or replacements items. Savings will be identified within the “Animal Services Budget Forecast” that the County will provide the City.

F. County shall retain all impounding fees and revenue derived from the adoption and redemption of animals at the County shelter as additional compensation for the care and feeding of these animals.

III. REPORTS

The County shall provide the City with monthly and year-end statistical reports regarding field hours, calls, citations, adoptions, redemptions, licenses, and such additional information, as the County deems appropriate. In addition, the after-hours callout dispatch records will be attached with the monthly statistics for review. The County shall provide the required reports in conjunction with the quarterly invoices.

The County shall provide an additional analysis of current animal control services expenses, cost projection for the next five (5) fiscal years assuming current service levels, and comparison of City of Woodland services and usage to similar jurisdictions no later than February 1, 2022. This information will be consistent and coordinated to the extent practicable with County’s data compilation and analytic efforts supporting the Yolo Animal Services Planning Joint Powers Agency. The County shall also provide an analysis of year-end operating results compared to the approved budget, including a comparison of amounts paid by jurisdiction to actual results. This year-end reconciliation shall be provided no later than December 31, 2022.

No charge will be made for these materials.

IV. OWNERSHIP OF DOCUMENTS AND WORK PRODUCTS

All professional and technical documents and information developed under this Agreement, and all work product, including writings, worksheets, reports, and related data, materials, copyrights and all other rights and interests therein, shall remain the property of the County.

V. RECORDS RETENTION

The County agrees to keep such books and records concerning the services it provides pursuant to this Agreement in such form and manner as the County Auditor may specify. These books and records shall be open for examination by City officials at all reasonable times.

VI. TERM AND TERMINATION

A. The term of this Agreement shall be from July 1, 2021 until June 30, 2022, unless sooner terminated as hereinafter provided.

B. This Agreement may be extended for a period of one year based on mutual agreement of the County and the City.

C. Should either party fail to substantially perform its obligations in accordance with this Agreement, the other party may notify the defaulting party of such default in writing and provide not less than 15 days to cure the default. Such notice shall describe the default, and shall not be deemed a forfeiture or termination of this Agreement. If such default is not cured within said 15-day period (or such longer period as is specified in the notice or agreed to by the parties), the party that gave notice of default may terminate this Agreement upon not less than 15 days advance written notice. The foregoing notwithstanding, neither party waives the right to recover damages against the other for breach of this Agreement.

D. This Agreement may be terminated for any reason by either party at any time during the term of this Agreement, provided that thirty 30 days' written notice is given.

VII. INDEMNIFICATION

Each party shall indemnify, defend, protect, hold harmless, and release the other, their elected bodies, officers, agents, and employees, from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of such indemnifying party. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

VIII. APPLICABLE LAWS

In the performance of the services required by this Agreement, both parties shall comply with all applicable Federal, State, and County statutes, ordinances, regulations, directives and laws. The laws of the State of California shall govern the validity, enforceability or interpretation of this Agreement. Any action or proceeding arising out of this Agreement shall be filed and resolved in the Superior Court of California, County of Yolo.

IX. NOTICE

A. Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery or by prepaid first-class mail addressed as provided below:

City of Woodland: City of Woodland City Manager's Office
300 First Street
Woodland, CA 95695
Attn: Ken Hiatt
(530) 661-5800

County: Yolo County Sheriff's Office
140 Tony Diaz Drive
Woodland, CA 95776-9327
Attn: Denny Cheuk
(530) 668-5264

B. In lieu of written notice to the above addresses, any party may provide notice through the use of facsimile machines provided confirmation of delivery is obtained at the time of transmission of the notices and provided the following facsimile telephone numbers are used:

City: (530) 661-5813 County: (530) 668-5283

If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing. If notice is given by facsimile notice is effective as of the time of confirmation of transmission.

C. Either party may change the address or facsimile number to which such communications are to be given by providing the other parties with written notice of such change at least 15 calendar days prior to the effective date of the change.

X. AMENDMENT

This Agreement may be amended only by written instrument signed by the County and the City.

XI. WAIVER

Any failure of a party to assert any right under this Agreement shall not constitute a waiver or a termination of that right, under this Agreement or any of its provisions.

XII. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the City and the County and

supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first set forth above.

County of Yolo

City of Woodland

By _____
Jim Provenza, Chair
Yolo County Board of Supervisors

By _____
Mayra Vega, Mayor
City of Woodland

Attest:
Julie Dachtler, Deputy Clerk
Board of Supervisors

Attest:
Ana Gonzalez, City Clerk
City of Woodland

By _____
Deputy (Seal)

By _____
Deputy (Seal)

Approved as to Form:

Approved as to Form:

By _____
Philip Pogledich, County Counsel

By _____
Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: I.14
SUBJECT: PUBLIC HEARING - Water and Sewer Rates

Recommendation for Action: Staff recommends that the City Council (1) conduct a public hearing, and (2) upon close of the public hearing, tally the protest ballots, and (3) if the City does not receive a majority protest, introduce and waive the first reading of Ordinance No. ____, “Ordinance of the City Council of the City of Woodland, California, to Increase Rates for Water and Sewer Services.”

Staff Contact:

Kim McKinney, Director of Administrative Services, (530) 661-5849,
kimberly.mckinney@cityofwoodland.org

Fiscal Impact:

Adoption of the proposed adjustments for water and sewer will generate sufficient revenue to meet the City's operational and capital needs through 2026, as well as meet current debt service and debt coverage ratio requirements. Capital projects will be funded through a combination of rates and reserves.

Background:

The last sewer rate update was approved in 2013 and included five years of approximately 9% adjustments to rates. The last rate increase was implemented in January 2019, and the rates have remained unchanged since that time. Staff periodically reviewed the fiscal performance of the sewer fund to determine if additional adjustments were required, and thanks to savings in operations and use of reserves, the fund remained fiscally stable without additional increases for the last two years.

The City's last water rate study was completed in 2016 and adopted and effective in 2017, which included five years of approximately 5.5% annual increases in rates. Each year during that five-year period, staff reviewed the rates to determine if the rate adjustments were still necessary. In order to meet existing debt service requirements and to remain in compliance with the requirements of various debt-related legal documents, the rates approved were all fully implemented. The last approved rate adjustment was effective in January 2021. The City Council received an update and draft report of the Water and Sewer Rate Studies on October 5, 2021. The Council set December 7, 2021 as the public hearing date to receive comments regarding the proposed rate adjustments. To meet the requirements of Proposition 218, staff mailed notices of the proposed rate adjustments to all affected customers and residents on October 22, 2021.

Discussion:

Staff has been working with HDR Engineering, Inc. for the last several months to prepare both the Water and Sewer Rate Studies to inform future revenue requirements for each of those programs over the next five (5) years. The rate setting process has three major components: determining the revenue requirement for each utility, analyzing the cost of service for the various customer classes in those utilities, and creating a rate structure to meet the revenue requirements within the strict parameters of Proposition 218.

Revenue Requirements:

The revenue requirement projects the ongoing costs of operating and maintaining the utility, determines any necessary capital improvement projects, and updates all costs related to debt service and required debt service coverage ratios. For the water utility, the other key factor is determining the ongoing water consumption

patterns based on both more recent drought factors and long-term customer consumption patterns and characteristics.

For the two rate studies, the annual operating and maintenance costs are based on the adopted fiscal year 2021/22 budget, and categories of expenditures are projected forward based on the appropriate inflationary or known adjustment factors. For example, costs for personnel are projected differently than those for chemicals, electricity, equipment, etc. Adjustments for additional staffing or other operating needs are also considered.

The water rates propose to add two (2) additional staff positions. One position will be used to implement a consistent and ongoing replacement of the water meters installed throughout the City. Residential meters began installation in 2009, and their useful life is typically 10-15 years. When meters begin to fail, they don't accurately record water consumption, and overall revenue collection for the water utility is reduced. Another staff position is proposed to implement a backflow program. The City currently requires primarily non-residential customers to install and maintain backflow devices on their property. These devices are intended to stop water and any potential contaminants from flowing back into the public water system. The City is exploring options to change the program to have City staff install and maintain these devices, which provides better security for the City's water supply.

The proposed sewer rates also include the addition of two (2) staff positions. One position is for operations of the Water Pollution Control Facility (WPCF or treatment plant), which operates 24 hours a day, seven days a week, with minimal staffing. The current staffing levels are low and make the 24-7 operations challenging. The second position is a mechanic for the treatment plant.

The five-year capital improvement program (CIP) focuses on annual repair and replacement of the City's aging infrastructure, and continues the ongoing replacement of and upgrades to major components at the WPCF needed to complete the treatment processes. All of these projects are funded through the rates, and no additional bonds or loans are anticipated. The water system CIP also allows for some continued expansion of the City's recycled water infrastructure into the southeast area of town, to allow for connection to new development. The water rates allow for a relatively minor amount of loan payments, based on the assumption that the City will be eligible to receive very low interest loans from the State for this project.

Both the water and sewer systems have existing debt service obligations that must also be factored into the rates. Staff recently completed a refinancing of outstanding debt with the City's bond team and achieved lower interest rates and substantial annual savings in the water fund. Although that refinancing was not completed before the rate study was finished, the proposed rates assumed the bonds will be refinanced and factor in the related annual savings. Most of the outstanding debt has legal requirements for ratios of annual revenue to cover ongoing debt service; the proposed rates take these into consideration and meet those requirements.

The results of the revenue requirement show that the water system requires a 3% per year increase in revenue for the next five years. This revenue adjustment is allocated between customer classes through the rate design (discussed later) and may not be exactly 3% for each type of customer, and will depend upon the amount of water consumed.

The results of the revenue requirement for the sewer system show that a rate adjustment is not required for the first year, and then a 2% per year increase in revenues for the next four years is necessary. Similarly to the water rates, the 2% is an adjustment to overall revenues for the sewer system, and the allocation between and among the various customer classes will be different, and discussed herein.

Cost of Service Analysis:

Once revenue requirements are determined, the costs must then be classified and allocated to the appropriate customer classes (such as residential, commercial, landscape, etc.).

For the water rates, the City has a three-tier rate structure whereby lower water use pays a lower per unit cost, with the cost increasing as the total usage of water increases between tiers. Agencies are legally required to define the cost basis for the tiered pricing. The cost of service analysis then provides the cost basis between the fixed component and consumption charges for each customer class of service. The Water Rate Study results indicate the cost of service between categories requires some adjustment, particularly a reduction in the landscape rate, and a minor increase in the non-residential customer classes.

For sewer rates, the City has a flat rate fee for residential customers. Non-residential customers are classified into three categories based on the "strength" of the wastewater they discharge. These customers are classified as either low-, medium-, or high-strength, and the rates vary by category. The rates for non-residential customers include a fixed charge component, and a volumetric charge based on water consumed. To ensure the customers aren't charged for sewer based on landscape water used, the City uses a "winter water averaging" approach. Under this approach, the water consumption used to calculate monthly sewer charges is limited to the average amount of water used between the months of November and February each year. The Sewer Rate Study results show allocation of costs among categories requires adjustments, with a proposed reduction in non-residential components, residential customers around the 2% overall adjustment, but a larger increase to multifamily customers.

Rate Design:

The final step of a rate study is to design the rates to collect the required levels of revenue, based on the results of the revenue requirement and the cost of service analysis. Consideration is given to both the level of the rates and to the structure of the rates. The level of rates reflects the amount of revenue that should be collected (and was established through the revenue requirement analysis), and the structure of the rates is how it is collected from customers (this equitable allocation of costs between various customer classes was developed in the cost of service analysis).

Water Rates

No rate structure changes are proposed as part of this rate study. The fixed component of the water rates is the same for all types of customers, based on the meter size. The consumption charges for each customer class are based on unit costs developed as part of the cost of service analysis. The three-tiered system of consumption for residential customers is maintained, and all other customers continue to pay a uniform rate for all water consumed. The proposed rates are attached to this staff report.

Sewer Rates

No rate structure changes are proposed as part of the Sewer Rate Study. The fixed charge component of the rates will continue to vary by customer class, and no changes to customer classes are proposed. The variable charge component of the rates will continue to be based on the strength of the discharge (low, medium and high). The proposed rates are based on the cost of service analysis and revenue requirements discussed herein. The entire final versions of the rate studies are attached to this report.

Conclusion:

Staff recommends that the City Council (1) conduct a public hearing, and (2) Upon close of the public hearing, tally the protest ballots, and (3) if the City does not receive a majority protest, introduce and waive the first reading of Ordinance No. ____, "Ordinance of the City Council of the City of Woodland, California, to Increase Rates for Water and Sewer Services."

Prepared by: Kim McKinney, Director of Administrative Services



Ken Hiatt
City Manager

Attachments:

1. City of Woodland - 2021 Water Rate Study DRAFT Report w Appendices
2. City of Woodland - 2021 WW Rate Study DRAFT Report w Appendices
3. Water and Sewer Rate Ordinance Dec 7 2021

Draft Report



City of Woodland 2021 Water Rate Study October 2021





October 22, 2021

Mr. Evis Morales
Finance Officer
City of Woodland
300 First Street
Woodland, CA 95695

Subject: Water Rate Study Draft Report

Dear Mr. Morales:

HDR Engineering, Inc. (HDR) is pleased to present to the City of Woodland (City) the draft report for the water rate study. The City's water rate study was developed using water industry standard methodologies and approaches which were specifically tailored for the City's study to meet the requirements of Proposition 218. The analyses conducted for the City includes a revenue requirement, cost of service, and rate design analysis. The findings and conclusions from these analyses were used to develop proposed cost-based water rates that are equitable and proportional to the City's customers and sufficient to fund the operating and capital needs of the water utility. This report outlines the overall approach used to achieve these objectives, along with our findings, conclusions, and recommendations.

The City owns and operates a water supply, treatment, transmission, and distribution system. The City utilizes ground water (backup) and surface water (primary) as their water supply resources. The costs associated with developing and utilizing water supplies, plus the costs of distributing water to customers has been developed based on City provided information and included within the development of the City's proposed water rates. HDR's study provides the basis for developing and implementing water rates which are cost-based, proportional, and defensible for the City's customers.

We appreciate the assistance provided by the City's management team in the development of this study. More importantly, HDR appreciates the opportunity to provide these technical and professional services to the City.

Sincerely yours,
HDR Engineering, Inc.

A handwritten signature in black ink, appearing to read 'Shawn Koorn', written over a light blue horizontal line.

Shawn Koorn
Associate Vice President

Table of Contents

	Executive Summary	
	Introduction	1
	Overview of the Rate Study Process	1
	Key Water Rate Study Results.....	2
	Summary of the Water Revenue Requirement Analysis	2
	Summary of the Water Cost of Service Analysis.....	4
	Summary of the Water Rate Design	6
	Water Rate Study Recommendations.....	9
	Summary of the Water Rate Study	9
1	Introduction and Overview	
	1.1 Introduction	10
	1.2 Goals and Objectives.....	10
	1.3 Overview of the Rate Study Process	11
	1.4 Organization of the Study	11
2	Overview of the Water Rate Setting Principles	
	2.1 Introduction	13
	2.2 Generally Accepted Rate Setting Principles.....	13
	2.3 Determining the Revenue Requirement.....	13
	2.4 Analyzing Cost of Service	14
	2.5 Designing Water Rates.....	15
	2.6 Economic Theory and Rate Setting.....	15
	2.7 Summary	16
3	Development of the Revenue Requirement Analysis	
	3.1 Introduction	17
	3.2 Determining the Revenue Requirement.....	17
	3.3 Establishing a Time Frame and Approach.....	17
	3.4 Projecting Rate and Other Miscellaneous Revenues.....	18
	3.5 Projecting Operation and Maintenance Expenses	20
	3.6 Projecting Capital Funding Needs and Transfer Payments	20
	3.7 Projection of Debt Service	22
	3.8 Reserve Funding.....	23
	3.9 Summary of the Revenue Requirement	23
	3.10 Reserve Levels.....	24
	3.11 Debt Service Coverage Ratios	25
	3.12 Consultant's Conclusions	26



4	Development of the Cost of Service Analysis	
4.1	Introduction	27
4.2	Objectives of a Cost of Service Study.....	27
4.3	Determining the Customer Classes of Service.....	28
4.4	General Cost of Service Procedures.....	28
4.5	Functionalization and Allocation of Plant in Service	31
4.6	Functionalization and Allocation of Operating Expenses	33
4.7	Major Assumptions of the Cost of Service Study	34
4.8	Development of Cost-Based Water Rates	34
4.9	Development of the Unit Costs for Rate Designs	37
4.10	Summary Results of the Cost of Service Analysis	42
4.11	Consultant’s Conclusions and Recommendations.....	43
4.12	Summary of the Cost of Service Analysis.....	43
5	Development of the Rate Designs	
5.1	Introduction.....	44
5.2	Rate Design Criteria and Considerations.....	44
5.3	Summary of the Present and Proposed Water Rates	44
5.4	Water Rate Study Recommendations	47
5.5	Summary of the Water Rate Study	47

Water Technical Appendix

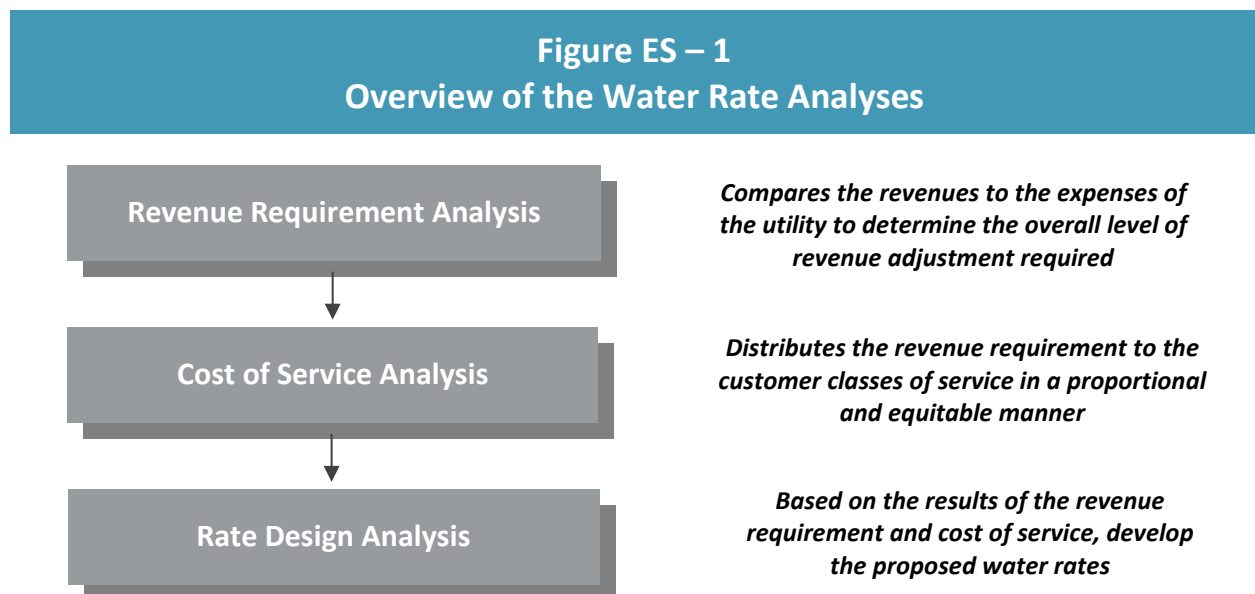
Introduction

HDR Engineering Inc. (HDR) was retained by the City of Woodland (City) to conduct a comprehensive water rate study (Study). The primary objective of the Study was to review the City's water utility operating and capital costs in order to develop proposed cost-based water rates which are equitable, proportional, and cost-based to the City's customers. The Study reviews and determines the adequacy of the existing water rates and provides the framework, as well as the cost-basis, for the proposed water rates. The City has historically utilized a water rate study to establish their water rates and this Study is a continuation of that practice.

The City owns and operates a water system that includes transmission and distribution facilities as well as production and treatment facilities. The City's primary water source is obtained from surface water and groundwater is a supplemental water resource. The costs associated with providing water service to the City's customers has been developed based on data and information provided by the City. This data and information was incorporated and used with the Study analyses and provides the cost-basis for the development of the proposed water rates.

Overview of the Rate Study Process

A typical comprehensive rate study is composed of three interrelated analyses to address the adequacy and proportionality of the utility's water rates. These three analyses are revenue requirement, cost of service, and rate design. These three analyses are illustrated below in Figure ES - 1.



The above framework for reviewing and evaluating the City's water rates was utilized in the development of this study.

Key Water Rate Study Results

The City's water rate study technical analyses were developed based on the operating and capital costs necessary to provide water service to the City's customers. The Study resulted in the following key findings, conclusions, and recommendations:

- A revenue requirement analysis was developed for the period of FY 2021 through FY 2030
- The City's FY 2022 budget was used as the starting point of the analysis
- Operation and maintenance expenses are projected to increase at inflationary levels
 - ✓ Additional staff and expenses are included for operational needs starting in FY 2022
- Customer consumption levels have been based on a multi-year period in order to mitigate recent impacts due to a number of factors including drought and the COVID-19 pandemic
- Based upon the finding of the revenue requirement analysis, the proposed annual water rate (revenue) adjustments are 3.0% annually in FY 2022 through FY 2026
 - ✓ Rate adjustments are assumed to be effective January 1st of each year, or mid fiscal year
- A cost of service analysis was developed to review the existing rates by equitably allocating and proportionally distributing the revenue requirement between the City's customer classes (i.e., rate schedules)
- The results of the cost of service analysis provided average unit costs (i.e., cost-based rates) which were used to establish the proposed rates for FY 2022
- The study has developed proposed rates for the FY 2022 – FY 2026 period, by customer class of service

Summary of the Water Revenue Requirement Analysis

The revenue requirement analysis is the first analytical step in the sequential development of a water rate study. This analysis determines the adequacy of the current water rate revenues. From this analysis, a determination can be made as to the overall level of water rate revenue adjustments needed to provide adequate and prudent funding for both operating and capital needs.

For the City's Study, the revenue requirement was developed for a review period of FY 2022 – FY 2030. The rate setting period, with regards to the Proposition 218 process, was identified as FY 2022 through FY 2026. Reviewing a multi-year time frame is recommended in order to better anticipate any future financial requirements. This allows the City to begin planning for these expenses sooner, thereby minimizing short-term rate impacts and overall long-term rate levels. For the revenue requirement analysis, a "cash basis" approach was utilized. The "cash basis" approach is the most commonly used methodology by municipal utilities to set their revenue requirement and it includes annual operations and maintenance (O&M) expenses, taxes or transfers (e.g., reserve funding), debt service payments, and rate funded capital. The primary financial data and inputs in the development of the City's revenue requirement analysis were the FY 2022 budget, adjusted billed customer and consumption data from June 2020 through May 2021, and the City's current water system capital improvement plan.

Once the operating and maintenance (O&M) expenses have been accumulated and projected over the time period, the next step is to develop the capital improvement plan (CIP) with an accompanying funding plan. The proper and adequate funding of capital projects is important to help minimize rates over time and maintain the City's existing water infrastructure. A general financial guideline within the development of rate studies states that, at a minimum, a utility should fund an amount equal to or greater than annual depreciation expense through rates. While this level of funding is not sufficient to fund all capital projects, it is intended to provide a consistent, annual, funding source for maintaining and replacing the City's existing infrastructure. Using annual depreciation expense as a financial guideline, in FY 2019, the City's annual depreciation expense was approximately \$5.7 million. This Study has been developed to annually fund between \$2.8 million in FY 2022 to \$5.9 million in FY 2026. This is an average of \$4.4 million per year from FY 2022 to FY 2026. It is assumed that in addition to the rate funded capital improvements the City will also need to utilize other funding sources (i.e., reserve funds), in order to fully fund the CIP. No additional or new long-term debt has been assumed within this capital improvement funding plan. Provided below in Table ES - 1 is a summary of the capital improvement funding plan, including the assumed funding sources, over the five-year rate setting period.

Table ES – 1
Summary of the Annual Rate Funded Capital (\$000)

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Total Capital Projects	\$5,295	\$4,872	\$4,450	\$5,100	\$5,850
<i>Less: Reserve Funding</i>	<u>2,495</u>	<u>1,012</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Rate Funded Capital	\$2,800	\$3,860	\$4,450	\$5,100	\$5,850

As shown, the difference between annual capital improvement needs and the amount of rate funded capital is being funded through available (existing) reserves. During this time period, no new long-term borrowing has been assumed within the City's capital improvement funding plan. The City's capital plan reflects the capital projects needed to maintain the existing system and repair or replace deteriorating infrastructure, as well as projects related to growth or redundancy. A more detailed discussion of the development of the capital improvement funding plan is provided in Section 3. The detailed capital improvement funding plan can be found on Exhibit 4 of the Technical Appendix.

The revenue requirement analysis for the City's customers was developed to determine the rate projections based on the specific costs of the City's water utility. Provided below, in Table ES – 2, is a summary of the revenue requirement analysis (financial plan) developed for the water utility as part of the Study. A more detailed analysis of the revenue requirements can be found in Section 3 of this report as well as in the Technical Appendix in Exhibit 3.

Table ES - 2
Summary of the Revenue Requirement Analysis (\$000)

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Revenues					
Rate Revenues	\$26,542	\$26,808	\$26,942	\$27,077	\$27,212
Misc Revenues	<u>366</u>	<u>556</u>	<u>556</u>	<u>556</u>	<u>556</u>
Total Revenues	\$26,908	\$27,364	\$27,498	\$27,632	\$27,768
Expenses					
O&M Expenses	\$13,981	\$14,395	\$14,890	\$15,406	\$15,941
Rate Funded Capital	2,800	3,860	4,450	5,100	5,850
Debt Service	10,525	10,327	10,225	10,080	9,851
Reserve Funding	<u>0</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>0</u>
Total Expenses	\$27,306	\$28,582	\$29,567	\$30,587	\$31,642
Bal./(Def.) of Funds	(\$398)	(\$1,218)	(\$2,069)	(\$2,955)	(\$3,875)
Proposed Rate Adjustment	3.0%	3.0%	3.0%	3.0%	3.0%
Add'l Rev from Rate Adj.	\$398	\$1,218	\$2,069	\$2,955	\$3,875
Bal./(Def.) of Funds	\$0	\$0	\$0	\$0	\$0

As can be seen, the revenue requirement analysis has summed the annual O&M, rate funded capital, net debt service, and reserve funding. The total revenue requirement (i.e., expenses) are then compared to the total revenues of the City's water utility. Total revenues are comprised of rate revenues, at present rate levels, and other miscellaneous revenues. From this comparison, a balance (+) or deficiency (-) of funds in each year can be determined. This balance or deficiency of funds is then compared to the rate revenues to determine the percentage level of rate revenue adjustment necessary to meet the revenue requirement as developed in each year of the review period. It is important to note, the "Bal. / (Def.) of Funds" row is cumulative. Any adjustments in the initial years will reduce the deficiency in the later years. Over this project period, the total deficiency of rates in FY 2026 is approximately \$3.9 million. To meet the overall revenue needs of the five-year rate period, annual proposed rate adjustments are recommended. The proposed annual rate adjustments are 3.0% in FY 2022 through FY 2026 to adequately fund the operating and capital needs over this time period. A detailed discussion of the development of the revenue requirement analysis can be found in Section 3 of this report. Technical exhibits of the revenue requirement analysis have been included within the Technical Appendix in Exhibits 1 - 6.

Summary of the Water Cost of Service Analysis

A cost of service analysis determines the equitable allocation and proportional distribution of the revenue requirement to the various customer classes of service (Residential, Non-Residential, and Landscape). The objective of the cost of service analysis is different from determining the revenue requirement analysis. Whereas a revenue requirement analysis determines the utility's overall financial needs, the cost of service analysis determines the equitable, proportional, and cost-based manner to collect the revenue requirement from each customer class of service. The cost of service analysis developed as a part of this study utilized generally accepted cost of service principles and methodologies as defined by the American Water Works Association (AWWA)

which were then tailored around the City's specific water utility facilities, costs, and customer characteristics in order to meet the intent of Proposition 218.

In summary, the cost of service analysis began by functionalizing the City's revenue requirement. The functionalized revenue requirement was then equitably allocated into the various cost components (commodity-related, capacity-related, customer-related, fire protection-related, etc.). The individual allocation totals were then proportionally distributed to the water customer classes of service (i.e., rate schedules) based on the distribution factors. The distributed expenses for each customer class were then aggregated to determine each customer class's overall revenue responsibility. Table ES - 3 provides the summary of the water cost of service analysis for the FY 2022 test year.

Table ES - 3 Summary of the Water Cost of Service Analysis (\$000)				
Class of Service	Present Revenues (FY 2022)	Distributed Costs	\$ Difference	% Difference
Residential	\$17,992	\$18,573	(\$581)	3.2%
Non-Residential	5,332	5,362	(30)	0.6%
Landscape	<u>3,218</u>	<u>3,005</u>	<u>212</u>	-6.6%
Total	\$26,542	\$26,940	(\$398)	1.5%

The cost of service study proportionally distributes the revenue requirement to each customer class based on their respective demands on the system and the facilities required to provide service. The results of the analysis indicate that slight cost differences exist between the various customer classes of service. It is also important to understand that a cost of service analysis is based upon a review of a specific point in time. As such, as those costs and customer usage characteristics change over time, so do the results of the cost of service analysis.

The City's cost of service analysis and proposed water rates have been developed to meet the legal requirements of California constitution article XIII D, section 6 (Article XIII D). An important component of Article XIII D is the development of rates which reflect the cost of providing service and proportional distribution of costs among the customer classes of service. A key outcome of the cost of service analysis are the development of average unit costs (e.g., \$/equivalent meter/month and \$/CCF), or cost-based rates. The development of average unit costs provides the cost-basis for the development of the City's proposed water rates. Provided below in Table ES - 4 is a summary of the unit costs derived in the cost of service analysis that were used to develop the City's proposed water rate designs by customer class (e.g., rate schedule).

Table ES – 4
Summary of the FY 2022 Average Unit Costs

	Residential	Non-Residential	Landscape
Fixed - \$ /equiv. meter / month	\$54.55	\$54.55	\$54.55
Variable –\$/CCF			
Tier 1 (0 - 12 CCF)	\$4.04	N/A	N/A
Tier 2 (12 - 36 CCF)	4.72	N/A	N/A
Tier 3 (36 + CCF)	6.10	N/A	N/A
All use	N/A	\$5.14	\$5.29

1 CCF = 100 cubic feet

Section 4 of this report provides a detailed discussion of the cost of service analysis conducted for the City’s water utility and the development of the average unit costs provided in Table ES – 4, above. The Technical Appendix contains additional details associated with the cost of service analysis calculation and can be found in Exhibits 8 - 18.

Summary of the Water Rate Design

The final step of the rate study process is the design of the City’s proposed water rates to collect the required level of revenue, based on the results of the revenue requirement and cost of service analyses. The revenue requirement analysis provided a set of recommendations related to the annual rate revenue adjustments, or the level of total rate revenues necessary to provide sufficient funding. The cost of service analysis provided the basis for how those costs are proportionally collected from each of the customer classes of service (e.g., rate schedules).

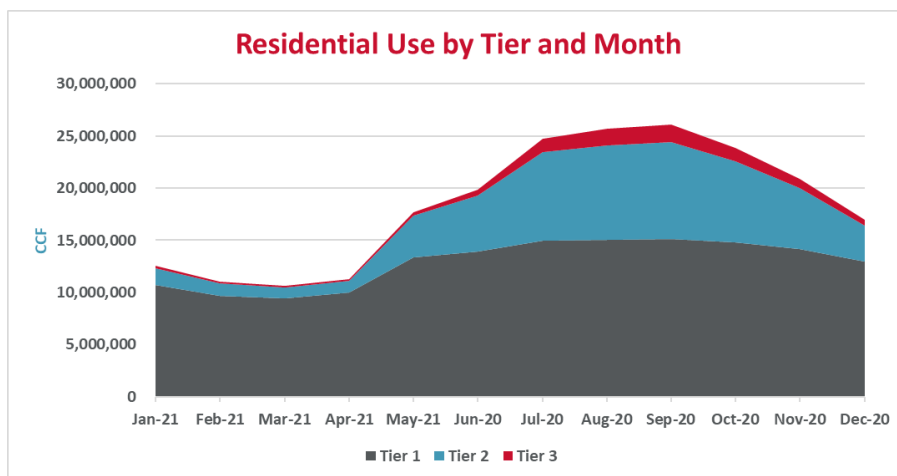
As discussed above, the City’s proposed water rates have been developed to reflect the legal requirements of California constitution article XIII D, section 6 (Article XIII D), also known as Proposition 218. While Article XIII D requires the development of cost-based rates, it does not prescribe a specific approach or methodology to assure meeting this legal requirement. At the same time, HDR would point out that there is no single methodology for proportionally distributing costs to the various customer groups. Consequently, HDR has developed this report, along with the City’s proposed water rates, based on the principles and methodologies contained in the AWWA M1 manual, while tailoring the methodology to be reflective of the City’s specific and unique system and customer characteristics to meet the proportionality requirements of Proposition 218. HDR is of the opinion this approach meets the requirements of Article XIII D and provides an administrative record of the steps taken to establish the City’s water rates. HDR reaches this conclusion based upon the following:

- **The revenue derived from water rates does not exceed the funds required to provide the property related service (i.e., water service).** The proposed rates are designed to collect the overall revenue requirement of the City’s water utility.

- **The revenues derived from water rates shall not be used for any purpose other than that for which the fee or charge is imposed.** The revenues derived from the City's water rates are used exclusively to operate and maintain the City's water system.
- **The amount of a fee or charge imposed upon a parcel or person as an incident of property ownership shall not exceed the proportional costs of the service attributable to the parcel.** Section 4 of this study, the cost of service analysis, focuses exclusively on the issue of proportional distribution of costs to customer classes of service. The proposed rates have appropriately grouped customers into customer classes of service (Residential, Non-Residential, Landscape) that reflect the varying consumption patterns and system requirements of each customer class of service. The grouping of customers and rates into these classes of service creates the equity and proportionality required under Article XIII D by having differing rates by customer classes of service which reflect both the level of revenue to be collected by the utility, and also the manner in which these costs are incurred and equitably assigned to customer classes of service based upon their proportional impacts and burdens on City's the water system and water resources.

Given the requirements to develop rates based on cost of service principles, the average unit costs in Table ES - 4 are the proposed water rates for each of the City's customer classes of service for the first year (FY 2022).

The City currently has established customer classes of service that were previously developed in prior rate studies and reviewed as part of this rate study. The present residential rate structure includes a fixed monthly meter charge which varies by meter size and a three-tier increasing block consumption charge. The block sizes are based on the typical residential customer consumption characteristics based upon a review of the City's residential consumption data. As part of this study, the block sizes (e.g., amount of consumption in each block) and residential consumption characteristics were reviewed. Based on current residential customer characteristics, the block sizes reflect current consumption patterns and have been maintained. Shown below is a graph showing the residential consumption for June 2020 through May 2021.



The above graph shows the approach to establishing the residential consumption tiers reflects the typical consumption patterns for average annual use, average peak summer use, and consumption greater than average peak summer use.

Non-Residential and Landscape customer groups utilize a similar rate structure; however, the consumption charges vary by customer class. These customer classes have the same fixed monthly meter charge which varies by meter size. Unlike the residential rate schedule which uses pricing tiers, the consumption charge for Non-Residential and Landscape customers is based on a uniform structure. This is done as Non-Residential and Landscape customers are not as homogeneous as Residential customers and an equitable tiered structure is difficult, if not impossible, to develop. The purpose of the cost of service and rate design analyses are to develop a rate that reflects the proportional share of these costs, so that those customers that benefit, or drive the peak, will have rates that reflects the costs associated with providing that level of service. The consumption charges for each class of service varies and is based upon the results of the average unit costs shown in Table ES - 4. Provided below in Table ES - 5 is a summary of the present and proposed water rates for the five-year rate setting period. The proposed rates are effective January 1st of each year, or midway through the fiscal year.

Table ES - 5 Summary of the Proposed Water Rates						
	Present Rate	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fixed Charge	<i>\$/Acct/Mo</i>					
3/4"	\$55.65	\$54.55	\$56.20	\$57.90	\$59.65	\$61.45
1"	55.65	54.55	56.20	57.90	59.65	61.45
1 1/2"	55.65	54.55	56.20	57.90	59.65	61.45
2"	55.65	54.55	56.20	57.90	59.65	61.45
3"	99.00	102.50	105.60	108.80	112.10	115.40
4"	165.00	170.80	176.00	181.30	186.80	192.40
6"	329.40	340.95	351.30	361.90	372.80	384.10
8"	--	545.50	562.00	579.00	596.50	614.50
10"	--	784.45	808.20	832.60	857.80	883.70
Consumption Charge	<i>\$/CCF</i>					
<i>Single Family</i>						
0 - 12 CCF	\$3.98	\$4.04	\$4.16	\$4.28	\$4.41	\$4.54
12 – 36	4.79	4.72	4.86	5.00	5.15	5.30
36 + CCF	5.89	6.10	6.28	6.46	6.66	6.86
<i>Non-Residential</i>	\$5.18	\$5.14	\$5.29	\$5.45	\$5.61	\$5.78
<i>Landscape</i>	\$5.86	\$5.29	\$5.45	\$5.61	\$5.78	\$5.95

As can be seen, the proposed rates maintain the current rate structure and only the level of the rates, both the fixed monthly meter charges and consumption charges, have been adjusted based

on the results of the revenue requirement analysis (overall system revenue needs) and cost of service analysis (proportional distribution and average unit costs).

Section 5 of this report provides a detailed discussion of the current and proposed water rates along with a component by component summary of the proposed water rates for FY 2022 – FY 2026.

Water Rate Study Recommendations

Based on the results of the water rate study, HDR recommends the following:

- Rate revenue adjustments are necessary to prudently fund operating expenses and necessary capital investment in renewal and replacement of the existing system
- Water rate revenues should be adjusted 3.0% annually in FY 2022 through FY 2026
- The proposed rates are based on the results of the cost of service analysis and the proportional distribution of costs and subsequent average unit costs for each customer class of service
- Prior to the implementation of the fifth, and final, proposed rate adjustment the City should complete a water rate study update.

Summary of the Water Rate Study

This completes the summary discussion of the development of the City's water rate study. The focus of this Study has been the prudent and adequate funding of the annual water utility operation and maintenance expenses and capital funding needs. Furthermore, to meet the requirements of Proposition 218, the proposed rates were developed based on an equitable allocation and proportional distribution of costs through the cost of service analysis. A full and complete discussion of the development of the City's water rate study can be found in following sections of this report.

1 Introduction and Overview

1.1 Introduction

HDR Engineering, Inc. (HDR) was retained by the City of Woodland (City) to conduct a water rate study. The objective of a water rate study is to develop equitable and cost-based water rates which are compliant with the legal requirements of Proposition 218. This is accomplished through a series of technical analyses of the utility. First, the revenue requirement analysis reviews and analyzes the City's water operating and capital costs and develops a projection of the overall revenue requirement of the water utility. Next, the City's revenue requirement is equitably allocated and proportionally distributed to the City's customer classes of service (Residential, Non-Residential, and Landscape) through a cost of service analysis. The findings and conclusions from the cost of service analysis are then used to develop the City's proposed water rates. The proposed rates are reflective of how the City's water utility incurs costs in order to provide its customers with water service. The results of the water rate study process is equitable and proportional water rates reflective of the City's water utility specific costs, facilities, and customer consumption characteristics. The City has historically developed water rate studies to establish their water rates and this study is a continuation of that practice and furthering the commitment to establishing cost-based water rates.

The City owns and operates a water supply, treatment, transmission, and distribution system. Surface water resources are utilized as the primary source of supply and local ground water is used as a backup or emergency source of supply. The determination of the total costs associated with providing water supply, treatment, transmission, and distribution of water to the City's customers has been developed based on the City's accounting, operating, and customer billing records and other relevant information provided by the City.

1.2 Goals and Objectives

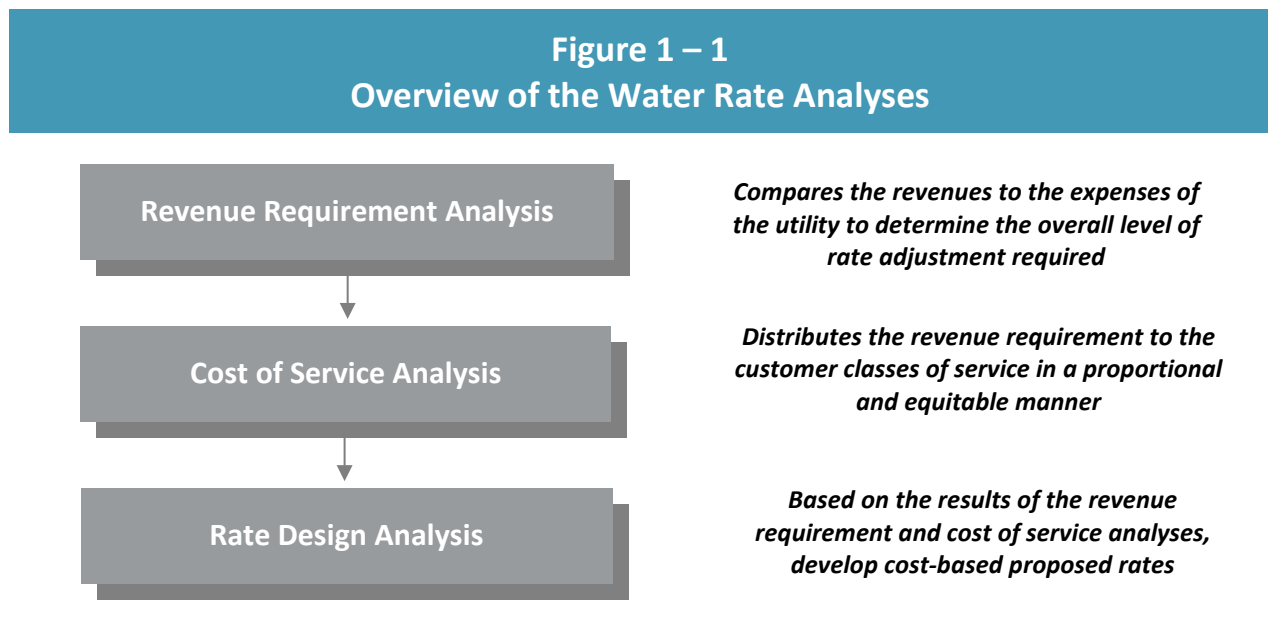
The City had several key objectives in developing the water rate study. These key goals and objectives provide a framework for the technical analysis and policy decisions that are a part of this study. The City's key goals and objectives for this study were as follows:

- Develop the Study in a manner consistent with the principles and methodologies established by the American Water Works Association (AWWA), M1 Manual, Principles of Water Rates, Fees, and Charges.
- In financial planning and establishing the City's proposed rates, review and utilize best industry practices, while recognizing and acknowledging the specific and unique characteristics of the City's system and customers
- Meet the City's financial planning criteria as it relates to legally required debt service coverage (DSC) ratios, adequate funding of capital infrastructure, and maintenance of adequate and prudent reserve levels
- Develop a final proposed rate transition plan which adequately supports the water utility's funding requirements, while attempting to minimize long-term impacts to rates

- Utilizing generally accepted rate making methodologies, review the City’s costs to determine the adequacy and proportionality of the water rates to meet the requirements of California Constitution article XIII D, section 6 (commonly referred to as Proposition 218)

1.3 Overview of the Rate Study Process

A water utility’s rates must be set at a sufficient level such that the operating and capital expenses of the utility are completely and adequately funded by the revenues received from its customers. This is an important point, as failure to achieve this objective may lead to insufficient funds to maintain system integrity. In addition, a prolonged lack of adequate funding will result in poor financial performance and lead to higher rates over the long-term. To evaluate the adequacy of a utility’s existing rates, a water rate study is often performed. A water rate study consists of three interrelated analyses completed in successive order. Figure 1 - 1 below provides an overview of these analyses.



The above framework was utilized for reviewing and evaluating the City’s water utility.

1.4 Organization of the Study

This report is organized in a sequential manner that first provides an overview of utility rate setting principles, followed by sections that detail the specific technical and analytical steps used to review the City’s water rates. The following sections comprise the City’s water rate study report:

- **Section 2** – Overview of Water Rate Setting Principles
- **Section 3** – Development of the Revenue Requirement Analysis
- **Section 4** – Development of the Cost of Service Analysis
- **Section 5** – Development of the Proposed Rate Designs

A Technical Appendix is attached at the end of this report, which details the technical analyses that were undertaken in the preparation of the City's water study.

2 Overview of Water Rate Setting Principles

2.1 Introduction

This section of the report provides background information about the water rate setting process, including descriptions of generally accepted principles, types of utilities, and the methodologies used to develop the revenue requirement, cost of service, and rate design analyses. This information is useful for gaining a better understanding of the details presented in Sections 3 through 5 of this report.

As a point of reference, the City has historically used the rate setting principles and methodologies discussed in this section of the report to establish their water rates. The use of these principles and methodologies lead to cost-based and equitable water rates. This Study is a continuation of the City's use of cost of service principles and analyses to establish their water rates.

2.2 Generally Accepted Rate Setting Principles

As a practical matter, all utilities should consider setting their rates around some generally accepted or global principles and guidelines. That is, utility rates should be:

- Cost-based, proportional, and set at a level that meets the utility's full revenue requirement
- Easy to understand and administer
- Designed to conform to "generally accepted" rate setting techniques
- Stable in their ability to provide adequate revenues for meeting the utility's financial, operating, and regulatory requirements
- Established at a level that is stable from year-to-year from a customer's perspective

2.3 Determining the Revenue Requirement

Most public utilities use the "cash basis"¹ approach for establishing their revenue requirement and setting rates. This approach conforms to most public utility budgetary requirements and the calculation is easy to understand. A public utility totals its cash expenditures for a period to determine required revenues. The revenue requirement for a public utility is usually comprised of the following costs or expenses:

- **Total Operating Expenses:** This includes a utility's operation and maintenance (O&M) expenses, plus any applicable taxes or transfer payments. Operation and maintenance expenses include the materials, electricity, labor, supplies, etc., needed to keep the utility functioning.
- **Total Capital Expenses:** Capital expenses are calculated by adding annual debt service payments (principal and interest) to capital improvements financed with rate revenues.

¹ "Cash basis" as used in the context of rate setting is not the same as the terminology used for accounting purposes and recognition of revenues and expenses. As used for rate setting, "cash basis" simply refers to the specific cost components to be included within the revenue requirement analysis.

In lieu of including capital improvements financed with rate revenues, a utility sometimes includes depreciation expense to stabilize the annual revenue requirement.

Under the cash basis approach, the sum of the total expenses plus the total capital expenses equals the utility's revenue requirement during any selected period (historical or projected).

Note that the two portions of the capital expense component (debt service and capital improvements financed from rate revenues) are necessary under the cash basis approach because utilities generally cannot finance all their capital facilities with long-term debt. At the same time, it is often difficult to pay for all capital expenditures on a "pay-as-you-go" basis given that some major capital projects may have significant rate impacts upon the utility, even when financed with long-term debt. Many utilities have found that some combination of "pay-as-you-go" funding and long-term financing will often lead to minimization of rate increases over time.

As noted, public utilities typically use the cash basis methodology to establish their revenue requirements. An exception may occur if a public utility provides service to a wholesale or large contract customer. In this situation, a public utility could use the "utility/accrual basis" approach (see Table 2 - 1) to earn a "fair" rate of return on the investment needed to serve the wholesale or large contract customer.

Table 2 – 1 Cash versus Utility Basis Comparison			
Cash Basis		Utility Basis (Accrual)	
+	O&M Expenses	+	O&M Expenses
+	Taxes/Transfer Payments	+	Taxes/Transfer Payments
+	Capital Improv. Funded from Rates (≥ Depreciation Expense)	+	Depreciation Expense
+	<u>Debt Service (Principal + Interest)</u>	+	<u>Return on Investment</u>
=	Total Revenue Requirement	=	Total Revenue Requirement

2.4 Analyzing Cost of Service

After the total revenue requirement is determined, it is equitably allocated and proportionally distributed to the users of the service. The allocation and distribution process - as analyzed through a cost of service analysis - reflects the cost relationships for producing and delivering water services. A cost of service analysis requires three analytical steps:

- 1 Costs are **functionalized**, or grouped, into the various cost categories related to providing service (e.g., supply, treatment, distribution, pumping). This step is largely accomplished by the utility's accounting system.
- 2 The functionalized costs are then **allocated** to specific cost components. Allocation refers to the arrangement of the functionalized data into cost components. For example, a

water utility's costs are typically allocated as commodity (average day), capacity (peak day), and customer-related costs among other specific cost components.

- 3 Once the total costs are allocated into the cost components, they are proportionally ***distributed*** to each of the customer classes of service, which in the case of the City are Residential, Non-Residential, and Landscape classes of service or rate schedules. The distribution is based on each customer class' proportional contribution to the cost component (i.e., benefits received from and burdens placed on the system and its resources). For example, customer-related costs are proportionally distributed to each class of service based on the total number of customers in that class of service, relative to all other customer classes of service. Once the total costs (i.e., revenue requirement) are proportionally distributed, the level or amount of revenues required from each customer class of service to achieve cost-based rates can be determined.

The City's cost of service analysis was developed based on water utility industry generally accepted approaches, while taking into consideration the City's unique customer and system characteristics to provide the proportionality and level of cost-detail currently required under Proposition 218. The cost of service analysis developed for the City is discussed in more detail in Section 4 of this report.

2.5 Designing Water Rates

Water rates that meet the utility's cost-based and equitable objectives are designed based upon the findings and conclusions from the revenue requirement and cost of service analyses. Using the cost information from these two analyses results in rates that are cost-based, equitable, and proportional. The average unit costs (i.e., cost-based rates) from the cost of service analysis does not consider, or take into account, other non-cost based goals and objectives (e.g., conservation, economic development, ability to pay, revenue stability). In designing water rates, many utilities consider or incorporate other rate design objectives such as ability to pay, continuity of past rate philosophy, economic development, ease of administration, and customer understanding into their final water rate designs. However, under the requirements of Proposition 218, the City's proposed water rates, can only take into consideration each customer class's proportional share of costs distributed through the cost of service analysis. The development of the City's proposed water rate designs is discussed in more detail in Section 5 of this report.

2.6 Economic Theory and Rate Setting

One of the major justifications for a rate study is founded in economic theory. Economic theory suggests that the price of a commodity must roughly equal its cost if equity among customers is to be maintained. This statement's implications on utility rate designs are significant. For example, a water utility usually incurs capacity-related costs to meet summer peak outdoor or non-domestic watering needs. It is presumed, then, that the customers who create these peak demands on the system - and create the need for upsizing of the water system infrastructure - should pay their proportional share of the costs related to the over-sizing of facilities to meet peak use requirements. When costing and pricing techniques are refined, consumers have a more accurate understanding of what the commodity costs to produce and deliver. This price-equals-

cost concept provides the basis for the subsequent analysis and comments. This basic pricing technique has been incorporated and used within this study.

2.7 Summary

This section of the report has provided a brief introduction to the general principles, techniques, and economic theory used to set water rates. These principles and techniques provide the theoretical and technical basis for the analysis used to develop the City's water rate study.

3 Development of the Revenue Requirement

3.1 Introduction

The development of a revenue requirement analysis is the first analytical step in the three-step rate study process. This section describes the development of the revenue requirement analysis for the City's water utility. The City provided HDR with detailed revenue and expenses data for the water utility. This data and information provided the foundation for the development of the revenue requirement analysis.

The revenue requirement analysis, as developed for the City's water utility, determines the adequacy of water rate revenues at current rate levels. From this analysis, a determination can be made as to the adequacy of the existing rates and the overall level of rate revenue adjustment needed to provide adequate and prudent funding for both operating and capital expenses. HDR has developed an independent analysis based on the data and information provided by the City.

3.2 Determining the Revenue Requirement

In developing the City's water revenue requirement, the water utility, as an enterprise fund, must financially "stand on its own" and be adequately funded. That is, no transfers from other City of Woodland funds occur to support the City's water utility. As a result, the revenue requirement analysis - as developed herein - assumes the full and proper funding needed to operate and maintain the City's water utility on a financially sound and prudent basis. This includes the establishment and funding of adequate operating and capital reserves.

3.3 Establishing a Time Frame and Approach

The first step in developing the revenue requirement for the City's water utility was to establish a time frame for the revenue requirement analysis. For this study, the revenue requirement was developed for a 9-year period (FY 2022 – FY 2030). This time frame was composed of the FY 2022 budget, which was then projected through FY 2030 based on escalation, or inflationary, factors. While the revenue requirement was developed for a nine-year period, the focus for rate setting purposes was the immediate five-year period of FY 2022 – FY 2026. For rate setting purposes, reviewing a multi-year period is always recommended and preferable in order to identify any major financial impacts that may be on the horizon. By anticipating future financial requirements sooner, the City can begin planning for these changes, thereby minimizing short-term rate impacts and likely overall long-term rate levels.

The second step in determining the revenue requirement is to determine the basis for accumulating costs. In this case, a "cash basis" revenue requirement was utilized. As noted in Section 2, the "cash basis" approach is the most common methodology used by municipal utilities to establish their revenue requirement. This is also the methodology that the City has used in prior rate studies to determine its water revenue requirement.

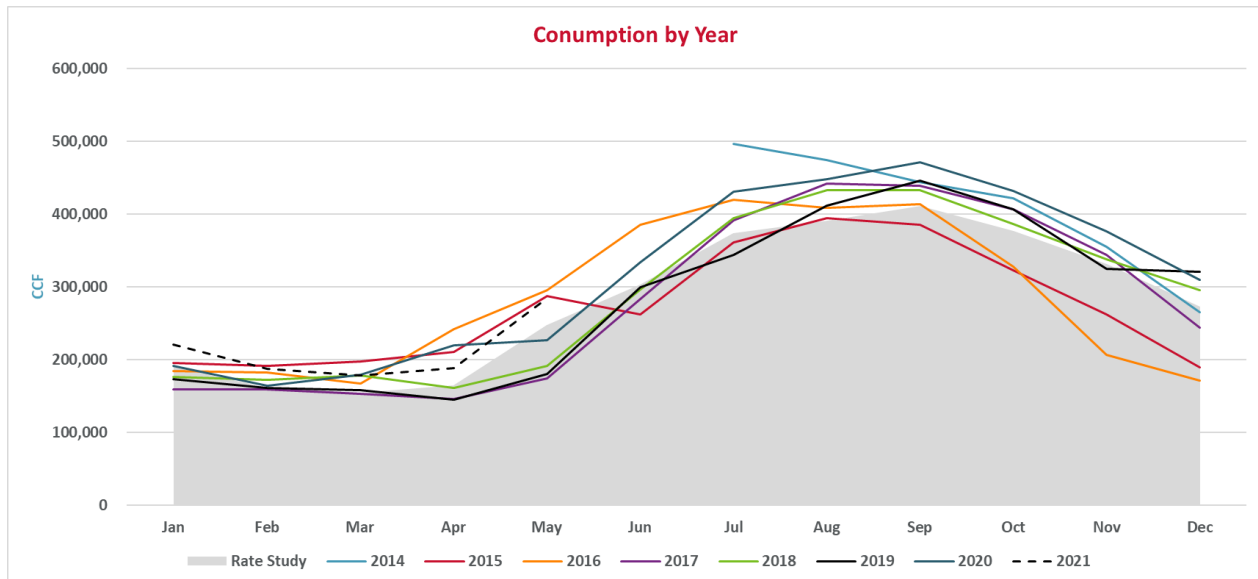
Given a period around which to develop the revenue requirement and a method to accumulate the costs, the focus shifts to the development and projection of the revenues and expenses of the City.

As noted, the primary financial inputs in the development of the revenue requirement were the City's FY 2022 budget document, along with historical (June 2020 through May 2021 which was adjusted based on a multi-year average) customer and consumption data to develop a projection of customer billing data that reflects typical consumption patterns, and the current water capital improvement plan. Presented below is a detailed discussion of the steps and key assumptions contained in the development of the City's water revenue requirement analysis.

3.4 Projecting Rate and Other Miscellaneous Revenues

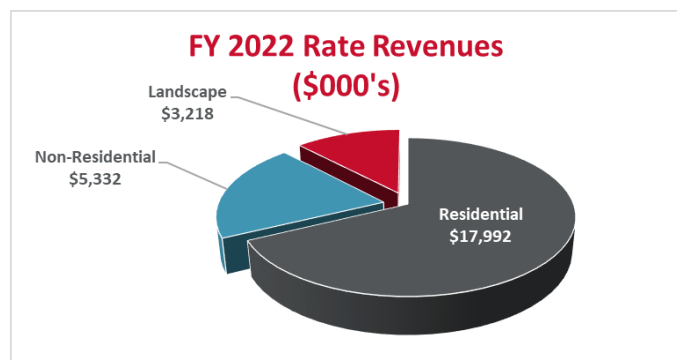
Once the method and period for developing the revenue requirement was established, the next step is to develop a projection of the water rate revenues, at present rate levels. In general, this process involved developing projected billing units (i.e., meters by size, metered consumption) for each customer class of service, or rate schedule, based on historical billing records as provided by the City. The billing units for each customer class were then multiplied by the current water rates for each customer class. This method of independently calculating rate revenues links the projected rate revenues used within the study to the projected billing units. It also helps to confirm that the billing units used within the study are reasonable for purposes of projecting future revenues, equitably allocating costs, proportionally distributing those costs and, establishing proposed rates.

A key aspect of the projection of water rate revenues was to develop a projection of consumption levels. The consumption data from June 2020 through May 2021 was reviewed to develop a projection of customer consumption characteristics. In an effort to reflect anticipated future consumption levels, and in discussion with City staff, it was determined that the average consumption levels from calendar year (CY) 2015 to 2019 would be used. This period appears to reasonably reflect the anticipated average customer consumption characteristics for the next five-year rate setting period. This key assumption was made in large part due to the current pandemic caused by the Coronavirus spread as well as current, and future, weather patterns which made the CY 2020 data unrepresentative of the historical water use patterns. It should also be noted that at the time of this report, the State was under a drought advisory and this can impact future revenue assumptions. Provided below is a graphic with the historical, and projected, consumption by month.



The City currently has separate rate schedules for three different customer classes of service (Residential, Non-Residential, and Landscape). All customers are assessed a fixed monthly charge by service meter size and a variable consumption charge. The consumption charge for Residential customers is an increasing three-tiered rate structure. The consumption charge for Non-Residential and Landscape customers is a uniform rate structure.

The majority of the City’s water rate revenues are derived from the Residential customer class which is approximately 68% of the total rate revenues. Including the other customer classes, and at current rate levels, the City is projected to receive approximately \$26.5 million in rate revenue in FY 2022. The rate study has assumed a conservative level of annual customer growth of 0.5% / year over the review period. In FY 2026, the rate revenues, given assumed growth and no change in the current rates, are projected to be approximately \$27.2 million.



In addition to the above rate revenues, the City’s water utility also receives miscellaneous revenues. There are various miscellaneous revenue sources which are related to installation charges, recycled water sales, and other miscellaneous revenues. In total, the City is projected to receive approximately \$366,000 in miscellaneous revenues in FY 2022. This annual amount of miscellaneous revenues is projected to be relatively flat over the projected ten-year period.

On a combined basis, summing the water rate revenues and the miscellaneous revenues, the City’s water utility has total projected revenues of approximately \$26.9 million in FY 2022 which is projected to increase to approximately \$27.8 million by FY 2026.

3.5 Projecting Operation and Maintenance Expenses

Operation and maintenance (O&M) expenses are incurred by the City to provide water service (supply, treatment, transmission, and distribution of water). This includes the daily operation and maintenance of the existing infrastructure. For the development of the revenue requirement, the City provided detailed historical and budgeted O&M expenses and capital improvement needs (discussed in Section 3.6) for the water utility. The budgeted FY 2022 O&M expenses were projected over the review period based on assumed or estimated annual escalation (inflationary) factors. These escalation factors were developed based upon the recent experience of the City and the general economy, as well as known changes in O&M. Table 3 - 2 provides a summary of the O&M escalation factors used to project the City's water O&M expenses within the revenue requirement analysis.

Table 3 – 2
Summary of the Escalation Factors

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Salaries	Budget	3.5%	3.5%	3.5%	3.5%
Benefits - Medical	Budget	6.0%	6.0%	6.0%	6.0%
Benefits - Other	Budget	4.0%	4.0%	4.0%	4.0%
Benefits - Retirement	Budget	6.0%	6.0%	6.0%	6.0%
Professional Services	Budget	3.5%	3.5%	3.5%	3.5%
Materials & Supplies	Budget	3.0%	3.0%	3.0%	3.0%
Equipment	Budget	4.0%	4.0%	4.0%	4.0%
Education / Meetings	Budget	3.0%	3.0%	3.0%	3.0%
Utilities	Budget	4.0%	4.0%	4.0%	4.0%
Miscellaneous	Budget	2.0%	2.0%	2.0%	2.0%
Transfers	Budget	3.0%	3.0%	3.0%	3.0%
Depreciation	Budget	4.0%	4.0%	4.0%	4.0%
Regulatory	Budget	5.0%	5.0%	5.0%	5.0%
Chemicals	Budget	5.0%	5.0%	5.0%	5.0%
Flat	Budget	0.0%	0.0%	0.0%	0.0%

The total FY 2022 O&M expenses for the City are budgeted at approximately \$14.0 million in total. Over the planning horizon, the total O&M expenses for the City's water utility is projected to increase to approximately \$15.9 million by FY 2026, based on the impacts of the escalation factors assumed in Table 3 - 2.

3.6 Projecting Capital Funding Needs and Transfer Payments

A key component in the development of the water revenue requirement is properly and adequately funding capital improvement (infrastructure) needs for the City's water system. One of the major issues facing utilities across the U.S. is the amount of deferred capital projects and the funding pressure from growth / expansion and regulatory-related improvements. The proper

and adequate funding of capital projects is an important issue for all water utilities and is not just a local issue or concern of the City.

In general, there are three general types of capital projects that a utility may need to fund. These include the following types:

- **Renewal & Replacement** - A renewal and replacement project is essentially a project required to maintain the existing system that is in place today. As the existing plant or pipelines become worn out, obsolete, etc., the utility should be making continuous (annual) investments to maintain the integrity of the facilities.
- **Growth / Capacity Expansion** - A utility may make capital investments to expand the capacity of facilities to accommodate future capacity needs (customers).
- **Regulatory-Related** - Another type of project may be a function of a regulatory (legal) requirement in which the Federal and/or State government mandates the need for an improvement to the system to meet a regulatory standard (e.g., water quality).

Understanding these different types of capital projects is important because it may aid in explaining any needed rate adjustments. As the need for capital investment increases, it often directly impacts needed rate revenue adjustments. In addition, and more importantly, the way in which projects are funded may vary by the type of capital project. For example, annual and on-going renewal and replacement projects may be paid for through rates and funded on a “pay-as-you-go” basis. In contrast to this, growth or capacity expansion projects may be funded through the collection of development or water connection fees (i.e., growth-related charges) in which new development pays a proportional and equitable share of the cost of facilities necessary to serve their respective development (impact). Finally, regulatory projects may be funded by a variety of different means, which may include annual rate revenues, long-term debt, grants, etc.

While the above discussion appears to precisely divide capital projects into three clearly defined categories, the reality of working with specific capital projects may be more complex. For example, a water pipeline may be replaced, but while being replaced, it is up sized to accommodate greater capacity to serve increasing demands or new development. There are many projects that share these “joint” characteristics. At the same time, projects may not be “replacement” related, but rather “improvement” related.

For purposes of developing the capital funding plan for the revenue requirement analysis, the City provided its long-term capital improvement plan (CIP) for the development of a capital improvement funding plan within the water rate study. Provided below in Table 3 - 3 is a summary of the capital improvement funding plan based on the capital improvement plan as developed and provided by the City. This plan is based on the current annual needs and the future improvements identified. As noted, the focus of the City’s water rate study was on the next five-year period for rate setting purposes. The capital plan detail has been simplified to the main categories for ease of review. Exhibit 4 in the Technical Appendix provides details of the individual capital projects and identified funding sources.

Table 3 – 3
Summary of the Capital Improvement Funding Plan (\$000)

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Capital Projects					
Total Public Works	\$838	\$442	\$466	\$488	\$453
Total CIP - 210	4,457	4,430	3,984	4,612	5,397
Total Capital Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Projects	\$5,295	\$4,872	\$4,450	\$5,100	\$5,850
Less: Outside Funding Sources					
Operating Reserves	\$2,495	\$1,012	\$0	\$0	\$0
New Long-Term Borrowing	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Outside Funding Sources	\$2,495	\$1,012	\$0	\$0	\$0
Rate Funded Capital	\$2,800	\$3,860	\$4,450	\$5,100	\$5,850

As can be seen in Table 3 - 3, the annual level of funding needs (i.e., capital projects) varies from year-to-year. The capital improvements are primarily related to renewal and replacement needs. While the total amount required to fund projects may vary from year-to-year, the rate study capital improvement funding plan has attempted to provide a consistent funding source from rates for capital improvements. In this case, rates will annually fund on average approximately \$4.4 million per year (as highlighted in Table 3 - 3).

A desirable and recommended minimum funding target for “Rate Funded Capital” is an amount equal to or greater than annual depreciation expense. As a point of reference, the City’s annual water depreciation expense was approximately \$5.7 million for FY 2019. The capital funding analysis has established a level of annual rate funding that is less than current annual depreciation expense. However, the City continues to monitor annual renewal and replacement needs and increase levels of rate funded capital over time to reflect the cost escalation of capital projects. It is important to note and understand that depreciation expense is not the same as replacement cost, which can be 1.5 to 2.0 times the original cost of the project. Thus, funding an amount which exceeds depreciation expense (i.e., \$5.7 million) is both prudent and appropriate. In developing this financial plan, HDR and the City have attempted to minimize rate impacts while funding the planned capital improvement projects of the water utility.

3.7 Projection of Debt Service

The City currently has several outstanding debt issues for the water utility. In total, these issuances have an annual debt service payment of approximately \$11.0 million per year in FY 2022. A portion of this annual debt service is funded through connection fees and the remaining balance is funded through annual rate revenues. This includes an anticipated refinancing of the 2011 revenue bond.

The City has assumed the need to issue additional (new) long-term debt issues over the period to provide funding for recycled water system capital improvements. This assumed annual debt service starts in FY 2023 and is approximately \$85,000/year.

In developing the capital plan and reviewing the current and anticipated debt service, HDR is not acting as a municipal advisor or providing municipal advice to the City as it relates to bonds, terms, or structures of debt issuances. Rather, this rate study is a financial planning document which has identified projections of future funding needs and utilized the City's current assumptions for long-term debt terms for modeling and projection purposes. To meet these financing needs, the City contracts with external municipal advisors to assist the City in the selection of debt instruments and the projections of annual debt service payments.

3.8 Reserve Funding

The final component of the revenue requirement analysis is the reserve funding. This relates to changes in working capital and the reserve funds. It includes transfers to, or from, reserve funds to maintain prudent ending fund balances or for funding future capital projects. The City has a target minimum fund balance for the Operating (reserve) Fund of 6 months of O&M expenses, or approximately \$9.0 million in FY 2022. Funding from reserves may also be used to meet operating and capital needs in a deficient year.

3.9 Summary of the Revenue Requirement

Given the above projections of revenue and expense components, a summary of the City's water revenue requirement analysis can be developed. In developing the revenue requirement analysis, consideration was given to the financial planning considerations of the City. More specifically, emphasis was placed on minimizing rates while adequately funding the operational and capital improvement needs throughout the review period. Presented below in Table 3 - 4 is a summary of the City's water revenue requirement analysis based on projected expenses and current rates. Detailed exhibits of this analysis can be found in the Technical Appendices in Exhibits 1 - 7.

Table 3 - 4
Summary of the Revenue Requirement Analysis (\$000)

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Revenues					
Rate Revenues	\$26,542	\$26,808	\$26,942	\$27,077	\$27,212
Misc Revenues	366	556	556	556	556
Total Revenues	\$26,908	\$27,364	\$27,498	\$27,632	\$27,768
Expenses					
O&M Expenses	\$13,981	\$14,395	\$14,890	\$15,406	\$15,941
Rate Funded Capital	2,800	3,860	4,450	5,100	5,850
Debt Service	10,525	10,327	10,225	10,080	9,851
Reserve Funding	0	1	1	2	0
Total Expenses	\$27,306	\$28,582	\$29,567	\$30,587	\$31,642
Bal./(Def.) of Funds	(\$398)	(\$1,218)	(\$2,069)	(\$2,955)	(\$3,875)
Proposed Rate Adjustment	3.0%	3.0%	3.0%	3.0%	3.0%
Add'l Rev from Rate Adj.	\$398	\$1,218	\$2,069	\$2,955	\$3,875
Bal./(Def.) of Funds	\$0	\$0	\$0	\$0	\$0

As can be seen om Table 3 – 4, the revenue requirement has summed the total O&M, rate funded capital, net debt service, and reserve funding. The City’s total revenue requirement is then compared to the total revenues which include the rate revenues - at present rate levels - and other miscellaneous revenues. From this comparison, a balance or deficiency of funds in each year can be determined. This balance or deficiency of funds is then compared to the present rate revenues to determine the level of rate adjustment needed to meet the revenue requirement. It is important to note the “Bal. / (Def.) of Funds” row is cumulative. That is, any adjustments in the initial years will reduce the deficiency in the later years. In FY 2022, a 3.0% rate adjustment is proposed, which would be implemented January of 2022.

Based on the revenue requirement analysis developed for the City’s water utility, HDR has concluded that the rate revenues will need to be adjusted over the next five years (FY 2022 – FY 2026) to maintain prudent funding of expenses and establish cost-based rates. Based on the rate transition plan, as provided in Table 3 – 4, the proposed annual rate adjustments (blue shaded line) have been developed to meet the operating and capital needs of the City’s water utility as well as maintain strong financial metrics.

3.10 Reserve Levels

Another key element of determining the financial health and sustainability of the City’s water utility is a review of the level of available reserves after the proposed rate adjustments. Utilities often establish and maintain several different reserves. Each reserve has a specific and different purpose. The types of reserves that utilities typically establish and maintain are generally related to operating reserves and capital reserves. Reserves also may be established for growth-related fee reserves, bond reserves, and an emergency or rate stabilization reserve. Certain funds may establish a minimum ending balance that, if reached or falls below, is a signal that the City should

review the revenue sources associated with that fund and take appropriate action. The minimum ending balances will vary depending on the purpose of the fund and the expected revenue sources.

For the City, there are three primary reserve funds for the water utility. These are the operating reserve fund, water development fund, and surface water supply fee reserve. Each of these is discussed further below.

- **Operating Reserve Fund** – The operating reserve is in place to meet the City’s cash flow needs. The typical minimum ending balance for an operating reserve ranges from 90 – 365 days of annual O&M expenses. For the City, the minimum target is set at 180 days of O&M expenses. This target results in a minimum ending balance of approximately \$9.1 million in FY 2022. Over the five -year rate setting period, the operating reserve maintains an ending balance greater than the target minimum.
- **Water Development Fee Fund** – This fund is essentially a connection fee fund and is used to track the collection of connection fee revenues from new customers connecting to the water system. Given that this fund is related to customer growth and development fees, there is no minimum reserve target. When funds are available, this fund is used to pay a proportional share of annual debt service payments related to providing new capacity growth on the system and/or fund new growth-related capital improvements. For rate setting purposes, it is assumed that \$40,000 – or roughly half of the annual development fee revenue – is used to offset annual debt service payments related to past growth and expansion related projects.
- **Surface Water Supply (SWS) Fee Reserve**– The surface water supply fee fund is similar to the water development fee fund. This fund has no target minimum balance as it is slated to store revenues from new customers paying the surface water supply fee and to pay annual debt service related to the construction of the facility. The analysis has assumed that all of the annual SWS fee revenues will be used to pay surface water related debt service.

Each of these funds was reviewed during the development of the rate study process. The primary focus was on the operating reserve as that is the main reserve dealing the water utility cash flow as well as primary source for capital improvement projects outside of the rate funding.

3.11 Debt Service Coverage Ratios

When long-term debt is issued it may have certain rate covenants associated with the debt issue. Specifically, the revenue bonds the City issued for the surface water supply project require a specific level of revenue be generated each year more than O&M expenses and annual debt service payments. Compliance with this rate covenant is assessed via a debt service coverage (DSC) ratio. The City is typically required to maintain a DSC which is 1.25 or greater.

As noted previously, the City currently has several outstanding debt issuances and works with external municipal advisors to calculate the debt service coverage ratio. Provided in Table 3 - 5 is a summary of the projected debt service coverage (DSC) ratio calculations for the City’s water utility after the proposed rate adjustments.

Table 3 - 5
Summary of the Projected Debt Service Coverage (DSC) Ratios

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
DSC	1.33	1.44	1.51	1.58	1.67
DSC – w/o Connection Fees	1.28	1.39	1.46	1.53	1.61

As can be seen in Table 3 - 5, with the proposed rate adjustments, the City is maintaining adequate debt service coverage ratios for the existing long-term debt. It is prudent financial practice to target at least 1.30 for the DSC ratio. That means that the utility has 30% of the outstanding debt amount to contribute to capital infrastructure or reserve funding after the O&M expenses and debt service have been paid. With this minimum financial planning target set, Table 3 – 5 demonstrates that the City is well above this minimum threshold after the proposed rate adjustments. The City is advised to continue to monitor revenues and expenses to maintain sufficient debt service coverage ratios.

3.12 Consultant's Conclusions

The revenue requirement developed above for the City's water utility has indicated the need for annual revenue (rate) increases to adequately fund the City's operating and capital needs for the water utility. The proposed annual rate revenue adjustments are 3.0% in FY 2022 through FY 2026. HDR has reached this conclusion for the following reasons:

- Annual water rate adjustments are necessary to fully fund the City's projected operating costs and annual inflationary impacts.
- Annual water rate adjustments are necessary to continue to fund annual water system renewal and replacement capital project needs.
- The rate adjustments are needed to maintain, and exceed, the minimum debt service coverage requirements
- The proposed rate revenue adjustments maintain the City's financial health and integrity by providing consistent, long-term, and sustainable funding levels.
- Prior to the implementation of the fifth (FY 2026), and final proposed rate adjustment, the City should complete a rate study for the projection of future water rates.

In reaching the above conclusions, HDR would recommend that the City adopt the proposed annual rate revenue adjustments through FY 2026 to provide sufficient funding for the City's projected operating expenses and capital improvement program. Given the development of the water revenue requirement, the next step is to equitably allocate and proportionally distribute it to the customer classes of service. This is accomplished through the cost of service analysis and is provided and discussed in Section 4 of this report.

4 Development of the Cost of Service Analysis

4.1 Introduction

In the previous section, the revenue requirement analysis focused on the total revenues and expenses required to adequately fund the City's water utility. This section will provide an overview of the second step in the sequential rate study process; the water cost of service analysis developed for the City.

A water cost of service analysis determines the equitable allocation and proportional distribution of the revenue requirement between the customer classes of service (e.g., Residential, Non-Residential, Landscape). The previously developed revenue requirement for FY 2022 was allocated and distributed within this study's cost of service analysis.

4.2 Objectives of a Cost of Service Study

There are two primary objectives in conducting a cost of service analysis:

- Equitably allocate and proportionally distribute the City's water revenue requirement among the customer classes of service, and
- Derive average unit costs (i.e., cost-based rates) for subsequent rate designs

The objectives of the cost of service analysis are different from determining a revenue requirement analysis. As noted in the previous section, a revenue requirement analysis determines the utility's overall financial needs, while the cost of service analysis determines the equitable and proportional manner to collect the calculated total revenue requirement from each customer class.

The development of the cost of service analysis provides average unit costs (i.e., cost-based unit costs) which are used in the final step of the rate study process, the development of the proposed rate designs. The cost of service analysis provides a per unit cost of water consumption based on each customer class's equitable and proportional share of costs. For example, a water utility incurs costs related to average day and peak day demands, fire protection, and customer-related cost components. A water utility must build sufficient capacity² to meet summer peak capacity needs. Therefore, those customers contributing to those peak demands on the system should pay their proportionate (i.e., fair) share of the costs to provide the capacity in the system. The average unit costs derived from the cost of service analysis provides the relationship between these components which are then used to set cost-based and proportional rates. Each of the cost components identified are proportionally distributed between the identified customer classes of service.

² System capacity is the system's ability to supply water to all delivery points at the time when demanded. Coincident peaking factors are calculated for each customer class at the time of greatest system demand. The time of greatest demand is known as a peak demand. Both the operating costs and capital asset (infrastructure) related costs incurred to accommodate the peak demands are distributed to each customer class based upon the class's proportional contribution to the specific peak event.

4.3 Determining the Customer Classes of Service

The first step in a cost of service analysis is to determine the customer classes of service. Based on discussion with City staff, the classes of service used within the cost of service analysis were:

- Residential
- Non-Residential
- Landscape

To note, the “Non-Residential” class includes commercial, multi-family, institutional, and industrial customers. In determining classes of service for cost of service purposes, the objective is to group customers together into similar or homogeneous groups based upon similar facility requirements and/or demand characteristics. HDR reviewed the current customer characteristics and facility requirements of the current customer classes of service. In reviewing the customer classes of service, the City has appropriately grouped customers into customer classes of service. The grouping of customers and rates into these classes of service creates the impartiality and fairness expected under Proposition 218 by having differing rates by customer classes of service that reflect both the level of revenue to be collected by the utility, but also the manner in which these costs are incurred and equitably and proportionally assigned to customer classes of service based upon their proportional impacts. Furthermore, when reviewing customer classes in the AWWA M1 Manual³, it identifies the general customer classes and approach to establishing customer classes for cost of service purposes. The customer classes identified in this study are reflective of industry standard approaches for meeting Proposition 218 and general rate setting methodologies.

4.4 General Cost of Service Procedures

To determine the cost to serve each customer class of service on the City’s water system, a cost of service analysis is conducted. A cost of service analysis utilizes a three-step approach to review costs. These steps take the form of *functionalization*, *allocation*, and *distribution*. Provided below is a detailed discussion of the water cost of service study conducted for the City, and the specific steps taken within the analysis. The approach used for the City’s study conforms to generally accepted, and industry standard, cost of service methodologies which are outlined in the AWWA M1 Manual to achieve the proportionality required for Proposition 218.

4.4.1 Functionalization of Costs

The first analytical step in the cost of service process is called “functionalization”. Functionalization is the arrangement of expenses and asset (i.e., plant) data by major operating functions (e.g., supply, treatment, transmission, distribution, etc.). Within this study, there was a limited amount of functionalization of the cost data required as it was already largely accomplished within the City’s system of accounts.

³ American Water Works Association, M1 Manual, *Principles of Water Rates, Fees, and Charges*, pg. 74 7th edition.

4.4.2 Allocation of Costs

The second analytical task performed in a water cost of service study is the allocation of the costs. The allocation of costs examines why each expense identified in the revenue requirement was incurred or what type of need is being met. The following cost allocators were used to develop the City's water cost of service analysis:

- **Commodity-Related Costs:** Commodity costs are those costs which tend to vary with the total quantity of water consumed by a customer. Commodity costs are those incurred under average load (demand) conditions and are generally specified for a period such as a month or year. Chemicals or utilities (electricity) are examples of commodity-related cost as these costs tend to vary based upon the total volumes of water consumed.
- **Capacity-Related Costs:** Capacity costs are those which vary with peak demand, or the maximum rates of flow to customers. System capacity is required when there are large demands for water placed upon the system (e.g., summer lawn watering). For water utilities, capacity-related costs are primarily related to the sizing of facilities needed to meet a customer's maximum water demand at any point in time. For example, portions of distribution storage reservoirs and mains (pipes) must be adequately sized to meet this type of requirement.
- **Customer-Related Costs:** Customer costs are those costs which vary with the number of customers on the water system. They do not vary with system output or consumption levels. These costs are also sometimes referred to as readiness to serve or availability costs. Customer costs may also sometimes be further allocated as either *actual* or *weighted*. Actual customer costs vary proportionally on a per customer basis, from customer to customer, with the addition or deletion of a customer regardless of the size of the customer. An example of an actual customer cost is postage for mailing bills. This cost does not vary from customer to customer, regardless of the size or consumption characteristics of the customer. In contrast, a weighted customer cost reflects a disproportionate cost, from customer to customer, with the addition or deletion of a customer. Examples of weighted customer costs are those related to service meters.
- **Fire Protection-Related Costs:** Fire protection costs are those costs related to the public fire protection functions. These are costs related to public fire hydrants and the over-sizing of mains and distribution storage reservoirs for fire protection purposes. Even with the largest peak demands on the system, the water utility must provide sufficient system capacity to meet fire protection-related needs. These costs are properly included in water rates because public fire hydrants are primarily designed, installed, and used to deliver water for the purposes of extinguishing fires that threaten structures on properties served by the water utility and because public fire hydrants are also used for water system operations and maintenance.

- **Revenue-Related Costs:** Some costs associated with the utility may vary with the amount of revenue received by the utility. An example of a revenue related cost would be a utility tax which is based on the gross utility revenue.

4.4.3 Development of Distribution Factors

Once the allocation process is complete, and the customer groups have been defined, the various allocated costs are proportionally distributed to each customer group. The City's allocated costs for the water utility were distributed to the previously identified customer groups using the following distribution factors.

- **Commodity Distribution Factor:** As noted previously, commodity-related costs vary with total water consumption. Therefore, the commodity distribution factor was based on the projected total metered water consumption plus water losses for each class of service for the projected test period. As noted, the consumption reflects the projected consumption levels for FY 2022. As part of the development of the projection, 5 years of historical data (CY 2015 – 2019) were used in establishing average usage.
- **Capacity Distribution Factor:** Capacity is related to peak usage. The capacity distribution factor was developed based on the estimated contribution to the water system peak day use of each customer class. Peak day use by customer class of service was estimated using peaking factors for each customer class. In this case, the peaking factor was defined as the relationship between peak day contribution and average day use and determined for each customer class based on a review of average month to peak month usage. For residential customers, the individual customer data was reviewed and analyzed. The peak factor calculation, based on average month to peak month, was used to establish the peaking factor for each tier based on the consumptive use in each tier. Given the peaking factors, the peak day contribution for each class of service was developed.
- **Customer Distribution Factor:** Customer costs vary with the number of customers on the system. Two basic types of customer distribution factors were identified – actual and weighted. The distribution

Water Cost of Service Analysis Terminology

Functionalization – The arrangement of the cost data by functional category (e.g., source of supply, treatment, etc.).

Allocation – The assignment of functionalized costs to cost components (e.g., commodity, capacity, customer and fire protection related).

Distribution – Equitably distributing the allocated costs to each class of service based upon each class's proportional contribution to that specific cost component.

Commodity Costs – Costs that are allocated as commodity-related vary with the total volume of water consumed (e.g., chemical use at a treatment plant).

Capacity Costs – Costs allocated as capacity-related are related to meeting peak day or peak hour usage. Facilities are often designed and sized around meeting peak demands.

Fire Protection Costs – Costs that are related to fire protection services (e.g., hydrants, oversizing of storage and distribution mains).

Customer Costs – Costs allocated as customer-related vary with the number of customers on the system (e.g., metering costs).

Revenue Related Costs – Costs which vary with the amount of revenue received by the utility (e.g., utility tax).

factor for actual customer was based on the projection of the number of customers (accounts) developed within the revenue requirement. The weighted customer distribution factors are also broken down further into two factors to reflect the costs associated with serving different types of customers. The first weighted customer factor is for customer service and accounting. The second weighted customer distribution factor is for meters and services. This factor is based on meter equivalencies for each customer class of service. This reflects the different capacity and fixed costs associated with providing services to larger sized meters.

- **Fire Protection Distribution Factor:** The development of the distribution factor for fire protection expenses involved an analysis of each class of service and their corresponding fire flow requirements. The analysis considered the gallon per minute fire flow requirements in the event of a fire, along with the duration of the required flow. The fire flow rates used within the distribution factor were based on industry standards and similar experiences with other water cost of service studies. The minimum fire flow requirements are then multiplied by the number of customers in each class of service, and the assumed duration of the fire, to determine each class' prorated fire flow requirements.
- **Revenue-Related Distribution Factor:** The revenue-related distribution factor was developed from the projected rate revenues for FY 2022 for each customer class of service. These same revenues were used within the revenue requirement analysis discussed previously.

The distribution factors are developed for each customer class of service. At the same time, the distribution factors for commodity and capacity-related costs must be developed to also calculate the cost of each tier where applicable. For example, the residential commodity and capacity distribution factor has distribution factors for each of the three tiers. Non-Residential and Landscape have a distribution factor for all usage (uniform structure). This level of detail on the distribution factors was provided within the analysis in order to demonstrate (i.e., calculate) the cost basis for the City's tiered and uniform rates (i.e., Proposition 218). Further discussion related to the distribution of costs to this detailed cost level is discussed in more detail in the rate design analysis provided in Section 5 of this report.

4.5 Functionalization and Allocation of Plant in Service

As noted above, the first steps of the cost of service analysis are the *functionalization* and *allocation* of plant in service. In performing the functionalization of plant in service, HDR utilized the City's historical plant (asset) records. Once the plant assets were functionalized, the analysis shifted to the allocation of the asset. The allocation process included reviewing each group of assets and determining which cost allocators the assets were related to. For example, the City's assets were allocated as: commodity-related, capacity-related, customer-related, revenue-related, fire protection-related, or a direct assignment. Provided below is a summary overview of the allocation process used for the City's plant assets. The following approach is based, in part, on the general methodologies as described in the AWWA M1 Manual, which have been tailored to reflect the City's water system characteristics, while meeting the specific requirements of Proposition 218.

Source of Supply

Source of supply provides service levels to customers to meet both average day and peak day needs. The City's water system statistics from 2015 and 2019 were analyzed, averaged, and then utilized to develop the estimated average day and peak day calculation. Given that source of supply must be sufficient to meet both average day and peak day demands, the City's source of supply assets were allocated on the basis of the relationship of system average day to peak day demands. This resulted in 61.4% of the source of supply plant assets allocated to commodity-related costs (average day) and 38.6 % to capacity-related costs (peak day). These allocation percentages reflect the City's specific system peak demand (capacity needs) in relation to the system average day use (base needs).

Treatment

Treatment plant assets were allocated in the same manner as the source of supply assets; 61.4% to commodity-related and 38.6% to capacity-related. Treatment plant is often considered to be an extension of the source of supply and this allocation also reflects the operation of the treatment facilities either as meeting customer average day or peak day needs on the system.

Pumping

Pumping was allocated as 100% capacity. Pumping facilities must be sized to meet peak use requirements and this allocation assumes pumping plant is sized to meet peak use needs.

Storage

Distribution storage reservoirs, or water tanks, are typically designed to meet two types of needs –peak use demands and fire protection. The total storage capacity of the City's reservoirs was examined, while consideration is also given to the additional capacity required for fire protection under a fire event scenario. This additional amount of capacity, in relation to the total storage capacity, is considered fire protection related. The balance of storage capacity is in place to meet peak use demands. This resulted in 78.1% of the storage plant assets being assigned to the capacity-related (peak day needs) cost component and the remaining 21.9% assigned to the fire protection component.

Transmission & Distribution

Transmission and distribution lines (mains) are typically assumed to provide three types of costs. First, a distribution system must be in place to meet a customer's minimum use requirements for water. This portion of the distribution main plant investment is a function of the number of customers on the system and, thus, a customer-related cost. Next, a portion of the distribution system mains is considered a function of meeting peak flow (use) requirements on the system. Distribution mains must be sized to adequately meet the maximum peak flows demanded by customers. This portion of the distribution main plant investment is considered capacity-related. Finally, even with sufficient capacity for meeting peak use demands, distribution mains must also be over-sized for fire flow requirements (demands). This final portion of over-sizing for distribution main plant investment is classified as fire protection-related. Based upon an analysis of the City's distribution mains, the assignment of the distribution mains was allocated as 58.0% customer-related, 37.0% capacity (i.e., peak use)-related, and 5.0% fire protection-related.

Transmission mains were defined by the City which provided a listing of mains by size and split between distribution and transmission. For the City's analysis, transmission main plant assets are assumed to be an extension of the supply and treatment system. Given that, they were assigned

on an average day and peak day capacity basis. The allocation of 61.4% commodity-related and 38.6% capacity-related. This is consistent with the allocation of source of supply and treatment plant assets.

Table 4 - 1 provides a summary of the basic functionalization and allocation of the major water plant items. A more detailed exhibit of the City's functionalization and allocation of plant investment can be found in the Technical Appendix Exhibit 12.

Table 4 - 1 Summary of the Allocation of Water Plant in Service					
Category	Commodity Related	Capacity Related	Customer Related	Equivalent Meters	Fire Protection
Source of Supply / Treatment	54.7%	45.3%	0.0%	0.0%	0.0%
Storage	0.0%	78.1%	0.0%	0.0%	21.9%
Trans. & Distribution	2.1%	1.3%	28.8%	65.1%	2.7%
General Plant	42.0%	38.6%	5.4%	12.3%	1.6%
Total Net Plant in Service	42.0%	38.6%	5.4%	12.3%	1.6%

4.6 Functionalization and Allocation of Operating Expenses

As noted in the AWWA M1 Manual, operating expenses are functionalized and allocated in a manner consistent with the corresponding plant account. For example, maintenance of distribution mains is allocated in the same manner (allocation percentages) as the plant account for distribution mains. This approach to allocation of the City's water utility operating expenses was used for this analysis.

For the City's water rate study, the revenue requirement for FY 2022 was functionalized, allocated, and distributed. As noted in Section 3, the City utilized a cash basis revenue requirement, which was comprised of operation and maintenance expenses, rate funded capital, net debt service, and reserve funding. A more detailed review of the functionalization and allocation of the revenue requirement can be found in the Technical Appendix in Exhibit 14.

Based on the functionalization and allocation of operating expenses, Provided in Table 4 – 2 is a summary of the allocation of the FY 2022 revenue requirement from the cost of service analysis.

Table 4 - 2 Summary of the Allocation of the FY 2022 Revenue Requirement (\$000)							
Class of Service	Total	Commodity Related	Capacity Related	Customer Related	Fire Prot.	Revenue Related	Direct Assign.
Net Revenue Requirement	\$26,940	\$7,774	\$7,699	\$11,178	\$289	\$0	\$0

The total allocation of the FY 2022 revenue requirement, approximately \$26.9 million, has been allocated to the various cost components (commodity, capacity, etc.). These costs are then distributed to each customer class based on each customer classes proportional share of each cost component. The costs in Table 4 – 2 are taken from Exhibit 14 in the Water Technical Appendix.

4.7 Major Assumptions of the Cost of Service Study

Several key assumptions were used within the City’s water cost of service analysis. Below is a brief discussion of the major assumptions used.

- The test period used for the water cost of service analysis was FY 2022. The revenue and expense data were previously developed within the revenue requirement analysis.
- A cash basis methodology was utilized which conforms to generally accepted water cost of service approaches and methodologies and is consistent with the City’s previous cost of service analyses
- The allocation of plant in service was developed based upon generally accepted cost allocation techniques and the City’s water utility specific data.
- Consumption by cost or class of service used within this study were developed for each class of service from historical usage information provided by the City
- Peak day capacity distribution factors were calculated based upon each customer group’s average month to peak month relationship. For residential customer, the individual customer data was utilized and peaking factors developed based on the average factor of the customers within each tier.

4.8 Development of Cost-Based Water Rates

Equitable and proportional rates is of paramount importance in developing proposed water rates. While always a key consideration in developing water rates, meeting the legal requirements - and documenting the steps taken to meet the requirements - has been in the forefront with the recent legal challenges in the State of California on water rates. Given this, the City’s proposed water rates have been developed to meet the legal requirements of Article XIII D. A key component of Article XIII D is the development of rates which reflect the cost of providing service and which proportionally distributed such costs among the various customer classes of service. There is no single prescribed methodology for proportionally assigning costs to the various customer groups. The AWWA M1 Manual clearly delineates various methodologies which may be used to establish cost-based rates. Article XIII D does not prescribe a particular methodology for establishing cost-based rates, consequently, HDR developed the City’s proposed water rates based on the methodologies provided in the AWWA M1 Manual to meet the requirements of Article XIII D to provide an administrative record of the steps taken to establish the City’s water rates.

HDR is of the opinion that the proposed rates comply with legal requirements of Article XIII D. HDR reaches this conclusion based upon the following:

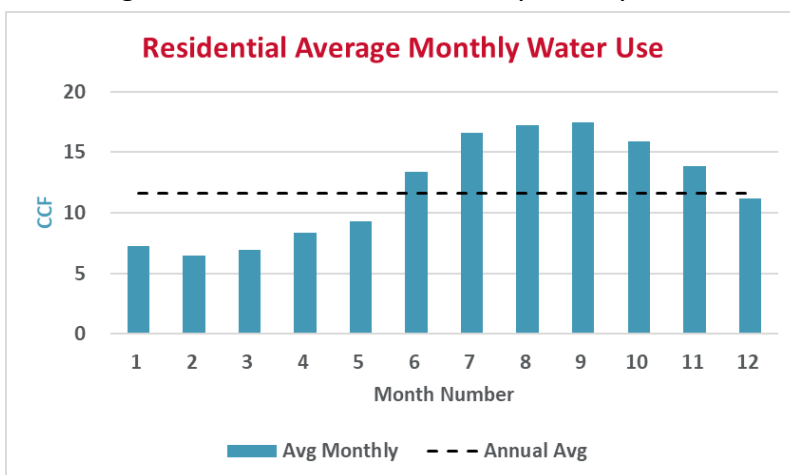
- **The revenue derived from water rates does not exceed the funds required to provide the property related service (i.e., water service).** The proposed rates are designed to collect the overall revenue requirements of the City's water utility.
- **The revenues derived from water rates shall not be used for any purpose other than that for which the fee or charge is imposed.** The revenues derived from the City's water rates are used exclusively to operate and maintain the City's water system.
- **The amount of a fee or charge imposed upon a parcel or person as an incident of property ownership shall not exceed the proportional costs of the service attributable to the parcel.** Section 4 of the report has focused exclusively on the issue of proportional assignment of costs to customer classes of service. The proposed rates have appropriately grouped customers into customer classes of service (Residential, Non-Residential, and Landscape) that reflect the varying consumption patterns and system requirements of each customer class of service. The grouping of customers and rates into these classes of service creates the impartiality and fairness expected under Article XIII D by having differing rates by customer classes of service which reflect both the level of revenue to be collected by the utility, but also the manner in which these costs are incurred and equitably assigned to customer classes of service based upon their proportional impacts and burdens placed on the City's the water system.

The above discussion provides an overview of the California legal requirements of setting rates. The cost of service developed herein has developed a set of average unit costs which provide the cost-basis for the development of the proposed water rates for the City.

As a part of this study, HDR developed a water rate design discussion to clearly demonstrate and support the proposed water rates. The following discussion provides a more detailed analysis of the costing techniques and methodologies used to support the City's proposed rate design.

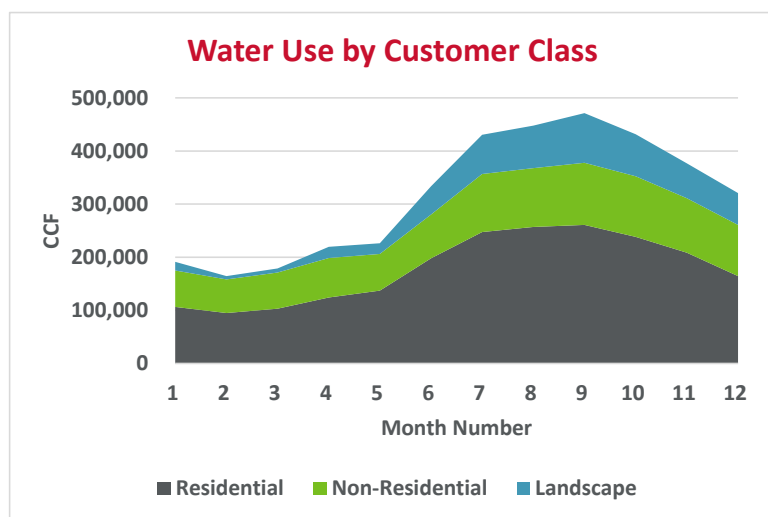
4.8.1 Determination of Sizing and Number of Tiers

Currently, residential customers are charged a consumption rate based on a three-tiered increasing block structure. Currently, the City's residential customers are charged on a three-tiered structure: 0 – 12 ccf, 13 – 36 ccf, and greater than 36 ccf. For the City's Study, the size and number of tiers were reviewed and evaluated with consideration given to recent consumption data to evaluate if adjustments to tier sizes are appropriate or recommended. After reviewing the residential consumption profile, it was determined that the current number of tiers and their sizes appeared to still be appropriate. The goal of the tiers was to target typical monthly customer



average annual consumption levels (11.1 CCF) in the first tier. The second tier was targeted to reflect peak summer consumption, or outdoor use. The third and last tier contains all remaining usage and reflects outdoor, discretionary water usage. This average annual monthly consumption level was calculated based on the total consumption of the residential customers, divided by twelve months, and divided by the number of customers. In reviewing individual customer consumption data, it was determined that the tiers reflected those targeted consumption levels, that is, that the average customers use up to 12 CCF in the nonpeak periods. Shown in the above graph is the average consumption by month for the residential customer class of service.

In contrast to the residential rate structure, the current rate structure for non-residential customers (multi-family, commercial, institutional, and industrial) and landscape customers is a



uniform consumption rate structure. Tiered rate structures are not typically applied to non-residential customers because their usage levels are not as homogeneous as the residential class of service. As a result, it is difficult, if not impossible, to develop an equitable tier size for a non-residential customer class of service that reflects the various types of customer total consumption. Based on this data from the last several years and the variability of the City's non-

residential and landscape customer total consumption, a uniform consumption rate structure is still appropriate.

4.8.2 Establishing the Cost-Basis for Pricing Tiers

Under Proposition 218, a utility must have a cost-basis for the pricing of their tiered rate structures. HDR has concluded that utilities have at least three technical approaches available to be able to justify the individual pricing of the tiers. These technical approaches encompass the following areas:

1. Cost differences in water supply (i.e., stacking of water supply resources to tiers/seasons).
2. Cost differences from high peak use consumers (relationship of average use to peak use).
3. Direct assignment of costs to specific tiers/seasons (e.g., conservation program costs, etc.)

In certain cases, the cost differences may be related to the cost of water supply when a utility has more than one source of water supply. Additionally, this water supply approach may also include the cost of alternative water supplies (i.e., recycled or reuse water). For example, reuse water may be assigned to higher tiers to reflect outdoor use or the need for additional/alternative water supply to meet the demands of the high use customers.

The second possible source of cost differences for the pricing of tiers is related to high-peak use (peak demand) customers. Customers that use more water in peak periods create greater demands and greater costs on the system. The greater costs associated with peak use periods is reflective of the need to over-size facilities to meet the peak use demand requirements from a limited number of customers during that peak use time period. A water supply and distribution system must be sized to meet these peak use requirements. In other words, on the hottest day of the year the supply and distribution system must be sized to meet the peak use demands. To maintain proportionality, those that create the peak demand event, should have rates that reflect the costs of meeting the peak demand event. In this case, this has implications upon the equitable allocation and proportional distribution of capacity-related costs to the different usage tiers (low use vs. high peak use).

Finally, certain costs may be directly assigned to specific tiers. For example, a conservation program which focuses on outdoor water use may be directly assigned to the upper water tier, or summer season, which are most directly related to outdoor use. The direct assignment to a specific price tier will create a price differential for that tier.

For the City's water study, the focus of the analysis was on the second method of determining the cost impacts and cost differences associated with peaking requirements of each customer class, and tier. The pricing of the tiers was developed to provide the cost-basis and meet the proportionality requirements of Proposition 218. For example, for the City's study, the groundwater wells are only used during peak period events. Given this, the groundwater costs are allocated and distributed as capacity related costs.

4.9 Development of the Unit Costs for Rate Designs

The cost of service analysis was specifically developed to provide the cost basis for the rate structure components (i.e., fixed charge, consumption charges) for each customer class of service. In Table 4 – 2, the cost of service analysis allocated the revenue requirement between the various cost components. The total allocation of the FY 2022 revenue requirement, approximately \$26.9 million, is then proportionally distributed to the various customer classes of service (Residential, Non-Residential, and Landscape). Given the legal requirement to provide the cost-basis for tiered and uniform pricing, the allocated costs are further distributed between the various rate structure components based on the appropriate distribution factors.

Provided below is a discussion of the approach used to distribute the revenue requirement between the various customer classes of service to the various rate components for each customer class of service.

4.9.1 Commodity Distribution Factor

The commodity distribution factor is based on the average annual use for each of the customer classes of service, and more importantly by tier or seasons. For the development of the pricing of the proposed rates the following customer class distribution factors were used:

- Residential
 - Tier 1 – (0 – 12 CCF)
 - Tier 2 – (13 – 36 CCF)
 - Tier 3 – (36+ CCF)
- Non-Residential
- Landscape

It is important to remember, the “Non-Residential” class includes commercial, multi-family, institutional, and industrial customers.

To develop the commodity distribution factor for each customer class, the annual consumptive use for each class was determined. The usage for each class and tier was then divided by the total usage of the system. This produces the percentage or proportion of the commodity-related costs each class and pricing tier is responsible for. After the responsibility of commodity related costs has been identified, the total commodity related costs can be distributed to each customer class tier or in total based on the distribution factor. The final step in developing the unit costs is to divide the costs for each customer class and tier by the total amount of consumption used in determining their fair share of commodity related costs and this produces an average unit cost stated as \$/hundred cubic feet (CCF).

Provided in Table 4 – 3 is a summary of the commodity distribution factor and unit cost development. Table 4-3 is summarized from Exhibit 8 in the Water Technical Analysis.

Table 4 - 3 Summary of the Commodity Distribution Factor				
Reference Calculation	A	B	C	D D = C / A
	FY 2022 Consumption (CCF)	% of Total	Distributed Commodity Costs	Unit Cost (\$ / CCF)
Residential				
Tier 1	1,403,030	41.5%	\$3,226,377	\$2.30
Tier 2	528,039	15.6%	1,214,267	2.30
Tier 3	81,101	2.4%	186,497	2.30
Residential Total	2,012,170	59.5%	\$4,627,142	
Non-Residential	845,584	25.0%	\$1,944,487	\$2.30
Landscape	522,730	15.5%	1,202,059	2.30
Total	3,380,484	100.0%	\$7,773,688	

As can be seen, the development of the commodity distribution factor is relatively straightforward. As an example, Tier 1 consumption of the residential class of service represents

41.5% of the total consumption on the City's water system. Hence, 41.5% of the commodity related costs (\$7.77 million in total) is proportionally distributed to residential tier 1, or approximately \$3.2 million. The total costs in Column C are taken from Table 4 – 2. This approach then is used for each of the customer classes of service for each rate component. Finally, to develop the average unit cost for each class and tier, the distributed costs in column C are divided by the consumption volumes shown in column A. The average unit costs are stated in \$/CCF.

4.9.2 Capacity Distribution Factor

The capacity distribution factor utilizes the same customer classes of service as the commodity distribution factors. Whereas commodity costs are related to the total volume of water consumed by each class of service and tier, capacity is related to peak use or peak rates of flow. Customers classes of service use water in different ways and at different times, thus creating different usage patterns and resulting in different relationships between average use and peak use (i.e., peaking factors). Peak usage demands, when and how much, drives how the City must oversize the water system to meet the demands of customers regardless of when they occur.

To determine the capacity distribution percentage for each class of service and pricing tier, peaking factors needed to be developed for each customer class of service and tier. A peaking factor reflects the relationship between average use and peak use. The higher the peaking factor, the greater the difference between average use and peak use. Water utilities have limited metering capabilities to determine exact peaking factors. Given that, the water utility industry has developed analytical methods to review individual and customer class data and reasonably develop peaking factors by class of service and pricing tier. The method used to estimate a class's peaking factor is to review the average monthly volume of water consumed and compare it to the maximum monthly usage of water of each customer class of service. Furthermore, for residential customers, the individual customer data was reviewed and analyzed to develop the peak month relationship for each tier. All customers data was then averaged to calculate the peak factor for each tier. By dividing the maximum month by the average month, a surrogate for a peak day peaking factor is calculated. This approach also provides a surrogate for the difference between the average use and peak day use in each pricing tier. For example, if a customer used 10.0 CCF per month on average and in the peak month 15.0 CCF was used, the peaking factor would be 1.50 (peak 15.0 CCF / average 10.0 CCF = 1.50 peaking factor). In this example, the peaking factor is stating that the maximum usage in a month is 1.50 times higher than the average usage per month. Using this same approach for each customer class or pricing tier, and each customer, the distribution factor for capacity-related costs was developed. The average of the peaking factor for each customer class and tier then is used to proportionally distribute the capacity related costs. Table 4 – 4 provides a summary of the capacity distribution factor for each customer class and pricing tier and is summarized from Exhibit 9 in the Water Technical Analysis.

Table 4 - 4
Summary of the Capacity Distribution Factor

Reference Calculation	A	B	C	D	E	F	G
			C = A * B				G = E / F
	Average Use (MGD)	Peaking Factors	Peak Day Use (MGD)	% of Total	Distributed Capacity Costs	FY 2022 Consumption (CCF)	Unit Cost (\$ / CCF)
Residential							
Tier 1	3.63	1.18	4.28	30.0%	\$2,308,643	1,403,030	\$1.65
Tier 2	1.37	1.66	2.27	15.9%	1,226,626	528,039	2.32
Tier 3	<u>0.21</u>	2.65	<u>0.56</u>	<u>3.9%</u>	<u>300,451</u>	<u>81,101</u>	3.70
Residential Total	5.21		7.11	49.8%	\$3,835,720	2,012,170	
Non-Residential	2.19	1.95	4.27	29.9%	\$2,302,659	845,584	\$2.72
Landscape	<u>1.35</u>	2.14	<u>2.89</u>	<u>20.3%</u>	<u>1,560,949</u>	<u>522,730</u>	\$2.99
Total	8.75		14.27	100.0%	\$7,699,328	3,380,484	

Table 4 – 4 provides the development of the capacity distribution factor. Like that of the commodity cost distribution to each class and pricing tier, the capacity-related costs are proportionally distributed in the same manner. For example, 30.0% of the total capacity-related costs are distributed to Tier 1 of the residential customers, based on column D in Table 4 - 4. Stated another way, it is estimated that Residential Tier 1 had a peak use demand of 4.28 million gallons per day (MGD) of the system’s total peak day demand of 14.27 MGD. This translates to a proportional distribution to Residential Tier 1 of approximately \$2.3 million of the total \$7.7 million in capacity-related costs. This proportionally distributed cost, when divided by Residential Tier 1 consumption, results an average unit cost of \$1.65/CCF. As can be seen in Table 4 - 4, the average unit costs vary by customer class of service and pricing tier based upon the respective and different demands placed on the system by each class and pricing tier. Table 4 – 4 shows how the higher unit cost of a customer class of tier reflects the proportional cost to provide water service during these peak periods due to the infrastructure needs for over-sizing and planning.

Combining the unit costs from the commodity and capacity distribution factors result in the cost-basis for each customer class and pricing tier. It is important to note that there is an additional average unit cost for Residential and Non-Residential from the costs distributed as revenue, fire protection, and direct assignment-related costs as identified in Table 4 – 2. Similar to the above, these other costs were calculated by the distributed amount for each customer or pricing tier and then divided by the total consumption amount. In total, this value equals \$289,000 and the total consumption is 2,857,754 (as Landscape is excluded). Landscape was excluded from the distribution of these costs as this component only included fire protection related costs which are not a service provided to Landscape customers. The actual calculation for each customer class

and pricing tier was based on the actual consumption and varies slightly for Residential at \$0.09/CCF and \$0.12/CCF for Non-Residential.

Table 4 – 5 summarizes the average unit costs for each customer class of service and pricing tier. This table sums the costs from Table 4 – 3 column D and Table 4 – 4 column G, along with the other additional costs.

Table 4 - 5 Summary of the Average Unit Costs - \$/CCF				
Reference	A	B	C	D
	Commodity Costs (\$ / CCF)	Capacity Costs (\$ / CCF)	Other Costs (\$ / CCF) ^[1]	Total Unit Cost (\$ / CCF)
Residential				
Tier 1	\$2.30	\$1.65	\$0.09	\$4.04
Tier 2	2.30	2.32	0.09	4.72
Tier 3	2.30	3.70	0.09	6.10
Non-Residential	\$2.30	\$2.72	\$0.12	\$5.14
Landscape	\$2.30	\$2.99	\$0.00	\$5.29

[1] – Includes revenue related, public fire protection, and any directly assigned costs

The results shown above in Table 4 – 5 provides the cost-basis for the City's pricing of consumptive usage for the proposed rates. The analysis and average unit costs shown above have been developed to comply with the proportionality requirements of Proposition 218 when developing cost-based water rates and tiered pricing.

The final unit cost development is the customer-related costs which are used to establish the monthly fixed meter charge which varies by meter size. A similar exercise as conducted above for the consumption components was completed for the customer-related costs. The total customer-related costs were divided by the number of equivalent meters on the system. An equivalent meter uses the capacity ratio of a 3/4-inch meter to the larger meter sizes to determine the pricing for each meter size. In this way the meter charge reflects the equitable proportion of fixed costs on the system based on the capacity demands the customer can place on the system based on the size of the meter. Shown below in Table 4 – 6 is a summary of the fixed meter charge unit cost development which is taken from Exhibit 18 from the Water Technical Analysis.

Table 4 - 6
Summary of the Fixed Meter Charge Cost Basis

Cost Component	Rate Calculation
Total Customer-Related Costs	\$11,178,173
# of Equivalent Meters	17,075
Unit Cost (\$ / equivalent meter / month)	\$54.55 (3/4" Meter)

4.10 Summary Results of the Cost of Service Analysis

In summary form, the cost of service analysis began by functionalizing the City's revenue requirement. The functionalized revenue requirement was then equitably allocated to the appropriate cost components (e.g., commodity, capacity) based on industry standard cost of service methodologies. The individual allocated totals were then distributed to the various customer classes of service based on the appropriate distribution factors. The distributed expenses for each customer class were then aggregated to determine each customer class's overall revenue responsibility (i.e., cost to provide service). Shown below in Table 4 - 7 is the summary of the City's water cost of service analysis. This summary is derived from Exhibit 17 in the Water Technical Appendix.

Table 4 - 7
Summary of the Water Cost of Service Analysis (\$000)

Class of Service	Present Rate Revenues	Allocated Costs	\$ Difference	% Difference
Residential	\$17,992	\$18,573	(\$581)	3.2%
Non-Residential	5,332	5,362	(30)	0.6%
Landscape	<u>3,218</u>	<u>3,005</u>	<u>212</u>	-6.6%
Total	\$26,542	\$26,940	(\$398)	1.5%

The City's water cost of service analysis proportionally aligns the operating and capital costs to each customer class with their respective benefit received from and burdens placed on the water system based on the service requirements. The results of the analysis show that some cost differences exist between the various customer classes of service. It is important to understand that a cost of service analysis is based on a single year of O&M expense data and projected customer usage information. The analysis can be impacted by several variables such as budget structure changes or a change in consumption characteristics. Given this, the results of the cost of service analysis are dynamic and may change from year to year. As the City continues to monitor water rates and cost of service results through future studies, future cost of service adjustments may be necessary to reflect changing costs and consumption patterns at that time.

4.11 Consultant's Conclusions and Recommendations

While some cost differences exist, the overall allocation of costs between customers appears to be reasonable and reflect the impacts each customer class of service places on the system. Given the requirements of Article XIII D, section 6, the results of the cost of service will be used to establish the proposed rate designs for each of the City's water customer classes of service. More specifically, it is recommended that the unit costs calculated in the cost of service results be utilized as the basis for the rate design for each water customer class in Section 5.

4.12 Summary of the Cost of Service Analysis

This section of the report has provided the recommendations resulting from the cost of service analysis developed for the City's water utility. This analysis was prepared using generally accepted cost of service techniques as provided in the AWWA M1 Manual to meet the proportionality requirements of Proposition 218. The following section of the report will provide a summary of the present and proposed rates for the City's water utility. Attached to this report is the Technical Appendix which documents the detail of the cost of service analysis in Exhibits 8 – 19.

5 Development of the Rate Designs

5.1 Introduction

The final step of the City's water rate study is the design of rates to collect the appropriate levels of revenues, based on the results of both the revenue requirement and the cost of service analyses. In developing the City's proposed water rates, consideration is given to the level of the rates as well as the structure of the rates. The level of rates reflects the amount of revenues that should be collected while the structure of the rates is how it is collected (i.e., component charges) from the customers.

The overall revenue level for the City has been established in the revenue requirement analysis (Section 3) while the equitable allocation and proportional distribution of costs between the various customer classes has been developed in the cost of service analysis (Section 4) which provides the revenue levels to be collected from each class of service based on cost causation and the average unit costs for each rate component.

5.2 Rate Design Criteria and Considerations

Prudent rate administration dictates that several criteria must be considered when setting utility rates. Some of these rate design criteria are listed below:

- Rates which are easy to understand from the customer's perspective
- Rates which are easy for the City to administer
- Consideration of the customer's ability to pay
- Cost-based and equitable
- Continuity, over time, of the rate making philosophy
- Policy considerations (encourage efficient use, economic development, etc.)
- Provide revenue stability from month to month and year to year
- Equitable and non-discriminatory (cost-based)
- Legally Defensible (Proposition 218 compliant)

It is important that the City provide its water customers with a proper and accurate price signal as to what their consumption and peaking (demand) requirements are costing. This goal may be approached through both rate level and structure. When developing the proposed rate designs, all the above listed criteria were taken into consideration. However, it should be noted that it is difficult - if not impossible - to design a rate that meets all the goals and objectives listed above. A good example of this is that it may be difficult to design a rate that takes into consideration the customer's ability to pay while also being cost-based. In designing rates, there are always trade-offs between these various goals and objectives.

5.3 Summary of the Present and Proposed Water Rates

The proposed rates for the City's water utility were designed to meet the total system revenue needs discussed in Section 3 and reflect the cost of service results – including the average unit

cost development - shown in Section 4. The proposed water rates have been developed for each customer class of service based on the development of the pricing through the cost of service analysis.

5.3.1 Review of the Present and Proposed Residential Water Rates

The City's proposed Residential rate structure maintains the current structure. The current rate structure consists of a monthly fixed charge, which varies by meter size, and a three-tiered consumption charge. The proposed rates reflect the unit costs as developed in the cost of service for FY 2022. FY 2023 through FY 2026 rates are adjusted equally based on the overall revenue adjustments as outlined in the revenue requirement analysis. Provided below in Table 5 - 1 is a summary of the present and proposed rates for the City's Residential water customers.

Table 5 - 1 Summary of the Monthly Residential Water Rates						
	Present Rate	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fixed Charge	\$ / Acct/ Mth					
3/4"	\$55.65	\$54.55	\$56.20	\$57.90	\$59.65	\$61.45
1"	55.65	54.55	56.20	57.90	59.65	61.45
1 1/2"	55.65	54.55	56.20	57.90	59.65	61.45
2"	55.65	54.55	56.20	57.90	59.65	61.45
3"	99.00	102.50	105.60	108.80	112.10	115.40
4"	165.00	170.80	176.00	181.30	186.80	192.40
6"	329.40	340.95	351.30	361.90	372.80	384.10
8"	--	545.50	562.00	579.00	596.50	614.50
10"	--	784.45	808.20	832.60	857.80	883.70
Consumption Charge	\$ / CCF					
0 – 12 CCF	\$3.98	\$4.04	\$4.16	\$4.28	\$4.41	\$4.54
13 – 36 CCF	4.79	4.72	4.86	5.00	5.15	5.30
36 + CCF	5.89	6.10	6.28	6.46	6.66	6.86

The proposed rates in Table 5 – 1 for FY 2022 show the fixed meter charge for 3/4" meter based on the results of the unit costs developed in the cost of service and summarized in Table 4 - 6. The subsequent meter sizes are adjusted by the AWWA 3/4" meter equivalency. The AWWA meter equivalencies reflect the capacity of the larger meter sizes, and the fixed costs associated with providing that level of capacity. Also shown in the table are the proposed tiered rates for FY 2022 which is taken directly from column D in Table 4 – 5, or the calculated average unit costs from the cost of service analysis.

5.3.2 Review of the Present and Proposed Non-Residential Water Rates

The proposed Non-Residential water rate design was adjusted to reflect the overall revenue needs from the revenue requirement analysis and the calculated average unit costs from the cost

of service analysis. The Non-Residential customer class is made up of the customers identified as commercial, multi-family, institutional, and industrial. For purposes of the rate design and cost distribution, these classes were combined as their customer consumption characteristics are relatively similar in nature. The current rate structure is a fixed meter charge based on the size of meter and a uniform consumption charge on a per hundred cubic feet or CCF (1 CCF = 748 gallons) basis. The rates for the Non-Residential customers are based on the specific costs distributed in the cost of service analysis for the Non-Residential customer class of service. Provided in Table 5 - 3 is a summary of the present and proposed Non-Residential water rates.

Table 5 - 3
Summary of the Monthly Non-Residential Water Rates

	Present Rate	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fixed Charge	<i>\$/Acct / Mth</i>					
3/4"	\$55.65	\$54.55	\$56.20	\$57.90	\$59.65	\$61.45
1"	55.65	54.55	56.20	57.90	59.65	61.45
1 1/2"	55.65	54.55	56.20	57.90	59.65	61.45
2"	55.65	54.55	56.20	57.90	59.65	61.45
3"	99.00	102.50	105.60	108.80	112.10	115.40
4"	165.00	170.80	176.00	181.30	186.80	192.40
6"	329.40	340.95	351.30	361.90	372.80	384.10
	--	545.50	562.00	579.00	596.50	614.50
	--	784.45	808.20	832.60	857.80	883.70
Consumption Charge	<i>\$/ CCF</i>					
All Consumption	\$5.18	\$5.14	\$5.29	\$5.45	\$5.61	\$5.78

As can be seen in Table 5 - 3, the proposed Non-Residential consumption charge is a uniform rate. It should also be noted that the proposed fixed charge by meter size is identical to Table 4 – 6 and the residential class of service. The proposed consumption charge for FY 2022 is based on the average unit cost as developed in the cost of service analysis and previously shown in Table 4 - 5.

5.3.3 Review of the Present and Proposed Landscape Water Rates

An approach similar to the development of the Residential and Non-Residential rates was utilized for the development of the proposed Landscape (i.e., irrigation) rates. The current Landscape rate structure was maintained with a monthly meter charge for the 3/4-inch equivalency and the consumption charge is a uniform rate structure. It is important to note that the cost differences between the Landscape and all the other customers with a uniform rate are due to the differing peak demands that are specific and unique to Landscape customers. Given that Landscape has a higher peak with more intermittent water requirements, however, the system must be sized to provide that level of water availability at all times. Again, these rates are the direct output of the calculated average unit costs within the cost of service analysis as shown in Table 4 – 5 in column

D. Provided in Table 5 - 4 is a summary of the present and proposed rates for the Landscape customers.

Table 5 - 4 Summary of the Monthly Landscape Water Rates						
	Present Rate	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fixed Charge	\$ / Acct/Mth					
3/4"	\$55.65	\$54.55	\$56.20	\$57.90	\$59.65	\$61.45
1"	55.65	54.55	56.20	57.90	59.65	61.45
1 1/2"	55.65	54.55	56.20	57.90	59.65	61.45
2"	55.65	54.55	56.20	57.90	59.65	61.45
3"	99.00	102.50	105.60	108.80	112.10	115.40
4"	165.00	170.80	176.00	181.30	186.80	192.40
6"	329.40	340.95	351.30	361.90	372.80	384.10
8"	--	545.50	562.00	579.00	596.50	614.50
10"	--	784.45	808.20	832.60	857.80	883.70
Consumption Charge	\$ / CCF					
All Consumption	\$5.86	\$5.29	\$5.45	\$5.61	\$5.78	\$5.95

This concludes the discussion of the proposed water rates. Detailed exhibits for the various rate designs are included within the Technical Appendices.

5.4 Water Rate Study Recommendations

Based on the results of the City's water rate study, HDR recommends the following:

- Rate revenues for the City's water utility should be adjusted by 3.0% annually in FY 2022 through FY 2026
- The proposed rates should be implemented to reflect each customer class' proportional distribution of costs
- The rates are proposed to be implemented and effective each year on January 1
- When funds are available, increase the level of annual replacement funding to transition towards funding an amount greater than the City's annual depreciation expense levels
- Prior to the implementation of the fifth, and final, proposed rate adjustment the City should complete another rate study to develop the projection of future water rates

5.5 Summary of the Water Rate Study

This completes the rate study for the City of Woodland's water utility. This study has provided a comprehensive review and development of proposed water rates for the City. Adoption of the proposed water rates will allow the City to meet their current and projected water system financial obligations for the time period reviewed based on the assumed customer growth,

capital plan, and projected increases in operating costs. Should these assumptions change, the proposed rate adjustments may also need to be revised to reflect the changed conditions.



Water Technical Appendix

	<i>Budget</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
System Revenues										
Existing Rate Revenues	\$26,542,342	\$26,807,766	\$26,941,805	\$27,076,514	\$27,211,896	\$27,347,956	\$27,484,695	\$27,622,119	\$27,760,229	
Add'l Revenue from Proposed Rate Adj.	398,135	1,218,413	2,069,494	2,954,532	3,874,741	4,831,377	5,825,741	6,859,179	7,933,086	
Connection Fees	83,310	84,143	84,564	84,986	85,411	85,838	86,268	86,699	87,132	
SWP Connection Fees	433,729	438,067	440,257	442,458	444,671	446,894	449,128	451,374	453,631	
Other Miscellaneous Income	175,225	175,225	175,225	175,225	175,225	175,225	175,225	175,225	175,225	
Interest Income	178,142	186,530	203,493	203,640	202,009	189,014	178,901	182,513	190,072	Included in Fund Balances
Recycled Water Loss of Revenues	0	0	0	0	0	0	0	0	0	
Recycled Water Sales	190,317	380,634	380,634	380,634	380,634	380,634	380,634	380,634	380,634	
Surface Water Fee Reserves	0	0	0	0	0	0	0	0	0	
Rate Stabilization Fund Deposit	0	0	0	0	0	0	0	0	0	
Total System Revenue	\$28,001,200	\$29,290,777	\$30,295,471	\$31,317,990	\$32,374,587	\$33,456,938	\$34,580,592	\$35,757,743	\$36,980,010	
Operation and Maintenance Costs										
Bill and Collect	\$910,882	\$941,727	\$973,807	\$1,007,179	\$1,041,903	\$1,078,042	\$1,115,662	\$1,154,832	\$1,195,626	
Water Conservation	332,311	346,227	360,770	375,972	391,864	408,481	425,857	444,030	463,039	
Water Wells O&M	1,928,334	2,010,320	2,096,001	2,185,552	2,279,160	2,377,019	2,479,334	2,586,320	2,698,205	
Water Distribution System (86)	3,722,390	3,865,849	4,015,375	4,171,244	4,333,747	4,503,189	4,679,889	4,864,182	5,056,422	
Operations Admin	1,222,183	1,273,501	1,327,132	1,383,189	1,441,790	1,503,058	1,567,124	1,634,125	1,704,205	
Recycled Water Operations	120,000	122,920	125,916	128,992	132,147	135,386	138,711	142,123	145,626	
Utility Engineering	20,902	21,805	22,750	23,739	24,775	25,859	26,994	28,182	29,428	
Communications Manager	7,686	8,025	8,380	8,751	9,140	9,548	9,976	10,423	10,893	
Additions and Deletions	639,816	594,930	614,683	635,094	656,187	677,984	700,509	723,786	747,840	
O&M SWP	5,076,932	5,209,299	5,345,637	5,486,066	5,630,707	5,114,993	5,268,443	5,426,496	5,589,291	
Total O&M	\$13,981,436	\$14,394,604	\$14,890,452	\$15,405,779	\$15,941,421	\$15,833,559	\$16,412,497	\$17,014,501	\$17,640,574	
Net System Revenues	\$14,019,764	\$14,896,173	\$15,405,020	\$15,912,211	\$16,433,166	\$17,623,379	\$18,168,095	\$18,743,242	\$19,339,436	
Parity Debt Service										
ARRA Loan	\$476,252	\$476,252	\$476,252	\$476,252	\$476,252	\$476,252	\$476,252	\$476,252	\$476,252	
Recycled Water	69,244	69,244	69,244	69,244	69,244	69,244	69,244	69,244	69,244	
2011 Rev Bond	661,233	0	0	0	0	0	0	0	0	
2014 DWSRF	1,567,704	1,567,704	1,567,704	1,567,704	1,567,704	1,567,704	1,567,704	1,567,704	1,567,704	
SRF (Joint)	6,165,183	6,165,183	6,165,183	6,165,183	6,165,183	6,165,183	6,165,183	6,165,183	6,165,183	
2017 Series A	1,426,070	1,454,820	1,484,820	1,513,070	1,548,320	1,575,070	1,608,570	1,643,320	1,679,070	
2017 Series B	147,133	149,948	152,143	156,733	154,978	162,395	163,744	169,540	170,047	
2021 Refund Bond	495,884	938,500	940,000	941,400	937,000	937,000	936,200	934,600	937,200	
Recycled Water System Expansion	0	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	
Additional Revenue Bonds	0	0	0	0	0	0	0	0	0	
Connection Fees Offset	(484,119)	(580,000)	(715,000)	(895,000)	(1,152,605)	(940,000)	(690,000)	(640,000)	(640,000)	
Total Parity Debt Service	\$10,524,583	\$10,326,650	\$10,225,346	\$10,079,585	\$9,851,075	\$10,097,847	\$10,381,896	\$10,470,842	\$10,509,699	
Debt Service Coverage	1.33	1.44	1.51	1.58	1.67	1.75	1.75	1.79	1.84	
Debt Service Coverage (Excluding Connection Fees)	1.28	1.39	1.46	1.53	1.61	1.69	1.70	1.74	1.79	
Net System Revs Available After O&M & Debt Service	\$3,495,181	\$4,569,523	\$5,179,674	\$5,832,627	\$6,582,091	\$7,525,532	\$7,786,199	\$8,272,400	\$8,829,737	

	<i>Budget</i>	<i>Projected</i>								<i>Notes</i>
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
Capital Expenditures										
Rate Funded Capital	\$2,800,000	\$3,860,000	\$4,450,000	\$5,100,000	\$5,850,000	\$6,750,000	\$6,900,000	\$7,050,000	\$7,250,000	
Development Fee Funded Capital	0	0	0	0	0	0	0	0	0	
Total Capital Expenditures	\$2,800,000	\$3,860,000	\$4,450,000	\$5,100,000	\$5,850,000	\$6,750,000	\$6,900,000	\$7,050,000	\$7,250,000	
Net System Revenues Available for Reserves	\$695,181	\$709,523	\$729,674	\$732,627	\$732,091	\$775,532	\$886,199	\$1,222,400	\$1,579,737	
Operating Reserve Fund										
Beginning Reserve Balance	\$15,980,444	\$14,180,494	\$13,877,907	\$14,607,581	\$15,340,208	\$16,072,299	\$15,036,071	\$15,922,270	\$17,144,670	
Plus: Interest	0	0	0	0	0	0	0	0	0	Included above in Revenue
Plus: To Reserves	0	0	0	0	0	0	0	0	0	
Less: Uses of Funds	(2,495,131)	(1,012,110)	0	0	0	(1,811,760)	0	0	0	
Less: Rate Stabilization Deposit	0	0	0	0	0	0	0	0	0	
Year Ending Bal./ (Def.) after proposed rate adj.	695,181	709,523	729,674	732,627	732,091	775,532	886,199	1,222,400	1,579,737	
Ending Reserve Balance	\$14,180,494	\$13,877,907	\$14,607,581	\$15,340,208	\$16,072,299	\$15,036,071	\$15,922,270	\$17,144,670	\$18,724,406	
<i>Ending Balance as Percent of Operating Expenditures</i>	<i>101.4%</i>	<i>96.4%</i>	<i>98.1%</i>	<i>99.6%</i>	<i>100.8%</i>	<i>95.0%</i>	<i>97.0%</i>	<i>100.8%</i>	<i>106.1%</i>	
Proposed Rate Adj. - July	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
<i># of Effective Months</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	
Proposed Rate Adj. - January	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
<i># of Effective Months</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	
Average Residential Bill - \$/ Month										
Current Average Residential Bill										
After Proposed Rate Adjustment	\$100.92	\$103.95	\$107.07	\$110.28	\$113.59	\$117.00	\$120.51	\$124.12	\$127.84	

**City of Woodland
Water Rate Study
Exhibit 1
Summary of the Revenue Requirement**

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Revenues										
Rate Revenues	\$26,279,547	\$26,542,342	\$26,807,766	\$26,941,805	\$27,076,514	\$27,211,896	\$27,347,956	\$27,484,695	\$27,622,119	\$27,760,229
Miscellaneous Revenues	555,859	365,542	555,859	555,859	555,859	555,859	555,859	555,859	555,859	555,859
Total Revenues	\$26,835,406	\$26,907,884	\$27,363,625	\$27,497,664	\$27,632,373	\$27,767,755	\$27,903,815	\$28,040,554	\$28,177,978	\$28,316,088
Expenses										
Total O & M Expense	\$12,881,142	\$13,981,436	\$14,394,604	\$14,890,452	\$15,405,779	\$15,941,421	\$15,833,559	\$16,412,497	\$17,014,501	\$17,640,574
Rate Funded Capital	3,275,000	2,800,000	3,860,000	4,450,000	5,100,000	5,850,000	6,750,000	6,900,000	7,050,000	7,250,000
Net Debt Service	11,142,403	11,008,702	10,906,650	10,940,346	10,974,585	11,003,680	11,037,847	11,071,896	11,110,842	11,149,699
Total Expenses	\$27,298,545	\$27,790,138	\$29,161,254	\$30,280,797	\$31,480,363	\$32,795,101	\$33,621,406	\$34,384,393	\$35,175,343	\$36,040,273
<i>Less: Connection Fees</i>	<i>\$463,140</i>	<i>\$484,119</i>	<i>\$580,000</i>	<i>\$715,000</i>	<i>\$895,000</i>	<i>\$1,152,605</i>	<i>\$940,000</i>	<i>\$690,000</i>	<i>\$640,000</i>	<i>\$640,000</i>
Transfers to Reserves	\$0	\$0	\$784	\$1,361	\$1,542	\$0	\$53,786	\$171,902	\$501,814	\$848,901
Total Revenue Requirement	\$26,835,406	\$27,306,019	\$28,582,038	\$29,567,158	\$30,586,905	\$31,642,496	\$32,735,192	\$33,866,295	\$35,037,157	\$36,249,175
Bal./(Def.) of Funds	\$0	(\$398,135)	(\$1,218,413)	(\$2,069,494)	(\$2,954,532)	(\$3,874,741)	(\$4,831,377)	(\$5,825,741)	(\$6,859,179)	(\$7,933,086)
Incr. as a % of Pres. Rates	0.0%	1.5%	4.5%	7.7%	10.9%	14.2%	17.7%	21.2%	24.8%	28.6%
Proposed Rate Adj. - July	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Proposed Rate Adj. - January	0.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Cumulative Annualized Rate Adj.	0.0%	1.5%	4.5%	7.7%	10.9%	14.2%	17.7%	21.2%	24.8%	28.6%
Add'l Revenue from Rate Increase	\$0	\$398,135	\$1,218,413	\$2,069,494	\$2,954,532	\$3,874,741	\$4,831,377	\$5,825,741	\$6,859,179	\$7,933,086
Total Balance/(Deficiency) of Funds	\$0	\$0	\$0	(\$0)	(\$0)	\$0	\$0	\$0	\$0	(\$0)
Additional Rate Adjustment Required	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Average Residential Rate - \$/ Month	<i>(1" Meter + 11 CCF)</i>									
Current Average Residential Bill	\$99.43									
After Proposed Rate Adjustment	\$99.43	\$100.92	\$103.95	\$107.07	\$110.28	\$113.59	\$117.00	\$120.51	\$124.12	\$127.84

City of Woodland
Water Rate Study
Exhibit 2
Escalation Factors

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Revenues										
Rate Revenues	1.0%	1.0%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	
Miscellaneous Revenues	Budget	1.0%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	
Expenses										
Salaries	Budget	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	
Benefits - Medical	Budget	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	
Benefits - Other	Budget	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	
Benefits - Retirement	Budget	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	
Professional Services	Budget	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	
Materials & Supplies	Budget	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Equipment	Budget	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	
Education / Meetings	Budget	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Utilities	Budget	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	
Miscellaneous	Budget	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	
Transfers	Budget	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Depreciation	Budget	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	
Regulatory	Budget	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	
Chemicals	Budget	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	
Flat	Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Interest	0.8%	0.9%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	
Revenue Bond										
Rate	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	
Term (Yrs)	20	20	20	20	20	20	20	20	20	

City of Woodland
Water Rate Study
Exhibit 3
Revenue Requirement

Page 1 of 11

	<i>Budget</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Rate Revenues										
Residential	\$17,992,482	\$18,172,406	\$18,263,269	\$18,354,585	\$18,446,358	\$18,538,590	\$18,631,283	\$18,724,439	\$18,818,061	As Rate Revenues
Non-Residential	5,332,324	5,385,648	5,412,576	5,439,639	5,466,837	5,494,171	5,521,642	5,549,250	5,576,996	As Rate Revenues
Large Uniform Users	0	0	0	0	0	0	0	0	0	As Rate Revenues
Landscape	3,217,536	3,249,712	3,265,960	3,282,290	3,298,701	3,315,195	3,331,771	3,348,430	3,365,172	As Rate Revenues
Recycled Water Loss of Revenues	0	0	0	0	0	0	0	0	0	As Rate Revenues
Total Rate Revenues	\$26,542,342	\$26,807,766	\$26,941,805	\$27,076,514	\$27,211,896	\$27,347,956	\$27,484,695	\$27,622,119	\$27,760,229	
Miscellaneous Revenues										
Installation Charge	\$10,450	\$10,450	\$10,450	\$10,450	\$10,450	\$10,450	\$10,450	\$10,450	\$10,450	As Flat
AMR Installation Fee	33,750	33,750	33,750	33,750	33,750	33,750	33,750	33,750	33,750	As Flat
Recycled Water Sales	190,317	380,634	380,634	380,634	380,634	380,634	380,634	380,634	380,634	As Flat
Other Miscellaneous Revenue	131,025	131,025	131,025	131,025	131,025	131,025	131,025	131,025	131,025	As Flat
Total Miscellaneous Revenues	\$365,542	\$555,859	\$555,859	\$555,859	\$555,859	\$555,859	\$555,859	\$555,859	\$555,859	
Total Revenues	\$26,907,884	\$27,363,625	\$27,497,664	\$27,632,373	\$27,767,755	\$27,903,815	\$28,040,554	\$28,177,978	\$28,316,088	
Bill & Collect - Water										
Personnel										
Salaries-Perm Full Time	\$203,417	\$210,537	\$217,905	\$225,532	\$233,426	\$241,596	\$250,051	\$258,803	\$267,861	As Salaries
Hourly Wages - Temporary	2,000	2,070	2,142	2,217	2,295	2,375	2,459	2,545	2,634	As Salaries
Vacation Buyout	1,200	1,248	1,298	1,350	1,404	1,460	1,518	1,579	1,642	As Benefits - Other
Admin Buyout	250	260	270	281	292	304	316	329	342	As Benefits - Other
Comp Time Buyout	300	312	324	337	351	365	380	395	411	As Benefits - Other
Overtime-Perm Full Time	2,500	2,588	2,678	2,772	2,869	2,969	3,073	3,181	3,292	As Salaries
Def Comp City Match	2,790	2,888	2,989	3,093	3,202	3,314	3,430	3,550	3,674	As Salaries
Acting Pay	258	267	276	286	296	306	317	328	340	As Salaries
Wrkrs Comp/Liab Ins	18,357	19,091	19,855	20,649	21,475	22,334	23,227	24,157	25,123	As Benefits - Other
Retirement	72,452	76,799	81,407	86,291	91,469	96,957	102,775	108,941	115,477	As Benefits - Retirement
Health Pay-In Lieu	389	412	437	463	491	521	552	585	620	As Benefits - Medical
Retirement Hlth Svgs Pln	2,748	2,913	3,088	3,273	3,469	3,677	3,898	4,132	4,380	As Benefits - Medical
Life Vision Dental	6,048	6,411	6,796	7,203	7,635	8,094	8,579	9,094	9,640	As Benefits - Medical
Retiree Medical	22,291	23,628	25,046	26,549	28,142	29,830	31,620	33,517	35,528	As Benefits - Medical
Health/Life/Vision Ins	68,589	72,704	77,067	81,691	86,592	91,788	97,295	103,132	109,320	As Benefits - Medical
Unemployment Insurance	1,020	1,061	1,103	1,147	1,193	1,241	1,291	1,342	1,396	As Benefits - Other
Medicare Insurance	2,963	3,141	3,329	3,529	3,741	3,965	4,203	4,455	4,723	As Benefits - Medical
Personnel Offset	1,965	2,034	2,105	2,179	2,255	2,334	2,415	2,500	2,588	As Salaries
Total Personnel	\$409,537	\$428,363	\$448,116	\$468,844	\$490,597	\$513,430	\$537,399	\$562,565	\$588,990	
Supplies/Services										
Office Supplies	\$700	\$721	\$743	\$765	\$788	\$811	\$836	\$861	\$887	As Materials & Supplies
Department Specific Supplies	513	528	544	561	577	595	613	631	650	As Materials & Supplies
Telephone	4,398	4,530	4,666	4,806	4,950	5,098	5,251	5,409	5,571	As Materials & Supplies
Contract Services	115,640	119,687	123,876	128,212	132,700	137,344	142,151	147,126	152,276	As Professional Services
Total Supplies/Services	\$121,251	\$125,467	\$129,829	\$134,343	\$139,015	\$143,849	\$148,851	\$154,027	\$159,384	

	<i>Budget</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Education & Meetings										
Memberships & Dues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Education / Meetings
Conferences, Meetings & Other Training	200	206	212	219	225	232	239	246	253	As Education / Meetings
Education Incentive Reimbursement	1,875	1,931	1,989	2,049	2,110	2,174	2,239	2,306	2,375	As Education / Meetings
Total Education & Meetings	\$2,075	\$2,137	\$2,201	\$2,267	\$2,335	\$2,405	\$2,478	\$2,552	\$2,629	
Other Expenses										
Indirect Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Transfers
Technology Services Chargebacks	18,019	18,560	19,116	19,690	20,281	20,889	21,516	22,161	22,826	As Transfers
Credit Card Fees	360,000	367,200	374,544	382,035	389,676	397,469	405,418	413,527	421,797	As Miscellaneous
Total Other Expenses	\$378,019	\$385,760	\$393,660	\$401,725	\$409,956	\$418,358	\$426,934	\$435,688	\$444,623	
Total Bill & Collect - Water	\$910,882	\$941,727	\$973,807	\$1,007,179	\$1,041,903	\$1,078,042	\$1,115,662	\$1,154,832	\$1,195,626	
Water Conservation										
Personnel (023)										
Salaries-Perm Full Time	\$17,187	\$17,789	\$18,411	\$19,056	\$19,722	\$20,413	\$21,127	\$21,867	\$22,632	As Salaries
Def Comp City Match	0	0	0	0	0	0	0	0	0	As Benefits - Other
Wrkrs Comp/Liab Ins	1,550	1,612	1,676	1,744	1,813	1,886	1,961	2,040	2,121	As Benefits - Other
Retirement	6,204	6,576	6,971	7,389	7,832	8,302	8,800	9,329	9,888	As Benefits - Retirement
Retirement Hlth Svgs Pln	192	204	216	229	242	257	272	289	306	As Benefits - Medical
Life Vision Dental	504	534	566	600	636	674	715	758	803	As Benefits - Medical
Retiree Medical	1,858	1,969	2,088	2,213	2,346	2,486	2,636	2,794	2,961	As Benefits - Medical
Health/Life/Vision Ins	5,087	5,392	5,716	6,059	6,422	6,808	7,216	7,649	8,108	As Benefits - Medical
Unemployment Insurance	86	89	93	97	101	105	109	113	118	As Benefits - Other
Medicare Insurance	250	265	281	298	316	335	355	376	398	As Benefits - Medical
Technology Services Chargebacks	1,855	1,929	2,006	2,087	2,170	2,257	2,347	2,441	2,539	As Equipment
Total Personnel (023)	\$34,773	\$36,360	\$38,024	\$39,770	\$41,601	\$43,522	\$45,538	\$47,654	\$49,875	
Personnel (024)										
Salaries-Perm Full Time	\$119,182	\$123,353	\$127,671	\$132,139	\$136,764	\$141,551	\$146,505	\$151,633	\$156,940	As Salaries
Hourly Wages - Temporary	1,949	2,017	2,088	2,161	2,237	2,315	2,396	2,480	2,566	As Salaries
Vacation Buyout	185	192	200	208	216	225	234	243	253	As Benefits - Other
Overtime-Perm Full Time	300	311	321	333	344	356	369	382	395	As Salaries
Def Comp City Match	1,472	1,531	1,592	1,656	1,722	1,791	1,863	1,937	2,015	As Benefits - Other
Acting Pay	150	156	162	169	175	182	190	197	205	As Benefits - Other
Wrkrs Comp/Liab Ins	10,802	11,234	11,683	12,151	12,637	13,142	13,668	14,215	14,783	As Benefits - Other
Retirement	43,838	46,468	49,256	52,212	55,344	58,665	62,185	65,916	69,871	As Benefits - Retirement
Retirement Hlth Svgs Pln	1,542	1,635	1,733	1,837	1,947	2,064	2,187	2,319	2,458	As Benefits - Medical
Life Vision Dental	3,297	3,495	3,705	3,927	4,162	4,412	4,677	4,957	5,255	As Benefits - Medical
Retiree Medical	12,152	12,881	13,654	14,473	15,342	16,262	17,238	18,272	19,368	As Benefits - Medical
Health/Life/Vision Ins	17,618	18,675	19,796	20,983	22,242	23,577	24,991	26,491	28,080	As Benefits - Medical
Unemployment Insurance	600	624	649	675	702	730	759	790	821	As Benefits - Other
Medicare Insurance	1,740	1,844	1,955	2,072	2,197	2,329	2,468	2,616	2,773	As Benefits - Medical
Total Personnel (024)	\$214,827	\$224,417	\$234,465	\$244,995	\$256,032	\$267,601	\$279,730	\$292,448	\$305,785	

	Budget	Projected								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Supplies & Services										
Office Supplies	\$349	\$359	\$370	\$381	\$393	\$405	\$417	\$429	\$442	As Materials & Supplies
Postage	175	180	186	191	197	203	209	215	222	As Materials & Supplies
Pubs & Periodicals	300	309	318	328	338	348	358	369	380	As Materials & Supplies
Printing	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	As Materials & Supplies
Department Specific Supplies	13,741	14,153	14,578	15,015	15,466	15,930	16,407	16,900	17,407	As Materials & Supplies
Advertising	7,350	7,571	7,798	8,032	8,272	8,521	8,776	9,040	9,311	As Materials & Supplies
Telephone	840	865	891	918	945	974	1,003	1,033	1,064	As Materials & Supplies
Cell Phones	720	742	764	787	810	835	860	886	912	As Materials & Supplies
Maint Office Equip	300	312	324	337	351	365	380	395	411	As Equipment
Contract Services	19,001	19,666	20,354	21,067	21,804	22,567	23,357	24,175	25,021	As Professional Services
Total Supplies & Services	\$43,776	\$45,187	\$46,644	\$48,149	\$49,702	\$51,305	\$52,961	\$54,671	\$56,435	
Education & Meetings										
Memberships Dues	\$3,974	\$4,093	\$4,216	\$4,342	\$4,473	\$4,607	\$4,745	\$4,888	\$5,034	As Education / Meetings
Conf & Mtgs	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	As Education / Meetings
Education Incent Reimb	1,250	1,288	1,326	1,366	1,407	1,449	1,493	1,537	1,583	As Education / Meetings
Indirect Expense	0	0	0	0	0	0	0	0	0	As Education / Meetings
Total Education & Meetings	\$7,224	\$7,441	\$7,664	\$7,894	\$8,131	\$8,375	\$8,626	\$8,885	\$9,151	
Other Expenses										
Technology Services Chargebacks	\$12,135	\$12,499	\$12,874	\$13,260	\$13,658	\$14,068	\$14,490	\$14,925	\$15,372	As Transfers
Fixed Fleet Cost	6,628	6,893	7,169	7,456	7,754	8,064	8,387	8,722	9,071	As Equipment
Variable Fleet Cost	5,780	6,011	6,252	6,502	6,762	7,032	7,314	7,606	7,910	As Equipment
Contract Services	7,168	7,419	7,679	7,947	8,225	8,513	8,811	9,120	9,439	As Salaries
Total Other Expenses	\$31,711	\$32,822	\$33,973	\$35,165	\$36,399	\$37,677	\$39,001	\$40,372	\$41,792	
Total Water Conservation	\$332,311	\$346,227	\$360,770	\$375,972	\$391,864	\$408,481	\$425,857	\$444,030	\$463,039	
Water Wells O&M										
Personnel										
Salaries-Perm Full Time	\$626,420	\$648,345	\$671,037	\$694,523	\$718,831	\$743,990	\$770,030	\$796,981	\$824,876	As Salaries
Hourly Wages - Temporary	11,306	11,702	12,111	12,535	12,974	13,428	13,898	14,384	14,888	As Salaries
Vacation Buyout	6,157	6,403	6,659	6,926	7,203	7,491	7,791	8,102	8,426	As Benefits - Other
Admin Buyout	800	832	865	900	936	973	1,012	1,053	1,095	As Benefits - Other
Comp Time Buyout	350	362	375	388	402	416	430	445	461	As Salaries
Overtime-Perm Full Time	30,000	31,050	32,137	33,262	34,426	35,631	36,878	38,168	39,504	As Salaries
Def Comp City Match	10,435	10,852	11,286	11,738	12,207	12,696	13,204	13,732	14,281	As Benefits - Other
Acting Pay	6,053	6,295	6,547	6,809	7,081	7,364	7,659	7,965	8,284	As Benefits - Other
Standby Pay	20,500	21,320	22,173	23,060	23,982	24,941	25,939	26,977	28,056	As Benefits - Other
Wrks Comp/Liab Ins (b)	56,629	58,894	61,250	63,700	66,248	68,898	71,654	74,520	77,501	As Benefits - Other
Retirement	225,360	238,882	253,214	268,407	284,512	301,583	319,677	338,858	359,190	As Benefits - Retirement
Health Pay-In Lieu	10,692	11,334	12,014	12,734	13,498	14,308	15,167	16,077	17,041	As Benefits - Medical
Retirement Hlth Svgs Pln	10,902	11,556	12,249	12,984	13,764	14,589	15,465	16,393	17,376	As Benefits - Medical
Life Vision Dental	16,044	17,007	18,027	19,109	20,255	21,470	22,759	24,124	25,572	As Benefits - Medical
Retiree Medical	59,134	62,682	66,443	70,430	74,655	79,135	83,883	88,916	94,251	As Benefits - Medical
Health/Life/Vision Ins	107,034	113,456	120,263	127,479	135,128	143,236	151,830	160,940	170,596	As Benefits - Medical
Unemployment Insurance	3,146	3,335	3,535	3,747	3,972	4,210	4,463	4,730	5,014	As Benefits - Medical
Medicare Insurance	9,278	9,835	10,425	11,050	11,713	12,416	13,161	13,951	14,788	As Benefits - Medical
Total Personnel	\$1,210,240	\$1,264,141	\$1,320,611	\$1,379,781	\$1,441,787	\$1,506,775	\$1,574,898	\$1,646,316	\$1,721,198	

	Budget	Projected								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Supplies & Services										
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Materials & Supplies
Office Supplies	960	989	1,018	1,049	1,080	1,113	1,146	1,181	1,216	As Materials & Supplies
Postage	100	103	106	109	113	116	119	123	127	As Materials & Supplies
Pubs & Periodicals	100	103	106	109	113	116	119	123	127	As Materials & Supplies
Printing	2,511	2,586	2,664	2,744	2,826	2,911	2,998	3,088	3,181	As Materials & Supplies
Copy Machine Costs	350	361	371	382	394	406	418	430	443	As Materials & Supplies
Department Specific Supplies	130,052	136,555	143,382	150,551	158,079	165,983	174,282	182,996	192,146	As Chemicals
Personal Protective Equipment	2,750	2,833	2,917	3,005	3,095	3,188	3,284	3,382	3,484	As Materials & Supplies
Laundry	900	927	955	983	1,013	1,043	1,075	1,107	1,140	As Materials & Supplies
Tools	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	As Materials & Supplies
Advertising	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	As Materials & Supplies
Telephone (b)	1,260	1,298	1,337	1,377	1,418	1,461	1,505	1,550	1,596	As Materials & Supplies
Cell Phones	3,288	3,387	3,488	3,593	3,701	3,812	3,926	4,044	4,165	As Materials & Supplies
Maintenance - Equipment	5,340	5,554	5,776	6,007	6,247	6,497	6,757	7,027	7,308	As Equipment
Contract Services	207,276	214,531	222,039	229,811	237,854	246,179	254,795	263,713	272,943	As Professional Services
Total Supplies & Services	\$358,887	\$373,344	\$388,404	\$404,092	\$420,435	\$437,461	\$455,200	\$473,684	\$492,943	
Education & Meetings										
Memberships & Dues	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,159	\$1,194	\$1,230	\$1,267	As Education / Meetings
Conferences, Meetings & Other Training	16,150	16,635	17,134	17,648	18,177	18,722	19,284	19,862	20,458	As Education / Meetings
Mandatory Training	5,125	5,279	5,437	5,600	5,768	5,941	6,120	6,303	6,492	As Education / Meetings
Education Incentive Reimbursement	3,125	3,219	3,315	3,415	3,517	3,623	3,731	3,843	3,959	As Education / Meetings
Total Education & Meetings	\$25,400	\$26,162	\$26,947	\$27,755	\$28,588	\$29,446	\$30,329	\$31,239	\$32,176	
Other Expenses										
Distributions To Other Agencies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Transfers
Indirect Expense	0	0	0	0	0	0	0	0	0	As Transfers
Other Utilities	225,000	234,000	243,360	253,094	263,218	273,747	284,697	296,085	307,928	As Utilities
Technology Services Chargebacks	48,631	50,090	51,593	53,140	54,735	56,377	58,068	59,810	61,604	As Transfers
Fixed Fleet Cost	31,642	32,908	34,224	35,593	37,017	38,497	40,037	41,639	43,304	As Equipment
Variable Fleet Cost	28,534	29,675	30,862	32,097	33,381	34,716	36,105	37,549	39,051	As Equipment
Total Other Expenses	\$333,807	\$346,673	\$360,039	\$373,925	\$388,350	\$403,337	\$418,907	\$435,082	\$451,887	
Total Water Wells O&M	\$1,928,334	\$2,010,320	\$2,096,001	\$2,185,552	\$2,279,160	\$2,377,019	\$2,479,334	\$2,586,320	\$2,698,205	

	Budget	Projected								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Water Distribution System										
Personnel (086)										
Salaries-Perm Full Time	\$968,316	\$1,002,207	\$1,037,284	\$1,073,589	\$1,111,165	\$1,150,056	\$1,190,308	\$1,231,968	\$1,275,087	As Salaries
Hourly Wages - Temporary	53,826	55,710	57,660	59,678	61,767	63,928	66,166	68,482	70,879	As Salaries
Vacation Buyout	12,100	12,584	13,087	13,611	14,155	14,722	15,310	15,923	16,560	As Benefits - Other
Comp Time Buyout	500	520	541	562	585	608	633	658	684	As Benefits - Other
Overtime-Perm Full Time	45,000	46,575	48,205	49,892	51,639	53,446	55,316	57,253	59,256	As Salaries
Def Comp City Match	12,016	12,497	12,997	13,516	14,057	14,619	15,204	15,812	16,445	As Benefits - Other
Acting Pay	3,862	3,997	4,137	4,282	4,432	4,587	4,747	4,914	5,086	As Salaries
Standby Pay	18,000	18,720	19,469	20,248	21,057	21,900	22,776	23,687	24,634	As Benefits - Other
Wrkrs Comp/Liab Ins	87,363	92,605	98,161	104,051	110,294	116,911	123,926	131,362	139,243	As Benefits - Retirement
Retirement	351,371	365,426	380,043	395,245	411,054	427,497	444,596	462,380	480,875	As Benefits - Other
Health Pay-In Lieu	22,162	23,492	24,901	26,395	27,979	29,658	31,437	33,323	35,323	As Benefits - Medical
Retirement Hlth Svgs Pln	14,030	14,872	15,764	16,710	17,713	18,775	19,902	21,096	22,362	As Benefits - Medical
Life Vision Dental	32,550	34,503	36,573	38,768	41,094	43,559	46,173	48,943	51,880	As Benefits - Medical
Retiree Medical	119,970	127,168	134,798	142,886	151,459	160,547	170,180	180,391	191,214	As Benefits - Medical
Health/Life/Vision Ins	251,641	266,739	282,744	299,708	317,691	336,752	356,958	378,375	401,078	As Benefits - Medical
Unemployment Insurance	4,854	5,024	5,200	5,382	5,570	5,765	5,967	6,176	6,392	As Salaries
Medical Insurance	14,397	15,261	16,176	17,147	18,176	19,266	20,422	21,648	22,947	As Benefits - Medical
Total Personnel (086)	\$2,011,958	\$2,097,899	\$2,187,740	\$2,281,670	\$2,379,886	\$2,482,597	\$2,590,021	\$2,702,389	\$2,819,944	
Personnel (023)										
Salaries-Perm Full Time	\$5,744	\$5,945	\$6,153	\$6,368	\$6,591	\$6,822	\$7,061	\$7,308	\$7,564	As Salaries
Def Comp City Match	0	0	0	0	0	0	0	0	0	As Benefits - Other
Wrkrs Comp/Liab Ins	518	539	560	583	606	630	655	682	709	As Benefits - Other
Retirement	2,070	2,194	2,326	2,465	2,613	2,770	2,936	3,113	3,299	As Benefits - Retirement
Retirement Hlth Svgs Pln	72	76	81	86	91	96	102	108	115	As Benefits - Medical
Life Vision Dental	168	178	189	200	212	225	238	253	268	As Benefits - Medical
Retiree Medical	619	656	696	737	781	828	878	931	987	As Benefits - Medical
Health/Life/Vision Ins	1,744	1,849	1,960	2,077	2,202	2,334	2,474	2,622	2,780	As Benefits - Medical
Unemployment Insurance	29	31	33	35	37	39	41	44	46	As Benefits - Medical
Medicare Insurance	83	88	93	99	105	111	118	125	132	As Benefits - Medical
Technology Services Chargebacks	618	643	668	695	723	752	782	813	846	As Equipment
Total Personnel (023)	\$11,665	\$12,199	\$12,758	\$13,345	\$13,961	\$14,608	\$15,286	\$15,998	\$16,745	
Supplies & Services										
Office Supplies	\$1,500	\$1,545	\$1,591	\$1,639	\$1,688	\$1,739	\$1,791	\$1,845	\$1,900	As Materials & Supplies
Postage	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	As Materials & Supplies
Printing	400	412	424	437	450	464	478	492	507	As Materials & Supplies
Copy Machine Costs	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	As Materials & Supplies
Department Specific Supplies	368,059	386,462	405,785	426,074	447,378	469,747	493,234	517,896	543,791	As Chemicals
Personal Protective Equipment	7,500	7,725	7,957	8,195	8,441	8,695	8,955	9,224	9,501	As Materials & Supplies
Laundry	3,825	3,940	4,058	4,180	4,305	4,434	4,567	4,704	4,845	As Materials & Supplies
Tools	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	As Materials & Supplies
Advertising	500	515	530	546	563	580	597	615	633	As Materials & Supplies
Telephone	1,260	1,298	1,337	1,377	1,418	1,461	1,505	1,550	1,596	As Materials & Supplies
Cell Phones	8,064	8,306	8,555	8,812	9,076	9,348	9,629	9,918	10,215	As Materials & Supplies
Maintenance - Equipment	10,664	11,091	11,534	11,996	12,475	12,974	13,493	14,033	14,594	As Equipment
Contract Services	305,251	315,935	326,993	338,437	350,283	362,542	375,231	388,365	401,957	As Professional Services
Total Supplies & Services	\$716,023	\$746,498	\$778,313	\$811,528	\$846,207	\$882,417	\$920,227	\$959,710	\$1,000,941	

	<i>Budget</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Education & Meetings										
Memberships & Dues	\$8,517	\$8,773	\$9,036	\$9,307	\$9,586	\$9,874	\$10,170	\$10,475	\$10,789	As Education / Meetings
Mandatory Training	20,700	21,321	21,961	22,619	23,298	23,997	24,717	25,458	26,222	As Education / Meetings
Education Incentive Reimbursement	12,500	12,875	13,261	13,659	14,069	14,491	14,926	15,373	15,835	As Education / Meetings
Total Education & Meetings	\$41,717	\$42,969	\$44,258	\$45,585	\$46,953	\$48,361	\$49,812	\$51,307	\$52,846	
Other Expenses										
Machinery & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Equipment
Gas & Oil	1,000	1,040	1,082	1,125	1,170	1,217	1,265	1,316	1,369	As Utilities
Indirect Expense	356,476	363,606	370,878	378,295	385,861	393,578	401,450	409,479	417,668	As Miscellaneous
Technology Services Chargebacks	98,663	100,636	102,649	104,702	106,796	108,932	111,111	113,333	115,599	As Miscellaneous
Fixed Fleet Cost	110,780	115,211	119,820	124,612	129,597	134,781	140,172	145,779	151,610	As Equipment
Variable Fleet Cost	210,109	218,513	227,254	236,344	245,798	255,630	265,855	276,489	287,549	As Equipment
Lease Payment Chargeback	149,657	152,650	155,703	158,817	161,994	165,233	168,538	171,909	175,347	As Miscellaneous
Transfers-General	14,342	14,629	14,921	15,220	15,524	15,835	16,151	16,474	16,804	As Miscellaneous
Total Other Expenses	\$941,027	\$966,285	\$992,306	\$1,019,116	\$1,046,739	\$1,075,206	\$1,104,542	\$1,134,779	\$1,165,946	
Total Water Distribution System	\$3,722,390	\$3,865,849	\$4,015,375	\$4,171,244	\$4,333,747	\$4,503,189	\$4,679,889	\$4,864,182	\$5,056,422	
Operations Admin										
Personnel (027)										
Salaries-Perm Full Time	\$382,346	\$395,728	\$409,579	\$423,914	\$438,751	\$454,107	\$470,001	\$486,451	\$503,477	As Salaries
Hourly Wages - Temporary	7,524	7,787	8,060	8,342	8,634	8,936	9,249	9,573	9,908	As Salaries
Vacation Buyout	28,000	28,980	29,994	31,044	32,131	33,255	34,419	35,624	36,871	As Salaries
Admin Buyout	7,500	7,763	8,034	8,315	8,606	8,908	9,219	9,542	9,876	As Salaries
Def Comp City Match	5,871	6,106	6,350	6,604	6,868	7,143	7,429	7,726	8,035	As Benefits - Other
Acting Pay	2,136	2,211	2,288	2,368	2,451	2,537	2,626	2,718	2,813	As Salaries
Wrkrs Comp/Liab Ins	34,689	36,077	37,520	39,020	40,581	42,204	43,893	45,648	47,474	As Benefits - Other
Retirement	137,614	145,871	154,623	163,900	173,735	184,159	195,208	206,921	219,336	As Benefits - Retirement
Health Pay-In Lieu	2,053	2,176	2,307	2,445	2,592	2,747	2,912	3,087	3,272	As Benefits - Medical
Retirement Hlth Svgs Pln	4,826	5,116	5,422	5,748	6,093	6,458	6,846	7,257	7,692	As Benefits - Medical
Life Vision Dental	8,300	8,798	9,326	9,885	10,479	11,107	11,774	12,480	13,229	As Benefits - Medical
Retiree Medical	30,592	32,428	34,373	36,436	38,622	40,939	43,395	45,999	48,759	As Benefits - Medical
Health/Life/Vision Ins	61,928	65,644	69,582	73,757	78,183	82,874	87,846	93,117	98,704	As Benefits - Medical
Unemployment Insurance	1,927	2,043	2,165	2,295	2,433	2,579	2,733	2,897	3,071	As Benefits - Medical
Medicare Insurance	5,619	5,956	6,314	6,692	7,094	7,519	7,971	8,449	8,956	As Benefits - Medical
Total Personnel (027)	\$720,925	\$752,682	\$785,937	\$820,767	\$857,251	\$895,473	\$935,521	\$977,488	\$1,021,472	

	<i>Budget</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Personnel (087)										
Salaries-Perm Full Time	\$191,252	\$197,946	\$204,874	\$212,045	\$219,466	\$227,147	\$235,098	\$243,326	\$251,842	As Salaries
Vacation Buyout	5,500	5,693	5,892	6,098	6,311	6,532	6,761	6,998	7,242	As Salaries
Admin Buyout	1,500	1,553	1,607	1,663	1,721	1,782	1,844	1,908	1,975	As Salaries
Overtime-Perm Full Time	100	104	107	111	115	119	123	127	132	As Salaries
Def Comp City Match	4,158	4,324	4,497	4,677	4,864	5,059	5,261	5,472	5,691	As Benefits - Other
Acting Pay	150	155	161	166	172	178	184	191	198	As Salaries
Wrkrs Comp/Liab Ins	17,255	18,290	19,388	20,551	21,784	23,091	24,477	25,945	27,502	As Benefits - Retirement
Retirement	68,972	71,731	74,600	77,584	80,687	83,915	87,272	90,762	94,393	As Benefits - Other
Health Pay-In Lieu	2,673	2,833	3,003	3,184	3,375	3,577	3,792	4,019	4,260	As Benefits - Medical
Retirement Hlth Svgs Pln	1,740	1,844	1,955	2,072	2,197	2,329	2,468	2,616	2,773	As Benefits - Medical
Life Vision Dental	4,935	5,231	5,545	5,878	6,230	6,604	7,000	7,420	7,866	As Benefits - Medical
Retiree Medical	18,189	19,280	20,437	21,663	22,963	24,341	25,801	27,350	28,991	As Benefits - Medical
Health/Life/Vision Ins	39,017	41,358	43,840	46,470	49,258	52,214	55,346	58,667	62,187	As Benefits - Medical
Unemployment Insurance	959	1,017	1,078	1,142	1,211	1,283	1,360	1,442	1,529	As Benefits - Medical
Medicare Insurance	2,819	2,988	3,167	3,357	3,559	3,772	3,999	4,239	4,493	As Benefits - Medical
Total Personnel (087)	\$359,219	\$374,347	\$390,150	\$406,662	\$423,914	\$441,943	\$460,786	\$480,483	\$501,073	
Supplies & Services (027)										
Office Supplies	\$700	\$721	\$743	\$765	\$788	\$811	\$836	\$861	\$887	As Materials & Supplies
Postage	100	103	106	109	113	116	119	123	127	As Materials & Supplies
Pubs & Periodicals	300	309	318	328	338	348	358	369	380	As Materials & Supplies
Printing	1,700	1,751	1,804	1,858	1,913	1,971	2,030	2,091	2,154	As Materials & Supplies
Copy Machine Costs	1,550	1,597	1,644	1,694	1,745	1,797	1,851	1,906	1,963	As Materials & Supplies
Spec Dept Supplies	2,300	2,369	2,440	2,513	2,589	2,666	2,746	2,829	2,914	As Materials & Supplies
Personnel Supp & Equip	500	515	530	546	563	580	597	615	633	As Materials & Supplies
Advertising	500	515	530	546	563	580	597	615	633	As Materials & Supplies
Telephone	900	927	955	983	1,013	1,043	1,075	1,107	1,140	As Materials & Supplies
Cell Phones	2,820	2,905	2,992	3,081	3,174	3,269	3,367	3,468	3,572	As Materials & Supplies
Contract Services	10,789	11,167	11,557	11,962	12,381	12,814	13,262	13,727	14,207	As Professional Services
Total Supplies & Services (027)	\$22,159	\$22,878	\$23,620	\$24,386	\$25,178	\$25,995	\$26,839	\$27,710	\$28,610	
Supplies & Services (087)										
Office Supplies	\$1,353	\$1,394	\$1,435	\$1,478	\$1,523	\$1,568	\$1,616	\$1,664	\$1,714	As Materials & Supplies
Postage	25	26	27	27	28	29	30	31	32	As Materials & Supplies
Pubs & Periodicals	150	155	159	164	169	174	179	184	190	As Materials & Supplies
Printing	25	26	27	27	28	29	30	31	32	As Materials & Supplies
Copy Machine Costs	300	309	318	328	338	348	358	369	380	As Materials & Supplies
Department Specific Supplies	834	859	885	911	939	967	996	1,026	1,056	As Materials & Supplies
Telephone	2,100	2,163	2,228	2,295	2,364	2,434	2,508	2,583	2,660	As Materials & Supplies
Cell Phones	720	742	764	787	810	835	860	886	912	As Materials & Supplies
Contract Services	11,372	11,770	12,182	12,608	13,050	13,506	13,979	14,468	14,975	As Professional Services
Total Supplies & Services (087)	\$16,879	\$17,442	\$18,024	\$18,626	\$19,248	\$19,890	\$20,555	\$21,241	\$21,951	
Education & Meetings (027)										
Memberships Dues	\$1,750	\$1,803	\$1,857	\$1,912	\$1,970	\$2,029	\$2,090	\$2,152	\$2,217	As Education / Meetings
Education Trng	4,000	4,120	4,244	4,371	4,502	4,637	4,776	4,919	5,067	As Education / Meetings
Education Incent Reimb	1,875	1,931	1,989	2,049	2,110	2,174	2,239	2,306	2,375	As Education / Meetings
Total Education & Meetings (027)	\$7,625	\$7,854	\$8,089	\$8,332	\$8,582	\$8,839	\$9,105	\$9,378	\$9,659	

	<i>Budget</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Education & Meetings (087)										
Memberships Dues	\$150	\$155	\$159	\$164	\$169	\$174	\$179	\$184	\$190	As Education / Meetings
Conf & Mtgs	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	As Education / Meetings
Education Incent Reimb	1,250	1,288	1,326	1,366	1,407	1,449	1,493	1,537	1,583	As Education / Meetings
Total Education & Meetings (087)	\$3,400	\$3,502	\$3,607	\$3,715	\$3,827	\$3,942	\$4,060	\$4,182	\$4,307	
Other Expenses (027)										
Distributions To Other Agencies	\$40,000	\$41,200	\$42,436	\$43,709	\$45,020	\$46,371	\$47,762	\$49,195	\$50,671	As Transfers
Technology Services Chargebacks	30,917	31,845	32,800	33,784	34,797	35,841	36,917	38,024	39,165	As Transfers
Fixed Fleet Cost	4,333	4,506	4,687	4,874	5,069	5,272	5,483	5,702	5,930	As Equipment
Variable Fleet Cost	1,767	1,838	1,911	1,988	2,067	2,150	2,236	2,325	2,418	As Equipment
Total Other Expenses (027)	\$77,017	\$79,389	\$81,834	\$84,355	\$86,954	\$89,634	\$92,397	\$95,246	\$98,184	
Other Expenses (087)										
Distributions To Other Agencies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Transfers
Technology Services Chargebacks	14,959	15,408	15,870	16,346	16,836	17,342	17,862	18,398	18,950	As Transfers
Total Other Expenses (087)	\$14,959	\$15,408	\$15,870	\$16,346	\$16,836	\$17,342	\$17,862	\$18,398	\$18,950	
Total Operations Admin	\$1,222,183	\$1,273,501	\$1,327,132	\$1,383,189	\$1,441,790	\$1,503,058	\$1,567,124	\$1,634,125	\$1,704,205	
Recycled Water Operations										
Personnel										
Salaries-Perm Full Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Salaries
Overtime-Perm Full Time	15,000	15,525	16,068	16,631	17,213	17,815	18,439	19,084	19,752	As Salaries
Total Personnel	\$15,000	\$15,525	\$16,068	\$16,631	\$17,213	\$17,815	\$18,439	\$19,084	\$19,752	
Supplies & Services										
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Materials & Supplies
Spec Dept Supplies	4,000	4,120	4,244	4,371	4,502	4,637	4,776	4,919	5,067	As Materials & Supplies
Personnel Supp & Equip	500	515	530	546	563	580	597	615	633	As Materials & Supplies
Tools	1,000	1,040	1,082	1,125	1,170	1,217	1,265	1,316	1,369	As Equipment
Contract Services	15,000	15,525	16,068	16,631	17,213	17,815	18,439	19,084	19,752	As Professional Services
Total Supplies & Services	\$20,500	\$21,200	\$21,924	\$22,673	\$23,447	\$24,249	\$25,077	\$25,935	\$26,821	
Education & Meetings										
Education Trng	\$500	\$515	\$530	\$546	\$563	\$580	\$597	\$615	\$633	As Education / Meetings
Total Education & Meetings	\$500	\$515	\$530	\$546	\$563	\$580	\$597	\$615	\$633	
Other Expenses										
Other Utilities	\$2,000	\$2,040	\$2,081	\$2,122	\$2,165	\$2,208	\$2,252	\$2,297	\$2,343	As Miscellaneous
Transfers-General	84,000	85,680	87,394	89,141	90,924	92,743	94,598	96,490	98,419	As Miscellaneous
Total Other Expenses	\$84,000	\$85,680	\$87,394	\$89,141	\$90,924	\$92,743	\$94,598	\$96,490	\$98,419	
Total Recycled Water Operations	\$120,000	\$122,920	\$125,916	\$128,992	\$132,147	\$135,386	\$138,711	\$142,123	\$145,626	

	<i>Budget</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Utility Engineering										
Salaries-Perm Full Time	\$11,628	\$12,035	\$12,456	\$12,892	\$13,343	\$13,810	\$14,294	\$14,794	\$15,312	As Salaries
Wrkrs Comp/Liab Ins	1,047	1,089	1,132	1,178	1,225	1,274	1,325	1,378	1,433	As Benefits - Other
Retirement	4,175	4,426	4,691	4,972	5,271	5,587	5,922	6,278	6,654	As Benefits - Retirement
Health Pay-In Lieu	826	876	928	984	1,043	1,105	1,172	1,242	1,317	As Benefits - Medical
Life Vision Dental	357	378	401	425	451	478	506	537	569	As Benefits - Medical
Retiree Medical	1,316	1,395	1,479	1,567	1,661	1,761	1,867	1,979	2,098	As Benefits - Medical
Unemployment Insurance	58	61	65	69	73	78	82	87	92	As Benefits - Medical
Medicare Insurance	181	192	203	216	229	242	257	272	288	As Benefits - Medical
Technology Services Chargebacks	1,314	1,353	1,394	1,436	1,479	1,523	1,569	1,616	1,665	As Transfers
Total Utility Engineering	\$20,902	\$21,805	\$22,750	\$23,739	\$24,775	\$25,859	\$26,994	\$28,182	\$29,428	
Communications Manager										
Salaries-Perm Full Time	\$4,498	\$4,655	\$4,818	\$4,987	\$5,162	\$5,342	\$5,529	\$5,723	\$5,923	As Salaries
Def Comp City Match	90	94	97	101	105	109	114	118	123	As Benefits - Other
Wrkrs Comp/Liab Ins	405	421	438	456	474	493	512	533	554	As Benefits - Other
Retirement	1,660	1,760	1,865	1,977	2,096	2,221	2,355	2,496	2,646	As Benefits - Retirement
Life Vision Dental	105	111	118	125	133	141	149	158	167	As Benefits - Medical
Retiree Medical	387	410	435	461	489	518	549	582	617	As Benefits - Medical
Health/Life/Vision Ins	454	481	510	541	573	608	644	683	724	As Benefits - Medical
Unemployment Insurance	22	23	25	26	28	29	31	33	35	As Benefits - Medical
Medicare Insurance	65	69	73	77	82	87	92	98	104	As Benefits - Medical
Total Communications Manager	\$7,686	\$8,025	\$8,380	\$8,751	\$9,140	\$9,548	\$9,976	\$10,423	\$10,893	
Other O&M										
Senior WSO From 50 to 54	\$11,000	\$11,385	\$11,783	\$12,196	\$12,623	\$13,065	\$13,522	\$13,995	\$14,485	As Salaries
WSO II From 45 to 46	2,000	2,070	2,142	2,217	2,295	2,375	2,459	2,545	2,634	As Salaries
WSO I From 40 to 42	3,000	3,105	3,214	3,326	3,443	3,563	3,688	3,817	3,950	As Salaries
Meter Technician [Rplcmnt Program (GS 46)]	121,346	125,593	129,989	134,538	139,247	144,121	149,165	154,386	159,790	As Salaries
Backflow Technician (GS 46)	121,346	125,593	129,989	134,538	139,247	144,121	149,165	154,386	159,790	As Salaries
Backflow Technician Truck	9,300	9,626	9,962	10,311	10,672	11,045	11,432	11,832	12,246	As Salaries
Replacement Program Truck - One Time	32,000	0	0	0	0	0	0	0	0	
Backflow Technician Truck - One Time	32,000	0	0	0	0	0	0	0	0	
Reporting Technician	100,000	103,500	107,123	110,872	114,752	118,769	122,926	127,228	131,681	As Salaries
Backflow Program Costs	207,824	214,059	220,480	227,095	233,908	240,925	248,153	255,597	263,265	As Materials & Supplies
Total Other O&M	\$639,816	\$594,930	\$614,683	\$635,094	\$656,187	\$677,984	\$700,509	\$723,786	\$747,840	
Surface Water Project Expenses										
O&M Funded through Rates	\$4,412,238	\$4,544,605	\$4,680,943	\$4,821,372	\$4,966,013	\$5,114,993	\$5,268,443	\$5,426,496	\$5,589,291	WDCWA Operating Budget
Reserve Funding for JPA	664,694	664,694	664,694	664,694	664,694	0	0	0	0	
Total Surface Water Project Expenses	\$5,076,932	\$5,209,299	\$5,345,637	\$5,486,066	\$5,630,707	\$5,114,993	\$5,268,443	\$5,426,496	\$5,589,291	
Total O&M Expenses	\$13,981,436	\$14,394,604	\$14,890,452	\$15,405,779	\$15,941,421	\$15,833,559	\$16,412,497	\$17,014,501	\$17,640,574	
Rate Funded Capital	\$2,800,000	\$3,860,000	\$4,450,000	\$5,100,000	\$5,850,000	\$6,750,000	\$6,900,000	\$7,050,000	\$7,250,000	FY 19 Dep. Exp. \$5,742,657

	Budget	Projected								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Debt Service										
ARRA Loan	\$476,252	\$476,252	\$476,252	\$476,252	\$476,252	\$476,252	\$476,252	\$476,252	\$476,252	Debt Schedule
2014 DWSRF	1,567,704	1,567,704	1,567,704	1,567,704	1,567,704	1,567,704	1,567,704	1,567,704	1,567,704	Debt Schedule
Recycled Water	69,244	69,244	69,244	69,244	69,244	69,244	69,244	69,244	69,244	Debt Schedule
2011 Rev Bond	661,233	0	0	0	0	0	0	0	0	Debt Schedule
SRF (Joint)	6,165,183	6,165,183	6,165,183	6,165,183	6,165,183	6,165,183	6,165,183	6,165,183	6,165,183	Debt Schedule
2017 Series A	1,426,070	1,454,820	1,484,820	1,513,070	1,548,320	1,575,070	1,608,570	1,643,320	1,679,070	Debt Schedule
2017 Series B	147,133	149,948	152,143	156,733	154,978	162,395	163,744	169,540	170,047	Debt Schedule
2021 Refund Bond	495,884	938,500	940,000	941,400	937,000	937,000	936,200	934,600	937,200	Debt Schedule
Recycled Water System Expansion	0	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	Projected
Additional Revenue Bonds	0	0	0	0	0	0	0	0	0	Calculated @ 4.5% for 20 Yrs
Total Debt Service	\$11,008,702	\$10,906,650	\$10,940,346	\$10,974,585	\$11,003,680	\$11,037,847	\$11,071,896	\$11,110,842	\$11,149,699	
<i>Less: Existing Connection Fees</i>	<i>\$55,000</i>	<i>\$75,000</i>	<i>\$75,000</i>	<i>\$85,000</i>	<i>\$85,000</i>	<i>\$40,000</i>	<i>\$40,000</i>	<i>\$40,000</i>	<i>\$40,000</i>	
<i>Less: SWP Connection Fees</i>	<i>\$429,119</i>	<i>\$505,000</i>	<i>\$640,000</i>	<i>\$810,000</i>	<i>\$1,067,605</i>	<i>\$900,000</i>	<i>\$650,000</i>	<i>\$600,000</i>	<i>\$600,000</i>	
Net Debt Service	\$10,524,583	\$10,326,650	\$10,225,346	\$10,079,585	\$9,851,075	\$10,097,847	\$10,381,896	\$10,470,842	\$10,509,699	
Transfers to Reserves										
Transfers To - Operating Reserve	\$0	\$784	\$1,361	\$1,542	\$0	\$53,786	\$171,902	\$501,814	\$848,901	
Transfers To - Capital Reserve	0	0	0	0	0	0	0	0	0	
Total Transfers to Reserves	\$0	\$784	\$1,361	\$1,542	\$0	\$53,786	\$171,902	\$501,814	\$848,901	
Total Revenue Requirement	\$27,306,019	\$28,582,038	\$29,567,158	\$30,586,905	\$31,642,496	\$32,735,192	\$33,866,295	\$35,037,157	\$36,249,175	
Bal./(Def.) of Funds	(\$398,135)	(\$1,218,413)	(\$2,069,494)	(\$2,954,532)	(\$3,874,741)	(\$4,831,377)	(\$5,825,741)	(\$6,859,179)	(\$7,933,086)	
Incr. as a % of Pres. Rates	1.5%	4.5%	7.7%	10.9%	14.2%	17.7%	21.2%	24.8%	28.6%	
Proposed Rate Adj. - July	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
# of Effective Months	6	6	6	6	6	6	6	6	6	
Proposed Rate Adj. - January	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
# of Effective Months	6	6	6	6	6	6	6	6	6	
Cumulative Annualized Rate Adj.	1.5%	4.5%	7.7%	10.9%	14.2%	17.7%	21.2%	24.8%	28.6%	
Add'l Revenue from Rate Increase	\$398,135	\$1,218,413	\$2,069,494	\$2,954,532	\$3,874,741	\$4,831,377	\$5,825,741	\$6,859,179	\$7,933,086	
Bal./(Def.) of Funds	\$0	\$0	(\$0)	(\$0)	\$0	\$0	\$0	\$0	\$0	
As a % of Rate Revenues	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

	<i>Budget</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Average Monthly Bill (Jan 2019 Rates)	<i>(1" Meter + 11 CCF)</i>									
After Proposed Rate Adjustment	\$100.92	\$103.95	\$107.07	\$110.28	\$113.59	\$117.00	\$120.51	\$124.12	\$127.84	
Difference	\$1.49	\$3.03	\$3.12	\$3.21	\$3.31	\$3.41	\$3.51	\$3.62	\$3.72	
Cumulative	\$1.49	\$4.52	\$7.64	\$10.85	\$14.16	\$17.57	\$21.08	\$24.69	\$28.41	
Debt Service Coverage Ratio (DSC)										
DSC	1.33	1.44	1.51	1.58	1.67	1.75	1.75	1.79	1.84	
DSC - Excluding Connection Fees	1.28	1.39	1.46	1.53	1.61	1.69	1.70	1.74	1.79	
Reserve Funds										
Total Beginning Reserve Funds	\$23,515,255	\$21,231,186	\$20,348,599	\$20,363,273	\$20,200,900	\$19,780,386	\$17,804,158	\$18,000,357	\$18,582,757	
Operating Reserve Fund										
Beginning Reserve Balance	\$15,980,444	\$13,603,176	\$12,709,728	\$12,838,192	\$12,968,124	\$13,097,805	\$11,462,019	\$11,749,401	\$12,371,217	
Plus: Interest	117,863	117,878	127,104	128,390	129,681	122,188	115,480	120,003	127,957	
Plus: To Reserves	0	784	1,361	1,542	0	53,786	171,902	501,814	848,901	
Less: Uses of Funds - Capital	(2,495,131)	(1,012,110)	0	0	0	(1,811,760)	0	0	0	
Less: Rate Stabilization Deposit	0	0	0	0	0	0	0	0	0	
Bal/(Def) of funds after proposed rate adj.	0	0	(0)	(0)	0	0	0	0	0	
Ending Reserve Balance	\$13,603,176	\$12,709,728	\$12,838,192	\$12,968,124	\$13,097,805	\$11,462,019	\$11,749,401	\$12,371,217	\$13,348,075	
Target: 6 Mo O&M	\$9,070,853	\$9,339,884	\$9,651,647	\$9,975,033	\$10,310,515	\$10,330,793	\$10,691,970	\$11,066,793	\$11,455,824	
Water Development Fund										
Beginning Fund Balance	\$3,434,156	\$3,489,939	\$3,530,491	\$3,575,360	\$3,611,100	\$3,647,623	\$3,729,937	\$3,813,504	\$3,898,338	
Plus: Interest	27,473	31,409	35,305	35,754	36,111	36,476	37,299	38,135	38,983	
Plus: To Development Fund	83,310	84,143	84,564	84,986	85,411	85,838	86,268	86,699	87,132	
Less: Uses of Funds	(55,000)	(75,000)	(75,000)	(85,000)	(85,000)	(40,000)	(40,000)	(40,000)	(40,000)	
Ending Reserve Balance	\$3,489,939	\$3,530,491	\$3,575,360	\$3,611,100	\$3,647,623	\$3,729,937	\$3,813,504	\$3,898,338	\$3,984,454	
SWS Fee Reserve										
Beginning Fund Balance	\$4,100,655	\$4,138,071	\$4,108,380	\$3,949,721	\$3,621,676	\$3,034,958	\$2,612,202	\$2,437,452	\$2,313,201	
Plus: Interest	32,805	37,243	41,084	39,497	36,217	30,350	26,122	24,375	23,132	
Plus: To Fee Reserve	433,729	438,067	440,257	442,458	444,671	446,894	449,128	451,374	453,631	
Less: Uses of Funds	(429,119)	(505,000)	(640,000)	(810,000)	(1,067,605)	(900,000)	(650,000)	(600,000)	(600,000)	
Ending Reserve Balance	\$4,138,071	\$4,108,380	\$3,949,721	\$3,621,676	\$3,034,958	\$2,612,202	\$2,437,452	\$2,313,201	\$2,189,964	
Total Ending Reserve Funds	\$21,231,186	\$20,348,599	\$20,363,273	\$20,200,900	\$19,780,386	\$17,804,158	\$18,000,357	\$18,582,757	\$19,522,493	

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total	Notes
Public Works											
Replacement Program Truck	\$9,551	\$9,809	\$10,074	\$10,346	\$10,625	\$10,912	\$11,207	\$11,509	\$11,820	\$105,153	
Meters Purchase	205,400	210,946	216,641	222,491	228,498	234,667	241,003	247,510	254,193	2,261,350	
Hydrant Replacement	100,000	105,473	108,321	111,245	114,249	117,334	120,502	123,755	127,097	927,975	
Replace Backhoe (688)	100,000	0	0	0	0	0	0	0	0	0	
Replace Meter Truck (687)	200,000	0	0	0	0	0	0	0	0	200,000	
Replace Dump Truck (776)	165,000	0	0	0	0	0	0	0	0	165,000	
AMI contract renewal	38,000	42,189	44,411	46,578	0	0	0	0	0	171,179	
AMI Hardware Upgrades	20,000	73,831	86,657	97,489	100,121	102,824	105,600	108,452	111,380	806,353	
Future Unidentified CIP	0	0	0	0	0	0	0	0	0	0	
Total Public Works	\$837,951	\$442,248	\$466,104	\$488,148	\$453,493	\$465,737	\$478,312	\$491,226	\$504,490	\$4,637,009	
CIP - 210											
Treatment Plant Exp-Biosolids	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2020 Rd Rehabilitation - Matmor Rd & Gum Ave	0	105,473	0	0	0	0	0	0	0	105,473	
2019 Water Main Replacement Project	0	0	0	0	0	3,872,011	0	0	0	3,872,011	
2022 Water & Sewer Repair & Replac (Pendegast & College)	3,224,780	0	0	0	0	0	0	0	0	3,224,780	
Groundwater Monitoring Wells	821,600	0	0	0	0	0	0	0	0	821,600	
America's Water Infrastructure Act: Risk & Resiliency	0	0	0	83,434	0	0	0	0	95,322	178,756	
Urban Water Management Plan (every 5 years)	0	0	0	166,868	0	0	0	0	228,774	395,642	
2023 water/sewer project	205,400	2,953,241	0	0	0	0	0	0	0	3,158,641	
2024 water/sewer project	0	210,946	3,249,620	0	0	0	0	0	0	3,460,566	
2025 water/sewer project	0	0	216,641	3,671,096	0	0	0	0	0	3,887,737	
2026 water/sewer project	0	0	0	222,491	3,655,966	0	0	0	0	3,878,457	
2027 water/sewer project	0	0	0	0	228,498	3,754,677	0	0	0	3,983,175	
Water meter replacement	205,400	210,946	216,641	222,491	228,498	234,667	241,003	247,510	254,193	2,061,350	
2028 water/sewer project	0	0	0	0	0	234,667	3,976,555	0	0	4,211,223	
2029 water/sewer project	0	0	0	0	0	0	241,003	4,083,922	0	4,324,926	
Well rehabilitation (well 16, 26, etc.)	0	0	0	0	1,142,490	0	0	0	0	1,142,490	
2030 water/sewer project	0	0	0	0	0	0	0	247,510	4,194,188	4,441,699	
Recycled Water Phase II (Spring Lake)	0	949,256	0	0	0	0	0	0	0	949,256	
Future Unidentified CIP	0	0	300,993	245,473	141,055	0	1,963,126	1,979,830	1,973,032	9,669,209	
Total CIP - 210	\$4,457,180	\$4,429,862	\$3,983,896	\$4,611,852	\$5,396,507	\$8,096,023	\$6,421,688	\$6,558,773	\$6,745,510	\$53,766,991	

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total	Notes
Capital Transfers											
Transfer to Capital Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Transfer to Operating Reserve	0	0	0	0	0	0	0	0	0	0	
Total Capital Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Capital Improvements	\$5,295,131	\$4,872,110	\$4,450,000	\$5,100,000	\$5,850,000	\$8,561,760	\$6,900,000	\$7,050,000	\$7,250,000	\$4,637,009	
Less: Funding Sources Other Than Rates											
Development Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Operating Reserves	2,495,131	1,012,110	0	0	0	1,811,760	0	0	0	5,319,001	
Capital Reserve Funds	0	0	0	0	0	0	0	0	0	0	
Grants	0	0	0	0	0	0	0	0	0	0	
Stimulus Grant	0	0	0	0	0	0	0	0	0	0	
SRF Loan Withdrawals	0	0	0	0	0	0	0	0	0	0	
New Revenue Bonds	0	0	0	0	0	0	0	0	0	0	
Total Funding Sources Other Than Rates	\$2,495,131	\$1,012,110	\$0	\$0	\$0	\$1,811,760	\$0	\$0	\$0	\$5,319,001	
Rate Funded Capital	\$2,800,000	\$3,860,000	\$4,450,000	\$5,100,000	\$5,850,000	\$6,750,000	\$6,900,000	\$7,050,000	\$7,250,000	\$53,285,000	
MPFP Connection Fees Calculated											
New Connections	136	138	138	139	140	140	141	142	143		
Fee per connection	\$611	\$611	\$611	\$611	\$611	\$611	\$611	\$611	\$611		
Total Connection Fee Revenue	\$83,310	\$84,143	\$84,564	\$84,986	\$85,411	\$85,838	\$86,268	\$86,699	\$87,132		

City of Woodland
Water Rate Study
Debt Service
Exhibit 5

Year	ARRA Loan	<i>Local Improvements</i>			2021 Refund		<i>Surface WTP</i>			
		Recycled Water	2011 Rev Bond	2014 DWSRF	Bond	Total	2017 Series A	2017 Series B	SRF (Joint)	Total
FY 2018	\$476,252	\$69,244	\$1,324,578	\$912,046	\$0	\$2,782,119	\$1,318,194	\$134,821	\$3,082,591	\$4,535,607
FY 2019	476,252	69,244	1,320,333	1,543,291	0	3,409,119	1,119,670	362,507	6,165,183	7,647,359
FY 2020	476,252	69,244	1,324,563	1,567,704	0	3,437,762	1,372,670	139,250	6,165,183	7,677,102
FY 2021	476,252	69,244	1,321,763	1,567,704	0	3,434,962	1,400,270	141,989	6,165,183	7,707,441
FY 2022	476,252	69,244	1,322,465	1,567,704	495,884	3,931,549	1,426,070	147,133	6,165,183	7,738,386
FY 2023	476,252	69,244	1,321,368	1,567,704	938,500	4,373,067	1,454,820	149,948	6,165,183	7,769,950
FY 2024	476,252	69,244	1,323,390	1,567,704	940,000	4,376,589	1,484,820	152,143	6,165,183	7,802,146
FY 2025	476,252	69,244	1,323,430	1,567,704	941,400	4,378,029	1,513,070	156,733	6,165,183	7,834,985
FY 2026	476,252	69,244	1,321,413	1,567,704	937,000	4,371,612	1,548,320	154,978	6,165,183	7,868,481
FY 2027	476,252	69,244	1,322,925	1,567,704	937,000	4,373,124	1,575,070	162,395	6,165,183	7,902,647
FY 2028	476,252	69,244	1,322,125	1,567,704	936,200	4,371,524	1,608,570	163,744	6,165,183	7,937,497
FY 2029	476,252	69,244	1,319,675	1,567,704	934,600	4,367,474	1,643,320	169,540	6,165,183	7,978,043
FY 2030	476,252	69,244	1,319,800	1,567,704	937,200	4,370,199	1,679,070	170,047	6,165,183	8,014,300
FY 2031	476,252	69,244	1,320,500	1,567,704	938,800	4,372,499	1,710,570	175,530	6,165,183	8,051,283
FY 2032	476,252	69,244	1,323,800	1,567,704	939,400	4,376,399	1,747,820	176,001	6,165,183	8,089,004
FY 2033	476,252	69,244	1,324,400	1,567,704	939,000	4,376,599	1,780,320	181,978	6,165,183	8,127,481
FY 2034	0	69,244	1,322,300	1,567,704	937,600	3,896,848	1,817,470	184,074	6,165,183	8,166,726
FY 2035	0	69,244	1,322,500	1,567,704	940,200	3,899,648	1,854,720	186,854	6,165,183	8,206,757
FY 2036	0	69,244	1,319,700	1,567,704	936,600	3,893,248	1,891,570	190,837	6,165,183	8,247,589
FY 2037	0	69,244	1,323,900	1,567,704	942,000	3,902,848	1,926,570	197,485	6,165,183	8,289,237
FY 2038	0	69,244	1,319,500	783,852	936,000	3,108,596	1,952,320	214,215	3,082,591	5,249,126
FY 2039	0	69,244	1,321,800	0	939,000	2,330,044	2,007,570	202,296	0	2,209,866
FY 2040	0	69,244	1,320,200	0	935,600	2,325,044	0	0	0	0
FY 2041	0	69,244	1,319,700	0	936,000	2,324,944	0	0	0	0
FY 2042	0	69,244	0	0	0	69,244	0	0	0	0
FY 2043	0	69,244	0	0	0	69,244	0	0	0	0
FY 2044	0	69,244	0	0	0	69,244	0	0	0	0
FY 2045	0	69,244	0	0	0	69,244	0	0	0	0
FY 2046	0	69,244	0	0	0	69,244	0	0	0	0
FY 2047	0	69,244	0	0	0	69,244	0	0	0	0
Total	\$7,620,028	\$2,077,313	\$31,726,125	\$31,457,860	\$18,317,984	\$91,199,310	\$35,832,864	\$3,914,496	\$123,303,655	\$163,051,016

Notes

		Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-20	Total
Residential														
Base Rate	<i>1-Jan-20 1-Jan-21</i>													
Meter Size	\$/Acct./Mo.													
3/4"	\$52.70 \$55.65	1	1	1	1	1	1	1	1	1	1	1	1	1
1"	52.70 55.65	9,797	9,797	9,797	9,797	9,797	9,797	9,797	9,797	9,797	9,797	9,797	9,797	9,797
1 1/2"	52.70 55.65	5,031	5,031	5,031	5,031	5,031	5,031	5,031	5,031	5,031	5,031	5,031	5,031	5,031
2"	52.70 55.65	221	221	221	221	221	221	221	221	221	221	221	221	221
3"	99.00 99.00	0	0	0	0	0	0	0	0	0	0	0	0	0
4"	165.00 165.00	0	0	0	0	0	0	0	0	0	0	0	0	0
6"	329.40 329.40	0	0	0	0	0	0	0	0	0	0	0	0	0
		15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050
Consumption	\$/CCF													
0 - 12 CCF	\$3.57 \$3.98	136,442	137,087	137,635	134,900	128,647	117,535	97,566	87,988	86,012	90,552	121,840	126,828	1,403,030
13 - 36 CCF	4.30 4.79	76,703	82,399	84,197	70,318	53,157	31,610	14,329	10,604	9,373	10,733	35,879	48,736	528,039
36 + CCF	5.28 5.89	11,862	14,534	15,748	11,517	7,905	5,132	2,149	1,685	1,697	986	3,152	4,734	81,101
Total		225,007	234,020	237,581	216,736	189,708	154,277	114,044	100,277	97,082	102,271	160,871	180,297	2,012,170
Revenues														
Base Rate Revenue		\$793,135	\$793,135	\$793,135	\$793,135	\$793,135	\$793,135	\$837,533	\$837,533	\$837,533	\$837,533	\$837,533	\$837,533	\$9,784,005
Consumption Revenue		879,552	920,457	936,556	844,773	729,581	582,619	469,605	410,910	397,218	417,616	675,347	766,099	8,030,333
Total Revenue		\$1,672,687	\$1,713,592	\$1,729,691	\$1,637,908	\$1,522,716	\$1,375,754	\$1,307,138	\$1,248,442	\$1,234,750	\$1,255,149	\$1,512,880	\$1,603,631	\$17,814,338
Multi-Family														
Base Rate	<i>1-Jan-20 1-Jan-21</i>													
Meter Size	\$/Acct./Mo.													
3/4"	\$52.70 \$55.65	1	1	1	1	1	1	1	1	1	1	1	1	1
1"	52.70 55.65	76	76	76	76	76	76	76	76	76	76	76	76	76
1 1/2"	52.70 55.65	105	105	105	105	105	105	105	105	105	105	105	105	105
2"	52.70 55.65	77	77	77	77	77	77	77	77	77	77	77	77	77
3"	99.00 99.00	27	27	27	27	27	27	27	27	27	27	27	27	27
4"	165.00 165.00	12	12	12	12	12	12	12	12	12	12	12	12	12
6"	329.40 329.40	7	7	7	7	7	7	7	7	7	7	7	7	7
8"	329.40 329.40	2	2	2	2	2	2	2	2	2	2	2	2	2
10"	329.40 329.40	0	0	0	0	0	0	0	0	0	0	0	0	0
		307	307	307	307	307	307	307	307	307	307	307	307	307
Consumption	\$/CCF													
All Consumption	\$4.91 \$5.18	27,968	28,728	31,436	31,260	30,699	28,484	21,649	21,001	21,658	20,108	25,105	38,985	327,081
		27,968	28,728	31,436	31,260	30,699	28,484	21,649	21,001	21,658	20,108	25,105	38,985	327,081
Revenues														
Base Rate Revenue		\$20,608	\$20,608	\$20,608	\$20,608	\$20,608	\$20,608	\$21,372	\$21,372	\$21,372	\$21,372	\$21,372	\$21,372	\$251,882
Consumption Revenue		137,321	141,054	154,352	153,486	150,730	139,855	112,144	108,786	112,190	104,158	130,045	201,943	1,646,065
Total Revenue		\$157,929	\$161,662	\$174,961	\$174,094	\$171,338	\$160,464	\$133,516	\$130,158	\$133,562	\$125,530	\$151,417	\$223,315	\$1,897,947

			Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-20	Total
Commercial															
Base Rate	<i>1-Jan-20</i>	<i>1-Jan-21</i>													
Meter Size	\$/Acct./Mo.														
3/4"	\$52.70	\$55.65	20	20	20	20	20	20	20	20	20	20	20	20	20
1"	52.70	55.65	342	342	342	342	342	342	342	342	342	342	342	342	342
1 1/2"	52.70	55.65	224	224	224	224	224	224	224	224	224	224	224	224	224
2"	52.70	55.65	307	307	307	307	307	307	307	307	307	307	307	307	307
3"	99.00	99.00	33	33	33	33	33	33	33	33	33	33	33	33	33
4"	165.00	165.00	14	14	14	14	14	14	14	14	14	14	14	14	14
6"	329.40	329.40	3	3	3	3	3	3	3	3	3	3	3	3	3
8"	329.40	329.40	1	1	1	1	1	1	1	1	1	1	1	1	1
10"	329.40	329.40	0	0	0	0	0	0	0	0	0	0	0	0	0
			944	944	944	944	944	944	944	944	944	944	944	944	944
Consumption	\$/CCF														
All Consumption	\$4.91	\$5.18	27,968	28,728	31,436	31,260	30,699	28,484	21,649	21,001	21,658	20,108	25,105	21,745	309,841
Revenues															
Base Rate Revenue			\$56,261	\$53,626	\$53,626	\$53,626	\$53,626	\$53,626	\$53,626	\$56,261	\$56,261	\$56,261	\$56,261	\$56,261	\$659,322
Consumption Revenue			144,872	141,054	154,352	153,486	150,730	139,855	106,298	108,786	112,190	104,158	130,045	112,638	1,558,466
Total Revenue			\$201,133	\$194,681	\$207,979	\$207,113	\$204,357	\$193,482	\$159,925	\$165,047	\$168,451	\$160,418	\$186,305	\$168,899	\$2,217,788
Institutional															
Base Rate	<i>1-Jan-20</i>	<i>1-Jan-21</i>													
Meter Size	\$/Acct./Mo.														
3/4"	\$52.70	\$55.65	0	0	0	0	0	0	0	0	0	0	0	0	0
1"	52.70	55.65	9	9	9	9	9	9	9	9	9	9	9	9	9
1 1/2"	52.70	55.65	10	10	10	10	10	10	10	10	10	10	10	10	10
2"	52.70	55.65	35	35	35	35	35	35	35	35	35	35	35	35	35
3"	99.00	99.00	15	15	15	15	15	15	15	15	15	15	15	15	15
4"	165.00	165.00	13	13	13	13	13	13	13	13	13	13	13	13	13
6"	329.40	329.40	3	3	3	3	3	3	3	3	3	3	3	3	3
8"	329.40	329.40	0	0	0	0	0	0	0	0	0	0	0	0	0
10"	329.40	329.40	1	1	1	1	1	1	1	1	1	1	1	1	1
			86	86	86	86	86	86	86	86	86	86	86	86	86
Consumption	\$/CCF														
Per ccf	\$4.91	\$5.18	16,492	19,077	20,861	20,770	15,236	10,187	6,650	5,934	5,294	5,131	8,527	8,684	142,844
Revenues															
Base Rate Revenue			\$7,464	\$7,464	\$7,464	\$7,464	\$7,464	\$7,464	\$7,623	\$7,623	\$7,623	\$7,623	\$7,623	\$7,623	\$90,524
Consumption Revenue			80,977	93,668	102,429	101,979	74,807	50,020	34,447	30,740	27,425	26,577	44,172	44,984	712,225
Total Revenue			\$88,441	\$101,132	\$109,893	\$109,443	\$82,271	\$57,484	\$42,070	\$38,363	\$35,048	\$34,200	\$51,796	\$52,607	\$802,748

			Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-20	Total
Industrial															
Base Rate	<i>1-Jan-20</i>	<i>1-Jan-21</i>													
Meter Size	\$/Acct./Mo.														
3/4"	\$52.70	\$55.65	0	0	0	0	0	0	0	0	0	0	0	0	0
1"	52.70	55.65	2	2	2	2	2	2	2	2	2	2	2	2	2
1 1/2"	52.70	55.65	5	5	5	5	5	5	5	5	5	5	5	5	5
2"	52.70	55.65	11	11	11	11	11	11	11	11	11	11	11	11	11
3"	99.00	99.00	1	1	1	1	1	1	1	1	1	1	1	1	1
4"	165.00	165.00	5	5	5	5	5	5	5	5	5	5	5	5	5
6"	329.40	329.40	2	2	2	2	2	2	2	2	2	2	2	2	2
8"	329.40	329.40	0	0	0	0	0	0	0	0	0	0	0	0	0
10"	329.40	329.40	0	0	0	0	0	0	0	0	0	0	0	0	0
			26	26	26	26	26	26	26	26	26	26	26	26	26
Consumption	\$/CCF														
All Consumption	\$4.91	\$5.18	9,479	7,529	5,246	4,413	5,903	6,640	5,055	3,485	2,163	6,082	4,305	5,517	65,818
Revenues															
Base Rate Revenue			\$2,531	\$2,531	\$2,531	\$2,531	\$2,531	\$2,531	\$2,585	\$2,585	\$2,585	\$2,585	\$2,585	\$2,585	\$30,695
Consumption Revenue			46,541	36,970	25,758	21,670	28,985	32,601	26,186	18,053	11,203	31,505	22,298	28,580	330,351
Total Revenue			\$49,072	\$39,501	\$28,289	\$24,201	\$31,516	\$35,132	\$28,771	\$20,638	\$13,788	\$34,090	\$24,882	\$31,164	\$361,046
Large User (BIOMASS)															
Base Rate	<i>1-Jan-20</i>	<i>1-Jan-21</i>													
Meter Size	\$/Acct./Mo.														
3/4"	\$52.70	\$55.65	0	0	0	0	0	0	0	0	0	0	0	0	0
1"	52.70	55.65	0	0	0	0	0	0	0	0	0	0	0	0	0
1 1/2"	52.70	55.65	0	0	0	0	0	0	0	0	0	0	0	0	0
2"	52.70	55.65	0	0	0	0	0	0	0	0	0	0	0	0	0
3"	99.00	99.00	0	0	0	0	0	0	0	0	0	0	0	0	0
4"	165.00	165.00	0	0	0	0	0	0	0	0	0	0	0	0	0
6"	329.40	329.40	0	0	0	0	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	0	0	0	0
Consumption	\$/CCF														
All Consumption			0	0	0	0	0	0	0	0	0	0	0	0	0
Revenues															
Base Rate Revenue			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consumption Revenue			0	0	0	0	0	0	0	0	0	0	0	0	0
Total Revenue			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

			Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-20	Total
Landscape															
Base Rate	<i>1-Jan-20</i>	<i>1-Jan-21</i>													
Meter Size	\$/Acct./Mo.														
3/4"	\$52.70	\$55.65	0	0	0	0	0	0	0	0	0	0	0	0	0
1"	52.70	55.65	80	80	80	80	80	80	80	80	80	80	80	80	80
1 1/2"	52.70	55.65	104	104	104	104	104	104	104	104	104	104	104	104	104
2"	52.70	55.65	129	129	129	129	129	129	129	129	129	129	129	129	129
3"	99.00	99.00	25	25	25	25	25	25	25	25	25	25	25	25	25
4"	165.00	165.00	3	3	3	3	3	3	3	3	3	3	3	3	3
6"	329.40	329.40	2	2	2	2	2	2	2	2	2	2	2	2	2
8"	329.40	329.40	0	0	0	0	0	0	0	0	0	0	0	0	0
10"	329.40	329.40	0	0	0	0	0	0	0	0	0	0	0	0	0
			343	343	343	343	343	343	343	343	343	343	343	343	343
Consumption	\$/CCF														
Per ccf	\$5.55	\$5.86	67,278	73,079	85,139	72,266	59,597	44,402	20,858	10,133	7,057	10,502	24,038	48,380	522,730
Revenues															
Base Rate Revenue			\$20,124	\$20,124	\$20,124	\$20,124	\$20,124	\$20,124	\$21,047	\$21,047	\$21,047	\$21,047	\$21,047	\$21,047	\$247,027
Consumption Revenue			373,395	405,591	472,524	401,076	330,763	246,430	122,230	59,377	41,354	61,542	140,863	283,508	2,938,653
Total Revenue			\$393,519	\$425,714	\$492,648	\$421,200	\$350,887	\$266,554	\$143,278	\$80,424	\$62,401	\$82,589	\$161,910	\$304,555	\$3,185,679
City															
Base Rate	<i>1-Jan-20</i>	<i>1-Jan-21</i>													
Meter Size	\$/Acct./Mo.														
3/4"	\$52.70	\$55.65	0	0	0	0	0	0	0	0	0	0	0	0	0
1"	52.70	55.65	0	0	0	0	0	0	0	0	0	0	0	0	0
1 1/2"	52.70	55.65	0	0	0	0	0	0	0	0	0	0	0	0	0
2"	52.70	55.65	0	0	0	0	0	0	0	0	0	0	0	0	0
3"	99.00	99.00	0	0	0	0	0	0	0	0	0	0	0	0	0
4"	165.00	165.00	0	0	0	0	0	0	0	0	0	0	0	0	0
6"	329.40	329.40	0	0	0	0	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	0	0	0	0
Consumption (per ccf)	\$/CCF														
Per ccf	\$4.91	\$5.18	0	0	0	0	0	0	0	0	0	0	0	0	0
Revenues															
Meter Charge			--	--	--	--	--	--	--	--	--	--	--	--	\$0
Consumption Charge			--	--	--	--	--	--	--	--	--	--	--	--	0
Total Revenue			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-20	Total
Summary													
Number of Metered Customers													
Residential	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050
Multi-Family	307	307	307	307	307	307	307	307	307	307	307	307	307
Commercial	944	944	944	944	944	944	944	944	944	944	944	944	944
Institutional	86	86	86	86	86	86	86	86	86	86	86	86	86
Industrial	26	26	26	26	26	26	26	26	26	26	26	26	26
Large Uniform Users	0	0	0	0	0	0	0	0	0	0	0	0	0
Landscape	343	343	343	343	343	343	343	343	343	343	343	343	343
City	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	16,756	16,756	16,756	16,756	16,756	16,756	16,756	16,756	16,756	16,756	16,756	16,756	16,756
Metered Consumption (CCF)													
Residential	225,007	234,020	237,581	216,736	189,708	154,277	114,044	100,277	97,082	102,271	160,871	180,297	2,012,170
Multi-Family	27,968	28,728	31,436	31,260	30,699	28,484	21,649	21,001	21,658	20,108	25,105	38,985	327,081
Commercial	27,968	28,728	31,436	31,260	30,699	28,484	21,649	21,001	21,658	20,108	25,105	21,745	309,841
Institutional	16,492	19,077	20,861	20,770	15,236	10,187	6,650	5,934	5,294	5,131	8,527	8,684	142,844
Industrial	9,479	7,529	5,246	4,413	5,903	6,640	5,055	3,485	2,163	6,082	4,305	5,517	65,818
Large Uniform Users	0	0	0	0	0	0	0	0	0	0	0	0	0
Landscape	67,278	73,079	85,139	72,266	59,597	44,402	20,858	10,133	7,057	10,502	24,038	48,380	522,730
City	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	374,191	391,162	411,700	376,704	331,841	272,473	189,906	161,832	154,912	164,201	247,951	303,609	3,380,484
Revenues													
Residential	\$1,672,687	\$1,713,592	\$1,729,691	\$1,637,908	\$1,522,716	\$1,375,754	\$1,307,138	\$1,248,442	\$1,234,750	\$1,255,149	\$1,512,880	\$1,603,631	\$17,814,338
Multi-Family	157,929	161,662	174,961	174,094	171,338	160,464	133,516	130,158	133,562	125,530	151,417	223,315	1,897,947
Commercial	201,133	194,681	207,979	207,113	204,357	193,482	159,925	165,047	168,451	160,418	186,305	168,899	2,217,788
Institutional	88,441	101,132	109,893	109,443	82,271	57,484	42,070	38,363	35,048	34,200	51,796	52,607	802,748
Industrial	49,072	39,501	28,289	24,201	31,516	35,132	28,771	20,638	13,788	34,090	24,882	31,164	361,046
Large Uniform Users	0	0	0	0	0	0	0	0	0	0	0	0	0
Landscape	393,519	425,714	492,648	421,200	350,887	266,554	143,278	80,424	62,401	82,589	161,910	304,555	3,185,679
City	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	\$2,562,781	\$2,636,283	\$2,743,461	\$2,573,958	\$2,363,085	\$2,088,871	\$1,814,697	\$1,683,073	\$1,648,001	\$1,691,976	\$2,089,190	\$2,384,172	\$26,279,547
												FY 2021 Budget	\$25,021,614
												<i>Difference</i>	<i>\$1,257,933</i>
												<i>% Difference</i>	<i>4.79%</i>
												FY 2019 Actual	\$24,239,124
												<i>Difference</i>	<i>\$2,040,423</i>
												<i>% Difference</i>	<i>8.42%</i>

91.0% (consumption adj)

City of Woodland
Water Rate Study
Exhibit 7
Commodity Distribution Factor

	Consumption (CCF) ^[1]	Consumption (kgal)	15.0% Unaccounted for Water ^[2]	Net Water Delivered (Flow + Losses)	Average Day (MGD) ^[3]	% of Total
Residential					5.21	59.5%
Res - Tier 1	1,541,791	1,153,260	172,989	1,326,249	3.63	41.5%
Res - Tier 2	580,263	434,036	65,105	499,142	1.37	15.6%
Res - Tier 3	89,121	66,663	9,999	76,662	0.21	2.4%
Non-Residential	929,213	695,052	104,258	799,309	2.19	25.0%
Large Uniform Users	0	0	0	0	0.00	0.0%
Landscape	574,429	429,673	64,451	494,124	1.35	15.5%
Total Consumption	3,714,817	2,778,683	416,803	3,195,486	8.75	100.0%
		Actual Production (gal) ^[4]		3,364,205	9.22	

Notes

- [1] - Consumption from Dec 2019 through Nov 2020
[2] - Estimated unaccounted for water to tie to total produced water
[3] - Estimated delivered water plus losses is converted to million gallons per day
[4] - Total water production provided by the City for CY 2020

Distribution Factor

(COM)

City of Woodland
Water Rate Study
Exhibit 8
Capacity Distribution Factor

	Average Consumption (MGD)	Peaking Factor ^[1]	Peak Day Use (MGD)	% of Total
Residential			7.11	49.8%
Res - Tier 1	3.63	1.18	4.28	30.0%
Res - Tier 2	1.37	1.66	2.27	15.9%
Res - Tier 3	0.21	2.65	0.56	3.9%
Non-Residential	2.19	1.95	4.27	29.9%
Large Uniform Users	0.00	0.00	0.00	0.0%
Landscape	1.35	2.14	2.89	20.3%
Total	8.75	1.63	14.27	100.0%

Historical Peak Day ^[2] = **15.11**

Notes

[1] - Based on Dec 2019 to Nov 2020 individual customer data

[2] - The peak daily demand provided by the City for CY 2020

Distribution Factor

(CAP)

City of Woodland
Water Rate Study
Exhibit 9
Customer Distribution Factor

	<i>Actual Customer</i>		<i>Customer Service & Accounting</i>			<i>Meters & Services</i>	
	Number of Customers	% of Total	Weighting Factor	Weighted Customer	% of Total	Weighted Customer	% of Total
Residential	15,050	89.8%	1.00	15,050	89.8%	15,050	88.1%
Non-Residential	1,363	8.1%	1.00	1,363	8.1%	1,643	9.6%
Large Uniform Users	0	0.0%	1.00	0	0.0%	0	0.0%
Landscape	343	2.0%	1.00	343	2.0%	382	2.2%
Total	16,756	100.0%		16,756	100.0%	17,075	100.0%

Notes

[1] - Meter weighting factor is based on AWWA Meter Equivalencies for 2" meter

Distribution Factor	(AC)	(WCA)	(WCMS)
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City of Woodland
Water Rate Study
Exhibit 10
Public Fire Protection Distribution Factor

	Number of Bills	Fire Prot. Requirements (gals/min) ^[1]	Duration (minutes) ^[2]	Total FP Requirements (1,000 g/min)	% of Total
Residential	15,050	1,000	90	1,354,500	64.8%
Non-Residential	1,363	3,000	180	736,020	35.2%
Large Uniform Users	0	3,500	240	0	0.0%
Landscape	343	0	0	0	0.0%
Total	16,756			2,090,520	100.0%

Notes

[1] - Based on Water System Model Report - 1999 Master Plan Reports.

[2] - Assumed duration of max fire event.

Distribution Factor

(FP)

City of Woodland
Water Rate Study
Exhibit 11
Revenue Related Allocation Factor

	Projected FY 2022	% of Total
Residential	\$17,992,482	67.8%
Non-Residential	5,332,324	20.1%
Large Uniform Users	0	0.0%
Landscape	3,217,536	12.1%
<i>Total Rate Revenues</i>	<i>\$26,542,342</i>	<i>100.0%</i>
<i>Distribution Factor</i>		<i>(RR)</i>

City of Woodland
Water Rate Study
Exhibit 12
Functionalization and Classification of Rate Base

Plant Description	6/30/2020 Plant	Commodity (COM)	Capacity (CAP)	Customer Related			Public Fire Protection (FP)	Revenue Related (RR)	Direct Assign. (DA)	Basis of Classification			
				Actual Customer (AC)	Cust. Acctg. (WCA)	Meters & Services (WCMS)							
Source of Supply / Treatment													
Surface Water Plant	\$105,613,006	\$64,846,386	\$40,766,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	61.4% COM	38.6% CAP	
Water Rights	21,732,433	13,343,714	8,388,719	0	0	0	0	0	0	0	61.4% COM	38.6% CAP	
Wells	15,227,568	0	15,227,568	0	0	0	0	0	0	0	100.0% CAP		
Wells - Land	285,619	0	285,619	0	0	0	0	0	0	0	100.0% CAP		
Recycled Water	5,061,170	3,107,558	1,953,612	0	0	0	0	0	0	0	61.4% COM	38.6% CAP	
Total Source of Supply / Treatment	\$142,858,626	\$78,190,100	\$64,668,526	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Storage													
Water Storage Tank	\$9,646,155	\$0	\$7,536,059	\$0	\$0	\$0	\$2,110,096	\$0	\$0	\$0	78.1% CAP	21.9% FP	
Total Storage	\$9,646,155	\$0	\$7,536,059	\$0	\$0	\$0	\$2,110,096	\$0	\$0	\$0			
Transmission and Distribution													
Hook Ups	\$904	\$0	\$0	\$0	\$0	\$904	\$0	\$0	\$0	\$0	100.0% WCMS		
Hydrants	61,637	0	0	0	0	0	61,637	0	0	0	100.0% FP		
Meters	16,642,062	0	0	0	0	16,642,062	0	0	0	0	100.0% WCMS		
Pump House	134	0	134	0	0	0	0	0	0	0	100.0% CAP		
Pumping Equipment	0	0	0	0	0	0	0	0	0	0	100.0% CAP		
Water Mains	18,801,739												
Transmission	1,209,185	\$742,440	\$466,745	\$0	\$0	\$0	\$0	\$0	\$0	\$0	61.4% COM	38.6% CAP	
Distribution	17,592,554	0	0	10,203,681	0	6,509,245	879,628	0	0	0	58.0% AC	37.0% WCMS 5.0% FP	
Water Valves	76,659	0	0	44,462	0	28,364	3,833	0	0	0	58.0% AC	37.0% WCMS 5.0% FP	
Total Transmission and Distribution	\$35,583,135	\$742,440	\$466,879	\$10,248,143	\$0	\$23,180,575	\$945,098	\$0	\$0	\$0			
Plant Before General Plant	\$188,087,916	\$78,932,539	\$72,671,465	\$10,248,143	\$0	\$23,180,575	\$3,055,194	\$0	\$0	\$0			
Percent Plant before General Plant	100.0%	42.0%	38.6%	5.4%	0.0%	12.3%	1.6%	0.0%	0.0%	0.0%	Factor PBG		
General Plant													
Building and Structures	\$10,368	\$4,351	\$4,006	\$565	\$0	\$1,278	\$168	\$0	\$0	\$0	As Factor PBG		
GIS / Scada	1,429,154	599,755	552,182	77,869	0	176,134	23,214	0	0	0	As Factor PBG		
Land	35,506	14,900	13,718	1,935	0	4,376	577	0	0	0	As Factor PBG		
Equipment	181,364	76,111	70,074	9,882	0	22,352	2,946	0	0	0	As Factor PBG		
Services	0	0	0	0	0	0	0	0	0	0	As Factor PBG		
Misc	7,291,501	3,059,934	2,817,215	397,284	0	898,629	118,439	0	0	0	As Factor PBG		
GASB 34	12,548,818	5,266,208	4,848,483	683,734	0	1,546,558	203,836	0	0	0	As Factor PBG		
Total General Plant	\$21,496,711	\$9,021,260	\$8,305,677	\$1,171,268	\$0	\$2,649,326	\$349,180	\$0	\$0	\$0			
Net Plant in Service	\$209,584,627	\$87,953,799	\$80,977,142	\$11,419,412	\$0	\$25,829,900	\$3,404,374	\$0	\$0	\$0			

City of Woodland
Water Rate Study
Exhibit 13
Minimum System Analysis

Distribution Storage

	hrs	gpm	MG
Fire Flow Requirements	4	3,500	0.84
Storage Capacity			
David Douglas Park Tank			3.00
Christianson Park Tank			0.40
WDCWA Tank			2.00
Total Storage Capacity			3.00
% Public Fire Protection			21.9%
% Capacity			78.1%

Source of Supply

Average Day (mgd)	8.75
Peak Day (mgd)	14.27
% Commodity (COM)	61.4%
% Capacity (1-COM = CAP)	38.6%

Distribution Main Analysis

	Main Size	Length (ft)	Replcmt \$/ft	Total		Main Size	Length (ft)	Replcmt \$/ft	Total
Distribution	2"	200,048	\$135.72	\$27,150,812	Transmission	20"	5,021	\$760.00	\$3,816,036
	3"	77,270	159.67	12,337,942		24"	2,604	950.00	2,473,895
	4"	27,153	187.85	5,100,616		30"	9,225	1,187.50	10,954,213
	6"	274,953	221.00	60,764,525		36"	4,155	1,484.38	6,167,875
	8"	467,753	260.00	121,615,728					0
	10"	179,559	275.00	49,378,615					0
	12"	199,531	290.00	57,863,874					0
	14"	141	420.00	59,136					0
	16"	7,821	608.00	4,754,864					0
	20"	1,382	760.00	1,050,244					0
	24"	106	950.00	100,320					0
	30"	255	1,187.50	302,338					0
	N/A	98	1,484.38	144,727					0
Total		1,436,066		\$340,623,740	Total		21,005		\$23,412,019

% Customer **58.0%**
(1) Total Cost at 2" Equiv. \$197,756,071
% of Total Cost

% Capacity **37.0%**
(2) Cost for 2" to 10" \$276,348,238
(3) Equivalent 10" for larger \$57,566,163
(2+3-1)/4

% Fire Protection **5.0%**
(1-Cust-Cap)

Notes

City of Woodland
Water Rate Study
Exhibit 14
Functionalization and Classification of Revenue Requirements

Page 1 of 10

Expenses FY 2022	Commodity (COM)	Capacity (CAP)	Customer Related			Public Fire Protection (FP)	Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification	
			Actual Customer (AC)	Cust. Acctg. (WCA)	Meters & Services (WCMS)					
Bill & Collect - Water										
Personnel										
Salaries-Perm Full Time	\$203,417	\$0	\$0	\$203,417	0	0	\$0	\$0	\$0	100.0% AC
Hourly Wages - Temporary	2,000	0	0	2,000	0	0	0	0	0	100.0% AC
Vacation Buyout	1,200	0	0	1,200	0	0	0	0	0	100.0% AC
Admin Buyout	250	0	0	250	0	0	0	0	0	100.0% AC
Comp Time Buyout	300	0	0	300	0	0	0	0	0	100.0% AC
Overtime-Perm Full Time	2,500	0	0	2,500	0	0	0	0	0	100.0% AC
Def Comp City Match	2,790	0	0	2,790	0	0	0	0	0	100.0% AC
Wrkrs Comp/Liab Ins	18,357	0	0	18,357	0	0	0	0	0	100.0% AC
Retirement	72,452	0	0	72,452	0	0	0	0	0	100.0% AC
Health Pay-In Lieu	389	0	0	389	0	0	0	0	0	100.0% AC
Retirement Hlth Svgs Pln	2,748	0	0	2,748	0	0	0	0	0	100.0% AC
Life Vision Dental	6,048	0	0	6,048	0	0	0	0	0	100.0% AC
Retiree Medical	22,291	0	0	22,291	0	0	0	0	0	100.0% AC
Health/Life/Vision Ins	68,589	0	0	68,589	0	0	0	0	0	100.0% AC
Unemployment Insurance	1,020	0	0	1,020	0	0	0	0	0	100.0% AC
Medicare Insurance	2,963	0	0	2,963	0	0	0	0	0	100.0% AC
Personnel Offset	1,965	0	0	1,965	0	0	0	0	0	100.0% AC
Total Personnel	\$409,537	\$0	\$0	\$409,537	\$0	\$0	\$0	\$0	\$0	
Supplies/Services										
Office Supplies	\$700	\$0	\$0	\$700	\$0	\$0	\$0	\$0	\$0	100.0% AC
Department Specific Supplies	513	0	0	513	0	0	0	0	0	100.0% AC
Telephone	4,398	0	0	4,398	0	0	0	0	0	100.0% AC
Contract Services	115,640	0	0	115,640	0	0	0	0	0	100.0% AC
Total Supplies/Services	\$121,251	\$0	\$0	\$121,251	\$0	\$0	\$0	\$0	\$0	
Education & Meetings										
Memberships & Dues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0% AC
Conferences, Meetings & Other Training	200	0	0	200	0	0	0	0	0	100.0% AC
Education Incentive Reimbursement	1,875	0	0	1,875	0	0	0	0	0	100.0% AC
Total Education & Meetings	\$2,075	\$0	\$0	\$2,075	\$0	\$0	\$0	\$0	\$0	
Other Expenses										
Indirect Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0% AC
Technology Services Chargebacks	18,019	0	0	18,019	0	0	0	0	0	100.0% AC
Credit Card Fees	360,000	0	0	360,000	0	0	0	0	0	100.0% AC
Total Other Expenses	\$378,019	\$0	\$0	\$378,019	\$0	\$0	\$0	\$0	\$0	
Total Bill & Collect - Water	\$910,882	\$0	\$0	\$910,882	\$0	\$0	\$0	\$0	\$0	

Expenses FY 2022	Commodity (COM)	Capacity (CAP)	Customer Related			Public Fire Protection (FP)	Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification	
			Actual Customer (AC)	Cust. Acctg. (WCA)	Meters & Services (WCMS)					
Water Conservation										
Personnel (023)										
Salaries-Perm Full Time	\$17,187	\$0	\$17,187	\$0	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Def Comp City Match	0	0	0	0	0	0	0	0	0	100.0% CAP
Wrkrs Comp/Liab Ins	1,550	0	1,550	0	0	0	0	0	0	100.0% CAP
Retirement	6,204	0	6,204	0	0	0	0	0	0	100.0% CAP
Retirement Hlth Svgs Pln	192	0	192	0	0	0	0	0	0	100.0% CAP
Life Vision Dental	504	0	504	0	0	0	0	0	0	100.0% CAP
Retiree Medical	1,858	0	1,858	0	0	0	0	0	0	100.0% CAP
Health/Life/Vision Ins	5,087	0	5,087	0	0	0	0	0	0	100.0% CAP
Unemployment Insurance	86	0	86	0	0	0	0	0	0	100.0% CAP
Medicare Insurance	250	0	250	0	0	0	0	0	0	100.0% CAP
Technology Services Chargebacks	1,855	0	1,855	0	0	0	0	0	0	100.0% CAP
Total Personnel (023)	\$34,773	\$0	\$34,773	\$0.0	\$0	\$0	\$0	\$0	\$0	
Personnel (024)										
Salaries-Perm Full Time	\$119,182	\$0	\$119,182	\$0	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Hourly Wages - Temporary	1,949	0	1,949	0	0	0	0	0	0	100.0% CAP
Vacation Buyout	185	0	185	0	0	0	0	0	0	100.0% CAP
Overtime-Perm Full Time	300	0	300	0	0	0	0	0	0	100.0% CAP
Def Comp City Match	1,472	0	1,472	0	0	0	0	0	0	100.0% CAP
Acting Pay	150	0	150	0	0	0	0	0	0	100.0% CAP
Wrkrs Comp/Liab Ins	10,802	0	10,802	0	0	0	0	0	0	100.0% CAP
Retirement	43,838	0	43,838	0	0	0	0	0	0	100.0% CAP
Retirement Hlth Svgs Pln	1,542	0	1,542	0	0	0	0	0	0	100.0% CAP
Life Vision Dental	3,297	0	3,297	0	0	0	0	0	0	100.0% CAP
Retiree Medical	12,152	0	12,152	0	0	0	0	0	0	100.0% CAP
Health/Life/Vision Ins	17,618	0	17,618	0	0	0	0	0	0	100.0% CAP
Unemployment Insurance	600	0	600	0	0	0	0	0	0	100.0% CAP
Medicare Insurance	1,740	0	1,740	0	0	0	0	0	0	100.0% CAP
Personnel Offset	0	0	0	0	0	0	0	0	0	100.0% CAP
Total Personnel (024)	\$214,827	\$0	\$214,827	\$0	\$0	\$0	\$0	\$0	\$0	
Supplies & Services										
Office Supplies	\$349	\$0	\$349	\$0	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Postage	175	0	175	0	0	0	0	0	0	100.0% CAP
Pubs & Periodicals	300	0	300	0	0	0	0	0	0	100.0% CAP
Printing	1,000	0	1,000	0	0	0	0	0	0	100.0% CAP
Department Specific Supplies	13,741	0	13,741	0	0	0	0	0	0	100.0% CAP
Advertising	7,350	0	7,350	0	0	0	0	0	0	100.0% CAP
Telephone	840	0	840	0	0	0	0	0	0	100.0% CAP
Maint Office Equip	300	0	300	0	0	0	0	0	0	100.0% CAP
Contract Services	19,001	0	19,001	0	0	0	0	0	0	100.0% CAP
Total Supplies & Services	\$43,776	\$0	\$43,776	\$0	\$0	\$0	\$0	\$0	\$0	

City of Woodland
Water Rate Study
Exhibit 14
Functionalization and Classification of Revenue Requirements

Page 3 of 10

Expenses FY 2022	Commodity (COM)	Capacity (CAP)	Customer Related			Public Fire Protection (FP)	Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification
			Actual Customer (AC)	Cust. Acctg. (WCA)	Meters & Services (WCMS)				
Education & Meetings									
Memberships Dues	\$3,974	\$0	\$3,974	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Conf & Mtgs	2,000	0	2,000	0	0	0	0	0	100.0% CAP
Education Incent Reimb	1,250	0	1,250	0	0	0	0	0	100.0% CAP
Indirect Expense	0	0	0	0	0	0	0	0	100.0% CAP
Total Education & Meetings	\$7,224	\$0	\$7,224	\$0	\$0	\$0	\$0	\$0	
Other Expenses									
Technology Services Chargebacks	\$12,135	\$0	\$12,135	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Fixed Fleet Cost	6,628	0	6,628	0	0	0	0	0	100.0% CAP
Variable Fleet Cost	5,780	0	5,780	0	0	0	0	0	100.0% CAP
Contract Services	7,168	0	7,168	0	0	0	0	0	100.0% CAP
Total Other Expenses	\$31,711	\$0	\$31,711	\$0	\$0	\$0	\$0	\$0	
Total Water Conservation	\$332,311	\$0	\$332,311	\$0	\$0	\$0	\$0	\$0	
Water Wells O&M									
Personnel									
Salaries-Perm Full Time	\$626,420	\$0	\$626,420	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Hourly Wages - Temporary	11,306	0	11,306	0	0	0	0	0	100.0% CAP
Vacation Buyout	6,157	0	6,157	0	0	0	0	0	100.0% CAP
Admin Buyout	800	0	800	0	0	0	0	0	100.0% CAP
Comp Time Buyout	350	0	350	0	0	0	0	0	100.0% CAP
Overtime-Perm Full Time	30,000	0	30,000	0	0	0	0	0	100.0% CAP
Def Comp City Match	10,435	0	10,435	0	0	0	0	0	100.0% CAP
Acting Pay	6,053	0	6,053	0	0	0	0	0	100.0% CAP
Standby Pay	20,500	0	20,500	0	0	0	0	0	100.0% CAP
Wrkrs Comp/Liab Ins (b)	56,629	0	56,629	0	0	0	0	0	100.0% CAP
Retirement	225,360	0	225,360	0	0	0	0	0	100.0% CAP
Health Pay-In Lieu	10,692	0	10,692	0	0	0	0	0	100.0% CAP
Retirement Hlth Svgs Pln	10,902	0	10,902	0	0	0	0	0	100.0% CAP
Life Vision Dental	16,044	0	16,044	0	0	0	0	0	100.0% CAP
Retiree Medical	59,134	0	59,134	0	0	0	0	0	100.0% CAP
Health/Life/Vision Ins	107,034	0	107,034	0	0	0	0	0	100.0% CAP
Unemployment Insurance	3,146	0	3,146	0	0	0	0	0	100.0% CAP
Medicare Insurance	9,278	0	9,278	0	0	0	0	0	100.0% CAP
Total Personnel	\$1,210,240	\$0	\$1,210,240	\$0	\$0	\$0	\$0	\$0	

City of Woodland
Water Rate Study
Exhibit 14
Functionalization and Classification of Revenue Requirements

Page 4 of 10

Expenses FY 2022	Commodity (COM)	Capacity (CAP)	Customer Related			Public Fire Protection (FP)	Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification
			Actual Customer (AC)	Cust. Acctg. (WCA)	Meters & Services (WCMS)				
Supplies & Services									
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Office Supplies	960	960	0	0	0	0	0	0	100.0% CAP
Postage	100	0	100	0	0	0	0	0	100.0% AC
Pubs & Periodicals	100	100	0	0	0	0	0	0	100.0% CAP
Printing	2,511	2,511	0	0	0	0	0	0	100.0% CAP
Copy Machine Costs	350	350	0	0	0	0	0	0	100.0% CAP
Department Specific Supplies	130,052	130,052	0	0	0	0	0	0	100.0% CAP
Personal Protective Equipment	2,750	2,750	0	0	0	0	0	0	100.0% CAP
Laundry	900	900	0	0	0	0	0	0	100.0% CAP
Tools	3,000	3,000	0	0	0	0	0	0	100.0% CAP
Advertising	1,000	1,000	0	0	0	0	0	0	100.0% CAP
Telephone (b)	1,260	1,260	0	0	0	0	0	0	100.0% CAP
Cell Phones	3,288	3,288	0	0	0	0	0	0	100.0% CAP
Maintenance - Equipment	5,340	5,340	0	0	0	0	0	0	100.0% CAP
Contract Services	207,276	207,276	0	0	0	0	0	0	100.0% CAP
Total Supplies & Services	\$358,887	\$358,787	\$100	\$0	\$0	\$0	\$0	\$0	
Education & Meetings									
Memberships & Dues	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Conferences, Meetings & Other Training	16,150	16,150	0	0	0	0	0	0	100.0% CAP
Mandatory Training	5,125	5,125	0	0	0	0	0	0	100.0% CAP
Education Incentive Reimbursement	3,125	3,125	0	0	0	0	0	0	100.0% CAP
Total Education & Meetings	\$25,400	\$25,400	\$0	\$0	\$0	\$0	\$0	\$0	
Other Expenses									
Distributions To Other Agencies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Indirect Expense	0	0	0	0	0	0	0	0	100.0% CAP
Other Utilities	225,000	225,000	0	0	0	0	0	0	100.0% CAP
Technology Services Chargebacks	48,631	48,631	0	0	0	0	0	0	100.0% CAP
Fixed Fleet Cost	31,642	31,642	0	0	0	0	0	0	100.0% CAP
Variable Fleet Cost	28,534	28,534	0	0	0	0	0	0	100.0% CAP
Total Other Expenses	\$333,807	\$333,807	\$0	\$0	\$0	\$0	\$0	\$0	
Total Water Wells O&M	\$1,928,334	\$1,928,234	\$100	\$0	\$0	\$0	\$0	\$0	

Functionalization and Classification of Revenue Requirements

Expenses FY 2022	Commodity (COM)	Capacity (CAP)	Customer Related			Public Fire Protection (FP)	Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification	
			Actual Customer (AC)	Cust. Acctg. (WCA)	Meters & Services (WCMS)					
Water Distribution System										
Personnel (086)										
Salaries-Perm Full Time	\$968,316	\$20,204	\$12,705	\$278,880	\$0	\$630,808	\$25,719	\$0	\$0	As Trans. & Dist.
Hourly Wages - Temporary	53,826	1,123	706	15,502	0	35,065	1,430	0	0	As Trans. & Dist.
Vacation Buyout	12,100	252	159	3,485	0	7,883	321	0	0	As Trans. & Dist.
Comp Time Buyout	500	10	7	144	0	326	13	0	0	As Trans. & Dist.
Overtime-Perm Full Time	45,000	939	590	12,960	0	29,315	1,195	0	0	As Trans. & Dist.
Def Comp City Match	12,016	251	158	3,461	0	7,828	319	0	0	As Trans. & Dist.
Acting Pay	3,862	81	51	1,112	0	2,516	103	0	0	As Trans. & Dist.
Standby Pay	18,000	376	236	5,184	0	11,726	478	0	0	As Trans. & Dist.
Wrkrs Comp/Liab Ins	87,363	1,823	1,146	25,161	0	56,912	2,320	0	0	As Trans. & Dist.
Retirement	351,371	7,331	4,610	101,197	0	228,900	9,333	0	0	As Trans. & Dist.
Health Pay-In Lieu	22,162	462	291	6,383	0	14,437	589	0	0	As Trans. & Dist.
Retirement Hlth Svgs Pln	14,030	293	184	4,041	0	9,140	373	0	0	As Trans. & Dist.
Life Vision Dental	32,550	679	427	9,375	0	21,205	865	0	0	As Trans. & Dist.
Retiree Medical	119,970	2,503	1,574	34,552	0	78,154	3,186	0	0	As Trans. & Dist.
Health/Life/Vision Ins	251,641	5,250	3,302	72,474	0	163,931	6,684	0	0	As Trans. & Dist.
Unemployment Insurance	4,854	101	64	1,398	0	3,162	129	0	0	As Trans. & Dist.
Medical Insurance	14,397	300	189	4,146	0	9,379	382	0	0	As Trans. & Dist.
Total Personnel (086)	\$2,011,958	\$41,979	\$26,399	\$579,455	\$0	\$1,310,687	\$53,438	\$0	\$0	
Personnel (023)										
Salaries-Perm Full Time	\$5,744	\$120	\$75	\$1,654	\$0	\$3,742	\$153	\$0	\$0	As Trans. & Dist.
Def Comp City Match	0	0	0	0	0	0	0	0	0	As Trans. & Dist.
Wrkrs Comp/Liab Ins	518	11	7	149	0	337	14	0	0	As Trans. & Dist.
Retirement	2,070	43	27	596	0	1,348	55	0	0	As Trans. & Dist.
Retirement Hlth Svgs Pln	72	2	1	21	0	47	2	0	0	As Trans. & Dist.
Life Vision Dental	168	4	2	48	0	109	4	0	0	As Trans. & Dist.
Retiree Medical	619	13	8	178	0	403	16	0	0	As Trans. & Dist.
Health/Life/Vision Ins	1,744	36	23	502	0	1,136	46	0	0	As Trans. & Dist.
Unemployment Insurance	29	1	0	8	0	19	1	0	0	As Trans. & Dist.
Medicare Insurance	83	2	1	24	0	54	2	0	0	As Trans. & Dist.
Technology Services Chargebacks	618	13	8	178	0	403	16	0	0	As Trans. & Dist.
Total Personnel (023)	\$11,665	\$243	\$153	\$3,360	\$0	\$7,599	\$310	\$0	\$0	
Supplies & Services										
Office Supplies	\$1,500	\$31	\$20	\$432	\$0	\$977	\$40	\$0	\$0	As Trans. & Dist.
Postage	2,000	0	0	2,000	0	0	0	0	0	100.0% AC
Printing	400	8	5	115	0	261	11	0	0	As Trans. & Dist.
Copy Machine Costs	2,000	42	26	576	0	1,303	53	0	0	As Trans. & Dist.
Department Specific Supplies	368,059	7,680	4,829	106,003	0	239,771	9,776	0	0	As Trans. & Dist.
Personal Protective Equipment	7,500	156	98	2,160	0	4,886	199	0	0	As Trans. & Dist.
Laundry	3,825	80	50	1,102	0	2,492	102	0	0	As Trans. & Dist.
Tools	5,000	104	66	1,440	0	3,257	133	0	0	As Trans. & Dist.
Advertising	500	10	7	144	0	326	13	0	0	As Trans. & Dist.
Telephone	1,260	26	17	363	0	821	33	0	0	As Trans. & Dist.
Cell Phones	8,064	168	106	2,322	0	5,253	214	0	0	As Trans. & Dist.
Maintenance - Equipment	10,664	223	140	3,071	0	6,947	283	0	0	As Trans. & Dist.
Contract Services	305,251	6,369	4,005	87,914	0	198,855	8,108	0	0	As Trans. & Dist.
Total Supplies & Services	\$716,023	\$14,898	\$9,369	\$207,643	\$0	\$465,149	\$18,965	\$0	\$0	

Expenses FY 2022	Commodity (COM)	Capacity (CAP)	Customer Related			Public Fire Protection (FP)	Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification
			Actual Customer (AC)	Cust. Acctg. (WCA)	Meters & Services (WCMS)				
Education & Meetings									
Memberships & Dues	\$178	\$112	\$2,453	\$0	\$5,548	\$226	\$0	\$0	As Trans. & Dist.
Mandatory Training	432	272	5,962	0	13,485	550	0	0	As Trans. & Dist.
Education Incentive Reimbursement	261	164	3,600	0	8,143	332	0	0	As Trans. & Dist.
Total Education & Meetings	\$41,717	\$870	\$547	\$12,015	\$0	\$27,176	\$1,108	\$0	
Other Expenses									
Machinery & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Trans. & Dist.
Gas & Oil	1,000	21	13	288	0	651	27	0	As Trans. & Dist.
Indirect Expense	356,476	7,438	4,677	102,667	0	232,226	9,468	0	As Trans. & Dist.
Technology Services Chargebacks	98,663	2,059	1,295	28,416	0	64,274	2,621	0	As Trans. & Dist.
Fixed Fleet Cost	110,780	2,311	1,454	31,905	0	72,167	2,942	0	As Trans. & Dist.
Variable Fleet Cost	210,109	4,384	2,757	60,513	0	136,875	5,581	0	As Trans. & Dist.
Lease Payment Chargeback	149,657	3,123	1,964	43,102	0	97,494	3,975	0	As Trans. & Dist.
Transfers-General	14,342	299	188	4,131	0	9,343	381	0	As Trans. & Dist.
Total Other Expenses	\$941,027	\$19,634	\$12,347	\$271,021	\$0	\$613,030	\$24,994	\$0	
Total Water Distribution System	\$3,722,390	\$77,626	\$48,815	\$1,073,493	\$0	\$2,423,642	\$98,815	\$0	
Operations Admin									
Personnel (027)									
Salaries-Perm Full Time	\$382,346	\$4,305	\$128,080	\$110,062	\$0	\$134,418	\$5,480	\$0	As All Other O&M
Hourly Wages - Temporary	7,524	85	2,520	2,166	0	2,645	108	0	As All Other O&M
Vacation Buyout	28,000	315	9,380	8,060	0	9,844	401	0	As All Other O&M
Admin Buyout	7,500	84	2,512	2,159	0	2,637	108	0	As All Other O&M
Def Comp City Match	5,871	66	1,967	1,690	0	2,064	84	0	As All Other O&M
Acting Pay	2,136	24	716	615	0	751	31	0	As All Other O&M
Wrkrs Comp/Liab Ins	34,689	391	11,620	9,986	0	12,195	497	0	As All Other O&M
Retirement	137,614	1,550	46,099	39,613	0	48,380	1,973	0	As All Other O&M
Health Pay-In Lieu	2,053	23	688	591	0	722	29	0	As All Other O&M
Retirement Hlth Svgs Pln	4,826	54	1,617	1,389	0	1,697	69	0	As All Other O&M
Life Vision Dental	8,300	93	2,780	2,389	0	2,918	119	0	As All Other O&M
Retiree Medical	30,592	344	10,248	8,806	0	10,755	438	0	As All Other O&M
Health/Life/Vision Ins	61,928	697	20,745	17,827	0	21,772	888	0	As All Other O&M
Unemployment Insurance	1,927	22	646	555	0	677	28	0	As All Other O&M
Medicare Insurance	5,619	63	1,882	1,617	0	1,975	81	0	As All Other O&M
Total Personnel (027)	\$720,925	\$8,118	\$241,499	\$207,525	\$0	\$253,450	\$10,333	\$0	
Personnel (087)									
Salaries-Perm Full Time	\$191,252	\$2,154	\$64,067	\$55,054	\$0	\$67,237	\$2,741	\$0	As All Other O&M
Vacation Buyout	5,500	62	1,842	1,583	0	1,934	79	0	As All Other O&M
Admin Buyout	1,500	17	502	432	0	527	22	0	As All Other O&M
Overtime-Perm Full Time	100	1	33	29	0	35	1	0	As All Other O&M
Def Comp City Match	4,158	47	1,393	1,197	0	1,462	60	0	As All Other O&M
Acting Pay	150	2	50	43	0	53	2	0	As All Other O&M
Wrkrs Comp/Liab Ins	17,255	194	5,780	4,967	0	6,066	247	0	As All Other O&M
Retirement	68,972	777	23,105	19,854	0	24,248	989	0	As All Other O&M
Health Pay-In Lieu	2,673	30	895	769	0	940	38	0	As All Other O&M
Retirement Hlth Svgs Pln	1,740	20	583	501	0	612	25	0	As All Other O&M
Life Vision Dental	4,935	56	1,653	1,421	0	1,735	71	0	As All Other O&M
Retiree Medical	18,189	205	6,093	5,236	0	6,395	261	0	As All Other O&M
Health/Life/Vision Ins	39,017	439	13,070	11,231	0	13,717	559	0	As All Other O&M
Unemployment Insurance	959	11	321	276	0	337	14	0	As All Other O&M
Medicare Insurance	2,819	32	944	811	0	991	40	0	As All Other O&M
Total Personnel (087)	\$359,219	\$4,045	\$120,333	\$103,404	\$0	\$126,288	\$5,149	\$0	

Expenses FY 2022	Commodity (COM)	Capacity (CAP)	Customer Related			Public Fire Protection (FP)	Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification
			Actual Customer (AC)	Cust. Acctg. (WCA)	Meters & Services (WCMS)				
Supplies & Services (027)									
Office Supplies	\$700	\$8	\$234	\$202	\$0	\$246	\$10	\$0	As All Other O&M
Postage	100	0	0	100	0	0	0	0	100.0% AC
Pubs & Periodicals	300	3	100	86	0	105	4	0	As All Other O&M
Printing	1,700	19	569	489	0	598	24	0	As All Other O&M
Copy Machine Costs	1,550	17	519	446	0	545	22	0	As All Other O&M
Spec Dept Supplies	2,300	26	770	662	0	809	33	0	As All Other O&M
Personnel Supp & Equip	500	6	167	144	0	176	7	0	As All Other O&M
Advertising	500	6	167	144	0	176	7	0	As All Other O&M
Telephone	900	10	301	259	0	316	13	0	As All Other O&M
Cell Phones	2,820	32	945	812	0	991	40	0	As All Other O&M
Contract Services	10,789	121	3,614	3,106	0	3,793	155	0	As All Other O&M
Total Supplies & Services (027)	\$22,159	\$248	\$7,389	\$6,450	\$0	\$7,755	\$316	\$0	
Supplies & Services (087)									
Office Supplies	\$1,353	\$15	\$453	\$389	\$0	\$476	\$19	\$0	As All Other O&M
Postage	25	0	0	25	0	0	0	0	100.0% AC
Pubs & Periodicals	150	2	50	43	0	53	2	0	As All Other O&M
Printing	25	0	8	7	0	9	0	0	As All Other O&M
Copy Machine Costs	300	3	100	86	0	105	4	0	As All Other O&M
Department Specific Supplies	834	9	279	240	0	293	12	0	As All Other O&M
Personal Protective Equipment	0	0	0	0	0	0	0	0	As All Other O&M
Advertising	0	0	0	0	0	0	0	0	As All Other O&M
Telephone	2,100	24	703	605	0	738	30	0	As All Other O&M
Cell Phones	720	8	241	207	0	253	10	0	As All Other O&M
Maintenance - Equipment	0	0	0	0	0	0	0	0	As All Other O&M
Contract Services	11,372	128	3,809	3,274	0	3,998	163	0	As All Other O&M
Total Supplies & Services (087)	\$16,879	\$190	\$5,646	\$4,877	\$0	\$5,925	\$242	\$0	
Education & Meetings (027)									
Memberships Dues	\$1,750	\$20	\$586	\$504	\$0	\$615	\$25	\$0	As All Other O&M
Education Trng	4,000	45	1,340	1,151	0	1,406	57	0	As All Other O&M
Education Incent Reimb	1,875	21	628	540	0	659	27	0	As All Other O&M
Total Education & Meetings (027)	\$7,625	\$86	\$2,554	\$2,195	\$0	\$2,681	\$109	\$0	
Education & Meetings (087)									
Memberships Dues	\$150	\$2	\$50	\$43	\$0	\$53	\$2	\$0	As All Other O&M
Conf & Mtgs	2,000	23	670	576	0	703	29	0	As All Other O&M
Education Incent Reimb	1,250	14	419	360	0	439	18	0	As All Other O&M
Total Education & Meetings (087)	\$3,400	\$38	\$1,139	\$979	\$0	\$1,195	\$49	\$0	
Other Expenses (027)									
Distributions To Other Agencies	\$40,000	\$450	\$13,399	\$11,514	\$0	\$14,062	\$573	\$0	As All Other O&M
Technology Services Chargebacks	30,917	348	10,357	8,900	0	10,869	443	0	As All Other O&M
Fixed Fleet Cost	4,333	49	1,451	1,247	0	1,523	62	0	As All Other O&M
Variable Fleet Cost	1,767	20	592	509	0	621	25	0	As All Other O&M
Total Other Expenses (027)	\$77,017	\$867	\$25,800	\$22,170	\$0	\$27,076	\$1,104	\$0	

Expenses FY 2022	Commodity (COM)	Capacity (CAP)	Customer Related			Public Fire Protection (FP)	Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification
			Actual Customer (AC)	Cust. Acctg. (WCA)	Meters & Services (WCMS)				
Other Expenses (087)									
Distributions To Other Agencies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As All Other O&M
Technology Services Chargebacks	14,959	168	4,306	0	5,259	214	0	0	As All Other O&M
Fixed Fleet Cost	0	0	0	0	0	0	0	0	As All Other O&M
Variable Fleet Cost	0	0	0	0	0	0	0	0	As All Other O&M
Total Other Expenses (087)	\$14,959	\$168	\$4,306	\$0	\$5,259	\$214	\$0	\$0	
Total Operations Admin	\$1,222,183	\$13,760	\$409,371	\$351,905	\$429,630	\$17,516	\$0	\$0	
Recycled Water Operations									
Personnel									
Salaries-Perm Full Time	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Overtime-Perm Full Time	15,000	0	15,000	0	0	0	0	0	100.0% CAP
Total Personnel	\$15,000	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	
Supplies & Services									
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Spec Dept Supplies	4,000	0	4,000	0	0	0	0	0	100.0% CAP
Personnel Supp & Equip	500	0	500	0	0	0	0	0	100.0% CAP
Tools	1,000	0	1,000	0	0	0	0	0	100.0% CAP
Contract Services	15,000	0	15,000	0	0	0	0	0	100.0% CAP
Total Supplies & Services	\$20,500	\$0	\$20,500	\$0	\$0	\$0	\$0	\$0	
Education & Meetings									
Education Trng	\$500	\$0	\$500	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Total Education & Meetings	\$500	\$0	\$500	\$0	\$0	\$0	\$0	\$0	
Other Expenses									
Transfers-General	\$84,000	\$0	\$84,000	\$0	\$0	\$0	\$0	\$0	100.0% CAP
Total Other Expenses	\$84,000	\$0	\$84,000	\$0	\$0	\$0	\$0	\$0	
Total Recycled Water Operations	\$120,000	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	
Utility Engineering									
Salaries-Perm Full Time	\$11,628	\$4,880	\$4,493	\$634	\$0	\$1,433	\$189	\$0	As Net Plant
Wrks Comp/Liab Ins	1,047	439	405	57	0	129	17	0	As Net Plant
Retirement	4,175	1,752	1,613	227	0	515	68	0	As Net Plant
Health Pay-In Lieu	826	347	319	45	0	102	13	0	As Net Plant
Life Vision Dental	357	150	138	19	0	44	6	0	As Net Plant
Retiree Medical	1,316	552	508	72	0	162	21	0	As Net Plant
Unemployment Insurance	58	24	22	3	0	7	1	0	As Net Plant
Medicare Insurance	181	76	70	10	0	22	3	0	As Net Plant
Technology Services Chargebacks	1,314	551	508	72	0	162	21	0	As Net Plant
Total Utility Engineering	\$20,902	\$8,772	\$8,076	\$1,139	\$0	\$2,576	\$340	\$0	

	Expenses FY 2022	Commodity (COM)	Capacity (CAP)	Customer Related			Public Fire Protection (FP)	Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification	
				Actual Customer (AC)	Cust. Acctg. (WCA)	Meters & Services (WCMS)					
Communications Manager											
Salaries-Perm Full Time	\$4,498	\$0	\$0	\$4,498	\$0	\$0	\$0	\$0	\$0	100.0%	AC
Def Comp City Match	90	0	0	90	0	0	0	0	0	100.0%	AC
Wrkrs Comp/Liab Ins	405	0	0	405	0	0	0	0	0	100.0%	AC
Retirement	1,660	0	0	1,660	0	0	0	0	0	100.0%	AC
Life Vision Dental	105	0	0	105	0	0	0	0	0	100.0%	AC
Retiree Medical	387	0	0	387	0	0	0	0	0	100.0%	AC
Health/Life/Vision Ins	454	0	0	454	0	0	0	0	0	100.0%	AC
Unemployment Insurance	22	0	0	22	0	0	0	0	0	100.0%	AC
Medicare Insurance	65	0	0	65	0	0	0	0	0	100.0%	AC
Total Communications Manager	\$7,686	\$0	\$0	\$7,686	\$0	\$0	\$0	\$0	\$0		
Other O&M											
Senior WSO From 50 to 54	\$11,000	\$4,616	\$4,250	\$599	\$0	\$1,356	\$179	\$0	\$0	As Net Plant	
WSO II From 45 to 46	2,000	839	773	109	0	246	32	0	0	As Net Plant	
WSO I From 40 to 42	3,000	1,259	1,159	163	0	370	49	0	0	As Net Plant	
Meter Technician [Rplcmnt Program (GS 46)]	121,346	2,532	1,592	34,948	0	79,051	3,223	0	0	As Trans. & Dist.	
Backflow Technician (GS 46)	121,346	2,532	1,592	34,948	0	79,051	3,223	0	0	As Trans. & Dist.	
Backflow Technician Truck	9,300	194	122	2,678	0	6,058	247	0	0	As Trans. & Dist.	
Replacement Program Truck - One Time	32,000	668	420	9,216	0	20,846	850	0	0	As Trans. & Dist.	
Backflow Technician Truck - One Time	32,000	668	420	9,216	0	20,846	850	0	0	As Trans. & Dist.	
Reporting Technician	100,000	41,966	38,637	5,449	0	12,324	1,624	0	0	As Net Plant	
Backflow Program Costs	207,824	87,215	80,297	11,323	0	25,613	3,376	0	0	As Net Plant	
Total Other O&M	\$639,816	\$142,488	\$129,262	\$108,651	\$0	\$245,762	\$13,653	\$0	\$0		
Surface Water Project Expenses											
O&M Funded through Rates	\$4,412,238	\$2,709,114	\$1,703,124	\$0	\$0	\$0	\$0	\$0	\$0	61.4%	COM 38.6% CAP
Reserve Funding for JPA	664,694	408,122	256,572	0	0	0	0	0	0	61.4%	COM 38.6% CAP
Total Surface Water Project Expenses	\$5,076,932	\$3,117,236	\$1,959,696	\$0	\$0	\$0	\$0	\$0	\$0		
Total O&M Expenses	\$13,981,436	\$3,359,882	\$4,935,764	\$2,453,857	\$0	\$3,101,609	\$130,323	\$0	\$0		
Rate Funded Capital	\$2,800,000	\$58,422	\$36,738	\$806,416	\$0	\$1,824,055	\$74,369	\$0	\$0	As Trans. & Dist.	
Debt Service											
ARRA Loan	\$476,252	\$9,937	\$6,249	\$137,163	\$0	\$310,253	\$12,649	\$0	\$0	As Transmission and Distribut	
2014 DWSRF	1,567,704	32,710	20,570	451,508	0	1,021,278	41,639	0	0	As Transmission and Distribut	
Recycled Water	69,244	0	69,244	0	0	0	0	0	0	100.0%	CAP
2011 Rev Bond	661,233	13,797	8,676	190,439	0	430,759	17,563	0	0	As Transmission and Distribut	
SRF (Joint)	6,165,183	3,785,422	2,379,761	0	0	0	0	0	0	61.4%	COM 38.6% CAP
2017 Series A	1,426,070	875,607	550,463	0	0	0	0	0	0	61.4%	COM 38.6% CAP
2017 Series B	147,133	90,340	56,793	0	0	0	0	0	0	61.4%	COM 38.6% CAP
2021 Refund Bond	495,884	10,347	6,506	142,818	0	323,043	13,171	0	0	As Transmission and Distribut	
Recycled Water System Expansion	0	0	0	0	0	0	0	0	0	100.0%	CAP
Additional Revenue Bonds	0	0	0	0	0	0	0	0	0	61.4%	COM 38.6% CAP
Total Debt Service	\$11,008,702	\$4,818,159	\$3,098,261	\$921,927	\$0	\$2,085,333	\$85,021	\$0	\$0		
Less: Existing Connection Fees	\$55,000	\$24,072	\$15,479	\$4,606	\$0	\$10,418	\$425	\$0	\$0	As Debt Service	

	Expenses FY 2022	Commodity (COM)	Capacity (CAP)	Customer Related			Public Fire Protection (FP)	Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification
				Actual Customer (AC)	Cust. Acctg. (WCA)	Meters & Services (WCMS)				
Less: SWP Connection Fees	\$429,119	\$263,479	\$165,640	\$0	\$0	\$0	\$0	\$0	\$0	As SWP Debt Service
Net Debt Service	\$10,524,583	\$4,530,608	\$2,917,142	\$917,321	\$0	\$2,074,915	\$84,597	\$0	\$0	
Transfers to Reserves										
Transfers To - Operating Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Total O&M Expenses
Transfers To - Capital Reserve	0	0	0	0	0	0	0	0	0	As Total O&M Expenses
Total Transfers to Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Revenue Requirement	\$27,306,019	\$7,948,913	\$7,889,645	\$4,177,593	\$0	\$7,000,580	\$289,289	\$0	\$0	
Less: Miscellaneous Revenues										
Installation Charge	\$10,450	\$10,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0% COM
AMR Installation Fee	33,750	33,750	0	0	0	0	0	0	0	100.0% COM
Recycled Water Sales	190,317	0	190,317	0	0	0	0	0	0	As Recycled O&M
Other Miscellaneous Revenue	131,025	131,025	0	0	0	0	0	0	0	100.0% COM
Recycled Water Loss of Revenues	0	0	0	0	0	0	0	0	0	As Total Revenue Requirement
Total Miscellaneous Revenues	\$365,542	\$175,225	\$190,317	\$0	\$0	\$0	\$0	\$0	\$0	
Net Revenue Requirement	\$26,940,477	\$7,773,688	\$7,699,328	\$4,177,593	\$0	\$7,000,580	\$289,289	\$0	\$0	

City of Woodland
Water Rate Study
Exhibit 15
Distribution of the Revenue Requirement

		Res - Tier 1	Res - Tier 2	Res - Tier 3	Non-Residential	Large Uniform Users	Landscape
Commodity	\$7,773,688	\$3,226,377	\$1,214,267	\$186,497	\$1,944,487	\$0	\$1,202,059
Capacity	\$7,699,328	\$2,308,643	\$1,226,626	\$300,451	\$2,302,659	\$0	\$1,560,949
Direct Assignment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$15,473,016	\$5,535,021	\$2,440,893	\$486,948	\$4,247,146	\$0	\$2,763,008

City of Woodland
Water Rate Study
Exhibit 16
Distribution of the Revenue Requirement

	Net Revenue Requirement	Residential	Non-Residential	Large Uniform Users	Landscape	Allocation Factor
Commodity	\$7,773,688	\$4,627,142	\$1,944,487	\$0	\$1,202,059	(COM)
Capacity	\$7,699,328	\$3,835,720	\$2,302,659	\$0	\$1,560,949	(CAP)
Customer Related						
Actual Customer	\$4,177,593	\$3,752,255	\$339,822	\$0	\$85,517	(AC)
Weighted for Cust. Acctg.	0	0	0	0	0	(WCA)
Weighted for Meters & Services	7,000,580	6,170,521	673,496	0	156,562	(WCMS)
Total Customer Related	\$11,178,173	\$9,922,776	\$1,013,319	\$0	\$242,079	
Public Fire Protection Related	\$289,289	\$187,437	\$101,851	\$0	\$0	(FP)
Revenue Related	\$0	0	\$0	\$0	\$0	(RR)
Direct Assignment	\$0	\$0	\$0	\$0	\$0	(DA)
Net Revenue Requirement	\$26,940,477	\$18,573,075	\$5,362,316	\$0	\$3,005,087	

City of Woodland
Water Rate Study
Exhibit 17
Cost of Service Analysis

	Expenses FY 2022	Residential	Non- Residential	Large Uniform Users	Landscape
Revenues at Present Rates	\$26,542,342	\$17,992,482	\$5,332,324	\$0	\$3,217,536
Allocated Revenue Requirement	\$26,940,477	\$18,573,075	\$5,362,316	\$0	\$3,005,087
<i>Balance/(Deficiency) of Fund</i>	<i>(\$398,135)</i>	<i>(\$580,593)</i>	<i>(\$29,991)</i>	<i>\$0</i>	<i>\$212,450</i>
Required % Change in Rates	1.5%	3.2%	0.6%	0.0%	-6.6%

City of Woodland
Water Rate Study
Exhibit 18
Average Unit Costs

	Total	Res - Tier 1	Res - Tier 2	Res - Tier 3	Non-Residential	Large Uniform Users	Landscape
Commodity \$/CCF	\$2.30	\$2.30	\$2.30	\$2.30	\$2.30	\$0.00	\$2.30
Capacity \$/CCF	2.28	1.65	2.32	3.70	2.72	0.00	2.99
Fire/Revenue/Direct \$/CCF	0.10	0.09	0.09	0.09	0.12	0.00	0.00
Total \$/CCF	\$4.68	\$4.04	\$4.72	\$6.10	\$5.14	\$0.00	\$5.29
<i>Differential</i>			<i>\$0.68</i>	<i>\$1.38</i>			
Current Rates		\$3.98	\$4.79	\$5.89	\$5.18	\$0.00	\$5.86
<i>Differential</i>			<i>\$0.81</i>	<i>\$1.10</i>			
Customer Costs - \$/eq mtr/month	\$54.55						
Average Total Cost \$/CCF	\$7.97	\$13.24			\$6.34	\$0.00	\$5.75
Average Current Cost \$/CCF	\$7.85	\$12.82			\$6.31	\$0.00	\$6.16
Basic Data							
Annual Consumption (CCF)	3,380,484	1,403,030	528,039	81,101	845,584	0	522,730
Number of Bills	16,756	15,050			1,363	0	343
Equivalent Meters	17,075	15,050			1,643	0	382

City of Woodland
Water Rate Study
Summary of Proposed Rates

	Present Rates	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
<i>Proposed Rate Adjustment</i>		3.0%	3.0%	3.0%	3.0%	3.0%
Effective Date:		<i>Jan-1-2022</i>	<i>Jan-1-2023</i>	<i>Jan-1-2024</i>	<i>Jan-1-2025</i>	<i>Jan-1-2026</i>
Meter Charge <i>(All customer classes)</i>						
3/4"	\$55.65	\$54.55	\$56.20	\$57.90	\$59.65	\$61.45
1"	55.65	54.55	56.20	57.90	59.65	61.45
1 1/2"	55.65	54.55	56.20	57.90	59.65	61.45
2"	55.65	54.55	56.20	57.90	59.65	61.45
3"	99.00	102.50	105.60	108.80	112.10	115.40
4"	165.00	170.80	176.00	181.30	186.80	192.40
6"	329.40	340.95	351.30	361.90	372.80	384.10
8"	329.40	545.50	562.00	579.00	596.50	614.50
10"	329.40	784.45	808.20	832.60	857.80	883.70
 Consumption <i>(per ccf)</i>						
Residential						
0 - 12 CCF	\$3.98	\$4.04	\$4.16	\$4.28	\$4.41	\$4.54
13 - 36 CCF	4.79	4.72	4.86	5.00	5.15	5.30
36 + CCF	5.89	6.10	6.28	6.46	6.66	6.86
 Non Residential						
Uniform Rate	\$5.18	\$5.14	\$5.29	\$5.45	\$5.61	\$5.78
 Landscape						
Uniform Rate	\$5.86	\$5.29	\$5.45	\$5.61	\$5.78	\$5.95

Draft Report



City of Woodland Wastewater Rate Study October 2021





October 22, 2021

Mr. Evis Morales
Finance Officer
City of Woodland
300 First Street
Woodland, CA 95695

Subject: Wastewater Rate Study Draft Report

Dear Mr. Morales:

HDR Engineering, Inc. (HDR) is pleased to present to the City of Woodland (City) the draft report for the wastewater rate study (Study). The City's Study was developed to provide cost-based rates that generate sufficient revenue to fund the operation and maintenance costs and capital infrastructure needs of the wastewater utility. More specifically, the City's Study was also designed to develop cost-based and proportional rates for the City's customers. This report outlines the overall approach used to achieve these objectives, along with our findings, conclusions, and recommendations.

The costs associated with providing wastewater services to the City's customers has been developed based on City specific information and customer characteristics and this data have been incorporated into the development of the proposed rates. This study was developed utilizing generally accepted rate setting principles and methodologies as outlined in the Water Environment Federation's Manual of Practice No. 27, Financing and Charges for Wastewater Systems to meet the proportionality requirements of Proposition 218. This report provides the basis for developing and implementing wastewater rates which are cost-based, proportional, and legally defensible for the City's customers.

We appreciate the assistance provided by the City's project team in the development of this study and this report. More importantly, HDR appreciates the opportunity to provide these technical and professional services to the City of Woodland.

Sincerely yours,
HDR Engineering, Inc.

A handwritten signature in black ink, appearing to read 'Shawn Koorn', is enclosed in a rectangular box.

Shawn Koorn
Associate Vice President

hdrinc.com

929 108th Avenue NE, Suite 1300, Bellevue, WA 98004-4361
(425) 450-6200

Table of Contents

Executive Summary

Introduction	1
Overview of the Rate Study Process.....	1
Key Wastewater Rate Study Results.....	2
Summary of the Wastewater Revenue Requirement Analysis	2
Summary of the Wastewater Cost of Service Analysis.....	5
Summary of the Wastewater Rate Designs.....	6
Summary	8

1 Introduction and Overview

1.1 Introduction	9
1.2 Goals and Objectives.....	9
1.3 Overview of the Rate Study Process.....	9
1.4 Organization of the Study	10
1.5 Summary	10

2 Overview of Rate Setting Principles

2.1 Introduction	11
2.2 Generally Accepted Rate Setting Principles.....	11
2.3 Determining the Revenue Requirement.....	11
2.4 Analyzing Cost of Service	12
2.5 Designing Utility Rates	13
2.6 Summary	13

3 Wastewater Revenue Requirement

3.1 Introduction	14
3.2 Determining the Revenue Requirement.....	14
3.2.1 Establishing a Time Frame and Approach	14
3.2.2 Projecting Rate and Other Miscellaneous Revenues.....	15
3.2.3 Projecting Operation and Maintenance Expenses	16
3.2.4 Projecting Capital Funding Needs.....	16
3.2.5 Projection of Debt Service	18
3.2.6 Reserve Funding.....	19
3.2.7 Summary of the Wastewater Revenue Requirement.....	19

3.3	Consultant's Conclusions	21
3.4	Summary	21
4	Cost of Service	
4.1	Introduction	22
4.2	Objectives of a Cost of Service Study.....	22
4.3	Determining the Customer Classes of Service.....	22
4.4	General Cost of Service Procedures.....	23
4.4.1	Functionalization of Costs.....	23
4.4.2	Allocation of Costs.....	23
4.4.3	Development of Distribution Factors	24
4.5	Summary of the Wastewater Cost of Service Analysis.....	25
4.6	Consultant's Conclusions	31
4.7	Summary	31
5	Wastewater Rate Design	
5.1	Introduction	32
5.2	Rate Design Criteria and Considerations	32
5.3	Development of Cost-Based Wastewater Rates.....	32
5.4	Overview of the Current Wastewater Rate Structure	33
5.5	Overview of the Proposed Rate Adjustments	34
5.6	Development of the Proposed Wastewater Rates.....	34
5.7	Summary	35

Wastewater Technical Appendix

Executive Summary

Introduction

HDR Engineering, Inc. (HDR) was retained by the City of Woodland (City) to conduct a comprehensive wastewater rate study (Study). The main objectives of the Study were:

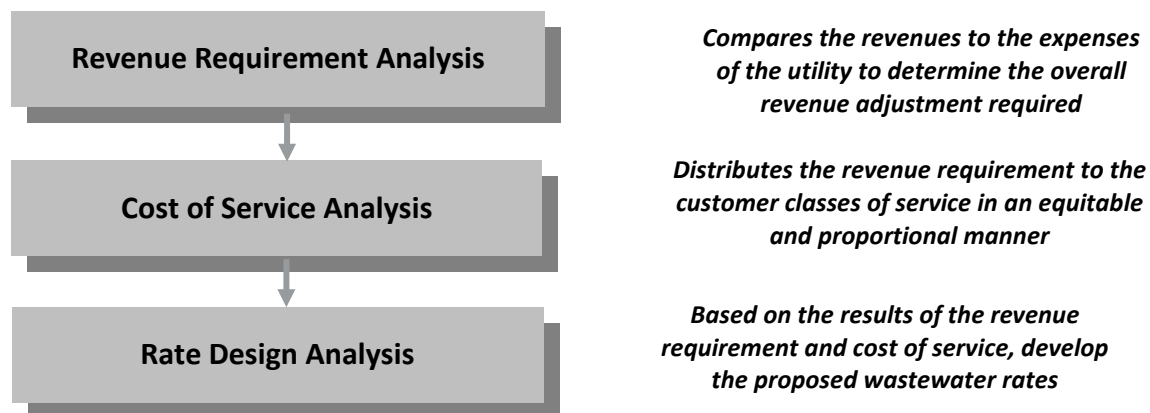
- Develop a projection of wastewater revenues to support the City's operating and capital costs
- Provide a proportional and equitable distribution of the costs for providing wastewater service to those customers receiving service
- Propose cost-based rates for a multi-year time period that are in compliance with State law and fulfill the requirement of Proposition 218

The City owns, operates, and maintains the wastewater system which provide wastewater service to the City's customers. The City's wastewater system plays a leading role in the protection of public health and the environment. Maintaining the City's wastewater system requires a proactive commitment to investing in the capital infrastructure and resources necessary to keep this critical infrastructure operating 24 hours a day, 365 days per year. The costs included within this study associated with providing wastewater collection and treatment were based upon the financial and operating data provided by the City.

Overview of the Rate Study Process

A comprehensive rate study uses three interrelated analyses to address the adequacy and equity of each utility's rates. These three analyses are a revenue requirement analysis, a cost of service analysis, and a rate design analysis. These three analyses are illustrated below in Figure ES – 1.

Figure ES – 1
Overview of the Comprehensive Wastewater Rate Analysis



The above framework was utilized in the development of the City's Study to review and evaluate the adequacy and equity of the City's wastewater rates.

Key Wastewater Rate Study Results

The City's Study developed technical analyses to determine the adequacy of the existing rates, and the equity and proportionality of the rates assessed to the various customer classes of service (e.g., residential, non-residential, etc.). The wastewater rate study conducted herein resulted in the following findings, conclusions, and recommendations.

- A revenue requirement analysis was developed for the projected time period of FY 2022 through FY 2030
- The City's FY 2022 wastewater utility adopted budget was used as the starting point for the revenue requirement analysis
- Operation and maintenance (O&M) expenses are projected to increase at inflationary levels
 - ✓ Additional O&M expenses are assumed in FY 2022 and FY 2023 based on information provided by the City
- A cost of service analysis was developed for FY 2023 to review the equity of the existing rates and to proportionally distribute the revenue requirement among the wastewater customer classes of service
- The results of the cost of service analysis for FY 2023 provided the average unit costs (i.e., cost-based rates) which were used to establish the proposed wastewater rates
- The Study has developed and recommended proposed rates for a five-year rate setting period of FY 2022 – FY 2026 by customer class of service.
- The proposed wastewater rate revenue adjustments (not customer bill impacts) are 0.0% in FY 2022 and 2.0%, annually in FY 2023 through FY 2026
- Rate adjustments are effective January 1 of each year, or midway through the Fiscal Year.

Summary of the Wastewater Revenue Requirement Analysis

The City's wastewater utility revenue requirement analysis is the first analytical step in the comprehensive rate study process. The revenue requirement analysis determines the adequacy or capacity of the current wastewater rates to fund current and future costs related to both O&M and capital infrastructure needs. From this analysis, a determination can be made as to the overall level of wastewater revenue (i.e., rate) adjustments needed to provide adequate and prudent funding for the wastewater utility.

For this Study, the revenue requirement analysis was developed from the FY 2022 adopted budget and a nine-year projected period (FY 2022 – FY 2030). As a practical matter, a multi-year time frame is recommended in an attempt to identify any major expenses that may be on the horizon. By anticipating future financial requirements, the City may begin planning for these changes sooner, thereby minimizing short-term rate shock and overall long-term rates. Given the projection over the time period, the Study developed proposed rates for the five-year period of FY 2022 – FY 2026.

For the revenue requirement analysis, a “cash basis” approach was utilized. The “cash basis” approach is the most commonly used methodology by municipal utilities to establish their revenue requirement and it is the same methodology the City has historically used. Under this approach, the revenues of the utility must be sufficient to cover all necessary expenditures including operations & maintenance (O&M), annual debt service payments, capital projects funded through rates (rate funded capital), and reserve funding. The primary financial inputs in the development of the City’s revenue requirement analysis were the City’s FY 2022 budget documents, historical billed customer and consumption data, and the City’s wastewater capital improvement plan. The FY 2022 budgeted O&M expenses were projected over the projected time period using escalation (inflationary) factors for the City’s various O&M expenses, which included wastewater collection, conveyance, treatment, and disposal costs. These escalation factors were based on historical costs trends and planned changes based on City of Woodland planning and financial projection studies and analyses.

The proper and adequate funding of capital improvement projects (i.e., the annual re-investment in the wastewater system) is important to help minimize operating costs and the need for rate increases over time. General financial guidelines state that, at a minimum, a utility should fund an amount equal to, or greater than, annual depreciation expense through rates on an annual basis. Annual depreciation expense reflects the current investment in plant facilities in service being depreciated or “losing” their useful life. This portion of plant investment needs to be replaced to maintain the existing level of infrastructure (and service levels). However, it must be kept in mind that simply funding an amount equal to annual depreciation expense will not be sufficient to fund the replacement value or cost of an existing or depreciated facility. Therefore, consideration should be given to funding within rates at some amount greater than the annual depreciation expense for renewals and replacement project funding.

As a part of this Study, and the current capital improvement funding plan, the City made a concerted effort to maintain and slightly increase the overall level of “pay-as-you-go” (rate) funding. This is a critical part of the City’s capital improvement funding plan to maintain the wastewater system (e.g., annual renewal and replacement needs). Based on the City’s capital improvement plan, there is a significant level of annual capital investment over the next 9-year period. On average, there is approximately \$6.2 million per year needed to fund capital improvement projects. Over the rate setting period, the City anticipates funding the capital needs with \$2.9 million in available reserves and \$31.5 million from rate funded capital. No new long-term debt has been assumed as a part of this study.

As a point of reference, the City’s annual depreciation expense for the wastewater utility is approximately \$2.8 million (FY 2019). This financial plan has placed the City’s rate funding for capital improvements at \$5.3 million in FY 2022 and increases slightly over time to prudently fund capital renewal and replacement needs reaching \$5.5 million by FY 2026. In developing this financial plan, the City has attempted to minimize rate impacts while funding the projects as identified in the capital improvement plan. HDR collaborated with City staff to develop the proposed capital improvement funding plan. Provided below in Table ES - 1 is a summary of the

capital improvement funding plan over the five-year rate setting period. A more detailed discussion of the capital funding plan is included in Section 3.5 of this report.

Table ES – 1
Summary of the Capital Improvement Funding Plan (000's)

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Capital Projects					
Total Public Works	\$175	\$133	\$163	\$30	\$0
Total Wastewater Capital	7,555	5,600	3,560	5,000	4,325
Future Capital Projects	<u>0</u>	<u>0</u>	<u>1,677</u>	<u>420</u>	<u>1,175</u>
Total Capital Projects	\$7,730	\$5,733	\$5,400	\$5,450	\$5,500
Less Funding Sources					
Operating Reserves	\$2,480	\$383	\$0	\$0	\$0
Assumed Debt	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding Sources	\$2,480	\$383	\$0	\$0	\$0
Total Rate Funded Capital	\$5,250	\$5,350	\$5,400	\$5,450	\$5,500

It is important to note that HDR is not advising the City on the need for or issuance of any long-debt issuances, but rather identifying overall funding needs as part of the overall capital improvement funding plan. Given a projection of operating and capital expenses, a summary of the wastewater revenue requirement analysis was developed. Provided below in Table ES – 2 is a summary of the revenue requirement analysis for the City's wastewater utility.

Table ES - 2
Summary of the Wastewater Revenue Requirements (000's)

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Revenues					
Rate Revenues	\$18,646	\$18,833	\$18,927	\$19,022	\$19,117
Miscellaneous Revenues	<u>208</u>	<u>242</u>	<u>244</u>	<u>246</u>	<u>248</u>
Total Revenues	\$18,854	\$19,075	\$19,171	\$19,268	\$19,365
Expenses					
Total O&M	\$9,761	\$10,429	\$10,863	\$11,316	\$11,789
Rate Funded Capital	5,250	5,350	5,400	5,450	5,500
Debt Service	3,453	3,455	3,453	3,510	3,457
Reserve Funding	<u>390</u>	<u>29</u>	<u>27</u>	<u>(42)</u>	<u>(8)</u>
Total Revenue Requirement	\$18,854	\$19,264	\$19,743	\$20,234	\$20,738
Bal./(Def.) of Funds	\$0	(\$188)	(\$572)	(\$966)	(\$1,373)
Bal. as a % of Rate Rev.	0.0%	1.0%	3.0%	5.1%	7.2%
Proposed Revenue Adjustments	0.0%	2.0%	2.0%	2.0%	2.0%
Add'l Rev. from Adjustments	\$0	\$188	\$572	\$966	\$1,373
Total Bal. / (Def.) of Funds	\$0	\$0	\$0	(\$0)	(\$0)

As can be seen, the revenue requirement has summed the O&M expense, rate funded capital, annual debt service, and reserve funding. The total revenue requirement is then compared to the total sources of funds which include the rate revenues, at present rate levels, and other miscellaneous revenues. From this comparison, a balance or deficiency of funds in each year can be determined. This balance or deficiency of funds is then compared to the current level of rate revenues to determine the level of rate revenue adjustment needed to meet the revenue requirement. It is important to note the “Bal. / (Def.) of Funds” row is cumulative. That is, any adjustments in the initial years will reduce the deficiency in the later years. As shown in Table ES-2, there is no proposed change in rates for FY 2022. Starting in FY 2023 through FY 2026 the analysis results in the need for annual adjustments of 2.0%.

A more detailed discussion of the development of the revenue requirement analysis is provided in Section 3 of this report.

Summary of the Wastewater Cost of Service Analysis

A cost of service analysis determines the equitable and proportional distribution of the revenue requirement to the City’s various customer classes of service. The objective of the cost of service analysis is different from determining the revenue requirement. The revenue requirement analysis determines the utility’s overall revenue needs whereas the cost of service analysis determines the proportional manner in which to distribute costs to each customer class. Given that there is no proposed change in rates for FY 2022, the revenue requirement for FY 2023 was used for establishing the cost of service analysis.

In summary form, the cost of service analysis began by functionalizing the revenue requirement for the City’s wastewater utility. As explained in more detail in this report (Section 4), the functionalized revenue requirement was then allocated into their various cost components. The allocated totals were then proportionally distributed to the various customer class of service based upon each customer class’s usage characteristics or the demand placed on the wastewater system. The distributed costs for each customer class were then aggregated to determine each customer class’s overall revenue responsibility. Table ES – 3 provides the summary of the wastewater cost of service analysis completed for the City.

Table ES - 3
Summary of the Wastewater Cost of Service Analysis (\$000)

Class of Service	Current Rate Revenues	Distributed Costs	\$ Difference	% Difference
Single-Family	\$11,450	\$11,676	(\$227)	2.0%
Duplex	581	581	(1)	0.1%
Multi-Family	2,960	3,335	(375)	12.7%
Non-Residential – Low	1,931	1,608	323	-16.7%
Non-Residential – Med	1,034	960	74	-7.2%
Non-Residential – High	636	611	25	-3.9%
Schools	<u>242</u>	<u>249</u>	<u>(7)</u>	2.8%
Total	\$18,833	\$19,021	(\$188)	1.0%

The results of the wastewater cost of service analysis indicate some cost differences between the customer classes of service, which is not uncommon. For this analysis the cost of service reviewed the customer classes of Single-Family Residential, Duplex, Multi-Family, Non-Residential – Low Strength, Non-Residential – Medium Strength, and Non-Residential - High Strength, and Schools. These customer classes reflect the various types of customers served by the City as well as the current rate schedules. Given the requirement of California Constitution Article XIII D, Section 6 (commonly referred to as Proposition 218) the results of the cost of service analysis are used to establish the proposed wastewater rates. From the allocation and distribution of costs, average unit costs (i.e., cost-based rates) can be developed. As noted in the cost of service section (Section 4) of this report, the implementation of cost of service adjustments will impact the overall customer bill and revenue generation for the wastewater utility. A detailed discussion of the development of the cost of service analysis is provided in Section 4 of this report.

Summary of the Wastewater Rate Designs

The final step of the comprehensive rate study process is the design of the wastewater rates to collect the desired levels of revenue, based on the results of the revenue requirement and cost of service analysis. The revenue requirement analysis provided a set of recommendations related to annual revenue adjustments, while incorporating the cost of service results and implementing interclass adjustments to reflect the proportional distribution of costs.

It is important to understand that each customer class has a separate rate given the different usage and customer characteristics as outlined in the cost of service analysis. The City currently has a rate structure for each of the customer classes of service. The Residential Single-Family and Multi-Family customers are charged a flat fixed charge that reflects the costs to provide service. Non-Residential customers have three subclasses (Low, Medium, and High Strength) which are all currently charged the same fixed charge and a uniform (flat) volumetric charge unique to each. Finally, Schools are charged the same fixed charge as Non-Residential customers, but the

volumetric component is a rate charged on an average daily attendance (ADA) basis (i.e., number of students).

After discussion with City staff, minor rate structure changes were recommended. First, the Non-Residential customers will move to a fixed charge which varies by type of customer (i.e., subclass of low, medium, and high strength customers). Additionally, given this change to the fixed charge for Non-Residential customers, the Schools' fixed charge will be set at the same level as the Non-Residential Low-Strength fixed charge.

Given the result of the prior analyses - the revenue requirement and cost of service analyses - proposed wastewater rates can be developed that reflect the equitable and proportional distribution of the costs of providing service over the five year period. Provided in Table ES – 4 is a summary of the current and proposed rates for FY 2022 through FY 2026.

Table ES – 4 Summary of the Present and Proposed Wastewater Rates						
	Present Rates	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Base Charge	\$ / Acct.					
Residential	\$62.15	\$62.15	\$64.65	\$65.95	\$67.27	\$68.61
Multi-Family						
Condo/Apt./3+ Units	\$40.55	\$40.55	\$46.61	\$47.54	\$48.50	\$49.47
Duplex	50.35	50.35	51.44	52.47	53.51	54.58
Non-Residential	37.70	--	--	--	--	--
Low - Strength	--	\$37.70	\$10.36	\$10.56	\$10.77	\$10.99
Med - Strength	--	37.70	37.65	38.40	39.17	39.95
High - Strength	--	37.70	40.56	41.37	42.20	43.04
Schools	\$37.70	37.70	10.36	10.56	10.77	10.99
Variable Charge	\$ / ADA.					
Schools	\$1.67	\$1.67	\$1.83	\$1.86	\$1.90	\$1.94
Non Residential	\$ / CCF					
Low - Strength	\$7.75	\$7.75	\$7.49	\$7.64	\$7.79	\$7.94
Med - Strength	8.95	8.95	8.46	8.63	8.80	8.98
High - Strength	10.17	10.17	9.90	10.10	10.30	10.51

As shown in Table ES-4, there is no change in rates in FY 2022. Starting in FY 2023, the proposed rates reflect the results of the cost of service analysis and overall revenue needs as outlined in the revenue requirement analysis. The proposed wastewater rates are based on the cost of service unit costs results. The development of the rate designs is discussed and outlined in more detail in Section 5 of this report.

Summary

This wastewater rate study is the culmination of technical analyses undertaken for the City's wastewater utility. The recommendations contained within this study are intended to adequately fund and maintain the City's wastewater utility with cost-based and equitable rates. This Study, and the proposed rates, has been developed using methodologies and approaches to support meeting the legal requirements of Proposition 218.

1 Introduction and Overview

1.1 Introduction

HDR Engineering Inc. (HDR) was retained by the City of Woodland (City) to conduct a comprehensive wastewater cost of service study (Study). The objective of the wastewater rate study was to review the City's wastewater operating and capital costs in order to develop a financial plan and cost-based rates. The City's wastewater utility was reviewed on a standalone basis with the intent of developing cost-based rates to comply with the requirements of Proposition 218. This study provides the analytical framework to review the City's current costs and develop the proposed cost-based and proportional wastewater rates.

The City owns and operates the wastewater system in Woodland, California. The system collects, treats, and disposes of customer wastewater through a complex system of collection, conveyance, treatment, and disposal facilities. The costs included within this Study associated with providing wastewater services are based on the financial and operating data provided by the City.

1.2 Goals and Objectives

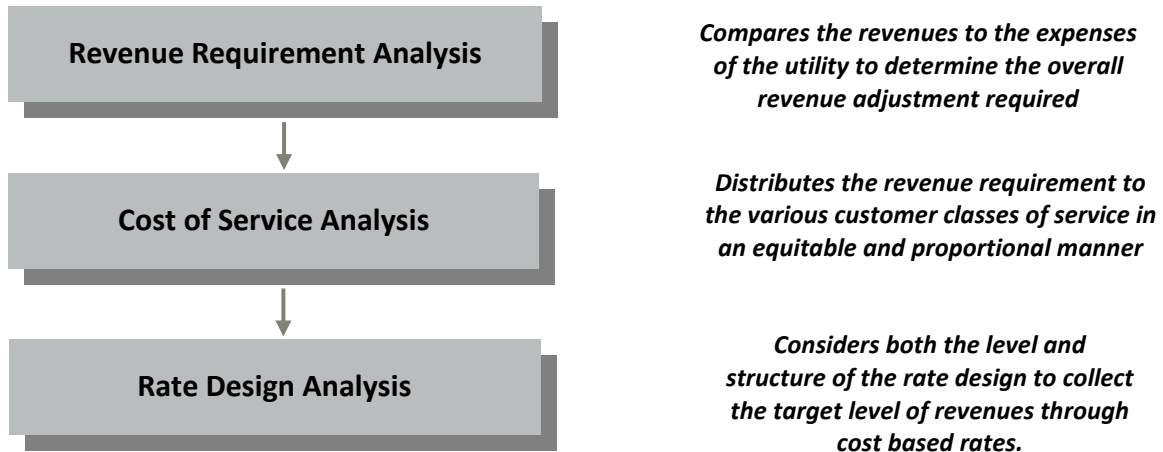
The City had a number of key objectives in developing the wastewater cost of service study. These key objectives provided a framework for policy decisions in the analyses that followed. The key objectives were:

- Develop the Study in a manner that is consistent with the principles and methodologies established by the Water Environment Federation, Manual of Practice No. 27, Financing and Charges for Sewer Systems (WEF MOP #27) in order to meet the requirements of California Constitution Article XIII D, Section 6 (commonly referred to as Proposition 218).
- In financial planning, and when establishing the City's rates, review and utilize industry best practices while, at the same time, recognizing and acknowledging the specific and unique characteristics of the City's wastewater system.
- Meet the City's financial planning criteria and goals, such as debt service coverage ratios, adequate funding of capital infrastructure replacement, and maintenance of adequate and prudent reserve levels.
- Develop a financial plan which adequately supports the wastewater utility's funding requirements, while attempting to minimize overall impacts to rates.

1.3 Overview of the Rate Study Process

User rates must be set at a level where a utility's operation and maintenance (O&M) and capital expenses are met with the revenues received from customers. This is an important point, as failure to achieve this objective may lead to insufficient funds to maintain system integrity. To evaluate the adequacy and equitability of the existing wastewater rates, a comprehensive rate study is often performed. A wastewater rate study consists of three interrelated analyses. Figure 1 - 1 provides an overview of these analyses.

Figure 1 – 1
Overview of the Comprehensive Wastewater Rate Analyses



The above framework for reviewing and evaluating rates was utilized for the development of the City's Study. As noted, the wastewater utility was reviewed on a stand-alone basis. That is, no funding from other City funds is included when determining the level of adequate funding needs from the wastewater utility's rate revenues.

1.4 Organization of the Study

This report is organized in a sequential manner that first provides an overview of utility rate setting principles, followed by sections that detail the specific steps used to review and develop the City's proposed wastewater rates. The following sections comprise the City's wastewater rate study report:

- **Section 2** – Overview of Rate Setting Principles
- **Section 3** – Wastewater Revenue Requirement Analysis
- **Section 4** – Wastewater Cost of Service Analysis
- **Section 5** – Wastewater Rate Design Analysis

Technical Appendices are attached at the end of this report, which detail the various technical analyses that were undertaken in the preparation of the City's Study.

1.5 Summary

This report will review the wastewater rate study prepared for the City. To meet the legal requirements of Proposition 218, this report has been prepared utilizing generally accepted and industry standard wastewater rate setting techniques, tailored specifically to the City's unique wastewater system and the requirements of Proposition 218.

2 Overview of Rate Setting Principles

2.1 Introduction

This section of the report provides background information about the wastewater rate setting process, including descriptions of generally accepted principles, types of utilities, methods of determining a revenue requirement, cost of service, and rate design. This information is useful for gaining a better understanding of the details presented in Sections 3 through 5 of this report.

2.2 Generally Accepted Rate Setting Principles

As a practical matter, all utilities should consider setting their rates around some generally accepted or global principles and guidelines. Utility rates should be:

- Cost-based, equitable, and set at a level that meets the utility's full revenue requirement
- Easy to understand and administer
- Designed to conform to generally accepted rate setting techniques
- Stable in their ability to provide adequate revenues for meeting the utility's financial, O&M, and regulatory requirements
- From a customer's perspective, rate are established at a level that is stable from year-to-year.

2.3 Determining the Revenue Requirement

Most public utilities use the "cash basis" approach for establishing their revenue requirement and setting rates. This approach conforms to most public utility budgetary requirements and the calculation is easy to understand. A public utility totals its cash expenditures for a period of time to determine its required revenues. The revenue requirement for a public utility is usually comprised of the following costs or expenses:

- **Total Operating Expenses:** This includes a utility's operation and maintenance (O&M) expenses, plus any applicable taxes or transfer payments. O&M expenses include the materials, electricity, labor, supplies, etc., needed to maintain the utility.
- **Total Capital Expenses:** Capital expenses are calculated by adding debt service payments (principal and interest) to capital improvement projects (CIP) financed with rate revenues. In lieu of including CIP financed (funded) from rate revenues, a utility sometimes includes annual depreciation expense to stabilize the annual revenue requirement from year-to-year. In addition, a utility may fund future capital improvements through transfers to reserves which are then used in future years for capital improvements.

Under the "cash basis" approach, the sum of the total operating expenses plus the total capital expenses equals the utility's revenue requirement during the selected time period. It is important to note that the two portions of the capital expense component (debt service and rate funded capital) are necessary under the cash basis approach because utilities generally cannot finance all of their capital facilities with long-term debt. At the same time, it is often difficult to pay for capital expenditures on a "pay-as-you-go" basis given that some major capital projects may have

significant rate impacts on a utility, even when financed with long-term debt. Many utilities have found that some combination of pay-as-you-go funding and long-term financing will often lead to the minimization of rate increases over time.

As noted, public utilities typically use the cash basis¹ approach to establish their revenue requirements. An exception occurs if a public utility provides service to a major wholesale or contract customer. In this situation, a public utility could use the utility basis approach (see Table 2 - 1) regarding earning a fair return on its investment. As a point of reference, the City's Study is based on the cash basis approach.

Table 2 – 1 Cash versus Utility Basis Comparison			
Cash Basis		Utility Basis (Accrual)	
+	O&M Expenses	+	O&M Expenses
+	Taxes / Transfer Payments	+	Taxes/Transfer Payments
+	Capital Improv. Funded from Rates (≥ Depreciation Expense)	+	Depreciation Expense
+	Debt Service (Principal + Interest)	+	Return on Investment
=	Total Revenue Requirement	=	Total Revenue Requirement

2.4 Analyzing Cost of Service

After the total revenue requirement is determined, it is equitably allocated and proportionally distributed to the various customers benefitting from the service. The allocation, analyzed through a cost of service analysis, reflects the cost relationships for providing wastewater services. A cost of service analysis requires three analytical steps:

1. Costs are **functionalized** or grouped into the various cost categories related to providing service. For the wastewater utility, this typically includes collection, pumping, and treatment. This step is largely accomplished by the chart of accounts within the utility's accounting system.
2. The functionalized costs are then **allocated** to specific cost components. Allocation refers to the arrangement of the functionalized data into cost components. For example, wastewater costs are typically allocated as volume-², strength-(BOD, TSS)³, and customer-related.⁴

¹ "Cash basis" as used in the context of rate setting is not the same as the terminology used for accounting purposes and the recognition of revenues and expenses. As used for rate setting, "cash basis" simply refers to the specific cost components to be included within the revenue requirement analysis.

² "Volume" refers to the amount of wastewater discharged.

³ "Strength" refers to the level of constituents (biological oxygen demand, or BOD, and total dissolved solids, or TSS) in wastewater discharged.

⁴ "Customer-related" refers to costs which vary with the number of customers served, such costs as billing costs.

3. Once the costs are allocated into the components, they are proportionally ***distributed*** to each customer class of service (e.g., residential, commercial, etc.). The distribution of each allocated cost is based on each customer class's relative (proportional) contribution to the allocated cost component (i.e., benefits received from and burdens placed on the system and its resources). For example, customer-related costs are proportionally distributed to each class of service based on the total number of customers in that class of service. Once costs are proportionally distributed, the revenues from each customer class of service required to achieve cost-based rates can be determined.

2.5 Designing Utility Rates

Rates that meet the utility's objectives are designed based on both the revenue requirement and the cost of service analysis. This approach results in rates that are strictly cost-based. In designing the final proposed rates, factors such as ability to pay, continuity of past rate philosophy, economic development, ease of administration, and customer understanding may be taken into consideration. However, with the legal requirements of Proposition 218, the proposed rates must be cost-based and reflective of each customer class's proportional share of the costs distributed through the cost of service analysis.

2.6 Summary

This section of the report has provided a brief introduction to the general principles, techniques, and approach used to develop cost-based wastewater rates. These principles and techniques are the basis for the City's comprehensive wastewater rate study discussed and explained in this report.

3 Wastewater Revenue Requirement

3.1 Introduction

This section of the report details the development of the revenue requirement analysis for the City's wastewater system. The revenue requirement analysis is the first analytical step in the comprehensive rate study process. From this analysis, a determination can be made as to the overall level of wastewater rate revenue adjustments needed to provide adequate and prudent funding for both the O&M and capital needs of the utility. The primary objective of the City's wastewater rate study was to develop cost-based and proportional wastewater rates that comply with the California Constitution while, at the same time, attempting to minimize the impacts to the City's customers.

3.2 Determining the Revenue Requirement

In developing the City's wastewater revenue requirement, an important objective is that the utility must financially stand on its own and be fully funded. That is, no revenues are being transferred from other City funds to support the wastewater utility. As a result, the revenue requirement analysis developed herein assumes the full and proper funding needed to operate and maintain the wastewater system on a financially sound and prudent basis for the projected time period.

3.2.1 Establishing a Time Frame and Approach

To begin calculating the revenue requirement for the City's wastewater utility, a time frame was established for the analysis (i.e., the time period under review). The budget year (FY 2022) plus a projected period of FY 2023 – FY 2030 was determined to be an appropriate time period for the revenue requirement analysis. The revenue requirement was based on the City's adopted wastewater budget for FY 2022, which was then projected over a multi-year period to FY 2030 based on escalation (inflationary) factors. Reviewing a multi-year time period is recommended as it attempts to identify any major expenses that may be on the horizon. By anticipating future financial requirements, the City can begin planning for these changes sooner, thereby minimizing short-term rate impacts and overall long-term rates.

The second step in determining the revenue requirement was to determine the basis for accumulating costs. As discussed in Section 2 of this report, the revenue requirement analysis was developed using the "cash basis" approach. The "cash basis" approach is the most commonly used methodology by municipal utilities to set their revenue requirement. This is also the methodology that the City has historically used to establish its wastewater revenue requirement. Table 3 - 1 provides a summary of the "cash basis" approach and cost components used to develop the City's wastewater revenue requirement.

Table 3 – 1
Overview of the City’s “Cash Basis” Revenue Requirements

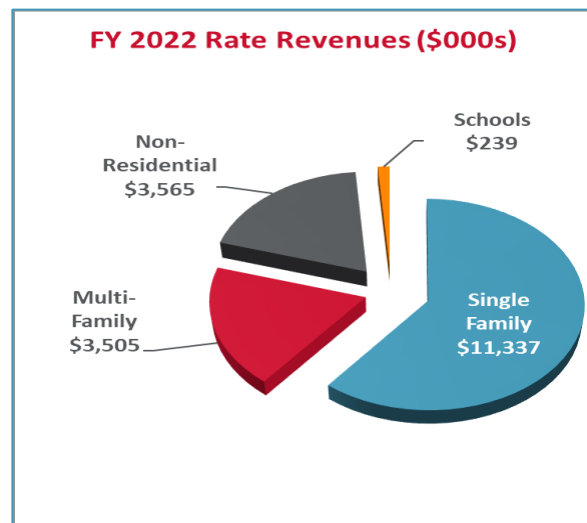
+	Wastewater Operation and Maintenance Expenses
+	Rate Funded Capital
+	Debt Service (Principal + Interest) – Existing and Future
±	<u>Reserve Funding</u>
=	Total Wastewater Revenue Requirement
–	<u>Miscellaneous Revenues</u>
=	Net Revenue Requirement <i>(Balance Required from Rates)</i>

Given a time period around which to develop the revenue requirement and a method to accumulate the costs, the focus shifts to the development and projection of the revenues and expenses of the City’s wastewater utility.

The primary financial inputs in the development of the revenue requirement were the City’s adopted FY 2022 budget documents, recent 12-months of customer billing data, historical financial reports, and the City’s Capital Improvement Plan (CIP). Presented below is a detailed discussion of the steps and key assumptions contained in the development of the projections of the City’s wastewater revenue requirement analysis.

3.2.2 Projecting Rate and Other Miscellaneous Revenues

The first step in developing a projection of the wastewater rate revenues, at present (current) rate levels, was to determine the projected billing units (fixed and volumetric charges) for each customer group. The billing units for each customer group were based on the most recent 12-month period. These billing units were then multiplied by the applicable current wastewater



rates. This method of independently calculating revenues links the projected revenues used within the analysis to the projected billing units. It also helps to confirm that the billing units used within the analysis are reasonable for purposes of projecting future revenues, proportionally distributing costs and, ultimately, establishing proposed rates. The detail of the projection of rate revenues can be found on Exhibit 6 of the Technical Appendices. The projected rate revenues are then used in the revenue requirement analysis on Exhibit 3, under “Rate Revenues” for FY 2022.

The majority of the City’s rate revenues are derived from single family customers. The City also serves multi-family, commercial, and school customers. In total, and at adopted present rate levels, the City’s wastewater system is projected to receive approximately \$18.6 million in rate

revenue in FY 2022. Based on current City planning documents, the Study has assumed a conservative level of customer account growth of 0.5% / year. By FY 2026, the rate revenues, at current rate levels, are projected to be approximately \$19.1 million. The detailed calculation of the revenues at present rates is included in Exhibit 6 of the Technical Appendix.

In addition to rate revenues, the City also receives other miscellaneous revenues. These are revenues related to correctional facility revenues, interest income, etc. In total, the City is projected to receive approximately \$208,000 in miscellaneous revenues in FY 2022. Miscellaneous revenues were estimated to increase slightly over the study time period and reach \$248,000 by FY 2026.

On a combined basis, taking into account the rate revenues and the miscellaneous revenues, the City's wastewater utility has total projected revenues of approximately \$18.9 million in FY 2022, increasing to approximately \$19.4 million by FY 2026. As noted above, this slight increase in revenues over the planning period is a function of estimated customer growth. The assumptions used for projecting customer growth and increases in miscellaneous revenues can be found in Exhibit 2 of the Technical Appendix. The projection of rate and miscellaneous revenues can be found in Exhibit 3 of the Technical Appendix.

3.2.3 Projecting Operation and Maintenance Expenses

Operation and maintenance (O&M) expenses are incurred by the City to operate and maintain the wastewater collection, conveyance, treatment, and disposal system at a consistent service level. The starting point of the projection of O&M expenses was the City's adopted FY 2022 budget. Budgeted O&M expenses were projected over the rate study time period based on escalation (inflationary) factors. These escalation factors took into consideration the City's historical cost increases and projected increases. The escalation factors ranged from 2.0% to 6.0% per year annually for the various types of expenses (e.g., salaries, benefits, materials & supplies). The assumed escalation factors used for projection of O&M expenses can be found in Exhibit 2 of the Technical Appendix. In addition to the budgeted O&M expenses, the City provided a number of items to include for example, additional staff and contract services. The total new or additional O&M is approximately \$218,000 in FY 2022 and increases to \$419,000 by FY 2026. The total operation and maintenance expenses budgeted for the wastewater utility are budgeted to be approximately \$9.8 million in FY 2022. Over the review period, the total O&M expenses are projected to increase to approximately \$11.8 million by FY 2026. A summary of the O&M expenses is shown as a line item in Table 3 – 3 and detailed in Exhibit 3 of the technical appendices.

3.2.4 Projecting Capital Funding Needs

A key component in the development of the wastewater revenue requirement was to develop a capital improvement funding analysis to adequately fund capital improvement project needs in the near- and long-term. One of the major issues facing many utilities across the U.S. is the amount of deferred capital projects and the funding pressure from regulatory-related improvements. The proper and adequate funding of capital projects is an important issue for all wastewater utilities and not just a local issue or concern of the City. To accomplish this, the City

has an adopted Capital Improvement Plan (CIP) to address both the near- and long-term needs of the wastewater utility. The City's CIP will help guide and prioritize capital projects over time and capital investments to expand the capacity of facilities to accommodate future customers.

In general, there are three types of capital projects that the City may need to fund. These include the following types:

- Renewal and replacement projects
- Growth/capacity expansion projects
- Regulatory-related projects

A renewal and replacement project is a capital project to maintain the existing system that is in place today. Existing facilities become worn out, obsolete, etc. As such, the City should be continuously making investments to maintain the integrity of its facilities with renewal and replacement projects. In contrast, growth / capacity expansion projects are related to providing sufficient capacity to enable service to new customers. This may be through expansion of the existing system or construction of new facilities to provide service to customers within the City's service area. Finally, certain capital projects may be a function of a regulatory requirement in which the Federal or State government mandates the need for an improvement to the system to meet regulatory standards (e.g., higher treatment standards). Understanding these different types of capital projects is important because it may help to explain why costs are increasing and the cost drivers for any needed rate adjustment.

The way in which projects are funded may vary by the type of capital project. For example, renewal and replacement projects should be funded through annual rates on a "pay-as-you-go basis". In contrast to this, growth or capacity expansion projects may be funded through the collection of connection charges (i.e., growth-related charges) in which new development pays an equitable share of the cost of improvements required to serve them as a result of their connection (impact). Finally, regulatory projects may be funded by a variety of different means, which may include one or more funding sources such as rates, long-term debt, grants, etc.

While the above discussion appears to neatly divide capital projects into three clearly defined categories, the reality of capital projects may be more complex. For example, an existing pump may be replaced, but while being replaced, it is up-sized to accommodate the need for greater capacity to serve new growth-related connections. There are many projects that share these "joint" characteristics. At the same time, projects may not be "replacement" related, but rather "improvement" related.

As a part of this Study, the City is maintaining a "pay-as-you-go" (rate) funding approach to maintain the wastewater system capital infrastructure needs (e.g., renewal and replacement needs). Over the rate setting period, FY 2022 through FY 2026, the City anticipates funding the capital improvement needs through \$2.9 million from reserve funds and \$27.0 million in rate funded capital. No new long-term borrowing has been assumed in the City's capital improvement funding plan. Provided below in Table 3 – 2 is a summary of the wastewater capital funding analysis.

Table 3 – 2
Summary of the Capital Improvement Funding Plan (\$000s)

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Total Public Works	\$175	\$133	\$163	\$30	\$0
Total Wastewater Capital	7,555	5,600	3,560	5,000	4,325
Unidentified Future Capital	<u>0</u>	<u>0</u>	<u>1,677</u>	<u>420</u>	<u>1,175</u>
Total Capital Improv. Projects	\$7,730	\$5,733	\$5,400	\$5,450	\$5,500
<i>Less: Outside Funding Sources</i>					
Operating Fund Reserves	\$2,480	\$383	\$0	\$0	\$0
Long-Term Borrowing	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Other Funding Sources	\$2,480	\$383	\$0	\$0	\$0
Total Rate Funded Capital	\$5,250	\$5,350	\$5,400	\$5,450	\$5,500

While the total amount of capital projects to be funded varies from year to year, the wastewater capital improvement funding plan has been developed to provide a consistent funding source from rates for the replacement of deteriorating wastewater system assets. In this case, the wastewater utility's rates will annually fund approximately \$5.3 to \$5.5 million per year. As a point of reference, the City's annual depreciation expense was approximately \$2.8 million in FY 2019. However, it is important to understand that annual depreciation expense is not the same as replacement cost. Thus, funding an amount which exceeds the depreciation expense is both prudent and appropriate. Given this, a desirable funding target for rate funded capital is one to two times annual depreciation expense in order to reflect replacement cost. As noted, to help establish a prudent level of annual replacement funding through rates, HDR worked with City staff to develop a funding plan for the CIP. In developing this financial plan, HDR and the City have attempted to minimize rate impacts while funding the planned capital improvement projects of the City.

3.2.5 Projection of Debt Service

The City currently has five outstanding long-term debt issue with estimated annual payments in FY 2021 of \$4.2 million. This amount remains flat over the period as no new, or additional, long-term debt issuances are planned during this projected time period. This is primarily a function of the annual capital improvements funded from rates being set at a financially healthy and sufficient level. Any additional funding requirements has been assumed from available reserves. Should the City decide to issue additional long-term debt to fund capital, rather than utilizing available reserve funds, the revenue requirement will be impacted to include the addition debt service.

It is important to note that HDR is not advising the City on the need for or issuance of any long-term debt issuances, but rather identifying overall funding needs. The City is working with an independent financial advisor, and City financial staff, to develop the overall financing plan to fund the capital improvement projects identified in this Study. Given this, HDR is not acting in a municipal advisory role to the City for the issuance of any long-term borrowing.

3.2.6 Reserve Funding

The final component of the revenue requirement analysis is reserve funding. This can be described as transfers of revenue to reserve funds to maintain prudent ending fund balances or for future funding of specific or unanticipated projects. Additionally, any balance of funds after the expenses are paid is transferred to the operating fund to fund cash flow variances while maintaining target reserve balances. As will be shown, the rates are at sufficient levels and funds are being transferred back to reserves to maintain minimum target levels. An overview of the City's current reserves are as follows:

- **Operating Reserve:** The City currently has an operating reserve to aid in the cash-flow needs of the wastewater utility. A target of 180 days of O&M expenses has been identified as a prudent minimum level. The main purpose of this reserve is to act as the cash flow reserve to meet the daily, monthly, seasonal, and annual variations in cash-flow operating requirements.
- **Development Fund:** There is currently no target for the City's development fund. The reserve is funded by revenues from the wastewater connection fee. Expenses, or deductions, from the fund are for projects or expenses attributable to growth-related or other identified uses of funds for the development fund.

During the course of the time period target minimum reserves are maintained.

3.2.7 Summary of the Wastewater Revenue Requirement

Given the above projections of revenues and expenses, a summary of the wastewater revenue requirement analysis can be developed. In developing the revenue requirement analysis, consideration was given to the financial planning considerations of the City. In particular, emphasis was placed on attempting to minimize rates, yet still provide adequate funds to support the operational activities and capital improvement projects throughout the projected time period. Presented below in Table 3 – 3 is a summary of the City's projected wastewater revenue requirement.

Table 3 - 3
Summary of the Wastewater Revenue Requirements (000's)

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Revenues					
Rate Revenues	\$18,646	\$18,833	\$18,927	\$19,022	\$19,117
Miscellaneous Revenues	<u>208</u>	<u>242</u>	<u>244</u>	<u>246</u>	<u>248</u>
Total Revenues	\$18,854	\$19,075	\$19,171	\$19,268	\$19,365
Expenses					
Total O&M	\$9,761	\$10,429	\$10,863	\$11,316	\$11,789
Rate Funded Capital	5,250	5,350	5,400	5,450	5,500
Debt Service	3,453	3,455	3,453	3,510	3,457
Total To/(From) Reserves	<u>390</u>	<u>29</u>	<u>27</u>	<u>(42)</u>	<u>(8)</u>
Total Revenue Requirement	\$18,854	\$19,264	\$19,743	\$20,234	\$20,738
Bal./(Def.) of Funds	\$0	(\$188)	(\$572)	(\$966)	(\$1,373)
Bal. as a % of Rate Rev.	0.0%	1.0%	3.0%	5.1%	7.2%
Proposed Revenue Adjustments	0.0%	2.0%	2.0%	2.0%	2.0%
Add'l Rev. from Adjustments	\$0	\$188	\$572	\$966	\$1,373
Total Bal. / (Def.) of Funds	\$0	\$0	\$0	(\$0)	(\$0)

As can be seen, the revenue requirement has summed the O&M expense, rate funded capital, net debt service, and reserve funding. The total revenue requirement is then compared to the total sources of funds which include the rate revenues, at present rate levels, and other miscellaneous revenues. From this comparison, a balance or deficiency of funds in each year can be determined. This balance or deficiency of funds is then compared to the current level of rate revenues to determine the level of adjustment needed to meet the revenue requirement. It is important to note the "Bal. / (Def.) of Funds" row is cumulative. That is, any adjustments in the initial years will reduce the deficiency in the later years. Over rate setting period, the total projected deficiency of rate revenue is approximately \$1.4 million.

Table 3 – 3 has included a set of proposed revenue adjustments (blue highlighted band) which are designed to sufficiently meet the total revenue requirements over the projected time period. The overall deficiency in rates and the need for the proposed revenue adjustments are, in part, a function of assumed inflation over this time period, coupled with the strengthening of additional funding for capital improvement projects.

The revenue requirement has been developed based on industry standard approaches and methodologies. These standard approaches and methodologies are outlined in the Water Environment Federation, Manual of Practice #27 rate setting manual. The City specific data and information reflects the financial planning objectives of the City. More specifically, the City desires to adequately and prudently fund its wastewater operating and capital needs. It is important to note that the overall revenue adjustments may not reflect the final rate adjustments, or bill impacts, seen by the City's customers as the cost of service analysis will proportionally distribute the revenue requirement among the various customer classes. The overall revenue adjustment reflects the needed revenues for the system as a whole. Detailed

exhibits of the revenue requirement analysis can be found in the Technical Appendix (Exhibits 1 – 6).

3.3 Consultant's Conclusions

Based on the revenue requirement analysis developed herein, HDR has recommended that the City adjust wastewater revenues over the next five fiscal years by 0.0% in FY 2022 and annual adjustment of 2.0% in FY 2023 through FY 2026. HDR has reached this conclusion for the following reasons:

- Revenue adjustments are necessary to fund the City's capital needs, of which a significant portion is driven by the funding of replacement capital projects
- Revenue adjustments are necessary to maintain strong debt service coverage ratios and maintain financial flexibility for funding projects
- The revenue adjustments also reflect the need to fund the projected annual inflationary impacts to the O&M costs of the wastewater utility
- The proposed revenue adjustments maintain the City's strong financial health and provide long-term sustainable funding levels for the City's wastewater utility.

In reaching this conclusion, HDR would recommend that the City adopt the proposed rate revenue adjustments in order to provide sufficient funding for annual O&M and capital improvement program over the next five-year period

3.4 Summary

This section of the City's wastewater rate study has provided a discussion of the City's wastewater revenue requirement analysis. The revenue requirement analysis developed a revenue transition plan to support the City's O&M and capital needs. The next section of this report will discuss the cost of service analysis developed for the City's wastewater utility which is the basis for establishing cost-based and proportional wastewater rates.

4 Cost of Service

4.1 Introduction

In the previous section, the revenue requirement analysis focused on the total sources and application of funds required to adequately fund the City's wastewater utility. This section will provide an overview of the cost of service analysis developed for the City's wastewater utility.

The wastewater cost of service analysis is concerned with the proportional distribution of the total revenue requirement among the customer classes of service (single family, multi-family, non-residential, and schools) to meet the requirements of Proposition 218. The previously developed revenue requirement analysis from Section 3 was utilized as the starting point in the development of the City's wastewater cost of service analysis.

4.2 Objectives of a Cost of Service Study

There are two primary objectives in conducting a wastewater cost of service study:

1. Proportionally distribute the City's wastewater revenue requirement among the customer classes of service; and
2. Derive cost-based average unit costs (i.e., cost-based rates) for subsequent rate designs.

The primary objective of the cost of service analysis is to develop an equitable and proportional method to collect the revenue requirement from the City's various customer classes of service. The second rationale for conducting a cost of service analysis is to allow for the development of proposed rates that properly reflect the costs incurred by the City and impacts customers place on the wastewater system. For example, a wastewater utility typically incurs costs related to flow (wastewater volumes), strength, and customer-related cost components. Each of these types of costs may be distributed and collected in a slightly different manner to allow for the development of rates that collect costs in the same manner as they are incurred.

4.3 Determining the Customer Classes of Service

The first step in a cost of service analysis is to determine the customer classes of service. The classes of service used within the cost of service analysis are:

- Single Family
- Multi-Family (Duplex, all other Multi-Family)
- Non-Residential (low, medium, and high strength)
- Schools

In determining classes of service for cost of service purposes, the objective is to group customers together into similar or homogeneous groups based upon facility requirements and/or flow and strength characteristics. HDR reviewed the current customer characteristics and facility requirements to determine the classes of service, which were the City's current customer classes and determined they are reasonable and consistent with typical wastewater industry practices.

4.4 General Cost of Service Procedures

In order to determine the proportional cost to serve each customer class of service on the City's wastewater system, a cost of service analysis is conducted. A cost of service analysis utilizes a three-step approach to review costs. These steps are outlined in Chapters 6 and 7 of the Water Environment Federation, Manual of Practice No. 27 (WEF MOP #27). These steps take the form of functionalization, allocation, and distribution. Provided below is a detailed discussion of the wastewater cost of service analysis conducted for the City, and the specific steps taken within the analysis to meet the requirements of Proposition 218.

4.4.1 Functionalization of Costs

The first analytical step in the cost of service process is called functionalization. Functionalization is the arrangement of expenses and asset (plant) data by major operating functions (e.g., collection, pumping, treatment). Within the City's analysis, the City's accounting records (i.e., chart of accounts) functionalized the expenses and assets.

4.4.2 Allocation of Costs

The second analytical task performed in a wastewater cost of service analysis is the allocation of the costs. Allocation determines why the expenses were incurred or what type of need is being met. The following cost allocators were used to develop the Study:

- **Volume-Related Costs:** Volume-related costs are those costs which tend to vary with the total quantity of wastewater collected and treated. As an example, a majority of collection system costs are included in this component. Another example of a volume-related cost is electricity used for pumping or treating wastewater.
- **Strength-Related Costs:** Strength-related costs are those costs associated with the additional handling and the treatment of wastewater. For the City's study, strength was differentiated between biochemical

Terminology of a Wastewater Cost of Service Analysis

Functionalization – The arrangement of the cost data by functional category (e.g., collection, pumping, treatment).

Allocation – The assignment of functionalized costs to cost components (e.g., volume, strength, and customer-related).

Distribution – Distributing the allocated costs to each class of service based upon each class's proportional contribution to that specific cost component.

Volume Costs – Costs that are allocation as volume related vary with the total flow of wastewater (e.g., power for pumping).

Strength Costs – Costs allocated as strength related refer to the wastewater treatment function. Typically, strength-related costs are further defined as biochemical oxygen demand (BOD) and suspended solids (SS). Different types of customers may have high wastewater strength characteristics. High strength wastewater costs more to treat. Treatment facilities are designed and sized around meeting these treatment demands.

Customer Costs – Costs allocated as customer related vary with the number of customers on the wastewater system, e.g., billing, collections and accounting costs.

Direct Assignment – Costs that can be clearly identified as belonging to a specific customer class of service.

oxygen demand⁵ (BOD), total suspended solids⁶ (TSS), and Ammonia (AMN). These three constituents represent the strength factors that drive the City's treatment-related costs. Increased strength levels, or high strength waste, of BOD, TSS, or AMN equates to increased treatment costs for wastewater treatment systems. The strength component was also further differentiated between domestic strength levels and greater than domestic strength levels to further establish the distribution of costs between customers and specifically the Non-Residential low, medium, and high strength.

- **Customer-Related Costs:** Customer-related costs vary with the addition or deletion of a customer or a cost which is a function of the number of customers served. Customer-related costs typically include the costs of billing, collecting, and accounting. Customer related costs can be further defined as weighted, or to reflect a higher or different per customer cost of providing specific services.
- **Revenue-Related Costs:** Some costs associated with the utility may vary with the amount of revenue received by the utility. An example of a revenue related cost would be a utility tax which is based on gross utility revenue.

The basis, or general methodology, for the allocation process is outlined in the WEF MOP #27. The methodology provided in the manual was then applied to the City's specific circumstances, customers, costs, and system operation to develop an equitable allocation methodology.

4.4.3 Development of Distribution Factors

Once the allocation process is complete, and the customer groups have been defined, the costs allocated to each component are proportionally distributed to each customer class of service. The City's allocated costs were proportionally distributed to the customer classes of service using the following distribution factors.

- **Volume Distribution Factor:** Volume-related costs are generally distributed on the basis of contribution to wastewater flows. In order to develop this distribution factor, some knowledge of the contribution to flows must be determined. Wastewater flows were estimated based on winter water consumption plus estimated I&I⁷ for each class of service for the projected test period, FY 2023. Winter water consumption is used as a reasonable surrogate for wastewater flows as wastewater flows are not metered. Winter water reflects the "indoor consumption" and the amount that is discharged into the wastewater system. The development and calculation of the volume distribution factor is shown in Exhibit 7 of the Technical Appendix.
- **Customer Distribution Factors:** Customer costs within the cost of service analysis are distributed to the various customer classes of service based upon their respective number of customer accounts. Two types of customer distributed factors were developed – actual and weighted. The actual customer distribution factor assumes that there is no

⁵ BOD is the amount of dissolved oxygen that must be present in water in order for microorganisms to decompose the organic matter in the wastewater

⁶ SS is the entire amount of organic and inorganic particles dispersed in wastewater

⁷ I&I the inflow and infiltration of water into the wastewater system. This can be from rainwater, groundwater, or other sources of water that make it into the wastewater system.

disproportionate cost associated with serving a customer (e.g., postage for bills is the same regardless of the size or volumetric wastewater contribution of the customer). In contrast, a weighted customer distribution factor assumes that there is some disproportionality associated with serving different types of customers and attempts to estimate the level of per customer cost difference in serving the customers. Exhibit 8 of the Technical Appendix provides the calculation of the customer distribution factor.

- **Strength Distribution Factors:** Three different strength distribution factors were developed as a part of this study. Strength-related costs are allocated and distributed between BOD, TSS and AMN. These costs are distributed to each of the classes of service based upon the estimated strength levels from industry standards as well as limited strength data from the City. The strength levels in total, for each customer class of service, were utilized to calculate the pounds removed for each constituent based on the actual pounds removed at the wastewater treatment plant over a 12-month period as provided in City wastewater treatment plant reports. In order to develop a greater level of equity between customers, the strength factor was split between domestic strength and greater than domestic strength. This was primarily done to provide the proportional distribution of strength costs to the Non-Residential low, medium, and high customers. Exhibit 9a and Exhibit 9b in the Technical Appendix provides the derivation and calculation of the strength distribution factor.
- **Revenue Related Distribution Factor:** The revenue related distribution factor was developed from the projected rate revenues for FY 2023 for each customer class of service as developed in Exhibit 3. A summary of the revenue allocation factor is provided in Exhibit 10 of the Technical Appendix.

In summary, the development of the wastewater distribution factors is based on generally accepted principles as outlined in the WEF MOP #27 and tailored to the City's unique customer and system characteristics to meet the requirement of Proposition 218.

4.5 Summary of the Wastewater Cost of Service Analysis

In summary, the cost of service analysis began by functionalizing the City's wastewater assets (infrastructure) and O&M expenses. The functionalized asset and expense accounts were then allocated into their various cost components. Provided below is a summary of the allocation of the City's FY 2023 test period revenue requirement using the cost of service principles and approaches as outlined in the WEF MOP #27 and the City's specific system and customer characteristics. Provided in Exhibits 11 and 12 of the Technical Appendix is a detailed summary of the allocation of the City's infrastructure and revenue requirement. Provided below in Table 4 – 1 is a summary of the costs allocated to each cost component.

Table 4 – 1
Summary of the Allocated of the FY 2023 Revenue Requirement (\$000's)

Total	Volume	Strength	Customer	RR / DA
\$19,021	\$8,971	\$7,970	\$2,080	\$0

Based generally accepted wastewater cost of service analysis approaches, and the City's specific costs and operation of the wastewater collection and treatment system, the revenue requirement of approximately \$19.0 million is allocated between the volume, strength, and customer-related cost components.

Once the costs are allocated, they are then proportionally distributed to the various customer classes of service based on the distribution factors previously developed. The total distributed costs are then summed to develop the total distribution of costs to each customer class of service. Provided in Table 4 – 2 is a summary of the distribution of costs to the customer classes of service. As a point of reference, for this table, multi-family includes all multi-family customers and non-residential includes all low, medium, and high strength customers. For rate design purposes, these two customer classes are further differentiated as outlined in the technical appendix.

Table 4 – 2
Summary of the Distribution of the Revenue Requirement (\$000's)

	Total	Single Family	Duplex	Multi-Family	Non-Res Low	Non-Res Med	Non-Res High	Schools
Volume	\$8,971	\$5,288	\$282	\$1,778	\$820	\$441	\$230	\$132
BOD	2,657	1,513	81	81	509	235	169	113
AMN	2,657	1,520	81	81	511	236	162	109
TSS	2,657	1,485	79	79	499	230	178	148
AC / WCA	2,080	1,870	59	38	87	10	12	4
RR / DA	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$19,021	\$11,676	\$581	\$2,057	\$2,427	\$1,151	\$751	\$505

As shown in Table 4 – 1 and 4 – 2, the total revenue requirement for FY 2023 has been equitably allocated between the various cost components based on generally accepted cost of service methodologies. Next, the individual allocation totals were then proportionally distributed each customer class of service based on the appropriate distribution factors to provide the proportionality required by Proposition 218. For example, volume-related costs were distributed based on each customer class' proportional share of total wastewater contributions (flows). The total costs allocated to each cost component were proportionally distributed between the customer classes using the previously mentioned factors.

The total distributed costs are then compared to the current revenues of each class of service to determine the overall change in revenues needed from each class of service to reflect the proportional distribution of costs. Provided in Table 4 - 3 is a summary of the City's wastewater cost of service analysis.

Table 4 - 3
Summary of the Wastewater Cost of Service Analysis (\$000)

Class of Service	Current Rate Revenues	Distributed Costs	\$ Difference	% Difference
Single-Family	\$11,450	\$11,676	(\$227)	2.0%
Duplex	581	581	(1)	0.1%
Multi-Family	2,960	3,335	(375)	12.7%
Non-Residential – Low	1,931	1,608	323	-16.7%
Non-Residential – Med	1,034	960	74	-7.2%
Non-Residential – High	636	611	25	-3.9%
Schools	<u>242</u>	<u>249</u>	<u>(7)</u>	2.8%
Total	\$18,833	\$19,021	(\$188)	1.0%

The results of the cost of service analysis indicate some cost differences between the customer classes of service. When reviewing the results of the cost of service analysis, it is important to understand that the results will not be “exact” each time the City updates its cost of service analysis. This is due to changing customer wastewater usage and strength characteristics and other changes in how the City incurs costs. The changes in customer characteristics since the prior study reflect the primary reason for the cost of service differences seen in this Study. Another update from the prior wastewater rate study is the inclusion of the ammonia cost component which may also have an impact on the overall cost distribution since the City's prior cost of service study.

To comply with the requirements of article XII D, section 6 (b) of the California Constitution (Proposition 218), HDR recommends that cost of service adjustments be made in accordance with the results of this study. To accomplish this, the distributed costs shown in the prior tables are used to develop average unit costs which become the proposed rates for year one of the rate setting period. In this way, the proposed rates are proportional and cost-based and reflect the results of the wastewater cost of service analysis.

Provided in Table 4 – 4 is the development of the Single Family, Duplex, and Multi-Family customer class average unit cost calculations. The costs were taken from Table 4 – 2. These average unit costs then become the basis for the proposed rates under the rate design section (Section 5).

Table 4 – 4
Summary of the Residential Average Unit Costs (\$000's)

	Distribution % of Total	Total Costs	Billing Units	Average Unit Cost
Single Family				
Fixed Charge/Account				
Volume	58.9%	\$5,287,721	15,050	\$29.28
BOD	58.9%	1,513,148	15,050	8.38
TSS	58.9%	1,520,185	15,050	8.42
AMN	58.9%	1,485,046	15,050	8.22
AC	89.9%	1,870,377	15,050	10.36
WCA	65.8%	0	15,050	0.00
RR	60.8%	0	15,050	0.00
DA		0	15,050	0.00
Total		\$11,676,476		\$64.65
Duplex				
Fixed Charge/Living Unit				
Volume	3.1%	\$281,964	942	\$24.94
BOD	3.1%	80,688	942	7.14
TSS	3.1%	79,189	942	7.01
AMN	3.1%	81,063	942	7.17
AC	2.8%	58,535	942	5.18
WCA	4.1%	0	942	0.00
RR	3.1%	0	942	0.00
DA		0	942	0.00
Total		\$581,439		\$51.44
Multi-Family				
Fixed Charge/Living Unit				
Volume	19.8%	\$1,777,970	5,963	\$24.85
BOD	19.8%	508,789	5,963	7.11
TSS	19.8%	511,155	5,963	7.14
AMN	19.8%	499,339	5,963	6.98
AC	1.8%	38,153	5,963	0.53
WCA	26.1%	0	5,963	0.00
RR	15.7%	0	5,963	0.00
DA		0	5,963	0.00
Total		\$3,335,406		\$46.61

As can be seen, because the Single Family customers are charged a fixed charge, therefore, all accumulated costs are divided by the number of billing units, in this case the number of accounts. Likewise, the Duplex and Multi-family are charge in a similar manner, based on the number of living units.

The approach used to determine and establish the average unit costs was slightly different for the Commercial customer class and it's three subclasses. The current fixed charge rate structure is based on a single rate for all customers regardless of strength based subclass assignment. As

part of the Study, it is recommended that the fixed charge reflect the different strength assumptions for each subclass. Non-Residential customers are also charged a uniform volume charge which varies by customer subclass (i.e., Low, Medium, or High). The volume charge is assessed based on water usage up to a winter water cap that is calculated as the four-month average usage in November through February of the prior year. Table 4 – 5 shows the development of the Non-Residential customer class average unit cost calculations. The costs within this table were again taken from Table 4 – 2 and the average unit costs will become the basis for the proposed rate designs.

Table 4 – 5
Summary of the Non-Residential Average Unit Costs (\$000's)

	Distribution % of Total	Total Costs	Billing Units	Average Unit Cost
Low - Strength				
Volume	9.1%	\$820,055	203,138	\$4.04
BOD	9.1%	234,669	203,138	1.16
TSS	9.1%	230,311	203,138	1.13
AMN	9.1%	235,760	203,138	1.16
RR	10.3%	0	203,138	<u>0.00</u>
Total \$/CCF				\$7.49
AC	4.2%	\$87,491	704	\$10.36
WCA	3.1%	0	704	0.00
DA		0	704	<u>0.00</u>
Total \$/Account				\$10.36
Med - Strength				
Volume	4.9%	\$440,506	109,119	\$4.04
BOD	4.9%	126,056	109,119	1.16
TSS	4.9%	123,715	109,119	1.13
AMN	4.9%	126,643	109,119	1.16
RR	5.5%	0	109,119	<u>0.00</u>
Total \$/CCF				\$7.49
AC	0.5%	\$10,066	81	\$10.36
WCA	0.4%	0	81	0.00
DA		0	81	<u>0.00</u>
Total \$/Account				\$10.36
High - Strength				
Volume	2.6%	\$230,435	57,082	\$4.04
BOD	2.6%	65,942	57,082	1.16
TSS	2.6%	64,717	57,082	1.13
AMN	2.6%	66,249	57,082	1.16
RR	3.4%	0	57,082	<u>0.00</u>
Total \$/CCF				\$7.49
AC	0.6%	\$11,806	95	\$10.36
WCA	0.4%	0	95	0.00
DA		0	95	<u>0.00</u>
Total \$/Account				\$10.36

Similarly, how the unit costs for the Non-Residential customer class were developed, the average unit costs for the Schools class were calculated. However, the variable charge is based on the number of pupils attending school which is referred to as average daily attendance (ADA). Table 4 – 6 shows a summary of the average unit cost calculation for the Schools customer class.

Table 4 – 6
Summary of the Schools Average Unit Costs (\$000's)

	Distribution % of Total	Total Costs	Billing Units	Average Unit Cost
Schools				
Volume	1.5%	\$132,093	11,176	\$0.98
BOD	1.5%	37,800	11,176	0.28
TSS	1.5%	37,098	11,176	0.28
AMN	1.5%	37,976	11,176	0.28
RR	1.3%	0	11,176	0.00
Total \$/ADA				\$1.83
AC	0.2%	\$3,604	29	\$10.36
WCA	0.1%	0	29	0.00
DA		0	29	0.00
Total \$/Account				\$10.36

The allocated and distributed costs for each customer class of service are used to develop the proposed rates for the test period. In this case, proposed rates will be developed for FY 2023. The detailed development of the City's wastewater cost of service analysis and average unit costs can be seen on Exhibits 13 and 14 of the Technical Appendix.

4.6 Consultant's Conclusions

The results of the City's wastewater cost of service analysis show that cost differences exist between the various customer classes of service. Given this, HDR is recommending that the City implement cost of service adjustments and realign the rate structures at this time. This realignment is a natural progression in designing rates as the results of the calculation may change between analyses based on changes in consumption habits, the manner in which costs are incurred, system design or operation, etc. In this case, the change in various customer characteristics and addition of ammonia as a strength component are the primary drivers in the cost of service results. Given the results of this analysis, the City's proposed wastewater rates will reflect the results of the current cost of service analysis and the average unit costs derived from the cost of service analysis.

4.7 Summary

This section of the City's wastewater rate study has provided a summary of the cost of service analysis developed for the City. This analysis was prepared using generally accepted cost of service techniques and principles. The next section of the City's Study will review the present and proposed wastewater rates for the City.

5 Wastewater Rate Design

5.1 Introduction

The final step of the City's Study is the design of wastewater rates to collect the appropriate levels of revenues. The proposed rates are based on and derived from the results of the revenue requirement and cost of service analyses. In reviewing City's wastewater rates, consideration is given to the level of the rates and the structure of the rates.

5.2 Rate Design Criteria and Considerations

Prudent rate administration dictates that several criteria must be considered when setting utility rates. Some of these rate design criteria are listed below:

- Rates which are easy to understand from the customer's perspective
- Rates which are easy for the utility to administer
- Consideration of the customer's ability to pay
- Continuity, over time, of the rate making philosophy
- Policy considerations (economic development, etc.)
- Provide revenue stability from month to month and year to year
- Promote efficient allocation of the resource
- Equitable and non-discriminatory (cost-based)
- Compliance with State law

It is important that the City provide its customers with a proper price signal as to what their usage or volumetric contributions are costing. This goal may be approached through rate level and structure. When developing the proposed rate designs, all the above-listed criteria were taken into consideration. However, it should be noted that it is difficult, if not impossible, to design a rate that meets all the goals and objectives listed above. For example, it may be difficult to design a rate that takes into consideration customers' ability to pay, and one which is cost-based. In designing rates, there are always trade-offs between these various goals and objectives.

5.3 Development of Cost-Based Wastewater Rates

As mentioned, developing cost-based and proportional rates is of paramount importance in developing proposed wastewater rates. While always a key consideration in developing rates, meeting the legal requirements, and documenting the steps taken to meet the requirements, has been in the forefront with the recent legal challenges in the State of California on utility rates. Given this, the development of the District's proposed wastewater rates has been developed to meet the legal requirements of California Constitution Article XIII D, Section 6 (Article XIII D). A key component of Article XIII D is the development of rates which reflect the cost of providing service and are proportionally distributed among the various customer classes of service and the customers within each class. HDR would point out that there is no single methodology for equitably assigning costs to the various customer groups or establishing cost-based rates. In

actuality, the Water Environment Federation Manual of Practice #27 (WEF MOP #27) provides various methodologies which may be used to establish cost-based rates. However, Article XIII D is not prescriptive and does not provide a specific methodology for establishing rates. Given that, HDR developed the City's proposed wastewater rates based on generally accepted rate setting methodologies to meet the requirements of Article XIII D.

HDR is of the opinion that the proposed rates meet the legal requirements of Article XIII D. HDR reaches this conclusion based upon the following:

- **The revenue derived from wastewater rates does not exceed the funds required to provide the property related service (i.e., wastewater service).** The proposed rates are designed to collect the overall revenue requirement of the City's wastewater system.
- **The revenues derived from wastewater rates shall not be used for any purpose other than that for which the fee or charge is imposed.** The revenues derived from the City's wastewater rates are used exclusively to operate and maintain the City's wastewater system.
- **The amount of a fee or charge imposed upon a parcel or person as an incident of property ownership shall not exceed the proportional costs of the service attributable to the parcel.** Section 4 of this Study focused exclusively on the issue of proportional assignment of costs to customer classes of service (i.e., the cost of service). The proposed rates have appropriately grouped customers into customer classes of service (single family, multi-family, non-residential, schools) that reflect the varying consumption patterns and system requirements (i.e., the benefits they receive from and burdens they place on the system) of each customer class of service. The grouping of customers and rates into these classes of service creates the equity and fairness expected under Article XIII D by having differing rates by customer classes of service which reflect both the level of revenue to be collected by the utility, and the manner in which these costs are incurred and proportionally distributed to the customer classes of service, and the customers within each class of service based upon their proportional impacts.

5.4 Overview of the Current Wastewater Rate Structure

It is important to understand that each customer class has a separate rate given the different characteristics as outlined in the cost of service analysis. The City currently has a rate structure for each of the customer classes of service.

The single family and multi-family customer classes are charged a fixed charge that reflects the total costs to provide service. It is important to note that the fixed charge is different for single family then for multi-family and further separated by duplex and 3+ units. For non-residential, there are three subclasses – low, medium, and high strength, that are all charged the same fixed charge. Each subclass is then charged a uniform volumetric rate which is unique to each customer subclass. The volume billed is charged up to the customer's winter water average based cap that is calculated on the average usage from November through February of the prior year. The final customer class is Schools. Schools are charged the same fixed charge as Non-Residential

customers. The variable charge is then charged based on the average daily attendance (ADA) in the schools.

5.5 Overview of the Proposed Rate Adjustments

As outlined in the revenue requirement analysis, the overall revenue adjustment for the City's wastewater utility is 2.0% annually for FY 2023 to FY 2026. This level of adjustment meets the overall revenue needs of the wastewater utility. Next, the cost of service analysis proportionally distributed the revenue requirement to the customer classes of service (Tables 4 – 1 through 4 – 3) to develop the unit costs (Tables 4 – 3 through 4 – 6) for the proposed rates in FY 2023. Given the results of these analyses, the proposed rate designs for each class of service, reflective of the revenue requirement and cost of service analyses, can be developed.

5.6 Development of the Proposed Wastewater Rates

Section 5.4 provided a summary of the City's current wastewater rate structure. After discussion with City staff, no changes to the current rate structures were recommended at this time. As noted, the proposed rates are based on the results of the overall revenue needs (revenue requirement) and the proportional distribution of costs (cost of service) results. Provided below in Table 5 – 1 is a summary of the current and proposed residential rates, which includes the single-family, duplex, and multi-family customers. As a note, the rates are implemented midway through the fiscal year, or January 1 of each year and no changes to rates are proposed in FY 2022.

Table 5 – 1 Summary of the Present and Proposed Residential Wastewater Rates						
	Present Rates	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fixed Charge	\$ / Acct or Unit					
<i>Single Family</i>	\$62.15	\$62.15	\$64.65	\$65.95	\$67.27	\$68.61
<i>Duplex</i>	50.35	50.35	51.44	52.47	53.51	54.58
<i>Multi-Family</i>	40.55	40.55	46.61	47.54	48.50	49.47

As shown in Table 5 – 1, the residential rate structure remains the same as the present rate structure and only the level of the rates is adjusted in FY 2023 through FY 2026 to reflect the cost of service analysis results and specifically the average unit cost calculation (Table 4-4).

Provided in Table 5 – 2 is a summary of the present and proposed Non-Residential rates. There are three subsets of customers included in this class: low, medium, and high strength wastewater customers. As noted in the cost of service analysis (Section 4), the fixed charge is proposed to be revised to reflect the results of the analysis starting in FY 2023. Given this, the fixed charge in FY 2023 has been revised for the low, medium, and high strength customers. In addition, the volume charge has been updated based on the unit cost calculation for FY 2023. Subsequent year

adjustments have been based on the overall revenue adjustments as identified in the revenue requirement analysis, in this case, 2.0% per year to both the fixed and volume charges.

Table 5 – 2 Summary of the Present and Proposed Non-Residential Wastewater Rates						
	Present Rates	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Non-Residential	\$ / Acct					
Fixed Charge						
Low - Strength	\$37.70	\$37.70	\$10.36	\$10.56	\$10.77	\$10.99
Med - Strength	37.70	37.70	37.65	38.40	39.17	39.95
High - Strength	37.70	37.70	40.56	41.37	42.20	43.04
Volume Charge	\$ / CCF					
Low - Strength	\$7.75	\$7.75	\$7.49	\$7.64	\$7.79	\$7.94
Med - Strength	8.95	8.95	8.46	8.63	8.80	8.98
High - Strength	10.17	10.17	9.90	10.10	10.30	10.51
Schools	\$ / Acct					
Fixed Charge	\$37.70	\$37.70	\$10.36	\$10.56	\$10.77	\$10.99
	\$ / ADA					
Volume Charge	\$1.67	\$1.67	\$1.83	\$1.86	\$1.90	\$1.94

5.7 Summary

The City's present wastewater rate structures are contemporary in design and reflect the rate structures used by other similar utilities in California, both locally and statewide. Based on the Study completed for the City, and the current customer and system characteristics, the proposed wastewater rates are equitable, proportional, and appropriately reflect the cost to provide the wastewater service (i.e., cost-based). Full and complete technical appendices of the development of the City's Study can be found in appendices of this report.



Wastewater Technical Appendix



**City of Woodland
Wastewater Rate Update
Summary of the Revenue Requirement
Exhibit 1**

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Revenues									
Rate Revenues	\$18,646,319	\$18,832,782	\$18,926,946	\$19,021,580	\$19,116,688	\$19,212,272	\$19,308,333	\$19,404,875	\$19,501,899
Miscellaneous Revenues	208,114	242,395	244,448	246,184	248,117	223,529	225,016	226,329	227,376
Total Revenues	\$18,854,432	\$19,075,177	\$19,171,394	\$19,267,765	\$19,364,805	\$19,435,800	\$19,533,350	\$19,631,204	\$19,729,275
Expenses									
Total Accounting	\$828,829	\$861,560	\$895,660	\$931,189	\$968,211	\$1,006,795	\$1,047,011	\$1,088,931	\$1,132,635
Total Sewage Collection System	2,651,957	2,763,203	2,879,426	3,000,864	3,127,768	3,260,400	3,399,036	3,543,967	3,695,498
Total Sewage Treatment Plant	4,156,251	4,443,750	4,634,368	4,833,502	5,041,549	5,258,923	5,486,061	5,723,420	5,971,480
Total ENV Operations Laboratory	702,884	731,422	761,201	792,280	824,718	858,581	893,936	930,852	969,406
Total Operations Administration	308,022	321,412	335,426	350,093	365,447	381,522	398,354	415,981	434,443
Total Utilities Expenditures	888,120	922,406	958,085	995,216	1,033,863	1,074,092	1,115,972	1,159,576	1,204,978
Total Communication Manager	7,687	7,956	8,235	8,523	8,821	9,130	9,449	9,780	10,122
Total Other O&M	217,603	377,557	390,772	404,449	418,604	433,255	448,419	464,114	480,358
Total O&M Expenses	\$9,761,353	\$10,429,266	\$10,863,171	\$11,316,115	\$11,788,981	\$12,282,698	\$12,798,238	\$13,336,621	\$13,898,921
Rate Funded Capital	\$5,250,000	\$5,350,000	\$5,400,000	\$5,450,000	\$5,500,000	\$5,500,000	\$5,500,000	\$5,500,000	\$5,500,000
Net Debt Service	3,453,406	3,455,155	3,452,605	3,510,030	3,457,081	3,458,049	3,458,705	3,452,880	3,452,631
Total To / (From) Reserves	389,674	29,083	27,211	(42,008)	(8,295)	(13,278)	(787)	8,399	1,392
Total Revenue Requirement	\$18,854,432	\$19,263,504	\$19,742,988	\$20,234,137	\$20,737,767	\$21,227,469	\$21,756,156	\$22,297,900	\$22,852,943
Bal. / (Def.) of Funds	\$0	(\$188,328)	(\$571,594)	(\$966,372)	(\$1,372,962)	(\$1,791,669)	(\$2,222,806)	(\$2,666,696)	(\$3,123,668)
Balance a % of Rate Adj. Req'd	0.0%	1.0%	3.0%	5.1%	7.2%	9.3%	11.5%	13.7%	16.0%
Proposed Rate Adj. - July	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
# of Effective Months	6	6	6	6	6	6	6	6	6
Proposed Rate Adj. - January	0.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
# of Effective Months	6	6	6	6	6	6	6	6	6
Cumulative Annualized Rate Adj.	0.0%	1.0%	3.0%	5.1%	7.2%	9.3%	11.5%	13.7%	16.0%
Add'l Revenue from Rate Increase	\$0	\$188,328	\$571,594	\$966,372	\$1,372,962	\$1,791,669	\$2,222,806	\$2,666,696	\$3,123,668
Bal. / (Def.) After Rate Adj.	\$0	\$0	\$0	(\$0)	(\$0)	\$0	\$0	\$0	(\$0)
Additional Rate Adjustment Required	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Single Family Customer Bill									
Customer Bill on Proposed Adjustment	\$62.15	\$62.77	\$64.67	\$67.95	\$72.83	\$79.63	\$88.79	\$100.99	\$117.17
Bill Difference - Monthly	0.00	0.62	1.90	3.29	4.88	6.79	9.17	12.20	16.18
Cumulative Bill Difference	0.00	0.62	2.52	5.80	10.68	17.48	26.64	38.84	55.02
Debt Service Coverage Ratio (all debt)									
Before Rate Adjustment	2.16	2.06	1.98	1.87	1.80	1.70	1.60	1.50	1.39
After Needed Rate Adjustment	2.16	2.10	2.11	2.09	2.13	2.13	2.13	2.13	2.13
After Proposed Rate Adjustment	2.16	2.10	2.11	2.09	2.13	2.13	2.13	2.13	2.13
Total Ending Reserves	\$26,902,231	\$26,818,414	\$27,120,826	\$27,359,144	\$27,636,328	\$22,608,705	\$22,795,777	\$22,947,264	\$23,044,999

City of Woodland
Wastewater Rate Update
Escalation Factors
Exhibit 2

	Budgeted	Projected								Notes
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
Revenues										
Customer Growth	1.0%	1.0%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	
Volume Growth	Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Misc. Revenues	Budget	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	
Expenses										
Salaries	Budget	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	
Benefits - Other	Budget	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	
Benefits - Medical	Budget	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	
Benefits - Retirement	Budget	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	
Materials & Supplies	Budget	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Equipment	Budget	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	
Miscellaneous	Budget	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	
Utilities	Budget	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	
Flat	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Chemicals	Budget	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	
General Expenses	Budget	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	
Interest	0.8%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	
New Debt Service										
Low Interest Loans										
Term in Years	20	20	20	20	20	20	20	20	20	
Rate	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	
Revenue Bond										
Term in Years	20	20	20	20	20	20	20	20	20	
Rate	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	

	<i>Budgeted</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Revenues										
<i>Rate Revenues</i>										
Single Family	\$11,336,533	\$11,449,898	\$11,507,148	\$11,564,683	\$11,622,507	\$11,680,619	\$11,739,023	\$11,797,718	\$11,856,706	As Customer Growth
Multi-Family	3,505,460	3,540,514	3,558,217	3,576,008	3,593,888	3,611,857	3,629,917	3,648,066	3,666,307	As Customer Growth
Non-Residential										
<i>Low - Strength</i>	\$1,911,740	\$1,930,858	\$1,940,512	\$1,950,214	\$1,959,965	\$1,969,765	\$1,979,614	\$1,989,512	\$1,999,460	As Customer Growth
<i>Med - Strength</i>	1,023,393	1,033,627	1,038,795	1,043,989	1,049,209	1,054,455	1,059,727	1,065,026	1,070,351	As Customer Growth
<i>High - Strength</i>	629,735	636,033	639,213	642,409	645,621	648,849	652,093	655,354	658,631	As Customer Growth
Schools	239,458	241,852	243,061	244,277	245,498	246,726	247,959	249,199	250,445	As Customer Growth
Total Rate Revenues	\$18,646,319	\$18,832,782	\$18,926,946	\$19,021,580	\$19,116,688	\$19,212,272	\$19,308,333	\$19,404,875	\$19,501,899	
<i>Other Revenues</i>										
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Misc. Revenues
Correctional Facility	107,230	108,303	108,844	109,389	109,935	110,485	111,038	111,593	112,151	As Customer Growth
Interest	100,883	134,092	135,604	136,796	138,182	113,044	113,979	114,736	115,225	Calculated
Total Other Revenues	\$208,114	\$242,395	\$244,448	\$246,184	\$248,117	\$223,529	\$225,016	\$226,329	\$227,376	
Total Revenues	\$18,854,432	\$19,075,177	\$19,171,394	\$19,267,765	\$19,364,805	\$19,435,800	\$19,533,350	\$19,631,204	\$19,729,275	
Accounting										
<i>Personnel Expenditures</i>										
Salaries-Perm Full Time	\$180,563	\$186,883	\$193,424	\$200,193	\$207,200	\$214,452	\$221,958	\$229,727	\$237,767	As Salaries
Hourly Wages - Temporary	1,500	1,553	1,607	1,663	1,721	1,782	1,844	1,908	1,975	As Salaries
Vacation Buyout	1,200	1,248	1,298	1,350	1,404	1,460	1,518	1,579	1,642	As Benefits - Other
Admin Buyout	260	270	281	292	304	316	329	342	356	As Benefits - Other
Comp Time Buyout	300	312	324	337	351	365	380	395	411	As Benefits - Other
Overtime-Perm Full Time	1,824	1,888	1,954	2,022	2,093	2,166	2,242	2,321	2,402	As Salaries
Def Comp City Match	2,823	2,936	3,053	3,175	3,303	3,435	3,572	3,715	3,863	As Benefits - Other
Acting Pay	258	267	276	286	296	306	317	328	340	As Salaries
Wrkrs Comp/Liab Ins	16,300	16,952	17,630	18,335	19,069	19,831	20,625	21,450	22,308	As Benefits - Other
Retirement	63,927	67,763	71,828	76,138	80,706	85,549	90,682	96,123	101,890	As Benefits - Retirement
Health Pay-In Lieu	329	349	370	392	415	440	467	495	524	As Benefits - Medical
Retirement Hlth Svgs Pln	2,418	2,563	2,717	2,880	3,053	3,236	3,430	3,636	3,854	As Benefits - Medical
Life Vision Dental	4,893	5,187	5,498	5,828	6,177	6,548	6,941	7,357	7,799	As Benefits - Medical
Retiree Medical	18,034	19,116	20,263	21,479	22,768	24,134	25,582	27,116	28,743	As Benefits - Medical
Health/Life/Vision Ins	53,937	57,173	60,604	64,240	68,094	72,180	76,511	81,101	85,967	As Benefits - Medical
Unemployment Insurance	906	942	980	1,019	1,060	1,102	1,146	1,192	1,240	As Benefits - Other
Medicare Insurance	2,635	2,793	2,961	3,138	3,327	3,526	3,738	3,962	4,200	As Benefits - Medical
Personnel Offset	2,620	2,672	2,726	2,780	2,836	2,893	2,951	3,010	3,070	As Miscellaneous
Total Personnel Expenditures	\$354,727	\$370,866	\$387,794	\$405,549	\$424,177	\$443,721	\$464,231	\$485,756	\$508,351	
<i>Supplies & Services</i>										
Office Supplies	\$700	\$721	\$743	\$765	\$788	\$811	\$836	\$861	\$887	As Materials & Supplies
Department Specific Supplies	400	412	424	437	450	464	478	492	507	As Materials & Supplies
Telephone	718	747	777	808	840	874	908	945	983	As Utilities
Contract Services	132,163	136,789	141,576	146,531	151,660	156,968	162,462	168,148	174,033	As Salaries
Credit Card Fees	324,000	335,340	347,077	359,225	371,797	384,810	398,279	412,218	426,646	As General Expenses
Contract Services (2)	1,800	1,863	1,928	1,996	2,066	2,138	2,213	2,290	2,370	As Salaries
Total Supplies & Services	\$459,781	\$475,871	\$492,525	\$509,761	\$527,601	\$546,065	\$565,175	\$584,955	\$605,426	

	<i>Budgeted</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Other Expenses										
Indirect Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As General Expenses
Technology Services Chargebacks	14,321	14,822	15,341	15,878	16,434	17,009	17,604	18,220	18,858	As General Expenses
Total Other Expenses	\$14,321	\$14,822	\$15,341	\$15,878	\$16,434	\$17,009	\$17,604	\$18,220	\$18,858	
Total Accounting	\$828,829	\$861,560	\$895,660	\$931,189	\$968,211	\$1,006,795	\$1,047,011	\$1,088,931	\$1,132,635	
Sewage Collection System										
Personnel Expenditures (023)										
Salaries-Perm Full Time	\$14,972	\$15,496	\$16,038	\$16,600	\$17,181	\$17,782	\$18,404	\$19,049	\$19,715	As Salaries
Wrkrs Comp/Liab Ins	1,351	1,405	1,461	1,520	1,580	1,644	1,709	1,778	1,849	As Benefits - Other
Retirement	5,416	5,741	6,085	6,451	6,838	7,248	7,683	8,144	8,632	As Benefits - Retirement
Retirement Hlth Svgs Pln	132	140	148	157	167	177	187	198	210	As Benefits - Retirement
Life Vision Dental	441	467	496	525	557	590	626	663	703	As Benefits - Medical
Retiree Medical	1,625	1,723	1,826	1,935	2,052	2,175	2,305	2,443	2,590	As Benefits - Medical
Health/Life/Vision Ins	4,233	4,487	4,756	5,042	5,344	5,665	6,005	6,365	6,747	As Benefits - Medical
Unemployment Insurance	75	78	81	84	88	91	95	99	103	As Benefits - Other
Medicare Insurance	218	231	245	260	275	292	309	328	347	As Benefits - Medical
Technology Services Chargebacks	1,623	1,680	1,739	1,799	1,862	1,928	1,995	2,065	2,137	As General Expenses
Contract Service	336	348	360	373	386	399	413	427	442	As Salaries
Total Personnel Expenditures (023)	\$30,422	\$31,796	\$33,236	\$34,745	\$36,329	\$37,989	\$39,731	\$41,559	\$43,476	
Personnel Expenditures (086)										
Salaries-Perm Full Time	\$769,413	\$796,342	\$824,214	\$853,062	\$882,919	\$913,821	\$945,805	\$978,908	\$1,013,170	As Salaries
Hourly Wages - Temporary	42,579	44,069	45,612	47,208	48,860	50,570	52,340	54,172	56,068	As Salaries
Vacation Buyout	5,100	5,304	5,516	5,737	5,966	6,205	6,453	6,711	6,980	As Benefits - Other
Admin Buyout	600	624	649	675	702	730	759	790	821	As Benefits - Other
Comp Time Buyout	600	624	649	675	702	730	759	790	821	As Benefits - Other
Overtime-Perm Full Time	15,000	15,600	16,224	16,873	17,548	18,250	18,980	19,739	20,529	As Benefits - Other
Def Comp City Match	6,783	7,054	7,336	7,630	7,935	8,253	8,583	8,926	9,283	As Benefits - Other
Acting Pay	3,458	3,596	3,740	3,890	4,045	4,207	4,375	4,550	4,733	As Benefits - Other
Standby Pay	16,000	16,640	17,306	17,998	18,718	19,466	20,245	21,055	21,897	As Benefits - Other
Wrkrs Comp/Liab Ins	68,763	71,514	74,374	77,349	80,443	83,661	87,007	90,487	94,107	As Benefits - Other
Retirement	275,969	292,527	310,079	328,683	348,405	369,309	391,467	414,955	439,853	As Benefits - Retirement
Health Pay-In Lieu	11,421	12,106	12,833	13,603	14,419	15,284	16,201	17,173	18,203	As Benefits - Medical
Retirement Hlth Svgs Pln	14,727	15,611	16,547	17,540	18,592	19,708	20,891	22,144	23,473	As Benefits - Medical
Life Vision Dental	25,032	26,534	28,126	29,814	31,602	33,498	35,508	37,639	39,897	As Benefits - Medical
Retiree Medical	92,261	97,797	103,664	109,884	116,477	123,466	130,874	138,726	147,050	As Benefits - Medical
Health/Life/Vision Ins	236,185	250,356	265,377	281,300	298,178	316,069	335,033	355,135	376,443	As Benefits - Medical
Unemployment Insurance	3,820	3,973	4,132	4,297	4,469	4,648	4,834	5,027	5,228	As Benefits - Other
Medicare Insurance	11,244	11,694	12,162	12,648	13,154	13,680	14,227	14,796	15,388	As Benefits - Other
Total Personnel Expenditures (086)	\$1,598,955	\$1,671,965	\$1,748,540	\$1,828,865	\$1,913,135	\$2,001,555	\$2,094,342	\$2,191,724	\$2,293,943	

	Budgeted	Projected								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Supplies & Services (086)										
Office Supplies	\$1,500	\$1,545	\$1,591	\$1,639	\$1,688	\$1,739	\$1,791	\$1,845	\$1,900	As Materials & Supplies
Postage	400	412	424	437	450	464	478	492	507	As Materials & Supplies
Printing	333	343	353	364	375	386	398	410	422	As Materials & Supplies
Copy Machine Costs	1,600	1,648	1,697	1,748	1,801	1,855	1,910	1,968	2,027	As Materials & Supplies
Department Specific Supplies	219,323	225,903	232,680	239,660	246,850	254,255	261,883	269,740	277,832	As Materials & Supplies
Personal Protective Equipment	8,550	8,892	9,248	9,618	10,002	10,402	10,818	11,251	11,701	As Equipment
Laundry	4,611	4,749	4,892	5,039	5,190	5,345	5,506	5,671	5,841	As Materials & Supplies
Tools	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	As Materials & Supplies
Advertising	6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	7,601	As Materials & Supplies
Telephone	840	865	891	918	945	974	1,003	1,033	1,064	As Materials & Supplies
Cell Phones	6,192	6,378	6,569	6,766	6,969	7,178	7,394	7,615	7,844	As Materials & Supplies
Maintenance - Equipment	9,308	9,587	9,875	10,171	10,476	10,791	11,114	11,448	11,791	As Materials & Supplies
Equip Rental	1,350	1,391	1,432	1,475	1,519	1,565	1,612	1,660	1,710	As Materials & Supplies
Contract Services	242,940	251,443	260,243	269,352	278,779	288,537	298,635	309,088	319,906	As Salaries
Total Supplies & Services (086)	\$507,947	\$524,486	\$541,566	\$559,207	\$577,426	\$596,243	\$615,677	\$635,749	\$656,479	
Education & Meetings (086)										
Memberships & Dues	\$5,382	\$5,570	\$5,765	\$5,967	\$6,176	\$6,392	\$6,616	\$6,847	\$7,087	As General Expenses
"Conferences, Meetings & Other Trai	1,830	1,894	1,960	2,029	2,100	2,173	2,250	2,328	2,410	As General Expenses
Mandatory Training	18,000	18,630	19,282	19,957	20,655	21,378	22,127	22,901	23,703	As General Expenses
Education Incentive Reimbursement	8,125	8,409	8,704	9,008	9,324	9,650	9,988	10,337	10,699	As General Expenses
Total Education & Meetings (086)	\$33,337	\$34,504	\$35,711	\$36,961	\$38,255	\$39,594	\$40,980	\$42,414	\$43,898	
Other Expenses										
Property Taxes	\$3,700	\$3,830	\$3,964	\$4,102	\$4,246	\$4,394	\$4,548	\$4,707	\$4,872	As General Expenses
Gas & Oil	1,000	1,035	1,071	1,109	1,148	1,188	1,229	1,272	1,317	As General Expenses
Indirect Expense	0	0	0	0	0	0	0	0	0	As Utilities
Technology Services Chargebacks	75,875	78,910	82,066	85,349	88,763	92,314	96,006	99,846	103,840	As Utilities
Fixed Fleet Cost	127,110	132,194	137,482	142,981	148,701	154,649	160,835	167,268	173,959	As Equipment
Variable Fleet Cost	144,361	150,135	156,141	162,386	168,882	175,637	182,663	189,969	197,568	As Equipment
Lease Payment Chargeback	114,908	119,504	124,284	129,256	134,426	139,803	145,395	151,211	157,260	As Equipment
Total Other Expenses	\$466,954	\$485,609	\$505,009	\$525,184	\$546,165	\$567,985	\$590,676	\$614,274	\$638,816	
Operating Transfers	\$14,342	\$14,844	\$15,364	\$15,901	\$16,458	\$17,034	\$17,630	\$18,247	\$18,886	As General Expenses
Total Sewage Collection System	\$2,651,957	\$2,763,203	\$2,879,426	\$3,000,864	\$3,127,768	\$3,260,400	\$3,399,036	\$3,543,967	\$3,695,498	

	<i>Budgeted</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Sewage Treatment Plant										
Personnel Expenditures										
Salaries-Perm Full Time	\$806,353	\$834,575	\$863,785	\$894,018	\$925,309	\$957,694	\$991,214	\$1,025,906	\$1,061,813	As Salaries
Hourly Wages - Temporary	46,832	48,471	50,168	51,923	53,741	55,622	57,568	59,583	61,669	As Salaries
Vacation Buyout	12,950	13,468	14,007	14,567	15,150	15,756	16,386	17,041	17,723	As Benefits - Other
Admin Buyout	3,500	3,640	3,786	3,937	4,095	4,258	4,429	4,606	4,790	As Benefits - Other
Comp Time Buyout	1,500	1,560	1,622	1,687	1,755	1,825	1,898	1,974	2,053	As Benefits - Other
Overtime-Perm Full Time	12,000	12,420	12,855	13,305	13,770	14,252	14,751	15,267	15,802	As Salaries
Def Comp City Match	11,353	11,807	12,279	12,771	13,281	13,813	14,365	14,940	15,537	As Benefits - Other
Acting Pay	12,284	12,714	13,159	13,619	14,096	14,590	15,100	15,629	16,176	As Salaries
Standby Pay	15,700	16,250	16,818	17,407	18,016	18,647	19,299	19,975	20,674	As Salaries
Wrkrs Comp/Liab Ins	72,998	75,918	78,955	82,113	85,397	88,813	92,366	96,060	99,903	As Benefits - Other
Retirement	289,773	307,159	325,589	345,124	365,832	387,782	411,049	435,711	461,854	As Benefits - Retirement
Health Pay-In Lieu	10,692	11,334	12,014	12,734	13,498	14,308	15,167	16,077	17,041	As Benefits - Medical
Retirement Hlth Svgs Pln	8,762	9,288	9,845	10,436	11,062	11,726	12,429	13,175	13,965	As Benefits - Medical
Life Vision Dental	17,115	18,142	19,230	20,384	21,607	22,904	24,278	25,735	27,279	As Benefits - Medical
Retiree Medical	63,081	66,866	70,878	75,130	79,638	84,417	89,482	94,851	100,542	As Benefits - Medical
Health/Life/Vision Ins	132,404	140,348	148,769	157,695	167,157	177,186	187,818	199,087	211,032	As Benefits - Medical
Unemployment Insurance	4,056	4,218	4,387	4,562	4,745	4,935	5,132	5,337	5,551	As Benefits - Other
Medicare Insurance	11,916	12,631	13,389	14,192	15,044	15,946	16,903	17,917	18,992	As Benefits - Medical
Total Personnel Expenditures	\$1,533,269	\$1,600,809	\$1,671,534	\$1,745,606	\$1,823,193	\$1,904,473	\$1,989,633	\$2,078,871	\$2,172,395	
Supplies & Services										
Office Supplies	\$2,000	\$2,060	\$2,122	\$2,185	\$2,251	\$2,319	\$2,388	\$2,460	\$2,534	As Materials & Supplies
Postage	500	515	530	546	563	580	597	615	633	As Materials & Supplies
Janitorial Supplies	1,544	1,590	1,638	1,687	1,738	1,790	1,844	1,899	1,956	As Materials & Supplies
Printing	593	611	629	648	667	687	708	729	751	As Materials & Supplies
Copy Machine Costs	1,938	1,996	2,056	2,118	2,181	2,247	2,314	2,383	2,455	As Materials & Supplies
Spec Dept Supplies	981,152	1,038,289	1,090,204	1,144,714	1,201,950	1,262,047	1,325,150	1,391,407	1,460,977	As Chemicals
Personnel Supp & Equip	4,320	4,450	4,583	4,721	4,862	5,008	5,158	5,313	5,472	As Materials & Supplies
Laundry	2,251	2,319	2,388	2,460	2,534	2,610	2,688	2,768	2,851	As Materials & Supplies
Tools	2,895	2,982	3,071	3,163	3,258	3,356	3,457	3,560	3,667	As Materials & Supplies
Advertising	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	As Materials & Supplies
Telephone	4,620	4,805	4,997	5,197	5,405	5,621	5,846	6,080	6,323	As Utilities
Cell Phones	5,520	5,686	5,856	6,032	6,213	6,399	6,591	6,789	6,993	As Materials & Supplies
Maint Office Equip	4,236	4,405	4,582	4,765	4,956	5,154	5,360	5,574	5,797	As Equipment
Lease Pmts-Personal Prop	8,500	8,755	9,018	9,288	9,567	9,854	10,149	10,454	10,768	As Materials & Supplies
Contract Services	230,885	339,694	351,584	363,889	376,625	389,807	403,450	417,571	432,186	As Salaries
Total Supplies & Services	\$1,253,954	\$1,421,247	\$1,486,441	\$1,554,692	\$1,626,146	\$1,700,956	\$1,779,282	\$1,861,293	\$1,947,164	
Education & Meetings										
Memberships Dues	\$5,933	\$6,141	\$6,356	\$6,578	\$6,808	\$7,047	\$7,293	\$7,548	\$7,813	As General Expenses
Conf & Mtgs	350	362	375	388	402	416	430	445	461	As General Expenses
Education Trng	20,909	21,641	22,398	23,182	23,994	24,833	25,702	26,602	27,533	As General Expenses
Education Incent Reimb	4,375	4,528	4,687	4,851	5,020	5,196	5,378	5,566	5,761	As General Expenses
Machinery & Equipment	57,400	59,409	61,488	63,640	65,868	68,173	70,559	73,029	75,585	As General Expenses
Total Education & Meetings	\$88,967	\$92,081	\$95,304	\$98,639	\$102,092	\$105,665	\$109,363	\$113,191	\$117,153	

	Budgeted	Projected								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Other Expenses										
Property Taxes	\$1,700	\$1,760	\$1,821	\$1,885	\$1,951	\$2,019	\$2,090	\$2,163	\$2,239	As General Expenses
Gas & Oil	11,000	11,440	11,898	12,374	12,868	13,383	13,919	14,475	15,054	As Utilities
Indirect Expense	276,479	286,156	296,171	306,537	317,266	328,370	339,863	351,758	364,070	As General Expenses
Water Utilities	39,507	41,087	42,731	44,440	46,218	48,066	49,989	51,989	54,068	As Utilities
Other Utilities	815,000	847,600	881,504	916,764	953,435	991,572	1,031,235	1,072,484	1,115,384	As Utilities
Technology Services Chargebacks	51,878	53,694	55,573	57,518	59,531	61,615	63,771	66,003	68,313	As General Expenses
Fixed Fleet Cost	32,248	33,538	34,879	36,275	37,726	39,235	40,804	42,436	44,134	As Equipment
Variable Fleet Cost	47,665	49,572	51,554	53,617	55,761	57,992	60,311	62,724	65,233	As Equipment
Lease Payment Chargebacks	4,584	4,767	4,958	5,156	5,363	5,577	5,800	6,032	6,274	As Equipment
Total Other Expenses	\$1,280,061	\$1,329,613	\$1,381,090	\$1,434,565	\$1,490,118	\$1,547,829	\$1,607,782	\$1,670,065	\$1,734,768	
Operating Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As General Expenses
Total Sewage Treatment Plant	\$4,156,251	\$4,443,750	\$4,634,368	\$4,833,502	\$5,041,549	\$5,258,923	\$5,486,061	\$5,723,420	\$5,971,480	
ENV Operations Laboratory										
Personnel Expenditures										
Salaries-Perm Full Time	\$199,626	\$206,613	\$213,844	\$221,329	\$229,075	\$237,093	\$245,391	\$253,980	\$262,869	As Salaries
Hourly Wages - Temporary	22,839	23,638	24,466	25,322	26,208	27,126	28,075	29,058	30,075	As Salaries
Vacation Buyout	4,000	4,160	4,326	4,499	4,679	4,867	5,061	5,264	5,474	As Benefits - Other
Admin Buyout	1,200	1,248	1,298	1,350	1,404	1,460	1,518	1,579	1,642	As Benefits - Other
Overtime-Perm Full Time	1,800	1,863	1,928	1,996	2,066	2,138	2,213	2,290	2,370	As Salaries
Def Comp City Match	2,764	2,875	2,990	3,109	3,233	3,363	3,497	3,637	3,783	As Benefits - Other
Acting Pay	2,953	3,056	3,163	3,274	3,389	3,507	3,630	3,757	3,889	As Salaries
Wrkrs Comp/Liab Ins	18,093	18,817	19,569	20,352	21,166	22,013	22,893	23,809	24,762	As Benefits - Other
Retirement	73,664	78,084	82,769	87,735	92,999	98,579	104,494	110,763	117,409	As Benefits - Retirement
Retirement Hlth Svgs Pln	2,940	3,116	3,303	3,502	3,712	3,934	4,170	4,421	4,686	As Benefits - Medical
Life Vision Dental	6,195	6,567	6,961	7,378	7,821	8,290	8,788	9,315	9,874	As Benefits - Medical
Retiree Medical	22,833	24,203	25,655	27,194	28,826	30,556	32,389	34,332	36,392	As Benefits - Medical
Health/Life/Vision Ins	54,495	57,765	61,231	64,904	68,799	72,927	77,302	81,940	86,857	As Benefits - Medical
Unemployment Insurance	1,005	1,045	1,087	1,130	1,176	1,223	1,272	1,323	1,375	As Benefits - Other
Medicare Insurance	2,915	3,090	3,275	3,472	3,680	3,901	4,135	4,383	4,646	As Benefits - Medical
Total Personnel Expenditures	\$417,322	\$436,140	\$455,866	\$476,547	\$498,233	\$520,976	\$544,829	\$569,851	\$596,103	
Supplies & Services										
Office Supplies	\$500	\$515	\$530	\$546	\$563	\$580	\$597	\$615	\$633	As Materials & Supplies
Postage	2,100	2,163	2,228	2,295	2,364	2,434	2,508	2,583	2,660	As Materials & Supplies
Spec Dept Supplies	54,488	56,123	57,806	59,541	61,327	63,167	65,062	67,013	69,024	As Materials & Supplies
Personnel Supp & Equip	2,800	2,884	2,971	3,060	3,151	3,246	3,343	3,444	3,547	As Materials & Supplies
Laundry	600	618	637	656	675	696	716	738	760	As Materials & Supplies
Telephone	840	865	891	918	945	974	1,003	1,033	1,064	As Materials & Supplies
Cell Phones	2,160	2,225	2,292	2,360	2,431	2,504	2,579	2,657	2,736	As Materials & Supplies
Contract Services	188,959	195,573	202,418	209,502	216,835	224,424	232,279	240,409	248,823	As Salaries
Total Supplies & Services	\$252,447	\$260,965	\$269,772	\$278,877	\$288,291	\$298,024	\$308,087	\$318,491	\$329,248	
Education & Meetings										
Memberships Dues	\$900	\$932	\$964	\$998	\$1,033	\$1,069	\$1,106	\$1,145	\$1,185	As General Expenses
Conf & Mtgs	500	518	536	554	574	594	615	636	658	As General Expenses
Education Trng	2,700	2,795	2,892	2,994	3,098	3,207	3,319	3,435	3,555	As General Expenses
Education Incent Reimb	1,563	1,618	1,674	1,733	1,794	1,856	1,921	1,989	2,058	As General Expenses
Total Education & Meetings	\$5,663	\$5,861	\$6,066	\$6,279	\$6,498	\$6,726	\$6,961	\$7,205	\$7,457	

	<i>Budgeted</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Other Expenses										
Technology Services Chargebacks	\$18,778	\$19,435	\$20,115	\$20,820	\$21,548	\$22,302	\$23,083	\$23,891	\$24,727	As General Expenses
Fixed Fleet Cost	7,154	7,440	7,738	8,047	8,369	8,704	9,052	9,414	9,791	As Equipment
Variable Fleet Cost	1,520	1,581	1,644	1,710	1,778	1,849	1,923	2,000	2,080	As Equipment
Total Other Expenses	\$27,452	\$28,456	\$29,497	\$30,577	\$31,696	\$32,856	\$34,058	\$35,305	\$36,598	
Operating Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As General Expenses
Total ENV Operations Laboratory	\$702,884	\$731,422	\$761,201	\$792,280	\$824,718	\$858,581	\$893,936	\$930,852	\$969,406	
Operations Administration										
Personnel Expenditures										
Salaries-Perm Full Time	\$148,844	\$154,054	\$159,445	\$165,026	\$170,802	\$176,780	\$182,967	\$189,371	\$195,999	As Salaries
Vacation Buyout	5,500	5,720	5,949	6,187	6,434	6,692	6,959	7,238	7,527	As Benefits - Other
Admin Buyout	2,900	3,016	3,137	3,262	3,393	3,528	3,669	3,816	3,969	As Benefits - Other
Overtime-Perm Full Time	100	104	107	111	115	119	123	127	132	As Salaries
Def Comp City Match	3,461	3,599	3,743	3,893	4,049	4,211	4,379	4,554	4,737	As Benefits - Other
Acting Pay	150	155	161	166	172	178	184	191	198	As Salaries
Wrkrs Comp/Liab Ins	13,430	13,967	14,526	15,107	15,711	16,340	16,993	17,673	18,380	As Benefits - Other
Retirement	53,585	56,800	60,208	63,821	67,650	71,709	76,011	80,572	85,406	As Benefits - Retirement
Health Pay-In Lieu	3,159	3,285	3,417	3,553	3,696	3,843	3,997	4,157	4,323	As Benefits - Other
Retirement Hlth Svgs Pln	1,500	1,590	1,685	1,787	1,894	2,007	2,128	2,255	2,391	As Benefits - Medical
Life Vision Dental	3,885	4,118	4,365	4,627	4,905	5,199	5,511	5,842	6,192	As Benefits - Medical
Retiree Medical	14,319	15,178	16,089	17,054	18,077	19,162	20,312	21,530	22,822	As Benefits - Medical
Health/Life/Vision Ins	23,343	24,744	26,228	27,802	29,470	31,238	33,112	35,099	37,205	As Benefits - Medical
Unemployment Insurance	746	791	838	888	942	998	1,058	1,122	1,189	As Benefits - Medical
Medicare Insurance	2,210	2,343	2,483	2,632	2,790	2,957	3,135	3,323	3,522	As Benefits - Medical
Total Personnel Expenditures	\$277,132	\$289,464	\$302,382	\$315,916	\$330,099	\$344,962	\$360,540	\$376,871	\$393,992	
Supplies & Services										
Memberships & Dues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Materials & Supplies
Office Supplies	1,715	1,766	1,819	1,874	1,930	1,988	2,048	2,109	2,173	As Materials & Supplies
Postage	25	26	27	27	28	29	30	31	32	As Materials & Supplies
Pubs & Periodicals	150	155	159	164	169	174	179	184	190	As Materials & Supplies
Printing	25	26	27	27	28	29	30	31	32	As Materials & Supplies
Copy Machine Costs	300	309	318	328	338	348	358	369	380	As Materials & Supplies
Spec Dept Supplies	1,256	1,294	1,332	1,372	1,414	1,456	1,500	1,545	1,591	As Materials & Supplies
Personnel Supp & Equip	186	192	197	203	209	216	222	229	236	As Materials & Supplies
Telephone	840	865	891	918	945	974	1,003	1,033	1,064	As Materials & Supplies
Contract Services	11,217	11,610	12,016	12,436	12,872	13,322	13,789	14,271	14,771	As Salaries
Total Supplies & Services	\$15,714	\$16,242	\$16,787	\$17,350	\$17,933	\$18,536	\$19,158	\$19,802	\$20,467	
Education & Meetings										
Memberships Dues	\$150	\$155	\$161	\$166	\$172	\$178	\$184	\$191	\$198	As General Expenses
Conf & Mtgs	2,000	2,070	2,142	2,217	2,295	2,375	2,459	2,545	2,634	As General Expenses
Education Incent Reimb	1,250	1,294	1,339	1,386	1,434	1,485	1,537	1,590	1,646	As General Expenses
Total Education & Meetings	\$3,400	\$3,519	\$3,642	\$3,770	\$3,902	\$4,038	\$4,179	\$4,326	\$4,477	

10/27/2021

8 of 66

	<i>Budgeted</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Other Expenses										
Technology Services Chargebacks	\$11,776	\$12,188	\$12,615	\$13,056	\$13,513	\$13,986	\$14,476	\$14,982	\$15,507	As General Expenses
Total Other Expenses	\$11,776	\$12,188	\$12,615	\$13,056	\$13,513	\$13,986	\$14,476	\$14,982	\$15,507	
Operating Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As General Expenses
Total Operations Administration	\$308,022	\$321,412	\$335,426	\$350,093	\$365,447	\$381,522	\$398,354	\$415,981	\$434,443	
Utilities Expenditures										
Personnel Expenditures										
Salaries-Perm Full Time	\$419,134	\$433,804	\$448,987	\$464,701	\$480,966	\$497,800	\$515,223	\$533,255	\$551,919	As Salaries
Hourly Wages - Temporary	7,524	7,787	8,060	8,342	8,634	8,936	9,249	9,573	9,908	As Salaries
Vacation Buyout	13,000	13,520	14,061	14,623	15,208	15,816	16,449	17,107	17,791	As Benefits - Other
Admin Buyout	4,000	4,160	4,326	4,499	4,679	4,867	5,061	5,264	5,474	As Benefits - Other
Def Comp City Match	6,511	6,771	7,042	7,324	7,617	7,922	8,238	8,568	8,911	As Benefits - Other
Acting Pay	2,536	2,625	2,717	2,812	2,910	3,012	3,117	3,227	3,339	As Salaries
Wrkrs Comp/Liab Ins	38,015	39,346	40,723	42,148	43,623	45,150	46,730	48,366	50,058	As Salaries
Retirement	149,278	154,503	159,910	165,507	171,300	177,295	183,501	189,923	196,571	As Salaries
Health Pay-In Lieu	2,284	2,364	2,447	2,532	2,621	2,713	2,808	2,906	3,008	As Salaries
Retirement Hlth Svgs Pln	4,483	4,752	5,037	5,339	5,660	5,999	6,359	6,741	7,145	As Benefits - Medical
Life Vision Dental	8,988	9,527	10,099	10,705	11,347	12,028	12,750	13,515	14,326	As Benefits - Medical
Retiree Medical	33,127	35,115	37,221	39,455	41,822	44,331	46,991	49,811	52,799	As Benefits - Medical
Health/Life/Vision Ins	72,160	76,490	81,079	85,944	91,100	96,566	102,360	108,502	115,012	As Benefits - Medical
Unemployment Insurance	2,112	2,239	2,373	2,515	2,666	2,826	2,996	3,176	3,366	As Benefits - Medical
Medicare Insurance	6,158	6,527	6,919	7,334	7,774	8,241	8,735	9,259	9,815	As Benefits - Medical
Total Personnel Expenditures	\$769,310	\$799,529	\$831,001	\$863,782	\$897,928	\$933,503	\$970,568	\$1,009,192	\$1,049,443	
Supplies & Services										
Office Supplies	\$500	\$515	\$530	\$546	\$563	\$580	\$597	\$615	\$633	As Materials & Supplies
Postage	100	103	106	109	113	116	119	123	127	As Materials & Supplies
Pubs & Periodicals	300	309	318	328	338	348	358	369	380	As Materials & Supplies
Printing	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	As Materials & Supplies
Copy Machine Costs	2,150	2,215	2,281	2,349	2,420	2,492	2,567	2,644	2,724	As Materials & Supplies
Spec Dept Supplies	9,375	9,656	9,946	10,244	10,552	10,868	11,194	11,530	11,876	As Materials & Supplies
Advertising	200	206	212	219	225	232	239	246	253	As Materials & Supplies
Telephone	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	As Materials & Supplies
Cell Phones	2,160	2,225	2,292	2,360	2,431	2,504	2,579	2,657	2,736	As Materials & Supplies
Contract Services	57,730	59,751	61,842	64,006	66,247	68,565	70,965	73,449	76,019	As Salaries
Total Supplies & Services	\$76,015	\$78,584	\$81,240	\$83,987	\$86,826	\$89,762	\$92,798	\$95,937	\$99,182	
Education & Meetings										
Memberships Dues	\$1,600	\$1,656	\$1,714	\$1,774	\$1,836	\$1,900	\$1,967	\$2,036	\$2,107	As General Expenses
Conf & Mtgs		0	0	0	0	0	0	0	0	As General Expenses
Education Trng	3,000	3,105	3,214	3,326	3,443	3,563	3,688	3,817	3,950	As General Expenses
Education Incent Reimb	1,250	1,294	1,339	1,386	1,434	1,485	1,537	1,590	1,646	As General Expenses
Total Education & Meetings	\$5,850	\$6,055	\$6,267	\$6,486	\$6,713	\$6,948	\$7,191	\$7,443	\$7,703	

	<i>Budgeted</i>	<i>Projected</i>								
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Notes
Other Expenses										
Technology Services Chargebacks	\$36,945	\$38,238	\$39,576	\$40,962	\$42,395	\$43,879	\$45,415	\$47,004	\$48,650	As General Expenses
Total Other Expenses	\$36,945	\$38,238	\$39,576	\$40,962	\$42,395	\$43,879	\$45,415	\$47,004	\$48,650	
Operating Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As General Expenses
Total Utilities Expenditures	\$888,120	\$922,406	\$958,085	\$995,216	\$1,033,863	\$1,074,092	\$1,115,972	\$1,159,576	\$1,204,978	
Communication Manager										
Salaries-Perm Full Time	\$4,498	\$4,655	\$4,818	\$4,987	\$5,162	\$5,342	\$5,529	\$5,723	\$5,923	As General Expenses
Def Comp City Match	90	93	96	100	103	107	111	115	119	As General Expenses
Wrks Comp/Liab Ins	405	419	434	449	465	481	498	515	533	As General Expenses
Retirement	1,660	1,718	1,778	1,840	1,905	1,972	2,041	2,112	2,186	As General Expenses
Life Vision Dental	105	109	112	116	120	125	129	134	138	As General Expenses
Retiree Medical	387	401	415	429	444	460	476	492	510	As General Expenses
Health/Life/Vision Ins	454	470	486	503	521	539	558	578	598	As General Expenses
Unemployment Insurance	23	24	25	26	26	27	28	29	30	As General Expenses
Medicare Insurance	65	67	70	72	75	77	80	83	86	As General Expenses
Total Communication Manager	\$7,687	\$7,956	\$8,235	\$8,523	\$8,821	\$9,130	\$9,449	\$9,780	\$10,122	
Other O&M										
Staffing Adjustments	\$50,000	\$51,750	\$53,561	\$55,436	\$57,376	\$59,384	\$61,463	\$63,614	\$65,840	As General Expenses
093-7390-5910 (Transfer-General)	0	0	0	0	0	0	0	0	0	As General Expenses
Water Pollution Control Operator IIII	167,603	173,469	179,540	185,824	192,328	199,059	206,026	213,237	220,700	As Salaries
Treatment Plant Mechanic	0	152,338	157,670	163,189	168,900	174,812	180,930	187,263	193,817	As Salaries
Total Other O&M	\$217,603	\$377,557	\$390,772	\$404,449	\$418,604	\$433,255	\$448,419	\$464,114	\$480,358	
Total O&M Expenses	\$9,761,353	\$10,429,266	\$10,863,171	\$11,316,115	\$11,788,981	\$12,282,698	\$12,798,238	\$13,336,621	\$13,898,921	
Rate Funded Capital	\$5,250,000	\$5,350,000	\$5,400,000	\$5,450,000	\$5,500,000	\$5,500,000	\$5,500,000	\$5,500,000	\$5,500,000	\$2,785,569 FY 2019 Dep. Exp.
Debt Service										
2017 Revenue Bond	\$811,485	\$808,484	\$809,684	\$804,109	\$811,910	\$812,378	\$811,534	\$808,459	\$805,210	Debt Schedule
2014 Refunding Bond	2,533,850	2,538,600	2,534,850	2,597,850	2,537,100	2,537,600	2,539,100	2,536,350	2,539,350	Debt Schedule
SFR - 14805	763,094	763,094	763,094	763,094	763,094	763,094	763,094	763,094	763,094	Debt Schedule
SFR - 14806	34,248	34,248	34,248	34,248	34,248	34,248	34,248	34,248	34,248	Debt Schedule
SFR - 14807	60,729	60,729	60,729	60,729	60,729	60,729	60,729	60,729	60,729	Debt Schedule
Assumed Low Interest Loan	0	0	0	0	0	0	0	0	0	Calc'd @ 2.5% for 20 yrs
Assumed Revenue Bond	0	0	0	0	0	0	0	0	0	Calc'd @ 4.5% for 20 yrs
Additional Long-Term Debt	0	0	0	0	0	0	0	0	0	Calc'd @ 4.5% for 20 yrs
Total Debt Service	\$4,203,406	\$4,205,155	\$4,202,605	\$4,260,030	\$4,207,081	\$4,208,049	\$4,208,705	\$4,202,880	\$4,202,631	
LESS: Other Funding										
Connection Fees	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	
Net Debt Service	\$3,453,406	\$3,455,155	\$3,452,605	\$3,510,030	\$3,457,081	\$3,458,049	\$3,458,705	\$3,452,880	\$3,452,631	

	<i>Budgeted</i>	<i>Projected</i>								<i>Notes</i>
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
To / (From) Reserves										
To / (From) Sewer Operating Reserve	\$389,674	\$29,083	\$27,211	(\$42,008)	(\$8,295)	(\$13,278)	(\$787)	\$8,399	\$1,392	
To / (From) Sewer Development Fund	0	0	0	0	0	0	0	0	0	
Total To / (From) Reserves	\$389,674	\$29,083	\$27,211	(\$42,008)	(\$8,295)	(\$13,278)	(\$787)	\$8,399	\$1,392	
Total Revenue Requirement	\$18,854,432	\$19,263,504	\$19,742,988	\$20,234,137	\$20,737,767	\$21,227,469	\$21,756,156	\$22,297,900	\$22,852,943	
Bal. / (Def.) of Funds	\$0	(\$188,328)	(\$571,594)	(\$966,372)	(\$1,372,962)	(\$1,791,669)	(\$2,222,806)	(\$2,666,696)	(\$3,123,668)	
Balance a % of Rate Adj. Req'd	0.0%	1.0%	3.0%	5.1%	7.2%	9.3%	11.5%	13.7%	16.0%	
Proposed Rate Adj. - July	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
# of Effective Months	6	6	6	6	6	6	6	6	6	
Proposed Rate Adj. - January	0.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	
# of Effective Months	6	6	6	6	6	6	6	6	6	
Cumulative Annualized Rate Adj.	0.0%	1.0%	3.0%	5.1%	7.2%	9.3%	11.5%	13.7%	16.0%	
Add'l Revenue from Rate Increase	\$0	\$188,328	\$571,594	\$966,372	\$1,372,962	\$1,791,669	\$2,222,806	\$2,666,696	\$3,123,668	
Bal. / (Def.) After Rate Adj.	\$0	\$0	\$0	(\$0)	(\$0)	\$0	\$0	\$0	(\$0)	
Add'l Rate Adj. Req'd	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

	<i>Budgeted</i>	<i>Projected</i>								<i>Notes</i>
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
Single Family Customer Bill	\$62.15									
Customer Bill on Proposed Adjustment	\$62.15	\$62.77	\$64.67	\$67.95	\$72.83	\$79.63	\$88.79	\$100.99	\$117.17	
Bill Difference - Monthly	0.00	0.62	1.90	3.29	4.88	6.79	9.17	12.20	16.18	
Cumulative Bill Difference	0.00	0.62	2.52	5.80	10.68	17.48	26.64	38.84	55.02	
Debt Service Coverage Ratio (all debt)										
Before Rate Adjustment	2.16	2.06	1.98	1.87	1.80	1.70	1.60	1.50	1.39	
After Needed Rate Adjustment	2.16	2.10	2.11	2.09	2.13	2.13	2.13	2.13	2.13	
After Proposed Rate Adjustment	2.16	2.10	2.11	2.09	2.13	2.13	2.13	2.13	2.13	
Reserve Funds										
Beginning Reserve Balance	\$28,732,557	\$26,902,231	\$26,818,414	\$27,120,826	\$27,359,144	\$27,636,328	\$22,608,705	\$22,795,777	\$22,947,264	
Sewer Operating Reserve										
Beginning Balance	\$26,596,557	\$24,506,231	\$24,152,315	\$24,179,526	\$24,137,518	\$24,129,223	\$18,810,945	\$18,702,158	\$18,552,557	
Plus: Additions	389,674	29,083	27,211	0	0	0	0	8,399	1,392	
Ending Fund Balance	0	0	0	(0)	(0)	0	0	0	(0)	
Less: Uses of Funds	(2,480,000)	(383,000)	0	(42,008)	(8,295)	(5,318,278)	(108,787)	(158,000)	(210,000)	
Ending Balance	\$24,506,231	\$24,152,315	\$24,179,526	\$24,137,518	\$24,129,223	\$18,810,945	\$18,702,158	\$18,552,557	\$18,343,948	
180 Days of O&M Expense	\$4,813,818	\$5,143,200	\$5,357,180	\$5,580,550	\$5,813,744	\$6,057,221	\$6,311,460	\$6,576,964	\$6,854,262	
Sewer Development Fund										
Beginning Balance	\$2,135,999	\$2,395,999	\$2,666,099	\$2,941,300	\$3,221,626	\$3,507,105	\$3,797,760	\$4,093,619	\$4,394,707	
Plus: Additions	0	0	0	0	0	0	0	0	0	
Connection Fees	1,010,000	1,020,100	1,025,201	1,030,327	1,035,478	1,040,656	1,045,859	1,051,088	1,056,344	As Customer Growth
Less: Uses of Funds	(750,000)	(750,000)	(750,000)	(750,000)	(750,000)	(750,000)	(750,000)	(750,000)	(750,000)	
Ending Balance	\$2,395,999	\$2,666,099	\$2,941,300	\$3,221,626	\$3,507,105	\$3,797,760	\$4,093,619	\$4,394,707	\$4,701,051	
Total Ending Reserves	\$26,902,231	\$26,818,414	\$27,120,826	\$27,359,144	\$27,636,328	\$22,608,705	\$22,795,777	\$22,947,264	\$23,044,999	

City of Woodland
Wastewater Rate Update
Capital Improvement Plan
Exhibit 4

Inflation 0.0%

Page 1 of 2

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total	Notes
Public Works												
Heated Polymer Tank	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	
Treatment Plant Mechanic Truck	32,000	0	0	0	0	0	0	0	0	0	32,000	
Replace Diffusers - (Operations Cost Inc.)	0	60,000	60,000	60,000	0	0	60,000	60,000	60,000	0	360,000	
Filter Media Rplcmnt (Operations Cost Inc.)	0	85,000	43,000	43,000	0	0	85,000	43,000	43,000	0	342,000	
UV (Operations Cost Increase)	0	30,000	30,000	60,000	30,000	0	60,000	30,000	30,000	60,000	330,000	
Total Public Works	\$132,000	\$175,000	\$133,000	\$163,000	\$30,000	\$0	\$205,000	\$133,000	\$133,000	\$60,000	\$1,164,000	
Wastewater Capital												
Annual Sewer Repair and Replacement	\$0	\$900,000	\$600,000	\$700,000	\$600,000	\$700,000	\$600,000	\$1,000,000	\$1,000,000	\$1,000,000	\$7,100,000	
Preliminary Odor Abatement	0	10,000	10,000	10,000	0	0	0	0	0	0	30,000	
Treatment Plant Exp-Biosolids	0	500,000	700,000	150,000	1,100,000	0	1,100,000	0	1,100,000	0	4,650,000	
Water Pollution Asset Replacement Project	0	750,000	750,000	1,000,000	1,200,000	1,400,000	1,800,000	1,700,000	1,700,000	1,500,000	11,800,000	
Replacement of Orangeberg Sewer Laterals	0	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	4,500,000	
Large Dia. WW Pipeline Repair, Rplcmnt, & Lining	0	400,000	1,050,000	400,000	500,000	600,000	600,000	900,000	800,000	800,000	6,050,000	
2020 Rd Rehabilitation - Matmor Rd & Gum Ave	0	0	100,000	0	0	0	0	0	0	0	100,000	
2022 Sewer Repair & Replac (Pendegast & College)	0	1,600,000	0	0	0	0	0	0	0	0	1,600,000	
2022 Sewer System Hydraulic Model Update	0	0	90,000	0	0	125,000	0	0	0	0	215,000	
Gibson Road sewer repairs	0	1,000,000	0	0	0	0	0	0	0	0	1,000,000	
2023 water/sewer	0	200,000	1,000,000	0	0	0	0	0	0	0	1,200,000	
2024 water/sewer	0	0	200,000	600,000	0	0	0	0	0	0	800,000	
2025 water/sewer	0	0	0	200,000	750,000	0	0	0	0	0	950,000	
2026 water/sewer	0	0	0	0	200,000	800,000	0	0	0	0	1,000,000	
2027 water/sewer	0	0	0	0	0	200,000	1,000,000	0	0	0	1,200,000	
NPDES (ROWD Application) Renewal	0	0	0	0	150,000	0	0	0	0	0	150,000	
Spring Lake Lift Station Pump Replac Project	0	0	600,000	0	0	0	0	0	0	0	600,000	
Erskine Pond modification and DAFT	0	0	0	0	0	0	5,000,000	0	0	0	5,000,000	
029-1402-5262 (Contract Services)	850,000	795,000	0	0	0	0	0	0	0	0	1,645,000	
029-1403-5262 (Contract Services)	0	500,000	0	0	0	0	0	0	0	0	500,000	
029-1415-5262 (Contract Services)	0	400,000	0	0	0	0	0	0	0	0	400,000	
Total Wastewater Capital	\$850,000	\$7,555,000	\$5,600,000	\$3,560,000	\$5,000,000	\$4,325,000	\$10,600,000	\$4,100,000	\$5,100,000	\$3,800,000	\$50,490,000	

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total	Notes
Unidentified Future Capital Projects	\$3,518,000	\$0	\$0	\$1,677,000	\$420,000	\$1,175,000	\$0	\$1,375,000	\$425,000	\$1,850,000	\$10,440,000	
Transfer to Operating Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Capital Improvement Projects	\$4,500,000	\$7,730,000	\$5,733,000	\$5,400,000	\$5,450,000	\$5,500,000	\$10,805,000	\$5,608,000	\$5,658,000	\$5,710,000	\$62,094,000	
Less: Outside Funding Sources												
Operating Fund Reserves	\$0	\$2,480,000	\$383,000	\$0	\$0	\$0	\$5,305,000	\$108,000	\$158,000	\$210,000	\$8,644,000	
Capital Fund Reserves	0	0	0	0	0	0	0	0	0	0	0	
Developer Contributions	0	0	0	0	0	0	0	0	0	0	0	
Secured Debt (SRF)	0	0	0	0	0	0	0	0	0	0	0	
Assumed Low Interest Loan	0	0	0	0	0	0	0	0	0	0	0	
Assumed Revenue Bond	0	0	0	0	0	0	0	0	0	0	0	
Additional Revenue Bonds	0	0	0	0	0	0	0	0	0	0	0	
Total Funding Sources	\$0	\$2,480,000	\$383,000	\$0	\$0	\$0	\$5,305,000	\$108,000	\$158,000	\$210,000	\$8,644,000	
Rate Funded Capital	\$4,500,000	\$5,250,000	\$5,350,000	\$5,400,000	\$5,450,000	\$5,500,000	\$5,500,000	\$5,500,000	\$5,500,000	\$5,500,000	\$31,450,000	

City of Woodland
Wastewater Rate Update
Debt Schedule
Exhibit 5

	2017 Revenue	2014 Refunding				
	Bond	Bond	SFR - 14805	SFR - 14806	SFR - 14807	Total
FY 2021	\$808,485	\$2,541,350	\$763,094	\$34,248	\$60,729	\$4,207,906
FY 2022	811,485	2,533,850	763,094	34,248	60,729	4,203,406
FY 2023	808,484	2,538,600	763,094	34,248	60,729	4,205,155
FY 2024	809,684	2,534,850	763,094	34,248	60,729	4,202,605
FY 2025	804,109	2,597,850	763,094	34,248	60,729	4,260,030
FY 2026	811,910	2,537,100	763,094	34,248	60,729	4,207,081
FY 2027	812,378	2,537,600	763,094	34,248	60,729	4,208,049
FY 2028	811,534	2,539,100	763,094	34,248	60,729	4,208,705
FY 2029	808,459	2,536,350	763,094	34,248	60,729	4,202,880
FY 2030	805,210	2,539,350	763,094	34,248	60,729	4,202,631
FY 2031	815,210	2,537,600	763,094	34,248	60,729	4,210,881
FY 2032	0	2,538,100	763,094	34,248	60,729	3,396,171
FY 2033	0	2,899,600	763,094	34,248	60,729	3,757,671
FY 2034	0	2,698,600	763,094	34,248	60,729	3,556,671
FY 2035	0	2,698,800	763,094	34,248	60,729	3,556,871
FY 2036	0	2,698,600	763,094	34,248	60,729	3,556,671
FY 2037	0	2,698,800	763,094	34,248	60,729	3,556,871
Total Debt Service	\$8,906,948	\$44,206,100	\$12,972,590	\$582,217	\$1,032,401	\$67,700,256

FY 2018 Rates		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Residential														
Fixed Charge	\$ / Acct.													
Single Family	\$62.15	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050
<i>Total Fixed Charge Revenue</i>		\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$11,224,290
Total Residential Revenue		\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$11,224,290
Multi-Family														
Fixed Charge														
Accounts														
Condo/Apmtmt/MH/3plex >		307	307	307	307	307	307	307	307	307	307	307	307	307
Duplex		471	471	471	471	471	471	471	471	471	471	471	471	471
4-Plex or less														
Res Attached														
Res Multi-Unit														
		778	778	778	778	778	778	778	778	778	778	778	778	778
# of Units	\$ / Unit													
Condo/Apmtmt/MH/3plex >	\$40.55	5,963	5,963	5,963	5,963	5,963	5,963	5,963	5,963	5,963	5,963	5,963	5,963	5,963
Duplex	\$0.35	942	942	942	942	942	942	942	942	942	942	942	942	942
4-Plex or less	\$40.55													
Res Attached	\$0.35													
Res Multi-Unit	\$0.35													
		6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905
<i>Total Fixed Charge Revenue</i>		\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$3,470,752
Volume Charge	\$ / CCF													
Number of Bills														#DIV/0!
Water Consumed	\$3.65													0
		0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Total Volume Charge Revenue</i>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Multi-Family Revenue		\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$289,229	\$3,470,752

FY 2018 Rates		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Non-Residential														
Fixed Charge	\$ / Acct.													
Commercial														
Low - Strength	\$37.70	704	704	704	704	704	704	704	704	704	704	704	704	704
Med - Strength	37.70	81	81	81	81	81	81	81	81	81	81	81	81	81
High - Strength	37.70	95	95	95	95	95	95	95	95	95	95	95	95	95
		880	880	880	880	880	880	880	880	880	880	880	880	880
Total Fixed Charge Revenue		\$33,176	\$33,176	\$33,176	\$33,176	\$33,176	\$33,176	\$33,176	\$33,176	\$33,176	\$33,176	\$33,176	\$33,176	\$398,112
Volume Charge	\$ / CCF													
Low - Strength	\$7.75	18,493	15,186	14,254	15,035	16,828	13,215	16,683	16,243	17,368	17,475	17,294	25,063	203,138
Med - Strength	8.95	7,204	6,758	7,191	6,580	7,873	6,333	8,409	10,029	11,817	15,307	12,810	8,808	109,119
High - Strength	10.17	4,525	5,626	5,086	3,844	4,216	4,236	5,019	4,573	4,745	4,745	4,836	5,630	57,082
		30,223	27,570	26,531	25,459	28,917	23,783	30,112	30,846	33,930	37,528	34,940	39,501	369,339
Total Volume Charge Revenue		\$253,823	\$235,394	\$226,551	\$214,504	\$243,758	\$202,170	\$255,606	\$262,154	\$288,621	\$320,691	\$297,857	\$330,331	\$3,131,461
Total Non-Residential Revenue		\$286,999	\$268,570	\$259,727	\$247,680	\$276,934	\$235,346	\$288,782	\$295,330	\$321,797	\$353,867	\$331,033	\$363,507	\$3,529,573
Schools														
Fixed Charge	\$ / Acct.													
Per Account	\$37.70	29	29	29	29	29	29	29	29	29	29	29	29	29
Total Fixed Charge Revenue		\$1,093	\$1,093	\$1,093	\$1,093	\$1,093	\$1,093	\$1,093	\$1,093	\$1,093	\$1,093	\$1,093	\$1,093	\$13,120
ADA Charge	\$ / ADA													
Schools	\$1.67	11,176	11,176	11,176	11,176	11,176	11,176	11,176	11,176	11,176	11,176	11,176	11,176	11,176
Total ADA Charge Revenue		\$18,664	\$18,664	\$18,664	\$18,664	\$18,664	\$18,664	\$18,664	\$18,664	\$18,664	\$18,664	\$18,664	\$18,664	\$223,967
Total Schools Revenue		\$19,757	\$19,757	\$19,757	\$19,757	\$19,757	\$19,757	\$19,757	\$19,757	\$19,757	\$19,757	\$19,757	\$19,757	\$237,087
Correctional Facility														
Fixed Charge	\$ / Acct.													
Per Facility	\$8,847.40	1	1	1	1	1	1	1	1	1	1	1	1	1
		1	1	1	1	1	1	1	1	1	1	1	1	1
Total Fixed Charge Revenue		\$8,847	\$8,847	\$8,847	\$8,847	\$8,847	\$8,847	\$8,847	\$8,847	\$8,847	\$8,847	\$8,847	\$8,847	\$106,169

<i>FY 2018 Rates</i>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Summary													
Customers													
Residential	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050	15,050
Multi-Family	6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905	6,905
Commercial													
<i>Low - Strength</i>	704	704	704	704	704	704	704	704	704	704	704	704	704
<i>Med - Strength</i>	81	81	81	81	81	81	81	81	81	81	81	81	81
<i>High - Strength</i>	95	95	95	95	95	95	95	95	95	95	95	95	95
Per Account	29	29	29	29	29	29	29	29	29	29	29	29	29
Correctional Facility	1	1	1	1	1	1	1	1	1	1	1	1	1
Total Number of Customers	22,865	22,865	22,865	22,865	22,865	22,865	22,865	22,865	22,865	22,865	22,865	22,865	22,865
Volume													
Residential	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Residential													
<i>Low - Strength</i>	18,493	15,186	14,254	15,035	16,828	13,215	16,683	16,243	17,368	17,475	17,294	25,063	203,138
<i>Med - Strength</i>	7,204	6,758	7,191	6,580	7,873	6,333	8,409	10,029	11,817	15,307	12,810	8,808	109,119
<i>High - Strength</i>	4,525	5,626	5,086	3,844	4,216	4,236	5,019	4,573	4,745	4,745	4,836	5,630	57,082
Schools	11,176	11,176	11,176	11,176	11,176	11,176	11,176	11,176	11,176	11,176	11,176	11,176	134,112
Correctional Facility	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Consumption	41,399	38,746	37,707	36,635	40,093	34,959	41,288	42,022	45,106	48,704	46,116	50,677	503,451
Revenues													
Residential	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$935,358	\$11,224,290
Multi-Family	289,229	289,229	289,229	289,229	289,229	289,229	289,229	289,229	289,229	289,229	289,229	289,229	3,470,752
Non-Residential													
<i>Low - Strength</i>	169,864	144,235	137,009	143,058	156,958	128,959	155,835	152,428	161,140	161,974	160,571	220,780	1,892,812
<i>Med - Strength</i>	67,530	63,542	67,413	61,942	73,516	59,730	78,318	92,817	108,814	140,053	117,699	81,886	1,013,260
<i>High - Strength</i>	49,605	60,793	55,305	42,680	46,461	46,657	54,628	50,086	51,843	51,840	52,762	60,841	623,500
Schools	19,757	19,757	19,757	19,757	19,757	19,757	19,757	19,757	19,757	19,757	19,757	19,757	237,087
Correctional Facility	8,847	8,847	8,847	8,847	8,847	8,847	8,847	8,847	8,847	8,847	8,847	8,847	106,169
Total Revenues	\$1,540,190	\$1,521,761	\$1,512,919	\$1,500,872	\$1,530,126	\$1,488,538	\$1,541,973	\$1,548,522	\$1,574,989	\$1,607,059	\$1,584,224	\$1,616,699	\$18,567,870
													FY 2019 Actual
													<i>Difference</i>
													\$18,567,870
													<i>Percent</i>
													#DIV/0!
													<i>Prior Study (2018) = \$17,529,117</i>
													5.9%
													FY 2022 Budgeted
													\$18,500,000
													<i>Difference</i>
													\$67,870
													<i>Percent</i>
													0.4%

City of Woodland
Wastewater Rate Update
Exhibit 7
Volume Distribution Factor

	FY 2023	5.0%	Total Annual	Avg. Daily	
	Annual Flow	Inflow and	Flow at Plant	Flow At	% of
	(CCF)	Infiltration ^[1]	(CCF)	Plant (MGD)	Total
Single Family	1,309,838	65,492	1,375,330	2.82	58.9%
Duplex	69,846	3,492	73,339	0.15	3.1%
Multi-Family	440,427	22,021	462,448	0.95	19.8%
Non-Residential[2]					16.6%
<i>Low - Strength</i>	203,138	10,157	213,295	0.44	9.1%
<i>Med - Strength</i>	109,119	5,456	114,575	0.23	4.9%
<i>High - Strength</i>	57,082	2,854	59,936	0.12	2.6%
Schools^[3]	32,721	1,636	34,357	0.07	1.5%
Total	2,222,171	111,109	2,333,279	4.78	100.0%
		<i>Actual Flows ^[4]</i>	1,970,218	4.04	
Distribution Factor					(VOL)

Notes

[1] - Estimated

[1] - Based on billed winter water usage for Nov - Feb then annualized

[3] - Based on 10 gpd / ADA

[4] - Provide by City for CY 2020 [prior model: July 2017 - June 2018 = 6.19]

City of Woodland
Wastewater Rate Update
Exhibit 8
Customer Distribution Factors

	<i>Actual Customer</i>		<i>Customer Service & Accounting</i>	
	Number of Account ^[1]	% of Total	Dwelling Units	% of Total
Single Family	15,050	89.9%	15,050	65.8%
Duplex	471	2.8%	942	4.1%
Multi-Family	307	1.8%	5,963	26.1%
Non-Residential		5.3%		3.8%
<i>Low - Strength</i>	704	4.2%	704	3.1%
<i>Med - Strength</i>	81	0.5%	81	0.4%
<i>High - Strength</i>	95	0.6%	95	0.4%
Schools	29	0.2%	29	0.1%
Total	16,737	100.0%	22,864	100.0%
Distribution Factor		(AC)		(WCA)
Notes				

[1] - Based on CY 2020 Billing Data

City of Woodland
Wastewater Rate Update
Exhibit 9a
Strength Distribution Factors - Domestic Strength

<i>Biological Oxygen Demand</i>					<i>Suspended Solids</i>		
	Daily Flow (MGD)	Avg. Factor (mg/l)	Calculated Pounds ^{[1][2]}	% of Total	Avg. Factor (mg/l)	Calculated Pounds ^{[1][2]}	% of Total
Single Family	2.82	205	1,758,848	58.9%	205	1,758,848	58.9%
Duplex	0.15	205	93,789	3.1%	205	93,789	3.1%
Multi-Family	0.95	205	591,404	19.8%	205	591,404	19.8%
Non-Residential				16.6%			16.6%
<i>Low - Strength</i>	0.44	205	272,774	9.1%	205	272,774	9.1%
<i>Med - Strength</i>	0.23	205	146,525	4.9%	205	146,525	4.9%
<i>High - Strength</i>	0.12	205	76,649	2.6%	205	76,649	2.6%
Schools	0.07	205	43,938	1.5%	205	43,938	1.5%
Total	4.78	205	2,983,928	100.0%	205	2,983,928	100.0%
<i>Actual lbs Removed</i>			<i>3,084,255</i>		<i>3,103,657</i>		
<i>Distribution Factor</i>				<i>(BOD)</i>	<i>(TSS)</i>		

<i>Ammonia</i>				
	Daily Flow (MGD)	Avg. Factor (mg/l)	Calculated Pounds ^{[1][2]}	% of Total
Single Family	2.82	30	257,392	58.9%
Duplex	0.15	30	13,725	3.1%
Multi-Family	0.95	30	86,547	19.8%
Non-Residential				16.6%
<i>Low - Strength</i>	0.44	30	39,918	9.1%
<i>Med - Strength</i>	0.23	30	21,443	4.9%
<i>High - Strength</i>	0.12	30	11,217	2.6%
Schools	0.07	30	6,430	1.5%
Total	4.78	30	436,672	100.0%
<i>Actual lbs Removed</i>			<i>490,990</i>	
<i>Distribution Factor</i>				<i>(AMN)</i>

Notes

- [1] - Calculated Pounds = Daily Flow * Factor * 8.34 (Lbs. / MGD)
[2] - Retail figures based on WRF influent design

City of Woodland
Wastewater Rate Update
Exhibit 9b
Strength Distribution Factors - Greater than Domestic Strength

<i>Biological Oxygen Demand</i>					
	Calc Lbs @ Domestic	Daily Flow (MGD)	Avg. Factor (mg/l)	Calculated Pounds ^{[1][2]}	% of Total
Single Family	1,758,848	2.82		0	0.0%
Duplex	93,789	0.15		0	0.0%
Multi-Family	591,404	0.95		0	0.0%
Non-Residential		0.00			100.0%
Low - Strength	272,774	0.44		0	0.0%
Med - Strength	146,525	0.23	275	50,033	48.0%
High - Strength	76,649	0.12	350	54,215	52.0%
Schools	43,938	0.07		0	0.0%
Total	2,983,928	4.78		104,248	100.0%

Actual lbs Removed 3,084,255

Distribution Factor (BOD-Xtra)

<i>Suspended Solids</i>		
Calc Lbs @ Domestic	Avg. Factor (mg/l)	Calculated Pounds ^{[1][2]}
1,758,848		0
93,789		0
591,404		0
272,774		0
146,525	255	35,738
76,649	350	54,215
43,938		0
2,983,928		89,953

3,103,657

<i>Ammonia</i>					
	Calc Lbs @ Domestic	Daily Flow (MGD)	Avg. Factor (mg/l)	Calculated Pounds ^{[1][2]}	% of Total
Single Family	257,392	2.82		0	0.0%
Duplex	13,725	0.15		0	0.0%
Multi-Family	86,547	0.95		0	0.0%
Non-Residential					100.0%
Low - Strength	39,918	0.44		0	0.0%
Med - Strength	21,443	0.23	45	10,721	45.0%
High - Strength	11,217	0.12	65	13,086	55.0%
Schools	6,430	0.07		0	0.0%
	436,672	4.78		23,808	100.0%

Actual lbs Removed 490,990

Distribution Factor (AMN-Xtra)

Notes

- [1] - Calculated Pounds = Daily Flow * Factor * 8.34 (Lbs. / MGD)
[2] - Retail figures based on WRF influent design

City of Woodland
Wastewater Rate Update
Exhibit 10
Revenue Distribution Factor

	Projected FY 2023	% of Total
Single Family	\$11,449,898	60.8%
Duplex	580,596	3.1%
Multi-Family	2,959,918	15.7%
Non-Residential		19.1%
Low - Strength	\$1,930,858	10.3%
Med - Strength	1,033,627	5.5%
High - Strength	636,033	3.4%
Schools	241,852	1.3%
Total	\$18,832,782	100.0%
Distribution Factor		(RR)

City of Woodland
Wastewater Rate Update
Exhibit 11.1
Net Plant in Service

	As of	Strength Related - Domestic			Strength Related - > Domestic			Weighted for		Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification
		Volume (VOL)	Bio-oxygen Demand (BOD)	Ammonia (AMN)	Suspended Solids (TSS)	Bio-oxygen Demand (BOD-Xtra)	Ammonia (AMN-Xtra)	Suspended Solids (TSS-Xtra)	Actual Customer (AC)	Customer Acct/Svcs (WCA)		
Collection	\$9,149,549	\$6,862,162	\$0	\$0	\$0	\$0	\$0	\$0	\$2,287,387	\$0	\$0	75.0% VOL 25.0% AC
Land	\$2,944,605	\$1,398,919	\$446,975	\$449,054	\$438,674	\$15,616	\$13,537	\$23,917	\$157,912	\$0	\$0	As Treat & Collection
Lift Station	\$782,685	\$587,014	\$0	\$0	\$0	\$0	\$0	\$0	\$195,671	\$0	\$0	75.0% VOL 25.0% AC
Treatment	\$36,369,597	\$14,547,839	\$7,028,372	\$7,061,057	\$6,897,842	\$245,548	\$212,862	\$376,077	\$0	\$0	\$0	40.0% VOL 20.0% BOD 20.0% AMN 20.0% SS
<i>Plant Before General Plant</i>	\$49,246,436	\$23,395,933	\$7,475,347	\$7,510,111	\$7,336,516	\$261,163	\$226,399	\$399,994	\$2,640,971	\$0	\$0	
<i>% Plant Before General Plant</i>	100.0%	47.5%	15.2%	15.3%	14.9%	0.5%	0.5%	0.8%	5.4%	0.0%	0.0%	Factor PBGP
General Plant												
General - Buildings	\$17,648	\$8,384	\$2,679	\$2,691	\$2,629	\$94	\$81	\$143	\$946	\$0	\$0	As Factor PBGP
General - Misc	4,288,621	2,037,433	650,990	654,017	638,900	22,743	19,716	34,833	229,989	0	0	As Factor PBGP
General - Equipment	649,799	308,706	98,636	99,095	96,804	3,446	2,987	5,278	34,847	0	0	As Factor PBGP
General - GASB 34	23,966,700	11,386,069	3,638,018	3,654,936	3,570,453	127,100	110,181	194,665	1,285,278	0	0	As Factor PBGP
Total General Plant	\$28,922,768	\$13,740,591	\$4,390,322	\$4,410,740	\$4,308,786	\$153,383	\$132,966	\$234,919	\$1,551,060	\$0	\$0	
Net Plant in Service	\$78,169,204	\$37,136,525	\$11,865,670	\$11,920,851	\$11,645,302	\$414,546	\$359,365	\$634,914	\$4,192,031	\$0	\$0	
<i>% Net Plant in Service</i>	100.0%	47.5%	15.2%	15.3%	14.9%	0.5%	0.5%	0.8%	5.4%	0.0%	0.0%	As Net Plant in Service
	Orig Allocation	Lbs	Xtra Lbs	% Xtra Lbs	Alloc - Xtra	Alloc - Domestic						
BOD	20.0%	3,088,176	104,248	3.4%	0.68%	19.3%						
AMN	20.0%	3,073,881	89,953	2.9%	0.59%	19.4%						
TSS	20.0%	460,480	23,808	5.2%	1.03%	19.0%						

	Test Year FY 2023	Strength Related - Domestic			Strength Related - > Domestic			Weighted for		Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification	
		Volume (VOL)	Bio-oxygen Demand (BOD)	Ammonia (AMN)	Suspended Solids (TSS)	Bio-oxygen Demand (BOD-Xtra)	Ammonia (AMN-Xtra)	Suspended Solids (TSS-Xtra)	Actual Customer (AC)				Customer Acct/Svcs (WCA)
Accounting													
Personnel Expenditures													
Salaries-Perm Full Time	\$186,883	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$186,883	\$0	\$0	\$0	100.0% AC
Hourly Wages - Temporary	1,553	0	0	0	0	0	0	0	1,553	0	0	0	100.0% AC
Vacation Buyout	1,248	0	0	0	0	0	0	0	1,248	0	0	0	100.0% AC
Admin Buyout	270	0	0	0	0	0	0	0	270	0	0	0	100.0% AC
Comp Time Buyout	312	0	0	0	0	0	0	0	312	0	0	0	100.0% AC
Overtime-Perm Full Time	1,888	0	0	0	0	0	0	0	1,888	0	0	0	100.0% AC
Def Comp City Match	2,936	0	0	0	0	0	0	0	2,936	0	0	0	100.0% AC
Wrks Comp/Liab Ins	16,952	0	0	0	0	0	0	0	16,952	0	0	0	100.0% AC
Retirement	67,763	0	0	0	0	0	0	0	67,763	0	0	0	100.0% AC
Health Pay-In Lieu	349	0	0	0	0	0	0	0	349	0	0	0	100.0% AC
Retirement Hlth Svgs Pln	2,563	0	0	0	0	0	0	0	2,563	0	0	0	100.0% AC
Life Vision Dental	5,187	0	0	0	0	0	0	0	5,187	0	0	0	100.0% AC
Retiree Medical	19,116	0	0	0	0	0	0	0	19,116	0	0	0	100.0% AC
Health/Life/Vision Ins	57,173	0	0	0	0	0	0	0	57,173	0	0	0	100.0% AC
Unemployment Insurance	942	0	0	0	0	0	0	942	942	0	0	0	100.0% AC
Medicare Insurance	2,793	0	0	0	0	0	0	0	2,793	0	0	0	100.0% AC
Personnel Offset	2,672	0	0	0	0	0	0	0	2,672	0	0	0	100.0% AC
Total Personnel Expenditures	\$370,866	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$370,866	\$0	\$0	\$0	
Supplies & Services													
Office Supplies	\$721	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$721	\$0	\$0	\$0	100.0% AC
Department Specific Supplies	412	0	0	0	0	0	0	0	412	0	0	0	100.0% AC
Telephone	747	0	0	0	0	0	0	0	747	0	0	0	100.0% AC
Contract Services	136,789	0	0	0	0	0	0	0	136,789	0	0	0	100.0% AC
Credit Card Fees	335,340	0	0	0	0	0	0	0	335,340	0	0	0	100.0% AC
Contract Services (2)	1,863	0	0	0	0	0	0	0	1,863	0	0	0	100.0% AC
Total Supplies & Services	\$475,871	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$475,871	\$0	\$0	\$0	
Other Expenses													
Indirect Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0% AC
Technology Services Chargebacks	14,822	0	0	0	0	0	0	0	14,822	0	0	0	100.0% AC
Total Other Expenses	\$14,822	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,822	\$0	\$0	\$0	
Total Accounting	\$861,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$861,560	\$0	\$0	\$0	
Sewage Collection System													
Personnel Expenditures (023)													
Salaries-Perm Full Time	\$15,496	\$11,622	\$0	\$0	\$0	\$0	\$0	\$0	\$3,874	\$0	\$0	\$0	As Collection
Wrks Comp/Liab Ins	1,405	1,054	0	0	0	0	0	0	351	0	0	0	As Collection
Retirement	5,741	4,306	0	0	0	0	0	0	1,435	0	0	0	As Collection
Retirement Hlth Svgs Pln	140	105	0	0	0	0	0	0	35	0	0	0	As Collection
Life Vision Dental	467	351	0	0	0	0	0	0	117	0	0	0	As Collection
Retiree Medical	1,723	1,292	0	0	0	0	0	0	431	0	0	0	As Collection
Health/Life/Vision Ins	4,487	3,365	0	0	0	0	0	0	1,122	0	0	0	As Collection
Unemployment Insurance	78	59	0	0	0	0	0	0	20	0	0	0	As Collection
Medicare Insurance	231	173	0	0	0	0	0	0	58	0	0	0	As Collection
Technology Services Chargebacks	1,680	1,260	0	0	0	0	0	0	420	0	0	0	As Collection
Contract Service	348	261	0	0	0	0	0	0	87	0	0	0	As Collection
Total Personnel Expenditures (023)	\$31,796	\$23,847	\$0	\$0	\$0	\$0	\$0	\$0	\$7,949	\$0	\$0	\$0	
Personnel Expenditures (086)													
Salaries-Perm Full Time	\$796,342	\$597,257	\$0	\$0	\$0	\$0	\$0	\$0	\$199,086	\$0	\$0	\$0	As Collection
Hourly Wages - Temporary	44,069	33,052	0	0	0	0	0	0	11,017	0	0	0	As Collection
Vacation Buyout	5,304	3,978	0	0	0	0	0	0	1,326	0	0	0	As Collection
Admin Buyout	624	468	0	0	0	0	0	0	156	0	0	0	As Collection
Comp Time Buyout	624	468	0	0	0	0	0	0	156	0	0	0	As Collection
Overtime-Perm Full Time	15,600	11,700	0	0	0	0	0	0	3,900	0	0	0	As Collection
Def Comp City Match	7,054	5,291	0	0	0	0	0	0	1,764	0	0	0	As Collection
Acting Pay	3,596	2,697	0	0	0	0	0	0	899	0	0	0	As Collection
Standby Pay	16,640	12,480	0	0	0	0	0	0	4,160	0	0	0	As Collection
Wrks Comp/Liab Ins	71,514	53,635	0	0	0	0	0	0	17,878	0	0	0	As Collection
Retirement	292,527	219,395	0	0	0	0	0	0	73,132	0	0	0	As Collection
Health Pay-In Lieu	12,106	9,080	0	0	0	0	0	0	3,027	0	0	0	As Collection
Retirement Hlth Svgs Pln	15,611	11,708	0	0	0	0	0	0	3,903	0	0	0	As Collection
Life Vision Dental	26,534	19,900	0	0	0	0	0	0	6,633	0	0	0	As Collection
Retiree Medical	97,797	73,347	0	0	0	0	0	0	24,449	0	0	0	As Collection
Health/Life/Vision Ins	250,356	187,767	0	0	0	0	0	0	62,589	0	0	0	As Collection
Unemployment Insurance	3,973	2,980	0	0	0	0	0	0	993	0	0	0	As Collection
Medicare Insurance	11,694	8,770	0	0	0	0	0	0	2,923	0	0	0	As Collection
Total Personnel Expenditures (086)	\$1,671,965	\$1,253,974	\$0	\$0	\$0	\$0	\$0	\$0	\$417,991	\$0	\$0	\$0	

	Test Year FY 2023	Strength Related - Domestic			Strength Related - > Domestic			Weighted for		Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification	
		Volume (VOL)	Bio-oxygen Demand (BOD)	Ammonia (AMN)	Suspended Solids (TSS)	Bio-oxygen Demand (BOD-Xtra)	Ammonia (AMN-Xtra)	Suspended Solids (TSS-Xtra)	Actual Customer (AC)				Customer Acct/Svcs (WCA)
Supplies & Services (086)													
Office Supplies	\$1,545	\$1,159	\$0	\$0	\$0	\$0	\$0	\$0	\$386	\$0	\$0	\$0	As Collection
Postage	412	309	0	0	0	0	0	0	103	0	0	0	As Collection
Printing	343	257	0	0	0	0	0	0	86	0	0	0	As Collection
Copy Machine Costs	1,648	1,236	0	0	0	0	0	0	412	0	0	0	As Collection
Department Specific Supplies	225,903	169,427	0	0	0	0	0	0	56,476	0	0	0	As Collection
Personal Protective Equipment	8,892	6,669	0	0	0	0	0	0	2,223	0	0	0	As Collection
Laundry	4,749	3,562	0	0	0	0	0	0	1,187	0	0	0	As Collection
Tools	5,150	3,863	0	0	0	0	0	0	1,288	0	0	0	As Collection
Advertising	6,180	4,635	0	0	0	0	0	0	1,545	0	0	0	As Collection
Telephone	865	649	0	0	0	0	0	0	216	0	0	0	As Collection
Cell Phones	6,378	4,783	0	0	0	0	0	0	1,594	0	0	0	As Collection
Maintenance - Equipment	9,587	7,190	0	0	0	0	0	0	2,397	0	0	0	As Collection
Equip Rental	1,391	1,043	0	0	0	0	0	0	348	0	0	0	As Collection
Contract Services	251,443	188,582	0	0	0	0	0	0	62,861	0	0	0	As Collection
Total Supplies & Services (086)	\$524,486	\$393,364	\$0	\$0	\$0	\$0	\$0	\$0	\$131,121	\$0	\$0	\$0	
Education & Meetings (086)													
Memberships & Dues	\$5,570	\$4,178	\$0	\$0	\$0	\$0	\$0	\$0	\$1,393	\$0	\$0	\$0	As Collection
*Conferences, Meetings & Other Trai	1,894	1,421	0	0	0	0	0	0	474	0	0	0	As Collection
Mandatory Training	18,630	13,973	0	0	0	0	0	0	4,658	0	0	0	As Collection
Education Incentive Reimbursement	8,409	6,307	0	0	0	0	0	0	2,102	0	0	0	As Collection
Total Education & Meetings (086)	\$34,504	\$25,878	\$0	\$0	\$0	\$0	\$0	\$0	\$8,626	\$0	\$0	\$0	
Other Expenses													
Property Taxes	\$3,830	\$2,872	\$0	\$0	\$0	\$0	\$0	\$0	\$957	\$0	\$0	\$0	As Collection
Gas & Oil	1,035	776	0	0	0	0	0	0	259	0	0	0	As Collection
Technology Services Chargebacks	78,910	59,183	0	0	0	0	0	0	19,728	0	0	0	As Collection
Fixed Fleet Cost	132,194	99,146	0	0	0	0	0	0	33,049	0	0	0	As Collection
Variable Fleet Cost	150,135	112,602	0	0	0	0	0	0	37,534	0	0	0	As Collection
Lease Payment Chargeback	119,504	89,628	0	0	0	0	0	0	29,876	0	0	0	As Collection
Total Other Expenses	\$485,609	\$364,206	\$0	\$0	\$0	\$0	\$0	\$0	\$121,402	\$0	\$0	\$0	
Operating Transfers	\$14,844	\$11,133	\$0	\$0	\$0	\$0	\$0	\$0	\$3,711	\$0	\$0	\$0	As Collection
Total Sewage Collection System	\$2,763,203	\$2,072,402	\$0	\$0	\$0	\$0	\$0	\$0	\$690,801	\$0	\$0	\$0	
Sewage Treatment Plant													
Personnel Expenditures													
Salaries-Perm Full Time	\$834,575	\$333,830	\$161,280	\$162,031	\$158,285	\$5,635	\$4,885	\$8,630	\$0	\$0	\$0	\$0	As Treatment
Hourly Wages - Temporary	48,471	19,388	9,367	9,411	9,193	327	284	501	0	0	0	0	As Treatment
Vacation Buyout	13,468	5,387	2,603	2,615	2,554	91	79	139	0	0	0	0	As Treatment
Admin Buyout	3,640	1,456	703	707	690	25	21	38	0	0	0	0	As Treatment
Comp Time Buyout	1,560	624	301	303	296	11	9	16	0	0	0	0	As Treatment
Overtime-Perm Full Time	12,420	4,968	2,400	2,411	2,356	84	73	128	0	0	0	0	As Treatment
Def Comp City Match	11,807	4,723	2,282	2,292	2,239	80	69	122	0	0	0	0	As Treatment
Acting Pay	12,714	5,086	2,457	2,468	2,411	86	74	131	0	0	0	0	As Treatment
Standby Pay	16,250	6,500	3,140	3,155	3,082	110	95	168	0	0	0	0	As Treatment
Wrkrs Comp/Liab Ins	75,918	30,367	14,671	14,739	14,399	513	444	785	0	0	0	0	As Treatment
Retirement	307,159	122,864	59,358	59,634	58,256	2,074	1,798	3,176	0	0	0	0	As Treatment
Health Pay-In Lieu	11,334	4,533	2,190	2,200	2,150	77	66	117	0	0	0	0	As Treatment
Retirement Hlth Svgs Pln	9,288	3,715	1,795	1,803	1,762	63	54	96	0	0	0	0	As Treatment
Life Vision Dental	18,142	7,257	3,506	3,522	3,441	122	106	188	0	0	0	0	As Treatment
Retiree Medical	66,866	26,746	12,922	12,982	12,682	451	391	691	0	0	0	0	As Treatment
Health/Life/Vision Ins	140,348	56,139	27,122	27,248	26,618	948	821	1,451	0	0	0	0	As Treatment
Unemployment Insurance	4,218	1,687	815	819	800	28	25	44	0	0	0	0	As Treatment
Medicare Insurance	12,631	5,052	2,441	2,452	2,396	85	74	131	0	0	0	0	As Treatment
Total Personnel Expenditures	\$1,600,809	\$640,324	\$309,354	\$310,793	\$303,609	\$10,808	\$9,369	\$16,553	\$0	\$0	\$0	\$0	
Supplies & Services													
Office Supplies	\$2,060	\$824	\$398	\$400	\$391	\$14	\$12	\$21	\$0	\$0	\$0	\$0	As Treatment
Postage	515	206	100	100	98	3	3	5	0	0	0	0	As Treatment
Janitorial Supplies	1,590	636	307	309	302	11	9	16	0	0	0	0	As Treatment
Printing	611	244	118	119	116	4	4	6	0	0	0	0	As Treatment
Copy Machine Costs	1,996	798	386	388	379	13	12	21	0	0	0	0	As Treatment
Spec Dept Supplies	1,038,289	415,316	200,648	201,581	196,922	7,010	6,077	10,736	0	0	0	0	As Treatment
Personnel Supp & Equip	4,450	1,780	860	864	844	30	26	46	0	0	0	0	As Treatment
Laundry	2,319	927	448	450	440	16	14	24	0	0	0	0	As Treatment
Tools	2,982	1,193	576	579	566	20	17	31	0	0	0	0	As Treatment
Advertising	3,090	1,236	597	600	586	21	18	32	0	0	0	0	As Treatment
Telephone	4,805	1,922	929	933	911	32	28	50	0	0	0	0	As Treatment
Cell Phones	5,686	2,274	1,099	1,104	1,078	38	33	59	0	0	0	0	As Treatment
Maint Office Equip	4,405	1,762	851	855	836	30	26	46	0	0	0	0	As Treatment
Lease Pmts-Personal Prop	8,755	3,502	1,692	1,700	1,660	59	51	91	0	0	0	0	As Treatment
Contract Services	339,694	135,878	65,645	65,951	64,426	2,293	1,988	3,513	0	0	0	0	As Treatment
Total Supplies & Services	\$1,421,247	\$568,499	\$274,654	\$275,931	\$269,553	\$9,595	\$8,318	\$14,696	\$0	\$0	\$0	\$0	

Test Year FY 2023	Strength Related - Domestic				Strength Related - > Domestic			Weighted for		Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification
	Volume (VOL)	Bio-oxygen Demand (BOD)	Ammonia (AMN)	Suspended Solids (TSS)	Bio-oxygen Demand (BOD-Xtra)	Ammonia (AMN-Xtra)	Suspended Solids (TSS-Xtra)	Actual Customer (AC)	Customer Acct/Svcs (WCA)			
Education & Meetings												
Memberships Dues	\$6,141	\$2,456	\$1,187	\$1,192	\$1,165	\$41	\$36	\$63	\$0	\$0	\$0	As Treatment
Conf & Mtgs	362	145	70	70	69	2	2	4	0	0	0	As Treatment
Education Trng	21,641	8,656	4,182	4,202	4,104	146	127	224	0	0	0	As Treatment
Education Incent Reimb	4,528	1,811	875	879	859	31	27	47	0	0	0	As Treatment
Machinery & Equipment	59,409	23,764	11,481	11,534	11,267	401	348	614	0	0	0	As Treatment
Total Education & Meetings	\$92,081	\$36,832	\$17,794	\$17,877	\$17,464	\$622	\$539	\$952	\$0	\$0	\$0	
Other Expenses												
Property Taxes	\$1,760	\$704	\$340	\$342	\$334	\$12	\$10	\$18	\$0	\$0	\$0	As Treatment
Gas & Oil	11,440	4,576	2,211	2,221	2,170	77	67	118	0	0	0	As Treatment
Indirect Expense	286,156	114,462	55,299	55,556	54,272	1,932	1,675	2,959	0	0	0	As Treatment
Water Utilities	41,087	16,435	7,940	7,977	7,793	277	240	425	0	0	0	As Treatment
Other Utilities	847,600	339,040	163,797	164,559	160,755	5,723	4,961	8,765	0	0	0	As Treatment
Technology Services Chargebacks	53,694	21,477	10,376	10,424	10,184	363	314	555	0	0	0	As Treatment
Fixed Fleet Cost	33,538	13,415	6,481	6,511	6,361	226	196	347	0	0	0	As Treatment
Variable Fleet Cost	49,572	19,829	9,580	9,624	9,402	335	290	513	0	0	0	As Treatment
Lease Payment Chargebacks	4,767	1,907	921	926	904	32	28	49	0	0	0	As Treatment
Total Other Expenses	\$1,329,613	\$531,845	\$256,946	\$258,141	\$252,174	\$8,977	\$7,782	\$13,749	\$0	\$0	\$0	
Operating Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Treatment
Total Sewage Treatment Plant	\$4,443,750	\$1,777,500	\$858,748	\$862,742	\$842,800	\$30,002	\$26,008	\$45,950	\$0	\$0	\$0	
ENV Operations Laboratory												
Personnel Expenditures												
Salaries-Perm Full Time	\$206,613	\$82,645	\$39,928	\$40,113	\$39,186	\$1,395	\$1,209	\$2,136	\$0	\$0	\$0	As Treatment
Hourly Wages - Temporary	23,638	9,455	4,568	4,589	4,483	160	138	244	0	0	0	As Treatment
Vacation Buyout	4,160	1,664	804	808	789	28	24	43	0	0	0	As Treatment
Admin Buyout	1,248	499	241	242	237	8	7	13	0	0	0	As Treatment
Overtime-Perm Full Time	1,863	745	360	362	353	13	11	19	0	0	0	As Treatment
Def Comp City Match	2,875	1,150	556	558	545	19	17	30	0	0	0	As Treatment
Acting Pay	3,056	1,223	591	593	580	21	18	32	0	0	0	As Treatment
Workers Comp/Liab Ins	18,817	7,527	3,636	3,653	3,569	127	110	195	0	0	0	As Treatment
Retirement	78,084	31,234	15,090	15,160	14,809	527	457	807	0	0	0	As Treatment
Retirement Hlth Svcs Pln	3,116	1,247	602	605	591	21	18	32	0	0	0	As Treatment
Life Vision Dental	6,567	2,627	1,269	1,275	1,245	44	38	68	0	0	0	As Treatment
Retiree Medical	24,203	9,681	4,677	4,699	4,590	163	142	250	0	0	0	As Treatment
Health/Life/Vision Ins	57,765	23,106	11,163	11,215	10,956	390	338	597	0	0	0	As Treatment
Unemployment Insurance	1,045	418	202	203	198	7	6	11	0	0	0	As Treatment
Medicare Insurance	3,090	1,236	597	600	586	21	18	32	0	0	0	As Treatment
Total Personnel Expenditures	\$436,140	\$174,456	\$84,283	\$84,675	\$82,718	\$2,945	\$2,553	\$4,510	\$0	\$0	\$0	
Supplies & Services												
Office Supplies	\$515	\$206	\$100	\$100	\$98	\$3	\$3	\$5	\$0	\$0	\$0	As Treatment
Postage	2,163	865	418	420	410	15	13	22	0	0	0	As Treatment
Spec Dept Supplies	56,123	22,449	10,846	10,896	10,644	379	328	580	0	0	0	As Treatment
Personnel Supp & Equip	2,884	1,154	557	560	547	19	17	30	0	0	0	As Treatment
Laundry	618	247	119	120	117	4	4	6	0	0	0	As Treatment
Telephone	865	346	167	168	164	6	5	9	0	0	0	As Treatment
Cell Phones	2,225	890	430	432	422	15	13	23	0	0	0	As Treatment
Contract Services	195,573	78,229	37,794	37,970	37,092	1,320	1,145	2,022	0	0	0	As Treatment
Total Supplies & Services	\$260,965	\$104,386	\$50,431	\$50,666	\$49,495	\$1,762	\$1,527	\$2,698	\$0	\$0	\$0	
Education & Meetings												
Memberships Dues	\$932	\$373	\$180	\$181	\$177	\$6	\$5	\$10	\$0	\$0	\$0	As Treatment
Conf & Mtgs	518	207	100	100	98	3	3	5	0	0	0	As Treatment
Education Trng	2,795	1,118	540	543	530	19	16	29	0	0	0	As Treatment
Education Incent Reimb	1,618	647	313	314	307	11	9	17	0	0	0	As Treatment
Total Education & Meetings	\$5,861	\$2,344	\$1,133	\$1,138	\$1,112	\$40	\$34	\$61	\$0	\$0	\$0	
Other Expenses												
Technology Services Chargebacks	\$19,435	\$7,774	\$3,756	\$3,773	\$3,686	\$131	\$114	\$201	\$0	\$0	\$0	As Treatment
Fixed Fleet Cost	7,440	2,976	1,438	1,444	1,411	50	44	77	0	0	0	As Treatment
Variable Fleet Cost	1,581	632	305	307	300	11	9	16	0	0	0	As Treatment
Total Other Expenses	\$28,456	\$11,382	\$5,499	\$5,525	\$5,397	\$192	\$167	\$294	\$0	\$0	\$0	
Operating Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	As Treatment
Total ENV Operations Laboratory	\$731,422	\$292,569	\$141,346	\$142,004	\$138,721	\$4,938	\$4,281	\$7,563	\$0	\$0	\$0	

Test Year FY 2023	Strength Related - Domestic				Strength Related - > Domestic			Weighted for		Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification
	Volume (VOL)	Bio-oxygen Demand (BOD)	Ammonia (AMN)	Suspended Solids (TSS)	Bio-oxygen Demand (BOD-Xtra)	Ammonia (AMN-Xtra)	Suspended Solids (TSS-Xtra)	Actual Customer (AC)	Customer Acct/Svcs (WCA)			
Operations Administration												
Personnel Expenditures												
Salaries-Perm Full Time	\$154,054	\$73,188	\$23,385	\$23,493	\$22,950	\$817	\$708	\$1,251	\$8,262	\$0	\$0	\$0 As Net Plant
Vacation Buyout	5,720	2,717	868	872	852	30	26	46	307	0	0	0 As Net Plant
Admin Buyout	3,016	1,433	458	460	449	16	14	24	162	0	0	0 As Net Plant
Overtime-Perm Full Time	104	49	16	16	15	1	0	1	6	0	0	0 As Net Plant
Def Comp City Match	3,599	1,710	546	549	536	19	17	29	193	0	0	0 As Net Plant
Acting Pay	155	74	24	24	23	1	1	1	8	0	0	0 As Net Plant
Wrks Comp/Liab Ins	13,967	6,636	2,120	2,130	2,081	74	64	113	749	0	0	0 As Net Plant
Retirement	56,800	26,985	8,622	8,662	8,462	301	261	461	3,046	0	0	0 As Net Plant
Health Pay-In Lieu	3,285	1,561	499	501	489	17	15	27	176	0	0	0 As Net Plant
Retirement Hlth Svgs Pln	1,590	755	241	242	237	8	7	13	85	0	0	0 As Net Plant
Life Vision Dental	4,118	1,956	625	628	613	22	19	33	221	0	0	0 As Net Plant
Retiree Medical	15,178	7,211	2,304	2,315	2,261	80	70	123	814	0	0	0 As Net Plant
Health/Life/Vision Ins	24,744	11,755	3,756	3,773	3,686	131	114	201	1,327	0	0	0 As Net Plant
Unemployment Insurance	791	376	120	121	118	4	4	6	42	0	0	0 As Net Plant
Medicare Insurance	2,343	1,113	356	357	349	12	11	19	126	0	0	0 As Net Plant
Total Personnel Expenditures	\$289,464	\$137,518	\$43,939	\$44,143	\$43,123	\$1,535	\$1,331	\$2,351	\$15,523	\$0	\$0	\$0
Supplies & Services												
Memberships & Dues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0 As Net Plant
Office Supplies	1,766	839	268	269	263	9	8	14	95	0	0	0 As Net Plant
Postage	26	12	4	4	4	0	0	0	1	0	0	0 As Net Plant
Pubs & Periodicals	155	73	23	24	23	1	1	1	8	0	0	0 As Net Plant
Printing	26	12	4	4	4	0	0	0	1	0	0	0 As Net Plant
Copy Machine Costs	309	147	47	47	46	2	1	3	17	0	0	0 As Net Plant
Spec Dept Supplies	1,294	615	196	197	193	7	6	11	69	0	0	0 As Net Plant
Personnel Supp & Equip	192	91	29	29	29	1	1	2	10	0	0	0 As Net Plant
Telephone	865	411	131	132	129	5	4	7	46	0	0	0 As Net Plant
Contract Services	11,610	5,515	1,762	1,770	1,730	62	53	94	623	0	0	0 As Net Plant
Total Supplies & Services	\$16,242	\$7,716	\$2,465	\$2,477	\$2,420	\$86	\$75	\$132	\$871	\$0	\$0	\$0
Education & Meetings												
Memberships Dues	\$155	\$74	\$24	\$24	\$23	\$1	\$1	\$1	\$8	\$0	\$0	\$0 As Net Plant
Conf & Mtgs	2,070	983	314	316	308	11	10	17	111	0	0	0 As Net Plant
Education Incent Reimb	1,294	615	196	197	193	7	6	11	69	0	0	0 As Net Plant
Total Education & Meetings	\$3,519	\$1,672	\$534	\$537	\$524	\$19	\$16	\$29	\$189	\$0	\$0	\$0
Other Expenses												
Technology Services Chargebacks	\$12,188	\$5,790	\$1,850	\$1,859	\$1,816	\$65	\$56	\$99	\$654	\$0	\$0	\$0 As Net Plant
Total Other Expenses	\$12,188	\$5,790	\$1,850	\$1,859	\$1,816	\$65	\$56	\$99	\$654	\$0	\$0	\$0
Operating Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0 As Net Plant
Total Operations Administration	\$321,412	\$152,696	\$48,789	\$49,016	\$47,883	\$1,705	\$1,478	\$2,611	\$17,237	\$0	\$0	\$0
Utilities Expenditures												
Personnel Expenditures												
Salaries-Perm Full Time	\$433,804	\$206,091	\$65,849	\$66,155	\$64,626	\$2,301	\$1,994	\$3,523	\$23,264	\$0	\$0	\$0 As Net Plant
Hourly Wages - Temporary	7,787	3,700	1,182	1,188	1,160	41	36	63	418	0	0	0 As Net Plant
Vacation Buyout	13,520	6,423	2,052	2,062	2,014	72	62	110	725	0	0	0 As Net Plant
Admin Buyout	4,160	1,976	631	634	620	22	19	34	223	0	0	0 As Net Plant
Def Comp City Match	6,771	3,217	1,028	1,033	1,009	36	31	55	363	0	0	0 As Net Plant
Acting Pay	2,625	1,247	398	400	391	14	12	21	141	0	0	0 As Net Plant
Wrks Comp/Liab Ins	39,346	18,692	5,972	6,000	5,862	209	181	320	2,110	0	0	0 As Net Plant
Retirement	154,503	73,401	23,453	23,562	23,017	819	710	1,255	8,286	0	0	0 As Net Plant
Health Pay-In Lieu	2,364	1,123	359	361	352	13	11	19	127	0	0	0 As Net Plant
Retirement Hlth Svgs Pln	4,752	2,258	721	725	708	25	22	39	255	0	0	0 As Net Plant
Life Vision Dental	9,527	4,526	1,446	1,453	1,419	51	44	77	511	0	0	0 As Net Plant
Retiree Medical	35,115	16,682	5,330	5,355	5,231	186	161	285	1,883	0	0	0 As Net Plant
Health/Life/Vision Ins	76,490	36,339	11,611	11,665	11,395	406	352	621	4,102	0	0	0 As Net Plant
Unemployment Insurance	2,239	1,064	340	341	334	12	10	18	120	0	0	0 As Net Plant
Medicare Insurance	6,527	3,101	991	995	972	35	30	53	350	0	0	0 As Net Plant
Total Personnel Expenditures	\$799,529	\$379,839	\$121,364	\$121,929	\$119,110	\$4,240	\$3,676	\$6,494	\$42,877	\$0	\$0	\$0
Supplies & Services												
Office Supplies	\$515	\$245	\$78	\$79	\$77	\$3	\$2	\$4	\$28	\$0	\$0	\$0 As Net Plant
Postage	103	49	16	16	15	1	0	1	6	0	0	0 As Net Plant
Pubs & Periodicals	309	147	47	47	46	2	1	3	17	0	0	0 As Net Plant
Printing	2,060	979	313	314	307	11	9	17	110	0	0	0 As Net Plant
Copy Machine Costs	2,215	1,052	336	338	330	12	10	18	119	0	0	0 As Net Plant
Spec Dept Supplies	9,656	4,587	1,466	1,473	1,439	51	44	78	518	0	0	0 As Net Plant
Advertising	206	98	31	31	31	1	1	2	11	0	0	0 As Net Plant
Telephone	1,545	734	235	236	230	8	7	13	83	0	0	0 As Net Plant
Cell Phones	2,225	1,057	338	339	331	12	10	18	119	0	0	0 As Net Plant
Contract Services	59,751	28,386	9,070	9,112	8,901	317	275	485	3,204	0	0	0 As Net Plant
Total Supplies & Services	\$78,584	\$37,334	\$11,929	\$11,984	\$11,707	\$417	\$361	\$638	\$4,214	\$0	\$0	\$0

Test Year FY 2023	Strength Related - Domestic				Strength Related - > Domestic			Weighted for		Revenue Related (RR)	Direct Assignment (DA)	Basis of Classification
	Volume (VOL)	Bio-oxygen Demand (BOD)	Ammonia (AMN)	Suspended Solids (TSS)	Bio-oxygen Demand (BOD-Xtra)	Ammonia (AMN-Xtra)	Suspended Solids (TSS-Xtra)	Actual Customer (AC)	Customer Acct/Svcs (WCA)			
Education & Meetings												
Memberships Dues	\$1,656	\$787	\$251	\$253	\$247	\$9	\$8	\$13	\$89	\$0	\$0	\$0 As Net Plant
Education Trng	3,105	1,475	471	474	463	16	14	25	167	0	0	0 As Net Plant
Education Incent Reimb	1,294	615	196	197	193	7	6	11	69	0	0	0 As Net Plant
Total Education & Meetings	\$6,055	\$2,876	\$919	\$923	\$902	\$32	\$28	\$49	\$325	\$0	\$0	\$0
Other Expenses												
Technology Services Chargebacks	\$38,238	\$18,166	\$5,804	\$5,831	\$5,697	\$203	\$176	\$311	\$2,051	\$0	\$0	\$0 As Net Plant
Total Other Expenses	\$38,238	\$18,166	\$5,804	\$5,831	\$5,697	\$203	\$176	\$311	\$2,051	\$0	\$0	\$0
Operating Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0 As Net Plant
Total Utilities Expenditures	\$922,406	\$438,215	\$140,016	\$140,667	\$137,416	\$4,892	\$4,241	\$7,492	\$49,466	\$0	\$0	\$0
Communication Manager												
Salaries-Perm Full Time	\$4,655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,655	\$0	\$0	\$0 100.0% AC
Def Comp City Match	93	0	0	0	0	0	0	0	93	0	0	0 100.0% AC
Wrkrs Comp/Liab Ins	419	0	0	0	0	0	0	0	419	0	0	0 100.0% AC
Retirement	1,718	0	0	0	0	0	0	0	1,718	0	0	0 100.0% AC
Life Vision Dental	109	0	0	0	0	0	0	0	109	0	0	0 100.0% AC
Retiree Medical	401	0	0	0	0	0	0	0	401	0	0	0 100.0% AC
Health/Life/Vision Ins	470	0	0	0	0	0	0	0	470	0	0	0 100.0% AC
Unemployment Insurance	24	0	0	0	0	0	0	0	24	0	0	0 100.0% AC
Medicare Insurance	67	0	0	0	0	0	0	0	67	0	0	0 100.0% AC
Total Communication Manager	\$7,956	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,956	\$0	\$0	\$0
Other O&M												
Staffing Adjustments	\$51,750	\$24,585	\$7,855	\$7,892	\$7,709	\$274	\$238	\$420	\$2,775	\$0	\$0	\$0 As Net Plant
093-7390-5910 (Transfer-General)	0	0	0	0	0	0	0	0	0	0	0	0 100.0% VOL
Water Pollution Control Operator IIII	173,469	69,387	33,523	33,678	32,900	1,171	1,015	1,794	0	0	0	0 As Treatment
Treatment Plant Mechanic	152,338	60,935	29,439	29,576	28,892	1,029	892	1,575	0	0	0	0 As Treatment
Total Other O&M	\$377,557	\$154,908	\$70,817	\$71,146	\$69,502	\$2,474	\$2,145	\$3,789	\$2,775	\$0	\$0	\$0
Total O&M Expenses	\$10,429,266	\$4,888,290	\$1,259,717	\$1,265,575	\$1,236,321	\$44,010	\$38,152	\$67,406	\$1,629,795	\$0	\$0	\$0
Rate Funded Capital	\$5,350,000	\$2,541,671	\$812,102	\$815,878	\$797,019	\$28,372	\$24,595	\$43,454	\$286,908	\$0	\$0	\$0 As Net Plant
Debt Service												
2017 Revenue Bond	\$808,484	\$384,094	\$122,724	\$123,294	\$120,444	\$4,288	\$3,717	\$6,567	\$43,357	\$0	\$0	\$0 As Net Plant
2014 Refunding Bond	2,538,600	1,206,035	385,346	387,138	378,189	13,463	11,671	20,619	136,139	0	0	0 As Net Plant
SFR - 14805	763,094	362,529	115,834	116,372	113,682	4,047	3,508	6,198	40,923	0	0	0 As Net Plant
SFR - 14806	34,248	16,271	5,199	5,223	5,102	182	157	278	1,837	0	0	0 As Net Plant
SFR - 14807	60,729	28,851	9,218	9,261	9,047	322	279	493	3,257	0	0	0 As Net Plant
Assumed Low Interest Loan	0	0	0	0	0	0	0	0	0	0	0	0 As Net Plant
Assumed Revenue Bond	0	0	0	0	0	0	0	0	0	0	0	0 As Net Plant
Additional Long-Term Debt	0	0	0	0	0	0	0	0	0	0	0	0 As Net Plant
Total Debt Service	\$4,205,155	\$1,997,780	\$638,320	\$641,289	\$626,465	\$22,301	\$19,332	\$34,156	\$225,513	\$0	\$0	\$0
LESS: Other Funding												
Connection Fees	\$750,000	\$356,309	\$113,846	\$114,375	\$111,732	\$3,977	\$3,448	\$6,092	\$40,221	\$0	\$0	\$0 As Debt Service
Net Debt Service	\$3,455,155	\$1,641,471	\$524,474	\$526,913	\$514,734	\$18,323	\$15,884	\$28,064	\$185,292	\$0	\$0	\$0
To / (From) Reserves												
To / (From) Sewer Operating Reserve	\$29,083	\$13,632	\$3,513	\$3,529	\$3,448	\$123	\$106	\$188	\$4,545	\$0	\$0	\$0 As O&M Expenses
To / (From) Sewer Development Fund	0	0	0	0	0	0	0	0	0	0	0	0 As O&M Expenses
Total To / (From) Reserves	\$29,083	\$13,632	\$3,513	\$3,529	\$3,448	\$123	\$106	\$188	\$4,545	\$0	\$0	\$0
Total Revenue Requirement	\$19,263,504	\$9,085,064	\$2,599,805	\$2,611,896	\$2,551,522	\$90,828	\$78,738	\$139,112	\$2,106,540	\$0	\$0	\$0
Less: Non-Operating Revenue												
Other Misc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0 As Rev Req
Correctional Facility	108,303	51,078	14,617	14,685	14,345	511	443	782	11,843	0	0	0 As Rev Req
Interest	134,092	63,241	18,097	18,181	17,761	632	548	968	14,663	0	0	0 As Rev Req
Total Other Revenues	\$242,395	\$114,318	\$32,714	\$32,866	\$32,106	\$1,143	\$991	\$1,750	\$26,507	\$0	\$0	\$0
Net Revenue Requirement	\$19,021,110	\$8,970,745	\$2,567,092	\$2,579,030	\$2,519,416	\$89,686	\$77,747	\$137,361	\$2,080,033	\$0	\$0	\$0

City of Woodland
Wastewater Rate Update
Exhibit 13
Allocation of Total Revenue Requirement

	FY 2023 Expenses	Single Family	Duplex	Multi-Family	Low - Strength	Med - Strength	High - Strength	Schools	Basis of Allocation
Volume Related	\$8,970,745	\$5,287,721	\$281,964	\$1,777,970	\$820,055	\$440,506	\$230,435	\$132,093	(VOL)
Strength Related									
Bio-oxygen Demand	\$2,567,092	\$1,513,148	\$80,688	\$508,789	\$234,669	\$126,056	\$65,942	\$37,800	(BOD)
Ammonia	2,579,030	1,520,185	81,063	511,155	235,760	126,643	66,249	37,976	(AMN)
Suspended Solids	2,519,416	1,485,046	79,189	499,339	230,311	123,715	64,717	37,098	(SS)
Bio-oxygen Demand - Xtra	89,686	0	0	0	0	43,044	46,642	0	(BOD-Xtra)
Ammonia - Xtra	77,747	0	0	0	0	35,012	42,735	0	(AMN-Xtra)
Suspended Solids - Xtra	137,361	0	0	0	0	54,573	82,789	0	(TSS-Xtra)
Total Strength Related	\$7,970,331	\$4,518,378	\$240,940	\$1,519,283	\$700,740	\$509,042	\$369,074	\$112,874	
Customer Related									
Actual Customer	\$2,080,033	\$1,870,377	\$58,535	\$38,153	\$87,491	\$10,066	\$11,806	\$3,604	(AC)
Weighted Customer	0	0	0	0	0	0	0	0	(WCA)
Total Customer Related	\$2,080,033	\$1,870,377	\$58,535	\$38,153	\$87,491	\$10,066	\$11,806	\$3,604	
Revenue Related	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(RR)
Direct Assignment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(DA)
Total Revenue Requirements	\$19,021,110	\$11,676,476	\$581,439	\$3,335,406	\$1,608,287	\$959,615	\$611,315	\$248,571	

City of Woodland
Wastewater Rate Update
Exhibit 14
Cost of Service Analysis Summary

	FY 2023	Single Family	Duplex	Multi-Family	Low - Strength	Med - Strength	High - Strength	Schools
Revenues at Present Rates	\$18,832,782	\$11,449,898	\$580,596	\$2,959,918	\$1,930,858	\$1,033,627	\$636,033	\$241,852
Distributed Revenue Requirem	\$19,021,110	\$11,676,476	\$581,439	\$3,335,406	\$1,608,287	\$959,615	\$611,315	\$248,571
<i>Balance / (Deficiency) of Fi</i>	<i>(\$188,328)</i>	<i>(\$226,578)</i>	<i>(\$842)</i>	<i>(\$375,489)</i>	<i>\$322,571</i>	<i>\$74,012</i>	<i>\$24,717</i>	<i>(\$6,719)</i>
Required % Change in Rates	1.0%	2.0%	0.1%	12.7%	-16.7%	-7.2%	-3.9%	2.8%

City of Woodland
Wastewater Rate Update
Exhibit 15
Unit Costs Summary

	System Average	Single Family	Duplex	Multi-Family	Low - Strength	Med - Strength	High - Strength	Schools
Volume Charge								
Volume Costs - \$ / CCF	\$4.04				\$4.04	\$4.04	\$4.04	\$0.98
BOD Costs - \$ / CCF	1.16				1.16	1.47	1.81	0.28
SS Costs - \$ / CCF	1.16				1.16	1.42	1.76	0.28
Ammonia Costs - \$ / CCF	1.13				1.13	1.53	2.29	0.28
Direct Assgn. - \$ / CCF	0.00				0.00	0.00	0.00	0.00
Total	\$7.49				\$7.49	\$8.46	\$9.90	\$1.83
<i>Current Rates</i>					\$7.75	\$8.95	\$10.17	\$1.67
Fixed Charge								
Actual Customer - \$ / Acct.	\$10.36	\$10.36	\$10.36	\$10.36	\$10.36	\$10.36	\$10.36	\$10.36
Weighted Customer - \$ / A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Related - \$ / Acct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Strength > Domestic	1.52	0.00	0.00	0.00	0.00	27.29	30.20	0.00
Total	\$11.87	\$10.36	\$10.36	\$10.36	\$10.36	\$37.65	\$40.56	\$10.36
		\$64.65	\$51.44	\$46.61				
<i>Current Rates</i>		\$62.15	\$50.35	\$40.55	\$37.70	\$37.70	\$37.70	\$37.70
Basic Data								
Annual Flow - CCF	2,222,171	1,309,838	69,846	440,427	203,138	109,119	57,082	32,721
Number of Accounts	16,737	15,050	471	307	704	81	95	29
Number of Living Units	22,864	15,050	942	5,963	704	81	95	29

City of Woodland
Wastewater Rate Update
Single Family Rates

	<i>Present Rates</i>	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fixed Charge	<i>\$/Acct.</i>					
Per Account	\$62.15	\$62.15	\$64.65	\$65.95	\$67.27	\$68.61

City of Woodland
Wastewater Rate Update
Multi-Family Rates

	<i>Present Rates</i>	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fixed Charge						
Condo/Aprtmnt/MH/3plex >	\$40.55	\$40.55	\$46.61	\$47.54	\$48.50	\$49.47
Duplex	50.35	50.35	51.44	52.47	53.51	54.58

**City of Woodland
Wastewater Rate Update
Non Residential Rates**

	<i>Present Rates</i>	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fixed Charge						
Low - Strength	\$37.70	\$37.70	\$10.36	\$10.56	\$10.77	\$10.99
Med - Strength	37.70	37.70	37.65	38.40	39.17	39.95
High - Strength	37.70	37.70	40.56	41.37	42.20	43.04
Volume Charge						
Low - Strength	\$7.75	\$7.75	\$7.49	\$7.64	\$7.79	\$7.94
Med - Strength	8.95	8.95	8.46	8.63	8.80	8.98
High - Strength	10.17	10.17	9.90	10.10	10.30	10.51

City of Woodland
Wastewater Rate Update
Schools Rates

	<i>Present Rates</i>	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fixed Charge						
Per Account	\$37.70	\$37.70	\$10.36	\$10.56	\$10.77	\$10.99
ADA Charge						
Per ADA	\$1.67	\$1.67	\$1.83	\$1.86	\$1.90	\$1.94

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
CALIFORNIA, TO INCREASE RATES FOR WATER AND SEWER SERVICES**

WHEREAS, the Woodland City Council has previously established water and sewer rates;
and

WHEREAS, California law allows the City to recover the full cost of providing water and sewer service to customers, including the cost of sources of water, treatment facilities, pipelines, and other infrastructure, through the establishment of water and sewer rates; and

WHEREAS, the City has determined that the existing water and sewer rates do not adequately recover the City's costs of providing services to customers and the City contracted with the firm HDR Engineering, Inc. to prepare a water rate study and a sewer rate study, which analyzed the city's water and sewer rate revenues and cost of their respective operations; and

WHEREAS, the City Council on October 5, 2021, authorized City staff to mail the notices required by Proposition 218 to all property owners and water customers and on that same date set December 7, 2021, as the date for a public hearing on the proposed adoption of increased water and sewer rates; and

WHEREAS, the City sent mailed notices to all property owners and water and sewer customers on October 22, 2021; and

WHEREAS, the City Council intends to establish water and sewer rates that do not exceed the cost to the City of providing the service for which the fees and charges are imposed; and

WHEREAS, the City Council has held a public hearing and taken testimony from all interested persons and accepted written protests from all persons wishing to protest the adoption of the new water and sewer rates, as required by Article 13D, Section 6 of the California Constitution; and

WHEREAS, as of the close of the public hearing, the City Clerk attested that written protests against the proposed fee or charge were not presented by a majority of owners or customers of the affected parcels.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES
ORDAIN AS FOLLOWS:**

Section 1. The City Council hereby adopts the recitals and findings set forth above and in the staff report prepared in connection with this ordinance.

Section 2. The City Council hereby adopts, by not less than a two-thirds vote pursuant to Government Code section 5471, the water and sewer rate schedules set forth in Exhibit "A", attached hereto and incorporated herein by reference.

Section 3. This Ordinance supersedes and voids all prior ordinances, resolutions, and other Council actions, which are inconsistent with its terms, including all prior ordinances and resolutions establishing or amending water or sewer rates.

Section 4. Adoption of this Ordinance is exempt from the California Environmental Quality Act pursuant to Section 15061(b)(3) of the CEQA Guidelines (14CCR 15061(b)(3)). CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. It is therefore found and declared that the adoption of the water and sewer rate schedules in this ordinance will not have a significant effect on the environment, as the consumption-based water rates herein adopted will encourage water conservation.

Section 5. Severability. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance irrespective of the invalidity of any particular portion thereof are intended that the invalid portions should be severed and the balance of the Ordinance be enforced.

Section 6. Effective Date. The increased water and sewer rates shall be effective as of January 1, 2022.

PASSED, APPROVED, AND ADOPTED THIS 7th DAY OF DECEMBER, 2021.

STATE OF CALIFORNIA
COUNTY OF YOLO
CITY OF WOODLAND

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayra Vega, Mayor

ATTEST:

_____,
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM

Ethan Walsh, City Attorney

Exhibit "A"
Water Rate Schedule

The water rates and effective dates for implementation are as follows:

Present Rates		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Proposed Adjustment*		3.0%	3.0%	3.0%	3.0%	3.0%
Effective Date		1/1/2022	1/1/2023	1/1/2024	1/1/2025	1/1/2026
Meter Charge (All customer classes)						
3/4"	\$55.65	\$54.55	\$56.20	\$57.90	\$59.65	\$61.45
1"	55.65	54.55	56.20	57.90	59.65	61.45
1 1/2"	55.65	54.55	56.20	57.90	59.65	61.45
2"	55.65	54.55	56.20	57.90	59.65	61.45
3"	99.00	102.50	105.60	108.80	112.10	115.40
4"	165.00	170.80	175.00	181.30	186.80	192.40
6"	329.40	340.95	351.30	361.90	372.80	384.10
8"	329.40	545.50	562.00	579.00	596.50	614.50
10"	329.40	784.45	808.20	832.60	857.80	883.70
Consumption (per ccf)						
Residential						
0-12 CCF	\$3.98	\$4.04	\$4.16	\$4.28	\$4.41	\$4.54
13-36 CCF	4.79	4.72	4.86	5.00	5.15	5.30
36+ CCF	5.89	6.10	6.28	6.46	6.66	6.86
Non Residential						
Uniform Rate	\$5.18	\$5.14	\$5.29	\$5.45	\$5.61	\$5.78
Landscape						
Uniform Rate	\$5.86	\$5.29	\$5.45	\$5.61	\$5.78	\$5.95

Sewer Rate Schedule

The sewer rates and the effective dates for their implementation are as follows:

Present Rates		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Proposed Adjustment*		0.00%	2.00%	2.00%	2.00%	2.00%
Effective Date		1/1/2022	1/1/2023	1/1/2024	1/1/2025	1/1/2026
Single Family Rates						
Fixed Charge						
Per Account	\$ 62.15	\$ 62.15	\$ 64.65	\$ 65.95	\$ 67.27	\$ 68.61
Multi Family Rates						
Fixed Charge						
Condo/Apartmt/3plex	\$ 40.55	\$ 40.55	\$ 46.61	\$ 47.54	\$ 48.50	\$ 49.47
Duplex	50.35	50.35	51.44	52.47	53.51	54.58
Non-Residential Rates						
Fixed Charge						
Low Strength	\$ 37.70	\$ 37.70	\$ 10.36	\$ 10.56	\$ 10.77	\$ 10.99
Med Strength	37.70	37.70	37.65	38.40	39.17	39.95
High Strength	37.70	37.70	40.56	41.37	42.20	43.04
Volume Charge						
Low Strength	\$ 7.75	\$ 7.75	\$ 7.49	\$ 7.64	\$ 7.79	\$ 7.94
Med Strength	8.95	8.95	8.46	8.63	8.80	8.98
High Strength	10.17	10.17	9.90	10.10	10.30	10.51
Schools Rate						
Fixed Charge						
Per Account	\$ 37.70	\$ 37.70	\$ 10.36	\$ 10.56	\$ 10.77	\$ 10.99
ADA Charge						
Per ADA	\$ 1.67	\$ 1.67	\$ 1.83	\$ 1.86	\$ 1.90	\$ 1.94



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: J.15
SUBJECT: Intention to Establish City of Woodland Community Facilities District 2022-1 (Prudler Services) and to Annex Territory into the Existing Spring Lake Maintenance CFD (Sports Park CFD).

Recommendation for Action: Staff recommends that the City Council (1) adopt Resolution No. _____, a Resolution of Intent to Establish a Community Facilities District, to Levy a Special Tax to Pay for Certain Services, and to Establish an Appropriations Limit for the Community Facilities District, and (2) adopt Resolution No. _____, a Resolution of Intention to Annex Territory into the Spring Lake Maintenance Community Facilities District and to Levy a Special Tax to Pay for Certain Maintenance Services.

Staff Contact:

Kim McKinney, Director of Administrative Services, (530) 661-5849,
kimberly.mckinney@cityofwoodland.org

Fiscal Impact:

The Prudler Subdivision plans to develop 183 single family units. The calculated maximum assessment for the Community Facilities District 2022-1 (Prudler Services) is \$761.66 per single family unit, which would generate \$139,384 in special tax revenues to cover the anticipated cost of providing maintenance for the public facilities installed in the subdivision. The maximum allowable assessment will be adjusted each year by the Engineering News Record Common Labor Cost Index Rate (CCI).

The Prudler Subdivision is also being annexed into the existing Spring Lake Maintenance Community Facilities District (Sports Park CFD). The Sports Park CFD was established in 2005, and the annual maximum assessment was also established at that time. The annual assessment is adjusted each year according to CCI, and the current assessment for a single family home is \$214.62 per unit for residential property. The added units would generate an additional \$39,275 in revenue; in fiscal year 2021/22 special taxes for the Sports Park CFD were \$604,787.

Background:

The Prudler Subdivision tentative map and related Development Agreement were approved by Council on September 6, 2016. The Development Agreement included Condition of Approval 121 requiring the developer, Lennar Homes, to form a new services Community Facilities District (CFD) and to annex into the existing Sports Park CFD prior to approval of the final map.

The Mello-Roos Community Facilities Act of 1982, as amended (Government Code Sections 53311 et seq.) (the "Act"), was enacted by the California Legislature to provide an alternate method of financing certain essential public capital facilities and services, especially in the developing areas of the State of California. Once duly established by a city, county, or other local agency, a CFD is a legally formed governmental entity with defined boundaries, with the governing board or legislative body of the local agency acting on its behalf. Subject to approval by a two-thirds vote of qualified electors in compliance with the provisions of the Act, a legislative body of a local agency may levy and collect a special tax within a CFD.

Discussion:

To implement the Development Agreement, the City will institute proceedings to establish a CFD comprising the Prudler subdivision pursuant to the Act and to levy a tax within the CFD pursuant to the terms of the Act to

fund the cost of providing ongoing services and maintenance related to new development. The proposed boundaries of the Prudler CFD are described in a map entitled “Proposed Boundaries of Community Facilities District No. 2022 1 (Prudler Services)” filed in the office of the City Clerk.

The City Council also intends that the City annex the territory of the Prudler subdivision to the Sports Park CFD. The territory to be annexed is described in a map entitled “Proposed Annexation Map No. 4 of Spring Lake Maintenance Community Facilities District, City of Woodland, County of Yolo, California,” which is included as attachment 1 to this report.

Formation of the new Prudler CFD and the annexation of territory into an existing Sports Park CFD are subject to a formal public process beginning with the adoption of resolutions by the City Council that establish the parameters of the new Prudler CFD and apply the parameters of the existing Sports Park CFD to the new territory.

The first resolution before the City Council for consideration is the Resolution of Intention to Form the Prudler CFD. The resolution includes:

- A formula defining the rate and method of apportionment (RMA) of the special tax;
- A list of the types of services proposed to be provided in the CFD; and
- A reference to a boundary map showing the territory that is proposed to be included in the CFD and subject to the special tax levy.

The second resolution before the City Council is the Resolution of Intention to Annex the Prudler subdivision into the already existing Sports Park CFD. This CFD was established on March 22, 2005, and the special taxes collected for the Sports Park CFD will be based on the already established RMA.

In addition to the items mentioned above, adoption of the resolutions set the date, time, and place for public hearings on the establishment of the Prudler CFD and the annexation to the Sports Park CFD. At the hearings, testimony concerning the CFDs, the extent of the CFDs or the furnishing of the particular services will be heard. Protests will be considered from registered voters residing within the CFDs and persons owning real property within the CFDs. The date of the public hearing is proposed for January 18, 2022.

Rate and Method of Apportionment of the Special Tax

Parcels within the proposed Prudler CFD will pay a maximum annual special tax based on the proposed RMA and the Sports Park CFD will pay a maximum annual special tax based on the existing RMA.

Each year, the City will approve the annual costs for each CFD. The annual costs will include the costs of services and maintenance within the District boundaries, as well as related administrative expenses.

Next Steps in the Formation and Annexation Process

Following approval of the recommended resolutions, the following steps are required to complete the formation and annexation processes:

- December 8, 2021 - Ballots mailed to property owners
- January 10, 2022 - Publish Notice of Public Hearings
- January 18, 2022 - City Council Consideration
 - Public Hearings
 - Adopt Resolution of Formation (Prudler CFD)
 - Adopt Resolution Calling for Election (Sports Park CFD)
 - Ballot Count and Certifications
 - First Reading of the Ordinances
- February 1, 2022 - Second Reading of Ordinances

Certain members of the team are present to answer any questions:

Bond Counsel: Kronick Moskowitz Tiedemann & Girard

Municipal Advisor: Del Rio Advisors, LLC

Special Tax Consultant: Koppel & Gruber Public Finance

Conclusion:

Staff recommends that the City Council (1) adopt Resolution No. _____, a Resolution of Intent to Establish a Community Facilities District, to Levy a Special Tax to Pay for Certain Services, and to Establish an Appropriations Limit for the Community Facilities District, and (2) adopt Resolution No. _____, a Resolution of Intention to Annex Territory into the Spring Lake Maintenance Community Facilities District and to Levy a Special Tax to Pay for Certain Maintenance Services.

Prepared by: Kim McKinney, Director of Administrative Services

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

Ken Hiatt
City Manager

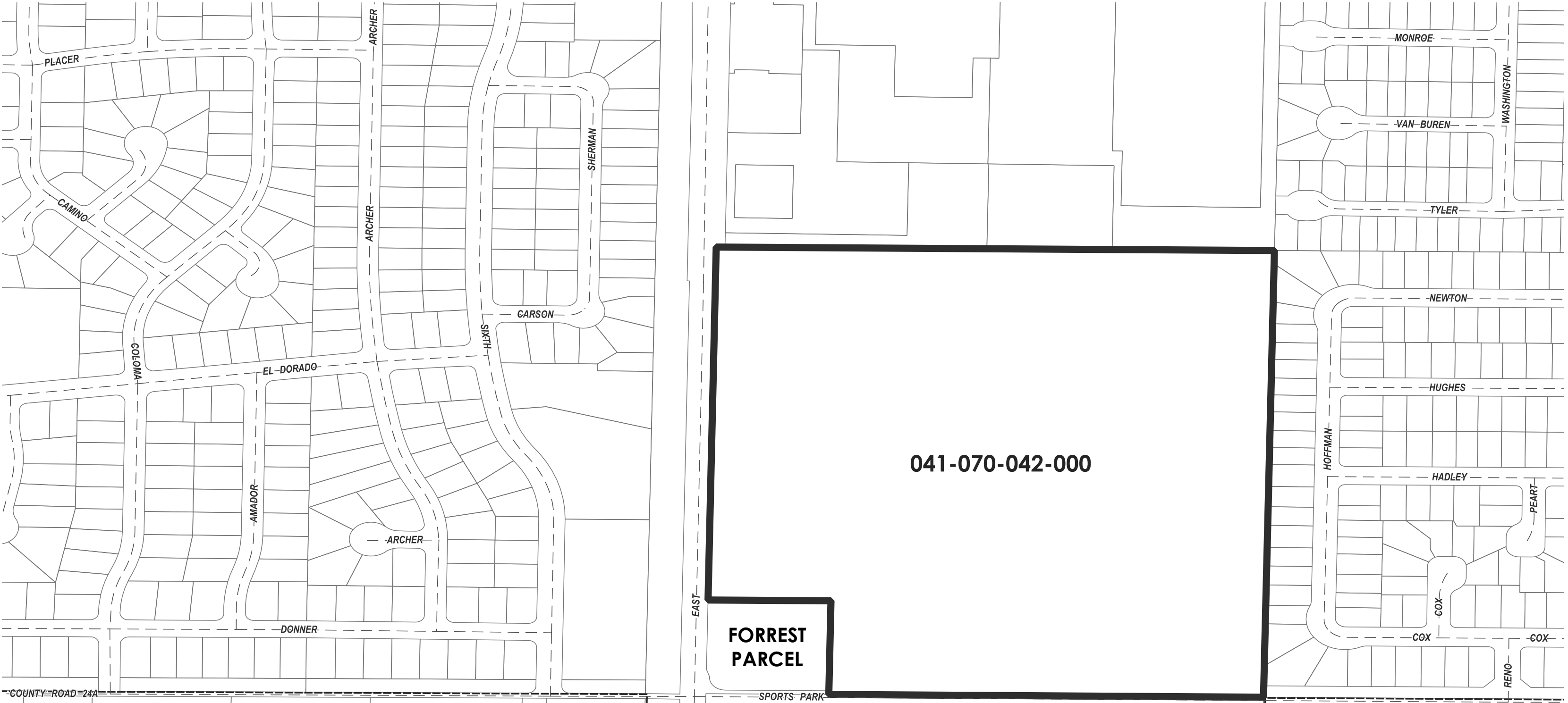
Attachments:

1. Woodland_2022_1_Boundary_Map_Prudler_Services
2. CFD 2022-1 Resolution of Intention
3. Exhibit B - CFD 2022-1 (Prudler Services) Rate and Method of Apportionment
4. Sports Park annexation Resolution of Intention

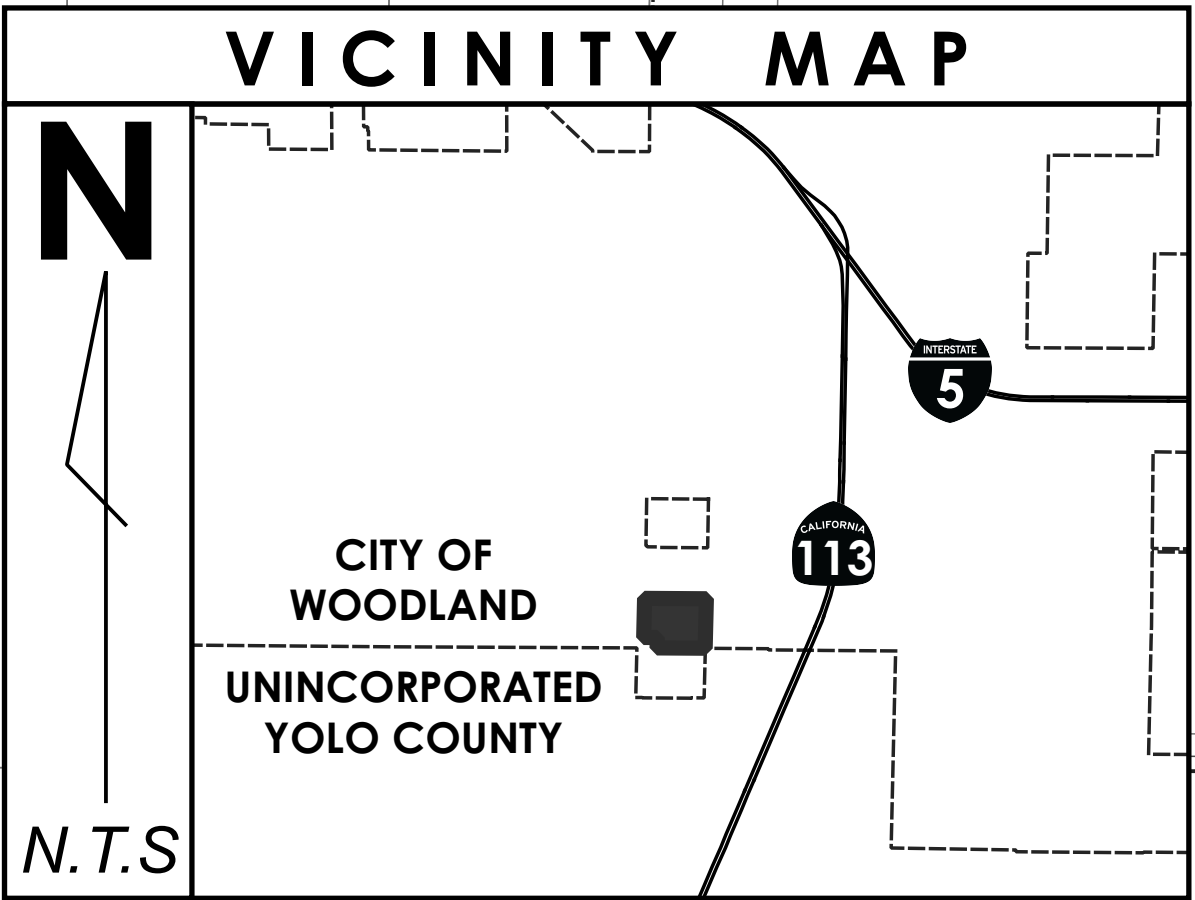
MAP OF PROPOSED BOUNDARIES
COMMUNITY FACILITIES DISTRICT NO. 2022-1
(PRUDLER SERVICES)
CITY OF WOODLAND

COUNTY OF YOLO
STATE OF CALIFORNIA

SHEET 1 of 1



UNINCORPORATED YOLO COUNTY



FILED IN THE OFFICE OF THE CITY CLERK THIS _____ DAY OF _____ 2021.

CITY CLERK
CITY OF WOODLAND

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF COMMUNITY FACILITIES DISTRICT NO. 2022-1 (PRUDLER SERVICES), CITY OF WOODLAND, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AT A REGULAR MEETING THEREOF, HELD ON THE _____ DAY OF _____, 2021, BY ITS RESOLUTION NO. _____

CITY CLERK
CITY OF WOODLAND

FILED THIS _____ DAY OF _____, 2021, AT THE HOUR OF _____ O'CLOCK _____ M. IN THE BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, PAGE _____ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF YOLO, STATE OF CALIFORNIA.

COUNTY RECORDER
COUNTY OF YOLO
STATE OF CALIFORNIA

THE LINES AND DIMENSIONS OF EACH LOT OR PARCEL SHOWN ON THIS DIAGRAM SHALL BE THOSE LINES AND DIMENSIONS AS SHOWN ON THE YOLO COUNTY ASSESSOR'S MAPS.

THE YOLO COUNTY ASSESSORS MAPS SHALL GOVERN FOR ALL THE DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH LOTS OF PARCELS.

- LEGEND
- STREET CENTERLINES
 - PROPOSED BOUNDARY
 - CITY BOUNDARIES

KOPPEL & GRUBER
PUBLIC FINANCE

334 Via Vera Cruz
Suite 256
San Marcos, California 92078
Phone (760) 510-0290 Fax (760) 510-0288

DATE PREPARED: NOVEMBER 2021

CITY OF WOODLAND

RESOLUTION NO. _____

**A RESOLUTION OF INTENTION
TO ESTABLISH A COMMUNITY FACILITIES DISTRICT,
TO LEVY A SPECIAL TAX TO PAY FOR CERTAIN SERVICES, AND TO
ESTABLISH AN APPROPRIATIONS LIMIT FOR THE
COMMUNITY FACILITIES DISTRICT**

WHEREAS, the City Council (the “City Council”) of the City of Woodland (the “City”) intends to institute proceedings to establish a community facilities district pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the “Act”), Chapter 2.5, Part I, Division 2, Title 5 of the Government Code of the State of California, and to levy a tax within the district pursuant to the terms of the Act to fund the cost of maintenance, operation, repair or replacement of public facilities, including a neighborhood park, landscaping, lighting, sidewalks, sound walls, a traffic signal, and a radar feedback sign (the “services”);

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

Section 1. Intent to Establish Community Facilities District. The City Council proposes and intends to establish a community facilities district pursuant to the provisions of the Act.

Section 2. Name of Community Facilities District. The community facilities district proposed to be formed shall be known and designated as “City of Woodland Community Facilities District No. 2022-1 (Prudler Services)” (the “District”).

Section 3. Description of Boundaries. The proposed boundaries of the District are described in a map entitled “Map of Proposed Boundaries, Community Facilities District No. 2022-1 (Prudler Services)” filed in the office of the City Clerk. The City Clerk is hereby authorized and directed to endorse the certificates set forth on the map indicating its filing in the office of the City Clerk and evidencing the date and adoption of this resolution. The City Clerk is further authorized and directed to record the map in accordance with the provisions of Section 3111 of the Streets and Highways Code of the State of California.

Section 4. No Agricultural Land. The City Council hereby finds, in accordance with Government Code Section 53325.6, that no land within the proposed boundaries of the District is devoted primarily to agricultural, timber or livestock uses and being used for the commercial production of agricultural, timber or livestock products.

Section 5. Description of Services. The services proposed to be financed by the District are found on Exhibit A and incorporated herein by reference as if fully set forth at this place. The cost of the services includes all costs associated with the creation of the District, the determination of the amount of any taxes, and the collection of taxes; all costs otherwise incurred in order to carry out the authorized purposes of the District; and any other expenses incidental to the provision of the services.

Section 6. Services Do Not Supplant Existing Services. The services proposed to be financed are in addition to those provided in the District before its creation and do not supplant services already available within that territory.

Section 7. Levy of Special Tax. Except where funds are otherwise available, a special tax sufficient to pay for all the services, secured by recordation of a continuing lien against all non-exempt real property in the District, will be annually levied within the proposed District. The rate, method of apportionment, and manner of collection of this special tax are set forth on Exhibit B.

Section 8. Appropriations Limit. The City Council intends to establish an appropriations limit, as defined by Article XIII B, Section 8(h), of the Constitution of the State of California, for the District in the amount of all special taxes collected.

Section 9. Private Leaseholds in Public Property. Pursuant to Government Code Section 53340.1, the special tax shall be levied against all leasehold or possessory interests in property owned by a public agency, if such leasehold or possessory interest is held by a non-exempt person or entity.

Section 10. Services Report. The City Council directs the Administrative Services Director to study the proposed District and to cause to be prepared and, at or before the time of the hearing, filed with the City Council a report in accordance with Government Code Section 53321.5 containing a brief description of the services by type that will, in her opinion, be required to adequately meet the needs of the proposed District and her estimate of the cost of providing those services, including incidental expenses.

Section 11. Notice of Hearing. The City Council hereby fixes 6:00 p.m., or as soon thereafter as practicable, on Tuesday, January 18, 2022, at the regular meeting place of the City Council, City Hall, 300 First Street, Woodland, California, as the time and place when and where the City Council will hold a public hearing to consider the establishment of the District.

Section 12. Publication of Notice. The City Clerk shall publish a notice of the hearing once in a newspaper of general circulation in the area of the proposed District. Publication shall be completed at least seven days prior to the hearing.

Section 13. Content of Notice. The notice shall be in substantially the form attached hereto as Exhibit C.

Section 14. Description of Proposed Voting Procedure. If, at the conclusion of the public hearing, the City Council determines to establish the District, the City Council will order an election to be held by the qualified electors of the District by mailed ballot, with each qualified elector having one vote for each acre or portion of an acre of land that such elector owns, on the questions of levying the special tax and establishing an appropriations limit.

Section 15. City Clerk to Conduct Election. The City Council hereby appoints the City Clerk as the election official to conduct any mailed ballot election held in these proceedings.

Section 16. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED by the City Council of the City of Woodland on December 7, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Mayra Vega, Mayor

Ana B. Gonzalez, City Clerk

EXHIBIT A

City of Woodland Community Facilities No. 2022-1 (Prudler Services) List of Authorized Services

The authorized services to be funded from the levy and collection of annual special taxes include those set forth below in addition to the costs associated with collecting and administering the special taxes and annually administering the District. The authorized services include providing maintenance, operation, repair or replacement of the following public facilities:

1. Neighborhood park site of approximately 1.5 acres.
2. Public lighting on East Street (east side and median) from 24A/Sports Park Drive to northerly boundary of the District and both sides of Sports Park Drive from the eastern edge of the District to East Street (excluding the north side of Sports Park Drive along the frontage of the Forrest parcel*).
3. Landscaping and sound/masonry wall on East Street (east side and median) from 24A/Sports Park Drive to northerly boundary of the District and both sides of Sports Park Drive from the eastern edge of the District to East Street (excluding the north side of Sports Park Drive along the frontage of the Forrest parcel).
4. Street lights along the interior subdivision streets.
5. Trees within the parkway strips as shown on the subdivision landscape improvement plans.
6. Traffic signal at the intersection of 24A/Sports Park Drive and East Street.
7. Landscaping and lighting and masonry walls for the pedestrian connections and overland drainage release and sidewalks within the pedestrian connections.
8. Sidewalks along neighborhood park frontage, on East Street from 24A/Sports Park Drive to northerly boundary of the District, and on both sides of Sports Park Drive from the eastern edge of the District to East Street (excluding the north side of Sports Park Drive along the frontage of the Forrest parcel).
9. Radar feedback sign on Sports Park Drive.

* The location of the Forrest parcel is indicated on the CFD boundary map.

EXHIBIT B
RATE, METHOD OF APPORTIONMENT, AND MANNER OF COLLECTION

[attached]

EXHIBIT C

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON RESOLUTION OF INTENTION TO ESTABLISH THE CITY OF WOODLAND COMMUNITY FACILITIES DISTRICT NO 2022-1 (PRUDLER SERVICES)

NOTICE IS HEREBY GIVEN that the City Council of the City of Woodland on December 7, 2021, adopted its Resolution No. _____, in which it declared its intention to establish a community facilities district, to establish an appropriations limit for such district, and to levy a special tax to pay for certain services, all pursuant to the provisions of the Mello-Roos Community Facilities Act of 1982, Chapter 2.5, Part 1, Division 2, Title 5 of the California Government Code. The resolution describes the boundaries of the proposed district, the services proposed to be financed, and the rate, method of apportionment, and manner of collection of the proposed special tax. The City proposes to tax all interests in property that may be taxed under the Act. For further details, the resolution is available at the office of the City Clerk, City Hall, 300 First Street, Woodland, California 95695.

NOTICE IS HEREBY FURTHER GIVEN that the City Council has fixed Tuesday, January 18, 2022, at the hour of 6:00 p.m., or as soon thereafter as the matter may be heard, at the regular meeting place of the City Council, City Hall, 300 First Street, Woodland, California, as the time and place when and where the City Council will hold a public hearing to consider the establishment of the district. At the hearing, the testimony of all interested persons or taxpayers for or against the establishment of the district, the extent of the district, the furnishing of the specified, and services, or the levy of the special tax will be heard.

If (i) 50% or more of the registered voters or six registered voters (whichever is more) residing within the district or (ii) the owners of one-half or more of the area of the land within the district that is not exempt from the special tax file written protests against the establishment of the district, and the protests are not withdrawn so as to reduce the value of the protests to less than a majority, the creation of the district and the tax levy shall not be considered for a period of one year from the date of the decision of the City Council after the hearing. If the majority of the registered voters or the landowners protests only against a specific type of service or a specified tax, then that type of service or tax shall be precluded.

NOTICE IS HEREBY FURTHER GIVEN that if, at the conclusion of the public hearing, the City Council determines to establish the district, the City Council will order an election to be held by the qualified electors of the district by mailed ballot, with each such elector having one vote for each acre or portion of an acre owned by the elector, on the questions of levying the special tax and establishing an appropriations limit.

DATED: _____, 2021

Ana Gonzalez, City Clerk

EXHIBIT B

RATE, METHOD OF APPORTIONMENT, AND MANNER OF COLLECTION

CITY OF WOODLAND COMMUNITY FACILITIES DISTRICT NO. 2022-1 (PRUDLER SERVICES)

RATE AND METHOD OF APPORTIONMENT

A Special Tax of the City of Woodland Community Facilities District No. 2022-1 (Prudler Services) ("CFD") shall be levied on all Assessor's Parcels of Taxable Property in the CFD and collected each Fiscal Year commencing in Fiscal Year 2021-22 in an amount determined through the application of the rate and method of apportionment of the Special Tax set forth below. All of the real property in the CFD, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Acre or Acreage" means the land area of an Assessor's Parcel as shown on an Assessor's Parcel Map, or if the land area is not shown on an Assessor's Parcel Map, the land area shown on the applicable Final Map or other map recorded in the Office of the County Recorder.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Part 1, Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means the actual or estimated costs incurred by the City, acting for and on behalf of the CFD as the administrator thereof, to determine, levy and collect the Special Taxes, including salaries and benefits of City employees to the extent that such employees provide administrative services to the CFD and a proportionate amount of the City's general administrative overhead related thereto; the fees of consultants and legal counsel providing services related to the administration of the CFD; the costs of collecting installments of the Special Taxes; and any other costs required to administer the CFD as determined by the City.

"Approved Property" means all Assessor's Parcels of Taxable Property: (i) that are included in a Final Map, excluding lettered lots thereon, that were recorded on or prior to the June 30th preceding the Fiscal Year in which the Special Tax is being

levied, and (ii) that have not been issued a building permit prior to the January 1st preceding the Fiscal Year in which the Special Tax is being levied.

"Assessor's Parcel" or "Parcel" means a lot or parcel shown in an Assessor's Parcel Map with an assigned assessor's parcel number.

"Assessor's Parcel Map" means an official map of the Assessor of the County designating parcels by assessor's parcel number.

"Building Permit" means a permit that allows for construction of a SFD Unit.

"CFD" means the City of Woodland Community Facilities District No. 2022-1 (Prudler Services).

"CFD Administrator" means an official of the City, or designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

"City" means the City of Woodland.

"Council" means the city council of the City of Woodland, acting as the legislative body of the CFD.

"County" means the County of Yolo, California.

"Development Class" means, individually, Developed Property, Approved Property, Undeveloped Property or Taxable Owners Association Property.

"Developed Property" means all Taxable Property for which a Building Permit was issued prior to January 1 of the preceding Fiscal Year.

"Dwelling Unit" means each separate residential dwelling unit that comprises an independent facility capable of conveyance or rental separate from adjacent residential dwelling units.

"Final Map" means a final map, or portion thereof, approved by the County pursuant to the Subdivision Map Act (California Government Code Section 66410 et seq.) that creates Residential Lots.

"Fiscal Year" means the period starting July 1 and ending on the following June 30.

"Land Use Category" means any of the categories of land use identified in Table 1 in Section C below.

"Maintenance" means the labor, material, administration, personnel, equipment and utilities necessary to maintain park, landscaping, lighting, and traffic signals, including repair and replacement of recreational facilities, trees, plant material, sod, irrigation systems, sidewalks, drainage facilities, weed control and other abatements, signs, monuments, and associated appurtenant facilities.

"Maintenance Requirement" means, for any Fiscal Year in which Special Taxes are levied, the amount equal to the budgeted costs for Maintenance applicable to the CFD for such Fiscal Year.

"Maximum Special Tax" means the maximum Special Tax, determined in accordance with Section C below, that may be levied in any Fiscal Year on any Assessor's Parcel of Taxable Property.

"Other Property" means any Parcel of Developed Property in the CFD that does not fit within the definition of Single Family Property.

"Owners Association" means a homeowners association or property owners association that provides services to, and collects assessments, fees, dues, or charges from, property within the CFD.

"Owners Association Property" means any property within the boundaries of the CFD that is owned in fee or through easement by the Owners Association, not including any such property that is located directly under a residential structure.

"Proportionately" means in a manner such that the ratio of the actual Special Tax levy to the Maximum Special Tax is equal for all Assessor's Parcels of Taxable Property within each Land Use Class.

"Public Property" means any property within the CFD boundaries that is, at the time of the CFD formation, expected to be used for any public purpose and is owned by or dedicated to the federal government, the State, the County, the City or any other public agency.

"Reserve Fund" means a fund that shall be maintained for the CFD for each Fiscal Year to provide necessary cash flow for the first six months of each Fiscal Year, reserve capital to cover monitoring, maintenance and repair cost overruns and delinquencies in the payment of Special Taxes and a reasonable buffer to prevent large variations in annual Special Tax levies.

"Reserve Fund Requirement" means an amount equal to up to 100% of the Maintenance Requirement for any Fiscal Year.

"SFD Lot" means an individual residential lot, identified and numbered on a recorded Final Map, on which a Building Permit has been or is permitted to be

issued for construction of an SFD Unit without further subdivision of the lot and for which no further subdivision of the lot is anticipated pursuant to an approved Tentative Map.

"SFD Unit" means a residential dwelling unit that does not share a common wall with another residential dwelling unit. A second unit (granny flat) that shares a Parcel with an SFD Unit shall not be considered a SFD Unit for purposes of levying the Special Tax.

"Single Family Property" means, in any Fiscal Year, all Parcels of Taxable Property for which a Building Permit was or is expected to be issued for construction of an SFD Unit.

"Special Tax" means a special tax levied in any Fiscal Year to pay the Special Tax Requirement.

"Special Tax Requirement" means that amount required in any Fiscal Year for the CFD to: (a) (i) pay the Maintenance Requirement; (ii) pay reasonable Administrative Expenses; (iii) pay any amounts required to establish or replenish the Reserve Fund; (iv) pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year; less (b) provide a credit for funds available to reduce the annual Special Tax levy, including the excess, if any, in the Reserve Fund above the Reserve Fund Requirement.

"State" means the State of California.

"Taxable Property" means all of the Assessor's Parcels within the boundaries of the CFD that are not exempt from the Special Tax pursuant to law or as defined below.

"Tax-Exempt Property" means an Assessor's Parcel not subject to the Special Tax. Tax-Exempt Property includes: (i) Public Property, or (ii) Owner Association Property, or (iii) Assessor's Parcels with public or utility easements making impractical their utilization for other than the purposes set forth in the easement.

"Taxable Owner Association Property" means all Owners Association Property which is not exempt from the Special Tax pursuant to Section E below.

"Undeveloped Property" means, for each Fiscal Year, all Parcels of Taxable Property that are not Developed Property, Approved Property or Taxable Owners Association Property.

B. ASSIGNMENT TO LAND USE CATEGORIES

Each Fiscal Year, the Administrator shall: (i) assign each Parcel of Taxable Property to the appropriate Development Class; (ii) for Developed Property, categorize each Parcel as Single Family Property or Other Property; (iii) for Single Family Property, determine the number of SFD Units; (iv) for Other Property, determine the Acreage of each Parcel; and (v) determine the Special Tax Requirement for the Fiscal Year.

C. MAXIMUM SPECIAL TAX RATE

1. Developed Property

TABLE 1
Maximum Special Tax for Developed Property
Community Facilities District No. 2022-1 (Prudler Services)

Land Use Category	Description	Maximum Special Tax
1	Single Family Property	\$761.66 per SFD Unit
2	Other Property	\$5,631.00 per Acre

Multiple Land Use Classes

In some instances an Assessor's Parcel of Developed Property may contain more than one Land Use Category. The Maximum Special Tax that may be levied on an Assessor's Parcel shall be the sum of the Maximum Special Tax levies that may be levied on all Land Use Category located on that Assessor's Parcel. The CFD Administrator's shall determine the allocation to each Land Use Category.

2. Approved Property

The Maximum Special Tax for Approved Property shall be \$761.66 per SFD Lot.

3. Undeveloped Property and Taxable Property Owner Association Property

The Maximum Special Tax for Undeveloped Property and Taxable Property Owner Association Property shall be \$5,631.00 per Acre.

4. Annual Escalation of Maximum Special Tax

The Maximum Special Tax as shown above that may be levied on each Assessor's Parcel in The CFD shall be increased each Fiscal Year beginning in Fiscal Year 2022-23 and thereafter by a factor equal to the annual percentage increase in the Engineering News Record Common Labor Cost Index rate.

D. METHOD OF APPORTIONMENT OF THE SPECIAL TAX

Commencing with Fiscal Year 2021-22, and for each following Fiscal Year, the Council shall levy the CFD Special Tax at the rates established pursuant to steps 1 through 5 below so that the amount of the Special Tax levied equals the Special Tax Requirement. The Special Tax shall be levied each Fiscal Year as follows:

First: The Special Tax shall be levied proportionately on each Assessor's Parcel of Developed Property up to 100% of the applicable Maximum Special Tax;

Second: If additional monies are needed to satisfy the Special Tax Requirement after the first step has been completed, the Special Tax shall be levied Proportionately on each Assessor's Parcel of Other Property at up to 100% of the Maximum Special Tax for Other Property;

Third: If additional monies are needed to satisfy the Special Tax Requirement after the first two steps have been completed, the Special Tax shall be levied Proportionately on each Assessor's Parcel of Approved Property at up to 100% of the Maximum Special Tax for Approved Property;

Fourth: If additional moneys are needed to satisfy the Special Tax Requirement after the first three steps have been completed, the Special Tax shall be levied proportionately on each Assessor's Parcel of Undeveloped Property at up to 100% of the Maximum Special Tax for Undeveloped Property;

Fifth: If additional moneys are needed to satisfy the Special Tax Requirement after the first four steps have been completed, the Special Tax shall be levied proportionately on each Assessor's Parcel of Taxable Property Owner Association Property at up to 100% of the Maximum Special Tax for Taxable Property Owner Association Property.

Notwithstanding the above, under no circumstances will the Special Tax levied against any Assessor's Parcel of Developed Property for which an occupancy permit for private residential use has been issued be increased by more than ten percent annually up to the Maximum Special Tax as a consequence of delinquency or default by the owner of any other Assessor's Parcel within the CFD.

E. EXEMPTIONS

The CFD Administrator shall classify as exempt property (i) Assessor's Parcels defined as Public Property, and (ii) Assessor's Parcels with public or utility easements making impractical their utilization for other than the purposes set forth in the easement.

The CFD Administrator shall classify as exempt property those Assessor's Parcels defined as Owner's Association Property provided that no such classification would reduce the sum of all taxable Property to less than 24.75 Acres. Assessor's Parcels defined as Owner Association Property that cannot be classified as exempt property will be classified as Taxable Owner Association Property and shall be taxed as part of the fifth step in Section D.

The CFD Administrator will assign Tax-Exempt status in the chronological order in which property becomes exempt.

F. INTERPRETATION OF SPECIAL TAX FORMULA

The City reserves the right to make minor administrative and technical changes to this document that do not materially affect the rate and method of apportioning Special Taxes. In addition, the interpretation and application of any section of this document shall be left to the City's discretion. Interpretations may be made by the City by ordinance or resolution for purposes of clarifying and vagueness or ambiguity in this Rate and Method of Apportionment.

E. MANNER OF COLLECTION

Special Taxes levied pursuant to Section D above shall be collected in the same manner and at the same time as ordinary *ad valorem* property taxes; provided, however, that the CFD Administrator may directly bill the Special Tax, may collect Special Taxes at a different time or in a different manner if necessary to meet the

financial obligations of the CFD or as otherwise determined appropriate by the CFD Administrator.

F. TERM OF SPECIAL TAX

Taxable Property in the CFD shall remain subject to the Special Tax in Perpetuity or as long as the City provides Maintenance.

CITY OF WOODLAND

RESOLUTION NO. _____

**A RESOLUTION OF INTENTION TO ANNEX TERRITORY TO
THE SPRING LAKE MAINTENANCE COMMUNITY FACILITIES DISTRICT
AND TO LEVY A
SPECIAL TAX TO PAY FOR CERTAIN MAINTENANCE SERVICES**

Annexation No. 4

WHEREAS, pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), the City Council (the "City Council") of the City of Woodland (the "City"), on March 22, 2005, approved Resolution No. 4622 forming the City of Woodland Spring Lake Maintenance Community Facilities District (the "CFD");

WHEREAS, the City Council called a special election for March 22, 2005, at which the questions of levying a special tax and establishing an appropriations limit with respect to the CFD were submitted to the qualified electors within the CFD;

WHEREAS, on March 22, 2005, the City Council adopted Resolution No. 4624 determining the results of the special election and finding that more than two-thirds (2/3) of all votes cast at the special election were cast in favor of the propositions presented, and such propositions passed; and

WHEREAS, the City Council has determined, because of the proposed development of certain property within the City, to initiate proceedings for the annexation of such property to the CFD in accordance with the Act;

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

Section 1. Recitals. All of the above recitals are true and correct, and the City Council so finds and determines.

Section 2. Description of Territory to be Annexed. Public convenience and necessity require, and this City Council proposes and intends, that the City annex certain territory to the CFD. The territory to be annexed is described in a map entitled "Annexation Map No. 4 of Spring Lake Maintenance Community Facilities District, City of Woodland, County of Yolo, California," which is on file with the City Clerk. The City Clerk is hereby authorized and directed to endorse the certificates set forth on the map and to record the map in accordance with the provisions of Section 3111 of the Streets and Highways Code of the State of California.

Section 3. No Agricultural Land. The City Council hereby finds, in accordance with Government Code Section 53325.6, that no land within the territory proposed to be annexed to the CFD is devoted primarily to agricultural, timber or livestock uses and being used for the commercial production of agricultural, timber or livestock products.

Section 4. Description of Territory Included in Existing CFD. The boundaries of the territory currently included in the CFD are described (i) in a map entitled “Boundary Map of Proposed City of Woodland Spring Lake Maintenance Community Facilities District,” approved by the City Council in Resolution No. 4622 and recorded on February 28, 2005, in Book 2005 at Page 20 of Maps of Assessment and Community Facilities Districts, in the office of the County Recorder of Yolo County, (ii) in a map entitled “Annexation Map No. 1 of Spring Lake Maintenance Community Facilities District, City of Woodland, County of Yolo, California” approved by the City Council in Resolution No. 6402 and recorded on April 9, 2015, in Book 2015 at Page 44 of Maps of Assessment and Community Facilities Districts, in the office of the County Recorder of Yolo County, (iii) in a map entitled “Annexation Map No. 2 of Spring Lake Maintenance Community Facilities District, City of Woodland, County of Yolo, California” approved by the City Council in Resolution No. 6890 and recorded on July 28, 2017, in Book 2017 at Page 69 of Maps of Assessment and Community Facilities Districts, in the office of the County Recorder of Yolo County, and (iv) in a map entitled “Annexation Map No. 3 of Spring Lake Maintenance Community Facilities District, City of Woodland, County of Yolo, California” approved by the City Council in Resolution No. 6909 and recorded on September 8, 2017, in Book 2017 at Page 77 of Maps of Assessment and Community Facilities Districts, in the office of the County Recorder of Yolo County.

Section 5. Description of Services. The types of services to be provided in the territory proposed to be annexed to the CFD are the same as those provided in the existing CFD and are described in Exhibit A hereto. The services authorized to be financed by the CFD are in addition to those currently provided in the territory of the CFD and do not supplant services already available within that territory.

Section 6. Determination Regarding Demands for Services. In accordance with Government Code Section 53326(b), the City Council finds and determines that the services to be provided are necessary to meet increased demands put upon the City as the result of new development occurring within the territory proposed to be annexed to the CFD.

Section 7. Plan for Providing Services. The public services that are financed by taxes collected in the CFD will be provided to residents of the current CFD and residents of the territory proposed to be annexed on the same basis.

Section 8. Specification of Special Taxes to be Levied. Except where funds are otherwise available, a special tax sufficient to pay for all services (including incidental expenses) to be provided in or for the territory to be annexed, and secured by a continuing lien against all nonexempt real property in the CFD, will be annually levied within the territory proposed to be annexed to the CFD. The rate, method of apportionment, and manner of collection of such special tax (the “Special Tax Formula”) is set forth in Exhibit B hereto in sufficient detail to allow each landowner or resident within the territory proposed to be annexed to the CFD to estimate the maximum annual amount that such person will be required to pay.

Section 9. No Alteration of the Special Tax Levied in the Existing CFD. No alteration of the special tax currently levied within the existing boundaries of the CFD is proposed.

Section 10. Tax Subject to Election. The levy of the special tax shall be subject to the approval of the qualified electors of the territory proposed to be annexed to the CFD at a special election to be held for such purpose.

Section 11. Private Leaseholds in Public Property. Pursuant to Government Code section 53340.1, the special tax shall be levied against all leasehold or possessory interests in property owned by a public agency, if such leasehold or possessory interest is held by a non-exempt person or entity.

Section 12. Special Tax Formula. The Administrative Services Director is hereby directed to review the proposed annexation and, if necessary, update the Special Tax Formula in order to adequately meet the needs of the territory proposed to be annexed.

Section 13. Notice of Hearing. The City Council hereby fixes 6:00 p.m., or as soon thereafter as practicable, on Tuesday, January 18, 2022, at the regular meeting place of the City Council, City Hall, 300 First Street, Woodland, California, as the time and place when and where the City Council will hold a public hearing on the annexation of territory to the CFD.

Section 14. Publication of Notice of Hearing. The City Clerk shall publish a notice of the hearing once in a newspaper of general circulation in the territory proposed to be annexed to the CFD. Publication shall be completed at least seven days prior to the hearing.

Section 15. Content of Notice. Notice of the hearing shall be in substantially the form attached hereto as Exhibit C.

Section 16. Description of Proposed Voting Procedure. If, at the conclusion of the proposed hearing, the City Council determines to proceed with the annexation, the City Council will order an election to be held by the qualified electors of the territory proposed to be annexed by mailed ballot, with each qualified elector having one vote for each acre or portion of an acre of land that such elector owns, on the question of levying the special tax.

Section 17. City Clerk to Conduct Election. The City Council hereby appoints the City Clerk as the election official to conduct any mailed ballot election held in these proceedings.

Section 18. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED by the City Council of the City of Woodland on December 7, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Mayra Vega, Mayor

Ana B. Gonzalez, City Clerk

EXHIBIT A

Description of Services

The services (the “Services”) described below are proposed to be financed by the City of Woodland Spring Lake Maintenance Community Facilities District (the “District”) of the City of Woodland (the “City”). The cost of the Services shall include incidental expenses, including costs associated with forming the District, determination of the amount of the Special Tax, collection of the Special Tax, payment of the Special Tax, and costs incurred in order to carry out the authorized purposes of the District.

Services

The Services to be financed are the maintenance of the Facilities. Maintenance services include, but are not limited to, sports park maintenance, including but not limited to athletic fields, snack bars, restrooms, multi-use paths, parking lot and park roadway. The costs of Services shall include the costs of labor, material, administration, personnel, equipment, and utilities.

EXHIBIT "B"

CITY OF WOODLAND SPRINGLAKE MAINTENANCE COMMUNITY FACILITIES DISTRICT RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

A Special Tax of the City of Woodland Spring Lake Maintenance Community Facilities District ("CFD") shall be levied on all Assessor's Parcels in the CFD and collected each Fiscal Year commencing in Fiscal Year 2005-06 in an amount determined through the application of the rate and method of apportionment of the Special Tax set forth below. All of the real property in the CFD, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

A. **DEFINITIONS**

The terms hereinafter set forth have the following meanings:

"Acre or Acreage" means the land area of an Assessor's Parcel as shown on an Assessor's Parcel Map, or if the land area is not shown on an Assessor's Parcel Map, the land area shown on the applicable Final or other map recorded in the Office of the County Recorder.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Part 1, Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means the actual or estimated costs incurred by the City, acting for and on behalf of the CFD as the administrator thereof, to determine, levy and collect the Special Taxes, including salaries and benefits of City employees to the extent that such employees provide administrative services to the CFD and a proportionate amount of the City's general administrative overhead related thereto; the fees of consultants and legal counsel providing services related to the administration of the CFD; the costs of collecting installments of the Special Taxes; and any other costs required to administer the CFD as determined by the City.

"Approved Property" means all Assessor's Parcels of Taxable Property: (i) that are included in a Final Map, excluding lettered lots thereon, that were recorded prior to the January 1st preceding the Fiscal Year in which the Special Tax is being levied, and (ii) that have not been issued a building permit prior to the March 1st preceding the Fiscal Year in which the Special Tax is being levied.

B-1

"Assessor's Parcel" means a lot or parcel shown in an Assessor's Parcel Map with an assigned assessor's parcel number.

"Assessor's Parcel Map" means an official map of the Assessor of the County designating parcels by assessor's parcel number.

"CFD Administrator" means an official of the City, or designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

"CFD" means the City of Woodland Spring Lake Maintenance Community Facilities District.

"City" means the City of Woodland.

"Council" means the city council of the City of Woodland, acting as the legislative body of the CFD.

"County" means the County of Yolo, California.

"Developed Property" means all Taxable Property for which a building permit was issued prior to January 1 of the preceding Fiscal Year.

"District General Manager" means the General Manager for the City of Woodland or his or her designee.

"Dwelling Unit" means each separate residential dwelling unit that comprises an independent facility capable of conveyance or rental separate from adjacent residential dwelling units.

"Final Map" means a final map, or portion thereof, approved by the County pursuant to the Subdivision Map Act (California Government Code Section 66410 et seq.) that creates Residential Lots.

"Fiscal Year" means the period starting July 1 and ending on the following June 30.

"Gross Acres" means, for an Assessor's Parcel of Taxable Property which is not located on a Final Map, equal to the Acres for such Assessor's Parcel. The Gross Acres for each Lot or Dwelling Unit, of Residential Property that is located on a Final Map, and for which a building permit may be or has been issued for purposes of constructing one or more Dwelling Units, shall be computed by dividing the Final Map Acres by the number of such Lots or Dwelling Units. The Gross Acres for each Assessor's Parcel of Non-Residential Property that is located within a Final Map shall be determined by allocating the applicable Final Map Acres pro rata on the basis of the Acres for each such Assessor's Parcel.

"Land Use Class" means any of the classes listed in Table 1.

"Maximum Special Tax" means the maximum Special Tax, determined in accordance with Section C below, that may be levied in any Fiscal Year on any Assessor's Parcel of Taxable Property.

"Mixed Use Property" means all Assessor's Parcels that have been classified by the County to allow both Residential Property and Non-Residential Property uses on each such Assessor's Parcel. For an Assessor's Parcel of Mixed Use Property, each Land Use Class thereon is subject to taxation pursuant to the provisions of Section C regardless of the geographic orientation of such Land Use Classes on such Assessor's Parcel.

"Multi-Family Property" means all Assessor's Parcels of Developed Property for which a building permit has been issued for a residential structure consisting of two or more residential units that share common walls, including, but not limited to, duplexes, triplexes, townhomes, condominiums, and apartment units.

"Non-Residential Property" means all Assessor's Parcels of Developed Property for which a building permit(s) has been issued for a structure or structures for non-residential use.

"Operating Fund" means a fund that shall be maintained for the CFD for each Fiscal Year to pay for Park Maintenance and Administrative Expenses.

"Operating Fund Requirement" means, for any Fiscal Year, the sum of the applicable Park Maintenance Requirement.

"Park Maintenance" means the labor, material, administration, personnel, equipment and utilities necessary to maintain the Sports Park improvements, including recreational facilities, trees, plant material, sod, irrigation systems, sidewalks, drainage facilities, weed control and other abatements, public restrooms, signs, monuments, playground equipment and associated appurtenant facilities located within the Sports Park.

"Park Maintenance Requirement" means, for any Fiscal Year in which Special Taxes are levied, the amount equal to the budgeted costs for Park Maintenance applicable to the CFD for such Fiscal Year.

"Property Owner Association Property" means any property within the CFD boundaries that is owned by, or irrevocably dedicated as indicated in an instrument recorded with the County Recorder to, a property owner association, including any master or sub-association.

"Proportionately" means in a manner such that the ratio of the actual Special Tax levy to the Maximum Special Tax is equal for all Assessor's Parcels of Taxable Property within each Land Use Class.

"Public Property" means any property within the CFD boundaries that is, at the time of the CFD formation, expected to be used for any public purpose and is owned by or dedicated to the federal government, the State, the County, the City or any other public agency.

"Reserve Fund" means a fund that shall be maintained for the CFD for each Fiscal Year to provide necessary cash flow for the first six months of each Fiscal Year, reserve capital to cover monitoring, maintenance and repair cost overruns and delinquencies in the payment of Special Taxes and a reasonable buffer to prevent large variations in annual Special Tax levies.

"Reserve Fund Requirement" means an amount equal to up to 100% of the Operating Fund Requirement for any Fiscal Year.

"Residential Property" means all Assessor's Parcels of Developed Property for which a building permit(s) has been issued for purposes of constructing one residential dwelling unit.

"Special Tax" means the Special Tax levied pursuant to the provisions of sections C and D below in each Fiscal Year on each Assessor's Parcel of Developed Property and Undeveloped Property in the CFD to fund the Special Tax Requirement.

"Special Tax Requirement" means that amount required in any Fiscal Year for the CFD to: (a) (i) pay the Park Maintenance Requirement; (ii) pay reasonable Administrative Expenses; (iii) pay any amounts required to establish or replenish the Reserve Fund to the Reserve Fund Requirement; (iv) pay for reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes levied in the previous Fiscal Year; less (b) a credit for funds available to reduce the annual Special Tax levy, including the excess, if any, in the Reserve Fund above the Reserve Fund Requirement.

"Sports Park" means 28.39 Acres of the 34 Acre park located south of Farmers Central Road, east of Highway 113 and west of Road 101 or other location as determined by the City.

"State" means the State of California.

"Taxable Property" means all of the Assessor's Parcels of Residential Property, Multi-Family Property, Non-Residential Property, Approved Property, Undeveloped Property, and Taxable Property Owner

Association Property within the boundaries of the CFD that are not exempt from the Special Tax pursuant to law or as defined below.

"Tax-Exempt Property" means an Assessor's Parcel not subject to the Special Tax. Tax-Exempt Property includes: (i) Public Property, or (ii) Property Owner Association Property, or (iii) Assessor's Parcels with public or utility easements making impractical their utilization for other than the purposes set forth in the easement.

"Taxable Property Owner Association Property" means all Association Property which is not exempt from the Special Tax pursuant to Section E below.

"Undeveloped Property" means, for each Fiscal Year, all Taxable Property not classified as Developed Property, Approved Property or Taxable Property Owners Association Property.

B. ASSIGNMENT TO LAND USE CATEGORIES

Each Fiscal Year using the definitions above, all Taxable Property within the CFD shall be classified as Developed Property, Approved Property, Undeveloped Property or Taxable Property Owners Association Property, and shall be subject to Special Taxes pursuant to Sections C and D below. Developed Property shall be further assigned to a Land Use Class as specified in Table 1. Once the Land Use Class of an Assessor's Parcel of Residential Property, Multi-Family or Mixed Use Property is determined it cannot be changed.

C. MAXIMUM SPECIAL TAX RATE

1. Developed Property

TABLE 1
Maximum Special Tax for Developed Property
Community Facilities District No. 2004-1

Land Use Class	Description	Maximum Special Tax
1	Residential Property	\$135.00 per Dwelling Unit
2	Multi-Family Property	\$112.00 per Dwelling Unit
3	Non-Residential Property	\$411.00 per Acre

Multiple Land Use Classes

In some instances an Assessor's Parcel of Developed Property may contain more than one Land Use Class. The Maximum Special Tax that may be levied on an Assessor's Parcel shall be the sum of the Maximum Special Tax levies that may be levied on all Land Use Classes located on that Assessor's Parcel. The CFD Administrator's shall determine the allocation to each Land Use Class.

2. **Approved Property, Undeveloped Property and Taxable Property Owner Association Property**

The Maximum Special Tax for Approved Property, Undeveloped Property and Taxable Property Owner Association Property shall be \$823.00 per Acre.

3. **Annual Escalation of Maximum Special Tax**

The Maximum Special Tax as shown in the tables above that may be levied on each Assessor's Parcel in The CFD shall be increased each Fiscal Year beginning in Fiscal Year 2006-07 and thereafter by a factor equal to the annual percentage increase in the Engineering News Record Common Labor Cost Index rate.

D. **METHOD OF APPORTIONMENT OF THE SPECIAL TAX**

Commencing with Fiscal Year 2005-06, and for each following Fiscal Year, the Council shall levy the CFD Special Tax at the rates established pursuant to steps 1 through 4 below so that the amount of the Special Tax levied equals the Special Tax Requirement. The Special Tax shall be levied each Fiscal Year as follows:

First: The Special Tax shall be levied proportionately on each Assessor's Parcel of Developed Property up to 100% of the applicable Maximum Special Tax;

Second: If additional monies are needed to satisfy the Special Tax Requirement after the first step has been completed, the Special Tax shall be levied Proportionately on each Assessor's Parcel of Approved Property at up to 100% of the Maximum Special Tax for Approved Property;

Third: If additional monies are needed to satisfy the Special Tax Requirement after the first two steps have been completed, the Special Tax shall be levied Proportionately on each Assessor's Parcel of Undeveloped Property at up to 100% of the Maximum Special Tax for Undeveloped Property;

Fourth: If additional moneys are needed to satisfy the Special Tax Requirement after the first three steps have been completed, the Special Tax shall be levied proportionately on each Assessor's Parcel of Taxable Property Owner Association Property at up to 100% of the Maximum Special Tax for Taxable Property Owner Association Property.

Notwithstanding the above, under no circumstances will the Special Tax levied against any Assessor's Parcel of Residential Property for which an occupancy permit for private residential use has been issued be increased by more than ten percent annually up to the Maximum Special Tax as a consequence of delinquency or default by the owner of any other Assessor's Parcel within the CFD.

E. EXEMPTIONS

The CFD Administrator shall classify as exempt property (i) Assessor's Parcels defined as Public Property, and (ii) Assessor's Parcels with public or utility easements making impractical their utilization for other than the purposes set forth in the easement.

The CFD Administrator shall classify as exempt property those Assessor's Parcels defined as Property Owner's Association Property provided that no such classification would reduce the sum of all taxable Property to less than 605 Acres. Assessor's Parcels defined as Property Owner Association Property that cannot be classified as exempt property will be classified as Taxable Property Owner Association Property and shall be taxed as part of the fourth step in Section D.

The CFD Administrator will assign Tax-Exempt status in the chronological order in which property becomes exempt.

F. INTERPRETATION OF SPECIAL TAX FORMULA

The City reserves the right to make minor administrative and technical changes to this document that do not materially affect the rate and method of apportioning Special Taxes. In addition, the interpretation and application of any section of this document shall be left to the City's discretion. Interpretations may be made by the City by ordinance or resolution for purposes of clarifying and vagueness or ambiguity in this Rate and Method of Apportionment.

G. MANNER OF COLLECTION

Special Taxes levied pursuant to Section D above shall be collected in the same manner and at the same time as ordinary *ad valorem* property taxes; provided, however, that the CFD Administrator may directly bill the Special Tax, may collect Special Taxes at a different time or in a different

manner if necessary to meet the financial obligations of the CFD or as otherwise determined appropriate by the CFD Administrator.

- H: **TERM OF SPECIAL TAX**
Taxable Property in the CFD shall remain subject to the Special Tax in Perpetuity.

EXHIBIT C

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON RESOLUTION OF INTENTION TO ANNEX TERRITORY TO AN EXISTING COMMUNITY FACILITIES DISTRICT AND TO LEVY A SPECIAL TAX TO PAY FOR CERTAIN PUBLIC SERVICES

NOTICE IS HEREBY GIVEN that the City Council of the City of Woodland on December 7, 2021, adopted its Resolution No. _____, in which it declared its intention to annex territory to the existing Spring Lake Maintenance Community Facilities District (the “CFD”), and to levy a special tax to pay for certain public facilities, all pursuant to the provisions of the Mello Roos Community Facilities Act of 1982, Chapter 2.5, Part 1, Division 2, Title 5 of the California Government Code. The resolution describes the territory to be annexed, specifies the type of services to be financed, and describes the rate and method of apportionment of the proposed special tax. No change in the tax levied in the existing CFD is proposed. For further details, the resolution is available at the office of the City Clerk, City Hall, 300 First Street, Woodland, California 95695.

NOTICE IS HEREBY FURTHER GIVEN that the City Council has fixed Tuesday, January 18, 2022, at the hour of 6:00 p.m., or as soon thereafter as the matter may be heard, at the regular meeting place of the City Council, City Hall, 300 First Street, Woodland, California, as the time and place when and where the City Council will hold a public hearing to consider the annexation. At the hearing, the testimony of all interested persons for or against the annexation of the territory or the levying of the special taxes within the territory proposed to be annexed will be heard.

Dated: _____, 2021

Ana Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: J.16
SUBJECT: Proposed Changes to Tree Ordinance

Recommendation for Action: Staff recommends that the City Council discuss proposed changes to the Tree Ordinance and direct staff to modify the ordinance and return to Council for a first reading of a proposed ordinance.

Staff Contact:

Christine Engel, Community Services Director, (530) 661-2000, christine.engel@cityofwoodland.org
Megan Meier, Associate Planner, (530) 661-5814, megan.meier@cityofwoodland.org

Fiscal Impact: Fiscal impacts will be related to increased staff time to review and process associated documents for proposed tree removals as well as staff time associated with the new process for reviewing tree removals with the Urban Forest Subcommittee. Fees to cover staff time can be added to the fee schedule for additional costs to implement the ordinance for properties other than existing residential properties.

Background:

The City of Woodland historically has had an ordinance to protect public trees, reported as early as 1940. The most recent tree ordinance largely regulates City-owned trees. The ordinance regulates the planting, removal and preservation of heritage trees, landmark trees, specimen trees, and street trees on public property and specified private property within the City. The current ordinance regulates major maintenance (limbs 3 inches in diameter or more) and removal of street trees by the public, with the issuance of a tree permit from the City. It also identifies a process for development projects, requiring the preparation of a tree plan to identify trees proposed for removal and those to be retained with limited obligation for replacement of removed trees. The current ordinance is silent on both commercial and residential properties not associated with a development application. There are no protections for trees of any size (including tree removal) located on private commercial or residential property.

In 2010, the City had approximately 13,000 public trees. The City now has over 16,000 public trees. In 2020, the Woodland Tree Foundation counted some of the largest and perhaps oldest trees in Woodland, 205 valley oaks (private and public) measuring over 40 inches in diameter within the city limits. Maintaining the tree canopy (minimizing the loss of existing trees) provides benefits to the community including energy savings, air quality improvements, carbon dioxide reductions, water quality improvements, visual quality benefits, health benefits, and benefits to wildlife. The City Council has demonstrated their commitment to protecting the City's urban forest over the years by adopting the 2017 Woodland Climate Action Plan, as well as the 2019 Woodland Urban Forest Master Plan. The Climate Action Plan identifies increasing the community's tree canopy cover to 25% by 2035. The most recent tree canopy assessment indicated that the average canopy cover (public and private) across Woodland was 14.5% (compared to 6.9% average tree canopy identified in 2009). Furthermore, the City Council's current goals include improving the quality of life for Woodland residents with a key strategy of focusing on sustainability and resiliency to climate change.

Over the years there have been discussions about ways to improve the City's tree ordinance to address current deficits. In 2018, changes to the Tree Ordinance were presented to the Parks and Recreation Commission, as well as the Sustainability Advisory Committee. On December 18, 2018, the City Council directed staff to evaluate options for protecting trees located on residential property, a voluntary program and a mandated program. A committee of concerned citizens spent a considerable amount of time since 2018 reviewing other

City's tree ordinances and recommending changes to the City's tree ordinance. Various iterations of requirements have been discussed since then including whether the City should regulate trees on private residential property, how the City can make the removal of City trees more transparent to the public, how the City can better regulate trees on undeveloped commercial and residential property, and how the City can ensure tree planting requirements are maintained after development has been completed on commercial property.

Discussion:

Although planting trees will assist in increasing the tree canopy cover, maintaining and preserving existing trees by minimizing unnecessary removals is also needed to meet tree canopy goals and for the overall betterment of Woodland.

Through discussions with a citizen group that formed a committee to recommend changes to the City's tree ordinance (Citizen Group), previous Parks & Recreation Commission meetings, Sustainability Advisory Committee meetings, and City Council meetings, staff has prepared amendments to the existing tree ordinance that better protects the City's urban forest, but also is not as restrictive in requiring the issuance of a permit to perform major maintenance or remove a tree located on private residential property. Staff is soliciting input from Council in order to refine the draft ordinance to be considered by Council at a later date.

While discussions have occurred over the last few years about regulating all private trees in Woodland over a certain size, staff's proposed changes to the ordinance focus on a new process to review and approve the removal of public trees, a process for residents to receive input from an arborist related to all Heritage Oaks (valley oaks greater than 33-inches in diameter at breast height (dbh)) located anywhere on their property and private trees greater than 24-inches dbh on single family residential parcels within 20-feet of back of walk prior to any removal, and new requirements for development projects and commercial properties.

In general, changes to the ordinance that will be proposed include:

Public Trees – Currently, the City Arborist makes determinations about which City-owned trees should be removed. Under the proposed ordinance, a subcommittee (Urban Forest Subcommittee) of the Parks & Recreation Commission, joined by one member of the Sustainability Advisory Committee (in an advisory capacity), would review a list of proposed removals (proposed either by the public or City staff) and make a recommendation on the proposed removals (with the exception of emergency removals). Trees recommended for removal would be posted with a notice informing the public of the proposed removal, a minimum of 14 days before the subcommittee considers the removal (this would allow the public to voice their concerns in writing or in person at an Urban Forest Subcommittee meeting). All trees approved for removal by the subcommittee will be posted a minimum of 48-hours in advance of such removal. If the subcommittee does not recommend the removal of a tree, and City staff still supports the removal of the tree, the item will be brought forward to the City Council for a determination.

The current and proposed ordinance also includes requirements related to the public's requests to perform major maintenance or remove City-owned trees. The current and proposed process requires the property owner to submit a tree permit application to the City for staff to render a decision on necessary maintenance or removal. Under the proposed ordinance, the Urban Forest subcommittee would make a decision in regards to the removal of a tree (decisions related to major maintenance work would be made at the staff level), similar to the process described above for public trees recommended for removal by the City. All trees proposed for removals will be posted 48-hours in advance of such removal. Under this scenario, removals that are not supported by the Urban Forest subcommittee could be appealed to the Parks & Recreation Commission, and ultimately to the City Council.

Activities exempted from the ordinance that relate to public trees include allowing a fronting property owner to perform maintenance work on a street tree (branches less than 3-inches in diameter) as well as maintenance performed by a public utility company. Volunteers are also able to plant trees in the City right-of-way under the guidance and direction of the City. Additionally, the City may perform major maintenance work as needed and

tree removals as a result of a storm/failure when the City arborist has made a determination that the immediate removal is necessary to protect public health and safety.

Results of the subcommittee meetings (where trees were approved for removal) will be posted on the City's webpage.

The Citizen Group supports this overall approach but has recommended the trees proposed for removal have a proposed removal notice posted for 30 days prior to the subcommittee making a decision on the tree's removal. Staff believes that posting such a notice for a minimum of 14 days will allow the public ample time to comment on the removal if desired (in writing or at the meeting). Additionally, they requested that the size of trees considered for removal by the subcommittee be broadened to include all trees 12-inches dbh or greater. Staff recommends retaining the 24-inch dbh threshold for City trees recommended for removal as these are the larger trees that the public may generally be concerned with and this size is consistent with other provisions of the draft ordinance for trees on private residential property. The group also requested that staff conduct a cost/benefit analysis for trees recommended for removal when the tree is interfering with utilities, affecting the sidewalk, etc. Cost/benefit analyses will be conducted on a case by case basis and at the request of the subcommittee (conducting an analysis for all trees recommended for removal would result in inefficient use of staff resources when removals are unavoidable).

Trees on Private Residential Property – The current ordinance is silent on regulating trees on residential property. The proposed ordinance outlines a process to educate the property owner on the potential removal of heritage oaks located anywhere on the residential property (valley oaks greater than 33-inches dbh) or trees 24-inches dbh or greater within 20-feet back of walk. Trees (other than heritage oaks) in backyards or beyond 20-feet back of walk would not be regulated. This process does not involve the issuance of a tree removal permit by the City, or require the City to decide whether or not a tree can be removed. This revision is intended to help the homeowner make a decision about the removal of trees based on input from a certified arborist. The property owner would be required to submit a Tree Removal Application to the Director of Community Services prior to the removal of any heritage oak located anywhere on a residential property or any tree 24-inches dbh or greater located within 20-feet back of walk on a residential property. The application would need to include a bid from a company with an ISA certified arborist for the removal of the tree and also for conducting major maintenance. This approach would then allow a conversation to occur between the contractor and the homeowner so that they better understand their options for tree removal. The owner would also need to submit an encroachment permit application if removal of a tree is planned. Encroachment permits for the removal of heritage oaks and trees 24-inches dbh or greater will not be issued until City staff have reviewed the quotes from the arborist. Additionally, if property owners decide to remove a tree, only contractors that have an ISA certified arborist on staff may conduct tree maintenance and removal services with the City of Woodland.

Development Projects – The current ordinance requires an application for a commercial or residential development project to include a "tree plan" identifying those existing on-site trees to be removed and those to be preserved in relation to the development proposal. No changes are proposed to that requirement. Where this section of the ordinance is currently lacking is that there is no written standard for the governing body approving the tree plan to use to approve or deny a request for the removal of certain priority trees (i.e. heritage oak, trees of aesthetic value, etc.) as a result of the development proposal. To remedy this void, it is recommended that this section of the ordinance be amended to include a requirement that a "finding," as noted below, be made by the applicable governing body authorizing the removal of certain trees:

"Any street tree, heritage, specimen, and landmark tree or any tree with aesthetic or ecological value approved for removal shall require a finding that the tree is of poor health, or that the tree poses a health, life or safety risk, and/or that there is no cost feasible means of preserving the tree in a safe and viable manner. Such finding shall be made by the applicable governing entity or body responsible for approving the development project/entitlement."

In some cases, where poor health of a tree is not readily apparent, an arborist report may be required.

Tree Replacement Program – For trees approved for removal as part of a tree plan or trees approved for removal on non-residential property, the current ordinance requires a “tree replacement program” based on the type of tree proposed for removal. Generally, trees must be replaced at a 2:1 or 4:1 ratio for each six inches of the diameter of the removed tree either through new planting on-site or through the payment of an in-lieu fee. No changes are proposed to these requirements. To encourage the preservation of well-established and healthy trees within the community and to ensure replacement of those removed that are otherwise in good health, staff recommends that in addition to requiring the replacement of street trees, heritage, specimen or landmark trees approved for removal, the ordinance also includes the replacement of “trees of aesthetic and ecologic value” (i.e. any species of tree with a trunk diameter of 12-inches dbh in good health) at a 2:1 ratio for each six inches of the diameter of the removed tree.

Removal of Trees on Commercial Property (Developed or Undeveloped) Not associated with a Development Application – The current ordinance is silent on the regulation of trees proposed for removal on developed or undeveloped properties where a development application is not under consideration. In other words, an owner of a commercial, mixed-use or industrial zoned property could remove any tree on their property, including heritage oaks, with no evaluation or approval required by the City. City staff have been made aware of instances where a commercial property owner will remove trees on site (including heritage oaks) just before a development application is submitted to the City which would otherwise require a tree plan and authorization to remove certain trees.

To address this issue, it is recommended that the ordinance requires that non-residential property owners and owners of vacant/undeveloped residential property obtain approval prior to removal of heritage oak trees or trees of aesthetic or ecological value on their property, regardless of entitlement status. The same process and replacement requirements for removal of trees on properties associated with a development application would then apply, as noted above (i.e. 2:1 or 4:1 replacement of healthy trees approved for removal). A property owner would be required to submit a tree plan identifying the tree(s) proposed for removal and the applicable governing body or the Community Development Director would have the authority to approve or deny the request based on a finding that the tree is of poor health, or that the tree poses a health, life or safety risk, and/or that there is no cost feasible means of preserving the tree in a safe and viable manner. An arborist report may be required to verify the health of the tree. See Section 2, Trees on Private Residential Properties, above for proposed regulations pertaining to removal of trees on developed residential properties.

Replacement and/or Removal of Trees on an Existing Non-Residential Development Site – A new section to the ordinance is recommended that speaks to the replacement and/or removal of trees on existing, developed sites. For example, staff receives requests for the removal of parking lot shade trees required as part of an original project approval, but that have become unhealthy or in some cases, tree roots have caused damage to the parking surface and have created unsafe pedestrian conditions. It is recommended that the ordinance be amended to allow for the removal of unhealthy trees or trees that pose a life –safety hazard and these removed trees be replaced in-kind at a 1:1 ratio subject to an arborist report and substantially consistent with a prior approved landscape plan. Additionally, it is recommended that a new section be added which speaks to the removal of trees to allow for the installation of solar canopies and/or electric vehicle (EV) charging stations. For the installation of solar canopies or EV chargers, it is suggested that the ordinance language recommend retaining trees of aesthetic value where possible, and prohibit the removal of heritage oaks for this purpose.

Maintenance of Trees and Landscaping – A new section to the ordinance is recommended to codify the following:*A. Owner of non-residential development site shall complete the installation of landscaping and trees in accordance with approved landscaped plans, and B. Owner shall maintain landscaping and trees in healthy and attractive condition as determined by City, and consistent with the approved landscape plan and Landscape Maintenance Agreement.*

Staff requires a signed and recorded Landscape Maintenance Agreement for new development projects that include, as part of their site planning and design approval, the installation of new trees and landscaping. This

proposed section simply acknowledges and reinforces the requirement for ongoing maintenance of development project landscaping.

Miscellaneous Changes

Contractor Requirement: The proposed ordinance includes a requirement stating that only contractors that have an ISA certified arborist on staff may conduct tree maintenance and removal services within the City of Woodland and that they must have a valid City of Woodland business license. When encroachment permits are issued, proof of the vendors' ISA certified arborist must also be provided.

Emergency Response. The proposed ordinance allows for owners to take necessary actions to minimize hazardous conditions resulting from a limb/tree failure. When an emergency action is taken, the owner must notify the City by the next working day.

Landmark Trees. There were no changes to the ordinance proposed for the designation of landmark trees. The ordinance requires that a recommendation by the Parks & Recreation Commission, Historical Preservation Commission, and urban forestry group be made to the City Council in order for the Council to consider such a designation.

Violations. Staff needs to work further with the City Attorney on the violations section of the ordinance. As proposed, anyone that violates the chapter (the injury, mutilation or death of a street tree, heritage tree, specimen tree, landmark tree, or tree of aesthetic or ecological value) would be responsible for the cost of repair or replacement of such a tree, including enforcement costs. Preliminarily, staff is recommending the following: For any heritage oak removed on a residential property without the submittal of a tree removal application - \$100; Tree removal without submittal of a tree removal application within 20 feet back of walk (trees 24-36 inch dbh - \$500 and trees greater than 36 inch dbh - \$1000). In regards to non-residential properties, discussions are ongoing about penalties. Staff is recommending that, in addition to requiring the replacement of trees that are removed without City authorization, a replacement value equivalent to the in-lieu fee would be required as well. (Therefore, violators would pay a fee and still be required to replace the trees consistent with the ratios in the ordinance).

Conclusion:

Staff recommends that the City Council discuss proposed changes to the Tree Ordinance and direct staff to modify the ordinance and return to Council for a first reading of a proposed ordinance.

Prepared by: Christine Engel, Community Services Director and Megan Meier, Associate Planner



Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: December 7, 2021
ITEM #: J.17
SUBJECT: SB 1383 Organic Waste Reduction Requirement Update and Ordinance
First Reading

Recommendation for Action: Staff recommends the City Council:

1. Receive an update on SB 1383 - Organic Waste Reduction requirements; and
2. Introduce and waive first reading of an Ordinance amending Section 13.04.030 of Title 13, repealing and replacing Chapter 13.08 and Chapter 13.36 of Title 13, and adding Chapter 13.72 to Title 13 of the Woodland Municipal Code Relating to Solid Waste, Recycling, and Organic Waste Disposal Reduction as it relates to Senate Bill (SB) 1383.

Staff Contact:

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

Fiscal Impact:

The fiscal impacts of complying with SB 1383 mandates are unknown at this time. Significant staff time and costs have been incurred to respond to this mandate thus far, including the request for initial funding to implement a regional food recovery program and outreach. Customers who subscribe to organic waste and/or recycling services for the first time will directly pay Waste Management for services. The full fiscal impacts of complying with SB 1383 regulation will require further research through a future cost/rate study.

Background:

Senate Bill (SB) 1383, signed into law in September 2016 and its final regulations adopted in October 2020, establishes methane emissions reduction targets to achieve a 50 percent reduction in statewide disposal of organic waste from 2014 levels by 2020 and 75 percent reduction by 2025. The law also establishes targets to achieve a 20 percent reduction in currently disposed edible food by 2025. Decomposition of organic waste in landfills is one of the largest contributors to greenhouse gas (GHG) emissions in California and the efforts to reduce these GHGs are essential to addressing the impacts of climate change on human health and the environment. Increasing edible food recovery of food that would have otherwise gone to the landfill also assists in feeding the 1 in 8 Californians that are food insecure. California jurisdictions are required to adopt and enforce an ordinance to implement SB 1383 regulations by January 1, 2022.

Current municipal code relating to solid waste and recycling has also been amended to conform to SB 1383 requirements and cleaned up to remove any language that is outdated or that conflicts with the new regulations.

Discussion:

The SB 1383 Ordinance will require all residents and businesses, including multi-family properties, to subscribe to recycling and organic waste collection services and source separate organic waste and recyclables from solid waste. The Ordinance requires education and outreach to individuals and businesses who generate waste on how they can properly sort materials for collection, the implementation of an edible food recovery program, inspections to ensure compliance with the SB 1383 regulations, and enforcement of non-compliance. Key elements of the ordinance are detailed below.

Mandatory Subscription to Recycling and Organic Waste Services

All residents and businesses will be required to subscribe to recycling and organic waste collection services

beginning January 1, 2022. Most commercial businesses and multi-family properties with 5 or more units are already required to subscribe to recycling and organic waste services. SB 1383 builds upon AB 1826 (Mandatory Commercial Organics), which required any business generating 2 or more cubic yards of waste and recycling combined per week, and multi-family properties with five or more units, to recycle their organic waste. Under AB 1826, multi-family properties are only required to recycle yard waste. It also builds on AB 341 (Mandatory Commercial Recycling), which requires businesses generating 4 or more yards of waste per week to recycle. SB 1383 mandates recycling and organics services for all residential and commercial entities in order to reduce the maximum amount of waste going to the landfill.

Waste Management currently provides waste, recycling, and organics recycling services within the City under an exclusive franchise. The SB 1383 regulations require Waste Management to provide, and all residents and businesses to subscribe to, recycling and organic waste collection services. Waste generators must source separate materials in the appropriate color-coded collection container to avoid contaminating the containers and the different waste streams. SB 1383 requires gray lids for trash, blue lids for recycling, and green lids for organics recycling. Waste Management will be working to switch the current-issued brown lid for organics to green lids in the coming years, as this requirement is not fully required until 2036. Updated educational labels will be added to new and replacement carts until lids are replaced in the future.

Waivers from Organics Waste Collection and Recycling

The City must review requests from businesses and/or multi-family buildings for waivers from organic waste collection and recycling requirements, and may grant waivers when certain criteria are met. The City can issue a:

- de minimus waiver to a business if the business generates a low volume of combined solid waste, recyclables, and organic waste and very little organic waste or recyclables;
- physical space waiver if there are physical limitations for collection containers at a place of business or a multi-family property with 5 or more units; and,
- any additional waivers allowed under the law.

Self-hauling/exemption processes, similar to the recycling exemption process of AB 341, will still be available for businesses that self-haul, back-haul, or sell their recycling or organics recycling materials to an alternative recycler and not through Waste Management collection services.

Education and Outreach Requirements

- Businesses and multi-family buildings must acquire and supply an adequate number of labeled, color-specific containers for employees, contractors, tenants, and customers, and educate employees and tenants about proper sorting.
- The education and outreach period is from January 1, 2022, through December 31, 2023, and educational materials must be provided to generators who do not comply with the requirements.

Edible Food Recovery Program

- The City must develop and implement an edible food recovery program that recovers edible food from commercial edible food generators for human consumption.
- Commercial edible food generators must enter into written agreements with food recovery organizations and services, and the entities must keep specified records.
- Under the SB 1383 regulations, if the county identifies that new or expanded capacity is required to recover edible food currently disposed of by commercial edible food generators in the county and the local jurisdictions within the county, then each jurisdiction that lacks capacity must submit an

implementation schedule to CalRecycle regarding how it will ensure new or expanded capacity. The implementation schedule must include timelines for planning efforts to access new capacity, including, but not limited to, obtaining funding for edible food recovery infrastructure, and identification of facilities, operations and activities within the county that could be used for additional capacity.

- This portion of SB 1383 is being developed through countywide efforts to fund additional capacity at 9 food recovery organizations identified by a consultant hired to provide a food recovery capacity study and funding assessment.

Inspection and Enforcement

- The City must inspect and enforce the requirements in the Ordinance. The penalties for violations are consistent with the City's penalties for other ordinance violations.
- The City must provide educational materials, issue notices of violation, and issue administrative citations for violations of the Ordinance as specified.
- The focus will be on education and outreach in 2022 and 2023. Penalties for noncompliance will be imposed after January 1, 2024.
- While the City may designate a public or private entity to fulfill some of its SB 1383 regulatory responsibilities by agreement, the City itself remains responsible for its SB 1383 compliance and enforcing other entities' compliance with the SB 1383 regulations through the Ordinance. Under the SB 1383 Regulations, the City is also not allowed to delegate the authority to impose civil penalties for any violation of the Ordinance, or to issue waivers, to a private entity.

Other SB 1383 Requirements

- The SB 1383 regulations require the City to adopt enforceable requirements to comply with specified provisions of the California Green Building Standards Code (CALGreen) and the State Model Water Efficient Landscape Ordinance. Through separate ordinances, code referencing these standards have previously been adopted.
- The City must procure recycled content paper in accordance with existing state laws, and procure recovered organic waste products (i.e., compost, mulch, electricity generated from biomass conversion, and renewable natural gas) at levels prescribed by the state annually. Staff is currently revising the City's Environmentally Preferable Procurement Policy (EPPP) and will bring to Council for final adoption soon.

Committee Recommendation:

The Sustainability Advisory Committee received an SB 1383 update and presentation at the November 17, 2021 meeting and were supportive of the findings. They will continue to be involved and updated on future developments.

Conclusion:

Staff recommends the City Council:

- 1). Receive an update on SB 1383 - Organic Waste Reduction requirements; and
- 2). Introduce and waive first reading of an Ordinance amending Section 13.04.030 of Title 13, repealing and replacing Chapter 13.08 and Chapter 13.36 of Title 13, and adding Chapter 13.72 to Title 13 of the Woodland Municipal Code Relating to Solid Waste, Recycling, and Organic Waste Disposal Reduction as it relates to Senate Bill (SB) 1383.

Prepared by: Rosie Ledesma, Environmental Resource Analyst

Reviewed by: Brent Meyer, Community Development Director / City Engineer

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

Ken Hiatt
City Manager

Attachments:

1. Woodland SB 1383 Ordinance Final
2. Woodland - Redline of Changes to WMC by SB 1383 Ordinance-c1

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
CALIFORNIA AMENDING CHAPTER 13.08 AND CHAPTER 13.36 OF, AND ADDING
CHAPTER 13.72 TO, TITLE 13 OF THE WOODLAND MUNICIPAL CODE
RELATING TO GARBAGE, RECYCLABLE MATERIALS AND ORGANIC WASTE
SERVICE**

WHEREAS, SB 1383 (Chapter 395, Statutes of 2016) directed the California Department of Resources Recycling and Recovery (“CalRecycle”) to adopt regulations to reduce organic waste by 50 percent from its 2014 baseline level by 2020 and 75 percent by 2025; and

WHEREAS, SB 1383 also requires the regulations to recover, for human consumption, at least 20 percent of edible food that is currently thrown away; and

WHEREAS, CalRecycle promulgated regulations as directed in SB 1383 in Chapter 12 (Short-Lived Climate Pollutants) of Division 7 of Title 14 of the California Code of Regulations (“SB 1383 Regulations”); and

WHEREAS, the SB 1383 Regulations take effect January 1, 2022, and requires the City of Woodland to adopt an ordinance to enforce the SB 1383 Regulations by said date, and;

WHEREAS, the City Council desires to amend its Garbage and Yard Refuse Service Ordinance and Recyclable Materials Ordinance, and add an Organic Waste Disposal Reduction Ordinance to comply with the SB 1383 Regulations.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND
DOES ORDAIN AS FOLLOWS:**

SECTION 1. Section 13.04.030 is hereby amended to revise the following definitions to read as follows

“Contract agent” means an agent or employee of the City, or any person or the agents or employees thereof with whom the City shall have duly contracted under the terms of this chapter, to collect, transport through the streets, alleys or public ways of the City, and dispose of Solid Waste, Recyclable Materials, or Organic Waste produced within the limits of the City.

SECTION 2. Chapter 13.08 of Title 13 of the Woodland Municipal Code is repealed in its entirety and replaced in its entirety as set forth in Exhibit A, incorporated by this reference.

SECTION 3. Chapter 13.36 of Title 13 of the Woodland Municipal Code is repealed in its entirety and replaced in its entirety as set forth in Exhibit B, incorporated by this reference.

SECTION 4. Chapter 13.72 is hereby added to Title 13 of the Woodland Municipal Code as set forth in Exhibit C, incorporated by this reference.

SECTION 5. This Ordinance shall take effect thirty (30) days after its adoption. Within fifteen (15) days after its passage, the Ordinance, or a summary of the Ordinance, shall be published at least once in a newspaper of general circulation published and circulated within the City.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland, California, at a regular meeting held on the _____ day of _____, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayra Vega, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

CHAPTER 13.08 SOLID WASTE, RECYCLABLE MATERIALS, AND ORGANIC WASTE SERVICE

13.08.010 Definitions

13.08.020 Requirements for accumulating, keeping and placing Solid Waste, Recyclable Materials, and Organic Waste.

13.08.030 Exclusive right of collection and transportation.

13.08.040 Exceptions to exclusive right of collection and transportation.

13.08.050 Duties of City Sanitation Officer.

13.08.060 Required terms and conditions of agreement with contract agent.

13.08.070 Containers.

13.08.080 Conveyances for Solid Waste, Recyclable Materials, and Organic Waste.

13.08.090 Disposal at approved site.

13.08.100 Cleanup.

13.08.110 Damage.

13.08.120 Burning of Solid Waste, Recyclable Materials, and Organic Waste prohibited.

13.08.130 Solid Waste, Recyclable Materials, and Organic Waste rate schedules.

13.08.140 Mandatory service.

13.08.150 Green Waste service.

13.08.010 Definitions

The following terms are defined for the purposes of this chapter:

“City Sanitation Officer” shall have the same meaning as in Section 13.04.030.

“Generator” means a person or entity that is responsible for the initial creation of waste.

“Green Waste” shall have the same meaning as “Yard refuse” in Section 13.04.030.

“Organic Waste” shall have the same meaning as in Section 13.72.010.

“Recyclable Materials” shall have the same meaning as in Section 13.72.010.

“Solid Waste” shall have the same meaning as in Section 13.72.010.

13.08.020 Requirements for accumulating, keeping and placing Solid Waste, Recyclable Materials, and Organic Waste.

It is unlawful for any person to deposit, keep, accumulate or permit, cause or suffer any Solid Waste, Recyclable Materials, and Organic Waste to be deposited, kept or accumulated upon any lot or parcel of land, or on any public or private place, street, lane, alley or drive, unless the same shall be kept, deposited, or allowed to accumulate as provided in this chapter.

13.08.030 Exclusive right of collection and transportation.

The City may operate its own Solid Waste, Recyclable Materials, and Organic Waste service or contract with one or more contract agents to provide such service. At any time the City operates its own any Solid Waste, Recyclable Materials, and Organic Waste service or there is in force a contract entered into by the City with another for the collection of any Solid Waste, Recyclable Materials, and Organic Waste in the City, it is unlawful for any person other than the contract agent, except as otherwise provided in this chapter to collect or transport the same within the City.

13.08.040 Exceptions to exclusive right of collection and transportation.

A. Any person may transport his or her own Solid Waste, Recyclable Materials, and Organic Waste from his or her premises subject to conditions reasonably related to protection of public health and welfare, subject to Section 13.08.140.

B. Emergency Removal of Unsanitary Materials. Nothing in this chapter shall be deemed to prohibit the removal and hauling by a private person of materials considered by the City Sanitation Officer or the City Police Chief or the City Fire Chief to constitute a health menace of such nature as necessary to be ordered by any one of those officers or their designated representatives to be promptly removed.

13.08.050 Duties of City Sanitation Officer.

A. Rules and Interpretations. The City Sanitation Officer shall make such rules and interpretations of the terms of this chapter, not inconsistent therewith, as may be necessary, reasonable and proper to effect the proper, expedient, economical and efficient collection and removal of Solid Waste, Recyclable Materials, and Organic Waste.

B. Enforcement and Right of Entry. The City Sanitation Officer shall enforce the provisions of this chapter and shall have the right to enter on any premises to determine if the provisions of this chapter are being upheld.

C. Supervision of Collection. The City Sanitation Officer may supervise the collection and removal of all Solid Waste, Recyclable Materials, and Organic Waste in the City.

13.08.060 Required terms and conditions of agreement with contract agent.

For the collection and disposal or processing of Solid Waste, Recyclable Materials, and Organic Waste, a contract may be entered into by the City in accordance with and subject to the provisions of this chapter and as follows:

A. Rates. The contract agent shall collect and dispose of the Solid Waste, Recyclable Materials, and Organic Waste in the City in the manner provided in this chapter and shall not charge any amounts in excess of the rates specified by the City Council.

B. Security to Assure Faithful Performance. The contract agent shall furnish, at discretion of the City Manager, either a cash or surety bond to the City in a reasonable sum, conditioned upon the faithful performance of the duties required by this chapter. Such bond, at

the sole discretion of the City Manager, may be executed for a term less than the term of the contract with the contract agent so long as such term is no less than one year and, in the event the contract agent cannot or will not renew such bond, City shall have the right to terminate contract agent's services after the City has given to the contract agent 30 calendar days advance written notice of the same.

C. Insurance. The contract agent shall procure for the period covered by the contract, full compensation insurance with an industrial carrier as defined by and in accordance with applicable law. The contract agent shall carry such additional insurance as determined by the City Council to be necessary to protect the interests of the City.

D. Terms and Conditions Subject to Discretion of the City Council. Prior to execution, the City Council may include in said contract any terms or conditions it deems necessary to protect the interests of the City.

13.08.070 Containers.

A. Containers Required. It is unlawful for any person to keep, accumulate or permit or suffer to be accumulated, any Solid Waste, Recyclable Materials, and Organic Waste, except Green Waste placed in public rights-of-way as provided in Section 13.08.150, upon any lot or parcel of land, or on any public or private lanes, place, street, alley or drive, unless the same shall be in containers approved by the City Sanitation Officer. Such containers shall be kept closed or covered at all times except when necessary to place Solid Waste, Recyclable Materials, and Organic Waste therein or to take the same therefrom.

B. Cleaning Containers. All Solid Waste, Recyclable Materials, and Organic Waste containers shall be maintained in a neat and sanitary condition at all times by the owner or person in control or having charge of such Containers.

C. Collection from Containers. The contents of containers for Solid Waste, Recyclable Materials, and Organic Waste shall be collected from all premises in the City, except as otherwise excepted in this chapter, and the owner or occupant of such premises shall make such containers reasonably accessible on the premises outside of any building, garage, or locked enclosure or at such location as may be determined by the City Sanitation Officer. Collection shall be accomplished quickly, in compliance with Section 9.28.090 and courteously. All collection containers and lids or covers for the same shall be replaced on the premises from which they were removed; with containers in an upright position, with lids closed, and within five feet of where they were originally placed before collection, but not in any driveway. Collection of the contents of such containers in residential areas and in commercial and industrial zones adjacent to residential areas shall be made only after 6:00 a.m. and before 6:00 p.m. of each day.

13.08.080 Conveyances for Solid Waste, Recyclable Materials, and Organic Waste.

A. Construction of Vehicles. Solid Waste, Recyclable Materials, and Organic Waste shall be removed and carried on and along the streets and alleys of the City except when carried, conveyed, or hauled in conveyances constructed so as to absolutely and completely prevent the blowing, falling, dropping, dripping, or spilling of the same.

B. Maintenance and Identification of Vehicles. Every truck used by a contract agent in the collection or removal of Solid Waste, Recyclable Materials, and Organic Waste shall meet the standards of the California Department of Industrial Relations (Cal/OSHA), applicable air quality regulators, and the Department of Motor Vehicles and shall be kept well painted, clean inside and out, and in a prominent place on each truck there shall be displayed an identifying vehicle number and a sign which identifies the contract agent.

13.08.090 Disposal at approved site.

All Solid Waste, Recyclable Materials, and Organic Waste shall be disposed of at a site approved by the City Sanitation Officer.

13.08.100 Cleanup.

Solid Waste, Recyclable Materials, Organic Waste, industrial waste, or other waste matter dropped or spilled by the contract agent shall be cleaned up by the contract agent immediately.

13.08.110 Damage.

All damage caused by the contract agent or its employees, except for the reasonable wear and tear sustained by collection containers, shall be reported by, or to, the contract agent and the contract agent shall pay the reasonable cost thereof.

13.08.120 Burning of Solid Waste, Recyclable Materials, and Organic Waste prohibited.

The burning of Solid Waste, Recyclable Materials, and Organic Waste is prohibited by State law and is unlawful. All Solid Waste, Recyclable Materials, and Organic Waste accumulated within the City shall be disposed of by removal to a site approved by the City Sanitation Officer.

13.08.130 Solid Waste, Recyclable Materials, and Organic Waste rate schedules.

Pursuant to Public Resources Code Section 40059, the City Council shall fix maximum rates for collection of Solid Waste, Recyclable Materials, and Organic Waste and street sweepings. Such rates may be reviewed by the City Council from time to time and the Council may classify or define various kinds of Solid Waste, Recyclable Materials, and Organic Waste in accordance with their relative effects upon the operation of the service and, among other things, the City Council may take into account the frequency of pickup and quantity of material picked up and provide for varying charges in accordance with the relative difficulty or cost of collection, transportation, and disposal thereof; provided, that all rules, fees, charges, or regulations are reasonable and apply to the same subjects uniformly.

13.08.140 Mandatory service.

The City Council finds that the public health, safety, and welfare of the people of the City is benefited by the periodic collection of Solid Waste, Recyclable Materials, and Organic Waste from all places within the City. Every owner or occupant of real property within the City, shall subscribe to Solid Waste, Recyclable Materials, and Organic Waste collection services. The City Council

also finds that the public health, safety, and welfare of the people of the City is benefited by the periodic sweeping of streets in all areas within the City. All property owners shall be liable for the charges prescribed by this chapter unless the property is vacant and the owner has given written notice to discontinue all City utility services provided thereto.

13.08.150 Green Waste Piles.

A. Green Waste piles refers to the collection of Green Waste placed on the street for pickup. Green Waste may also be deposited in Organic Waste containers.

B. Notwithstanding provisions of this chapter to the contrary, Green Waste may be placed in Organic Waste container on the street at the curb for collection by the City or its contract agent. No hazardous waste, stumps, concrete, metal objects, soil, garbage, plastic plant containers, animal waste, rocks, or other similar non-plant material, as determined by the City Sanitation Officer, shall be placed in the container or on the street.

C. Upon issuance of Organic Waste containers, no Green Waste may be placed on any street, sidewalk, or public right-of-way unless it complies with this paragraph. During the designated monthly or spring collection period, leaf collection season, or if prior arrangements have been made with the City or its contract agent, Green Waste, except lawn clippings, may be placed in the street for pickup on scheduled collection day. The placement of lawn clippings in the street is prohibited year round. Unless designated otherwise, leaf drop season will begin on November 1 and end on January 31. Christmas trees may be placed in the street for pickup during the designated leaf collection season. During these designated periods, Green Waste or Christmas trees will be picked up provided that they are placed and maintained in a pile or piles immediately adjacent to, and in front of, the property from which they originated and maintained as not to restrict reasonable gutter drainage or obstruct traffic. During these designated periods outside of leaf drop season, piles may be placed in the street no sooner than one calendar week before the scheduled collection. Pile sizes shall not exceed four feet wide by five feet long by four feet high.

D. Violations.

1. Notice and Opportunity to Cure. The City or contract agent shall provide written notice of a violation of this section to any person or entity placing Green Waste in or on any street, sidewalk, or public right-of-way. The person or entity receiving the notice shall have seven days from the date of the notice to remove the Green Waste. If the Green Waste is not removed within this seven-day period, the City shall issue a citation.

2. Fines. Any person or entity violating any provision of this section may be issued an administrative citation pursuant to Chapter 9.20. Each additional seven-day period after the issuance of a citation pursuant to Chapter 9.20 in which any person or entity continues to violate any provision of this section shall constitute a new and separate violation. Any person or entity violating any provision of this section within a 12-month period of the first violation, regardless of whether the new violation relates

to the previous violation, shall be issued an additional administrative citation pursuant to Section 9.20.030(D)(2)-(3).

3. In addition to the fines set forth above, any person or entity violating any provision of this section shall be liable for the cost of removing and disposing of the Green Waste. The City Sanitation Officer, or designee, shall keep an account of the costs of cleanup and removal of the Green Waste. If the City removes the unlawful Green Waste, it shall bill the violator directly, and if the contract agent collects the Green Waste, the costs of cleanup and removal will be added to the violator's solid waste utility bill.

13.08.160 Residential Container location requirements.

A. Containers must be set out for collection no earlier than twenty-four hours before the scheduled collection day, but no later than 6:00 a.m. on scheduled collection day, holidays included. Street Service Standard for Residences.

B. All containers shall be set out for collection as follows:

1. Containers must be at least three feet from any obstructions, such as, but not limited to, automobiles, trailers, motorhomes, fences, portable basketball hoops, lampposts, mailboxes, or other containers. Containers must be removed from the street to private property as soon as possible, but no later than 24 hours after collection.

2. For Single-Family Residential customers, as defined in Section 13.72.010, except as specified in paragraphs 3 or 4 below, containers for Solid Waste, Recycling, and Organic Waste must be placed at the street curb or edge of road right-of-way. The wheels of the containers must be placed in the gutter with the handle facing the residence.

3. In some cases, where a residence has no street access, the City, in its sole discretion, may determine that the residence shall be serviced through an alleyway. For purposes of this section, "alleyways" shall mean a recorded easement for public access near a residential property or between residential properties. In such cases, containers for Solid Waste, Recycling, and Organic Waste must be placed for collection adjacent to the alley property line, with direct access from the alleyway, or as directed by the City or its contract hauler. The base of the container must be placed on a stable, level surface with the handle facing the residence.

4. For residences with private roads, containers for Solid Waste, Recycling, and Organic Waste must be placed at the nearest road right-of-way. The container must be placed on a level surface with the handle facing the shoulder of the road.

13.08.170 General provisions.

A. Ownership of Solid Waste, Recyclable Materials, and Organic Waste. Solid Waste, Recyclable Materials, and Organic Waste placed at the curbside or other location for collection

by an authorized contractor is the property of the customer until such time as it is collected for disposal, at which time it becomes the property of the authorized contractor.

B. Solid Waste, Recyclable Materials, and Organic Waste Collection and Service.

1. No person other than an authorized contractor or an alternative recycler shall remove Solid Waste, Recyclable Materials, or Organic Waste which have been placed in an approved container at the curbside or on the customer's premises. Any and each violation thereof from one or more collection locations shall constitute a separate and distinct offense punishable as provided in this chapter.

2. All residents and Commercial Businesses shall subscribe to Solid Waste, Recyclable Materials, and Organic Waste collection service from one or more authorized contractors. The City Council may make such election by resolution or in any solid waste collection agreement entered into pursuant to Section 13.08.060 and subject to such terms and conditions as the City Council may prescribe.

C. Destroying, Scattering, Scavenging, or Collecting Recyclable Materials Without the Consent of the Owner is Prohibited. It is unlawful for any person to burn, break, destroy, scatter, scavenge, collect, contaminate, or take any Recyclable Materials without the consent of the owner of the Recyclable Materials.

D. Approved Solid Waste, Recyclable Materials, and Organic Waste Containers—Ownership and Unauthorized Removal. It is unlawful for a person other than:

1. The customer or designee; or
2. The City; or
3. An authorized agent of the City; or
4. The authorized contractor or alternative recycler to remove any approved Solid Waste, Recyclable Materials, and Organic Waste container from the customer's premises or curbside.

E. Right of Individual to Sell or Donate Recyclable Materials or Organic Waste. Nothing in this chapter shall modify, limit, or abrogate in any manner the right of any individual person, organization, or any other entity to donate, sell, or exchange at fair market value Recyclable Materials or Organic Waste, provided that any such transfer is in accordance with the provisions of this chapter, or Chapters 3.36 or 3.72.

F. Placement of Solid Waste, Recyclable Materials, and Organic Waste Containers. No Solid Waste, Recyclable Materials, and Organic Waste containers or bins within the City shall be placed or located in such a manner that blocks or impedes vehicular or pedestrian traffic, falls within the designated visibility triangles, or obstructs egress from any building or property, whether or not such building or property may be abandoned or otherwise not in use.

G. Source Separation of Solid Waste, Recyclable Materials, and Organic Waste. All Generators in the City shall make reasonable efforts to properly source separate Recyclable Materials and Organic Waste from the general waste stream as designated by the City and/or an authorized contractor and in accordance with Chapter 8.72.

H. Contamination of Recyclable Materials.

1. Recycling containers provided by the authorized contractor may not contain 10% or more of non-Recyclable Materials (contaminants). Any customer which violates this requirement may be charged at the solid waste disposal rate for the disposal of that container. Any customer whose Recyclable Materials was not collected because it contained contaminants is responsible for properly separating Recyclable Materials from the non-Recyclable Materials for collection and proper recycling.

2. It is unlawful for an authorized contractor or alternative recycler to combine materials in Solid Waste bins or carts or Organic Waste bins or carts with materials in recycling bins or carts in one collection vehicle.

I. Civil Action by Authorized Contractor. Nothing in this chapter shall be deemed to limit the right of the authorized contractor to bring a civil action against any person who violates the above described sections of this chapter, nor shall a conviction for such violation exempt any person from a civil action brought by an authorized contractor.

EXHIBIT B

CHAPTER 13.36 RECYCLABLE MATERIALS

13.36.010 Purpose.

13.36.020 Definitions.

13.36.030 Commercial recycling program—Requirements for Commercial Businesses.

13.36.040 Exemptions from the commercial recycling program requirements.

13.36.050 Self-hauling requirements for Commercial Businesses.

13.36.060 Appeal upon denial of self-hauling/exemption application.

13.36.070 Enforcement.

13.36.010 Purpose.

It is the intent and purpose of this chapter to promote recycling to enable the City of Woodland to meet and maintain the State of California waste diversion requirements set forth in Public Resource Code Section 41780(a)(2) and to work toward future State policy goals for waste diversion rates. This chapter meets this purpose by requiring all residents and Commercial Businesses as defined in Section 13.36.020 in the City of Woodland to make reasonable efforts to separate Recyclable Materials from all other Solid Waste and Organic Materials unless exempted as described in Section 13.36.050.

13.36.020 Definitions.

The following terms are defined for the purposes of this chapter:

“Alternative recycler” means a firm, partnership, corporation or other entity, other than an authorized contractor, with which a customer contracts for the removal from the customer’s premises of specified Recyclable Materials generated by the customer and which pays the customer for the Recyclable Materials, or which accepts donations of Recyclable Materials from customers; in no case shall an alternative recycler charge or collect any fee or charge from a customer for the collection or processing of Recyclables.

“Approved recycling container” means a recycling cart or other wheeled container, front-load bin, or other container provided by an authorized contractor or an alternative recycler or approved by the City for the collection and removal of Recyclable Materials.

“Authorized contractor” means a firm, partnership, corporation or other entity authorized under and by virtue of a contract with the City to collect Recyclable Materials within the City limits.

“Business” means any commercial or public entity, including, but not limited to, a firm, partnership, proprietorship, joint-stock company, corporation, or association that is organized as a for-profit or nonprofit entity, property complex containing two or more commercial entities, industrial facility, special district or a Federal, local, or regional agency or facility. In addition, to the extent that applicable law allows the City to regulate the disposal of waste by schools, school districts, and State agencies, such organizations shall be considered businesses for the purpose of this chapter.

“Commercial solid waste” means all types of Solid Waste, including Recyclable Materials, that are discarded from businesses but does not include industrial waste.

“Commercial” or “Commercial Business” means a Business, industrial, commercial establishment, or construction site, and any multiple-family, residential property with five units or more.

“Customer” means:

1. A residential property owner or occupant; or
2. A Business or multi-family residential property owner or generator that contracts for recyclable material removal services with an authorized contractor or alternative recycler.

Where several businesses or multi-family residential properties share waste containers or service, “customer” refers only to the party that enters into a contract for removal services.

“Generator” means each residential property owner or occupant, Business, or multi-family residential property that generates one or more Recyclable Materials as a result of its activities.

“Industrial waste” means the solid wastes and semi-solid wastes that result from industrial processes and manufacturing operations.

“Multi-family residential property” means five or more residential dwelling units located on a single parcel of land, including any mobile home park, located within the City.

“Recyclable Materials” means material such as, but not limited to, newspapers, glass, metal and aluminum cans, plastic bottles, corrugated cardboard and used motor oil which is separated from other waste or Solid Waste for the purpose of Recycling.

“Recycling” means the process of collecting and turning used products into new products by reprocessing or remanufacturing them.

“Recycling center” means an operation, including a place, mobile unit, reverse vending machine, or other device, which is certified by the State of California and which accepts from consumers, and pays or provides the refund value for, empty beverage containers intended to be recycled.

“Self-hauling” means an individual or business transporting its own waste and/or Recyclable Materials rather than contracting with an authorized contractor or an alternative recycler for that service.

“Self-hauling/exemption form” means the form provided by the Community Development Director or his or her designee on which a Commercial Business certifies that it is exempt from the requirements of the commercial recycling program as set forth in Section 13.36.040, it is using an alternative recycler, or it will be self-hauling and its activities will be completed in accordance with the provisions of this chapter and any other applicable law or regulation.

“Source Separating” or “Source Separation” means the process of removing Recyclable Materials from Solid Waste and Organic Waste at the place of generation, prior to collection, and placing them into separate Containers that are separately designated for Recyclable Materials.

13.36.030 Commercial recycling program—Requirements for Commercial Businesses.

A. Each Commercial Business shall be responsible for ensuring and demonstrating compliance with the following requirements:

1. Source separation of Recyclable Materials from the Solid Waste they are discarding and the Organic Waste they are recycling;
2. Providing for a basic level of recycling service that includes, at a minimum, the collection of Recyclable Materials; and
3. Entering into a service agreement with an authorized contractor for the collection of Recyclable Materials; or completing a self-hauling/exemption form. The requirements for self-hauling may include, but are not limited to, maintaining written records demonstrating that all self-hauling activities have been completed in accordance with the standards imposed by the City in this chapter.

B. Each Commercial Business shall provide containers for designated Recyclable Materials in common areas where Recyclable Materials may be collected.

C. Each Commercial Business shall ensure that designated Recyclable Materials generated at its site will be taken only to a recycling center, and not to a landfill for disposal, by complying with all the requirements of this chapter.

D. Each Commercial Business shall prominently post and maintain one or more signs where designated Recyclable Materials are collected that set forth what materials are required to be Source Separated, in addition to collection procedures for such materials.

E. No Commercial Business shall be liable for the failure of an authorized contractor or alternative recycler to deliver designated Recyclable Materials to a recycling center.

13.36.040 Exemptions from the commercial recycling program requirements.

A. Any Commercial Business seeking to be exempted from the commercial recycling program requirements of Section 13.36.030, intending to conduct self-hauling of recyclable materials, or intending to contract with an alternative recycler instead of an authorized contractor must complete a self-hauling/exemption form annually. See Section 13.36.050 for self-hauling and self-hauling/exemption form requirements. The application for exemption shall be submitted to the Community Development Director, and/or designee, who will either approve or disapprove the exemption request within 30 days of the application submittal.

B. A covered generator may be exempted by the Community Development Director, and/or designee, if it is determined through a site visit requested by the Commercial Business:

1. That there is not adequate storage space for approved recycling containers for Recyclable Materials on site and that it is infeasible for the Commercial Business to share approved recycling containers for designated recyclable materials with another Generator on an adjoining property; or

2. That compliance with this chapter results in a violation of the City's zoning code, including City zoning regulations for minimum parking spaces.

If the Community Development Director, and/or designee, determines that it is feasible for recycling containers to be placed on site or shared with an adjoining generator, the Commercial Business will be responsible for compliance with this chapter.

C. A Commercial Business may be exempted if utilizing other recycling efforts as approved by the Community Development Director, and/or designee.

13.36.050 Self-hauling requirements for Commercial Businesses.

A. A Commercial Business may transport the Recyclable Materials generated and collected at its premises by self-hauling to a recycling center, rather than using an authorized contractor or alternative recycler only if an owner, generator or employee of the Commercial Business completes this activity by utilizing a vehicle owned by either an employee or the entity.

B. A Commercial Business that transports Recyclable Materials generated and collected at its premises to a recycling center without the utilization of an authorized contractor or alternative recycler must complete a self-hauling/exemption form that certifies that all self-hauling activities will be completed in accordance with the provisions of all applicable laws and/or regulations. At a minimum, the Commercial Business shall provide the following information on the self-hauling/exemption form:

1. The name, address and telephone number of the Commercial Business that is signing the self-hauling/exemption form;

2. A list of the types of Recyclable Materials being self-hauled;

3. For each type of Recyclable Material, the weight or the estimated amount that is being taken to a recycling center quarterly;

4. The name and address of the recycling center(s).

C. The self-hauling/exemption form shall contain a written statement signed by the Commercial Business' owner or manager certifying that the Commercial Business is in compliance with the requirements of this chapter.

D. Approval requirements for self-hauling may include, but are not limited to, requiring applicants to maintain written records demonstrating that all self-hauling activities have been completed in accordance with the standards imposed by the City's commercial

recycling program, as described in this chapter. These records shall be made available to the Community Development Director and/or designee for review upon request.

E. The Community Development Director, and/or designee, may restrict or prohibit self-hauling by a covered generator if the Community Development Director, and/or designee, determines that the person's self-hauling activities violate the provisions of this chapter or any other applicable law or regulation.

13.36.060 Appeal upon denial of self-hauling/exemption application.

A. Within 30 days of written notification of denial of a self-hauling/exemption application, or within 60 days of Community Development Director's and/or designee's failure to act on the application, the applicant has the right to meet with the Community Development Director, and/or designee, to review the items cited in the written notice and provide any additional evidence to support approval. Within 15 days of such meeting, the Community Development Director, and/or designee, will make a final, written determination of the application based on the reviews of additional evidence, together with the original application. The Community Development Director, and/or designee, will send a copy of all final, written determinations, including reasons for denial, if any, to the applicant.

B. Within 10 days after receiving the final denial from the Community Development Director and/or designee, the applicant may request that the City Manager reconsider the determination by submitting a written appeal to the City Manager. If the applicant's appeal includes a request for a meeting, the applicant has the right to meet with the City Manager within 30 days of the written request to review the materials related to the application and the denial. The applicant shall have the burden of proof to show facts demonstrating that the applicant does, in fact, meet the requirements of this chapter. The City Manager will provide the applicant with a written explanation of his or her determination on the application within 30 days of such meeting or, if no meeting is requested, within 30 days of receipt of the applicant's request for City Manager review. The City Manager's decision is final.

13.36.070 Enforcement.

A. Authority. The Community Development Director, and/or designee is authorized to administer and enforce the provisions of this chapter. To the extent permitted by law, the Community Development Director and/or designee may inspect any collection container, collection vehicle load, or receiving facility for collected Solid Waste, Recyclable Materials, or Organic Waste.

B. Remedies. It is unlawful to violate any provision or requirement of this chapter. The failure to comply with any requirement of this chapter constitutes a violation of this chapter. Each instance of a violation of this chapter is a separate offense. Violations of the provisions or requirements of this chapter may be prosecuted as an infraction or misdemeanor subject to the penalties provided in Section 1.08.070 of this code, or the Community Development Director and/or his or her designee, may issue an administrative citation as provided in Chapter 9.20 of this code.

C. Remedies Cumulative. Remedies under this section are in addition to and do not supersede or limit any and all other remedies, civil or criminal. The remedies provided for herein shall be cumulative and not exclusive.

D. Strict Liability. Violations of this chapter shall be treated as strict liability offenses regardless of intent.

E. Deferral of Remedies. No remedy identified herein shall be applicable until one year after the adoption of this chapter.

EXHIBIT C

CHAPTER 13.72 ORGANIC WASTE DISPOSAL REDUCTION

- 13.72.010 Definitions.
- 13.72.020 Requirements for Single-Family Generators (Standard Compliance Approach).
- 13.72.030 Requirements for Commercial Businesses (Standard Compliance Approach).
- 13.72.040 Waivers for Generators.
- 13.72.050 Requirements for Commercial Edible Food Generators.
- 13.72.060 Requirements for Food Recovery Organizations and Services.
- 13.72.070 Requirements for Haulers and Facility Operators.
- 13.72.080 Self-Hauler Requirements.
- 13.72.090 Inspections and Investigations.
- 13.72.100 Enforcement.

13.72.010 Definitions.

The following terms are defined for the purposes of this chapter:

“Blue Container” has the same meaning as in 14 CCR § 18982(a)(5) and shall be used for the purpose of storage and collection of Source Separated Recyclable Materials or Source Separated Blue Container Waste.

“CCR” means the California Code of Regulations.

“CalRecycle” means the California Department of Resources Recycling and Recovery.

“City” means the City of Woodland, California.

“Collection” means the act of collecting Solid Waste, Recyclables, or Organic Waste at or near the place of generation or accumulation.

“Commercial” or “Commercial Business” means a business, industrial, commercial establishment, or construction site, and any multiple-family, residential dwelling with five (5) units or more.

“Commercial Edible Food Generator” includes a Tier One or a Tier Two Commercial Edible Food Generator as defined in this chapter or as otherwise defined in 14 CCR § 18982(a)(73) and (a)(74).

“Community Composting” means any activity that composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and compost on-site at any one time does not exceed 100 cubic yards and 750 square feet, as specified in 14 CCR § 17855(a)(4); or, as otherwise defined by 14 CCR § 18982(a)(8).

“Compliance Review” means a review of records by the City to determine compliance with this chapter.

“Container” means a cart, bin, roll-off, compactor or similar receptacle used to temporarily store Solid waste, Recyclables, or Organic Waste for collection service.

“Container Contamination” or “Contaminated Container” means a container, regardless of color, that contains Prohibited Container Contaminants, or as otherwise defined in 14 CCR § 18982(a)(55).

“Designated Source Separated Organic Waste Facility” shall have the same definition as 14 CCR § 18982(14.5).

"Designee" means an entity that the City contracts with or otherwise arranges to carry out any of the City’s responsibilities as authorized in 14 CCR § 18981.2. A Designee may be a government entity, a hauler, a private entity, or a combination of those entities.

“Edible Food” means food intended for human consumption, or as otherwise defined in 14 CCR § 18982(a)(18). “Edible Food” is not Solid Waste if it is recovered and not discarded.

“Enforcement Action" means an action of the City to address non-compliance including, but not limited to, issuing administrative citations, fines, penalties, or using other remedies.

“Enforcement Officer" means the city manager, Community Development Director, county administrative official, chief operating officer, executive director, or other executive in charge or their authorized Designee(s) who is/are partially or whole responsible for enforcing this chapter.

“Food Distributor” means a company that distributes food to entities including, but not limited to, Supermarkets and Grocery Stores, or as otherwise defined in 14 CCR § 18982(a)(22).

“Food Facility” has the same meaning as in Health and Safety Code Section 113789.

“Food Recovery” means actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in 14 CCR § 18982(a)(24).

“Food Recovery Organization” means an entity that engages in the collection or receipt of Edible Food from Commercial Edible Food Generators and distributes that Edible Food to the public for Food Recovery either directly or through other entities or as otherwise defined in 14 CCR § 18982(a)(25), including, but not limited to:

1. A food bank as defined in Health and Safety Code Section 113783;
2. A nonprofit charitable organization as defined in Health and Safety Code Section 113841; and,
3. A nonprofit charitable temporary food facility as defined in Health and Safety Code Section 113842.

“Food Recovery Service” means a person or entity that collects and transports Edible Food from a Commercial Edible Food Generator to a Food Recovery Organization or other entities for Food Recovery, or as otherwise defined in 14 CCR § 18982(a)(26).

“Food Service Provider” means an entity primarily engaged in providing food services to institutional, governmental, Commercial, or industrial locations of others based on contractual arrangements with these types of organizations, or as otherwise defined in 14 CCR § 18982(a)(27).

“Food Waste” means discarded raw, cooked, or processed edible substances, ices, beverages, ingredients used or intended for use or for sale, in whole or in part, for human consumption, and chewing gum. “Food waste” includes compostable plastics and is a subset of organics.

“Generator” means a person or entity that is responsible for the initial creation of waste.

“Gray Container” has the same meaning as in 14 CCR § 18982(a)(28) and shall be used for the purpose of storage and collection of Gray Container Waste.

“Gray Container Waste” means Solid Waste that is collected in a Gray Container that is part of a three-container Organic Waste collection service that prohibits the placement of Organic Waste in the Gray Container as specified in 14 CCR §§ 18984.1(a)-(b), or as otherwise defined in 14 CCR §17402(a)(6.5).

“Green Container” has the same meaning as in 14 CCR § 18982(a)(29) and shall be used for the purpose of storage and collection of Source Separated Green Container Organic Waste. Green Container shall refer to the brown-lidded container until lids have all been changed to green.

“Green Waste” shall have the same meaning as “Yard refuse” in Section 13.04.030.

“Grocery Store” means a store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments, or as otherwise defined in 14 CCR § 18982(a)(30).

“Hauler Route” means the designated itinerary or sequence of stops for each segment of the City’s collection service area, or as otherwise defined in 14 CCR § 18982(a)(31.5).

“High Diversion Organic Waste Processing Facility” means a facility that is in compliance with the reporting requirements of 14 CCR § 18815.5(d) and meets or exceeds an annual average Mixed Waste organic content Recovery rate of 50 percent between January 1, 2022 and December 31, 2024, and 75 percent after January 1, 2025, as calculated pursuant to 14 CCR § 18815.5(e) for Organic Waste received from the “Mixed waste organic collection stream” as defined in 14 CCR § 17402(a)(11.5); or, as otherwise defined in 14 CCR § 18982(a)(33).

“Inspection” means a site visit where the City reviews records, containers, and an entity’s collection, handling, recycling, or landfill disposal of Organic Waste or Edible Food handling to determine if the entity is complying with requirements set forth in this chapter, or as otherwise defined in 14 CCR § 18982(a)(35).

“Integrated Waste Collection” means the collection of Source Separated Green Container Organic Waste in the Green Container, Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Gray Container.

“Large Event” means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event.

“Large Venue” means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. A venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. A site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue.

“Local Education Agency” means a school district, charter school, or county office of education that is not subject to the control of city or county regulations related to Solid Waste, or as otherwise defined in 14 CCR § 18982(a)(40).

“Mixed Waste Organic Collection Stream” or “Mixed Waste” means Organic Waste collected in a container that is required by 14 CCR §§ 18984.1, 18984.2 or 18984.3 to be taken to a High Diversion Organic Waste Processing Facility or as otherwise defined in 14 CCR § 17402(a)(11.5).

“Multi-Family Residential Dwelling” or “Multi-Family” means of, from, or pertaining to residential premises with five (5) or more dwelling units. Multi-Family premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses.

“Notice of Violation” or “NOV means a notice that a violation has occurred that includes a compliance date to avoid an action to seek penalties, or as otherwise defined in 14 CCR § 18982(a)(45) or further explained in 14 CCR § 18995.4

“Organics,” “Organic Waste,” “organic waste” and “organic material” means solid wastes containing material originated from living organisms and their metabolic waste products, including, but not limited to, Food Waste, Green Waste, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Papers, manure, biosolids, digestate, and sludges.

“Organic Waste Generator” means a person or entity that is responsible for the initial creation of Organic Waste, or as otherwise defined in 14 CCR § 18982(a)(48).

“Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling, or as otherwise defined in 14 CCR § 18982(a)(51).

“Printing and Writing Papers” include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications, or as otherwise defined in 14 CCR § 18982(a)(54).

“Prohibited Container Contaminants” means the following: (i) discarded materials placed in the Blue Container that are not identified as acceptable Source Separated Recyclable Materials for the City’s Blue Container; (ii) discarded materials placed in the Green Container that are not identified as acceptable Source Separated Green Container Organic Waste for the City’s Green Container; (iii) discarded materials placed in the Gray Container that are acceptable Source Separated Recyclable Materials and/or Source Separated Green Container Organic Wastes to be placed in the City’s Green Container and/or Blue Container; and, (iv) non-Solid Waste items placed in any container.

“Recovered Organic Waste Products” means products made from California, landfill-diverted recovered Organic Waste processed in a permitted or otherwise authorized facility, or as otherwise defined in 14 CCR § 18982(a)(60).

“Recovery” means any activity or process described in 14 CCR § 18983.1(b), or as otherwise defined in 14 CCR § 18982(a)(49).

“Recyclable Materials” means material such as, but not limited to, newspapers, glass, metal and aluminum cans, plastic bottles, corrugated cardboard and used motor oil which is separated from other Solid Waste, Organic Waste, or other waste for the purpose of Recycling.

“Recycle” or “Recycling” means the process of collecting and turning used products into new products by reprocessing or remanufacturing them.

“Recycled-Content Paper” means Paper Products and Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber, or as otherwise defined in 14 CCR § 18982(a)(61).

“Remote Monitoring” means the use of the internet of things and/or wireless electronic devices to visualize the contents of Blue Containers, Green Containers, and Gray Containers for purposes of identifying the quantity of materials in containers (level of fill) and/or presence of Prohibited Container Contaminants.

“Residential” means any residential dwelling.

“Route Review” means a visual Inspection of containers along a Hauler Route for the purpose of determining Container Contamination, and may include mechanical Inspection methods such as the use of cameras, or as otherwise defined in 14 CCR § 18982(a)(65).

“SB 1383” means Senate Bill 1383 (Chapter 395, Statutes of 2016).

“SB 1383 Regulations” means the Short-Lived Climate Pollutants: Organic Waste Reduction regulations developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of regulations of 14 CCR and 27 CCR.

“Self-Hauler” means a person, who hauls Solid Waste, Recyclable Materials, or Organic Waste he or she has generated to another person. Self-hauler also includes a person who back-hauls waste, or as otherwise defined in 14 CCR § 18982(a)(66). “Back-haul” means generating and transporting Organic Waste to a destination owned and operated by the Generator using the Generator’s own employees and equipment, or as otherwise defined in 14 CCR § 18982(a)(66)(A).

“Single-Family” means of, from, or pertaining to any residential premises with fewer than five (5) units.

“Solid Waste” means all putrescible and non-putrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, construction and demolition wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge that is not hazardous waste, manure, vegetable or animal solid and semisolid wastes, and other discarded solid and semisolid wastes. “Solid waste” does not include hazardous, radioactive waste or medical waste.

“Source Separating” or “Source Separation” means the process of removing Recyclable Materials and Organic Waste from Solid Waste at the place of generation, prior to collection, and placing them into separate containers that are separately designated for Recyclable Materials and Organic Waste.

“Source Separated Blue Container Waste” means Source Separated Wastes that can be placed in a Blue Container that is limited to the collection of those Organic Wastes and Non-Organic Recyclables as defined in 14 CCR § 18982(a)(43), or as otherwise defined by 14 CCR § 17402(a)(18.7).

“Source Separated Green Container Organic Waste” means Source Separated Organic Waste that can be placed in a Green Container that is specifically intended for the separate collection of Organic Waste by the Generator, excluding Source Separated Blue Container Waste, carpets, non-compostable paper, and textiles.

“Supermarket” means a full-line, self-service retail store with gross annual sales of two million dollars (\$2,000,000), or more, and which sells a line of dry grocery, canned goods, or nonfood items and some perishable items, or as otherwise defined in 14 CCR § 18982(a)(71).

“Tier One Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

1. Supermarket.
2. Grocery Store with a total facility size equal to or greater than 10,000 square feet.
3. Food Service Provider.
4. Food Distributor.
5. Wholesale Food Vendor.

“Tier Two Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

1. Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.
2. Hotel with an on-site Food Facility and 200 or more rooms.
3. Health facility with an on-site Food Facility and 100 or more beds.
4. Large Venue.
5. Large Event.
6. A State agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.
7. A Local Education Agency facility with an on-site Food Facility.

“Wholesale Food Vendor” means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination, or as otherwise defined in 14 CCR § 189852(a)(76).

13.72.020 Requirements for Single-Family Generators .

A. Single-Family Organic Waste Generators shall comply with the following requirements:

1. Shall subscribe to the City’s green waste or Organic Waste collection services for all Organic Waste generated as described below in Section 13.72.020(A)(2) unless exempt by Section 13.72.040. The City shall have the right to review the number and size of a Generator’s containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Single-Family Generators shall adjust its service level for its collection

services as requested by the City. Generators may additionally manage their Organic Waste by preventing or reducing their Organic Waste, managing Organic Waste through backyard residential composting, and/or using a community composting site.

2. Shall participate in the City's Organic Waste collection service(s) by placing designated materials in designated containers as described in Section 13.72.020(A)(3), and shall not place Prohibited Container Contaminants in collection containers.

3. Generator shall place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Gray Container. Generators shall not place materials designated for the Gray Container into the Green Container or Blue Container.

13.72.030 Requirements for Commercial Businesses.

A. Generators that are Commercial Businesses, including Multi-Family Residential Dwellings, shall:

1. Subscribe to the City's three-container collection services and comply with requirements of those services as described below in Section 13.72.030(A)(2). The City shall have the right to review the number and size of a generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Commercial Businesses shall adjust their service level for their collection services as requested by the City.

2. Participate in the City's three-container collection service(s) by placing Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Gray Container. Generator shall not place materials designated for the Gray Container into the Green Container or Blue Container, nor place materials designated for the Green Container or Blue Container into the Gray Container.

3. Supply and allow access to an adequate number, size and location of collection containers with sufficient labels or colors (conforming with Section 13.72.030(A)(4)(a)-(b) for employees, contractors, tenants, and customers, consistent with the City's Blue Container, Green Container, and Gray Container collection service or, if self-hauling, per the Commercial Businesses' instructions to support its compliance with its self-haul program, in accordance with Sections **Error! Reference source not found.** and 13.72.080.

4. Excluding Multi-Family Residential Dwellings, provide containers for the collection of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials in all indoor and outdoor areas where disposal containers are provided for customers, for materials generated by that business. Such containers do not need to be provided in restrooms. If a Commercial Business does not generate any

of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers. Pursuant to 14 CCR § 18984.9(b), the containers provided by the business shall have either:

a. A body or lid that conforms with the container colors provided through the collection service provided by City, with either lids conforming to the color requirements or bodies conforming to the color requirements or both lids and bodies conforming to color requirements. A Commercial Business is not required to replace functional containers, including containers purchased prior to January 1, 2022, that do not comply with the requirements of the subsection prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

b. Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant 14 CCR § 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.

5. Multi-Family Residential Dwellings are not required to comply with container placement requirements or labeling requirement in Section 13.72.040(A)(4) pursuant to 14 CCR § 18984.9(b).

6. To the extent practical through education, training, Inspection, and/or other measures, excluding Multi-Family Residential Dwellings, prohibit employees from placing materials in a container not designated for those materials in accordance with Section 13.72.030(A), or if recycling organics onsite or self-hauling under Sections **Error! Reference source not found.** and 13.72.080 per the Commercial Businesses' instructions to support its compliance with its onsite recycling or self-haul program.

7. Excluding Multi-Family Residential Dwellings, periodically inspect containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR § 18984.9(b)(3).

8. Annually provide information to employees, contractors, tenants, and customers about Organic Waste Recovery requirements and about proper sorting of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials.

9. Provide education information before or within fourteen (14) days of occupation of the premises to new tenants that describes requirements to keep Source Separated Green Container Organic Waste and Source Separated Recyclable Materials separate from Gray Container Waste (when applicable) and the location of containers and the rules governing their use at each property.

10. Provide or arrange access for the City or its agent to their properties during all Inspections conducted in accordance with Section 13.72.090 to confirm compliance with the requirements of this chapter.

11. Accommodate and cooperate with City's Remote Monitoring program, when available, for Inspection of the contents of containers for Prohibited Container Contaminants, to evaluate generator's compliance with Section 13.72.030(A)(2).

12. If a Commercial Business wants to self-haul, meet the Self-Hauler requirements in Sections **Error! Reference source not found.** and 13.72.080.

13. Nothing in this section prohibits a generator from preventing or reducing waste generation, managing Organic Waste on site, or using a community composting site).

14. Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Food Recovery requirements, pursuant to 13.72.050.

13.72.040 Waivers for Generators.

A. De Minimis Waivers. The City may waive a Commercial Business' obligation (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste requirements if the Commercial Business provides documentation that the business generates below a certain amount of Organic Waste material as described in Section 13.72.040(A)(2) below. Commercial Businesses requesting a de minimis waiver shall:

1. Submit an application specifying the services that they are requesting a waiver from and provide documentation as noted in Section 13.72.040(A)(2) below.

2. Provide documentation that either:

a. The Commercial Business' total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 20 gallons per week per applicable container of the business' total waste; or

b. The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 10 gallons per week per applicable container of the business' total waste.

3. Notify City if circumstances change such that Commercial Business's Organic Waste exceeds threshold required for waiver, in which case waiver will be rescinded.

4. Provide written verification of eligibility for de minimis waiver every 5 years, if the City has approved de minimis waiver.

B. Physical Space Waivers. The City may waive a Commercial Business' or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the recyclable materials and/or Organic Waste collection service requirements if the City has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the Organic Waste collection requirements.

A Commercial Business or property owner may request a physical space waiver through the following process:

1. Submit an application form specifying the type(s) of collection services for which they are requesting a compliance waiver.
2. Provide documentation that the premises lacks adequate space for Blue Containers and/or Green Containers including documentation from its hauler, licensed architect, or licensed engineer.
3. Provide written verification to the City that it is still eligible for physical space waiver every five years, if the City has approved application for a physical space waiver.

C. Additional Waivers. The City may provide any additional waivers of the requirements of this chapter to the extent permitted by applicable law. The Community Development Director or his or her designee shall be responsible for determining the grounds for the waiver, its scope, and appropriate administration.

D. Review and Approval of Waivers by City. Review and approval of waivers will be the responsibility of the Community Development Director or his or her designee. The application for exemption shall be submitted to the Community Development Director, and/or designee, who will either approve or disapprove the exemption request within 30 days of the application submittal.

13.72.050 Requirements for Commercial Edible Food Generators.

A. Tier One Commercial Edible Food Generators must comply with the requirements of this section commencing January 1, 2022, and Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024.

B. Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this section, commencing January 1, 2024.

C. Commercial Edible Food Generators shall comply with the following requirements:

1. Shall not intentionally spoil Edible Food that is capable of being recovered by a Food Recovery Organization or a Food Recovery Service.

2. Allow the City's designated enforcement entity or designated third party enforcement entity to access the premises and review records pursuant to 14 CCR § 18991.4.

3. Keep records that include the following information, or as otherwise specified in 14 CCR § 18991.4:

a. A list of each Food Recovery Service or organization that collects or receives its Edible Food pursuant to a contract or written agreement established under 14 CCR § 18991.3(b).

b. A copy of all contracts or written agreements established under 14 CCR § 18991.3(b).

c. A record of the following information for each of those Food Recovery Services or Food Recovery Organizations:

i. The name, address and contact information of the Food Recovery Service or Food Recovery Organization.

ii. The types of food that will be collected by or self-hauled to the Food Recovery Service or Food Recovery Organization.

iii. The established frequency that food will be collected or self-hauled.

iv. The quantity of food, measured in pounds recovered per month, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.

d. Nothing in this chapter shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 (Chapter 285, Statutes of 2017).

13.72.060 Requirements for Food Recovery Organizations and Services.

A. Food Recovery Services collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR § 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR § 18991.5(a)(1):

1. The name, address, and contact information for each Commercial Edible Food Generator from which the service collects Edible Food.

2. The quantity in pounds of Edible Food collected from each Commercial Edible Food Generator per month.

3. The quantity in pounds of Edible Food transported to each Food Recovery Organization per month.

4. The name, address, and contact information for each Food Recovery Organization that the Food Recovery Service transports Edible Food to for Food Recovery.

B. Food Recovery Organizations collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR § 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR §18991.5(a)(2):

1. The name, address, and contact information for each Commercial Edible Food Generator from which the organization receives Edible Food.

2. The quantity in pounds of Edible Food received from each Commercial Edible Food Generator per month.

3. The name, address, and contact information for each Food Recovery Service that the organization receives Edible Food from for Food Recovery.

C. Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the City and contract with or have written agreements with one or more Commercial Edible Food Generators pursuant to 14 CCR § 18991.3(b) shall report to the City it is located in the total pounds of Edible Food recovered in the previous calendar year from the Tier One and Tier Two Commercial Edible Food Generators they have established a contract or written agreement with pursuant to 14 CCR § 18991.3(b) no later than March 31 annually.

D. In order to support Edible Food Recovery capacity planning assessments or other studies, Food Recovery Services and Food Recovery Organizations operating in the City shall provide information and consultation to the City, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the City and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted by the City shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the City.

13.72.070 Requirements for Haulers and Facility Operators.

A. Requirements for Haulers

1. Haulers shall meet the following requirements and standards as a condition of approval of a permit or other authorization with the City to collect Organic Waste.

a. Through written notice to the City annually on or before December 31, identify the facilities to which they will transport Organic Waste including facilities for Source Separated Recyclable Materials, and Source Separated Green Container Organic Waste.

b. Transport Source Separated Recyclable Materials or Source Separated Green Container Organic Waste, and Mixed Waste to a facility, operation, activity, or property that recovers Organic Waste as defined in 14 CCR, Division 7, Chapter 12, Article 2.

c. Obtain approval from the City to haul Organic Waste, unless it is transporting Source Separated Organic Waste to a Community Composting site or lawfully transporting construction and demolition debris.

2. Haulers authorized to collect Organic Waste shall comply with education, equipment, signage, container labeling, container color, contamination monitoring, reporting, and other requirements contained within its permit or other agreement entered into with the City.

B. Requirements for Facility Operators and Community Composting Operations

1. Owners of facilities, operations, and activities that recover Organic Waste, including, but not limited to, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works shall, upon the City's request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the City shall respond within 60 days.

2. Community Composting operators, upon the City's request, shall provide information to the City to support Organic Waste capacity planning, including, but not limited to, an estimate of the amount of Organic Waste anticipated to be handled at the Community Composting operation. Entities contacted by the City shall respond within 60 days.

13.72.080 Self-Hauler Requirements.

A. Self-Haulers shall source separate all recyclable materials and Organic Waste generated on-site from Solid Waste in a manner consistent with 14 CCR §§ 18984.1 and 18984.2, or shall haul Organic Waste to a High Diversion Organic Waste Processing Facility.

B. Self-Haulers shall haul their Source Separated Recyclable Materials to a facility that recovers those materials; and haul their Source Separated Green Container Organic Waste to a Solid Waste facility, operation, activity, or property that processes or recovers Source Separated Organic Waste. Alternatively, Self-Haulers may haul Organic Waste to a High Diversion Organic Waste Processing Facility.

C. Self-Haulers that are Commercial Businesses (including Multi-Family Residential Dwellings) shall keep a record of the amount of Organic Waste delivered to each Solid Waste facility, operation, activity, or property that processes or recovers Organic Waste; this record shall be subject to Inspection by the City. The records shall include the following information:

1. Delivery receipts and weight tickets from the entity accepting the waste.

2. The amount of material in cubic yards or tons transported by the generator to each entity.

3. If the material is transported to an entity that does not have scales on-site, or employs scales incapable of weighing the Self-Hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-Hauler is not required to record the weight of material but shall keep a record of the entities that received the Organic Waste..

D. Self-Haulers that are Commercial Businesses (including Multi-Family Self-Haulers) shall provide information collected in Section 13.72.080(C) to the City if requested.

E. A residential Organic Waste Generator that self-hauls Organic Waste is not required to record information in Section 13.72.080(C) or report information in Section 13.72.080(D).

13.72.090 Inspections and Investigations.

A. City representatives and/or its designated entity, including Designees are authorized to conduct Inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from generators, or Source Separated materials to confirm compliance with this chapter by Organic Waste Generators, Commercial Businesses (including Multi-Family Residential Dwellings), property owners, Commercial Edible Food Generators, Self-Haulers, hauler, Food Recovery Service, and Food Recovery Organizations, subject to applicable laws. This Section does not allow the City to enter the interior of a private residential property for Inspection. For the purposes of inspecting Commercial Business containers for compliance with Section 13.72.030, the City may conduct container Inspections for Prohibited Container Contaminants using Remote Monitoring, and Commercial Businesses shall accommodate and cooperate with the Remote Monitoring pursuant to Section 13.72.030.

B. The regulated entity shall provide or arrange for access during all Inspections (with the exception of residential property interiors) and shall cooperate with the City's employee or its designated entity/Designee during such Inspections and investigations. Such Inspections and investigations may include confirmation of proper placement of materials in containers, Edible Food Recovery activities, records, or any other requirement described herein. Failure to provide or arrange for: (i) access to an entity's premises; or (ii) access to records for any Inspection or investigation is a violation of this chapter and may result in penalties described in Section 13.72.100.

C. Any records obtained by the City during its Inspections, Remote Monitoring, and other reviews shall be subject to the requirements and applicable disclosure exemptions of the Public Records Act as set forth in Government Code Section 6250 et seq.

D. City representatives, its designated entity, and/or Designee are authorized to conduct any Inspections, Remote Monitoring, or other investigations as reasonably necessary to further the goals of this chapter, subject to applicable laws.

E. City shall receive written complaints from persons regarding an entity that may be potentially non-compliant with SB 1383 Regulations, including receipt of anonymous complaints.

13.72.100 Enforcement.

A. Violation of any provision of this chapter shall constitute grounds for issuance of a Notice of Violation and assessment of a fine by an Enforcement Officer. Enforcement Actions under this chapter are issuance of an administrative citation and assessment of a fine. The procedures in Chapter 9.20 shall govern the imposition, enforcement, collection, and review of administrative citations issued to enforce this chapter and any rule or regulation adopted pursuant to this chapter, except as otherwise indicated in this chapter.

B. Other remedies allowed by law may be used, including civil action or prosecution as misdemeanor or infraction. City may pursue civil actions in the California courts to seek recovery of unpaid administrative citations.

C. Penalty Amounts for Types of Violations. The penalty levels are the amounts set forth in Section 9.20.030.

D. Appeals Process. Persons receiving an administrative citation containing a penalty for an uncorrected violation may request a hearing to appeal the citation pursuant to Chapter 9.20.

E. Education Period for Non-Compliance. Beginning January 1, 2022 and through December 31, 2023, the City will conduct Inspections, Remote Monitoring, Route Reviews or waste evaluations, and Compliance Reviews, depending upon the type of regulated entity, to determine compliance, and if the City determines that a Generator, Self-Hauler, Hauler, Tier One Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance, it shall provide educational materials to the entity describing its obligations under this chapter and a notice that compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024.

F. Civil Penalties for Non-Compliance. Beginning January 1, 2024, if the City determines that a Generator, Self-Hauler, Hauler, Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance with this chapter, it shall document the noncompliance or violation, issue a Notice of Violation, and take Enforcement Action pursuant to this chapter.

G. Civil Penalties for Non-Compliance. This chapter shall be interpreted consistent with the City's regulatory authority and shall only apply to local education agencies and other state or federal entities to the extent permitted by law, including the SB 1383 Regulations.

13.04.030 Terms defined.

“Contract agent” means an agent or employee of the City, or any person or the agents or employees thereof with whom the City shall have duly contracted under the terms of this chapter, to collect, transport through the streets, alleys or public ways of the City, and dispose of ~~garbage, wet garbage, rubbish, refuse or yard refuse~~ Solid Waste, Recyclable Materials, or Organic Waste produced within the limits of the City.

EXHIBIT A

CHAPTER 13.08 ~~GARBAGE AND YARD REFUSE~~SOLID WASTE, RECYCLABLE MATERIALS, AND ORGANIC WASTE SERVICE

13.08.010 Definitions

~~13.08.010~~13.08.020 Requirements for accumulating, keeping and placing ~~garbage and yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste.

13.08.030 Exclusive right of collection and transportation.

13.08.040 Exceptions to exclusive right of collection and transportation.

13.08.050 Duties of City Sanitation Officer.

13.08.060 Required terms and conditions of agreement with contract agent.

13.08.070 Containers.

13.08.080 Conveyances for Solid Waste, Recyclable Materials, and Organic Waste.

13.08.090 Disposal at approved site.

13.08.100 Cleanup.

13.08.110 Damage.

13.08.120 Burning of Solid Waste, Recyclable Materials, and Organic Waste prohibited.

13.08.130 Solid Waste, Recyclable Materials, and Organic Waste rate schedules.

13.08.140 Mandatory service.

13.08.150 Green Waste service.

13.08.010 Definitions

The following terms are defined for the purposes of this chapter:

“City Sanitation Officer” shall have the same meaning as in Section 13.04.030.

“Generator” means a person or entity that is responsible for the initial creation of waste.

“Green Waste” shall have the same meaning as “Yard refuse” in Section 13.04.030.

“Organic Waste” shall have the same meaning as in Section 13.72.010.

“Recyclable Materials” shall have the same meaning as in Section 13.72.010.

“Solid Waste” shall have the same meaning as in Section 13.72.010.

13.08.020 Requirements for accumulating, keeping and placing Solid Waste, Recyclable Materials, and Organic Waste.

It is unlawful for any person to deposit, keep, accumulate or permit, cause or suffer any ~~garbage, wet garbage, rubbish, refuse or yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste to be deposited, kept or accumulated upon any lot or parcel of land, or on any public or private place, street, lane, alley or drive, unless the same shall be kept, deposited, or allowed to accumulate as provided in this chapter.

EXHIBIT A-1

13.08.030 ~~13.08.020~~ Exclusive right of collection and transportation.

The City may operate its own ~~garbage or yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste service or contract with one or more contract agents to provide such service. At any time the City operates its own ~~garbage or yard refuse~~any Solid Waste, Recyclable Materials, and Organic Waste service or there is in force a contract entered into by the City with another for the collection of ~~garbage, wet garbage, rubbish, refuse, or yard refuse~~any Solid Waste, Recyclable Materials, and Organic Waste in the City, it is unlawful for any person other than the contract agent, except as otherwise provided in this chapter to collect or transport the same within the City.

13.08.040 ~~13.08.030~~ Exceptions to exclusive right of collection and transportation.

~~A.~~ A. Any person may ~~apply to the City Manager for a permit to~~ transport his or her own ~~garbage, wet garbage, rubbish, refuse, or yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste from his or her premises subject to conditions reasonably related to protection of public health and welfare. ~~Such permit, however, shall not be approved without a showing of compelling circumstances. Persons operating industrial or commercial uses may transport the same without obtaining such permit., subject to Section 13.08.140.~~

~~B.~~ Yard Refuse. When the City contracts with separate contract agents to handle garbage and yard refuse, the contract agent handling garbage may collect and transport yard refuse placed within garbage receptacles, but the contract agent handling yard refuse shall have the exclusive right to collect and transport yard refuse placed in public rights-of-way as provided hereinafter.

~~B.~~ C. Emergency Removal of Unsanitary Materials. Nothing in this chapter shall be deemed to prohibit the removal and hauling by a private person of materials considered by the City Sanitation Officer or the City Police Chief or the City Fire Chief to constitute a health menace of such nature as necessary to be ordered by any one of those officers or their designated representatives to be promptly removed.

13.08.050 ~~13.08.040~~ Duties of City Sanitation Officer.

~~A.~~ A. Rules and Interpretations. The City Sanitation Officer shall make such rules and interpretations of the terms of this chapter, not inconsistent therewith, as may be necessary, reasonable and proper to effect the proper, expedient, economical and efficient collection and removal of ~~garbage, wet garbage, rubbish, refuse or yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste.

~~B.~~ B. Enforcement and Right of Entry. The City Sanitation Officer shall enforce the provisions of this chapter and shall have the right to enter on any premises to determine if the provisions of this chapter are being upheld.

~~C.~~ C. Supervision of Collection. The City Sanitation Officer may supervise the collection and removal of all ~~garbage, wet garbage, rubbish, refuse and yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste in the City.

EXHIBIT A-2

13.08.060 ~~13.08.050~~ Required terms and conditions of agreement with contract agent.

For the collection and disposal ~~of garbage, wet garbage, rubbish, refuse and yard refuse~~or processing of Solid Waste, Recyclable Materials, and Organic Waste, a contract may be entered into by the City in accordance with and subject to the provisions of this chapter and as follows:

A. ~~A.~~ Rates. The contract agent shall collect and dispose of the ~~garbage, wet garbage, rubbish, refuse and yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste in the City in the manner provided in this chapter and shall not charge any amounts in excess of the rates specified by the City Council.

B. ~~B.~~ Security to Assure Faithful Performance. The contract agent shall furnish, at discretion of the City Manager, either a cash or surety bond to the City in a reasonable sum, ~~not less than \$25,000.00,~~ conditioned upon the faithful performance of the duties required by this chapter. Such bond, at the sole discretion of the City Manager, may be executed for a term less than the term of the contract with the contract agent so long as such term is no less than one year and, in the event the contract agent cannot or will not renew such bond, City shall have the right to terminate contract agent's services after the City has given to the contract agent 30 calendar days advance written notice of the same.

C. ~~C.~~ Insurance. The contract agent shall procure for the period covered by the contract, full compensation insurance with an industrial carrier as defined by and in accordance with ~~the provisions of the California Worker's Compensation Act in existence on May 26, 1913, as it may be amended from time to time~~applicable law. The contract agent shall carry such additional insurance as determined by the City Council to be necessary to protect the interests of the City.

~~D. Audit. Upon request of the City Manager or the City Council, the contract agent may be required to retain and pay a certified public accountant selected by the City to audit operations of the contract agent within the City in accordance with generally accepted accounting principles or to submit an annual financial statement prepared by a certified public accountant in accordance with generally accepted accounting principles covering the operations of the contract agent within the City.~~

D. ~~E.~~ Terms and Conditions Subject to Discretion of the City Council. Prior to execution, the City Council may include in said contract any terms or conditions it deems necessary to protect the interests of the City.

~~F. Extension of Contract. The City Council may grant extensions of any contract entered into pursuant to this chapter upon such terms and conditions as the Council may deem to be in the best public interest.~~

13.08.070 ~~13.08.060~~ ~~Receptacles~~Containers.

A. ~~A.~~ ~~Receptacles~~Containers Required. It is unlawful for any person to keep, accumulate or permit or suffer to be accumulated, any ~~garbage, wet garbage, rubbish, refuse or yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste, except ~~yard refuse~~Green Waste placed in public rights-of-way as provided ~~hereinafter~~in Section 13.08.150, upon any

EXHIBIT A-3

lot or parcel of land, or on any public or private lanes, place, street, alley or drive, unless the same shall be in ~~receptacles~~containers approved by the City Sanitation Officer. Such ~~receptacles~~containers shall be kept closed or covered at all times except when necessary to place ~~garbage, wet garbage, rubbish, refuse or yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste therein or to take the same therefrom. ~~Receptacles used for collection shall not exceed 32 gallons in size.~~

~~B. Receptacles for Wet Garbage. Every accumulator of wet garbage shall provide or cause to be provided, and at all times shall keep or cause to be kept, separate containers approved by the City Sanitation Officer for holding wet garbage. Each container shall be constructed of galvanized metal or thick plastic, not contain more than 32 gallons, have handles and a tight fitting cover, be watertight, be clean and be covered except when necessary to place wet garbage therein or to take wet garbage therefrom.~~

~~B. C. Cleaning Receptacles. All garbage, wet garbage, rubbish, or refuse receptacles~~Containers. All Solid Waste, Recyclable Materials, and Organic Waste containers shall be maintained in a neat and sanitary condition at all times by the owner or person in control or having charge of such ~~receptacles~~Containers.

~~C. D. Collection from Receptacles~~Containers. The contents of receptacles for garbage, industrial waste, rubbish, refuse and wet garbagecontainers for Solid Waste, Recyclable Materials, and Organic Waste shall be collected from all premises in the City, except as otherwise excepted in this chapter, and the owner or occupant of such premises shall make such ~~receptacles~~containers reasonably accessible on the premises outside of any building, garage, or locked enclosure or at such location as may be determined by the City Sanitation Officer. Collection shall be accomplished quickly, ~~quietly in compliance with Section 9.28.090 and courteously and all.~~ All collection ~~receptacles~~containers and lids or covers for the same shall be replaced on the premises from which they were removed; with ~~receptacles~~containers in an upright position, with lids closed, and within five feet of where they were originally placed before collection, but not in any driveway. Collection of the contents of such ~~receptacles~~containers in residential areas and in commercial and industrial zones adjacent to residential areas shall be made only after 6:00 a.m. and before 6:00 p.m. of each day.

13.08.080 ~~13.08.070~~ Conveyances for garbage and refuseSolid Waste, Recyclable Materials, and Organic Waste.

~~A. A. Construction of Vehicles. No garbage, wet garbage, rubbish, refuse, or yard refuse,~~Solid Waste, Recyclable Materials, and Organic Waste shall be removed and carried on and along the streets and alleys of the City except when carried, conveyed, or hauled in conveyances constructed so as to absolutely and completely prevent the blowing, falling, dropping, dripping, or spilling of the same.

~~B. B. Maintenance and Identification of Vehicles. Every truck used by a contract agent in the collection or removal of garbage, wet garbage, rubbish, refuse or yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste shall meet the standards of the California Department of Industrial Relations (Cal/OSHA), applicable air quality regulators, and the

EXHIBIT A-4

Department of Motor Vehicles and shall be kept well painted, clean inside and out, and in a prominent place on each truck there shall be displayed an identifying vehicle number and a sign which identifies the contract agent.

~~C. Transporting Wet Garbage. No wet garbage shall be removed and carried on or along any street or alley or private property of the City except when transported in watertight containers with proper covers so that the garbage shall not be offensive. Every such container shall be kept clean, and the wet garbage shall be loaded so that none of it shall fall, drip or spill.~~

13.08.090 ~~13.08.080~~ Disposal at approved site.

All ~~garbage, wet garbage, rubbish, refuse and yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste shall be disposed of at a site approved by the City Sanitation Officer.

13.08.100 ~~13.08.090~~ Cleanup.

~~Garbage, wet garbage, rubbish, refuse, yard refuse~~Solid Waste, Recyclable Materials, Organic Waste, industrial waste, or other waste matter dropped or spilled by the contract agent shall be cleaned up by the contract agent immediately.

13.08.110 ~~13.08.100~~ Damage.

All damage caused by the contract agent or its employees, except for the reasonable wear and tear sustained by collection ~~receptacles~~containers, shall be reported by, or to, the contract agent and the contract agent shall pay the reasonable cost thereof.

13.08.120 ~~13.08.110~~ Burning of ~~garbage, rubbish, refuse or yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste prohibited.

The burning of ~~garbage, rubbish, refuse, or yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste is prohibited by State law and is unlawful. All ~~garbage, rubbish, refuse, or yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste accumulated within the City shall be disposed of by removal to a site approved by the City Sanitation Officer.

13.08.130 ~~13.08.120~~ ~~Garbage and yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste rate schedules.

Pursuant to Public Resources Code Section 40059, the City Council shall fix maximum rates for collection of ~~garbage, wet garbage, rubbish, refuse, yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste and street sweepings. Such rates may be reviewed by the City Council from ~~time to time~~time to time and the Council may classify or define various kinds of ~~garbage, wet garbage, rubbish, refuse, or yard refuse~~Solid Waste, Recyclable Materials, and Organic Waste in accordance with their relative effects upon the operation of the service and, among other things, the City Council may take into account the frequency of pickup and quantity of material picked up and provide for varying charges in accordance with the relative difficulty or cost of collection, transportation, and disposal thereof; provided, that all rules, fees, charges, or regulations ~~set forth in such resolution~~ are reasonable and apply to the same subjects uniformly.

EXHIBIT A-5

13.08.140 ~~**13.08.130**~~ **Mandatory service.**

The City Council finds that the public health, safety, and welfare of the people of the City is benefited by the periodic collection of ~~garbage, wet garbage, rubbish, and refuse~~ Solid Waste, Recyclable Materials, and Organic Waste from all places within the City ~~except places of industrial uses.~~ Every owner or occupant of real property within the City, shall subscribe to Solid Waste, Recyclable Materials, and Organic Waste collection services. The City Council also finds that the public health, safety, and welfare of the people of the City is benefited by the periodic sweeping of streets in all areas within the City. All property owners shall be liable for the charges prescribed by this chapter unless the property is vacant and the owner has given written notice to discontinue all City utility services provided thereto.

~~**13.08.140**~~ **Yard refuse service.**

- ~~A. Notwithstanding provisions of this chapter to the contrary, leaves, lawn clippings, tree and shrub prunings, or like plant material, may be placed in the street for removal by the City or its contract agent. Such yard refuse shall be placed and maintained in a pile or piles immediately adjacent to, and in front of, the property from which it originated and to be so placed and maintained as not to restrict reasonable gutter drainage or obstruct traffic. In addition, no stumps, concrete, metal objects, dirt, garbage, sod, or other similar non-plant material as determined by the City Sanitation Officer shall be placed in or upon such pile or piles.~~
- ~~B. The City Council finds that the public health, safety, and welfare of the people of the City is benefited by the periodic collection of yard refuse from all places within the City except places of industrial or commercial uses. After November 1, 1987, yard refuse service shall be mandatory except for those persons who, prior to November 1, 1987, have exempted out of the yard refuse service program and except for commercial and industrial accounts. All new noncommercial and non-industrial property owners after November 1, 1987, shall subscribe to the yard refuse service program.~~
- ~~C. That portion of the yard refuse service dealing with street sweeping shall be mandatory in all areas of the City, residential, commercial, industrial or otherwise. Those subscribers who do not have full yard refuse service shall pay a proportionate fee for street sweeping.~~
- ~~D. Commercial and industrial sites shall provide for on-site disposal of yard refuse.~~
- ~~E. This section shall remain operative until January 15, 2008 and shall thereafter be of no further force and effect.~~

13.08.150 ~~**13.08.150**~~ **Severability Green Waste Piles.**

A. Green Waste piles refers to the collection of Green Waste placed on the street for pickup. Green Waste may also be deposited in Organic Waste containers.

~~Each section and each provision or requirement of any section of the ordinance codified in this chapter shall be considered separable and the invalidity of any portion of the ordinance codified in this chapter shall not affect the validity or enforceability of any other portion.~~

EXHIBIT A-6

~~13.08.160 Yard refuse service.~~

~~A. Yard refuse containers will be issued to all persons and entities receiving yard refuse services. Only yard refuse placed in containers issued by the City for the specific purpose of yard refuse collection will be picked up by the City or its contract agent.~~

~~B.~~ B. Notwithstanding provisions of this chapter to the contrary, ~~leaves, lawn clippings, tree and shrub prunings, or like plant material~~ Green Waste may be placed in a ~~City-issued yard refuse~~ Organic Waste container on the street at the curb for collection by the City or its contract agent. No hazardous waste, stumps, concrete, metal objects, soil, garbage, ~~sod~~, plastic plant containers, animal waste, ~~pampas grass, flax, palm branches~~, rocks, ~~food waste~~ or other similar non-plant material, as determined by the City Sanitation Officer, shall be placed in the container or on the street.

~~C.~~ C. Upon issuance of ~~yard refuse~~ Organic Waste containers, no ~~leaves, lawn clippings, tree and shrub prunings, or like plant material~~ Green Waste may be placed on any street, sidewalk, or public right-of-way. ~~Notwithstanding this prohibition, during~~ unless it complies with this paragraph. During the designated monthly or spring collection period, leaf collection season, or if prior arrangements have been made with the City or its contract agent, ~~yard refuse~~ Green Waste, except lawn clippings, may be placed in the street for pickup on scheduled collection day. The placement of lawn clippings in the street is prohibited year round. Unless designated otherwise, leaf drop season will begin on ~~October 15~~ November 1 and end on January ~~15~~ 31. Christmas trees may be placed in the street for pickup during the designated leaf collection season. During these designated periods, ~~yard refuse~~ Green Waste or Christmas trees will be picked up provided that they are placed and maintained in a pile or piles immediately adjacent to, and in front of, the property from which they originated and maintained as not to restrict reasonable gutter drainage or obstruct traffic. During these designated periods outside of leaf drop season, piles may be placed in the street no sooner than one calendar week before the scheduled collection. Pile sizes shall not exceed four feet wide by five feet long by four feet high.

~~D. The City Council finds that the public health, safety, and welfare of the people of the City is benefited by the collection of yard refuse from all places within the City except places of industrial or commercial uses. Yard refuse service is mandatory for all new nonecommercial and non-industrial property owners except for those persons who, prior to November 1, 1987, opted out of the yard refuse service program and except for commercial and industrial accounts. The yard refuse service is optional for commercial and industrial accounts; however these properties must be located in an area where the City or its contract agent has agreed to provide such service and the person or entity seeking yard refuse service must contact the City or its contract agent to initiate service.~~

~~E. That portion of the yard refuse service dealing with street sweeping shall be mandatory for all areas of the City, residential, commercial, industrial or otherwise. Those subscribers who do not have full yard refuse service shall pay a proportionate fee for street sweeping.~~

~~F. Commercial and industrial sites that do not subscribe to the yard refuse program shall provide for on-site disposal of yard refuse, self haul the material, or have it removed from the property by a business where such removal is incidental to the services provided.~~

D. ~~G.~~ Violations.

1. ~~1.~~ Notice and Opportunity to Cure. The City or contract agent shall provide written notice of a violation of this section to any person or entity placing ~~yard refuse~~Green Waste in or on any street, sidewalk, or public right-of-way. The person or entity receiving the notice shall have seven days from the date of the notice to remove the ~~yard refuse~~Green Waste. If the ~~yard refuse~~Green Waste is not removed within this seven-day period, the City shall issue a citation.

2. ~~2.~~ Fines. Any person or entity violating any provision of this section may be issued an administrative citation pursuant to Chapter 9.20. Each additional seven-day period after the issuance of a citation pursuant to Chapter 9.20 in which any person or entity continues to violate any provision of this section shall constitute a new and separate violation. Any person or entity violating any provision of this section within a 12-month period of the first violation, regardless of whether the new violation relates to the previous violation, shall be issued an additional administrative citation pursuant to Section 9.20.030(D)(2)-(3).

3. ~~3.~~ In addition to the fines set forth above, any person or entity violating any provision of this section shall be liable for the cost of removing and disposing of the ~~yard refuse~~Green Waste. The City Sanitation Officer, or designee, shall keep an account of the costs of cleanup and removal of the ~~yard refuse~~Green Waste. If the City removes the unlawful ~~yard refuse~~Green Waste, it shall bill the violator directly, and if the contract agent collects the ~~refuse~~Green Waste, the costs of cleanup and removal will be added to the violator's solid waste utility bill.

~~H. This section shall become operative on January 15, 2008.~~

13.08.160 ~~13.08.170~~ Residential Container location requirements.

A. ~~A. Street Service Standard for Residences. Unless determined by the City under Paragraph B of this section, all residences shall place containers as follows. Containers for solid waste, recycling, and yard waste must be placed~~set out ~~for collection at the street curb or edge of road right-of-way no earlier than twenty-four hours before the scheduled collection day, but no later than 6:00 a.m. on scheduled collection day, holidays included. The wheels of the containers must be placed in the gutter with the handle facing the residence.~~Street Service Standard for Residences.

B. All containers shall be set out for collection as follows:

1. Containers must be at least three feet from any ~~obstruction~~obstructions, such as, but not limited to, automobiles, trailers, ~~motor homes~~motorhomes, fences, ~~lampposts~~, portable basketball hoops, lampposts, mailboxes, or other ~~automated~~ containers. ~~Containers are not to block pedestrian access.~~ Containers must be removed

EXHIBIT A-8

from the street to private property as soon as possible, but no later than 24 hours after collection.

2. For Single-Family Residential customers, as defined in Section 13.72.010, except as specified in paragraphs 3 or 4 below, containers for Solid Waste, Recycling, and Organic Waste must be placed at the street curb or edge of road right-of-way. The wheels of the containers must be placed in the gutter with the handle facing the residence.

~~3. B. Exceptions to Street Service.~~ In some cases, ~~such as~~ where a residence has no street access, the City, in its sole discretion, may determine that the residence shall be serviced through an alleyway. For purposes of this section, "alleyways" shall mean a recorded easement for public access near a residential property or between residential properties. In such cases, containers for ~~solid waste, recycling, and yard waste~~ Solid Waste, Recycling, and Organic Waste must be placed for collection adjacent to the alley property line, with direct access from the alleyway, or as directed by the City or its contract hauler, ~~no earlier than twenty-four hours before scheduled collection day, but no later than 6:00 a.m. on scheduled collection day, holidays included.~~ The base of the container must be placed on a stable, level surface with the handle facing the residence. ~~Containers must be at least three feet from any obstructions such as, but not limited to, automobiles, trailers, motor homes, fences, portable basketball hoops, lampposts, mailboxes, or other automated containers. Containers must be removed from the street to private property as soon as possible, but no later than 24 hours after collection.~~

~~4. C. Residences with Private Driveways.~~ Containers for ~~solid waste, recycling, and yard waste~~ For residences with private roads, containers for Solid Waste, Recycling, and Organic Waste must be placed at the nearest road right-of-way ~~no earlier than twenty-four hours before scheduled collection day, but no later than 6:00 a.m. on scheduled collection day, holidays included.~~ The container must be placed on a level surface with the handle facing the shoulder of the road. ~~Containers must be at least three feet from any obstructions such as automobiles, trailers, motor homes, fences, portable basketball hoops, lampposts, mailboxes, or other automated containers. Containers must be removed from the street to private property as soon as possible, but no later than 24 hours after collection.~~

~~D. For purposes of this section, "alleyways" shall mean a recorded easement for public access near a residential property or between residential properties.~~

~~E. For purposes of this section, "private driveways" shall mean a private roadway owned by a private person or business.~~

13.08.170 General provisions.

A. Ownership of Solid Waste, Recyclable Materials, and Organic Waste. Solid Waste, Recyclable Materials, and Organic Waste placed at the curbside or other location for collection

EXHIBIT A-9

by an authorized contractor is the property of the customer until such time as it is collected for disposal, at which time it becomes the property of the authorized contractor.

B. Solid Waste, Recyclable Materials, and Organic Waste Collection and Service.

1. No person other than an authorized contractor or an alternative recycler shall remove Solid Waste, Recyclable Materials, or Organic Waste which have been placed in an approved container at the curbside or on the customer's premises. Any and each violation thereof from one or more collection locations shall constitute a separate and distinct offense punishable as provided in this chapter.

2. All residents and Commercial Businesses shall subscribe to Solid Waste, Recyclable Materials, and Organic Waste collection service from one or more authorized contractors. The City Council may make such election by resolution or in any solid waste collection agreement entered into pursuant to Section 13.08.060 and subject to such terms and conditions as the City Council may prescribe.

C. Destroying, Scattering, Scavenging, or Collecting Recyclable Materials Without the Consent of the Owner is Prohibited. It is unlawful for any person to burn, break, destroy, scatter, scavenge, collect, contaminate, or take any Recyclable Materials without the consent of the owner of the Recyclable Materials.

D. Approved Solid Waste, Recyclable Materials, and Organic Waste Containers—Ownership and Unauthorized Removal. It is unlawful for a person other than:

1. The customer or designee; or

2. The City; or

3. An authorized agent of the City; or

4. The authorized contractor or alternative recycler to remove any approved Solid Waste, Recyclable Materials, and Organic Waste container from the customer's premises or curbside.

E. Right of Individual to Sell or Donate Recyclable Materials or Organic Waste. Nothing in this chapter shall modify, limit, or abrogate in any manner the right of any individual person, organization, or any other entity to donate, sell, or exchange at fair market value Recyclable Materials or Organic Waste, provided that any such transfer is in accordance with the provisions of this chapter, or Chapters 3.36 or 3.72.

F. Placement of Solid Waste, Recyclable Materials, and Organic Waste Containers. No Solid Waste, Recyclable Materials, and Organic Waste containers or bins within the City shall be placed or located in such a manner that blocks or impedes vehicular or pedestrian traffic, falls within the designated visibility triangles, or obstructs egress from any building or property, whether or not such building or property may be abandoned or otherwise not in use.

G. Source Separation of Solid Waste, Recyclable Materials, and Organic Waste. All Generators in the City shall make reasonable efforts to properly source separate Recyclable Materials and Organic Waste from the general waste stream as designated by the City and/or an authorized contractor and in accordance with Chapter 8.72.

H. Contamination of Recyclable Materials.

1. Recycling containers provided by the authorized contractor may not contain 10% or more of non-Recyclable Materials (contaminants). Any customer which violates this requirement may be charged at the solid waste disposal rate for the disposal of that container. Any customer whose Recyclable Materials was not collected because it contained contaminants is responsible for properly separating Recyclable Materials from the non-Recyclable Materials for collection and proper recycling.

2. It is unlawful for an authorized contractor or alternative recycler to combine materials in Solid Waste bins or carts or Organic Waste bins or carts with materials in recycling bins or carts in one collection vehicle.

I. Civil Action by Authorized Contractor. Nothing in this chapter shall be deemed to limit the right of the authorized contractor to bring a civil action against any person who violates the above described sections of this chapter, nor shall a conviction for such violation exempt any person from a civil action brought by an authorized contractor.

EXHIBIT B

CHAPTER 13.36 RECYCLABLE MATERIALS

13.36.010 Purpose.

13.36.020 Definitions.

13.36.030 Commercial recycling program—Requirements for Commercial Businesses.

13.36.040 Exemptions from the commercial recycling program requirements.

13.36.050 Self-hauling requirements for Commercial Businesses.

13.36.060 Appeal upon denial of self-hauling/exemption application.

13.36.070 Enforcement.

13.36.010 Purpose.

It is the intent and purpose of this chapter to promote recycling to enable the City of Woodland to meet and maintain the State of California waste diversion requirements set forth in Public Resource Code Section 41780(a)(2) and to work toward future State policy goals for waste diversion rates. This chapter meets this purpose by requiring all residents and ~~covered generators~~Commercial Businesses as defined in Section 13.36.020 in the City of Woodland to make reasonable efforts to separate ~~recyclable materials~~Recyclable Materials from all other ~~solid waste~~Solid Waste and Organic Materials unless exempted as described in Section 13.36.050.

13.36.020 ~~13.36.020~~ Definitions.

The following terms are defined for the purposes of this chapter:

“Alternative recycler” means a firm, partnership, corporation or other entity, other than an authorized contractor, with which a customer contracts for the removal from the customer’s premises of specified ~~recyclable materials~~Recyclable Materials generated by the customer and which pays the customer for the ~~recyclable materials~~Recyclable Materials, or which accepts donations of ~~recyclable materials~~Recyclable Materials from customers; in no case shall an alternative recycler charge or collect any fee or charge from a customer for the collection or processing of ~~recyclables~~Recyclables.

“Approved recycling container” means a recycling cart or other wheeled container, front-load bin, or other container provided by an authorized contractor or an alternative recycler or approved by the City for the collection and removal of ~~recyclable materials~~Recyclable Materials.

“Authorized contractor” means a firm, partnership, corporation or other entity authorized under and by virtue of a contract with the City to collect ~~recyclable materials~~Recyclable Materials within the City limits.

“Business” means any commercial or public entity, including, but not limited to, a firm, partnership, proprietorship, joint-stock company, corporation, or association that is organized as a for-profit or nonprofit entity, property complex containing two or more commercial entities, industrial facility, special district or a Federal, local, or regional agency or facility. In addition, to the extent that applicable law allows the City to regulate the disposal of waste by schools, school

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EXHIBIT B-1

districts, and State agencies, such organizations shall be considered businesses for the purpose of this chapter.

“Commercial solid waste” means all types of ~~solid-waste~~Solid Waste, including ~~recyclable materials~~Recyclable Materials, that are discarded from businesses (~~as defined~~) but does not include industrial waste.

“Commercial” or “Commercial Business” means a Business, industrial, commercial establishment, or construction site, and any multiple-family, residential property with five units or more.

~~“Covered generator” means an entity that is subject to the City’s commercial recycling program requirements and includes:~~

- ~~1. Any business as defined in this chapter that generates four cubic yards or more of commercial solid waste per week; and~~
- ~~2. Any multi-family residential property as defined in this chapter.~~

“Customer” means:

1. ~~1.~~ A residential property owner or occupant; or
2. ~~2.~~ A ~~business~~Business or multi-family residential property owner or generator that contracts for recyclable material removal services with an authorized contractor or alternative recycler.

Where several businesses or multi-family residential properties share waste containers or service, “customer” refers only to the party that enters into a contract for removal services.

“Generator” means each residential property owner or occupant, ~~business~~Business, or multi-family residential property that generates one or more ~~recyclable materials~~Recyclable Materials as a result of its activities.

“Industrial waste” means the solid wastes and semi-solid wastes that result from industrial processes and manufacturing operations.

“Multi-family residential property” means five or more residential dwelling units located on a single parcel of land, including any mobile home park, located within the City.

“Recyclable ~~material~~Materials” means material such as, but not limited to, newspapers, glass, metal and aluminum cans, plastic bottles, corrugated cardboard and used motor oil which is separated from other waste or ~~refuse~~Solid Waste for the purpose of ~~recycling~~Recycling.

“Recycling” means the process of collecting and turning used products into new products by reprocessing or remanufacturing them.

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EXHIBIT B-2

“Recycling center” means an operation, including a place, mobile unit, reverse vending machine, or other device, which is certified by the State of California and which accepts from consumers, and pays or provides the refund value for, empty beverage containers intended to be recycled.

“Self-hauling” means ~~a covered generator~~an individual or business transporting its own waste and/or ~~recyclable materials~~Recyclable Materials rather than contracting with an authorized contractor or an alternative recycler for that service.

“Self-hauling/exemption form” means the form provided by the ~~Public Works~~Community Development Director or ~~his or her~~ designee on which a ~~covered generator~~Commercial Business certifies that it is exempt from the requirements of the commercial recycling program as set forth in Section 13.36.040, it is using an alternative recycler, or it will be self-hauling and its activities will be completed in accordance with the provisions of this chapter and any other applicable law or regulation.

“Source ~~separating~~Separating” or “~~source separation~~Source Separation” means the process of removing ~~recyclable materials from solid waste~~Recyclable Materials from Solid Waste and Organic Waste at the place of generation, prior to collection, and placing them into separate ~~containers~~Containers that are separately designated for ~~recyclable materials~~Recyclable Materials.

13.36.030 General provisions.

- ~~A. Ownership of Recyclable Material. Recyclable material placed at the curbside or other location for collection by an authorized contractor is the property of the customer until such time as it is collected for disposal, at which time it becomes the property of the authorized contractor.~~
- ~~B. Recyclable Material Collection and Service.~~
 - ~~1. No person other than an authorized contractor or an alternative recycler shall remove recyclable materials which have been placed in an approved recycling container at the curbside or on the customer's premises. Any and each violation thereof from one or more recycling collection locations shall constitute a separate and distinct offense punishable as provided in this chapter.~~
 - ~~2. Subject to the limitations contained in Section 13.36.060, the City Council may require all residents or any class of residents to obtain recyclable collection service from one or more authorized contractors. The City Council may make such election by resolution or in any solid waste collection agreement entered into pursuant to Section 13.08.050 and subject to such terms and conditions as the City Council may prescribe.~~
- ~~C. Destroying, Scattering, Scavenging, or Collecting Recyclable Material Without the Consent of the Owner is Prohibited. It is unlawful for any person to burn, break, destroy, scatter, scavenge, collect, contaminate, or take any recyclable materials without the consent of the owner of the recyclable materials.~~
- ~~D. Approved Recycling Containers—Ownership and Unauthorized Removal. It is unlawful for a person other than:~~

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1. ~~The customer or designee; or~~
 2. ~~The City; or~~
 3. ~~An authorized agent of the City; or~~
 4. ~~The authorized contractor or alternative recycler to remove any approved recycling container from the customer's premises or curbside.~~
- E. ~~Right of Individual to Dispose of Recyclable Material. Nothing in this chapter shall modify, limit, or abrogate in any manner the right of any individual person, organization, or any other entity to donate, sell, exchange at fair market value or otherwise dispose of recyclable material, provided that any such disposal is in accordance with the provisions of this chapter.~~
- F. ~~Placement of Recycling Containers. No recycling containers or bins within the City shall be placed or located in such a manner that blocks or impedes vehicular or pedestrian traffic, falls within the designated visibility triangles, or obstructs egress from any building or property, whether or not such building or property may be abandoned or otherwise not in use.~~
- G. ~~Source Separation of Recyclable Material. All residents and covered generators in the City shall make reasonable efforts to remove from the general waste stream by source separation any material designated by the City and/or an authorized contractor as recyclable material.~~
- H. ~~Contamination of Recyclable Material.~~
1. ~~Recycling containers provided by the authorized contractor may not contain 10% or more of non-recyclable materials (contaminants). Any customer which violates this requirement may be charged at the solid waste disposal rate for the disposal of that container. Any customer whose recyclable material was not collected because it contained contaminants is responsible for properly separating recyclable materials from the non-recyclable materials for collection and proper recycling.~~
 2. ~~It is unlawful for an authorized contractor or alternative recycler to combine materials in solid waste bins or carts with materials in recycling bins or carts in one collection vehicle.~~
- I. ~~Civil Action by Authorized Contractor. Nothing in this chapter shall be deemed to limit the right of the authorized contractor to bring a civil action against any person who violates the above-described sections of this chapter, nor shall a conviction for such violation exempt any person from a civil action brought by an authorized contractor.~~

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13.36.030 ~~**13.36.040**~~ **Commercial recycling program—Requirements for ~~covered generators~~ Commercial Businesses.**

~~A.~~ ~~A.~~ ~~On and after July 1, 2012, each covered generator~~ Each Commercial Business shall be responsible for ensuring and demonstrating compliance with the following requirements:

~~1.~~ ~~1.~~ Source separation of ~~recyclable materials~~ Recyclable Materials from the ~~solid waste~~ Solid Waste they are discarding and the Organic Waste they are recycling;

~~2.~~ ~~2.~~ Providing for a basic level of recycling service that includes, at a minimum, the collection of ~~recyclable materials~~ Recyclable Materials; and

~~3.~~ ~~3.~~ Entering into a service agreement with an authorized contractor for the collection of ~~recyclable materials~~ Recyclable Materials; or completing a self-hauling/exemption form. The requirements for self-hauling may include, but are not limited to, maintaining written records demonstrating that all self-hauling activities have been completed in accordance with the standards imposed by the City in this chapter.

~~B.~~ ~~B.~~ Each ~~covered generator~~ Commercial Business shall provide containers for designated ~~recyclable materials~~ Recyclable Materials in common areas where ~~recyclable materials~~ Recyclable Materials may be collected.

~~C.~~ ~~C.~~ Each ~~covered generator~~ Commercial Business shall ensure that designated ~~recyclable materials~~ Recyclable Materials generated at its site will be taken only to a recycling center, and not to a landfill for disposal, by complying with all the requirements of this chapter.

~~D.~~ ~~D.~~ Each ~~covered generator~~ Commercial Business shall prominently post and maintain one or more signs where designated ~~recyclable materials~~ Recyclable Materials are collected that set forth what materials are required to be ~~source-separated~~ Source Separated, in addition to collection procedures for such materials.

~~E.~~ ~~E.~~ No ~~covered generator~~ Commercial Business shall be liable for the failure of an authorized contractor or alternative recycler to deliver designated ~~recyclable materials~~ Recyclable Materials to a recycling center.

13.36.040 ~~**13.36.050**~~ **Exemptions ~~to~~ from the commercial recycling program requirements ~~for covered generators~~.**

~~A.~~ ~~Notwithstanding the requirements of this chapter or any other provision herein, a business with less than four cubic yards of waste per week or a residential property that is not a multi-family residential property as defined in this chapter shall not be subject to the requirements of Section 13.36.040.~~

~~A.~~ ~~B.~~ Any ~~covered generator~~ Commercial Business seeking to be exempted from the commercial recycling program requirements of Section ~~13.36.040~~ 13.36.030, intending to

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EXHIBIT B-5

conduct self-hauling of recyclable materials, or intending to contract with an alternative recycler instead of an authorized contractor must complete a self-hauling/exemption form annually. See Section ~~13.36.060~~[13.36.050](#) for self-hauling and self-hauling/exemption form requirements. The application for exemption shall be submitted to the ~~Public Works~~[Community Development](#) Director, and/or designee, who will either approve or disapprove the exemption request within 30 days of the application submittal.

~~C. A covered generator may be exempted by the Public Works Director, and/or designee, if it demonstrates to the Public Works Director and/or designee that there is no collection service or other system available within a reasonable area for recycling the waste material generated. If the Public Works Director, and/or designee, determines that such a collection service or other system is available within a reasonable area, the Public Works Director and/or designee may deny the exemption request, and the covered generator will be responsible for compliance with this chapter.~~

~~B.~~ ~~D.~~ A covered generator may be exempted by the ~~Public Works~~[Community Development](#) Director, and/or designee, if it is determined through a site visit requested by the ~~covered generator~~[Commercial Business](#):

~~1.~~ ~~1.~~ That there is not adequate storage space for approved recycling containers for ~~recyclable materials~~[Recyclable Materials](#) on site and that it is infeasible for the ~~covered generator~~[Commercial Business](#) to share approved recycling containers for designated recyclable materials with another ~~covered generator~~[Generator](#) on an adjoining property; or

~~2.~~ ~~2.~~ That compliance with this chapter results in a violation of the City's zoning code, including City zoning regulations for minimum parking spaces.

If the ~~Public Works~~[Community Development](#) Director, and/or designee, determines that it is feasible for recycling containers to be placed on site or shared with an adjoining generator, the ~~covered generator~~[Commercial Business](#) will be responsible for compliance with this chapter.

~~C.~~ ~~E.~~ A ~~covered generator~~[Commercial Business](#) may be exempted if utilizing other recycling efforts as approved by the ~~Public Works~~[Community Development](#) Director, and/or designee.

[13.36.050](#) ~~13.36.060~~ Self-hauling requirements for ~~covered generators~~[Commercial Businesses](#).

~~A.~~ ~~A.~~ ~~A covered generator~~ [Commercial Business](#) may transport the ~~recyclable materials~~[Recyclable Materials](#) generated and collected at its premises by self-hauling to a recycling center, rather than using an authorized contractor or alternative recycler only if an owner, generator or employee of the ~~covered generator~~[Commercial Business](#) completes this activity by utilizing a vehicle owned by either an employee or the entity.

~~B.~~ ~~B.~~ A ~~covered generator~~[Commercial Business](#) that transports ~~recyclable materials~~[Recyclable Materials](#) generated and collected at its premises to a recycling center without the utilization of an authorized contractor or alternative recycler must complete a self-

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hauling/exemption form that certifies that all self-hauling activities will be completed in accordance with the provisions of all applicable laws and/or regulations. At a minimum, the ~~covered generator~~Commercial Business shall provide the following information on the self-hauling/exemption form:

- ~~1.~~ 1. The name, address and telephone number of the ~~covered generator~~Commercial Business that is signing the self-hauling/exemption form;
 - ~~2.~~ 2. A list of the types of ~~recyclable materials~~Recyclable Materials being self-hauled;
 - ~~3.~~ 3. For each type of ~~recyclable material~~Recyclable Material, the ~~weight~~or the estimated amount that is being taken to a recycling center quarterly;
 - ~~4.~~ 4. The name and address of the recycling center(s).
- ~~C.~~ C. The self-hauling/exemption form shall contain a written statement signed by the ~~covered generator's~~Commercial Business owner or manager certifying that the ~~covered generator~~Commercial Business is in compliance with the requirements of this chapter.
- ~~D.~~ D. Approval requirements for self-hauling may include, but are not limited to, requiring applicants to maintain written records demonstrating that all self-hauling activities have been completed in accordance with the standards imposed by the City's commercial recycling program, as described in this chapter. These records shall be made available to the ~~Public Works~~Community Development Director and/or designee for review upon request.
- ~~E.~~ E. The ~~Public Works~~Community Development Director, and/or designee, may restrict or prohibit self-hauling by a covered generator if the ~~Public Works~~Community Development Director, and/or designee, determines that the person's self-hauling activities violate the provisions of this chapter or any other applicable law or regulation.

13.36.060 ~~13.36.070~~ **Appeal upon denial of self-hauling/exemption application.**

~~A.~~ A. Within 30 days of written notification of denial of a self-hauling/exemption application, or within 60 days of ~~Public Works~~Community Development Director's and/or designee's failure to act on the application, the applicant has the right to meet with the ~~Public Works~~Community Development Director, and/or designee, to review the items cited in the written notice and provide any additional evidence to support approval. Within 15 days of such meeting, the ~~Public Works~~Community Development Director, and/or designee, will make a final, written determination of the application based on the reviews of additional evidence, together with the original application. The ~~Public Works~~Community Development Director, and/or designee, will send a copy of all final, written determinations, including reasons for denial, if any, to ~~both the applicant and the City Manager~~.

~~B.~~ B. Within 10 days after receiving the final denial from the ~~Public Works~~Community Development Director and/or designee, the applicant may request that the City Manager reconsider the determination by submitting a written appeal to the City Manager. If the applicant's appeal includes a request for a meeting, the applicant has the right to meet

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EXHIBIT B-7

with the City Manager within 30 days of the written request to review the materials related to the application and the denial. The applicant shall have the burden of proof to show facts demonstrating that the applicant does, in fact, meet the requirements of this chapter. The City Manager will provide the applicant with a written explanation of his or her determination on the application within 30 days of such meeting or, if no meeting is requested, within 30 days of receipt of the applicant's request for City Manager review. The City Manager's decision is final.

13.36.070 ~~**13.36.080**~~ **Enforcement.**

A. ~~A.~~ Authority. The ~~Public-Works~~Community Development Director, and/or designee is authorized to administer and enforce the provisions of this chapter. To the extent permitted by law, the ~~Public-Works~~Community Development Director and/or designee may inspect any collection container, collection vehicle load, or receiving facility for collected ~~trash or recyclable materials~~Solid Waste, Recyclable Materials, or Organic Waste.

B. ~~B.~~ Remedies. It is unlawful to violate any provision or requirement of this chapter. The failure to comply with any requirement of this chapter constitutes a violation of this chapter. Each instance of a violation of this chapter is a separate offense. Violations of the provisions or requirements of this chapter may be prosecuted as an infraction or misdemeanor subject to the penalties provided in Section 1.08.070 of this code, or the ~~Public Works~~Community Development Director and/or his or her designee, may issue an administrative citation as provided in Chapter 9.20 of this code.

C. ~~C.~~ Remedies Cumulative. Remedies under this section are in addition to and do not supersede or limit any and all other remedies, civil or criminal. The remedies provided for herein shall be cumulative and not exclusive.

D. ~~D.~~ Strict Liability. Violations of this chapter shall be treated as strict liability offenses regardless of intent.

E. ~~E.~~ Deferral of Remedies. No remedy identified herein shall be applicable until one year after the adoption of this chapter.

EXHIBIT C

CHAPTER 13.72 ORGANIC WASTE DISPOSAL REDUCTION

13.72.010 Definitions.

13.72.020 Requirements for Single-Family Generators (Standard Compliance Approach).

13.72.030 Requirements for Commercial Businesses (Standard Compliance Approach).

13.72.040 Waivers for Generators.

13.72.050 Requirements for Commercial Edible Food Generators.

13.72.060 Requirements for Food Recovery Organizations and Services.

13.72.070 Requirements for Haulers and Facility Operators.

13.72.080 Self-Hauler Requirements.

13.72.090 Inspections and Investigations.

13.72.100 Enforcement.

13.72.010 **Definitions.**

The following terms are defined for the purposes of this chapter:

“Blue Container” has the same meaning as in 14 CCR § 18982(a)(5) and shall be used for the purpose of storage and collection of Source Separated Recyclable Materials or Source Separated Blue Container Waste.

“CCR” means the California Code of Regulations.

“CalRecycle” means the California Department of Resources Recycling and Recovery.

“City” means the City of Woodland, California.

“Collection” means the act of collecting Solid Waste, Recyclables, or Organic Waste at or near the place of generation or accumulation.

“Commercial” or “Commercial Business” means a business, industrial, commercial establishment, or construction site, and any multiple-family, residential dwelling with five (5) units or more.

“Commercial Edible Food Generator” includes a Tier One or a Tier Two Commercial Edible Food Generator as defined in this chapter or as otherwise defined in 14 CCR § 18982(a)(73) and (a)(74).

“Community Composting” means any activity that composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and compost on-site at any one time does not exceed 100 cubic yards and 750 square feet, as specified in 14 CCR § 17855(a)(4); or, as otherwise defined by 14 CCR § 18982(a)(8).

“Compliance Review” means a review of records by the City to determine compliance with this chapter.

“Container” means a cart, bin, roll-off, compactor or similar receptacle used to temporarily store Solid waste, Recyclables, or Organic Waste for collection service.

“Container Contamination” or “Contaminated Container” means a container, regardless of color, that contains Prohibited Container Contaminants, or as otherwise defined in 14 CCR § 18982(a)(55).

“Designated Source Separated Organic Waste Facility” shall have the same definition as 14 CCR § 18982(14.5).

“Designee” means an entity that the City contracts with or otherwise arranges to carry out any of the City’s responsibilities as authorized in 14 CCR § 18981.2. A Designee may be a government entity, a hauler, a private entity, or a combination of those entities.

“Edible Food” means food intended for human consumption, or as otherwise defined in 14 CCR § 18982(a)(18). “Edible Food” is not Solid Waste if it is recovered and not discarded.

“Enforcement Action” means an action of the City to address non-compliance including, but not limited to, issuing administrative citations, fines, penalties, or using other remedies.

“Enforcement Officer” means the city manager, Community Development Director, county administrative official, chief operating officer, executive director, or other executive in charge or their authorized Designee(s) who is/are partially or whole responsible for enforcing this chapter.

“Food Distributor” means a company that distributes food to entities including, but not limited to, Supermarkets and Grocery Stores, or as otherwise defined in 14 CCR § 18982(a)(22).

“Food Facility” has the same meaning as in Health and Safety Code Section 113789.

“Food Recovery” means actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in 14 CCR § 18982(a)(24).

“Food Recovery Organization” means an entity that engages in the collection or receipt of Edible Food from Commercial Edible Food Generators and distributes that Edible Food to the public for Food Recovery either directly or through other entities or as otherwise defined in 14 CCR § 18982(a)(25), including, but not limited to:

1. A food bank as defined in Health and Safety Code Section 113783;
2. A nonprofit charitable organization as defined in Health and Safety Code Section 113841; and,
3. A nonprofit charitable temporary food facility as defined in Health and Safety Code Section 113842.

“Food Recovery Service” means a person or entity that collects and transports Edible Food from a Commercial Edible Food Generator to a Food Recovery Organization or other entities for Food Recovery, or as otherwise defined in 14 CCR § 18982(a)(26).

“Food Service Provider” means an entity primarily engaged in providing food services to institutional, governmental, Commercial, or industrial locations of others based on contractual arrangements with these types of organizations, or as otherwise defined in 14 CCR § 18982(a)(27).

“Food Waste” means discarded raw, cooked, or processed edible substances, ices, beverages, ingredients used or intended for use or for sale, in whole or in part, for human consumption, and chewing gum. “Food waste” includes compostable plastics and is a subset of organics.

“Generator” means a person or entity that is responsible for the initial creation of waste.

“Gray Container” has the same meaning as in 14 CCR § 18982(a)(28) and shall be used for the purpose of storage and collection of Gray Container Waste.

“Gray Container Waste” means Solid Waste that is collected in a Gray Container that is part of a three-container Organic Waste collection service that prohibits the placement of Organic Waste in the Gray Container as specified in 14 CCR §§ 18984.1(a)-(b), or as otherwise defined in 14 CCR §17402(a)(6.5).

“Green Container” has the same meaning as in 14 CCR § 18982(a)(29) and shall be used for the purpose of storage and collection of Source Separated Green Container Organic Waste. Green Container shall refer to the brown-lidded container until lids have all been changed to green.

“Green Waste” shall have the same meaning as “Yard refuse” in Section 13.04.030.

“Grocery Store” means a store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments, or as otherwise defined in 14 CCR § 18982(a)(30).

“Hauler Route” means the designated itinerary or sequence of stops for each segment of the City’s collection service area, or as otherwise defined in 14 CCR § 18982(a)(31.5).

“High Diversion Organic Waste Processing Facility” means a facility that is in compliance with the reporting requirements of 14 CCR § 18815.5(d) and meets or exceeds an annual average Mixed Waste organic content Recovery rate of 50 percent between January 1, 2022 and December 31, 2024, and 75 percent after January 1, 2025, as calculated pursuant to 14 CCR § 18815.5(e) for Organic Waste received from the “Mixed waste organic collection stream” as defined in 14 CCR § 17402(a)(11.5); or, as otherwise defined in 14 CCR § 18982(a)(33).

“Inspection” means a site visit where the City reviews records, containers, and an entity’s collection, handling, recycling, or landfill disposal of Organic Waste or Edible Food handling to determine if the entity is complying with requirements set forth in this chapter, or as otherwise defined in 14 CCR § 18982(a)(35).

“Integrated Waste Collection” means the collection of Source Separated Green Container Organic Waste in the Green Container, Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Gray Container.

“Large Event” means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event.

“Large Venue” means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. A venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. A site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue.

“Local Education Agency” means a school district, charter school, or county office of education that is not subject to the control of city or county regulations related to Solid Waste, or as otherwise defined in 14 CCR § 18982(a)(40).

“Mixed Waste Organic Collection Stream” or “Mixed Waste” means Organic Waste collected in a container that is required by 14 CCR §§ 18984.1, 18984.2 or 18984.3 to be taken to a High Diversion Organic Waste Processing Facility or as otherwise defined in 14 CCR § 17402(a)(11.5).

“Multi-Family Residential Dwelling” or “Multi-Family” means of, from, or pertaining to residential premises with five (5) or more dwelling units. Multi-Family premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses.

“Notice of Violation” or “NOV means a notice that a violation has occurred that includes a compliance date to avoid an action to seek penalties, or as otherwise defined in 14 CCR § 18982(a)(45) or further explained in 14 CCR § 18995.4

“Organics,” “Organic Waste,” “organic waste” and “organic material” means solid wastes containing material originated from living organisms and their metabolic waste products, including, but not limited to, Food Waste, Green Waste, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Papers, manure, biosolids, digestate, and sludges.

“Organic Waste Generator” means a person or entity that is responsible for the initial creation of Organic Waste, or as otherwise defined in 14 CCR § 18982(a)(48).

“Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling, or as otherwise defined in 14 CCR § 18982(a)(51).

“Printing and Writing Papers” include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications, or as otherwise defined in 14 CCR § 18982(a)(54).

“Prohibited Container Contaminants” means the following: (i) discarded materials placed in the Blue Container that are not identified as acceptable Source Separated Recyclable Materials for the City’s Blue Container; (ii) discarded materials placed in the Green Container that are not identified as acceptable Source Separated Green Container Organic Waste for the City’s Green Container; (iii) discarded materials placed in the Gray Container that are acceptable Source Separated Recyclable Materials and/or Source Separated Green Container Organic Wastes to be placed in the City’s Green Container and/or Blue Container; and, (iv) non-Solid Waste items placed in any container.

“Recovered Organic Waste Products” means products made from California, landfill-diverted recovered Organic Waste processed in a permitted or otherwise authorized facility, or as otherwise defined in 14 CCR § 18982(a)(60).

“Recovery” means any activity or process described in 14 CCR § 18983.1(b), or as otherwise defined in 14 CCR § 18982(a)(49).

“Recyclable Materials” means material such as, but not limited to, newspapers, glass, metal and aluminum cans, plastic bottles, corrugated cardboard and used motor oil which is separated from other Solid Waste, Organic Waste, or other waste for the purpose of Recycling.

“Recycle” or “Recycling” means the process of collecting and turning used products into new products by reprocessing or remanufacturing them.

“Recycled-Content Paper” means Paper Products and Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber, or as otherwise defined in 14 CCR § 18982(a)(61).

“Remote Monitoring” means the use of the internet of things and/or wireless electronic devices to visualize the contents of Blue Containers, Green Containers, and Gray Containers for purposes of identifying the quantity of materials in containers (level of fill) and/or presence of Prohibited Container Contaminants.

“Residential” means any residential dwelling.

“Route Review” means a visual Inspection of containers along a Hauler Route for the purpose of determining Container Contamination, and may include mechanical Inspection methods such as the use of cameras, or as otherwise defined in 14 CCR § 18982(a)(65).

“SB 1383” means Senate Bill 1383 (Chapter 395, Statutes of 2016).

“SB 1383 Regulations” means the Short-Lived Climate Pollutants: Organic Waste Reduction regulations developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of regulations of 14 CCR and 27 CCR.

“Self-Hauler” means a person, who hauls Solid Waste, Recyclable Materials, or Organic Waste he or she has generated to another person. Self-hauler also includes a person who back-hauls waste, or as otherwise defined in 14 CCR § 18982(a)(66). “Back-haul” means generating and transporting Organic Waste to a destination owned and operated by the Generator using the Generator’s own employees and equipment, or as otherwise defined in 14 CCR § 18982(a)(66)(A).

“Single-Family” means of, from, or pertaining to any residential premises with fewer than five (5) units.

“Solid Waste” means all putrescible and non-putrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, construction and demolition wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge that is not hazardous waste, manure, vegetable or animal solid and semisolid wastes, and other discarded solid and semisolid wastes. “Solid waste” does not include hazardous, radioactive waste or medical waste.

“Source Separating” or “Source Separation” means the process of removing Recyclable Materials and Organic Waste from Solid Waste at the place of generation, prior to collection, and placing them into separate containers that are separately designated for Recyclable Materials and Organic Waste.

“Source Separated Blue Container Waste” means Source Separated Wastes that can be placed in a Blue Container that is limited to the collection of those Organic Wastes and Non-Organic Recyclables as defined in 14 CCR § 18982(a)(43), or as otherwise defined by 14 CCR § 17402(a)(18.7).

“Source Separated Green Container Organic Waste” means Source Separated Organic Waste that can be placed in a Green Container that is specifically intended for the separate collection of Organic Waste by the Generator, excluding Source Separated Blue Container Waste, carpets, non-compostable paper, and textiles.

“Supermarket” means a full-line, self-service retail store with gross annual sales of two million dollars (\$2,000,000), or more, and which sells a line of dry grocery, canned goods, or nonfood items and some perishable items, or as otherwise defined in 14 CCR § 18982(a)(71).

“Tier One Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

1. Supermarket.
2. Grocery Store with a total facility size equal to or greater than 10,000 square feet.
3. Food Service Provider.
4. Food Distributor.
5. Wholesale Food Vendor.

“Tier Two Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

1. Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.
2. Hotel with an on-site Food Facility and 200 or more rooms.
3. Health facility with an on-site Food Facility and 100 or more beds.
4. Large Venue.
5. Large Event.
6. A State agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.
7. A Local Education Agency facility with an on-site Food Facility.

“Wholesale Food Vendor” means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination, or as otherwise defined in 14 CCR § 189852(a)(76).

13.72.020 Requirements for Single-Family Generators .

A. Single-Family Organic Waste Generators shall comply with the following requirements:

1. Shall subscribe to the City’s green waste or Organic Waste collection services for all Organic Waste generated as described below in Section 13.72.020(A)(2) unless exempt by Section 13.72.040. The City shall have the right to review the number and size of a Generator’s containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Single-Family Generators shall adjust its service level for its collection

services as requested by the City. Generators may additionally manage their Organic Waste by preventing or reducing their Organic Waste, managing Organic Waste through backyard residential composting, and/or using a community composting site.

2. Shall participate in the City's Organic Waste collection service(s) by placing designated materials in designated containers as described in Section 13.72.020(A)(3), and shall not place Prohibited Container Contaminants in collection containers.

3. Generator shall place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Gray Container. Generators shall not place materials designated for the Gray Container into the Green Container or Blue Container.

13.72.030 Requirements for Commercial Businesses.

A. Generators that are Commercial Businesses, including Multi-Family Residential Dwellings, shall:

1. Subscribe to the City's three-container collection services and comply with requirements of those services as described below in Section 13.72.030(A)(2). The City shall have the right to review the number and size of a generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Commercial Businesses shall adjust their service level for their collection services as requested by the City.

2. Participate in the City's three-container collection service(s) by placing Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Gray Container Waste in the Gray Container. Generator shall not place materials designated for the Gray Container into the Green Container or Blue Container, nor place materials designated for the Green Container or Blue Container into the Gray Container.

3. Supply and allow access to an adequate number, size and location of collection containers with sufficient labels or colors (conforming with Section 13.72.030(A)(4)(a)-(b) for employees, contractors, tenants, and customers, consistent with the City's Blue Container, Green Container, and Gray Container collection service or, if self-hauling, per the Commercial Businesses' instructions to support its compliance with its self-haul program, in accordance with Sections **Error! Reference source not found.** and 13.72.080.

4. Excluding Multi-Family Residential Dwellings, provide containers for the collection of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials in all indoor and outdoor areas where disposal containers are provided for customers, for materials generated by that business. Such containers do not need to be provided in restrooms. If a Commercial Business does not generate any

of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers. Pursuant to 14 CCR § 18984.9(b), the containers provided by the business shall have either:

a. A body or lid that conforms with the container colors provided through the collection service provided by City, with either lids conforming to the color requirements or bodies conforming to the color requirements or both lids and bodies conforming to color requirements. A Commercial Business is not required to replace functional containers, including containers purchased prior to January 1, 2022, that do not comply with the requirements of the subsection prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

b. Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant 14 CCR § 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.

5. Multi-Family Residential Dwellings are not required to comply with container placement requirements or labeling requirement in Section 13.72.040(A)(4) pursuant to 14 CCR § 18984.9(b).

6. To the extent practical through education, training, Inspection, and/or other measures, excluding Multi-Family Residential Dwellings, prohibit employees from placing materials in a container not designated for those materials in accordance with Section 13.72.030(A), or if recycling organics onsite or self-hauling under Sections **Error! Reference source not found.** and 13.72.080 per the Commercial Businesses' instructions to support its compliance with its onsite recycling or self-haul program.

7. Excluding Multi-Family Residential Dwellings, periodically inspect containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR § 18984.9(b)(3).

8. Annually provide information to employees, contractors, tenants, and customers about Organic Waste Recovery requirements and about proper sorting of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials.

9. Provide education information before or within fourteen (14) days of occupation of the premises to new tenants that describes requirements to keep Source Separated Green Container Organic Waste and Source Separated Recyclable Materials separate from Gray Container Waste (when applicable) and the location of containers and the rules governing their use at each property.

10. Provide or arrange access for the City or its agent to their properties during all Inspections conducted in accordance with Section 13.72.090 to confirm compliance with the requirements of this chapter.

11. Accommodate and cooperate with City's Remote Monitoring program, when available, for Inspection of the contents of containers for Prohibited Container Contaminants, to evaluate generator's compliance with Section 13.72.030(A)(2).

12. If a Commercial Business wants to self-haul, meet the Self-Hauler requirements in Sections **Error! Reference source not found.** and 13.72.080.

13. Nothing in this section prohibits a generator from preventing or reducing waste generation, managing Organic Waste on site, or using a community composting site).

14. Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Food Recovery requirements, pursuant to 13.72.050.

13.72.040 Waivers for Generators.

A. De Minimis Waivers. The City may waive a Commercial Business' obligation (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste requirements if the Commercial Business provides documentation that the business generates below a certain amount of Organic Waste material as described in Section 13.72.040(A)(2) below. Commercial Businesses requesting a de minimis waiver shall:

1. Submit an application specifying the services that they are requesting a waiver from and provide documentation as noted in Section 13.72.040(A)(2) below.

2. Provide documentation that either:

a. The Commercial Business' total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 20 gallons per week per applicable container of the business' total waste; or

b. The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 10 gallons per week per applicable container of the business' total waste.

3. Notify City if circumstances change such that Commercial Business's Organic Waste exceeds threshold required for waiver, in which case waiver will be rescinded.

4. Provide written verification of eligibility for de minimis waiver every 5 years, if the City has approved de minimis waiver.

B. Physical Space Waivers. The City may waive a Commercial Business' or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the recyclable materials and/or Organic Waste collection service requirements if the City has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the Organic Waste collection requirements.

A Commercial Business or property owner may request a physical space waiver through the following process:

1. Submit an application form specifying the type(s) of collection services for which they are requesting a compliance waiver.
2. Provide documentation that the premises lacks adequate space for Blue Containers and/or Green Containers including documentation from its hauler, licensed architect, or licensed engineer.
3. Provide written verification to the City that it is still eligible for physical space waiver every five years, if the City has approved application for a physical space waiver.

C. Additional Waivers. The City may provide any additional waivers of the requirements of this chapter to the extent permitted by applicable law. The Community Development Director or his or her designee shall be responsible for determining the grounds for the waiver, its scope, and appropriate administration.

D. Review and Approval of Waivers by City. Review and approval of waivers will be the responsibility of the Community Development Director or his or her designee. The application for exemption shall be submitted to the Community Development Director, and/or designee, who will either approve or disapprove the exemption request within 30 days of the application submittal.

13.72.050 Requirements for Commercial Edible Food Generators.

A. Tier One Commercial Edible Food Generators must comply with the requirements of this section commencing January 1, 2022, and Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024.

B. Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this section, commencing January 1, 2024.

C. Commercial Edible Food Generators shall comply with the following requirements:

1. Shall not intentionally spoil Edible Food that is capable of being recovered by a Food Recovery Organization or a Food Recovery Service.

2. Allow the City's designated enforcement entity or designated third party enforcement entity to access the premises and review records pursuant to 14 CCR § 18991.4.

3. Keep records that include the following information, or as otherwise specified in 14 CCR § 18991.4:

a. A list of each Food Recovery Service or organization that collects or receives its Edible Food pursuant to a contract or written agreement established under 14 CCR § 18991.3(b).

b. A copy of all contracts or written agreements established under 14 CCR § 18991.3(b).

c. A record of the following information for each of those Food Recovery Services or Food Recovery Organizations:

i. The name, address and contact information of the Food Recovery Service or Food Recovery Organization.

ii. The types of food that will be collected by or self-hauled to the Food Recovery Service or Food Recovery Organization.

iii. The established frequency that food will be collected or self-hauled.

iv. The quantity of food, measured in pounds recovered per month, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.

d. Nothing in this chapter shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 (Chapter 285, Statutes of 2017).

13.72.060 Requirements for Food Recovery Organizations and Services.

A. Food Recovery Services collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR § 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR § 18991.5(a)(1):

1. The name, address, and contact information for each Commercial Edible Food Generator from which the service collects Edible Food.

2. The quantity in pounds of Edible Food collected from each Commercial Edible Food Generator per month.

3. The quantity in pounds of Edible Food transported to each Food Recovery Organization per month.

4. The name, address, and contact information for each Food Recovery Organization that the Food Recovery Service transports Edible Food to for Food Recovery.

B. Food Recovery Organizations collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR § 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR §18991.5(a)(2):

1. The name, address, and contact information for each Commercial Edible Food Generator from which the organization receives Edible Food.

2. The quantity in pounds of Edible Food received from each Commercial Edible Food Generator per month.

3. The name, address, and contact information for each Food Recovery Service that the organization receives Edible Food from for Food Recovery.

C. Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the City and contract with or have written agreements with one or more Commercial Edible Food Generators pursuant to 14 CCR § 18991.3(b) shall report to the City it is located in the total pounds of Edible Food recovered in the previous calendar year from the Tier One and Tier Two Commercial Edible Food Generators they have established a contract or written agreement with pursuant to 14 CCR § 18991.3(b) no later than March 31 annually.

D. In order to support Edible Food Recovery capacity planning assessments or other studies, Food Recovery Services and Food Recovery Organizations operating in the City shall provide information and consultation to the City, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the City and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted by the City shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the City.

13.72.070 Requirements for Haulers and Facility Operators.

A. Requirements for Haulers

1. Haulers shall meet the following requirements and standards as a condition of approval of a permit or other authorization with the City to collect Organic Waste.

a. Through written notice to the City annually on or before December 31, identify the facilities to which they will transport Organic Waste including facilities for Source Separated Recyclable Materials, and Source Separated Green Container Organic Waste.

b. Transport Source Separated Recyclable Materials or Source Separated Green Container Organic Waste, and Mixed Waste to a facility, operation, activity, or property that recovers Organic Waste as defined in 14 CCR, Division 7, Chapter 12, Article 2.

c. Obtain approval from the City to haul Organic Waste, unless it is transporting Source Separated Organic Waste to a Community Composting site or lawfully transporting construction and demolition debris.

2. Haulers authorized to collect Organic Waste shall comply with education, equipment, signage, container labeling, container color, contamination monitoring, reporting, and other requirements contained within its permit or other agreement entered into with the City.

B. Requirements for Facility Operators and Community Composting Operations

1. Owners of facilities, operations, and activities that recover Organic Waste, including, but not limited to, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works shall, upon the City's request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the City shall respond within 60 days.

2. Community Composting operators, upon the City's request, shall provide information to the City to support Organic Waste capacity planning, including, but not limited to, an estimate of the amount of Organic Waste anticipated to be handled at the Community Composting operation. Entities contacted by the City shall respond within 60 days.

13.72.080 Self-Hauler Requirements.

A. Self-Haulers shall source separate all recyclable materials and Organic Waste generated on-site from Solid Waste in a manner consistent with 14 CCR §§ 18984.1 and 18984.2, or shall haul Organic Waste to a High Diversion Organic Waste Processing Facility.

B. Self-Haulers shall haul their Source Separated Recyclable Materials to a facility that recovers those materials; and haul their Source Separated Green Container Organic Waste to a Solid Waste facility, operation, activity, or property that processes or recovers Source Separated Organic Waste. Alternatively, Self-Haulers may haul Organic Waste to a High Diversion Organic Waste Processing Facility.

C. Self-Haulers that are Commercial Businesses (including Multi-Family Residential Dwellings) shall keep a record of the amount of Organic Waste delivered to each Solid Waste facility, operation, activity, or property that processes or recovers Organic Waste; this record shall be subject to Inspection by the City. The records shall include the following information:

1. Delivery receipts and weight tickets from the entity accepting the waste.

2. The amount of material in cubic yards or tons transported by the generator to each entity.

3. If the material is transported to an entity that does not have scales on-site, or employs scales incapable of weighing the Self-Hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-Hauler is not required to record the weight of material but shall keep a record of the entities that received the Organic Waste..

D. Self-Haulers that are Commercial Businesses (including Multi-Family Self-Haulers) shall provide information collected in Section 13.72.080(C) to the City if requested.

E. A residential Organic Waste Generator that self-hauls Organic Waste is not required to record information in Section 13.72.080(C) or report information in Section 13.72.080(D).

13.72.090 Inspections and Investigations.

A. City representatives and/or its designated entity, including Designees are authorized to conduct Inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from generators, or Source Separated materials to confirm compliance with this chapter by Organic Waste Generators, Commercial Businesses (including Multi-Family Residential Dwellings), property owners, Commercial Edible Food Generators, Self-Haulers, hauler, Food Recovery Service, and Food Recovery Organizations, subject to applicable laws. This Section does not allow the City to enter the interior of a private residential property for Inspection. For the purposes of inspecting Commercial Business containers for compliance with Section 13.72.030, the City may conduct container Inspections for Prohibited Container Contaminants using Remote Monitoring, and Commercial Businesses shall accommodate and cooperate with the Remote Monitoring pursuant to Section 13.72.030.

B. The regulated entity shall provide or arrange for access during all Inspections (with the exception of residential property interiors) and shall cooperate with the City's employee or its designated entity/Designee during such Inspections and investigations. Such Inspections and investigations may include confirmation of proper placement of materials in containers, Edible Food Recovery activities, records, or any other requirement described herein. Failure to provide or arrange for: (i) access to an entity's premises; or (ii) access to records for any Inspection or investigation is a violation of this chapter and may result in penalties described in Section 13.72.100.

C. Any records obtained by the City during its Inspections, Remote Monitoring, and other reviews shall be subject to the requirements and applicable disclosure exemptions of the Public Records Act as set forth in Government Code Section 6250 et seq.

D. City representatives, its designated entity, and/or Designee are authorized to conduct any Inspections, Remote Monitoring, or other investigations as reasonably necessary to further the goals of this chapter, subject to applicable laws.

E. City shall receive written complaints from persons regarding an entity that may be potentially non-compliant with SB 1383 Regulations, including receipt of anonymous complaints.

13.72.100 Enforcement.

A. Violation of any provision of this chapter shall constitute grounds for issuance of a Notice of Violation and assessment of a fine by an Enforcement Officer. Enforcement Actions under this chapter are issuance of an administrative citation and assessment of a fine. The procedures in Chapter 9.20 shall govern the imposition, enforcement, collection, and review of administrative citations issued to enforce this chapter and any rule or regulation adopted pursuant to this chapter, except as otherwise indicated in this chapter.

B. Other remedies allowed by law may be used, including civil action or prosecution as misdemeanor or infraction. City may pursue civil actions in the California courts to seek recovery of unpaid administrative citations.

C. Penalty Amounts for Types of Violations. The penalty levels are the amounts set forth in Section 9.20.030.

D. Appeals Process. Persons receiving an administrative citation containing a penalty for an uncorrected violation may request a hearing to appeal the citation pursuant to Chapter 9.20.

E. Education Period for Non-Compliance. Beginning January 1, 2022 and through December 31, 2023, the City will conduct Inspections, Remote Monitoring, Route Reviews or waste evaluations, and Compliance Reviews, depending upon the type of regulated entity, to determine compliance, and if the City determines that a Generator, Self-Hauler, Hauler, Tier One Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance, it shall provide educational materials to the entity describing its obligations under this chapter and a notice that compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024.

F. Civil Penalties for Non-Compliance. Beginning January 1, 2024, if the City determines that a Generator, Self-Hauler, Hauler, Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance with this chapter, it shall document the noncompliance or violation, issue a Notice of Violation, and take Enforcement Action pursuant to this chapter.

G. Civil Penalties for Non-Compliance. This chapter shall be interpreted consistent with the City's regulatory authority and shall only apply to local education agencies and other state or federal entities to the extent permitted by law, including the SB 1383 Regulations.



TO: THE HONORABLE MAYOR AND CITY COUNCIL

AGENDA: City Council Regular Meeting

DATE: December 7, 2021

ITEM #: J.18

SUBJECT: SB 1383 Edible Food Recovery Implementation and Budget Appropriation

Recommendation for Action: Staff recommends that the City Council receive an update on the City's implementation of the edible food recovery requirements under SB 1383 and adopt Resolution No. _____, authorizing an additional FY 2021/22 appropriation of \$300,000 in the Recycling Fund (250) to assist with the SB 1383 implementation.

Staff Contact:

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

Fiscal Impact:

This action will increase the Solid Waste and Recycling Program appropriations for FY 2021/22 from \$224,072 to \$524,072, a total increase of \$300,000. The increased amount will be allocated from the Recycling Fund reserves, which has sufficient funds to support this allocation. There is no impact to the City's General Fund.

Background:

Senate Bill (SB) 1383, signed into law in September 2016 and its final regulations adopted in October 2020, is one of the most significant waste reduction and recycling mandates to be adopted in California in the past 30 years. SB 1383 establishes methane emissions reduction targets to achieve a 50 percent reduction in statewide disposal of organic waste from 2014 levels by 2020 and 75 percent reduction by 2025. The law also establishes targets to achieve a 20 percent reduction in currently disposed edible food by 2025. Decomposition of organic waste in landfills is one of the largest contributors to greenhouse gas (GHG) emissions in California and the efforts to reduce these GHGs are essential to addressing impacts of climate change on human health and the environment. Increasing edible food recovery of food that would have otherwise gone to the landfill also assists in feeding the 1 in 8 Californians that are food insecure.

Discussion:

California jurisdictions are required to adopt and enforce an ordinance to implement SB 1383 regulations by January 1, 2022. These regulations also require the City to develop a food recovery program, which is significantly different from past solid waste reduction and recycling regulations. To assist with the development of this new program, the City of Woodland, along with the City of Winters and Yolo County hired a consultant to provide a capacity study and funding assessment for establishing a food recovery program. Their scope included identifying Tier 1 Generators subject to food recovery requirements of SB 1383, identifying food recovery organizations that could accommodate or expand to accommodate additional food recovery, and establishing an estimate of the amount of food that would be generated annually from Tier 1 Generators. The full consultant report is included in the agenda packet.

From the study, the consultants identified 44 businesses throughout Yolo County that met the Tier 1 Generator definition, of which 16 are in Woodland. Of those, four are currently not participating in a donation program for their remaining edible food. In August 2021, we invited all Tier 1 Generators to an online stakeholder workshop hosted by Yolo County, which included staff from CalRecycle and Yolo County Environmental Health to discuss their role and requirements with SB 1383. Although many did not attend the workshop, we will be working with all 16 Tier 1 Generators in Woodland to assist with their understanding of SB 1383, and providing outreach and resources, as necessary, to ensure compliance.

The consultants also surveyed several Food Recovery Organizations (FROs) in Yolo County to find ones that had current capacity, were planning to expand, or that could add additional food donors. Yolo County Environmental Health cross-referenced this list for ones that met their health and food safety standards, which resulted in a list of nine FROs, including two in Woodland. Jurisdictions are required to provide this list on the City's website and to Tier 1 Generators, as well as fund expanded capacity to accommodate additional food donated by Tier 1 Generators, if necessary. The consultants also worked closely with the Yolo Food Bank to review their operations and determine their funding needs to provide capacity to Tier 1 Generators not already donating, as well as to provide support for the greater food recovery network. At the time, the Yolo Food Bank did not have current capacity and was, therefore, not included on the list of nine recommended FROs. However, the Yolo Food Bank is essential to the food recovery network and can serve an important role in coordinating SB 1383 reporting requirements for each jurisdiction. The consultant's report outlines these funding recommendations for the Yolo Food Bank; however, the Yolo Food Bank has formally declined this funding recommendation.

Since capacity and reporting requirements are still needed to meet the food recovery elements of SB 1383, staff is working with other FROs to provide additional options for expanding capacity in Woodland using the funding earmarked for the Yolo Food Bank. This funding could also be used to facilitate a coordination and reporting program to assist FROs with tracking tonnages and agreements between the FRO and Tier 1 Generators.

In addition to the \$276,981.09 requested to implement the food recovery program and fund expanded capacity required by SB 1383, staff is requesting an additional \$23,018.91 to fund outreach and education efforts, rounding the funding request to an even \$300,000. Jurisdictions are required to provide outreach and education to Tier 1 Generators, Food Recovery Organizations, and to organics recycling customers regarding the new regulations and contamination requirements. This request is to provide funding for Year 1 (2022) program implementation until a sustainable funding source is identified and determined at a later date.

Committee Recommendation:

The Sustainability Advisory Committee received this presentation at the November 17, 2021 meeting and were supportive of the findings. They will continue to be involved and updated on future developments.

Conclusion:

Staff recommends that the City Council receive an update on the City's implementation of the edible food recovery requirements under SB 1383 and adopt Resolution No. _____, authorizing an additional FY 2021/22 appropriation of \$300,000 in the Recycling Fund (250) to assist with SB 1383 implementation.

Prepared by: Rosie Ledesma, Environmental Resource Analyst

Reviewed by: Brent Meyer, Community Development Director/ City Engineer



Ken Hiatt
City Manager

Attachments:

1. Resolution
2. TCM Final Report - SB1383 Food Recovery Assessment

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN INCREASE TO THE FISCAL YEAR 2021/2022 SOLID WASTE AND
RECYCLING PROGRAM BUDGET FOR SB 1383 IMPLEMENTATION**

WHEREAS, the State of California enacted the Short-Lived Climate Pollutant (SB 1383) bill in 2016 in an effort to reduce greenhouse gas emissions generated from landfills by mandating organic waste diversion and edible food recovery programs; and

WHEREAS, Yolo County hired a consultant to help Woodland and Yolo County meet the capacity planning and food recovery requirements of SB 1383, which identified food recovery organizations able to expand to meet the food donation capacity needed for the Tier 1 Generators not already donating food; and

WHEREAS, the consultants determined that \$761,698 was needed to expand capacity at the identified food recovery organizations throughout the county, of which Woodland's portion is \$276,981.09; and

WHEREAS, SB 1383 also requires jurisdictions to provide outreach and education, which will include direct mailings, creating content, printing new materials, and providing other resources; and

WHEREAS, neither of these costs were anticipated when the Solid Waste and Recycling Program budget for FY 2021/22 was prepared; and

WHEREAS, Environmental Services requests that \$300,000 be added to the budget appropriation for the Solid Waste and Recycling Program for FY 2021/22 from the Recycling Fund (250) reserve to implement a food recovery program required by SB 1383 as well as to provide outreach regarding SB 1383 requirements; and

WHEREAS, the Fund 250 reserve is adequate to meet this need.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: The City Council hereby authorizes an additional appropriation of \$300,000 in the Recycling Fund (250) to implement SB 1383 requirements.

PASSED AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council on the 7th day of December 2021, by the following vote:

AYES:

NOES:

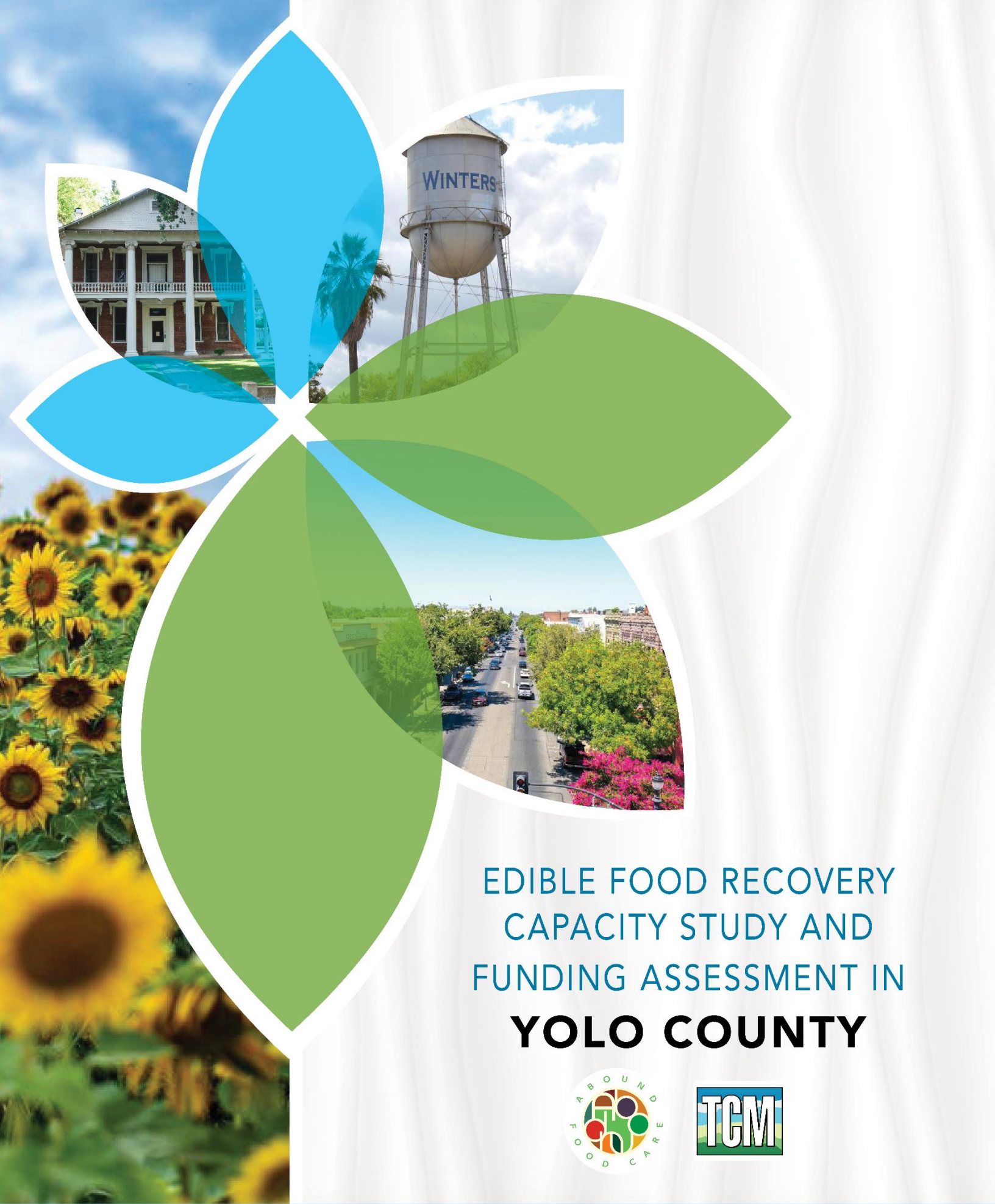
ABSENT:

ABSTAIN:

Mayra Vega, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



EDIBLE FOOD RECOVERY
CAPACITY STUDY AND
FUNDING ASSESSMENT IN
YOLO COUNTY



TABLE OF CONTENTS

1.0 Introduction	1
2.0 Short-Live Climate Pollutants – Edible Food Recovery Regulations	1
2.1 History of Edible Food Program Development in Yolo County	2
3.0 Current Food Recovery Landscape in Yolo County	2
3.1 Baseline of Tier One Generators	5
4.0 Summary of Program Recommendations	5
5.0 Capacity Evaluation	7
5.1 Data Sources	8
5.2 Calculation of Tonnages – CalRecycle Guidance Documents	9
5.3 Calculation of Tonnages – YFB Collection Data	10
5.4 Summary of Capacity	11
6.0 Survey of Food Recovery Participants and Generators	12
6.1 Survey Approach	12
6.2 Summary of Generator Results	12
6.3 Summary of Food Recovery Agency Results	14
6.4 Logistics Assessment	18
7.0 Evaluation of Food Bank Operations and Financial Request	19
7.1 Background	19
7.2 Regional Considerations	20
7.3 YFB Recommendations	21
8.0 Funding Recommendations	21



1.0 Introduction

Total Compliance Management (TCM) and Abound Food Care (Abound) (together “the Team”) were contracted by Yolo County, the City of Winters, and City of Woodland to assess the regional capacity of edible food recovery to meet the requirements of SB 1383. Additionally, the Team was hired to work directly with Yolo Food Bank (YFB) to discuss the proposed financial request for the YFB to add the required donors to the existing program to meet the compliance requirements of the Short-Lived Climate Pollutant Regulation (SB 1383), described in the sections below. The County, and its jurisdictions, felt a third-party evaluator would provide the most comprehensive assessment of the request. The Team will provide the Capacity Study, an in-depth survey of local non-profits, and a detailed dive into the proposed Yolo Food Bank (YFB) budget as guidance for Yolo County’s compliance with SB 1383.

Abound was brought in as an expert on food recovery, to both assess the recovery agencies, and to evaluate the YFB request and provide detailed recommendations based on their knowledge of food recovery networks and collaborative opportunities. TCM offers overall program management, as well as expertise on SB 1383 and funding models that have been used to create the strategies presented in this report.

Our team approached this task with three clear goals in mind: To identify the resources needed to meet requirements of SB 1383, to effectively recover excess edible food to reduce food insecurity, and to provide a roadmap for all stakeholders in the region that ensures the transparent and responsible use of funds. The Team worked to gather as much information as possible through surveys, interviews, data requests, and site visits. This report represents a snapshot of the current programs that are in flux from the significant impacts of the COVID-19 pandemic and the impending SB 1383 regulations. The stakeholders in the County should view this report as a starting point and revisit these recommendations in accordance with the guidelines provided and measure them against the proposed metrics of success to continue to build upon the program as necessary to meet these fundamental goals as the region adapts and changes.

2.0 Short-Live Climate Pollutants – Edible Food Recovery Regulations

In 2016, the hottest year on record at the time, Californians decided to act against global warming and the greenhouse gases that cause it. The State passed SB 1383, which is a bill designed to reduce methane emissions, which are produced in large part from the decomposition of organic waste in our California’s landfills. The goal of SB 1383 is to reduce the amount of organic waste to 25% of what was buried in 2014 by the year 2025. The law is the most ambitious of its kind because it must be for the State to achieve its climate change goals.

Some of the most ambitious and important considerations of the law are the food rescue requirements. The law mandates that 20% of all edible food that is being wasted and sent to landfills be intercepted and fed to people. This not only provides nutrition, especially for those who are most in need, but it also prevents food from entering landfills and creating more methane. Of particular importance, here in California, is the water savings associated with food rescue. The more people can be fed from rescued food, the less pressure the agricultural sector will place on the State’s rapidly depleting water supply. Yolo County experiences both water shortages and food insecurity, and as such, food rescue must remain a high priority in the County’s plans moving forward.

Yolo County is prepared to comprehensively meet the requirements of SB 1383. The key points of the food rescue requirements are monitoring, outreach, program deployment, and reporting.

- **Monitoring:** Yolo County has gone through its own records and publicly available data to ascertain which businesses in the County are subject to the food rescue requirements under SB 1383. These businesses fall into the “Tier One” and “Tier Two” categories, which must begin rescuing food by next year and 2024 respectively. These lists will become the basis for outreach and implementation of food rescue plans.
- **Outreach:** Yolo County will work with Tier One and Tier Two businesses, as well as with the Health Department, to ensure that all the businesses required to donate food under this law are well-equipped to do so. Yolo will see to it that all these businesses receive print, verbal, and digital outreach informing them of how to comply with the law, where to find food rescue partners, and potential penalties for refusing to participate in the program.
- **Reporting:** Yolo County is fully prepared to track its efforts, as well as capacity planning reporting, and all other reporting requirements under SB 1383. Yolo County will work closely with the Food Bank, pantries, businesses, and the local community to acquire the needed information for its reports to CalRecycle.

2.1 History of Edible Food Program Development in Yolo County

Yolo County has a long history of partnership with the YFB where they have made the following major steps towards expanding food recovery, that are important to the ability of the County and its Cities to meet the food recovery goals of SB 1383:

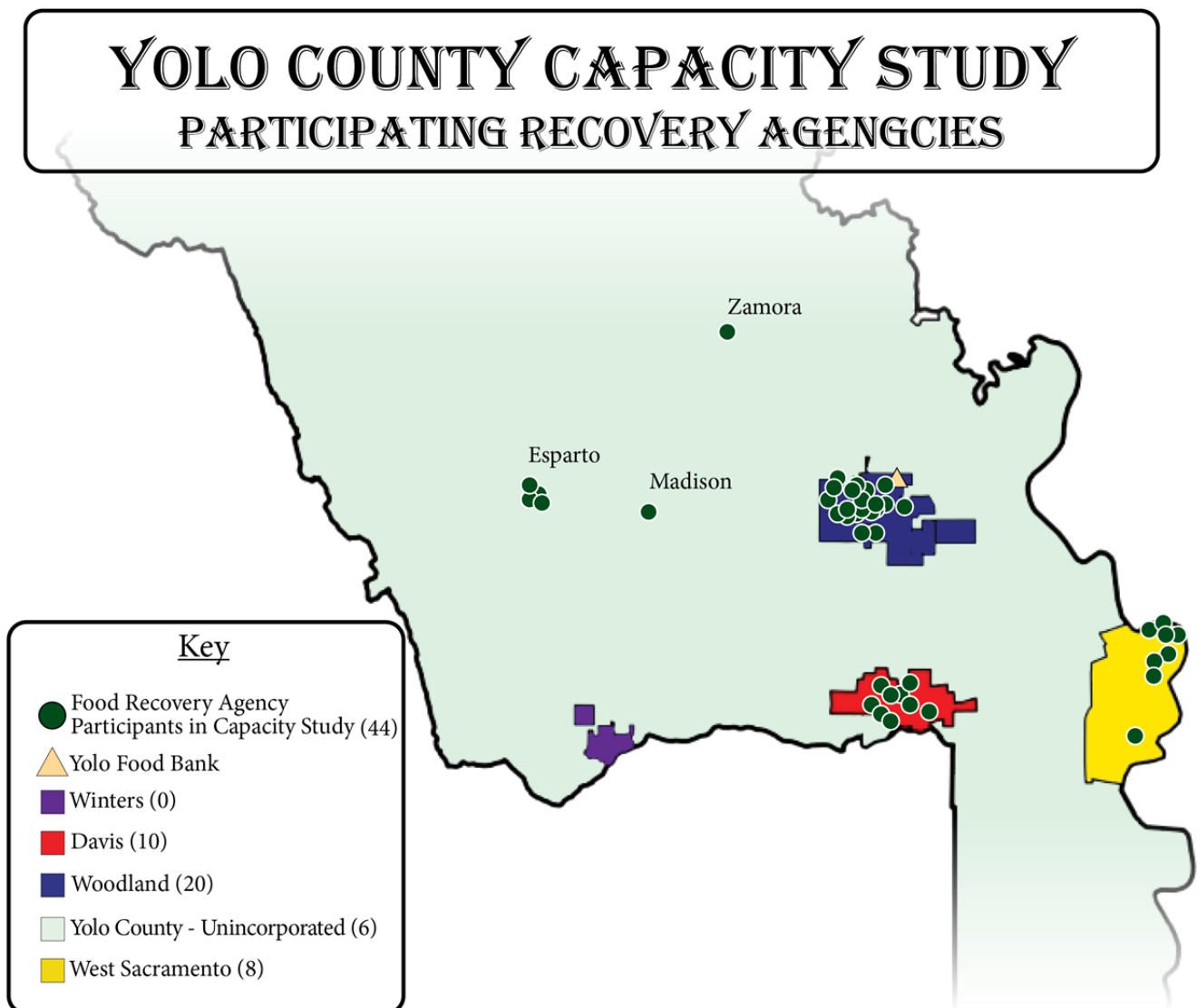
- ✓ In January 2019, YFB and the County jointly applied for a \$500,000 CalRecycle grant to expand food recovery and distribution programs.
- ✓ In January 2019, Yolo County granted YFB \$500,000 in IGT funding to expand food recovery and distributions.
- ✓ In March 2020, Yolo County formally tasked YFB with providing services to deliver food and essential goods to COVID-19 higher risk populations that are not traditionally served. These services included acquisition, procurement, warehousing, distribution, and transportation of food and goods.
- ✓ In July 2020, Yolo County paid YFB nearly \$1 million to increase food recovery and distributions to vulnerable residents in response to the pandemic.
- ✓ In September 2020, Yolo County paid Yolo Food Bank another \$500,000 to increase food recovery and distributions to vulnerable residents in response to the pandemic.

3.0 Current Food Recovery Landscape in Yolo County

Yolo County has one large food bank, the Yolo Food Bank (YFB), and 44 confirmed active food recovery partners and distributors. Due to the rural makeup of the County and with the support afforded by pandemic relief funds, current food recovery efforts in Yolo County are conducted largely through YFB using the following two methods. The first, and predominant method, is where YFB trucks/staff pick up excess donated food from Tier One generators and return the product to the food bank’s distribution center, where it is sorted and made available for distribution. The second method includes utilizing select YFB non-profit agency partners to conduct excess food pickups from some Tier One generators directly. These agencies then distribute the recovered food to their ‘clients’. Use of YFB trucks and staff

to move product to the distribution center for sorting and distribution leads to reduced food waste and streamlined operations in that the recovered and sorted product can then be made available to the larger network of non-profit recipient agencies, serving the entire county.

This food bank focused method can result in higher logistics costs but leads to reduced food waste. Utilizing non-profit agencies to conduct pickups reduces logistics costs and strain on distribution center space but increases the likelihood that recovered food will still ultimately be wasted if it cannot be used by the recovery agency. Most, if not all, Feeding America contracts with member agencies prohibit or discourage 'redistribution' from one non-profit agency to another, due to food safety concerns, which can be mitigated by use of existing tech platforms. Finally, there is always a portion of donated excess food that is not captured through the food bank network. This food is typically donated by a donor staff member to a non-profit agency outside of existing contracts or agreements. In these cases, we have seen retailers with contracts to donate food to a food bank, or a food bank authorized agency donate a



portion of available food to another non-profit agency conducting charitable feeding outside of the food bank network. These donated pounds typically do not get recorded because it is outside of the agreement or contract between the donor and the food bank/agency. Our survey shows this is the case in Yolo County, as it is everywhere else food recovery is taking place.

Based on available data, the absence of scales and the means to accurately track donated food, we are uncertain what the aggregated baseline number of pounds donated is for Yolo County. The Food Bank acts as a centralized point of collection, and through their Feeding America program, onboards the greatest level of donor participation from the community. Further, they distribute food collected from other Federal and Gleaning programs. The Food Bank utilizes a limited amount of partner agency collection for their partner donors. The map above provides a visual demonstration of the location of the YFB and the partner agencies that participated in the survey described in Section 6.0. Understanding the current landscape of food recovery programs was a key component of the development of recommendations for the County and its Cities. Most notably the County has high density urban areas coupled with expansive rural areas. Food pantries, similarly, are densely located in the areas that have the highest populations and spread throughout the rural areas.

The Food Bank operates routes that recover food at donor locations across the County and transports that food back to their distribution center for sorting¹. Edible food is then made available to the non-profit pantry network, either delivered by the Food Bank to the non-profit locations or made available for pick-up at distribution center. Logistics fees to the non-profit agencies to offset a portion of the cost may apply depending on the quality, quantity and shelf life of the items. The fee is reduced as product nears its spoilage date to incentivize rapid distribution. The logistics fee is also adjusted based on nutritional quality and for non-foods items (toiletries, paper products, etc.). To a lesser extent YFB will also utilize nonprofit partners to collect and distribute food on their behalf directly from donors. The food recovery agencies distribute approximately 10% of the recovered food from YFB, where the balance is distributed directly through YFB programs. Due to a heavy reliance on volunteers, there have been challenges in consistency in the pickups, which diminish the effectiveness of food recovery to the donor. Further, the lack of scales at these non-profits hinders the region's ability to accurately quantify the amount of product that is being collected. Food recovered by an agency on behalf of the YFB are not subject to any logistic fees given they are already bearing the cost directly.

Food Bank is short on space, currently putting products in hallways and meeting rooms. By their estimates they are at double capacity, which was supported by the site visit conducted by the Team. Much of the current food recovery increase over the past year was funded by a surge in federal funding for pandemic relief, which has since evaporated. The Team is uncertain of how this capacity will stabilize as the region moves past the intense pandemic responses into a new normal operation. Several food recovery agencies have reported they can accept more food and add more donors through their existing capacity, and the survey demonstrated there is further interest in expansion. However, the survey results also demonstrated gaps in tracking (insufficient scales), and a need for expanded food safety training for the agencies.

¹ Absent access to exact truck routes and driver logs, we do know the Food Bank send their trucks to recover food at donor locations across the County.

3.1 Baseline of Tier One Generators

The survey of the Tier One generators showed that nine will require new programs to get into compliance with the SB 1383 by January 2022. Additionally, several Tier One generators were identified to have programs, but are likely not in consistent programs, or programs that meet the requirement of “donating all available excess food”. A large percentage of Tier One generators that are bulk specialty donors, such as rice manufacturers, that would not be appropriate to send to a small food agency. There is a large percentage of grocery stores/markets that are currently participating in programs, assisting with the overall compliance of the region. Further, there will be donors in this region that will have sporadic donation, for example, Monsanto will likely only have sporadic donations available. There are some identified Tier One donors that do not have edible food, or food available for donation, for example RiceBran Tech.

4.0 Summary of Program Recommendations

Edible food recovery as a means of reducing food waste and food insecurity is still in its infancy, with several factors and variables to be determined over time. To provide the County with an effective roadmap and strategy for edible food recovery, it will be important to identify the key elements and ultimate goals of an effective program. Is it to comply with the requirements of SB 1383, with the understanding that full compliance may not result in meeting targeted goals statewide? Is it to develop the infrastructure, tools, and solutions needed to protect the planet and make excess edible food an effective resource in the effort to reduce the costs and chronic health effects associated with food insecurity? Until long-term goals are established, the Team recommends focusing on near-term planning and goal-setting to meet the initial requirements of SB 1383 and develop a regional program.

Through our research, survey responses, field visits, and an analysis of the available data provided to us by YFB, the Team identified a number of challenges that exist in developing a strategic path to edible food recovery and an associated shared cost. These factors and challenges included the following:

Factors and Challenges

1. The expansive, rural and geographic makeup of the County creates some unique challenges. For example, some rural communities, such as Winters, have a small number of Tier One and/or Tier Two donors and have zero confirmed NPO's servicing the residents. Knowing that there are food insecure individuals in Winters, the logistics costs associated with serving those individuals is higher than that of more urban areas or areas with more resources.
2. The amount of surplus edible food in some communities exceeds the need of food insecure individuals, while the need may exceed the amount of surplus edible food in other communities. This creates another logistics challenge that must be solved through a regional approach.
3. The overwhelming amount of food recovery efforts are currently conducted by YFB using their trucks, personnel, and distribution center.
4. YFB distribution center operations currently exceed the capacity of their distribution center.
5. Current Food Recovery efforts conducted by YFB have been funded in part with pandemic relief funds. This source of funding is unsustainable.
6. Baseline edible food recovery figures, beyond those which are managed through YFB, are not verifiable.

7. The 44 actively confirmed non-profit agencies that identify as currently conducting food distribution or food services, in addition to YFB, range dramatically in effectiveness and capacity.
8. Nearly all current edible food recovery efforts focus on servicing Tier One donors. However, SB 1383 requires operations that fall under Tier Two designation to donate all their excess edible food as well.
9. Food recovery from Tier Two donors is disproportionately more difficult than food recovery from Tier One donors and yields less usable product.
10. Tier Two food donations pose a significantly higher food safety risk because much of this food is hot and it is more difficult to maintain food safety through the hot food chain. Along with the reality that there is comparatively higher staff turnover in Tier Two establishments, which leads to the need for greater education and outreach than that of Tier One donors, Tier Two compliance will be a challenge.

The Team is providing short term recommendations due to the lack of knowledge surrounding the ultimate goal of Yolo County's food recovery efforts, the accurate baseline numbers of pounds currently being recovered, access to all YFB routes and/or driver logs, and the status of YFB's request to the County for infrastructure investment using American Rescue Plan (ARP) funds. The Team proposes the following strategic short-term recommendations that allows for the increased capacity needed to service Tier One and Tier Two donors over the next 12 – 18 months, while the above-mentioned variables become more defined and the overall effort can be evaluated in collaboration between the County, its municipalities, YFB, and non-profit organizations.

Short-Term Strategy

The team is encouraged to find that the county supports YFB's mission to eradicate hunger in Yolo County and to advance the metabolic health of Yolo residents. This shared mission drives YFB and their supporting partners, including the jurisdictions that have participated in the study, to developing a strategic path to reduce food insecurity and food waste. The intention of this framework is to identify a roadmap and an estimate the shared cost associated with implantation of a strategic plan that will lead to compliance with SB 1383 requirements as well as the shared mission of reducing food waste and food insecurity.

1. County should clearly identify its goals and intent for the program.
 - a. The County could likely meet the needs of SB 1383 with current programs. However, this may not be able to meet broader goals of reducing hunger, removing edible food from landfill, and expanding donation to non-required entities.
 - b. The County could have a goal to create a broader, more effective program, through strategic investment based on our recommendations.
2. Utilize YFB trucks and staff to service donors in rural areas that lack sufficient (or any) food recovery agencies.
3. Utilize food recovery agencies to conduct food recovery in more populated areas that have multiple agencies as means to alleviate the existing capacity deficit at YFB distribution center.
4. Utilize a tech platform (Meal Connect) to allow food recovery agencies to redistribute food while mitigating food safety concerns and connect Tier Two donors more easily to food recovery agencies that can distribute those donations.
5. Enhance food safety training to all food recovery agencies.

6. Provide food recovery agencies with additional supplies and logistics investments.
7. Provide YFB with staffing resources to manage food recovery agencies conducting food recovery from Tier One and Tier Two donors.
8. Solicit the participation of an existing food production facility to conduct repurposing of bulk recovered food extending the shelf life for distribution to food recovery agencies throughout the county. We recommend exploring affiliations with a community college with an existing culinary arts programs allowing students to work with excess edible food for a social benefit while receiving valuable vocation training. Other options include High School programs and existing food production facilities. The proposed facility will receive use of equipment specific to Cook/Chill food production methodology such as Combi ovens, blast freezers, vacuum sealing machines and associated supplies.
9. Invest in increased cold storage capabilities throughout the County.
10. The County should implement the Food Insecurity Screening questions, to better understand where the need is, and track if we are assisting in meeting the needs through this program.
11. Capital costs could be tiered, or phased, to ensure the funding assist the food recovery agencies and YFB to meet specified objectives and targets, to deliver more funding.
 - a. Set up standard reporting platform
 - b. Ensure clear benchmarks are identified and in place
 - c. Create donor targets and efficiency metrics
12. Plan a 2024 survey of donors to measure success of programs to include reliability of non-profits, participation of the donor and the ability to source reduce should be noted as a byproduct of a successful program.
 - a. Tonnage numbers should be tracked, but not a measure of success, as it doesn't include source reduction or track improvement of the network.
 - b. Tracking the amount of recovered food that is ultimately wasted after collection.
 - i. Understanding how money is translating to meals
 - ii. Efficiency programs and where further investment needs to be made
 - iii. Evaluation on donation dumping or where enforcement needs to step up.
13. Consider a partnered capital campaign to help generate the funding necessary for the development of the second warehouse for YFB. This partnership could better address the expectations regarding the use of potential ARP and resiliency funds and how they could be used to execute recommendations identified in this report.

Our guidance structure will efficiently use funds to ensure sustainable and effective food recovery programs.

5.0 Capacity Evaluation

Under SB 1383, CalRecycle has set a goal of intercepting 20% of the edible food that is currently being taken to landfills, and instead ensuring that it reaches people. To meet this goal, SB 1383 regulations have placed requirements on businesses that generate sufficient amounts of edible food waste and require them to establish food rescue programs. The food rescue regulations start in 2022 with the largest generators, known as "Tier One" generators, which include large food distributors, larger grocery stores, and supermarkets. By 2024, the regulations expand to cover large restaurants, hotels, schools,

large events, and hospitals. This second wave of covered businesses are known as “Tier Two” generators. As a first step toward compliance, CalRecycle has asked each jurisdiction to evaluate the ‘capacity’ of current food recovery infrastructure and its ability to manage bringing Tier One and Tier Two businesses into compliance. This evaluation is due to CalRecycle in August 2022 but has been completed here to ensure that the County can take the important steps necessary to meet the compliance requirements of SB 1383.

(73) “Tier one commercial edible food generator” means a commercial edible food generator that is one of the following:

- (A) Supermarket.
- (B) Grocery store with a total facility size equal to or greater than 10,000 square feet.
- (C) Food service provider.
- (D) Food distributor.
- (E) Wholesale food vendor.

(74) “Tier two commercial edible food generator” means a commercial edible food generator that is one of the following:

- (A) Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.
- (B) Hotel with an on-site food facility and 200 or more rooms.
- (C) Health facility with an on-site food facility and 100 or more beds.
- (D) Large venue.
- (E) Large event.
- (F) A state agency with a cafeteria with 250 or more seats or a total cafeteria facility size equal to or greater than 5,000 square feet.
- (G) A local education agency with an on-site food facility.

The capacity evaluation aims to address two questions: 1) What is the projected amount of edible food produced from all Tier One and Tier Two generators?² 2) Does the current network of food recovery agencies have the available infrastructure to manage the edible food? If the assessment determines there is a gap, and that the current infrastructure will not be sufficient to collect all available edible food from Tier One and Tier Two generators, based on these calculations, then jurisdictions must provide a plan to ensure that gap is closed.

5.1 Data Sources

In order to prepare and implement the SB 1383 food rescue program, the food rescue infrastructure needs to identify the Tier One and Tier Two generators and estimate the amount of incoming food to be rescued. Currently, this analysis is done using publicly available data from several different sources. The County performed this evaluation and provided the Team with the number of Tier One and Tier Two generators. From this list we were able to estimate disposal using the CalRecycle guidance calculator. Data sources used for this calculator are as follows:

² Note that the 20% food recovery goal is not used to assess capacity. Capacity is assessed based on the number and make-up of Tier One and Tier Two generators in the jurisdiction.

- The CalRecycle Commercial Sector Waste Characterization provides sector-specific estimations of how many pounds per employee of waste is produced by each business type. The results of this analysis are provided in the table below. Food waste is the waste type used for this analysis. **Attachment A** provides the complete calculations of these figures.³

Food Waste Generation by Business Type	
Business Type	Pounds per Employee per Week
Arts and Education	33.07
Durable Wholesale/Trucking	2.31
Education	5.59
Hotels	21.25
Electronic Equipment	1.35
Food and Nondurable Wholesale	18.63
Manufacturing	1.21
Medical and Health	5.57
Public Administration	2.11
Restaurant	46.89
Food Stores	19.33
Retail Trade	14.79
Services (Management & Administration)	7.07
Services (Professional)	5.92
Services (Repair and Personal)	2.69
Other	3.08

- CalRecycle's 2018 Waste Characterization provides an update to the earlier waste characterization and suggests that 22% percent of food waste is edible. This percentage is applied to the amount of food waste generated, based on the number of employees.⁴
- Businesses are listed under the North American Industry Classification System (NAICS). This data is sourced through ReferenceUSA, which aggregates NAICS data with employment statistics from the Employment Development Department. This data provides contact information for each business in a jurisdiction, the type of business it is (e.g. grocery store, restaurant, wholesale food distributor), and an estimated range of the employees at the location. The employee count is the basis for estimating the size of the business.⁵

5.2 Calculation of Tonnages – CalRecycle Guidance Documents

To determine the availability of new tonnages of edible food waste, the employment numbers are estimated for each Tier One and Tier Two generator, using data provided by the NAICS. These employment numbers are multiplied by the pounds per person per week waste generation data

³ CalRecycle - 2014 Generator-Based Characterization of Commercial Sector Disposal and Diversion in California – September 10th 2015.

⁴ CalRecycle - 2018 Disposal-Facility-Based Characterization of Solid Waste in California – 5/15/2020. <https://www2.calrecycle.ca.gov/Publications/Details/1666>

⁵ Reference USA - <https://referenceusa.com/Account/LogOn>

provided by the CalRecycle Commercial Sector Waste Characterization Study. The edible food waste from each eligible Tier One and Tier Two business is summed. Each businesses' eligible food is calculated as follows:

1) Estimate Employees at Business:

$$\text{Estimated Employees} = (\text{Employee Range Low} + \text{Employee Range High}) \div 2$$

(e.g. Employee Range: 10-19: $2(10+19) \div 2 = 14.5$ employees)

2) Calculate Annual Food Waste at Business:

$$\text{Food Waste (TPY)} = \text{Employees} \times \text{Food Waste Pounds per Employee Per Week} \times 52 \div 2000$$

3) Estimate Amount of Edible Food Waste at Business:

$$\text{Edible Food Waste (TPY)} = \text{Food Waste} \times 22\%$$

4) Repeat and Sum for each Tier One and Tier Two Business:

Once summed, this is the estimate for edible food waste generated by SB 1383 covered businesses. Note that this amount will be affected by participation rates of each business, as well as due to the fact that the Waste Characterization this analysis is based on was performed at a statewide level and may not accurately represent the individual situation of a given jurisdiction.

Using the CalRecycle calculator guidance it estimates the Tier One and Tier Two generators to produce the following about of edible food per year:

Category	Tons per Year	Pounds per Year
TIER One - TOTAL	345	689,161
TIER Two - TOTAL	102	203,947
TOTAL:	447	893,108

5.3 Calculation of Tonnages – YFB Collection Data

The YFB provided data that described how many pounds are collected by existing Tier One generators in the county. This tonnage is based on their current data tracking programs and is as follows.

Tier One Covered Generators ⁶	Annualized Pounds (as of Oct. 2020)
UNFI - Tony's Fine Foods	503,480
Costco	339,092
Norcal Produce, Inc.	303,544
Nugget Market - Warehouse	26,888
Nugget Market - Woodland	46,060
Nugget Market - WS	45,086
Nugget Market -Cov Davis	87,854
Nugget Market Mace- Davis	79,418
Raley's Bakery-WS	1,130

⁶ Additional Tier One generators reported they are participating in edible food recovery that are not on this list. Those results are summaries in Section 6.2.

Tier One Covered Generators ⁶	Annualized Pounds (as of Oct. 2020)
Raley's Supermarket - Wdld	16,738
Raley's Supermarket -WS	13,456
Raley's Warehouse	250,910
Walmart - Wdld - East Main	9,752
Walmart - Wdld - Gibson	39,844
Walmart -Wdld-California St.	46,270
Walmart -West Sacramento	83,128
Trader Joe's Market	176,968
Safeway - Covell	26,860
Safeway - Feed the Need	2,050
Safeway -Cowell	19,862
Food 4 Less	46,334
Capay Organics	29,742
Grocery Outlet - Woodland	29,070
Bel Air Market	28,482
Savemart Market	21,412
Farmers Rice Cooperative	19,916
Pitco	4,740
SunFoods	3,864
Mariani Nut Company	3,002
Davis Co-Op Market	2,540
Total	2,307,492

Based on this collection data the CalRecycle calculator has built in conservancy factors that is reported tonnage that is lower than what is being reported currently by YFB. YFB further projected that Tier One generators that do not currently participate in food recovery could produce 1,769,077 pounds per year⁷. This estimate was based on current service levels of participating generators, where each produces an average of 76,916 pounds per year. Additionally, based on reports from YFB, many generators are reportedly underserved and have more available edible food.

5.4 Summary of Capacity

These data do not provide exact numbers, however CalRecycle provides jurisdictions the ability to use best available information to estimate these numbers where the CalRecycle tool is provided as a guide. As a party of this assessment the Team requested information from YFB to estimate the additional food that could be captured from existing donors that fell within the Tier One threshold. This data was unavailable. The table below provides a summary of the data.

⁷ Our survey found that several Tier One generators included on this list would not produce food eligible for donation and other Tier One generators currently participate in food recovery. Only nine additional generators require food recovery service by 2022 based on this survey.

Calculation Option	Source of Calculation	Estimated Edible Food for all Tier One Generators
Option 1	CalRecycle Model Tool	689,161 lbs
Option 2	Food Bank (estimate assuming 23 additional Tier One generators)	4,076,569 lbs
Option 3	Estimate assuming 9 additional Tier One generators and Food Bank collection rate	2,999,739 lbs

Ultimately each jurisdiction must use a number that best reflects the actual amount of edible food within the jurisdiction, in order to best plan for SB 1383 compliance. CalRecycle has stated that this is in initial assessment of capacity, and these numbers may be updated each year as more data becomes available.

6.0 Survey of Food Recovery Participants and Generators

An important part of the evaluation of a region's capacity is understanding food recovery programs that are currently happening, where there is availability to do more, and where infrastructure is needed to expand capacity if there is a deficit in meeting SB 1383 targets, reducing waste to landfill and tackling food insecurity within the region. Our team surveyed all the non-profits within Yolo County, understanding that non-profits do not work within the boundaries of a jurisdiction and a broad understanding of the current network was vital to our programmatic recommendations offered in this report. Specifically, it was vital to assess the current partner programs in relation to the YFB, and what role they played in distribution.

6.1 Survey Approach

Non-profits were first identified through the list of the YFB partner agencies. The team developed survey questions to ask that covered a broad range of topics including how much food they managed, where that food was sourced, what is the current infrastructure available, what infrastructure would be most helpful, and other notes pertaining to the non-profit operation. Additionally, Tier One generators were surveyed for their participation in food recovery. Questions for the generators were kept simple as to gather important information, set a positive tone for future collaboration, and to not be overly burdensome. A full list of survey questions is provided in Appendix A.

The surveys were conducted through phone interviews to guide participants through the questions, answer any questions they may have, and also ensure there is adequate follow-up should the participant require multiple phone calls. Notes were made about each participant, whereas much information as possible was gathered about the participants to assist in the assessments and final recommendations.

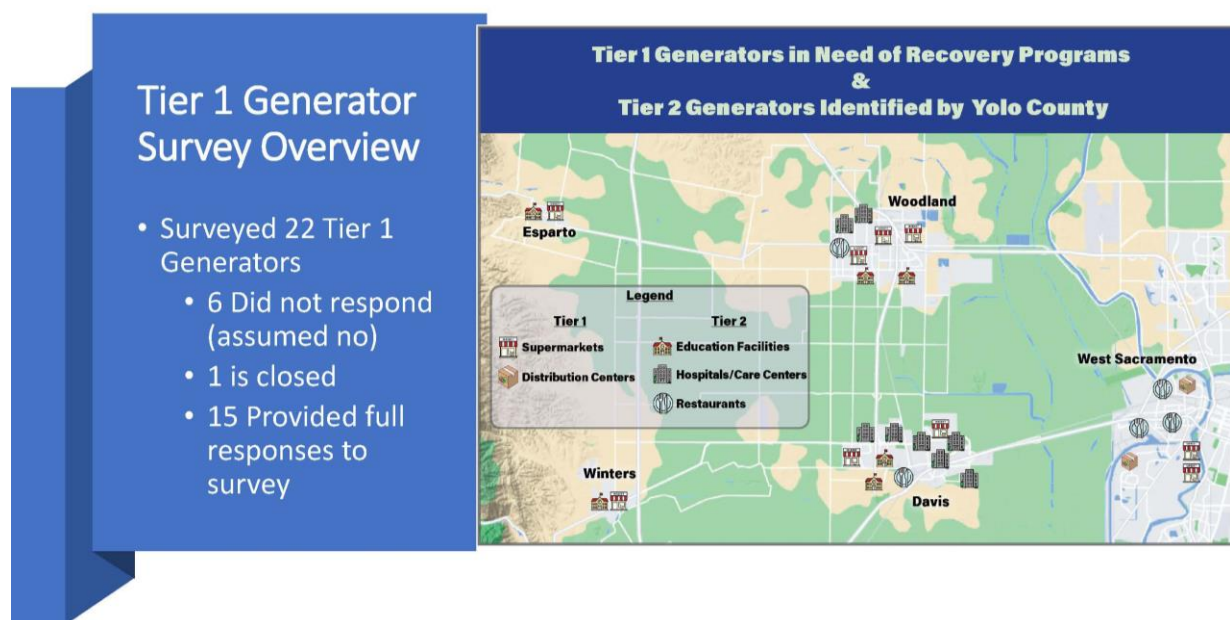
6.2 Summary of Generator Results

Based on the list provided to the team, 22 potential Tier One generators would require participation, as they appeared to meet the definitions of Tier One generators but were not listed as current donors to YFB. The Team surveyed the bulk of these generators, where six did not provide responses, five were identified to not have edible food available for donation and one had closed⁸. 15 generators provided

⁸ Not that this Scope of Work did not request surveys for generators outside of the County, Woodland and Winters. West Sacramento and Davis conducted their own generator surveys, and those results were added to this report.

full responses to the survey and their answers have been provided in Appendix B. The Team, in an effort to be conservative, assumed the 6 generators that did not respond were not in compliance with edible food donation. The results of the survey determined several key items.

1. At least nine generators are new to edible food recovery and require compliance by January 1, 2022.
2. All generators that are participating in edible food recovery do not have written contracts on site for those activities.
3. It is likely that all generators that are participating in edible food recovery are not donating all available food, where better reporting, education and infrastructure availability are necessary to confirm.



The following table summarizes the generator survey results.

Generator Name		Notes
Participating in Edible Food Recovery		
Arteagas		Local Churches – Donate once a month.
Cracchiolos Market		Donates to Fourth and Hope. Paused due to pandemic
Grocery Outlet - West Sac		
California Sandwich Co		Loaves and Fishes
Mani Imports Inc.		Discontinued products are sent to Food Bank or Churches
Monsanto		Food Bank
Z Specialty		Have non-perishable food so products do not expire. Interested in learning more. Products are donated to Food Bank when appropriate.
Not Participating in Edible Food Recovery		
Grocery Outlet Davis		End of Life sold at a reduced rate. Believes a Non-Profit buys for the community.

Generator Name	Notes
La Superior Supermercado	Very Interested in participating.
Lorenzo's Town and County	Had trouble with reliability
Espartos	Sometimes vendors take food back
In Harvest	Sometimes Donate
Mercado Del Valle	Apprehensive about donation. Will need a lot of education and support.
West Lake Market	They have donated food in the past, but don't donate food regularly.
Jacmar Food Service	No Response – West Sac
North American Food Distribution	No Response – West Sac
Western Food	No Response - Woodland
Edible Food Not Available for Donation	
D&I Pure Sweeteners	Sugar Plant – no excess
Ricebran Tech	Not Edible Food
Frito Lay	Expired Food Sent to Animal Feed
Youngs Market Company	Spirit and Liquor Company
Copper Hill Olive Oil	No Response- Not suitable for regular donation program

6.3 Summary of Food Recovery Agency Results

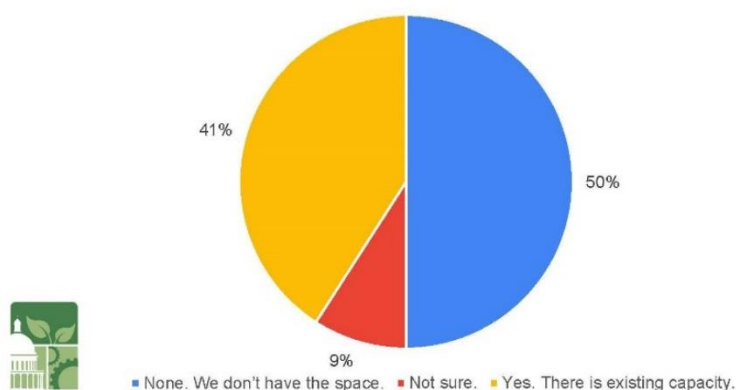
In total, the team surveyed 63 food recovery agencies, where 19 either did not respond, were closed, chose not to participate or were currently inactive. The remaining 44 pantries provided responses to the surveys, which have been summarized in Appendix C (Please note that documentation and detailed answers to the surveys have not been provided to protect the confidential nature of some of the responses). The survey was designed to not only measure the current infrastructure of the food recovery agencies, but also to provide a more in-depth understanding of the relationship of these food agencies to the YFB, and how the network could prepare for the requirements of SB 1383 (both Tier One and Tier Two recovery programs) in addition to using any funds in the most efficient and impactful way.

There are several key points that were gleaned from the survey that have helped provide important recommendations for how the County can best move forward with closing the gap of SB 1383 and make significant strides in capturing greater levels of food recovery in the region.

1. There is no accurate way to track how much food is being moved by the recovery agencies, as the majority do not have scales or software to measure their collection and distribution.
 - a. Note: YFB tracks how much food is delivered/picked-up by agencies that get their food from their distribution center. However, many food recovery agencies are collecting food outside of this program (either collected directly from donors through a YFB arrangement or otherwise).
2. Several food recovery agencies reported they could accept more food using their existing infrastructure. However, given not all pantries have scales, it was challenging to assess the exact amount of additional food that could be managed by these pantries.
 - a. As shown by the image below, this additional capacity varied in size, nature and specificity. At a minimum an estimated 7,300 pounds could be moved to existing

- pantries based on the survey results. It is expected that more could be diverted to these pantries to those locations that could not specify an exact amount.
- Several agencies reported that specific factors would need to be considered when adding new donors to their routes including the pick-up day, how much, what type, volunteers, space, non-perishable food only and that their focus was on quality donations.
 - Some agencies reported that they cannot add more donors, but would instead like more free food, (i.e., food not subject to a logistics fee) from the Food Bank.

If given the option, how much more food could you recover each month with your current capacity?



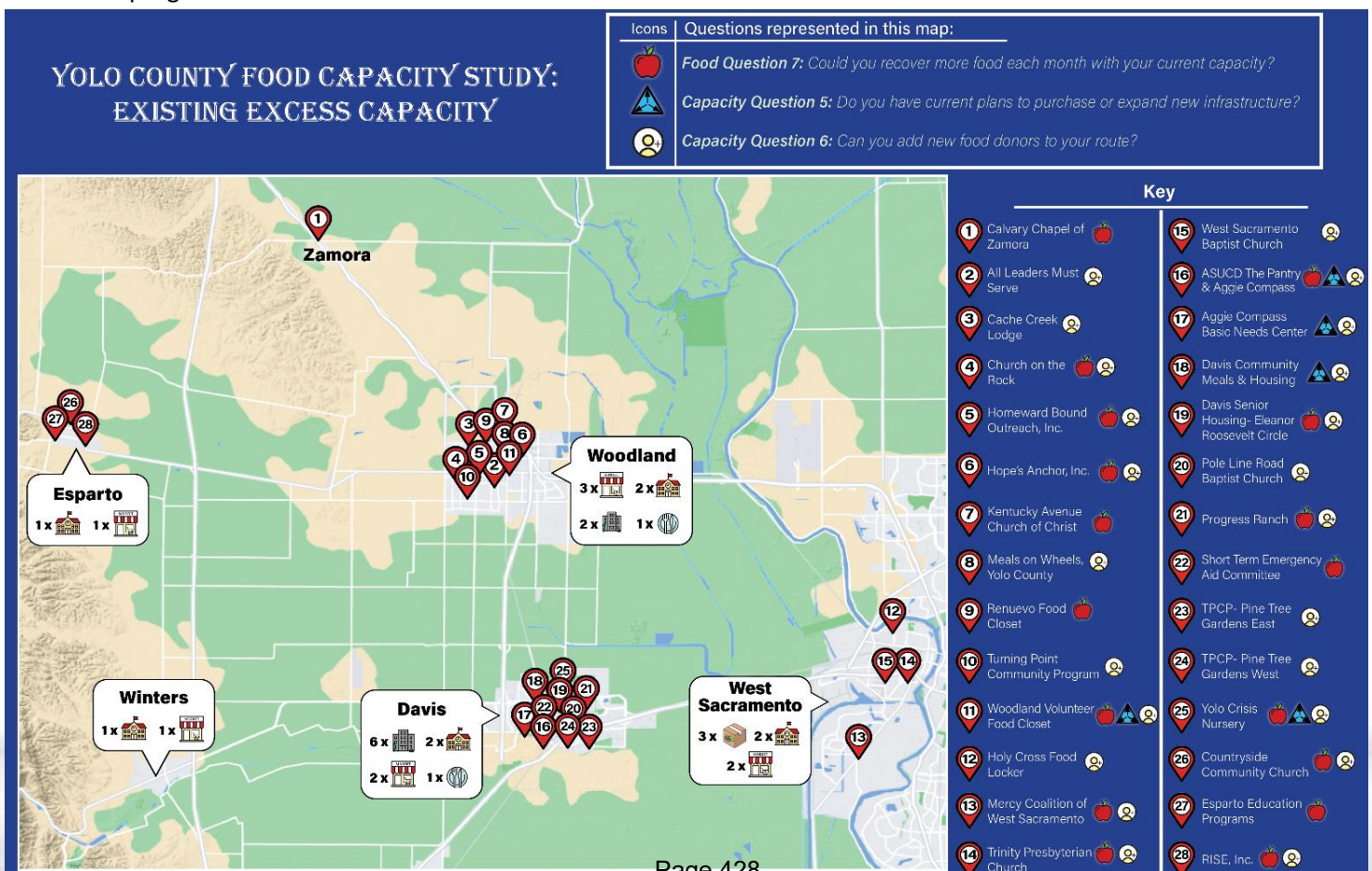
Number	Answer
1	100lbs
2	200lbs
1	800lbs
1	1000lbs
1	5,000lbs
4	Lots
1	25% more
1	50% more
4	More Non-Persishable
1	Have Freezer Capacity



- The bulk of the pantries are receiving their food from the Food Bank, or through Food Bank contracts.
 - Importantly, there are agencies that are collecting food directly from donors within the Food Bank network through the Grocery Rescue Program, and to a lesser extent, collected food outside of the Food Bank network.
- The Food Bank plays an integral role in administering the relationships between donors and food agencies.
 - Further, the majority of food recovery agencies do not have written agreements with donors, which is consistent with the results observed in the survey of Tier One generators.
- The Food Bank has a distinct role in managing the flow of food through the County, and their capacity was hit hardest by COVID.
 - No pantry reported COVID impacted either their ability to get food, or an increase of food. Only the demand for people changed, or their operations had to adapt.

6. There is a high percent of food recovery agencies that rely on volunteer pick-ups/drop-offs (52%), pantry staff pick-ups (68%), and Food Bank drop-off (43%). There are limited donor drop-off programs to food recovery agencies.
7. Cold storage capacity is the single largest barrier to food recovery agencies from managing more food.
 - a. Addressing the size of cold storage capacity needed by agency will require a more detailed assessment of space availability, electric capacity, ability to afford increased electricity bill, etc.
8. 68% of the food recovery agencies identified Food Safety and Staff Training as a need.
 - a. Food safety should be considered a keystone of any food recovery program. The YFB has a reputable third-party training program that is used to provide this training. This specific answer is a demonstration that access to this training, or other forms of training, are an important consideration when expanding food recovery programs.
9. Driver and staff/volunteers were identified as a need for 43% of the pantries, respectively.

These results provide detailed insight into the current landscape of food recovery in the region, where food recovery networks are complex. The specific regional differences need to be considered when approaching food recovery programs, in order to ensure funding can be used most effectively. To account for these regional nuances, specific information was mapped. The survey asked three questions regarding the ability for donors to expand current capacity. 1) Could your recovery more food each month with your current capacity? 2) Do you have current plans to purchase or expand new infrastructure? 3) Can you add new food donors to your route? Food recovery agencies that responded favorably to any of the three questions were plotted with Tier One generators that lack food recovery programs and Tier Two generators, who are often more challenging to bring into edible food recovery programs.



The map demonstrates the clusters of food recovery agencies in denser population areas. These clusters could serve as the framework for a more decentralized approach to food recovery programs. Notably, the City of Winters does not have any local food recovery agencies. Based on information provided from YFB, the citizens of Winters are provided food through three agencies: YFB, Rise, Inc., and the Short Term Emergency Aid Committee. More details regarding a Winters specific program are discussed in Section 6.4.

Additionally, there are ten food recovery agencies that have partnered with YFB to conduct Grocery Rescue, a program through Feeding America grocery store partnerships. The Team cross referenced this list of approved YFB partners, that are already picking up food directly from grocery store locations, against the surveyed non-profits that expressed they have existing capacity, detailed above. The food recovery agencies that met those parameters have been identified as key pantries that could be supported to meet both the objectives of SB 1383 and to catalyze a broader, more sustainable network of food recovery. Additional recovery agencies, who are not grocery rescue partners, but through the surveys appeared to be important partners in the community, have been further added. The following eight partners have been identified as potential short-term logistics partners that should be strengthened through funding. A plan for how to fund these partners is presented in Section 6.4.

Name of Food Recovery Agency	Location	Grocery Rescue Partner (Y/N)	Have Available Current Capacity?
Davis Community Meals	Davis	Y	Y
Homeward Bound Outreach, Inc.	Woodland	Y	Y
Holy Cross Food Locker	West Sacramento	Y	Y
Countryside Community Church	Esparto	Y	Y
Mercy Coalition of West Sacramento	West Sacramento	Y	Y
ASUCD The Pantry & Aggie Compass	Davis	N	Y
Woodland Volunteer Food Closet	Woodland	N	Y
Yolo Crisis Nursery	Davis	N	Y
RISE, Inc	Esparto	N	Y

Notably, YFB has reported there are six Tier One donors that supply less than 5,000 pounds of edible food per year. These donors could be optimal candidates for food recovery partners to complete the pick-ups, where YFB's operations could better serve large bulk donators, allowing for more efficient routing and collection programs and relieving some operational pressure at the YFB⁹. They include:

Name of Generator	Location	Annualized Pounds per YFB Records
Raley's Bakery	West Sacramento	1,130
Safeway – Feed the Need	Yolo County	2,050

⁹ YFB did not provide the Team its collection routes or pick-ups for a complete assessment. Snapshots of driver logs were provided, which serves as a basis for our understanding of their routing operations.

Name of Generator	Location	Annualized Pounds per YFB Records
Pitco	West Sacramento	4,740
SunFoods	Woodland	3,864
Mariani Nut Company	Winters	3,002
Davis Co-Op Market	Davis	2,540

Most importantly, these partners represent an initial snapshot of the current programs, where there are key objectives to strengthening these pantries over the short-term (one to three years). Providing strategic “Logistics Funding” for these food recovery agencies would serve several important purposes:

1. Allow the food recovery partners to expand existing collection of current Tier One donors and onboard nearby Tier One donors for SB 1383 compliance, without reliance on a large capital infrastructure expansion at the YFB, which will take one or more years depending on when funding can be identified.
2. Shore up the food recovery agencies ahead of the Tier Two compliance start date, which will require these types of partners. Tier Two generators are not likely to be serviced by YFB or require the use of the distribution center.
3. Aid YFB in reducing some of the current capacity bottlenecks faced at the facility over the short-term period.

This list of non-profits should be fully vetted in accordance with Section 6.4, where additional partners who can meet the program requirements can be further added to help support the network. The County should make the additional following steps to address the challenges that were identified in the surveys, to support food recovery agencies beyond this Logistics Funding.

1. Invest in scales for measurement of food both at a pantry level (bench scales) and for volunteers (briefcase scales).
2. Provide Food Recovery Supply Kits to each non-profit that contain thermometers, freezer bags and freezer blankets to enhance the food safety of current collection programs.
3. Invest in E-Food Safety Training for 4-5 individuals at each pantry. Training is on-line, a 2-hour course and certificates last for 2 years.
4. Provide third-party safety audits to QC pantry locations and provide further, on-site and specific training.
5. Increase Cold-Storage Capacity of both refrigerators and freezers. An initial funding placeholder has been made for this item where specific details for the pantries must be refined (including available space, electric capacity and ability to pay increased electric bills) must be assessed before installation of cold storage.
6. Expand Meal Connect software program across all food recovery agencies. Food Bank could be reimbursed for their expenses regarding training pantries on the software.
7. Fund the Food Bank to specifically manage donor on-boarding, contracts and administration.

6.4 Logistics Assessment

All nine identified food recovery agencies reported they have existing capacity to onboard new donors and manage more food. This existing capacity should be further strengthened to support the compliance requirements of SB 1383. For SB 1383 specifically, there are reports that existing donors are not

donating to the maximum extent possible. Further, nine Tier One generators require compliance by January 2022. YFB has reported they are unable to expand their existing collection program without a significant infrastructure enhancement, which will take 1-3 years depending on the speed to which they can fund the project. A short-term solution would overcome this obstacle as well as provide the necessary infrastructure to prepare the region for compliance for Tier Two generators that will begin in 2024. A recommended budget has been suggested of \$150,000 that can provide support for these nine agencies. Funding could be used to lease vehicles, assist with paying for drivers, covering logistics fees of other forms of transportation etc. To best identify how to use these funds further questions must be answered specific to each of the agencies in order to better identify how these funds can be best used:

1. Can the agency augment a current pick-up to collect the new donor with funds for fuel, driver, other?
2. Is the agency managing food safely?
3. Does the agency need supplies or distribution support? For example, are additional staff needed to provide more distribution days?
4. Are there additional logistic solutions that could work to bridge the collection gap? For example, could Yellow Taxicab, or other existing logistics trucks from suppliers be used to deliver food?

Developing a strong and trusted relationship with these pantries by engaging them in the process, soliciting feedback, conducting ride a longs and site visits are important aspects of this Logistics Assessment. This Assessment can be used to bring other agencies on-board over time as the program matures, or as otherwise identified or required.

City of Winters

An important consideration for the City of Winters is how food recovery agencies from other jurisdictions will be required to service their Tier One and Tier Two generators since there are no food recovery agencies located within City boundaries. It has been reported that the community is provided food from three agencies (YFB in Woodland, Rise, Inc. in Esparto, and the Short-Term Emergency Aid Committee in Davis). Key questions for Winters include:

1. Can any of these agencies pick-up food from the generators in Winters?
 - a. If no, what food agencies can provide this service in Winters?
2. What support do they need to service these generators?
3. How should funding be equitably shared among jurisdictions for these activities?

Winters, as a small community with limited generators that are mandated to comply with SB 1383, where it would be best positioned partnering with neighboring communities to assist in ensuring the infrastructure is in place for compliance, especially as the Winter Unified School District must capture edible food by 2024.

7.0 Evaluation of Food Bank Operations and Financial Request

7.1 Background

Abound Food Care Executive Director (Mike Learakos) participated in numerous, extensive conversations with YFB CEO Michael Bisch via phone, text, email and in person in an effort to best understand the breadth, scope and role YFB plays throughout the County as it relates to the food bank's overall operation and its participation in excess edible food recovery. These conversations were supported by an on-site tour of the distribution center in addition to that of partner food recovery

agency throughout Yolo County. The Team reviewed the food bank's proposals to the County as well as their audited financials and even submitted the financials to multiple independent financial institutions in Southern California to provide further independent review and analysis.

The team has extensive experience in food recovery and supply chain optimization which was used to analyze the throughput and capacity of Yolo County, under current conditions where there are remaining impacts of the COVID pandemic. After reviewing the various food bank proposals to the county and gaining an understanding of the YFB operating models, the Team submitted a list of follow-up and clarifying questions related to the complexities of servicing an expansive county. While Mr. Bisch and the YFB team was very cooperative in promptly responding to our requests, the absence of detailed logistical data (driver logs and routing information) prevents us from being able to effectively analyze the food banks throughput and capacity with a high degree of certainty. We were able to gain an understanding of the role YFB plays in edible food recovery in Yolo, which is unique in California, but can potentially increase their operational efficiencies.

7.2 Regional Considerations

Currently, the model used to recovery excess edible food from Tier One donors is for the bulk of food recovery operations to be conducted by YFB using their refrigerated trucks and staff. Excess food rescued by YFB is then transported to the food bank's distribution center to be sorted and prepared for distribution to the larger food recovery network throughout the County. This model has largely been funded through use of pandemic relief funds and is unsustainable.

The advantage of this food bank centric model is twofold. 1) Refrigerated food bank trucks and trained staff greatly reduces the possibility of compromised food safety. 2) The ability to distribute recovered food through the broader food recovery network allows food recovery agencies the ability to pick and choose the product they can use. This ultimately reduces food waste that results from NPO's picking up excess food directly from a donor without the ability to redistribute the food that cannot be used to the volume or the type of product.

The challenge associated with the current model is the potentially high operating cost associated with transporting food in an expansive County to one central location, rather than keeping the recovered product as close to the point of pick up as possible. It is important to note that current operations do not provide a solution to those food waste generators identified as Tier Two donors also required to donate all their excess edible food. Despite the detailed questions and answers between the YFB and the Team and the review of supporting documentation there are still significant questions in our understand of the YFB operation. 1) There was not sufficient detail provided to fully analyze throughput and capacity at YFB. 2) An in depth review of each food recovery agencies' operations as it relates to their specific role in the flow of food. 3) The unknown status of YFB's funding request from the county for ARP funds, and 4) The uncertainty as to how the state will distribute resiliency funds through the California Food Bank Assoc. These gaps will be resolved in time through the investment in reporting software and the development of the network. We feel the County is in the best position to proceed with a short-term plan that allows compliance for Tier One and Two generators, while these variables become clearer. This 12–18-month plan will also give the County, YFB, the food recovery network, and even food donors, the opportunity to crawl, walk, then run, increasing the potential for long term success.

7.3 YFB Recommendations

The YFB distribution center is currently operating at double its capacity because of the large influx of food from the pandemic. These operations were supported by pandemic relief funds, which are not sustainable for the food bank. The YFB has identified an expansion of the distribution infrastructure that would resolve much of the capacity challenges it is facing. Should funding be identified for this expansion immediately, it will require a minimum of 12 months for it to be operational. This necessitates the development of the non-profit agencies to recovery and distribute food, while funding sources are identified for the expansion. Additionally, this will allow time for the operation to normalize after COVID, and for both ARP and resiliency funds to be identified for specific items to support the network, or YFB.

The team recommends the following programs to support YFB and the broader network:

1. Funding to support the onboarding, training and management of moving all food recovery agencies to Meal Connect.
2. Funding to support the management of donor and food recovery agency contracts.
3. A Program Coordinator would allow YFB to onboard new Tier 1 donors and expand recovery of existing donors.
4. YFB identified two pallet jacks require replacement. Investing in these pallet jacks will ensure that their throughput of food won't be further hindered.
5. To increase the throughput at the distribution center, the Team recommends funding sorting supplies, a distribution truck, driver and a warehouse associate.
6. The logistics fee should be funded to help offset the costs faced by food agencies for purchasing food from the Food Bank. Not only would this provide a direct benefit to the food recovery agencies, but this would also additionally encourage greater collection of food and capacity throughput.
7. Consider a partnered capital campaign to help generate the funding necessary for the development of the second warehouse for YFB. This partnership could better address the expectations regarding the use of potential ARP and resiliency funds and how they could be used to execute recommendations identified in this report.
8. Capital costs could be tiered, or phased, to ensure the funding assist the food recovery agencies and YFB to meet specified objectives and targets, to deliver more funding.
 - d. Set up standard reporting platform
 - e. Ensure clear benchmarks are identified and in place
 - f. Create donor targets and efficiency metrics

This program will allow the food recovery landscape to develop, meet impending compliance requirements for SB 1383, support the mission of YFB and lay the important groundwork necessary for the secondary compliance requirements for Tier Two edible food recovery participation.

8.0 Funding Recommendations

The funding recommendations have been provided based on the surveys of the Tier One generators, the detailed assessment of the food recovery agencies, and the information and documentation provided by the YFB. The regional specifications have been considered as well as the timing of this report, where the YFB operations has borne the brunt of the COVID pandemic but has run out of COVID relief funds to sustain their heightened operation. At this time, and given these circumstances, it is most prudent for the County to move forward with a short-term (one to three year) plan, where steps can be made to

assist the capacity and distribution bottlenecks that exist at the distribution center, while also bringing the mandated generators into compliance, while also making strides to support the broader network of agencies through multiple programs. It has been recommended to pilot a food reprocessing kitchen that will further help the capacity strain at YFB, as well as help prepare the community for on-boarding Tier Two generators.

Funding Programs to Support Food Recovery Agencies

Budget Item	Quantity	Approx. Price	Total	Notes	Alternative Program
Bench Scales	30	\$579	\$17,370	Scales for food agencies	
Briefcase Scales	88	\$111	\$9,768	Scales for volunteers conducting pick-ups. Each pantry would receive two.	
Logistics Fund	9	\$16,667	\$150,000	Pantry logistics should be shored up to relieve the capacity pressures of the Food Bank, and on-board required Tier 1 donors. Nine pantry locations have been identified across the region.	These funds should be administered after a more detailed Logistics Assessment has been completed.
Food Recovery Supply Kits	88	\$150	\$13,200	Thermometers (\$65 each), freezer bags (\$40), freezer blanket (\$45) Two kits will be provided to each non-profit.	
Third-party Safety Audits	44	\$175	\$7,700	Audits to QC food pantry operations that provide training during the audit process.	
E-Food Safety Training	200	\$7.95	\$1,590	2hr online food safety training program, or 4-5 people per pantry.	
Increase Cold Storage Capacity - 1 to 3 door refrigerators	20	\$3,380	\$67,600	Average pricing for 1-3 door refrigeration. More information is needed on space availability, electric capabilities etc. This would also qualify for resiliency funding.	This could be spread over two years.
Increase Cold Storage Capacity - 1 to 3 door freezers	18	\$4,680	\$84,240	Average pricing for 1-3 door freezers. More information is needed on space availability, electric capabilities etc. This would also qualify for resiliency funding.	This could be spread over two years.

Budget Item	Quantity	Approx. Price	Total	Notes	Alternative Program
Software Program	29	\$50.00	\$14,500	Food Bank could promote the use of MealConnect, a software supported by Feeding America. 29 pantries have expressed a desire for software, where 4 hours would be required to onboard each pantry and support them over the course of the year. A fully loaded rate of \$50/hr is assumed for the Food Bank employee. These funds are designed to offset an existing salary, or for temporary staff as needed.	Chowmatch is an alternative software program that could cost \$7-10,000 per year plus an administrator and training costs.
Management of Contracts	44	\$50.00	\$8,800	Food Bank is in the most optimal position to manage contracts between donors/recipients. It is assumed it will take a minimum of 4hrs per year for each agency. These costs must be revisited for Tier 2 donors. These funds are designed to offset an existing salary, or for temporary staff as needed.	A third-party organization could be hired to manage these contracts.
Total			\$374,768	Year One Cost*	

*Note that some infrastructure can be spread over multiple years. Additionally, several costs are one time infrastructure investments where annual costs would be reduced in subsequent years.

Funding Programs to Support YFB Operation

Budget Item	Quantity	Approx. Price	Total	Notes	Alternative Program
Program Coordinator	1	\$88,500	\$88,500	Food Bank Program Coordinator to expand current edible food collected from existing donors and on-board new donors. This would cost an annual salary of \$75,000 plus 18% for benefits. This is based on YFB numbers.	
Program Coordinator Expenses	1	\$7,500	\$7,500	Program Coordinator expenses including transportation reimbursement, marketing materials, etc. Based on YFB numbers	
Pallet Jacks	2	\$6,000	\$12,000	Replace existing pallet jacks that need replacement.	

Budget Item	Quantity	Approx. Price	Total	Notes	Alternative Program
Sorting Supplies	1	\$21,280	\$21,280	The Food Bank ramped up operations during the COVID pandemic, where pandemic has ceased. It is expected that Food Bank operations will stabilize to a new normal amount. In the meantime, Food Bank should be supported to ensure the food they have can be distributed easier to assist in their capacity demands.	
Logistics Fee Offset	1	\$115,200	\$115,200	Offset of logistic fees charged to pantry. This reduces the overall cost for all pantries who are shopping at the food bank providing a cost savings to the entire network.	
Distribution Truck	1	\$34,450	\$34,450	Enhancing Food Bank's distribution will put less of a strain on their existing operation. Leased 26 ft refrigerated freightliner truck (\$2,000 per month for a three-year lease) that can be used for pick-ups and deliveries. Cost includes fuel, insurance and registration, based on YFB data.	
Driver	1	\$53,000	\$53,000	Operate truck for YFB, rate of \$25.37 per hour fully loaded.	
Warehouse Associate	1	\$55,000	\$55,000	One full time, or two part time associates to assist in distribution.	
Total			\$386,930	Year One Cost⁺	

⁺ Software Program administration and Management of Contracts would be funded through the Food Bank but provide a direct benefit to the food recovery agencies and broader network. This is an additional \$23,300 per year, where the total funds to YFB would be \$410,230. Similarly, an offset for the logistics fee assessed by YFB to the food recovery agencies of \$115,200 has been added. By removing this logistics fee food recovery agencies would be able to freely pick-up, or receive food, from YFB without the burden of an additional expense.

Food Reprocessing Kitchen Pilot

Budget Item	Quantity	Approx. Price	Total	Notes	Alternative Program
Food Reprocessing Kitchen- Pilot	1	\$150,000	\$150,000	Augment existing kitchen spaces to further relieve capacity. A pilot program at the Woodland Community College Culinary program would be an ideal fit. This would offset capacity challenges at YFB and the pilot could be expanded as needed. Funds include oven, blast freezer, vacuum sealer, supplies, bags, labels, instructor stipend, facility fee.	
Food Reprocessing Kitchen Coordinator - Pilot	1	\$28,000	\$28,000	For the pilot an individual at the College would be needed to oversee the program and work on the logistic items between the food bank and the pantries.	
Total			\$178,000	Year One Cost	

In total, a one-year cost of \$939,698 would ensure compliance with SB 1383, provide significant assistance to all food recovery agencies in the County, address the most urgent needs identified by YFB and provide a significant foundation to a broader, regional, food recovery program.

Appendix A. Survey Questions for Food Recovery Agencies and Tier One Generators

Yolo County Outreach: Pantries & Tier One Generators

Introduction & Explanation:

- **Introduction:**
 - Hi, My name is _____ from Abound Food Care. We're calling on behalf of the County, assisting in the preparation of SB 1383 and increased food recovery.
 - Pantry: We were hoping to ask about your food distribution, needs and capacity. (Make sure you are talking to someone who would be able to provide this information).
 - Generator: We were hoping to speak to you about your food donation program.
 - May I speak to the pantry/store manager?
- **Explanation:**
 - Pantry: We are working with the county to make sure you have what you need as it is expected that new donors and food donations could be increasing in the near future due to SB1383. We want to make sure that the pantry system is supported during the implementation of SB 1383 mandates.
 - The goal is to reduce the amount of food that would normally end up in the landfill.
 - Pantry: We are calling to talk to pantries about their current capacity and if you have any needs that would allow for your pantry to serve more people, recover more food and build your pantry's capacity.
- **Closing:**
 - If the pantry has expressed the need for more capacity, ask the following:
 - Would you mind if we included the needs you expressed in our report to the county to work on a plan to build capacity. By knowing pantry's capacity and needs, it allows a complete picture of the resources needed to keep food out of the landfills and feed those in need. Your specific responses will have a certain level of confidentiality. Responses will be shared as a whole and not by individual response.

Pantry Questions:

- **Food**
 1. How much food are you recovering per month? In pounds. (If they do not track monthly, ask for whatever they have)
 - a. How much of that is recovered vs donated food vs purchased?
 2. What kind of foods does your pantry accept from food recovery? (ex: produce, fresh grocery, cold prepared foods, hot prepared foods, etc.)

- a. What types do you not accept?
 3. Where do you usually receive donations from? (Grocery store, restaurants, schools, distributors, growers, processors etc.)
 4. How much of those donations are coordinated through the food bank? (a percentage is fine)
 5. Has Covid affected your operation? If so, how?
 6. Do you need resources to accurately weigh recovered food? Scales? Pallet jacks with scales?
 7. If given the option, how much more food could you recover each month with your current capacity?
 8. Do you have existing written agreements with any of your donors?
- **Capacity**
 1. How much storage space do you have? (A room, a closet, a full kitchen, etc.)
 2. Freezer space? (What is the equipment available) Fridge space? (What is the equipment available)
 3. Cold Storage availability? (What is the equipment available)
 4. Dry storage? (Shelving)
 5. Do you have current plans to purchase or expand new infrastructure? (Shelving, fridge, freezer, another space)
 6. Can you add new food donors to your route? If so, how many?
 - **Logistics**
 1. How do you usually receive your food?
 2. Volunteer picks up and drop off?
 3. Donor drop off?
 4. Food Bank drop off?
 5. Pantry staff picks up?
 6. What is your capacity to add more stops to your current routes?
 - a. If there are new donors added to your routes, would your pantry be equipped to handle those additional logistics operations?
 - **Needs**
 1. If you are unable to accept more food or add new donors, what would you need most to recover additional food and begin working with new donors?
 - a. Do you ever lack the staff or volunteers needed to recover available food?
 - b. Refrigeration?
 - c. Scales?
 - d. Drivers?
 - e. Software?
 - f. Food Safety and Staff training?
 - g. Other?

Tier One Generator Questions:

1. Does your establishment donate excess edible food?
2. If no, what are the barriers you face in donating?
3. If yes, what pantry/non-profit do you donate to?
4. Do you have a written agreement with the pantry/non-profit you donate to?
5. What is the best time and day of your week for the County to have a meeting?

Appendix B. Tier One Generator Survey Responses

Name	Phone	Site Address
ARTEAGA'S SUPERMARKET INC.	(916) 375-0598	940 Sacramento Ave, West Sacramento, CA 95605
CRACCHIOLOS MARKET	(530) 662-3213	1320 E Main St, Woodland, CA 95776
GROCERY OUTLET - DAVIS	(530) 757-4430	1800 E 8th St Suite B, Davis, CA 95616
GROCERY OUTLET - WEST SACRAMENTO	(916) 372-6575	845 Harbor Blvd, West Sacramento, CA 95691
LA SUPERIOR SUPERMERCADOS	(530) 661-3255	34 W Court St, Woodland, CA 95695
LORENZO'S TOWN & COUNTRY MARKET	(530) 795-3214	121 E Grant Ave, Winters, CA 95694
MERCADO DEL VALLE	(530) 662-0676	500 Kentucky Ave, Woodland, CA 95695
WEST LAKE MARKET	(530) 792-1698	1260 Lake Blvd, Davis, CA 95616
ESPARTO SUPERMARKET	(530) 787-3349	17343 Fremont St, Esparto, CA 95627
BATEMAN SENIOR MEALS (COMPASS GROUP)	(916)376-0568	849 F st. West Sacramento, Ca 95605
CALIFORNIA SANDWICH CO	(425) 319-9216	840 Embarcadero Dr suite 40, West Sacramento, CA 95605

COPPER HILL OLIVE OIL	(800) 699-9656	1462 Churchill Downs Ave, Woodland, CA 95776
D & I PURE SWEETENERS	(877) 879-4195	1465 Tanforan Ave, Woodland, CA 95776
INHARVEST	(530) 669-0150	1277 Santa Anita Ct, Woodland, CA 95776
JACMAR FOODSERVICE	(916) 372-9795	3057 Promenade St, West Sacramento, CA 95691
MANI IMPORTS INC.	(916) 373-1100	3601 Parkway Pl, West Sacramento, CA 95691
MONSANTO/Bayer	(530) 666-0931	37437 CA-16, Woodland, CA 95695
North American Food Distribution	(916) 373-0830	3969 Industrial Blvd, West Sacramento, CA 95691
Ricebran Technologies	(916) 371-8301	820 Riverside Pkwy, West Sacramento, CA 95605
Sacramento DC/Frito Lay	(916) 372-5400	3810 Seaport Blvd, West Sacramento, CA 95691
WESTERN FOODS	(530) 601-5991	420 N Pioneer Ave, Woodland, CA 95776
YOUNG'S MARKET COMPANY EXPRESS	(916) 617-4424	3620 Industrial Blvd # 20, West Sacramento, CA 94691
Z SPECIALTY FOOD, LLC	(530) 668-0660	1221 Harter Ave, Woodland, CA 95776

Tier 1 Generator				
City Name	Donation?	If no, barriers?	If yes, what pantry?	Written agreement?
West Sac	yes	N/A		
woodland	yes	N/A	wayfayer (aka Fourth and Hope)- not lately since covid but used to donate every tues and thursday	no
Davis	Rarely (not to a pantry)	Little excess, sell with short shelf life	N/A	N/A
West Sac	yes			
Woodland	no	Definitely interested.	NA	Na
Winters	no not at this time	reliability, has tried with various pantries and they have not been reliable in their pick ups	N/A	N/A
Woodland				
Davis		They have donated food in the past, but don't donate food regularly.	Last year they donated to Davis Community Meals - They have also donated to Yolo County Food Bank in the past	No
Esparto	no	sometimes vendors will take product back with them if there is excess, never thought about food donation before		
West Sac	remove			
West Sac	yes		Loaves and Fishes	

Woodland				
Woodland	No	No excess. they are a sugar plant and distributor	NA	NA
Woodland	Sometimes		Gleaning for the needy	unsure (did not sound like it)
West Sac				
West Sac	limited		discontinued products are donated to food banks/ churches- infrequent	
Woodland	yes		Yolo Food Bank	No
West Sac				
West Sac	no	No edible food generation; only commercial grade production; Shay - swilliams@ricebrantech.com		
West Sac	no	Expired packages get recycled by Reconserv for animal feed		
Woodland				
West Sac	no	Only spirits and liquor		
Woodland	yes		yolo food bank	no

County Meeting Day of the Week and Time?	Notes	1st contact
	5/7 Currently donate to local churches - sandwiches, drinks, produce and snack items. Donate ~1/month. Asked Joaquin to send an email with the details of the donation	
midweek, 1-2pm	(530)219-1386 Debby Cell Mike's wife who would most likely attend the County Meeting	5/17/2021- Spoke to Manager Mike
wednesdays, early afternoon	If they do have excess, they have a customer that will come in and buy at a reduced price. They believe she gives food to the community.	5/17- spoke to Tarek- Manager
flexible	They would like more information on participating	5/18-Manager Miguel not in. He will be in tomorrow 7am-4 pm
mondays and fridays, after 1 pm		5/18: Employee left me on hold
		5/18: No pick up and no voicemail set up
sunday, afternoons		5/24: Gave my direct phone number, will call me back
	"Does not exist anymore. Number disconnected, can't find a Springbrook account? Called and left message w/property manager"	
	jesse@californiasandwhichco.com	

		5/18: phone number disconnected, finding email and will connect through mail
Flexible, business hours	No excess edible food. They distribute sugar	5/18: LVM
Tues, Thurs, Friday anytime. Contact Golnar Emam (530)318-5480		5/18: LVM
	5/3 Left message 4/22 Called John Tilley again Visited 4/2, told to call John Tilley for info (already did)	
	5/5 Edible food is only thrown away if returned from a customer or broken. Discontinued products are donated to local food banks and/or churches - infrequent 4/2 No one in the office. Not open?	
Did not answer	Email response sayign they donated to Yolo Food Bank but did not answer other questions. I am awaiting another email back from my follow up	5/18: jasmine.zamora.ext@bayer.com
	5/3 Sent follow-up email 4/22 Mostly kitchen supplies and tools - sent email to manager to get more	
		5/18:LVM RO
unsure	employee did not know about food donation but was really interested in z specialty participation 1) Most of our product does not expire, so we have very little potential product to donate. That said, we do donate some. 2) When we have product to donate, we first reach out to Yolo Food Bank.	manager not in: try tasty@zspecialtyfood.com

2nd contact	3rd contact			
Spoke to Miguel BP 5/21				
Manager Jessica is in after 2pm BP 5/21				
Call Elizabeth after 12 BP 5/21	5/24- call at 2 pm	5/27- RO could not reach anyone	6/2: RO phone just kept ringing	6/8: no answer
5/27 RO LVM	559-740-6127 Jess	6/8: spoke to Jess (RO)		

copperhilloliveoil@gmail.com Sent email 5/21 BP	5/27 RO Sent a follow up email			
Spoke to Chris BP 5/21				
LVM Kaila BP 5/21	LVM Kaila RO 5/24			
) Called corporate and left message for John Tilley				
Emailed Jasmine 5/21 BP information	5/27- RO Sent follow up email	Email response received BP		
LVM BP 5/21	LVM for HR: Amy (530)309-8955	5/27- RO LVM for Amy	6/2: LVM for Amy (RO)	
Emailed again BP 5/21	5/27 RO emailed follow up: Response from Josh Z Nectar Director <josh@zspecialtyfood.com>			

Appendix C. Summary of Food Pantry and Generator Survey Responses

Analysis of Capacity Survey: Yolo County

For the People
and the Planet

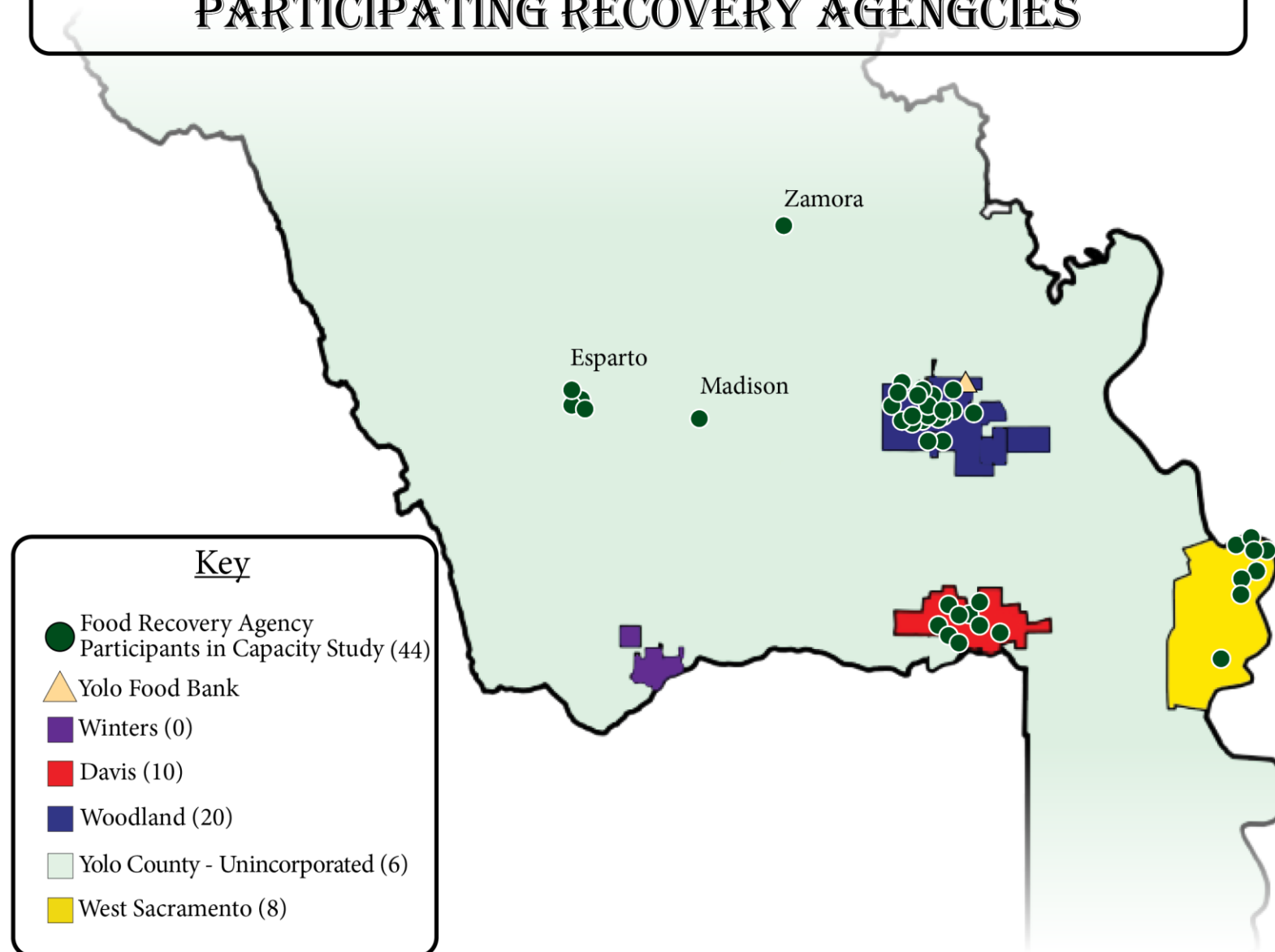
Questions and Answers Food Recovery Agencies



Food Recovery Agency Survey Overview

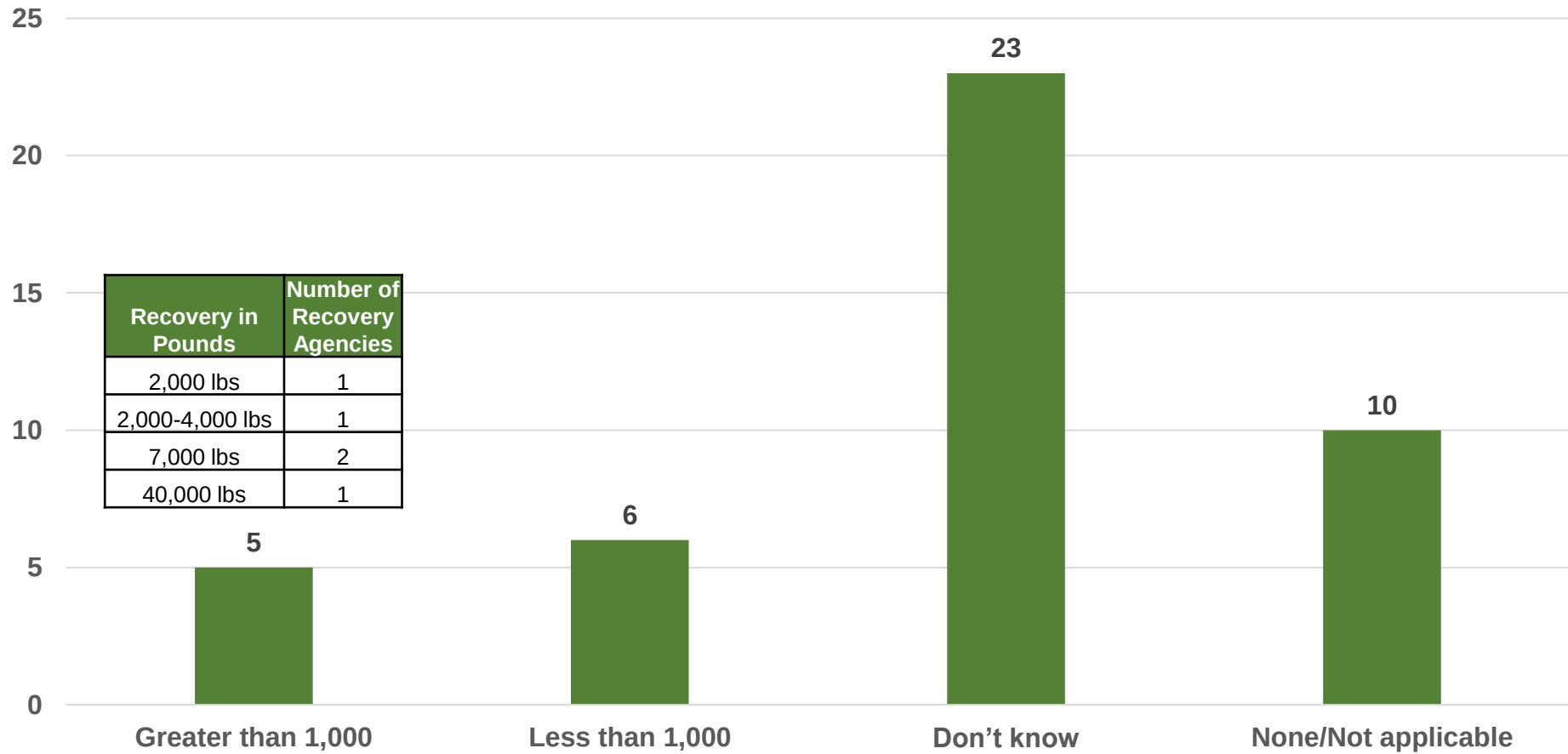
- Surveyed 63 Pantries
 - 19 Did not respond, were closed, inactive or chose not to participate
 - 44 Provided full responses to survey

YOLO COUNTY CAPACITY STUDY PARTICIPATING RECOVERY AGENCIES



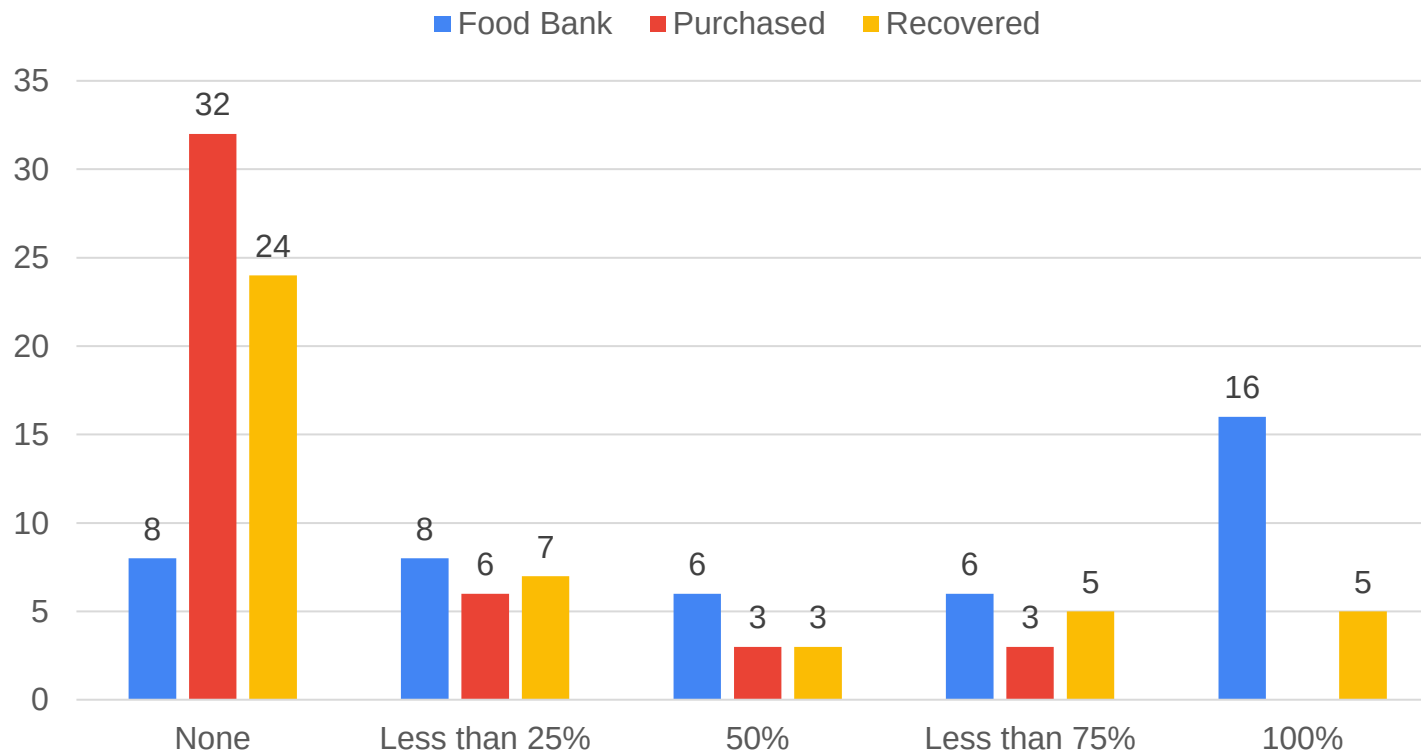
Question 1: Food

How much food are you recovering per month (in pounds)?



Question 2: Food

How much of that is recovered vs donated food vs purchased?

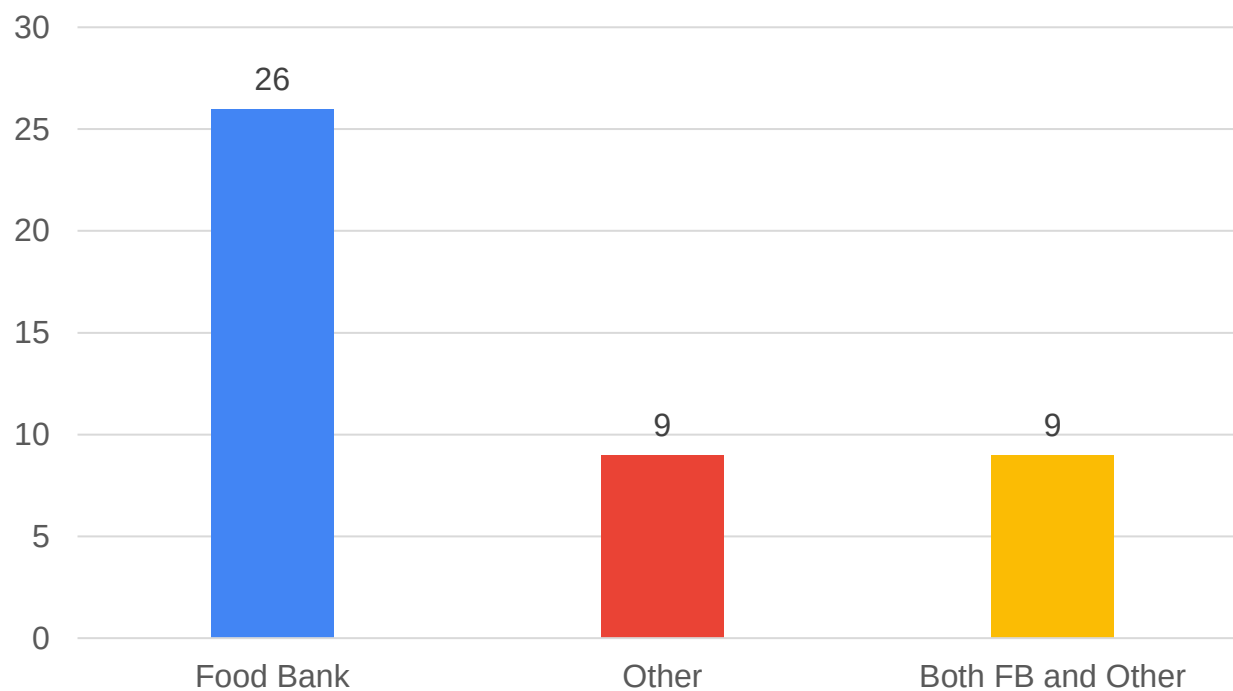


Notes:

- EFAB is a big source of food for many pantries
- 36% of pantries rely solely on the Food Bank
- 45% of pantries have some level of food recovery now

Question 3: Food

Where do you usually receive donations from?
(Grocery store, restaurants, schools, distributors, growers, processors, etc.)

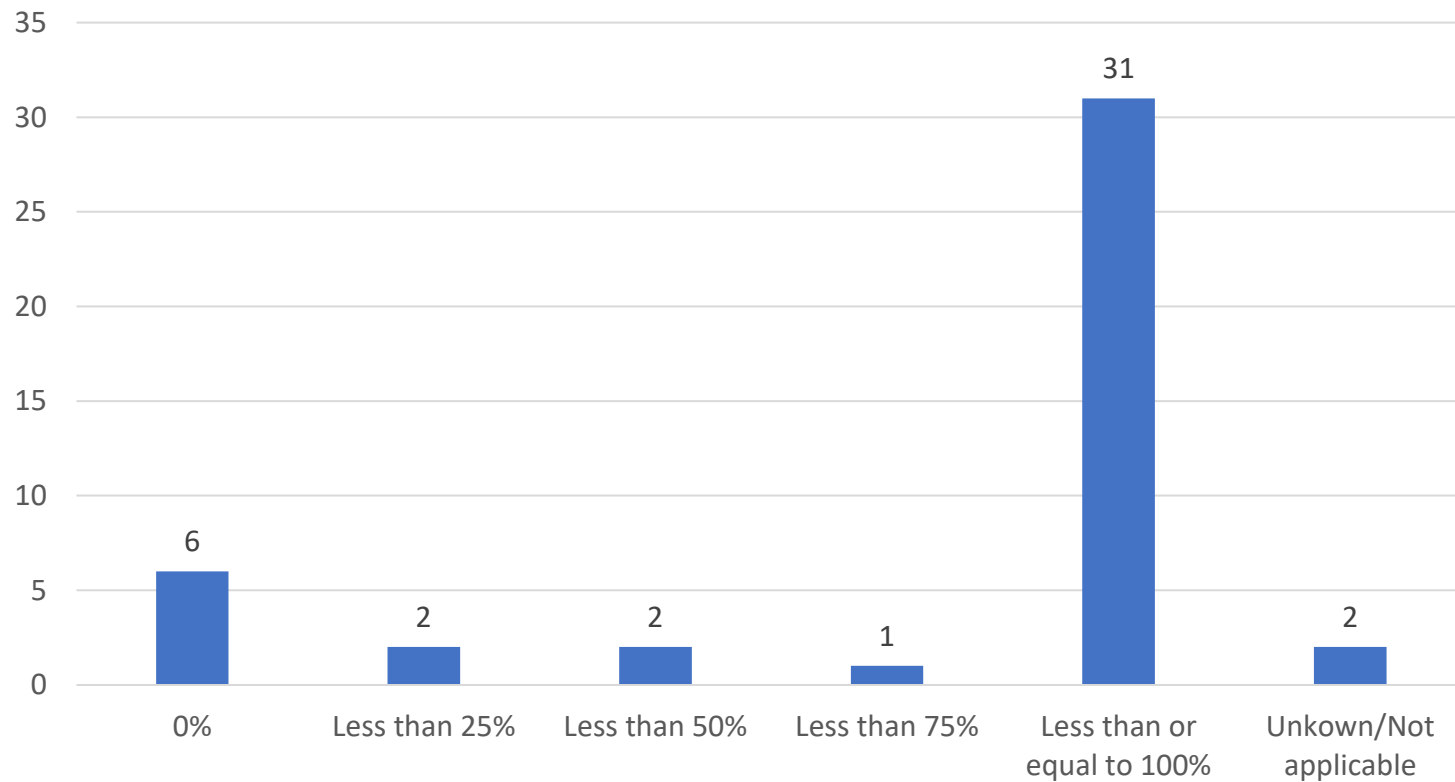


Data here has been aggregated to protect against confidentiality of food sources.



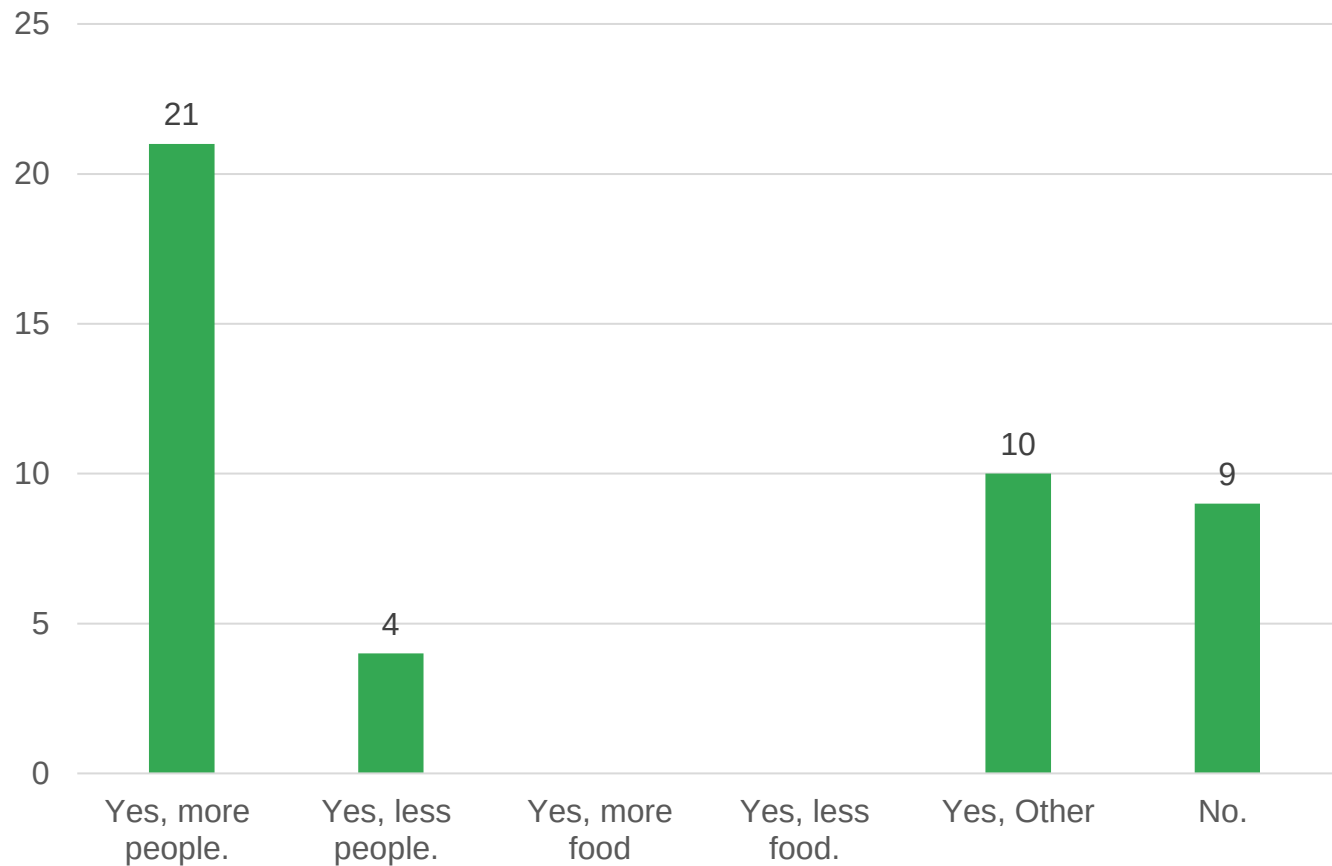
Question 4: Food

How much of those donations are coordinated through the food bank?



Question 5: Food

Has COVID affected your operation?



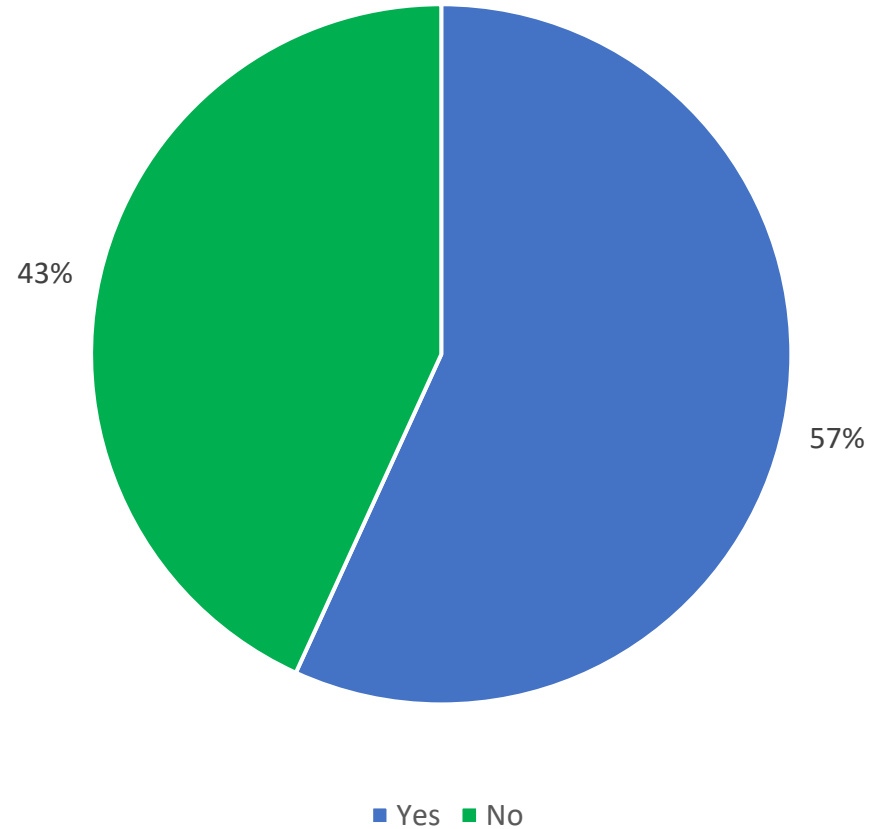
Notes:
- No pantry reported a change in food

- Other included**
- More limited offerings
 - Had to close
 - Several had to modify their operations



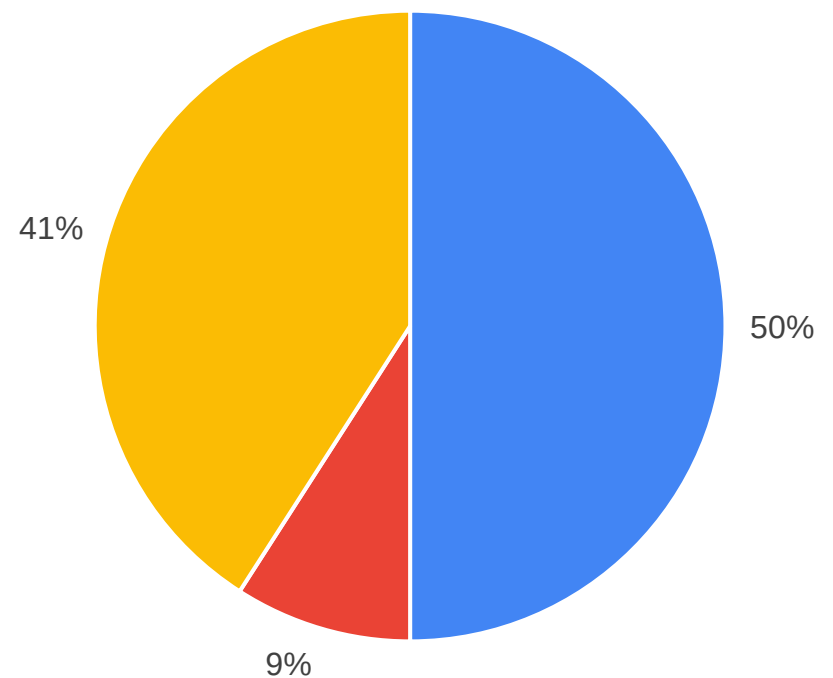
Question 6: Food

Do you need resources to accurately weigh recovered food? Scales? Pallet jacks with scales?



Question 7: Food

If given the option, how much more food could you recover each month with your current capacity?



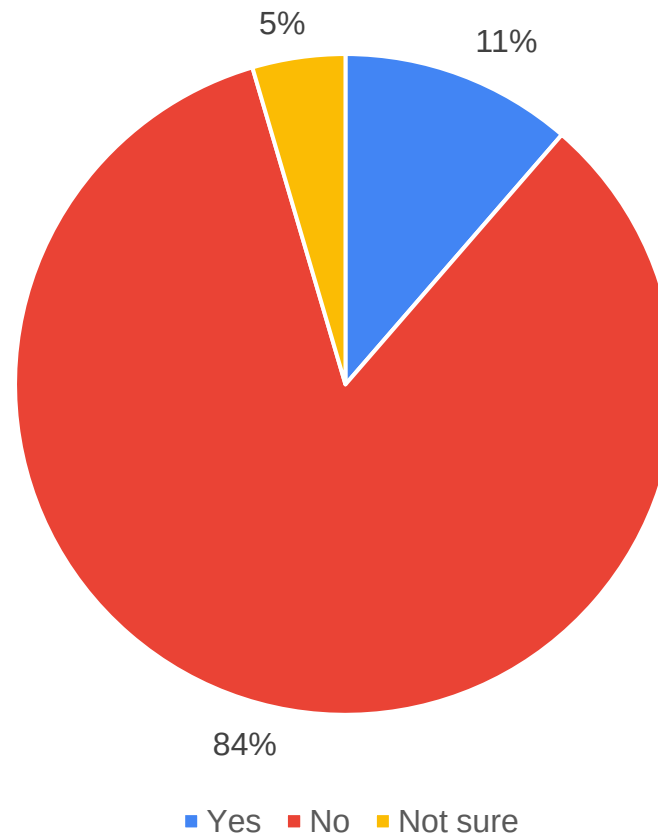
■ None. We don't have the space. ■ Not sure. ■ Yes. There is existing capacity.

Number	Answer
1	100lbs
2	200lbs
1	800lbs
1	1000lbs
1	5,000lbs
4	Lots
1	25% more
1	50% more
4	More Non-Persishable
1	Have Freezer Capacity



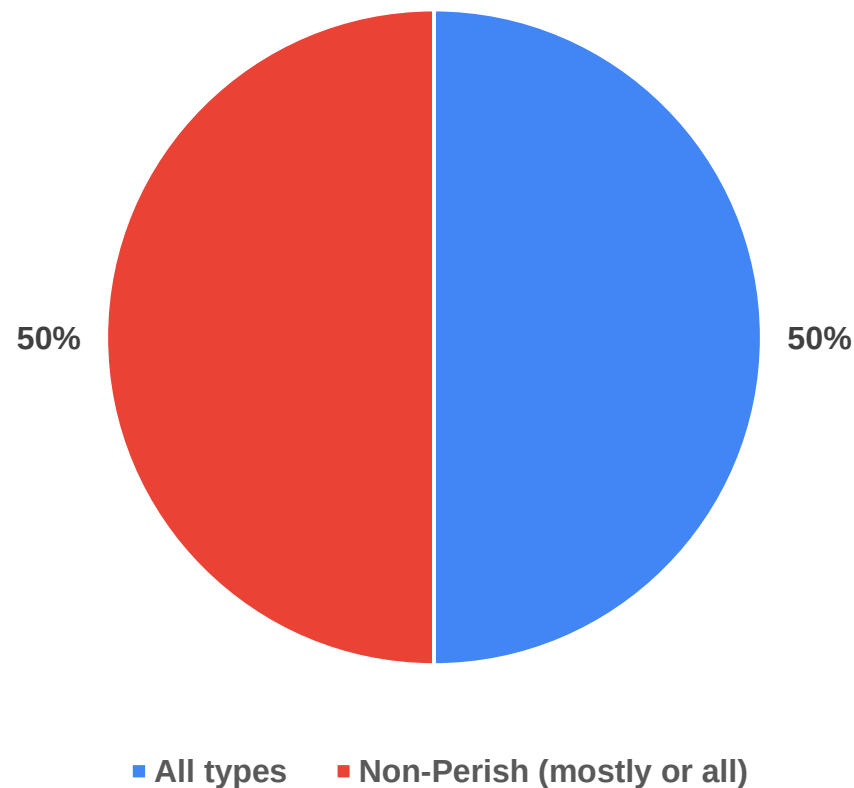
Question 8: Food

Do you have existing written agreements with any of your donors?



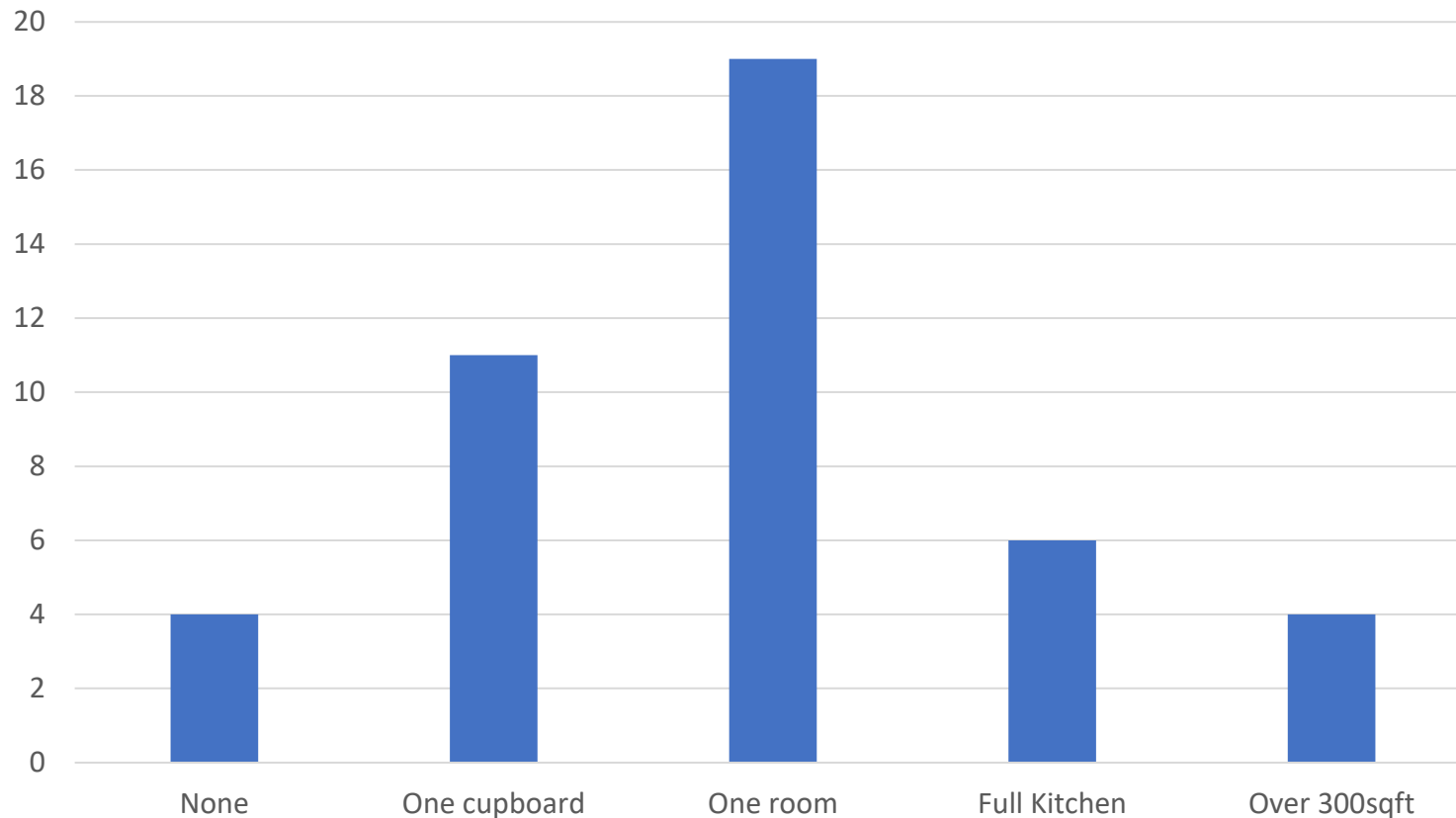
Question 9: Food

What types of food do you accept?
What types do you not accept?



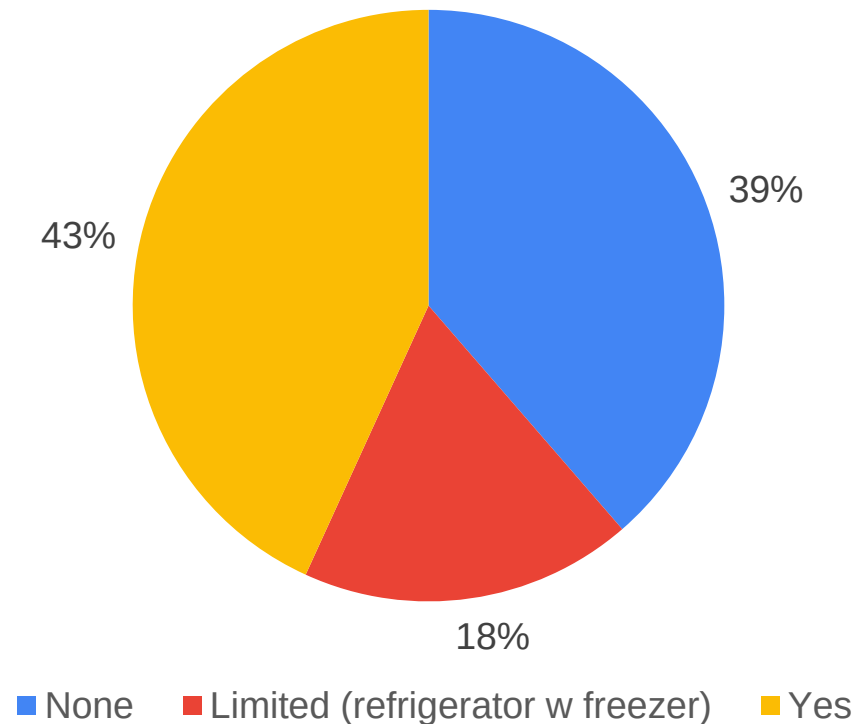
Question 1: Capacity

How much storage space do you have?
(A room, a closet, a full kitchen, etc.)



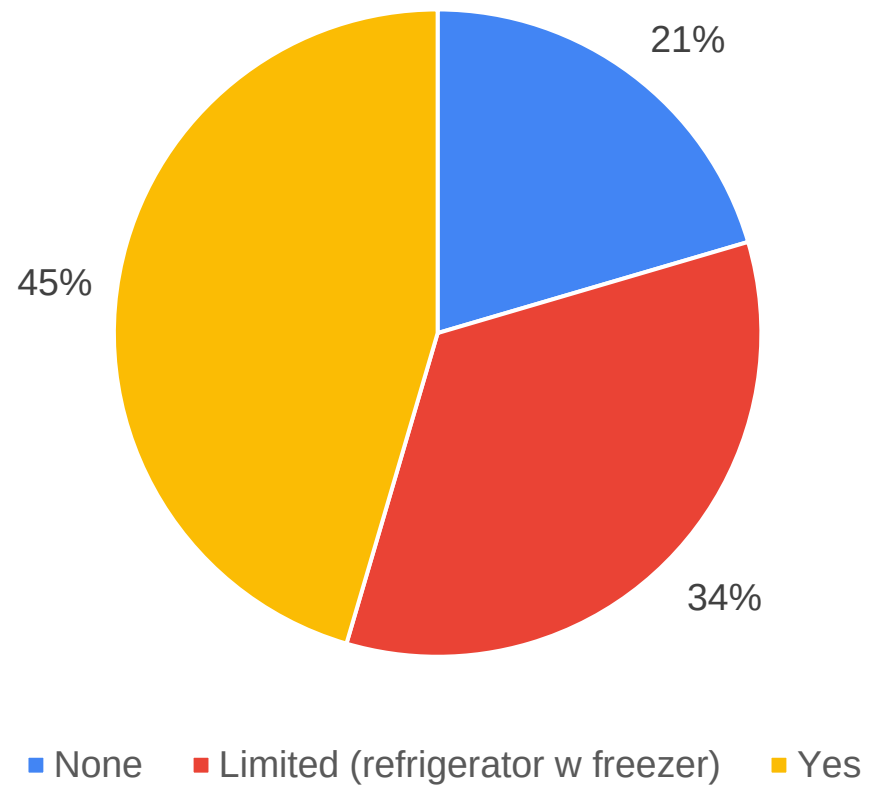
Question 2: Capacity

What is the equipment available for:
Freezer space? Fridge space?



Question 3: Capacity

What is the equipment available for cold storage?

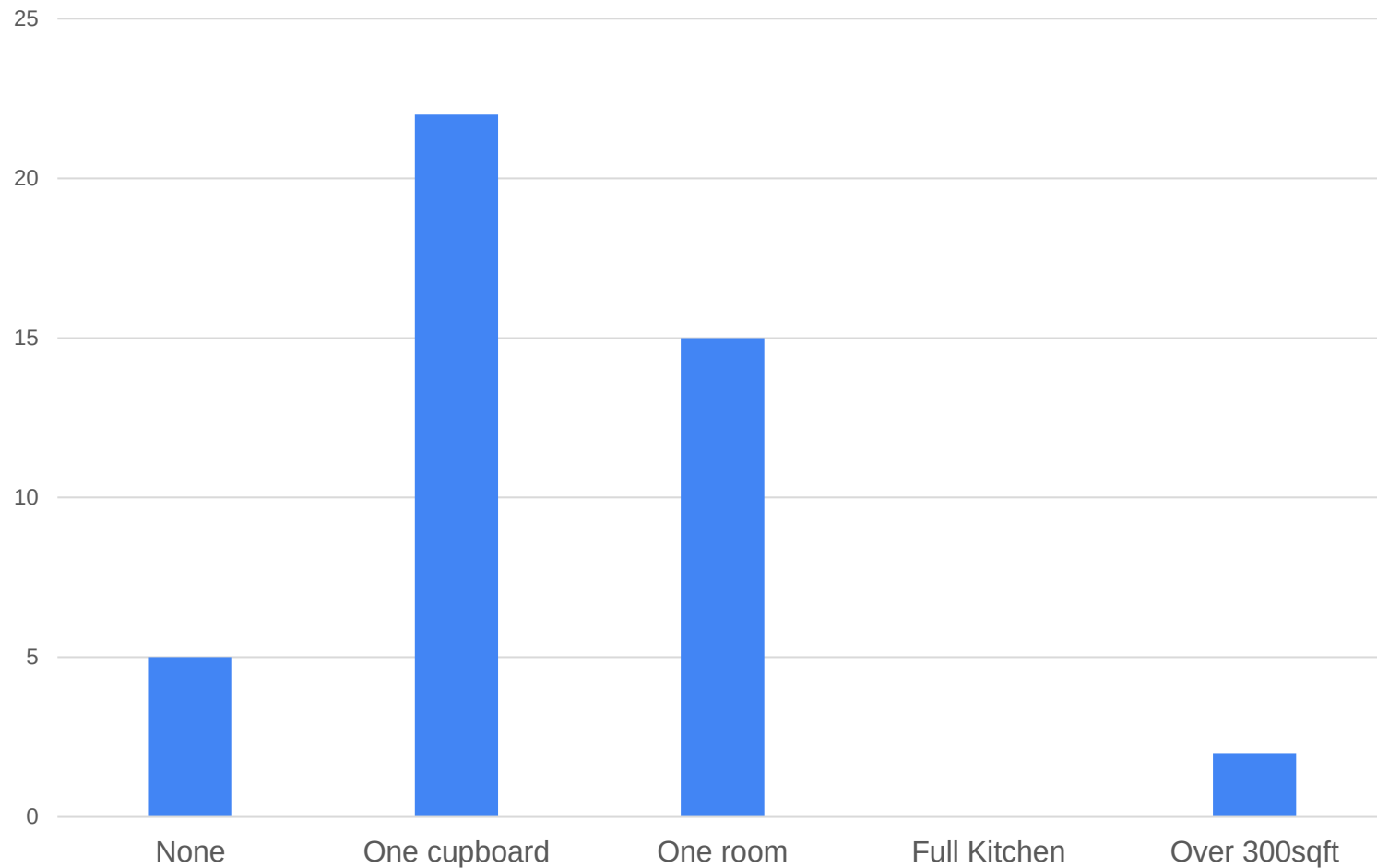


Notes:

- One agency reported they have a non-working fridge that needs repaired

Question 4: Capacity

Dry storage?

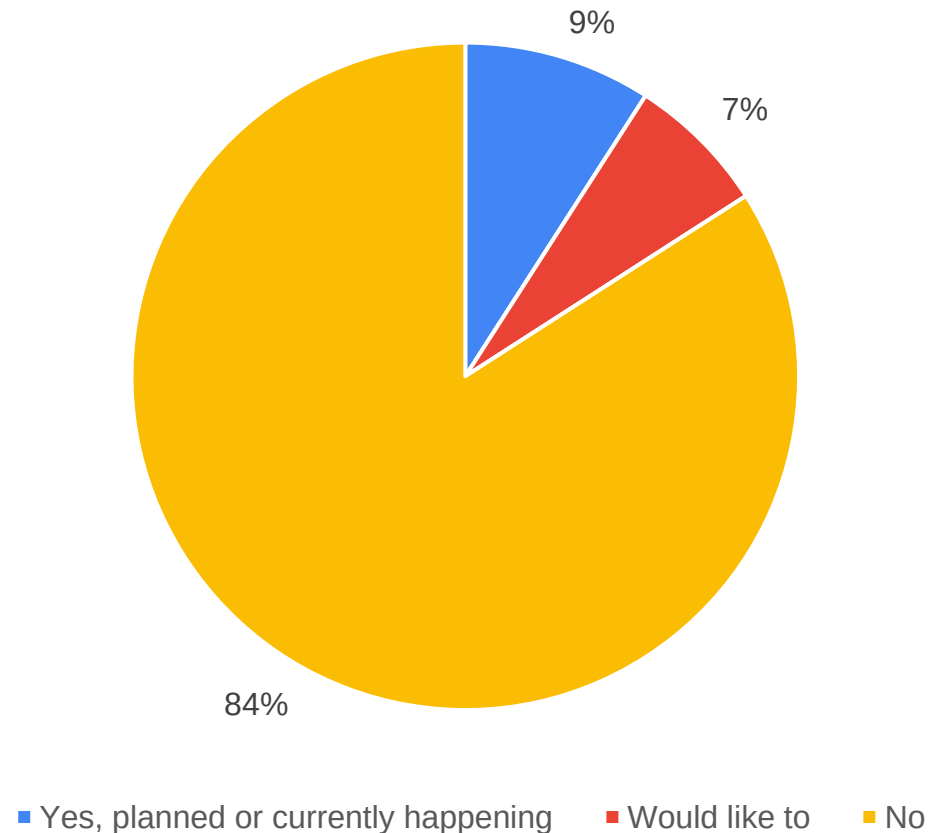


Notes:

- One agency reported that the receive and distribute items the same day.
- Several Agencies noted they need more storage.

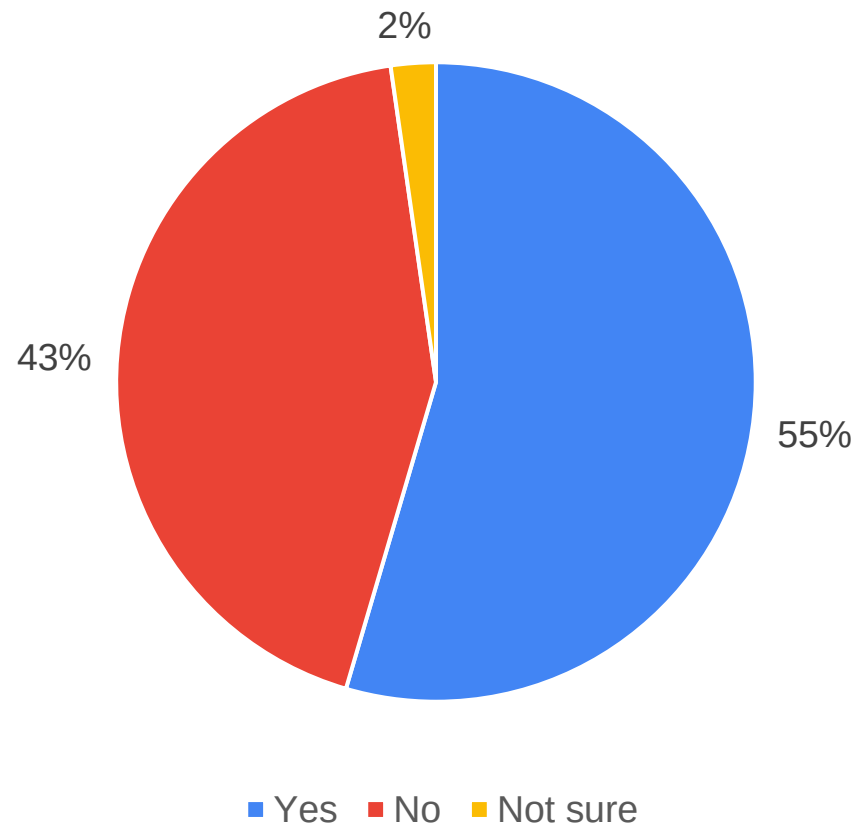
Question 5: Capacity

Do you have current plans to purchase or expand new infrastructure?



Question 6: Capacity

Can you add new food donors to your route? If so, how many?

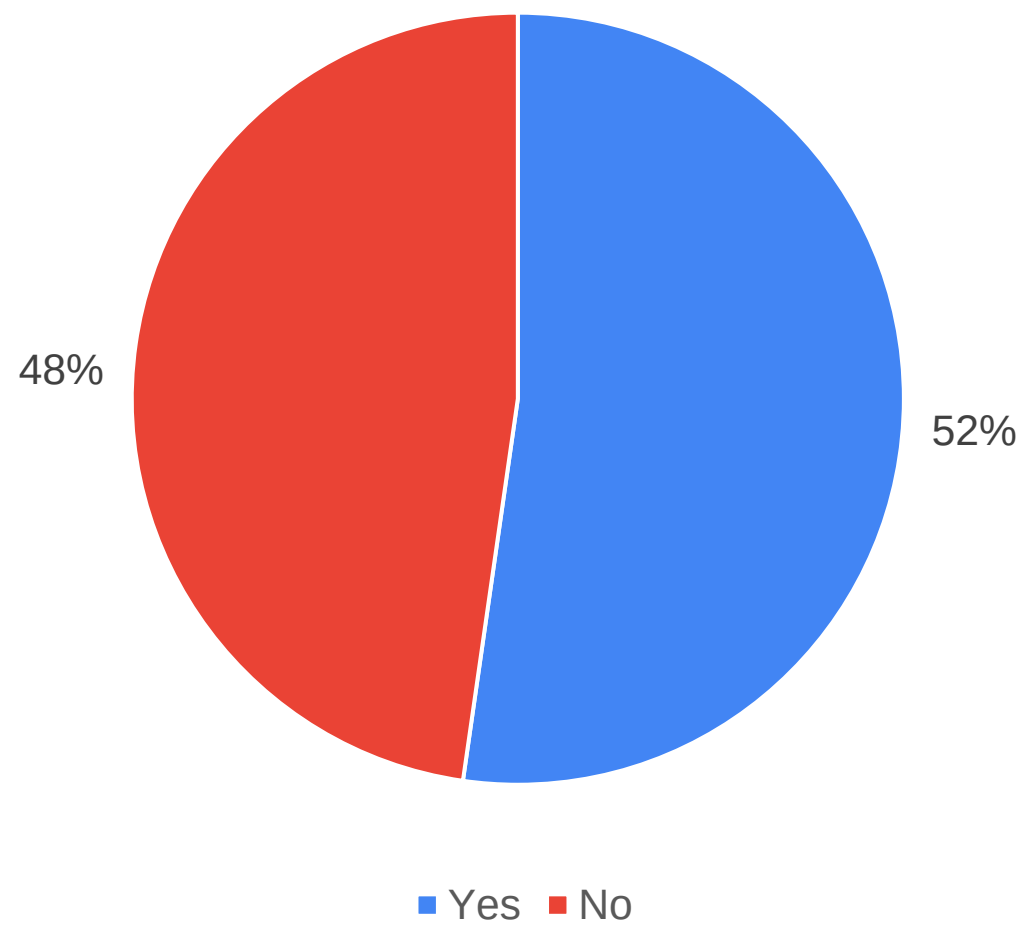


Notes:

- Several agencies pointed out specific factors for adding donors including day, how much, what type, volunteers, space, some said non-perishable only, and they want quality donations
- Some agencies that reported 'no' indicated they would like more free food instead of having to purchase it from the Food Bank and other sources.

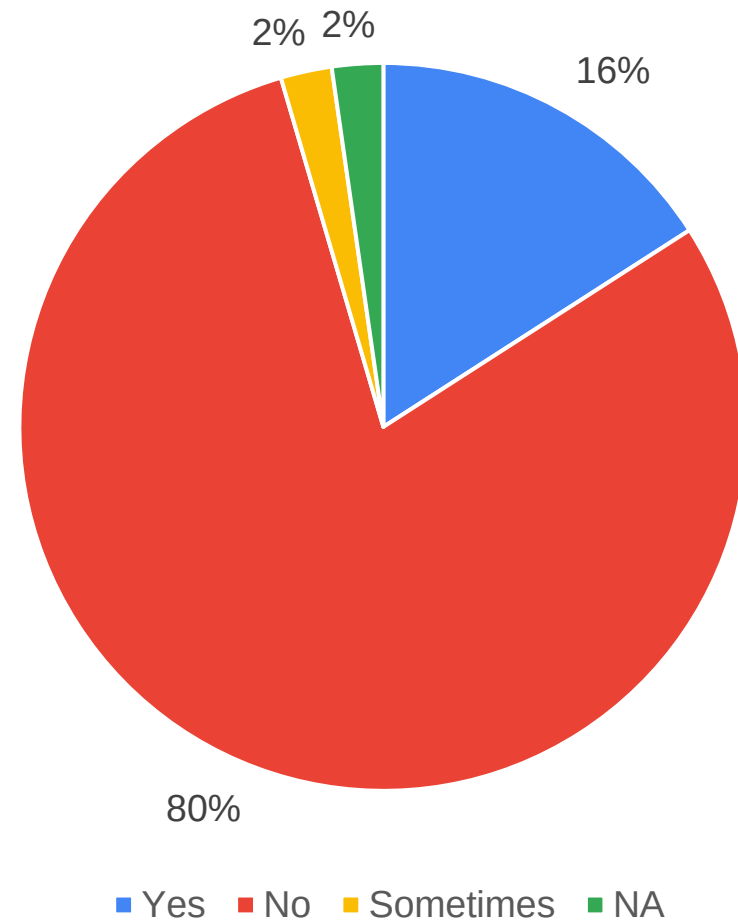
Question 1: Logistics. How do you usually receive your food?

Volunteer picks up and drop off?



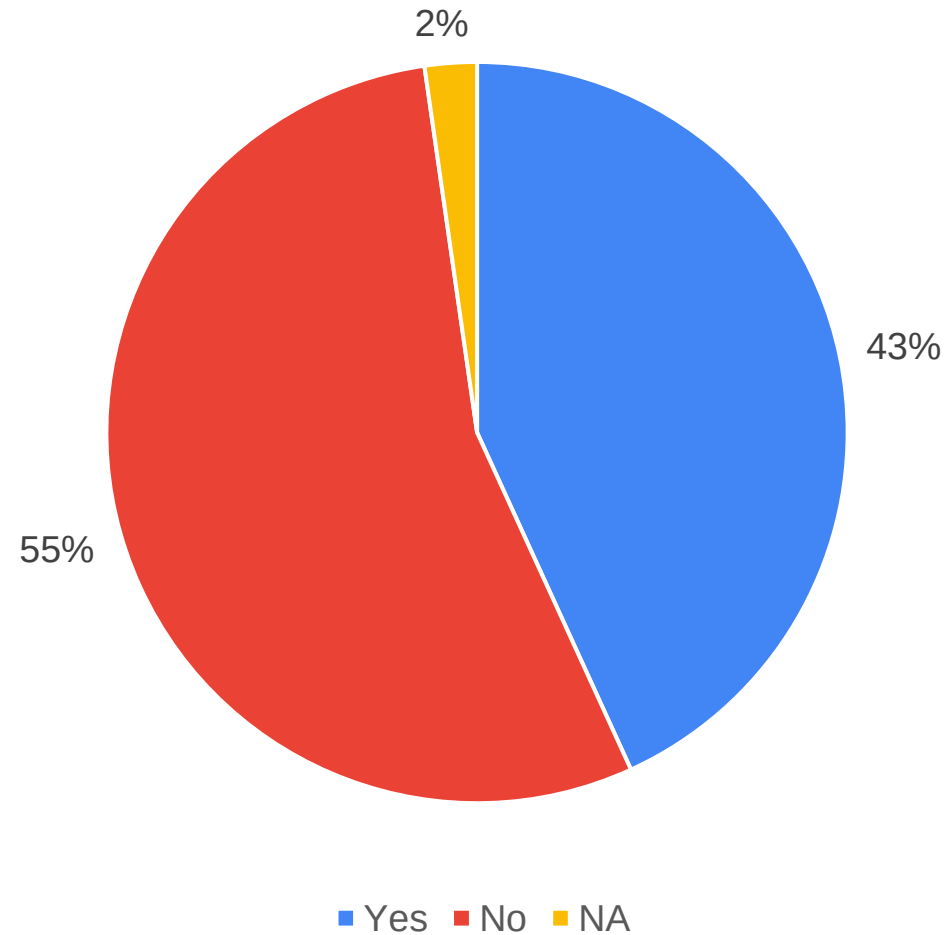
Question 2: Logistics

Donor drop off?



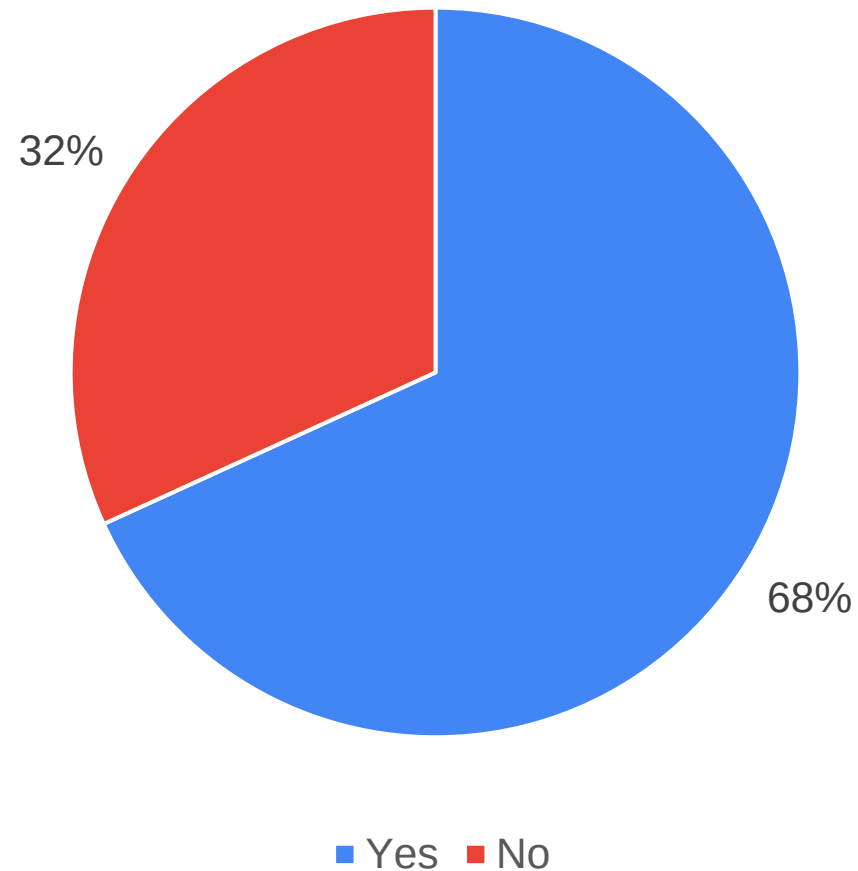
Question 3: Logistics

Food Bank drop off?



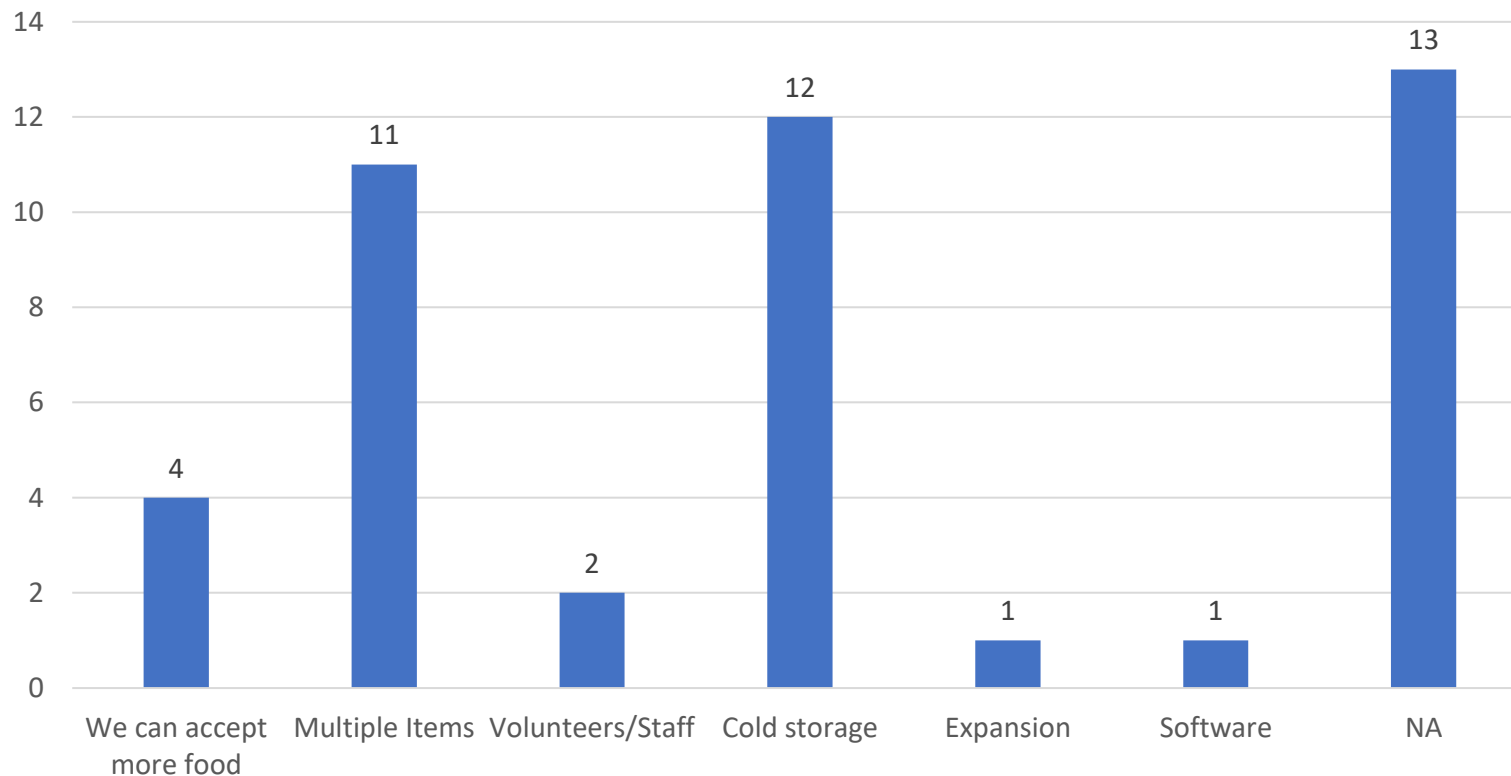
Question 4: Logistics

Pantry Staff picks up?



Question 1: Needs

If you are unable to accept more food or add new donors, what would they need most to recover additional food and begin working with new donors?



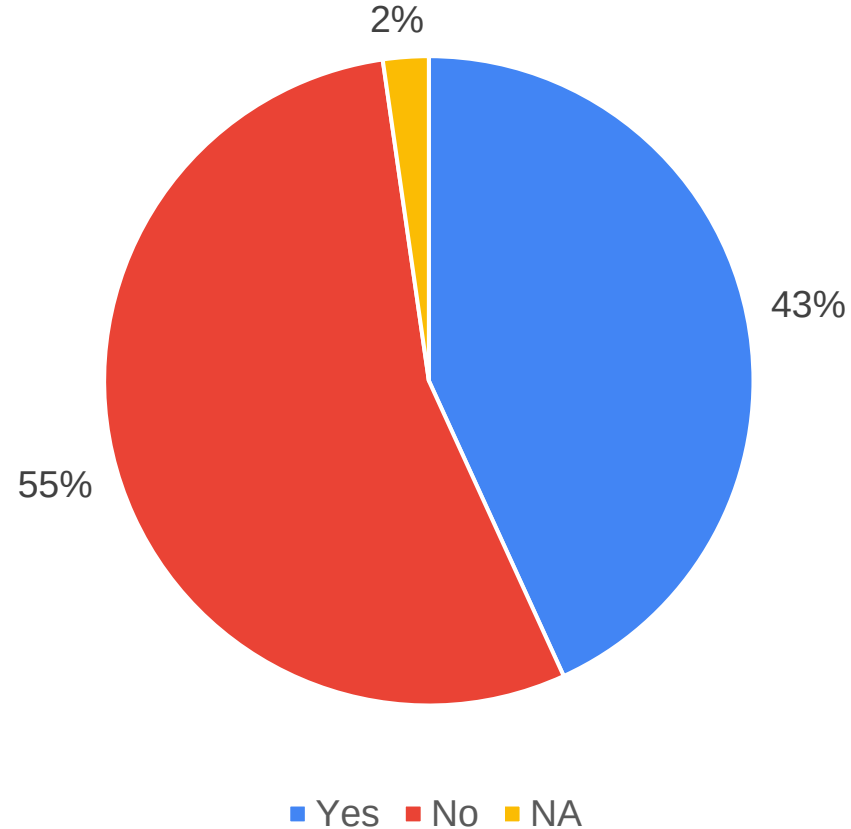
Notes:

- Multiple items include refrigeration, storage space, refrigerated vehicles and staffing.



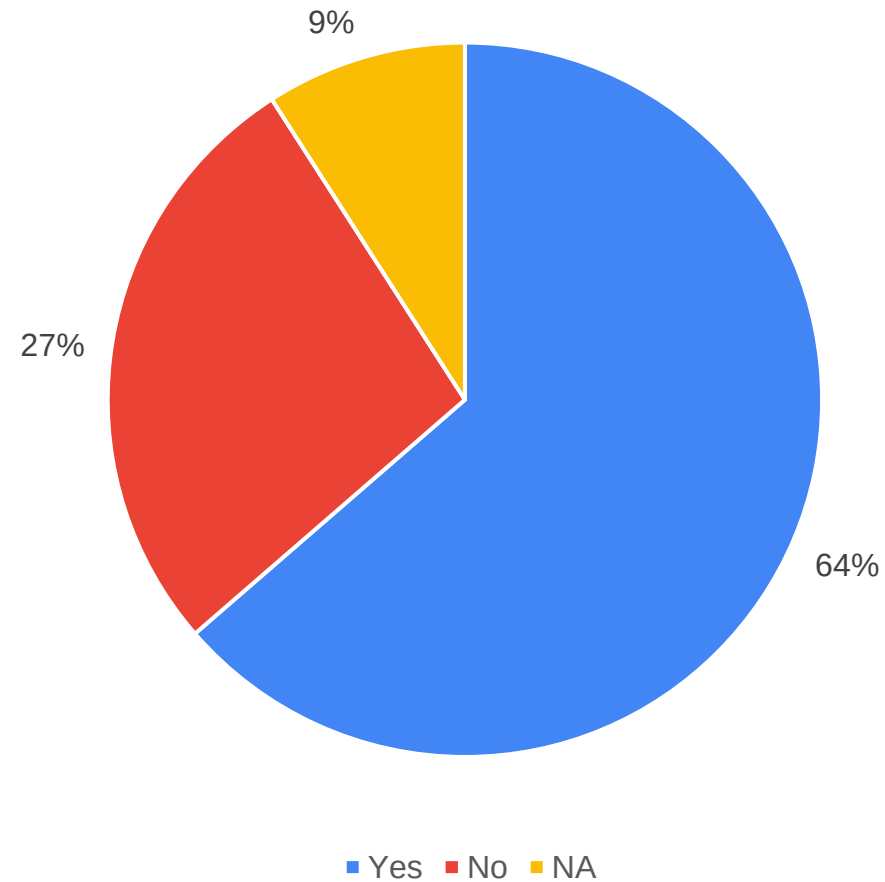
Question 2: Needs

Do you ever lack the staff or volunteers needed to recover available food?



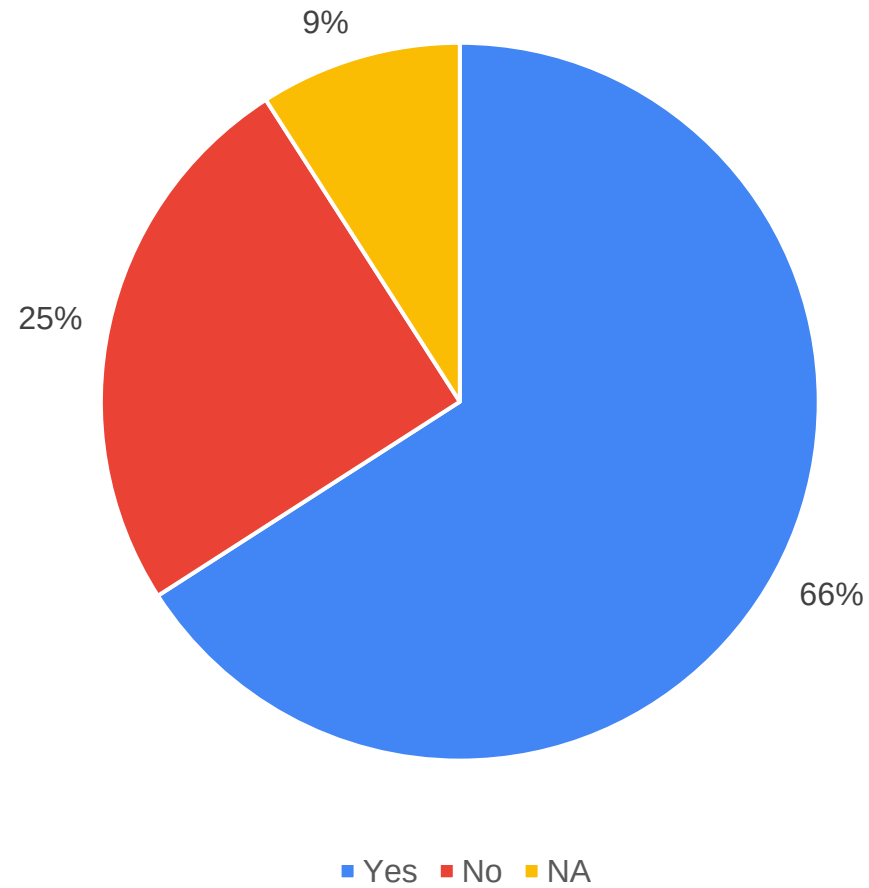
Question 3: Needs

Refrigeration?



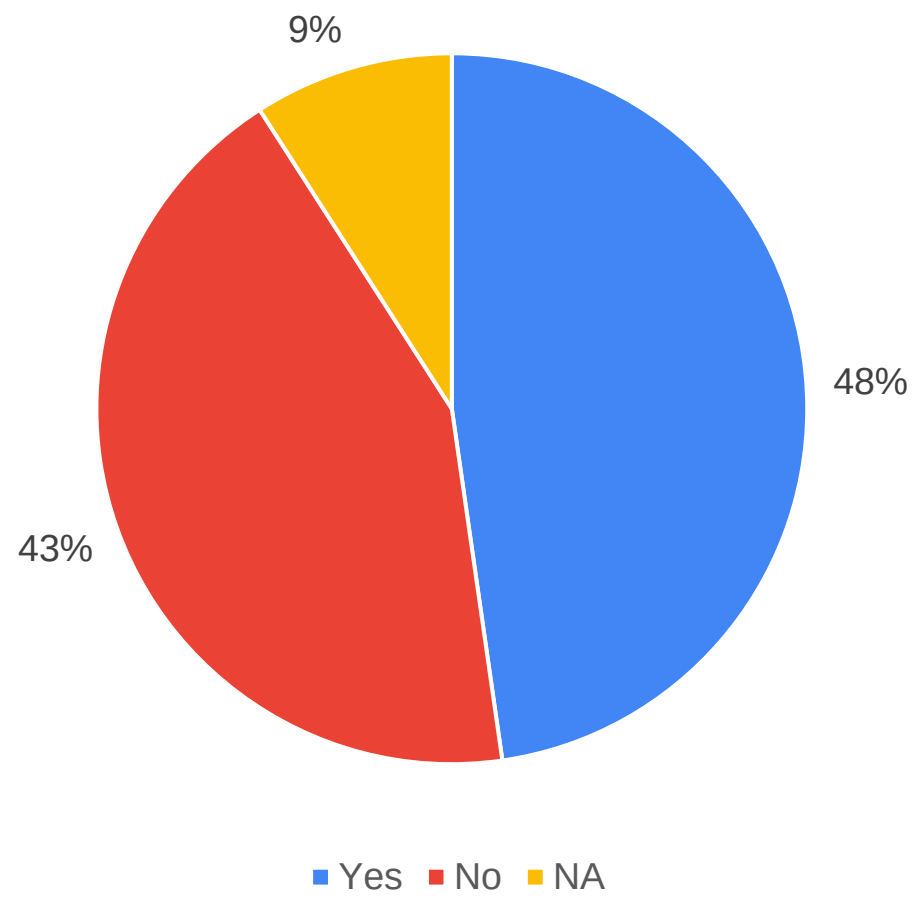
Question 4: Needs

Scales?



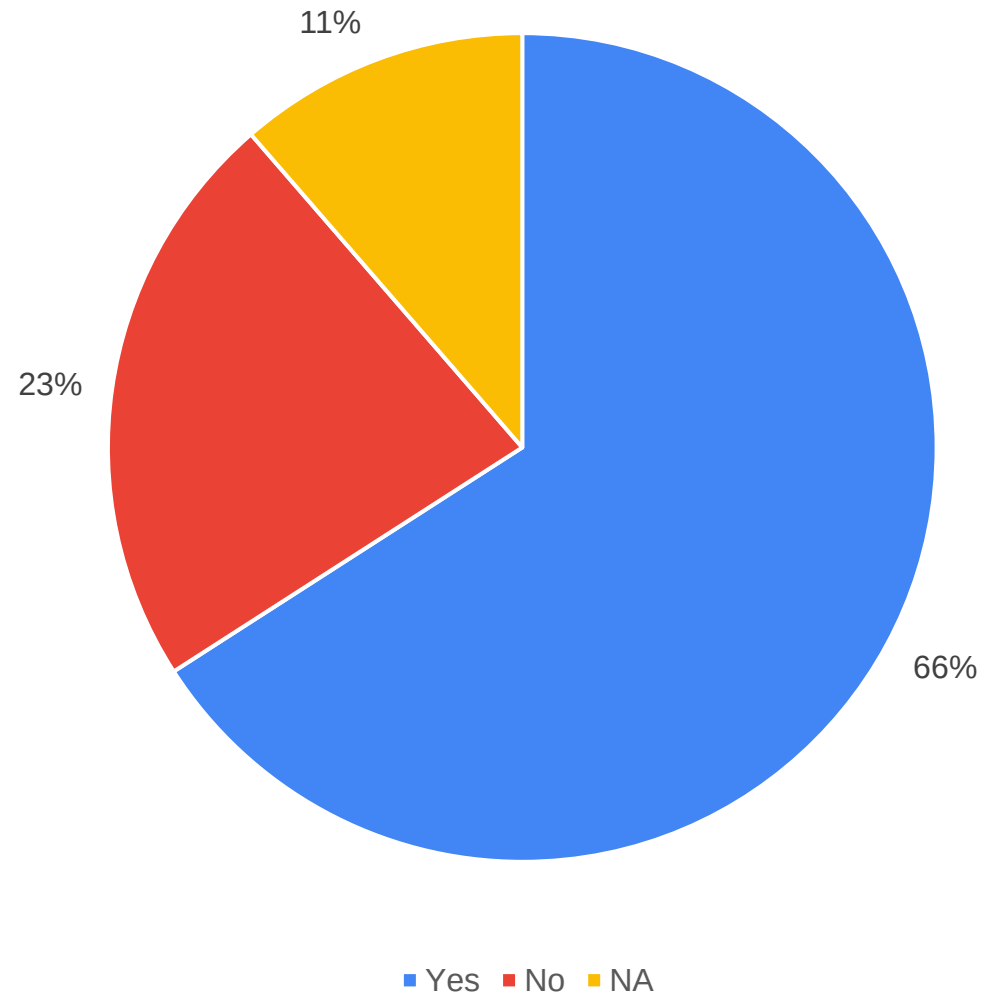
Question 5: Needs

Drivers?



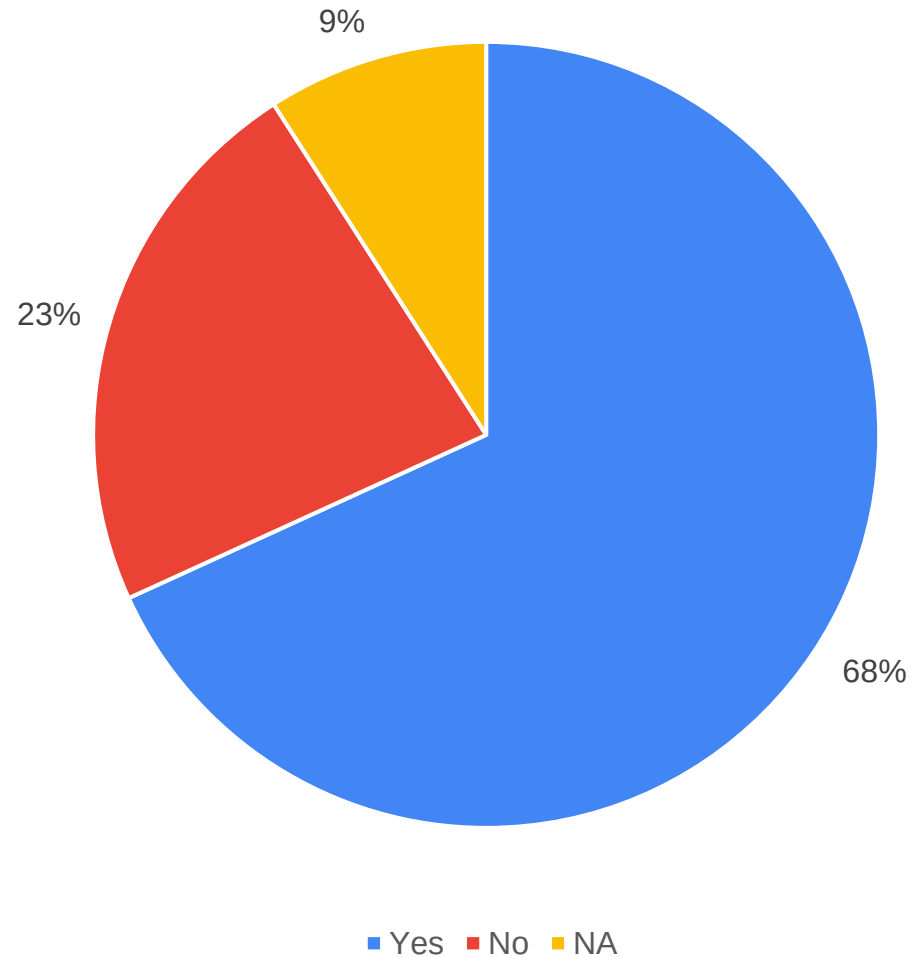
Question 6: Needs

Software?



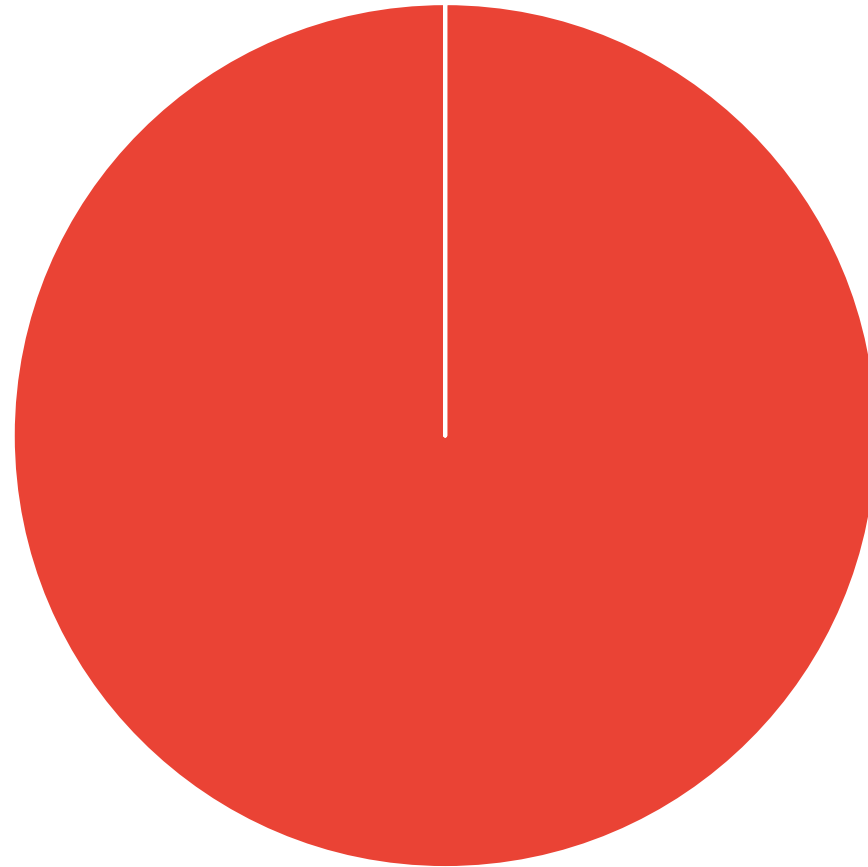
Question 7: Needs

Food Safety and Staff Training?



Question 8: Needs

Other?



■ Yes ■ No ■ NA

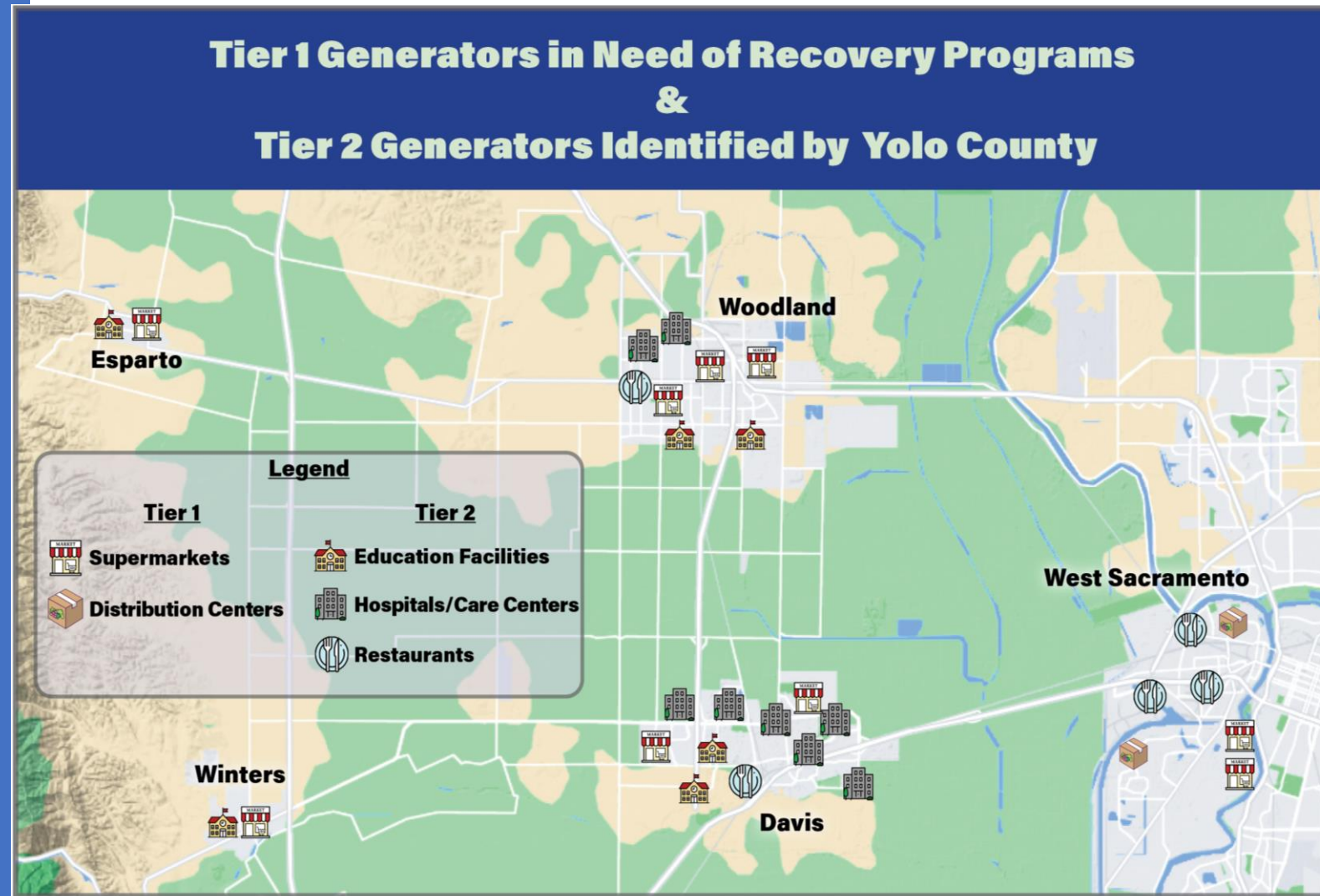
Questions and Answers

Tier 1 Generators



Tier 1 Generator Survey Overview

- Surveyed 22 Tier 1 Generators
 - 6 Did not respond (assumed no)
 - 1 is closed
 - 15 Provided full responses to survey



Question 1

Are you donating food?

Yes – 7 Have Donation Programs

Generator Name	Notes
Arteagas	Local Churches – Donate once a month.
Cracchiolos Market	Donates to Fourth and Hope. Paused due to pandemic
Grocery Outlet - West Sac	
California Sandwich Co	Loaves and Fishes
Mani Imports Inc.	Discontinued products are sent to Food Bank or Churches
Monsanto	Food Bank
Z Specialty	Have non-perishable food so products do not expire. Interested in learning more. Products are donated to Food Bank when appropriate.

*No contracts/written agreements in place.
*Very likely these could be increased in frequency.



Question 1

Are you donating food?

No/Rarely

- 14 Do Not Have Donation Programs or did not response (Conservative No)
- 5 Do Not Have Edible Food or Items Suitable for Donation
- 9 Remaining Need Compliance



Generator Name	Notes
Grocery Outlet Davis	End of Life sold at a reduced rate. Believes a Non-Profit buys for the community.
La Superior Supermercado	Very Interested in participating.
Lorenzo's Town and County	Had trouble with reliability
Espartos	Sometimes vendors take food back
D&I Pure Sweeteners	Sugar Plant – no excess
In Harvest	Sometimes Donate
Ricebran Tech	Not Edible Food
Frito Lay	Expired Food Sent to Animal Feed
Youngs Market Company	Spirit and Liquor Company
Mercado Del Valle	Apprehensive about donation. Will need a lot of education and support.
Copper Hill Olive Oil	No Response- Not suitable for regular donation program
West Lake Market	They have donated food in the past, but don't donate food regularly.
Jacmar Food Service	No Response – West Sac
North American Food Distribution	No Response – West Sac
Western Food	No Response - Woodland



YOLO COUNTY FOOD CAPACITY STUDY: EXISTING EXCESS CAPACITY

Icons



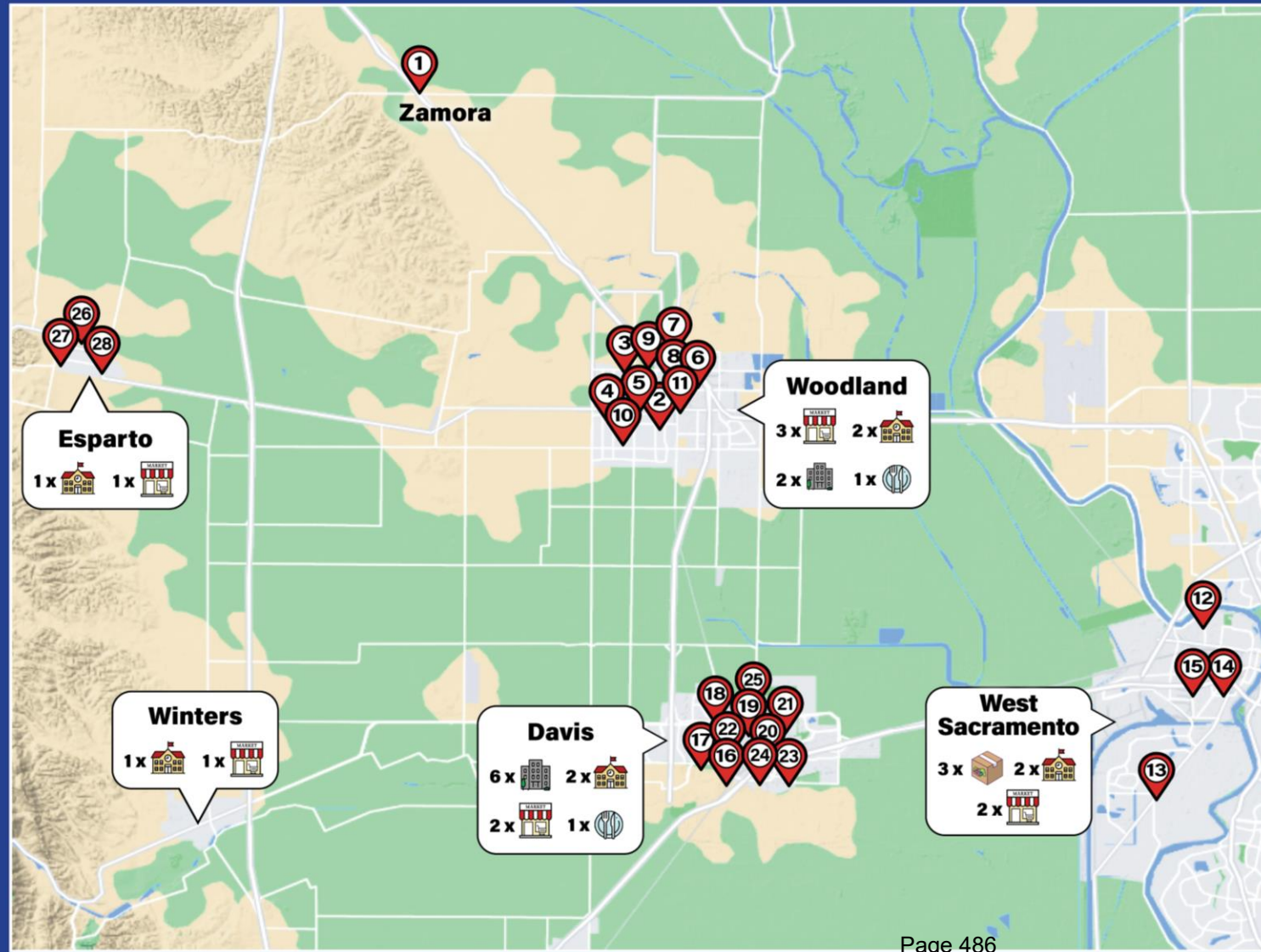
Questions represented in this map:



Capacity Question 5: Do you have current plans to purchase or expand new infrastructure?



Capacity Question 6: Can you add new food donors to your route?



Key

- | | |
|--|--|
| 1 Calvary Chapel of Zamora [Apple icon] | 15 West Sacramento Baptist Church [Person icon] |
| 2 All Leaders Must Serve [Person icon] | 16 ASUCD The Pantry & Aggie Compass [Apple icon] [Triangle icon] [Person icon] |
| 3 Cache Creek Lodge [Person icon] | 17 Aggie Compass Basic Needs Center [Triangle icon] [Person icon] |
| 4 Church on the Rock [Apple icon] [Person icon] | 18 Davis Community Meals & Housing [Triangle icon] [Person icon] |
| 5 Homeward Bound Outreach, Inc. [Apple icon] [Person icon] | 19 Davis Senior Housing- Eleanor Roosevelt Circle [Apple icon] [Person icon] |
| 6 Hope's Anchor, Inc. [Apple icon] [Person icon] | 20 Pole Line Road Baptist Church [Person icon] |
| 7 Kentucky Avenue Church of Christ [Apple icon] | 21 Progress Ranch [Apple icon] [Person icon] |
| 8 Meals on Wheels, Yolo County [Person icon] | 22 Short Term Emergency Aid Committee [Apple icon] |
| 9 Renuevo Food Closet [Apple icon] | 23 TPCP- Pine Tree Gardens East [Person icon] |
| 10 Turning Point Community Program [Person icon] | 24 TPCP- Pine Tree Gardens West [Person icon] |
| 11 Woodland Volunteer Food Closet [Apple icon] [Triangle icon] [Person icon] | 25 Yolo Crisis Nursery [Apple icon] [Triangle icon] [Person icon] |
| 12 Holy Cross Food Locker [Person icon] | 26 Countryside Community Church [Apple icon] [Person icon] |
| 13 Mercy Coalition of West Sacramento [Apple icon] [Person icon] | 27 Esparto Education Programs [Apple icon] |
| 14 Trinity Presbyterian Church [Apple icon] [Person icon] | 28 RISE, Inc. [Apple icon] [Person icon] |

Question 2

Meeting Availability?

Generator Name	Notes
Cracchiolos Market	Midweek, 1-2pm
Grocery Outlet-Davis	Wednesdays, early afternoon
La Superior Supermercado	Flexible
Lorenzo's Town and Country	Mondays and Fridays after 1pm
Esparto Supermarket	Sunday Afternoons
In Harvest	Tuesdays, Thursdays, Fridays anytime.
Z Speciatly Food	Unsure
Mercado Del Valle	Thursday Mornings

Those that did not response either had no response to Abound or Abound did not contact.

Appendix D. Food Recovery Agency Contact List

(Green=received information, Red=closed, Orange=not food bank)	CITY	PHONE NUMBER 1	ADDRESS	PHONE NUMBER 2	CONTACT PERSON	CONTACT TITLE	EMAIL	WEBSITE/ FACEBOOK
ASUCD The Pantry & Aggie Compass	Davis	530-752-9254		925-319-7265	Ryan		compass@ucdavis.edu	https://aggiecompass.ucdavis.edu/
Cal Aggie Christian Association	Davis	(530) 753-2000 Wrong number	433 Russell Blvd, Davis, CA 95616		Emily			https://www.cahouse.org/
Davis Community Meals and Housing	Davis	530-753-9204	1111 H ST. Davis, CA 95616	Executive Director Dill Pride 530-756-4008			billpride@dcmah.org	daviscommunitymeals.org
Davis Senior Housing - Eleanor Roosevelt Circle	Davis	530-753-3400	675 Cantrill Dr. Davis, CA 95618				eleanor@jsco.net	https://jsco.net/property/eleanor-roosevelt-circle/
Interfaith Rotating Winter Shelter of Davis							office@uudavis.org	https://interfaith-shelter.org/
Heart of Davis	Davis						irws@interfaith-shelter.org	https://www.facebook.com/heartofdavis/
Pole Line Road Baptist Church	Davis	530-753-4315	770 Pole Line Rd, Davis, CA 95618		Pat Coker	Secretary	church@polelinebaptist.org	polelinebaptist.org
Progress Ranch	Davis	530-753-2566	2725 Loyola Dr. Davis, CA 95618		Micky Martin	Office assistant	dianna@progressranch.org	progressranch.com
Short Term Emergency Aid Committee	Davis	530-758-8435	642 Hawthorn Davis, CA 95616		Lianne Moody	Executive Director	lmoody@steac.org	http://steac.org/index.php
TPCP - Pine Tree Gardens East	Davis	530-601-5959	212 "I" Street Davis CA 95616					https://www.tpcp.org/programs/tp-yolo/
TPCP - Pine Tree Gardens West	Davis	530-601-5959	212 "I" Street Davis CA 95616	530-758-4078	Nai	Clinical Director		https://www.tpcp.org/programs/tp-yolo/

Turning Point Community Program	Davis	530-601-5959	212 "I" Street Davis CA 95616					https://www.tpcp.org/programs/tp-yolo/
Yolo Crisis Nursery	Davis	530-758-6680 Family helpline	1107 Kennedy Place Suite 5 Davis, CA 95616		Emily		olopez@yolocrisisnursery.org	yolocrisisnursery.org/
Countryside Community Church	Esparto	530-787-4040	26479 Grafton ST. Esparto, CA 95627		Laurie Hayes			http://espartocountrysidechurch.org/
Esparto Education Programs	Esparto	(530) 787-4151 ex: 404			Robert Bettencourt	Food Services Supervisor	rbettencourt@espartok12.org <rbettencourt@espartok12.o	
Mercy Housing	Esparto	530-787-5171	16797 County Road 87, Esparto, CA 95627		Maria	Service coordinator		https://www.mercyhousing.org/california/esperanza-crossing-phase-ii/
RISE, Inc.	Esparto	530-787-4110	17317 Fremont St. Esparto, CA 95627	530-787-3433	Maribel Garcia	Pantry manager	tico@riseinc.org	https://www.riseinc.org/
Manna House Food Pantry	Knights Landing	408-314-5726	9493 Mill St. Knights Landing, CA 95645		Pastor Young Kim	Pastor		
Madison Community Committee Food Closet	Madison	530-668-0955/disconnected 530-908-0504 spanish	28963 Main St. Madison, CA 95653	530.908.0504				https://www.facebook.com/madisoncommunitycommittee/
Collings Teen Center	West Sacramento	(916) 375-0681	1541 Merkley Ave, West Sacramento, CA 95691		Justin		ctc@collingsteencenter.org	https://www.facebook.com/CollingsTeenCenter/
CommuniCare Mercy Coalition	West Sacramento	(916) 403-2900 (916) 371-6706	500 Jefferson Blvd, West Sacramento, CA 95605					https://communicarehc.org/ https://wsmercycoalition.org/
Holy Cross Food Locker	West Sacramento	916-373-3318	1321 Anna St. West Sacramento, CA 95605					
Kare4All Inc.	West Sacramento	916-628-0336			Kelly Wilson		kare4all.sacramento@gmail.com	https://www.kare-4-all.com/
Lighthouse Covenant Church	West Sacramento	916-371-6706	3605 Gregory Ave. West Sacramento, CA 95691					https://www.lighthousewestsac.com/
Mercy Coalition of West Sacramento	West Sacramento	916-509-3566	3605 Gregory Ave. West Sacramento 95691		Don Bosley		wsmercycoalition@gmail.com	https://wsmercycoalition.org/
New Discovery Christian Center	West Sacramento	916-600-3784	1100 Carrie St. West Sacramento 95605					
Our Lady of Grace	West Sacramento	916-371-4814	911 Park Blvd, West Sacramento 95691	916-376-0933				westsacolg.org
River's Edge Church, West Sacramento	West Sacramento	916-391-9845	6449 Riverside Blvd. Sacramento, CA 95831				office@recsac.org	
Sacramento City College - West Sacramento Center	West Sacramento	916-375-5511	1115 W. Capitol Ave, West Sacramento, CA 95691				sccwsac@scc.losrios.edu	https://scc.losrios.edu/student-resources/west-sacramento-center-services

Shores of Hope	West Sacramento	916-372-0200	110 6th St West Sacramento, CA 95605		Akila Williams	Pantry manager		shoresofhope.org
Trinity Presbyterian Church	West Sacramento	916-371-5875	1500 Park Blvd. West Sacramento, CA 95691		Maggie Martinez	Office Manager	administrator@trinitywestsac.org	https://trinitywestsac.org/index.html#gs.tab=0
West Sacramento Baptist Church	West Sacramento	916-217-0439	1511 Delaware Ave. West Sacramento, CA 95691		Pastor Bob	Pastor	pastorbob58@yahoo.com	https://www.facebook.com/FBCofWestSac/
West Sacramento SDA Church	West Sacramento	916-372-6570	2860 Jefferson Blvd. West Sacramento, CA 95691				westsacsdachurch@gmail.com	https://westsacmentoca.adventistchurch.org/
Yolo County Children's Alliance YCCA West Sacramento Family Resource Center	West Sacramento	530-757-5558 (530) 668-0690	1200 Anna ST. West Sacramento, CA 95605	530-902-6381	Katie Villegas	Executive Director		yolokids.org
All Leaders Must Serve	Woodland	530-615-0365	433 2nd St. Suite 101 Woodland, CA 95776		Jane Williams	Executive Director		https://www.allleadersmustserve.org/
Cache Creek Lodge	Woodland	(530) 662-5727	435 Aspen St, Woodland, CA 95695	530-662-5727	Fidel Chavez	Executive director		https://www.cachecreeklodge.com/
Calvary Chapel of Woodland	Woodland	(530) 661-7385	1580 Case Pl a, Woodland, CA 95776					http://www.cowoodland.org/
Celebration Center Church	Woodland	(530) 662-7166	100 Woodland Ave, Woodland, CA 95695				info@woodnaz.net	https://celebrationcenterchurch.com/
Church on the Rock	Woodland	(530) 406-8579	630 Cottonwood St, Woodland, CA 95695		Pastor Jim	Pastor	staff@cotrwoodland.org	https://www.cotrwoodland.org/
Community Housing Opportunities Corp.	Woodland	(707) 759-6043	5030 BUSINESS CENTER DRIVE, SUITE 260 FAIRFIELD, CA 94534	9164960007	Teri Smyth		INFO@CHOCHOUSING.ORG	https://www.chochousing.org/
Empower Yolo	Woodland	530-661-6336	175 Walnut St. Woodland, CA 95695		Lynette	Executive director	info@empoweryolo.org	https://empoweryolo.org/
Food 4 U Foundation	Woodland	530-666-2178						
Fourth and Hope	Woodland	530-661-1218	285 4th ST. Woodland, CA 95695	530-383-9342	Charlotte Baur	Supervisor	cbaur@fourthandhope.org	https://fourthandhope.org/
Holy Rosary Food Pantry	Woodland	530-662-2805	301 Walnut St. Woodland, CA 95695	530-662-5233	Peter		hrparish@holyroary.com	
HOME Church	Woodland	530-662-3956	108 W Woodland Ave, Woodland, CA		Elaine	office manager		https://www.woodlandhome.church/
Homeward Bound Outreach, Inc.	Woodland	530-402-1426	44 Jefferson St, Woodland, CA 95695					https://www.facebook.com/HomewardBoundOutreach/
Hope's Anchor, Inc.	Woodland	530-908-9703	1233 E Beamer St Suite B Woodland, CA 95776		Renee Helmsley		info@hopes-anchor-inc.org	
Kentucky Avenue Church of Christ	Woodland	530-661-7488	470 Kentucky Ave. Woodland, CA 95695		Antonio Gipson	Pantry Manager	gipsonfamily4@att.net	https://woodlandchurchofchrist.com/

Meals on Wheels, Yolo County	Woodland	530-662-7035	40 N. East St Suite C, Woodland, CA 95776	916-370-2671	Zea Davis	zdavis@mowyolo.org	Info@mowyolo.org	www.mowyolo.org
Rainbow Housing Assistance Corporation	Woodland	559-455-8130	The Greenery Senior Apartments, Woodland		Tia			
Renuevo Food Closet (formerly the Sanctuary)	Woodland	530-908-6363	240 North West St. Woodland, CA					
Salvation Army	Woodland	530-661-0141	413 Main St, Woodland, CA 95695					https://www.facebook.com/SalvationArmyWoodlandCa/
Spero (formerly Pregnancy Support Group)	Woodland	530-661-6333	120 Court ST. Woodland, CA 95695		Carol Duty	Executive Director	CAROLDUTY@AOL.COM	https://sperohope.com/
United Methodist Church	Woodland	530-662-6274	212 Second St. Woodland, CA 95695		Shannon Murray	Office Manager		http://www.unitedmethodist.org/
Woodland Christian Center	Woodland	530-666-1070	440 California St Woodland, CA 95695		Rev. Paul Harmon	Lead Pastor	woodlandchristiancenter@gmail.com	https://woodlandchristiancenter.org/
Woodland Community College Foundation	Woodland	530-661-5700	2300 E. Gibson Rd, Woodland, CA 95776		Marissa Boswell	Student Services		https://wcc.yccd.edu/about/foundation/
Woodland Family Worship Center	Woodland	530-383-8825	386 W. Beamer ST. Woodland, CA 95695	530-383-4154	Jeff and Jennifer Fraize	Pastor	contact@woodlandfamilyworship.org	https://www.woodlandfamilyworship.org
Woodland Foursquare New Harvest Church	Woodland		23 Grand Ave. Woodland CA, 95695		Mark Gallego	Pastor	connect@newharvestwoodland.org	http://newharvestwoodland.org/index.html
Woodland Hispanic Foursquare	Woodland	530-662-5524						
Woodland Senior Center, Inc.	Woodland	530-661-2001	2001 East St Woodland, CA 95776					https://www.cityofwoodland.org/351/Seniors
Woodland Volunteer Food Closet	Woodland	530-662-7020	509 College St. Woodland, CA 95695	530-401-8346	Tania	Pantry manager	taniagc@sbcglobal.net	www.woodlandfoodcloset.org
Yolo Adult Day Health Center	Woodland	530-669-3700	20 N. Cottonwood St. Woodland, CA 95695		Dawn Myers		dawn.myers@dignityhealth.org	https://www.dignityhealth.org/sacramento/services/yolo-adult-day-health-services/yolo-adult-day-health-center
Yolo Community Care Continuum	Woodland	530-758-2160	285 W. Court ST #207 Woodland, CA 95695		Amber Salazar	Executive director	asalazar@y3c.org	y3c.org
Yolo County African-American Association	Woodland	530-661-6461	436 Second St. Woodland, CA 95695		Glenny and John	Volunteers		No website
Calvary Chapel of Zamora	Zamora	530.867.2692 (530) 402-7002	9974 Main St, Zamora, CA 95698		Cheri Gardner	Pantry manager		
First Southern Baptist Church of West Sacramento	West Sacramento	(916) 371-2111	2124 Michigan Boulevard West Sacramento, California, 95691					

St. James Catholic Church	Davis	(530) 756-3636	1275 B Street Davis, California, 95616					
Proverbs House International	Winters	(530) 794-6000 916.589.0475	201 First Street Winters, CA, 95694				info@proverbshouse.org	
CLARKSBURG COMMUNITY CHURCH	Clarksburg	530 668 0690	52910 Netherlands Ave, Clarksburg, CA 95612, USA					
CLARKSBURG FIREHOUSE	Clarksburg	(530) 668-0690	52902 Clarksburg Rd, Clarksburg, CA 95612					
UNIVERSITY COVENANT CHURCH	Davis	530.668.0690	315 Mace Blvd, Davis, CA, USA					
DAVISVILLE APARTMENTS (Probably not)	Davis	(530) 668-0690	1221 Kennedy Pl, Davis, CA 95616					
SACRAMENTO CITY COLLEGE - DAVIS CENTER - DRIVE-THROUGH ONLY DISTRIBUTION		(530) 747-5200	1720 Jade Street, Davis, CA, USA					
CAMPERS INN RV PARK - DRIVE- THROUGH DISTRIBUTION		(530) 668-0690	2501 County Road 88, Dunnigan, CA 95937, USA					
GUINDA GRANGE HALL		(530) 668-0690	16787 Forest Ave, Guinda, CA 95637, USA					
EMPOWER YOLO		(530) 668-0690	9586 Mill St, Knights Landing, CA 95645, USA					
WEST SACRAMENTO YOLO HOUSING		(530) 668-0690	685 Lighthouse Dr, West Sacramento, CA 95605, USA					
CITY OF WEST SACRAMENTO CITY HALL - OVERFLOW PARKING LOT			1271 West Capitol Avenue, West Sacramento, CA, USA					
SUTTER HEALTH PARK - DRIVE- THROUGH ONLY DISTRIBUTION			400 Ballpark Drive, West Sacramento, CA,					
YOLO COUNTY HOUSING AUTHORITY		(530) 668-0690	62 Shams Way, Winters, CA 95694, USA					
RISE, INC.		(530) 668-0690	200 Baker St, Room 4 & 5, Winters, CA 95694					
ELKS LODGE		(530) 668-0690	500 Bush St, Woodland, CA 95695					
CALIFORNIA HUMAN DEVELOPMENT CORP.		(530) 662-9601	117 West Main Street Suite 1B, Woodland, CA 95695, USA					
SUMMERTREE APARTMENTS		(530) 668-0690	601 Community Ln, Woodland, CA 95695, USA					
YOLO LIBRARY		(530) 668-0690	37750 Sacramento St, Yolo, CA 95697, USA					